



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 July 25th, 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 Diane Burgis
 - 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 Diane Burgis
 - a. CEO Performance Evaluation Form Distribution and Instructions

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

- a. Minutes of the Board of Directors meeting of June 27, 2018
- b. Financial Report
- c. Marketing Activities Report

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

6. **CEO's Report:** Jeanne Krieg
 - a. **Operations Report** (*see attachment: tab #2*)
 - b. **Status Report:** 2018 Seafood Festival Shuttle
 - c. **CEO Travel 2018-19** (*see attachment: tab #3*)

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 2018-19

** Vice-chair: FY 2018-19

**Board of Directors Meeting Agenda
Wednesday July 25, 2018**

7. ACTION AND DISCUSSION ITEMS

a. ACTION ITEM: Electric Bus Charging Stations

(see attachment: tab #4)

Requested Action: Adopt Resolution #180725a which authorizes the CEO to execute and deliver a purchase order to Proterra, Inc. for an amount not to exceed \$280,000 for the purchase of two electric bus charging stations.

b. ACTION ITEM: Driver Exchange Cars

(see attachment: tab #5)

Requested Action: Adopt Resolution #180725b which authorizes the CEO to execute and deliver a purchase order to the State of California Department of General Services Procurement Division for six driver exchange cars for an amount not to exceed \$150,000.

c. DISCUSSION ITEM: FTA Triennial Audit

(see attachment: tab #6)

No Action Requested

8. Board of Directors Comments

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

9. Adjourn

Next Meeting: August 22nd, 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-MSC 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 July 25, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

June 27, 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: Merl Craft* (Pittsburg); Federal Glover* (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Doug Hardcastle* (Oakley); Pete Longmire (Pittsburg); Kevin Romick (Oakley); Robert (Bob) Taylor (Brentwood); Lamar Thorpe (Antioch); Diane Burgis (Contra Costa County/Vice Chair); and Monica Wilson (Antioch/Chair)

*Arrived after Roll Call

ABSENT: None

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ann Hutcheson, Director of Administrative Services
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
Holland White

PLEDGE OF ALLEGIANCE

Chair Wilson led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Wilson reported this would be her last meeting as Chair and reported it had been an honor to serve as the Chair and to continue learning about transit issues.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of May 23, 2018
- B. Financial Report
- C. Marketing Activities Report

AYES: Craft, Burgis, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Thorpe, Wilson

NOES: None

ABSTAIN: None

ABSENT: None

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg introduced Tri Delta Transit's two summer interns through the Metropolitan Transportation Commission's (MTC's) Summer Intern Program. Both Antioch residents, Zamiah Shook would be a senior at Bidwell High School in the fall and would be working with Tri Delta Transit's Manager of Accessible Services; and Neil Perez would be a senior at Deer Valley High School in the fall and would be working with the Planning and Grants Coordinator.

Ms. Krieg reported that the electric buses were in service and getting great reviews from customers and drivers; the implementation of the service change associated with the beginning of BART service in East County had gone well with great feedback from customers as to how to better meet their needs, and working with BART to address the parking issues at the Antioch station given the overwhelming number of passengers; and the Microtransit Demonstration Project, to be implemented on October 1, 2018 focusing on the neighborhoods to the south of the Antioch and Bay Point BART stations in areas not currently served by transit, should help with the parking issues. When asked, she noted that the Clipper® card was still being used on the buses, was growing as expected, and with Clipper® card the BART fare was cheaper.

Director Taylor commented that BART ridership had been reported at over 8,000 riders, and Director Burgis added that this was the time of year when traffic was expected to be low because school was out.

Ms. Krieg reported that sales of the Summer Youth Pass wristband had started slow, although the City of Antioch had purchased 200 wristbands and had allocated funding to subsidize, by half, the \$50 cost for Antioch residents.

It was also reported that promotion of the Mobile Ticketing app was underway, which would allow customers to download bus tickets and passes on smart phones, and where paratransit customers would be able to use a key, necklace, or wristband as a mobile ticket.

Ms. Krieg stated that on June 29, the Pittsburg Police Department's SWAT team would be on site practicing various scenarios with Tri Delta Transit buses, and one of the exercises would be to teach officers how to disable an electric bus. First responders would also be invited to teach them how electric buses worked.

With respect to the ethics training, Ms. Krieg reminded Directors that if the required course had been taken with another agency, ECCTA would need to be provided with a copy of the certificate to verify that the required ethics training had been completed.

Ms. Krieg announced the retirement of Chief Financial Officer Tom Harais after 18 years with Tri Delta Transit, and the expected retirement at the end of the year of the Director of Administrative Services Ann Hutcheson, who had been with the agency for 34 years. She noted their loss could provide an opportunity to develop an organizational structure to address the need for succession planning as well as the changing functions associated with the changing industry.

Fixed route ridership continued to be less than last year although the decrease was not as it had been; all financial parameters were as expected; and the budget was expected to come in slightly under budget.

B. Status Report: 2018 Seafood Festival Shuttle

Ms. Krieg reported that as mentioned at the last Board meeting, the Pittsburg Chamber of Commerce had been encouraged to choose one East County parking location to help the shuttle service for this year's Seafood Festival. The parking would be at the Los Medanos College (LMC) campus with a route that could go by the new Pittsburg Center BART station to provide transportation for BART patrons.

Director Craft advised that she had met with the Chamber and distributed the Chamber's Marketing Plan for 2018. The importance of the shuttle was emphasized to the Chamber Board of Directors along with the desire to tie the shuttle into the BART station and Tri Delta Transit for ease of access. She added that the Chamber had asked Tri Delta Transit representatives to identify events in their cities that could be promoted as part of the promotion for the Seafood Festival.

Director Romick spoke to the electric buses, referred to the Tesla electric issues, and noted that fire departments had expressed concern as to how to address those issues. He asked what actions would be planned to address any potential problems with electric buses.

Ms. Krieg referred to the Pittsburg Police Department's SWAT team training scheduled for June 29 and reported that first responders would also be invited.

Ms. Krieg also clarified that all buses had fire suppression systems on them where cars did not, and Chief Operating Officer (COO) Steve Ponte added that there had not been a lot of accidents with electric buses.

ACTION AND DISCUSSION ITEMS

A. Board of Directors Size and Composition

Ms. Krieg reported that at the April Board meeting, the Board had considered a recommendation from the ad hoc committee to reduce the size of the Board of Directors from eleven to seven members; with one member from each of the four cities, two County Supervisors, and a Member-at-Large. That recommendation had been submitted to each of the four cities and the county for consideration. On June 11, 2018, the County Board of Supervisors and the City of Oakley had each approved the proposed changes with clarifications and corrections, while the City of Pittsburg at its June 18, 2018 meeting had not approved the proposed changes and had requested that the Tri Delta Transit Board consider a structure with one representative from each member agency and no Member-at-Large. She clarified that the Joint Powers Agreement (JPA) was structured such that there would have to be unanimous agreement to approve any changes. As a result, the action by the City of Pittsburg essentially terminated the proposal to change the size and composition of the Board.

