



# 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 February 24, 2016

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available on line: [www.trideltatransit.com](http://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 January 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*)
- Operations Contract: Status Report** (*information will be presented during the board meeting*)

**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 February 24, 2016**

**7. ACTION AND DISCUSSION ITEMS**

a. **ACTION ITEM:** Low Carbon Transit Operations Program

*(see attachment: tab #3)*

**Requested action #1:** Adopt Resolution #160224a authorizing the execution of the certifications and assurances for the low carbon transit operations program (LCTOP) to be used for continued expanded service on Route 201

**Requested action #2:** Adopt Resolution #160224b authorizing the execution of the low carbon transit operations program (LCTOP) project

b. **ACTION ITEM:** Janitorial Services Contract

*(see attachment: tab #4)*

**Requested action:** Adopt Resolution #160224c authorizing the CEO to execute and deliver a five year contract for janitorial services to Consistent Maintenance Systems for \$1794 per month for year one

c. **ACTION ITEM:** 2016 Summer Youth Pass

*(see attachment: tab #5)*

**Requested action:** Authorize staff to market an unlimited-ride 2016 summer pass to passengers aged 5-17

d. **ACTION ITEM:** Parking and Connectivity Committee

*(see attachment: tab #6)*

**Requested action #1:** Decide whether to participate in the Parking and Connectivity Committee

**Requested action #2:** If participation is approved, select an elected official to represent ECCTA on the Committee

e. **ACTION ITEM:** CEO's APTA Vice Chair Candidacy

*(see attachment: tab #7)*

**Requested action:** Adopt Resolution 160224d supporting ECCTA CEO Jeanne Krieg's candidacy and subsequent election to serve as the Vice Chair and eventually Chair of the American Public Transportation Association

f. **DISCUSSION ITEM:** Paratransit

*(see attachment: tab #8)*

**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: March 23, 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 February 24, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

**MINUTES**

January 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); Nancy Parent, Alternate for Federal Glover (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Wade Harper (Antioch); Pete Longmire (Pittsburg); Michael Daugelli, Alternate for Mary N. Piepho (Contra Costa County); Mary Rocha (Antioch); Kevin Romick (Oakley); Doug Hardcastle (Oakley/Vice Chair); and Ben Johnson (Pittsburg/Chair)

**ABSENT:** None

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

**OTHERS**

**PRESENT:** Jill Schroeder, Executive Assistant, Tri Delta Transit  
Susan Hinson, First Transit  
Gary Mitchell, First Transit  
Hosie Pintily, First Transit  
Lou Rocha, Antioch

**PLEDGE OF ALLEGIANCE**

Chair Johnson led the Pledge of Allegiance.

**PUBLIC COMMENT**

There was no public comment.

**CHAIR'S REPORT**

Chair Johnson announced CEO Jeanne Krieg's 25<sup>th</sup> Anniversary with the Eastern Contra Costa Transit Authority, thanked her for her 25 years of service and dedication to the agency since 1991, and highlighted her many accomplishments over those years.

Among the many accomplishments the Chair highlighted included a multitude of awards from the American Public Transportation Association (APTA), including The Best of North America Small Transit System of the Year Award in 2014.

Over 30 members of Tri Delta Transit and First Transit staff joined with the Board to celebrate and honor Ms. Krieg, and to acknowledge her leadership and compassion in her 25 years of service to the agency.

Ms. Krieg thanked everyone for the recognition and stated it had been a great 25 years.

Chair Johnson commended Jeanne for all her work for the agency and her representation on numerous boards of national and regional transit agencies, along with everything she did to help the members of the Board stand out and be prepared at the various transit seminars and conferences.

Each member of the Board in turn commended Jeanne and described her as an unspoken hero for far East County who went unappreciated every day because East County benefited from her leadership, excellence, honesty, approachability, stellar reputation, counsel, and friendliness, and who was highly respected in her field.

Ms. Krieg commented that she had been blessed to have a wonderful staff. She noted that she had initially considered a different path into education, but was pleased she had chosen Tri Delta Transit because she was able to talk to customers daily, which was very satisfying to her, and it was satisfying to know that her team made a difference in the community.