Director Guise stated that Tri Delta Transit had worked well for 42 years and the size of the Board had previously been considered. She expressed concern with any change to what had been and continued to be a very successful organization, and did not support the City of Pittsburg's recommendation to eliminate the Member-at-Large, which was the only non-political position on the Board.

Director Glover did not support the City of Pittsburg's recommendation to eliminate one of the hard-won Board of Supervisor positions on the Board, particularly since supervisorial boundaries had changed in the past and the Tri Delta Transit district now encompassed two supervisorial districts. He supported moving on with the current size and composition of the Board.

Director Craft clarified the Pittsburg City Council's discussion with respect to incorporating two supervisors on the Board and explained that several members of the Council served on Boards where there was only one member of the Board of Supervisors, and suggested the ECCTA Board should also include only one Supervisor on its Board.

Director Longmire reiterated that discussion by the Pittsburg City Council, noted there had been little discussion about the Member-at-Large, clarified that the Council was not totally in opposition to the proposal and would be willing to reconsider the issue but suggested it should have been returned to the ECCTA Board for further discussion.

Chair Wilson agreed that it made sense to continue as is with an eleven-member Board of Directors.

Director Burgis clarified that the members of the Board of Supervisors on the Tri Delta Transit Board were the elected officials representing the unincorporated areas of the County which were unique and different from district to district. Having representatives from the unique unincorporated areas was important which could be shared with Pittsburg Councilmembers.

On motion by Director Guise, seconded by Director Glover, ECCTA Boardmembers determined to retain the ECCTA Board of Directors size and composition as is, carried by the following Roll Call vote:

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

B. Disposal of Buses

Ms. Krieg described the action taken by the Board at the May 23, 2018 meeting, by resolution, to dispose of the twenty retired paratransit buses, eight MCI buses, and one 1994 Gillig bus, and recommended the rescission of Resolution 180523b and the adoption of Resolution 180627b to sell the vehicles to any member of the JPA for \$5 per vehicle, and then to proceed as originally approved.

On motion by Director Burgis, seconded by Director Longmire, ECCTA Boardmembers adopted Resolution 180627b which authorizes the disposal of twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus and supersedes previously adopted Resolution 180523b, carried by the following vote:

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

C. Organizational Structure

Ms. Krieg referred to the earlier announcement of Tri Delta Transit retirements and explained that a long-time contractor, Don Orsi, who had worked for 30 years in the field for street work and bus pole maintenance, had also retired. She highlighted the options under consideration and described the difficulties in replacing Mr. Orsi, noted it was not a full-time job, and explained that it had ultimately been decided to create a new position for things like changing filters, doing minor plumbing, changing light bulbs and the like.

Ms. Krieg sought authorization to create a new position of Bus Stop/Facility Maintainer to fill the role that Mr. Orsi had previously served. She also referred to the information in the meeting packet to identify the organizational structure of the agency and the intent to address pending retirements.

On motion by Director Guise, seconded by Director Craft, ECCTA Boardmembers authorized the addition of one Maintenance Department employee: Bus Stop/Facility Maintainer, with a pay scale the same as the Fueler/Washer position, which is \$17.06-\$22.62/hour plus benefits, carried by the following vote:

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

D. FY 2018-19 ECCTA Board of Directors Officers

Chair Krieg referred to the designated rotation for the JPA and advised that a County representative would be the next Chair, and the representative from the City of Oakley would be the next Vice Chair.

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers elected Contra Costa County representative **Diane Burgis** as Chair of the ECCTA Board of Directors, and **Robert (Bob) Taylor** as Vice Chair for FY 2018-19, carried by the following vote:

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

Newly elected Chair Burgis reported that under Chair Wilson's leadership, Tri Delta Transit had a very successful year ending with strong financial indicators, the agency had added electric buses to the fleet, completed construction on a facility solar project, implemented the largest service change in the history of the agency, began the innovative Mobility on Demand service, instituted the *See Something Say Something* app, began work on the mobile emergency operations center, acquired 30 new paratransit vehicles and five new Gillig buses, and left her term with a balanced and funded budget for the coming year. She thanked Chair Wilson for her vision and leadership.

BOARD OF DIRECTORS COMMENTS

Director Hardcastle requested that the CEO's compensation be scheduled for consideration.

Eastern Contra Costa Transit Authority
Board of Directors Minutes
June 27, 2018
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Directors congratulated former Chair Wilson for a job well done, congratulated the new officers and the members of the organization who had or would be retiring, and welcomed the new interns.

ADJOURNMENT

Director Wilson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:48 P.M. to July 25, 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 June 30, 2018
 (unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY18 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 2,660,530	\$ 2,270,198	\$ 390,382	\$ 3,022,000	\$ 2,592,000	\$ 430,000	\$ (361,420)	\$ (321,802)	\$ (39,618)	\$ 3,022,000	\$ 2,592,000	\$ 430,000	\$ 88%	\$ 88%	\$ 91%
Other Income	\$ 289,592	\$ 156,393	\$ 133,199	\$ 235,000	\$ 85,000	\$ 150,000	\$ 54,592	\$ 71,393	\$ (16,801)	\$ 235,000	\$ 85,000	\$ 150,000	\$ 123%	\$ 184%	\$ 89%
Total Operating Revenues:	\$ 2,950,172	\$ 2,426,591	\$ 523,581	\$ 3,257,000	\$ 2,677,000	\$ 580,000	\$ (306,828)	\$ (250,409)	\$ (56,419)	\$ 3,257,000	\$ 2,677,000	\$ 580,000	\$ 91%	\$ 91%	\$ 90%
OPERATING EXPENSES															
Purchased Transportation	\$ 11,787,754	\$ 9,375,671	\$ 2,411,083	\$ 11,809,200	\$ 8,515,900	\$ 3,293,300	\$ 21,446	\$ (860,771)	\$ 882,217	\$ 11,809,200	\$ 8,515,900	\$ 3,293,300	\$ 100%	\$ 110%	\$ 79%
Materials and Supplies	\$ 2,815,568	\$ 2,271,361	\$ 544,207	\$ 3,000,000	\$ 2,494,900	\$ 545,100	\$ 184,432	\$ 183,539	\$ 893	\$ 3,000,000	\$ 2,494,900	\$ 545,100	\$ 94%	\$ 93%	\$ 100%
Salaries & Benefits	\$ 3,973,030	\$ 3,409,069	\$ 563,961	\$ 4,200,000	\$ 3,654,000	\$ 546,000	\$ 226,970	\$ 244,911	\$ (17,941)	\$ 4,200,000	\$ 3,654,000	\$ 546,000	\$ 86%	\$ 93%	\$ 103%
Services	\$ 853,715	\$ 697,089	\$ 156,626	\$ 830,000	\$ 639,000	\$ 191,000	\$ (23,715)	\$ (58,089)	\$ 34,374	\$ 830,000	\$ 639,000	\$ 191,000	\$ 103%	\$ 109%	\$ 82%
Other	\$ 393,082	\$ 372,030	\$ 21,052	\$ 402,000	\$ 397,900	\$ 14,100	\$ 8,908	\$ 15,870	\$ (6,962)	\$ 402,000	\$ 397,900	\$ 14,100	\$ 98%	\$ 96%	\$ 149%
Casualty and liability insurance	\$ 594,062	\$ 564,842	\$ 39,240	\$ 534,000	\$ 499,600	\$ 34,400	\$ (60,062)	\$ (55,242)	\$ (4,840)	\$ 534,000	\$ 499,600	\$ 34,400	\$ 111%	\$ 111%	\$ 114%
Utilities	\$ 166,259	\$ 156,636	\$ 9,623	\$ 240,000	\$ 225,600	\$ 14,400	\$ 73,741	\$ 68,964	\$ 4,777	\$ 240,000	\$ 225,600	\$ 14,400	\$ 89%	\$ 89%	\$ 67%
Taxes	\$ 21,251	\$ 17,360	\$ 3,891	\$ 23,000	\$ 19,600	\$ 3,400	\$ 1,749	\$ 2,240	\$ (481)	\$ 23,000	\$ 19,600	\$ 3,400	\$ 92%	\$ 89%	\$ 114%
Total Operating Expenses:	\$ 20,604,751	\$ 16,855,078	\$ 3,749,673	\$ 21,038,200	\$ 16,396,500	\$ 4,641,700	\$ 433,449	\$ (458,578)	\$ 892,027	\$ 21,038,200	\$ 16,396,500	\$ 4,641,700	\$ 98%	\$ 103%	\$ 81%
NON-OPERATING REV															
Federal Funds	\$ 949,673	\$ 408,649	\$ 541,024	\$ 949,673	\$ 408,649	\$ 541,024	\$ -	\$ -	\$ -	\$ 949,673	\$ 408,649	\$ 541,024	\$ 100%	\$ 100%	\$ 100%
State Funds	\$ 12,485,266	\$ 9,815,052	\$ 2,670,214	\$ 12,328,127	\$ 9,670,829	\$ 2,655,298	\$ 159,139	\$ 144,223	\$ 14,916	\$ 12,328,127	\$ 9,670,829	\$ 2,655,298	\$ 101%	\$ 101%	\$ 101%
Local Funds	\$ 1,960,190	\$ 644,321	\$ 1,315,869	\$ 1,875,804	\$ 1,010,676	\$ 865,128	\$ 84,396	\$ (386,355)	\$ 450,741	\$ 1,875,804	\$ 1,010,676	\$ 865,128	\$ 104%	\$ 64%	\$ 152%
Inter-Operator Agreements	\$ 2,624,596	\$ 2,624,596	\$ -	\$ 2,624,596	\$ 2,624,596	\$ -	\$ -	\$ -	\$ -	\$ 2,624,596	\$ 2,624,596	\$ -	\$ 100%	\$ 100%	\$ -
Interest & Other Misc Income	\$ 7,841	\$ 7,555	\$ 286	\$ 5,000	\$ 4,750	\$ 250	\$ 2,841	\$ 2,805	\$ 36	\$ 5,000	\$ 4,750	\$ 250	\$ 157%	\$ 159%	\$ 114%
Total Non-operating Revenues:	\$ 18,027,566	\$ 13,500,173	\$ 4,527,393	\$ 17,781,200	\$ 13,719,500	\$ 4,061,700	\$ 246,366	\$ (219,327)	\$ 465,693	\$ 17,781,200	\$ 13,719,500	\$ 4,061,700	\$ 101%	\$ 98%	\$ 111%
EXCESS REV/(EXP)	\$ 372,987	\$ (928,314)	\$ 1,301,301	\$ -	\$ -	\$ -	\$ 372,987	\$ (928,314)	\$ 1,301,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 July 25, 2018

Staff Report to ECCTA Board of Directors

Meeting Date: July 25, 2018

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

Lead Staff: Mike Furnary, Director of Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Transit App

Real time and schedule data feed for Transitapp.com, an external transit application, was coordinated. This app provides public transit riders with integrated information for multiple transit providers throughout the Bay Area and the country.

Mobile Tickets App

The new Mobile Ticket Application was launched with on-board promotion and a social media campaign.

Social Media Web Page

A dedicated social media landing web page was created on TriDeltaTransit.com to clarify the agency's use of social media and identify how social media can assist with using our service.

Seafood Festival Shuttles

Continued working with Pittsburg Chamber of Commerce to coordinate shuttle service to the Seafood Festival in September.

New Schedule Feedback and Revision

Continued gathering comments and feedback about the new schedule. A new schedule with customer-driven changes will be introduced September 30, 2018.

Mobility on Demand

Mobility on Demand reached the 600-user mark and continues to grow. To date, thousands of rides have been taken using mobility options Uber, Lyft, and United Taxi without one complaint received.

Collateral Review

Marketing is in the process of performing an extensive collateral review following the launch of the revised system in May. Much of the existing collateral is no longer current and requires revision or recreation. Options that will allow for greater flexibility and lower costs when changes occur in the future are being evaluated.

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

- Advertising creative development per 2018-2020 Marketing Plan
- September schedule revise
- Route 384 promotion/direct mail
- High-density housing direct mail
- eLerts instructional/tutorial video
- Art Wine & Jazz Festival sponsorship/participation

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

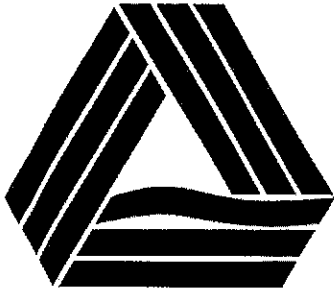
Board of Directors Meeting

Wednesday July 25, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

July 2018



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating 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:

- Director of Administrative Services Ann Hutcheson announced her retirement after thirty four years at Tri Delta Transit. Her last day will be January 3, 2019.
- A service change responding to many customer requests and comments associated with the eBART station opening is being planned and will be implemented September 30th.
- Monica Wilson represented the Contra Costa County bus operators at a meeting with staff from all agencies to discuss the Scope of Work for CCTA's Accessible Transportation Strategic Plan.
- Our two summer interns: Zamiah Shook and Neil Perez are working nearly every day and doing quite well.
- Plans are being developed for the APTA Annual Conference. It will be in Nashville September 23-26.
- The mobile ticketing app was introduced to our customers. Response has been mixed.
- Tri Delta Transit's new program, *Mobility on Demand*, continues to be very successful. Over 600 have signed up to participate. Customer comments have been positive and trip costs are proving to be a savings to ECCTA.
- The BYD electric buses have been delivered and are being prepared for service.
- The Pittsburg SWAT team conducted exercises at the facility practicing various situations of a bus that require police intervention.
- Phase II of the UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that uses Tri Delta Transit as the subject began. CCTA is overseeing the Caltrans-funded project that will demonstrate Transit Connect, Dynamic Dispatch, and Dynamic Rideshare in east county.