### **CONSENT CALENDAR**

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

- A. Minutes of the Board of Directors meeting of December 16, 2015
- B. Financial Report
- C. Marketing Activities Report

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

NOES: None

ABSTAIN: None

ABSENT: None

### **CHIEF EXECUTIVE OFFICER'S REPORT**

- A. Operations Report

CEO Jeanne Krieg wished everyone a Happy New Year, thanked everyone for their kind comments, and introduced and welcomed Jill Schroeder, her new Executive Assistant. She noted that Chair Johnson had for some time recommended an Executive Assistant and she had finally taken his advice.

Ms. Krieg reported it was time to file the annual Form 700, noted that the County preferred electronic filing, and the form had to be filed by April 1, 2016. Once filed, a copy would have to be provided to ECCTA through Ms. Schroeder. She also noted that the mandatory ethics training was required this year and could be completed on-line. Once the training had been completed, the certificate of completion would also have to be provided to Ms. Schroeder.

Legal Counsel Ben Stock clarified that the Form 700 had to be done once for all bodies involved, and while a separate Form 700 was not required for ECCTA, a copy of the Form 700 which included ECCTA would have to be provided.

Ms. Krieg explained that as part of the system redesign project, CDM Smith, the consultant, would be conducting on-line surveys and public meetings later this month. A final route proposal was expected to be presented to the Board in the spring.

Noting that Tri Delta Transit had been in the news twice this month, Ms. Krieg described a pedestrian accident in Pittsburg a half block away from the bus stop, and a shooting on BART where the two individuals involved had ridden a Tri Delta Transit Bus to BART. She reported in both cases the police departments involved had been impressed with Tri Delta Transit's video system and the quality of that system.

Ms. Krieg reported that she and COO Steve Ponte would attend the APTA CEO Seminar starting on January 28. She explained that there was a lot of valuable information at those seminars which were interesting and informative and she looked forward to the benefits from the training and networking.

Ms. Krieg also reported that Contra Costa 511 would be providing funding for 400 free 20-ride punch passes; the latest Tri Delta Transit promotion was an umbrella, which had been promoted a few years ago during the summer but was currently being marketed as a "portable bus shelter," and next week all drivers would have a tote bag full of umbrellas that would be distributed to those riding the bus; there would also be a promotion with the Pittsburg Library to celebrate a book entitled *The Last Stop on Market Street* about a child who rides the bus with his grandmother and discovers all kinds of interesting things about his city.

In addition, Ms. Krieg highlighted a report about how Tri Delta Transit would use Google analytics to study the use of electronic media with the goal of providing up-to-date information to Tri Delta Transit's customers who wanted all electronic.

Ms. Krieg explained that Tri Delta Transit had changed the way it provided information, and the next goal was to decrease the amount of phone calls and decrease the number of schedules that had to be printed. Since 2012 with the move toward electronic media, the agency had gone from 418,000 sessions on the website to over 1.2 million in 2015. It had also been able to decrease the number of printed schedules from 115,000 to 75,000, and anticipated that number to drop dramatically.

Ms. Krieg also reported that Tri Delta Transit had been selected as a National Transit Institute site, and in May 2016, 30 to 35 people would travel to East County for a procurement class. It would cost Tri Delta Transit nothing other than the extra water and power used during the two days the class would be held while East County hotels and restaurants would be patronized by the attendees.

Low fuel prices continued to affect ridership but the cost of fuel was also down. Expenses were in line and all other operational parameters were as expected.

**B. Operations Contract: Status Report**

Ms. Krieg reported that the Request for Proposal (RFP) for the Operations Contract had now been produced with help from the consultants Michael Griffus and Cheryl DeHoog, who had been introduced to the Board last month, and it would be published on February 1, 2016. She characterized the RFP as spectacular and something no one else had ever seen. She noted there was a lot of buzz in the industry given that it was different from anything anyone had ever published. She stated Tri Delta Transit would benefit in a very big way and she was proud of the work the team had done. She presented the timeline for the process and asked that any proposer who might contact members of the Board contact her to make sure that everyone was getting the same information

**ACTION AND DISCUSSION ITEMS**

**A. Status Report: Advertising on Buses**

Ms. Krieg reported that she had spoken to the advertising contractor with respect to the Board's discussions of ads covering the windows of the bus, which she noted was only an issue for the older buses which would be eliminated; the new buses would be in service in October and November, and since the new windows would be darkened anyway to help reduce energy costs the ads would not be an issue. She had also talked about the Board's objections to the big ads that obliterated the identity of the transit service to make the contractors more mindful of making sure that the Tri Delta Transit identify was clear. She recommended working with the existing contractor who would address that issue.