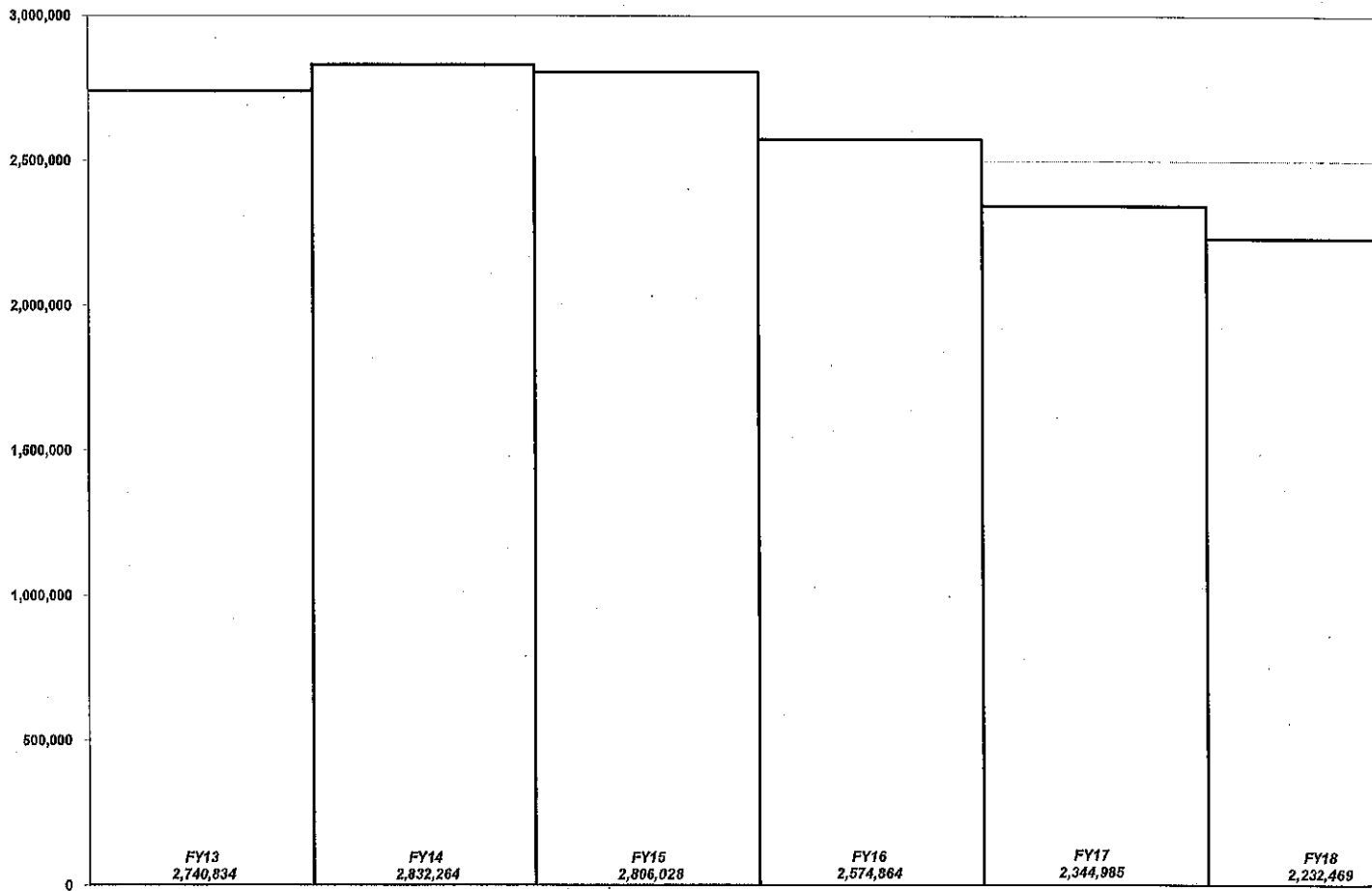
Pending:

- 2018 Pittsburg Seafood Festival Shuttle
- Mobile Emergency Operations Center construction
- Microtransit demonstration project
- Mobility on Demand demonstration project
- Mobile ticketing app implementation and group discount program
- Facility auction (August 2018)
- Service to Brentwood LMC campus (2019)
- Antioch Park & Ride lot construction
- Oakley Park & Ride lot construction
- Federal grants