Chair Johnson was supportive of the staff recommendation as long as the Tri Delta Transit identity was not lost.



By consensus, the Board supported the continuation of the status quo with the existing contractor.

B. Bus Options Assignment

Ms. Krieg reported that the assignment was a continuation of an agenda item from last month to purchase two BYD electric buses through Long Beach Transit. In order for ECCTA to negotiate with BYD, it must send a letter to secure two options from Long Beach Transit.

On motion by Director Guise, seconded by Director Longmire, ECCTA Boardmembers authorized the CEO to sign the Bus Options Assignment Letter with Long Beach Transit to secure two BYD electric bus options, carried by the following vote:

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

C. HVAC Contract

Ms. Krieg stated that last year the California Department of Industrial Relations (DIR) had come up with a new requirement that contractors and subcontractors working on public works projects would have to be registered with the DIR, which meant that small contractors had to pay \$300 to be on the list, and if not would not be able to work with public agencies. ECCTA's HVAC contractor at the time had decided not to participate in that program, so ECCTA had gone out to bid to find a permanent contractor registered with the DIR to perform HVAC maintenance and repairs for five years beginning January 2016, and had received two bids; one from Freschi Service Experts in an amount of \$8,662.02 for the first year, and a bid from Tyndall HVAC, Inc. for \$3,100 for the first year. She added that after the first year the contract would depend on the Consumer Price Index (CPI).

On motion by Director Harper, seconded by Director Rocha, ECCTA Boardmembers adopted Resolution 160127 authorizing the CEO to execute and deliver a five-year contract for HVAC maintenance and as-needed repairs to Tyndall HVAC Inc. for \$3,100 for year one, carried by the following vote:

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

D. Paratransit

Ms. Krieg explained that the agenda item was in response to a question from Director Clare. COO Steve Ponte had put together some information and had additional information to share.

Steve Ponte reported that Tri Delta Transit received about 100 new applications a month for Americans with Disabilities Act (ADA) applications, and about 87 for renewals. He explained it took two hours to process each application. On average Monday through Friday, there were 486 trips a day to take passengers to and from their locations at \$35.40 a trip compared to about \$5.50 for fixed route. The fare box ratio on paratransit was 11 percent with an average trip time of 30 minutes. Twenty to 40 applications were returned each month because they were not completed correctly. He explained that 20 percent of the trips were seniors and 24 percent of the total clientele were seniors, and about 40 percent of the riders had to use some kind of mobility assistance.

Ms. Krieg stated she had been talking to Lyft about working with the agency because Lyft's prices were cheaper than Tri Delta Transit's prices.

Director Gray referred to the presentation that had previously been provided to the Board about mobility management and recommended that the non-profits and public entities work together because they could provide the service at a lower cost. He emphasized that something had to be done. He suggested the 100 applications each month would substantially increase over time, and commented that paratransit offered services to those 65 and older.

Director Clare suggested the problem could be the fact service was offered to seniors 65 and older and suggested there might not be any misuse although there was a need to rethink the milestone. He sought a breakdown in years between 65 to 70, and 70 to 75, commented that not everyone 65 and older needed the service, and sought a way to better serve those who truly needed paratransit service. He wanted to look at more data and a breakdown of age to identify who was actually using the service, with an agenda item in the future to specifically look at the 767 seniors who were registered senior customers.

Director Romick suggested there was a need to engage the mobility options and suggested that autonomous cars were only five or so years away. He suggested mobility for seniors would be interesting with companies like Uber and Lyft, which could potentially eliminate the paratransit services, and it was important as a transit organization to look at those issues now given the impact that the growing senior population would impose in the future. He suggested the role of the transit agency would be more as a facilitator and potentially subsidize the service.

Director Guise emphasized the need that drivers be screened to be able to provide that future.

Director Daugelli urged that the senior centers in the area be consulted, and referred to Butte County which had raised its qualifying age from 65 to 70. Having used the paratransit service, he complimented Tri Delta Staff and the incredible service that was being provided. He commented that even those seniors who didn't look disabled could be disabled and required the service. He recommended a presentation of how that would work through the paratransit organization.

Director Rocha clarified that the topic was a national issue.

Ms. Krieg explained that Tri Delta Transit's cost per trip, although high, was on the low side. There was a need to provide transportation to seniors given that the population was getting older, and transit organizations would have to work with Uber, Lyft, and the non-profit based organizations to address the mobility management for seniors as opposed to being the provider.

Director Daugelli emphasized the need for travel training and stated the senior center needed to be educated on how to take fixed route buses, for instance.

Ms. Krieg added that Tri Delta Transit was one of the few systems in California that provided senior transportation in that most just provided ADA transportation, a decision that had been made by the Tri Delta Transit Board in its early days.

Director Guise commented that the Board at one time had been in conflict with the Antioch Senior Bus, but now it seemed it was reverting back to that mode, becoming more of a mobility manager.

Director Clare requested an agenda item at the next meeting to look at the seniors and the ages of the riders to discuss what could be done in the future.

#### **BOARD OF DIRECTORS COMMENTS**

Director Daugelli described a recent trip to Chico starting out through the Tri Delta Transit system. He commented that through the Antioch Senior Center he received a number of questions about Tri Delta Transit's paratransit service but he emphasized that he referred all questions about paratransit to Tri Delta Transit staff.

Director Longmire explained that he was back home and now able to attend meetings. He thanked his colleagues who had filled in for him when he was not able to attend.

Director Harper wished everyone a Happy New Year.

Director Rocha reported that there would be a ribbon cutting on January 29 for the Southern Café on Fourth Street in Downtown Antioch. In addition, the Antioch City Council had signed a letter of intent to sign a lease with the Oakland-based Everett and Jones barbecue restaurant in the building that had housed Humphrey's restaurant.

Director Parent announced that Pearl Jam would be at the California Theatre on February 12. She also referred to an organization by the name of Theatre Core, a group that had produced Shakespeare in the Park during the summer, currently raising money to put on more Shakespeare in the Park for the coming year to perform *Twelfth Night*. She noted the group had put on an improve last Saturday at the Steel Town Café. Two more performances had been planned for February 22 at 3:00 P.M. and on April 2. She invited everyone to attend and urged support of Theatre Core.

Director Gray, a member of the Senior Mobility Action Council, distributed the newsletter from that organization and explained that there would be a workshop on driverless cars with respect to mobility. He added that the group was very dedicated and he urged consideration because driverless cars would save money when offering senior services.

Chair Johnson reported that the City of Pittsburg was moving forward to finish the upper section of the California Theatre, increasing the number of seats from 300 to 450, which would allow bigger acts to perform at the theatre, as well as providing ADA improvements, and air conditioning to the upper section to create a fully functional theatre.

Director Parent added that the Pittsburg Community Theatre (PCT) was offering a number of Broadway shows, specifically Broadway shows that had been performed by Carol Burnett.

Chair Johnson stated the shows were reasonably priced and he invited everyone to attend.