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
July 25, 2018*

TRI DELTA TRANSIT

COMPARATIVE FR RIDERSHIP - JUNE YTD



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

	Actual							17/18B % ▲	YTD COMPARISON		
						Budget	Actual		%		
	12/13	13/14	14/15	15/16	16/17	17/18	Jun-17			Jun-18	
DIAL-A-RIDE											
PASSENGERS											
Total DAR Trips Provided	128,999	131,476	133,769	131,917	133,406	132,000	-1%	133,406	125,558	-6%	
Average Weekday Ridership	470	471	487	489	498	496	0%	498	469	-6%	
Average Sat Ridership	140	180	153	118	107	102	-5%	107	105	-2%	
Average Sun/Hol Ridership	72	68	63	49	47	42	-11%	47	47	-1%	
Average Passengers/Hour (wkdys DAR On)	2.1	2.3	2.4	2.5	2.9	2.9	0%	2.9	2.9	2%	
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%	0.382%	0.486%	27%	
On Time Performance	87%	89%	87%	85%	81%	85%	5%	81%	66%	-19%	
MAINTENANCE											
Gallons of Fuel Consumed	139,678	145,043	138,528	135,809	131,936	130,106	-1%	131,936	122,057	-7%	
Miles Between Preventable Accidents	328,002	244,390	162,293	159,143	153,397	200,000	30%	153,397	207,048	35%	
Miles Between Road calls	109,568	61,109	139,113	190,963	919,507	100,000	-89%	919,507	276,017	-70%	
COST RATIOS											
Farebox Recovery Ratio	11%	10%	10%	10%	11%	9%	-12%	11%	11%	1%	
\$/Gal Fuel	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.57	\$ 2.60	1%	\$ 2.57	\$ 3.21	25%	
Operating Cost/Passenger	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 29.15	\$ 35.16	21%	\$ 29.15	\$ 27.70	-5%	
Operating Cost/Revenue Hour	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 73.97	\$ 87.68	19%	\$ 73.97	\$ 74.98	-1%	
Operating Cost/Revenue Mile	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.18	\$ 6.17	19%	\$ 5.18	\$ 5.02	-3%	
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%	2,344,985	2,232,469	-5%	
Average Weekday Ridership	9,616	9,930	9,794	8,999	8,230	8,332	1%	8,230	7,886	-4%	
Average Sat Ridership	3,232	3,464	3,498	3,061	2,715	2,777	2%	2,715	2,490	-8%	
Average Sun/Hol Ridership	2,788	2,692	2,787	2,501	2,236	2,227	0%	2,236	2,087	-7%	
Average Passengers/Hour	17.7	19.0	19.2	17.8	16.1	16.2	0%	16.1	14.7	-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%	82%	83%	2%	
MAINTENANCE											
Gallons of Fuel Consumed	562,702	603,013	600,072	606,378	584,879	594,184	2%	584,879	575,568	-2%	
Miles Between Preventable Accidents	65,392	110,754	98,066	97,469	117,465	100,000	-15%	117,465	145,522	24%	
Miles Between Road calls	42,844	67,684	41,553	27,690	21,084	50,000	137%	21,084	19,951	-5%	
COST RATIOS											
Farebox Recovery Ratio	18%	18%	18%	18%	16%	16%	0%	16%	14%	-14%	
\$/Gal Fuel	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.15	4%	\$ 2.07	\$ 2.30	11%	
Operating Cost/Passenger	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.93	\$ 6.92	0%	\$ 6.93	\$ 6.88	-1%	
Operating Cost/Revenue Hour	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 111.83	\$ 112.11	0%	\$ 111.83	\$ 101.14	-10%	
Operating Cost/Revenue Mile	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.08	1%	\$ 7.98	\$ 7.46	-7%	

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	12/13		13/14		14/15		15/16		16/17		Jun-17	Jun-18	% Chg
		% Chg		% Chg		% Chg		% Chg		% Chg			
200	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	44,467	-9%	44,467	40,568	-9%
201	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	117,839	1%	117,839	115,491	-2%
300	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	351,131	3%	351,131	323,694	-8%
379	15,232	49%	6,769	-56%	3,223	-52%	3,659	14%	2,407	-34%	2,407	2,358	-2%
380	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	552,671	-9%	552,671	510,333	-8%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	51,256	N/A
383	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	21,936	-15%	21,936	21,967	0%
384	6,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,366	N/A
385	61,388	68%	70,974	16%	88,013	-4%	66,045	-3%	54,207	-18%	54,207	55,316	2%
386	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	1,398	-7%	1,398	1,104	-21%
387	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	198,990	-15%	198,990	180,733	-9%
388	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	287,820	-12%	287,820	285,449	-8%
389	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	40,557	-12%	40,557	41,396	2%
390	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	71,431	2%	71,431	70,019	-2%
391	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	317,873	-12%	317,873	286,436	-10%
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%	110,687	105,150	-5%
393	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	114,022	-10%	114,022	98,170	-14%
394	71,557	41%	64,904	-9%	63,087	-3%	53,894	-15%	48,389	-10%	48,389	47,726	-1%
395	6,187	100%	9,497	100%	10,485	100%	10,968	100%	6,204	100%	6,204	5,937	-4%
396	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,953	N/A
Total Fixed Route	2,740,834	13%	2,832,264		2,806,028	-1%	2,574,864	-8%	2,344,985	-9%	2,344,985	2,232,469	-5%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	12/13		13/14		14/15		15/16		16/17		Jun-17	Jun-18	% Chg
		% Chg		% Chg		% Chg		% Chg		% Chg			
200	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	9.9	-14%	9.9	8.6	-14%
201	17.8	-10%	17.9	1%	17.0	-6%	16.1	-5%	13.8	-15%	13.8	12.9	-6%
300	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	20.6	5%	20.6	20.5	0%
379	10.7	9%	16.8	57%	26.5	57%	30.6	15%	18.9	-38%	18.9	16.7	-11%
380	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	17.3	-8%	17.3	16.1	-7%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11.6	N/A
383	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	10.1	-12%	10.1	8.8	-13%
384	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6.8	N/A
385	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	9.3	-19%	9.3	9.5	2%
386	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	6.0	-10%	6.0	4.8	-20%
387	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	18.6	-14%	18.6	15.9	-15%
388	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	14.3	-12%	14.3	13.1	-8%
389	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	12.4	-14%	12.4	11.9	-4%
390	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	22.1	3%	22.1	21.3	-4%
391	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	17.3	-12%	17.3	15.5	-11%
Shuttles	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	15.0	-36%	15.0	15.4	3%
392	17.6	16%	19.1	9%	18.9	-1%	16.7	-12%	14.2	-15%	14.2	13.1	-7%
393	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	15.3	-9%	15.3	13.8	-9%
394	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	12.9	-7%	12.9	12.4	-4%
395	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	9.9	-42%	9.9	9.5	-4%
396	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9.2	N/A
Total Fixed Route	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	16.1	-9%	16.1	14.7	-9%

TAB 3

Agenda Item 6c
ACTION ITEM: CEO Travel 2018-2019

Board of Directors Meeting

Wednesday July 25, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 25, 2018

Agenda Item: FY2018-19 CEO Travel – Agenda Item #6c

Lead Staff: Jeanne Krieg, Chief Executive Officer 

CEO Travel

Several years ago, the Board of Directors approved travel associated with my involvement in industry organizations, asking for an annual update. My current committee commitment is:

Organization	Committee	Notes:
APTA	<ul style="list-style-type: none"> • APTA Board of Directors (elected position) • Small Operators Steering Committee Past Chair (elected position) • Legislative Committee (volunteer position) • Bus & Paratransit CEOs Committee (volunteer position) • Finance Committee (appointed position) 	
CTA	<ul style="list-style-type: none"> • Executive Committee (elected position) • Small Operators Committee (elected position) • Federal Legislative Committee (appointed position) 	
TCRP	<ul style="list-style-type: none"> • TCRP Panel Participant (appointed position) • TCRP Committee Member (appointed position) 	Travel expenses are paid by the NAS.

All of the APTA and CTA committees meet either using conference calls or in conjunction with other conferences such as the annual conference, the CEO conference, the bus conference, and the legislative conference. No action is required for travel associated with these committees unless the Board of Directors desires to change approval of my involvement in these organizations. The travel cost associated with my industry participation was included in the FY18-19 budget.

<p>APTA = American Public Transportation Association CTA = California Transit Association NAS = National Academy of Science TCRP = Transportation Cooperative Research Program</p>

Agenda Item #6c
Eastern Contra Costa Transit Authority
Board of Directors Meeting
July 25, 2018

TAB 4

Agenda Item 7a

ACTION ITEM: Electric Bus Charging Stations


Resolution 180725a

Board of Directors Meeting

Wednesday July 25, 2018

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

Staff Report to ECCTA Board of Directors

Meeting Date: July 25, 2018
Agenda Item: Electric Bus Charging Stations - Agenda Item #7a
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA recently purchased two electric bus charging stations as part of the Proterra electric bus purchase using federal and state funds. There are funds remaining in this grant that can be used for parts and equipment needed to support the operation and maintenance of the electric buses.

Considerations

Transit agencies are required to reduce their petroleum-based vehicles to 50% by 2030. ECCTA recently purchased 4 electric vehicles and will continue to replace diesel fueled vehicles with electric vehicles over the next several years. The proposed bus charging stations are needed for the nightly charging of ECCTA's growing electric fleet of vehicles.

Proterra Inc. gave ECCTA a quote of \$280,000 for the purchase of two 156kW bus charging stations. These bus charging stations will work with the current electric vehicles and are adaptable for use on several different kinds of manufactured electric vehicles.

Requested Action

Adopt Resolution #180725a which authorizes the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$280,000 for the purchase of two electric bus charging stations.



TRI DELTA TRANSIT

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

RESOLUTION #180725a Electric Bus Charging Stations

Resolution #180725a authorizes the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$280,000, which includes shipping costs, funded with an electric vehicle bus grant.

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) uses electric bus charging stations to charge the batteries on the electric bus fleet; and

WHEREAS, the electric bus charging stations will be purchased with approved funds from an existing bus grant; and

WHEREAS, the purchase of the electric bus charging stations shall be conducted in accordance with all applicable Federal, State, and Local requirements and complies with ECCTA's purchasing procedures; and

WHEREAS, ECCTA will receive a fair and reasonable price for these electric bus charging stations.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #180725a authorizing the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$280,000, which includes shipping costs, for the purchase of two electric bus charging stations.

PASSED AND ADOPTED THIS 25th day of July 2018, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Diane Burgis, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 5

Agenda Item 7b
ACTION ITEM: Driver Exchange Cars

Resolution 180725b

Board of Directors Meeting

Wednesday July 25, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 25, 2018

Agenda Item: Driver Exchange Cars - Agenda Item #7b

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer



Background

ECCTA owns five 2010 driver exchange cars that have reached the end of their useful life and need to be replaced. These cars are necessary to transport drivers to their designated driver exchange locations at the beginning and ending of their shift.

Considerations

ECCTA has a federal grant to purchase six of these vehicles through a contract with the State of California Department of General Services Procurement Division and Ford Motor Company.

Requested Action

Adopt Resolution #180725b which authorizes the CEO to execute and deliver a purchase order to the State of California Department of General Services Procurement Division for an amount not to exceed \$150,000 for the purchase of six driver exchange cars.



TRI DELTA TRANSIT

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

RESOLUTION #180725b Purchase of Six Driver Exchange Cars

Resolution #180725b authorizes the CEO to execute and deliver a purchase order for the purchase of six driver exchange cars for an amount not to exceed \$150,000, funded with federal formula funds.

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) needs to replace driver exchange cars used to transport drivers to driver exchange locations; and

WHEREAS, six driver exchange cars will be purchased with approved funds from federal formula funds; and

WHEREAS, the purchase of six driver exchange cars shall be conducted in accordance with all applicable Federal, State, and Local requirements and complies with ECCTA's purchasing procedures; and

WHEREAS, ECCTA will receive a fair and reasonable price for these cars.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #180725b which authorizes the CEO to execute and deliver a purchase order to the State of California Department of General Services Procurement Division for six driver exchange cars for an amount not to exceed \$150,000.

PASSED AND ADOPTED THIS 25th day of July, 2018, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Diane Burgis, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 6

Agenda Item 7c

DISCUSSION ITEM: FTA Triennial Review

Board of Directors Meeting

Wednesday July 25, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 25, 2018

Agenda Item: Federal Transit Administration Triennial Review
Agenda Item #7c

Lead Staff: Jeanne Krieg

The Federal Transit Administration conducts a review every three years for every federal grantee. The purpose is to assess compliance with federal requirements associated with grant management practices and program implementation. The Triennial Review focused on Tri Delta Transit's compliance in 20 areas. The results:

- No deficiencies were found in 17 areas.
- Deficiencies were found in three areas in the financial area: financial, technical capacity (award management) and satisfactory continuing control.
- No repeat deficiencies from the 2015 Triennial Review

ECCTA staff submitted a plan to the FTA that addresses the three areas of deficiencies. Additionally, the staffing plan for the finance department presented during the June 2018 board meeting will be implemented by the end of the year.

The final report is attached. No action is required.



U.S. Department
of Transportation

**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
American Samoa,
Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
(415) 734-9490
(415) 734-9489 (fax)

JUN 22 2018

Ms. Jeanne Krieg
Chief Executive Officer
Eastern Contra Costa Transit Authority
801 Wilbur Avenue
Antioch, CA 94509

RE: Federal Transit Administration (FTA) Fiscal Year
2018 Triennial Review – Final Report

Dear Ms. Krieg:


The enclosed report documents the Federal Transit Administration's (FTA) Triennial Review of the Eastern Contra Costa Transit Authority (Tri Delta Transit). This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of Tri Delta Transit's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on Tri Delta Transit's compliance in 20 areas. No deficiencies were found with FTA requirements in 17 areas. Deficiencies were found in 3 areas: Financial, Technical Capacity - Award Management and Satisfactory Continuing Control. Tri Delta Transit had no repeat deficiencies from the 2015 Triennial Review.

We would like to take this opportunity to acknowledge the receipt of Tri Delta Transit's June 5, 2018, response to the Draft Triennial Review report. We look forward to receiving the documentation required to resolve the deficiencies noted in the Financial Management/Capacity, Technical-Award Management and the Satisfactory Continuing Control review areas.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Audrey Bredehoff, Director of Financial Management and Program Oversight, at (415) 734-9453 or by email at audrey.bredehoff@dot.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edward Carranza, Jr.", written in dark ink.

Edward Carranza, Jr.
Acting Regional Administrator

Enclosure

FINAL REPORT

**FISCAL YEAR 2018
TRIENNIAL REVIEW**

of

**Eastern Contra Costa Transit Authority
(Tri Delta Transit)
Antioch, California
Recipient ID: 5617**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION IX**

Prepared By:

CDI/DCI Joint Venture

Scoping Meeting Date: February 23, 2018

Site Visit Date: April 18-20, 2018

Draft Report Date: April 23, 2018

Final Report Date: June 22, 2018

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Eastern Contra Costa Transit Authority (Tri Delta Transit) of Antioch, California. The review was performed by CDI/DCI Joint Venture. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Tri Delta Transit’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Tri Delta Transit’s compliance in 20 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Financial Management/Capacity	F1-1	Missing, insufficient, or out of date financial operating procedures;
	F2-1	No segregation of financial duties and functions; Inadequate internal checks and balance;
Technical – Award Management	TC-AM1-1	CA-2017-164 missing FFRs/MPRs FY 2017;
	TC-AM5-1	Inactive award/untimely closeouts.
Satisfactory Continuing Control	SSC1-1	Lacking plans for idle facilities;
	SCC3-1	Lacking excess real property utilization inventory/plan out-of-date;
	SCC7-3	Inadequate equipment records;
	SCC7-4	Inventory results not reconciled to equipment records.