### **ADJOURNMENT**

Chair Johnson adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:02 P.M. to February 24, 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 January 31, 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	
<b>OPERATING REVENUES</b>																			
Passenger Fares	\$ 1,858,976	\$ 1,586,792	\$ 272,184	\$ 1,908,764	\$ 1,632,498	\$ 276,266	\$ (49,768)	\$ (45,706)	\$ (4,062)	\$ 3,247,000	\$ 2,789,000	\$ 478,000	\$ 57%	\$ 2,789,000	\$ 478,000	\$ 57%	\$ 2,789,000	\$ 478,000	\$ 57%
Other Income	\$ 193,843	\$ 82,000	\$ 111,843	\$ 153,500	\$ 63,500	\$ 90,000	\$ 40,343	\$ 18,500	\$ 21,843	\$ 260,000	\$ 80,000	\$ 180,000	\$ 75%	\$ 260,000	\$ 80,000	\$ 103%	\$ 260,000	\$ 80,000	\$ 62%
<b>Total Operating Revenues:</b>	\$ 2,052,819	\$ 1,668,792	\$ 384,027	\$ 2,062,264	\$ 1,695,998	\$ 366,266	\$ (9,445)	\$ (27,206)	\$ 17,761	\$ 3,507,000	\$ 2,849,000	\$ 668,000	\$ 59%	\$ 3,507,000	\$ 2,849,000	\$ 59%	\$ 3,507,000	\$ 2,849,000	\$ 56%
<b>OPERATING EXPENSES</b>																			
Purchased Transportation	\$ 6,688,718	\$ 4,683,041	\$ 1,995,677	\$ 6,783,309	\$ 4,751,343	\$ 2,031,966	\$ 94,591	\$ 58,302	\$ 36,289	\$ 11,687,068	\$ 8,183,174	\$ 3,503,894	\$ 57%	\$ 11,687,068	\$ 8,183,174	\$ 57%	\$ 11,687,068	\$ 8,183,174	\$ 57%
Materials and Supplies	\$ 1,554,205	\$ 1,267,570	\$ 286,635	\$ 2,081,912	\$ 1,673,831	\$ 388,081	\$ 507,707	\$ 406,261	\$ 101,446	\$ 3,550,100	\$ 2,860,100	\$ 670,000	\$ 44%	\$ 3,550,100	\$ 2,860,100	\$ 44%	\$ 3,550,100	\$ 2,860,100	\$ 44%
Salaries & Benefits	\$ 2,245,576	\$ 2,025,091	\$ 220,485	\$ 2,469,950	\$ 2,222,850	\$ 247,100	\$ 224,374	\$ 197,769	\$ 26,605	\$ 4,234,000	\$ 3,810,600	\$ 423,400	\$ 53%	\$ 4,234,000	\$ 3,810,600	\$ 53%	\$ 4,234,000	\$ 3,810,600	\$ 53%
Services	\$ 468,566	\$ 372,482	\$ 96,084	\$ 483,585	\$ 397,835	\$ 85,750	\$ 15,019	\$ 25,353	\$ (10,334)	\$ 829,000	\$ 682,000	\$ 147,000	\$ 57%	\$ 829,000	\$ 682,000	\$ 57%	\$ 829,000	\$ 682,000	\$ 57%
Other	\$ 200,399	\$ 190,510	\$ 9,889	\$ 234,600	\$ 217,495	\$ 17,105	\$ 34,201	\$ 26,885	\$ 7,216	\$ 405,000	\$ 375,450	\$ 29,550	\$ 49%	\$ 405,000	\$ 375,450	\$ 49%	\$ 405,000	\$ 375,450	\$ 49%
Casualty and liability insurance	\$ 290,745	\$ 244,591	\$ 46,154	\$ 287,990	\$ 206,206	\$ 81,784	\$ (2,755)	\$ (38,385)	\$ 36,630	\$ 465,588	\$ 330,524	\$ 135,064	\$ 62%	\$ 465,588	\$ 330,524	\$ 62%	\$ 465,588	\$ 330,524	\$ 62%