II. Review Process and Background

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.”

The Triennial Review includes a review of the recipient’s compliance in 20 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of Tri Delta Transit. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed and referenced in this report are available at FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an onsite visit to the recipient’s location. A Recipient Information Request (RIR) package was sent to Tri Delta Transit advising it of the review and site visit, and containing a list of items and questions that the recipient was required to submit to the reviewer. The review scoping meeting was conducted with the Region IX Office on February 23, 2018. Additional files retained by the regional office were sent to the reviewer electronically. A Site Visit Agenda package was sent to Tri Delta Transit advising it of the site visit date and indicating information that would be needed and issues that would be discussed. The site visit to Tri Delta Transit occurred on April 18-20, 2018.

The on-site portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers visited Tri Delta Transit’s transit/maintenance facilities to provide an overview of activities related to FTA-funded projects.

The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to Tri Delta Transit at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization and Services

Tri Delta Transit provides transit services to its member cities of Antioch, Brentwood, Pittsburg, and unincorporated areas in Eastern Contra Costa County. Oakley became a city and joined in 2000. Tri Delta Transit is a joint powers authority established in 1977. Tri Delta Transit operates fixed-route and paratransit service under the name Tri Delta Transit. Tri Delta Transit performs vehicle and facility maintenance with its own staff and contracts with First Transit for vehicle operations. The population of its service area is approximately 306,000.

Tri Delta Transit operates a network of 13 weekday fixed routes and 4 weekend routes. Service is provided weekdays from 3:00 a.m. to 1:00 a.m., Saturdays from 5:00 a.m. to 1:30 a.m., and Sunday from 6:00 a.m. to 1:00 a.m. The recipient's complementary paratransit service, known as Dial-a-Ride, operates during the same days and hours of service as the fixed routes.

The basic adult fare for bus service is \$2.00. A reduced fare of \$0.85 is offered to seniors, persons with disabilities, and Medicare cardholders during all hours. The fare for ADA paratransit service is \$2.75 if the trip begins and ends in the service area and \$5.50 if the trip ends out of the service area.

Tri Delta Transit operates a fleet of 62 buses for fixed-route service. Its bus fleet consists of standard 40-foot transit coaches and commuter buses. The current peak requirement is for 52 vehicles. Tri Delta Transit also has a fleet of 31 paratransit vehicles, which are operated by its contractor for ADA paratransit service. Tri Delta Transit operates from a single maintenance and administration facility in Antioch. Its service is oriented around local trips and the BART system.

2. Award and Project Activity

Below is a list of Tri Delta Transit's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
CA-2017-164 00	\$7,232,101	FY2017	Capital and Operating Assistance
CA-90-Z204 -00	\$11,675,878	FY2015	Revenue Vehicle, ADA, PM & JARC
CA-90-Z018	\$3,677,548	FY2012	Revenue Vehicle, ADA, Fuel

Projects Completed

In the past few years, Tri Delta Transit has completed the following noteworthy projects:

- Replacement of majority of rolling stock.
- System redesign for motor bus service to be implemented with the opening of eBART service in East County scheduled for May 2018.

- Implementation of multiple safety and security projects to enhance operations and provide better security for facilities and buses.

Ongoing Projects

Tri Delta Transit is currently in the process of implementing the following noteworthy projects:

- Expanded operation of lifeline routes supported with JARC funds that serve communities of concern.
- The launch of a demo program designed to enhance paratransit services while reducing operating costs.

Future Projects

Tri Delta Transit plans to pursue the following noteworthy projects in the next three to five years:

- Completion of long term replacement of fleet including four new buses.
- Construction of two park and ride facilities.

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the Federal Transit Administration (FTA) of legal matters and additionally notify the U.S. Department of Transportation (US DOT) Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of Tri Delta Transit, deficiencies were found with the FTA requirements for Financial Management and Capacity.

Deficiency F1-1: Missing, insufficient, or out of date financial operating procedures.

The recipient does not have up-to-date written policies and procedures for its financial management practices. A review of the recipient's Grants and Administrative Procedures noted that the procedures do not conform to the basic requirements of 2 CFR Part 200.302 (b) (4) Financial Management. The procedures are missing written procedures that address cash management and payment procedures in accordance with 2 CFR Part 200.305 – Payment. Also, the procedures are missing written procedures for determining allowable costs per 2 CFR Part 200 Subpart E – Cost Principles.

Corrective Actions and Schedule: By August 20, 2018, Tri Delta Transit must develop and submit to the FTA regional office financial operating procedures for managing FTA award funds in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. This must include procedures for determining allowability of cost and timely distribution of funds and reflect recommendations from audit findings or significant changes in the organization. The recipient must submit documentation that it has trained appropriate staff on the new policies and procedures.

Deficiency F2-1: No segregation of financial duties and functions; inadequate internal checks and balance.

Fiscal Years 2016 and 2017 audits of Tri Delta Transit's basic financial statements include Memorandum on Internal Controls as a supplement to the financial statements. Memorandum on Internal Controls for FYs 2016 and 2017 includes a Schedule of Other Matters that has identified

“Separation of duties over cash receipts” as a repeated weakness in Tri Delta Transit’s internal control design. During the site visit, a review of management’s actions to resolve the issue was determined to be inadequate.

Corrective Action and Schedule: By August 20, 2018, Tri Delta Transit must develop and submit to the FTA regional office a revised organizational structure demonstrating a segregation of financial duties and functions to create an internal system of financial checks and balances.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of Tri Delta Transit, deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

Deficiency TC-AM1-1: Late MPRs/FFRs

A review of Tri Delta Transit’s submittals into TrAMS for FFRS and MPRs indicated that FFRs and MPRs were missing for all quarters during FY 2017 for CA-2017-164.

Corrective Actions and Schedule: By August 20, 2018, Tri Delta Transit must submit the delinquent report(s) for the most recent reporting period, and submit to the FTA regional office procedures for submitting future reports on time. The recipient must email the FTA regional office when the delinquent reports and the next two quarterly reports are submitted or the next annual report is submitted in TrAMS;

Deficiency TC-AM5-1: Inactive award/untimely closeouts

A review of TrAMS recipient awards indicated that Tri Delta Transit have two grants that are effectively inactive. The grant awards are CA-90-Z018 and CA-90-Z204. CA-90-Z018’s last disbursement occurred in April 2013 and has an unliquidated balance of \$2.9M. CA-90-Z204’s last disbursement occurred in November 2016 and has an unliquidated balance of \$3.3M. Tri Delta Transit staff indicated that the remaining grant awards ALIs include revenue vehicle acquisitions.