Utilities	\$ 147,861	\$ 140,513	\$ 7,348	\$ 149,000	\$ 141,000	\$ 8,000	\$ 1,139	\$ 487	\$ 652	\$ 254,000	\$ 241,000	\$ 13,000	\$ 58%	\$ 254,000	\$ 241,000	\$ 58%	\$ 254,000	\$ 241,000	\$ 57%
Taxes	\$ 16,374	\$ 13,162	\$ 3,212	\$ 13,500	\$ 9,450	\$ 4,050	\$ (3,374)	\$ (3,712)	\$ 338	\$ 20,000	\$ 14,000	\$ 6,000	\$ 84%	\$ 20,000	\$ 14,000	\$ 84%	\$ 20,000	\$ 14,000	\$ 84%
<b>Total Operating Expenses:</b>	\$ 11,612,944	\$ 8,946,950	\$ 2,665,994	\$ 12,483,846	\$ 9,620,010	\$ 2,863,836	\$ 870,902	\$ 673,060	\$ 197,842	\$ 21,444,756	\$ 16,516,848	\$ 4,927,908	\$ 54%	\$ 21,444,756	\$ 16,516,848	\$ 54%	\$ 21,444,756	\$ 16,516,848	\$ 54%
<b>NON-OPERATING REV</b>																			
Federal Funds	\$ 1,383,895	\$ 330,888	\$ 1,052,997	\$ 723,155	\$ 200,000	\$ 523,155	\$ 660,740	\$ 130,898	\$ 529,842	\$ 923,155	\$ 400,000	\$ 523,155	\$ 150%	\$ 923,155	\$ 400,000	\$ 150%	\$ 923,155	\$ 400,000	\$ 201%
State Funds	\$ 7,080,161	\$ 5,521,660	\$ 1,558,481	\$ 7,819,019	\$ 6,238,011	\$ 1,581,008	\$ (728,856)	\$ (716,331)	\$ (12,527)	\$ 13,165,969	\$ 10,201,183	\$ 2,964,786	\$ 54%	\$ 13,165,969	\$ 10,201,183	\$ 54%	\$ 13,165,969	\$ 10,201,183	\$ 54%
Local Funds	\$ 1,251,884	\$ 650,616	\$ 601,268	\$ 675,850	\$ 282,469	\$ 393,351	\$ 576,034	\$ 368,117	\$ 207,917	\$ 1,341,842	\$ 559,975	\$ 781,867	\$ 93%	\$ 1,341,842	\$ 559,975	\$ 93%	\$ 1,341,842	\$ 559,975	\$ 116%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 1,202,396	\$ 1,202,396	\$ -	\$ (1,202,396)	\$ (1,202,396)	\$ -	\$ -	\$ 2,404,790	\$ -	\$ -	\$ -	\$ 2,404,790	\$ -	\$ -	\$ -	\$ -
Interest & Other Misc Income	\$ 3,216	\$ 3,068	\$ 150	\$ 1,162	\$ 1,108	\$ 56	\$ 2,056	\$ 1,962	\$ 94	\$ 102,000	\$ 101,900	\$ 100	\$ 3%	\$ 102,000	\$ 101,900	\$ 3%	\$ 102,000	\$ 101,900	\$ 3%
<b>Total Non-operating Revenues:</b>	\$ 9,729,158	\$ 6,506,262	\$ 3,222,896	\$ 10,421,582	\$ 7,924,012	\$ 2,497,570	\$ (682,424)	\$ (1,417,750)	\$ 725,326	\$ 17,937,756	\$ 13,667,848	\$ 4,269,908	\$ 54%	\$ 17,937,756	\$ 13,667,848	\$ 54%	\$ 17,937,756	\$ 13,667,848	\$ 48%
<b>EXCESS REV(EXP)</b>	\$ 169,033	\$ (771,896)	\$ 940,929	\$ -	\$ -	\$ -	\$ 169,033	\$ (771,896)	\$ 940,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**OPERATING REVENUES**  
 Passenger Fares  
 Other Income  
**Total Operating Revenues:**