Corrective Actions and Schedule: By August 20, 2018, the recipient must submit to the FTA regional office an award closeout plan.

4. Technical Capacity – Program Management and Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on sub-awards; and ensure subrecipients comply with the terms of the award.

This review area only applies to recipients that receive Section 5310 or 5311 funds or that have subrecipients, therefore, the requirements of this review area are not applicable to the review of Tri Delta Transit.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of Tri Delta Transit, deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

Deficiency SSC1-1: Property reports not submitted timely

Tri Delta Transit acquired two parcels of land to construct Park and Ride (PnR) facilities located at Oakley and Brentwood and using grant awards CA-04-0076, CA-04-0164 and CA-03-0797. All of the grant awards have been closed out. The Architectural and engineering phases have been completed and the parcels are ready for construction. Each parcel requires approximately \$3.2M to complete full build out. Tri Delta Transit staff indicated that there are no funds readily available to complete the construction phase of the projects, in the near future.

Corrective Action(s) and Schedule: By August 20, 2018, Tri Delta Transit must prepare and submit to the FTA regional office real property reports along with procedures for preparing and submitting such reports timely.

Deficiency SCC7-3: Inadequate equipment records

A review of Tri Delta Transit's inventory for revenue service vehicles indicated that the list was missing required elements. The missing elements are as follows: Title holder, acquisition date, acquisition cost, location, useful life, use and condition and disposition data including date of disposal and sale price, or method used to determine market value.

Corrective Action and Schedule: By August 20, 2018, Tri Delta Transit must submit to the FTA regional office updated equipment records which include all of the required information.

Deficiency SCC7-4: No evidence of physical inventory or reconciliation

Tri Delta Transit performs an annual physical inventory. However, staff could not provide evidence of an associated reconciliation of the results of the physical inventory.

Corrective Action(s) and Schedule: By August 20, 2018, Tri Delta Transit must submit to the FTA regional office evidence that it has performed the physical inventory of FTA-funded equipment and has reconciled them to records, along with procedures for doing so.

7. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Maintenance.

8. Procurement

Basic Requirement:

States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (*Procurement of Recovered Materials*) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (*Contract Provisions*). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (*General Procurement Standards*) through 200.326 (*Contract Provisions*).

Non-state recipients: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Procurement.

9. Disadvantaged Business Enterprise

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Recipients also must create a level playing field on which Disadvantaged Business Enterprises (DBEs) can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for DBE.

10. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Title VI.

11. Americans with Disabilities Act – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the US DOT requirements for Americans with Disabilities Act (ADA) – General.

12. Americans with Disabilities Act – Complementary Paratransit

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the US DOT requirements for ADA – Complementary Paratransit.

13. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

14. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for School Bus.

15. Charter Bus

Basic Requirement: Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Charter Bus.

16. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

17. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

18. Section 5307 Program Requirements

Basic Requirements: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and

considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

Finding: During this Triennial Review of Tri Delta Transit, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

19. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

This review area only applies to recipients that receive Section 5310 funds; therefore, the requirements of this review area are not applicable to the review of Tri Delta Transit.

20. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

This review area only applies to recipients that receive Section 5311 funds; therefore, the requirements of this review area are not applicable to the review of Tri Delta Transit.

V. Summary of Findings

Review Area	Deficiencies		Corrective Action	Response Due Date	Date Closed
	Code	Description			
1. Legal	ND				
2. Financial Management and Capacity	D	F1-1: Missing, insufficient, or out of date financial operating procedures	The recipient must develop and submit to the FTA regional office financial operating procedures for managing FTA award funds in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. This must include procedures for determining allowability of cost and timely distribution of funds and reflect recommendations from audit findings or significant changes in the organization. The recipient must submit documentation that it has trained appropriate staff on the new policies and procedures.	August 20, 2018	
		F2-1: No segregation of financial duties and functions	The recipient must develop and submit to the FTA regional office a revised organizational structure demonstrating a segregation of financial duties and functions to create an internal system of financial checks and balances.	August 20, 2018	
3. Technical Capacity – Award Management	D	TC-AM1-1: Late MPRs/FFRs	The recipient must submit the delinquent report(s) for the most recent reporting period, and submit to the FTA regional office	August 20, 2018	

			<p>procedures for submitting future reports on time. The recipient must email the FTA regional office when the delinquent reports and the next two quarterly reports are submitted or the next annual report is submitted in TrAMS;</p> <p>The recipient must submit to the FTA regional office an award closeout plan.</p>	August 20, 2018	
		TC-AM5-1: Inactive award/untimely closeouts			
4. Technical Capacity – Program Management and Subrecipient Oversight	NA				
5. Technical Capacity – Project Management	ND				
6. Satisfactory Continuing Control	D	SSC1-1: Property reports not submitted timely	The recipient must prepare and submit to the FTA regional office real property reports along with procedures for preparing and submitting such reports timely.	August 20, 2018	
		SCC7-3: Inadequate equipment records	The recipient must submit to the FTA regional office updated equipment records which include all of the required information.	August 20, 2018	
		SCC7-4: No evidence of physical inventory or	The recipient must submit to the FTA regional office evidence that it has performed the physical inventory of	August 20, 2018	

		reconciliation	FTA-funded equipment and has reconciled them to records, along with procedures for doing so.		
7. Maintenance	ND				
8. Procurement	ND				
9. Disadvantaged Business Enterprise (DBE)	ND				
10. Title VI	ND				
11. Americans With Disabilities Act (ADA) - General	ND				
12. Americans With Disabilities Act (ADA) – Complementary Paratransit	ND				
13. Equal Employment Opportunity (EEO)	ND				
14. School Bus	ND				
15. Charter Bus	ND				
16. Drug-Free Workplace Act	ND				
17. Drug and Alcohol Policy	ND				
18. Section 5307 Program Requirements	ND				
19. Section 5310 Program Requirements	NA				
20. Section 5311 Program Requirements	NA				

Attendees

Name	Title	Phone Number	E-mail Address
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Jeanne Krieg	Chief Executive Officer	925-754-6622	jkrieg@eccta.org
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<i>FTA</i>			
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<i>FTA Contractor Name</i>			
Louise Carter	CDI/DCI JV Reviewer	312-303-3011	Lcarter91@ameritech.net
W. Kay Luongo	CDI/DCI JV Program Manager	571-970-7832	kluongo@gmail.com

VI. Appendices

No appendices included in this report.