**OPERATING EXPENSES**  
 Purchased Transportation  
 Materials and Supplies  
 Salaries & Benefits  
 Services  
 Other  
 Casualty and liability insurance  
 Utilities  
 Taxes  
**Total Operating Expenses:**

**NON-OPERATING REV**  
 Federal Funds  
 State Funds  
 Local Funds  
 Inter-Operator Agreements  
 Interest & Other Misc Income  
**Total Non-operating Revenues:**

**EXCESS REV(EXP)**

Agenda Item #5b  
 Eastern Contra Costa Transit Authority  
 Board of Directors Meeting  
 February 24, 2016

**TRI DELTA TRANSIT**  
**Income Statement - Comparison to Prior Year**  
 As of January 31, 2016  
*(unaudited)*

	January 2016 YTD Actual		January 2015 YTD Actual		FY16 vs FY15 - YTD		% Change from Previous Year			
	ECCTA	DR	ECCTA	DR	ECCTA	FR	DR	ECCTA	FR	DR
<b>OPERATING REVENUES</b>										
Passenger Fares	\$ 1,858,976	\$ 272,184	\$ 1,859,401	\$ 276,756	\$ (425)	\$ 4,147	\$ (4,572)	0%	0%	-2%
Other Income	\$ 193,843	\$ 111,843	\$ 169,397	\$ 99,397	\$ 24,446	\$ 12,000	\$ 12,446	14%	17%	0%
<b>Total Operating Revenues:</b>	\$ 2,052,819	\$ 384,027	\$ 2,028,798	\$ 376,153	\$ 24,021	\$ 16,147	\$ 7,874	1%	1%	2%
<b>OPERATING EXPENSES</b>										
Purchased Transportation	\$ 6,688,718	\$ 1,995,677	\$ 6,671,507	\$ 2,005,660	\$ (17,211)	\$ (27,194)	\$ 9,983	0%	-1%	0%
Materials and Supplies	\$ 1,554,205	\$ 286,635	\$ 1,859,412	\$ 331,800	\$ 305,207	\$ 260,042	\$ 45,165	16%	17%	14%
Salaries & Benefits	\$ 2,245,576	\$ 220,495	\$ 2,208,687	\$ 225,804	\$ (36,889)	\$ (42,198)	\$ 5,309	-2%	-2%	2%
Services	\$ 468,566	\$ 96,084	\$ 522,305	\$ 105,735	\$ 53,739	\$ 44,088	\$ 9,651	10%	11%	9%
Other	\$ 200,399	\$ 9,889	\$ 195,483	\$ 9,773	\$ (4,916)	\$ (4,800)	\$ (116)	-3%	-3%	-1%
Casualty and liability insurance	\$ 280,745	\$ 46,154	\$ 243,533	\$ 41,000	\$ (47,212)	\$ (42,058)	\$ (5,154)	-19%	-21%	-13%
Utilities	\$ 147,861	\$ 7,348	\$ 147,154	\$ 6,919	\$ (707)	\$ (278)	\$ (429)	0%	0%	-6%
Taxes	\$ 16,874	\$ 3,712	\$ 6,873	\$ 2,784	\$ (10,001)	\$ (2,187)	\$ (928)	-146%	-20%	-33%
<b>Total Operating Expenses:</b>	\$ 11,612,944	\$ 2,665,994	\$ 11,861,840	\$ 2,729,475	\$ 248,896	\$ 185,415	\$ 63,481	2%	2%	2%
<b>NON-OPERATING REV</b>										
Federal Funds	\$ 1,383,895	\$ 1,052,997	\$ -	\$ -	\$ 1,383,895	\$ 330,898	\$ 1,052,997	-7%	-1%	-23%
State Funds	\$ 7,090,161	\$ 1,568,481	\$ 7,616,306	\$ 2,027,982	\$ (526,145)	\$ (66,644)	\$ (459,501)	100%	100%	0%
Local Funds	\$ 1,251,884	\$ 601,268	\$ 990,904	\$ 428,026	\$ 260,980	\$ 87,738	\$ 173,242	0%	0%	0%
Inter-Operator Agreements	\$ -	\$ -	\$ 1,655,200	\$ -	\$ (1,655,200)	\$ (1,655,200)	\$ -	0%	0%	0%
Interest & Other Misc Income	\$ 3,218	\$ 150	\$ 4,893	\$ 169	\$ (1,675)	\$ (1,656)	\$ (19)	-34%	-35%	-11%
<b>Total Non-operating Revenues:</b>	\$ 9,729,158	\$ 3,222,896	\$ 10,267,303	\$ 2,456,177	\$ (538,145)	\$ (1,304,864)	\$ 766,719	-5%	-17%	31%
<b>EXCESS REV/(EXP)</b>	\$ 169,033	\$ 940,929	\$ 434,261	\$ 102,855	\$ (265,228)	\$ (1,103,302)	\$ 838,074			

**OPERATING REVENUES**

Passenger Fares  
 Other Income

Total Operating Revenues:

**OPERATING EXPENSES**

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

Total Operating Expenses:

**NON-OPERATING REV**


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

Total Non-operating Revenues:

**EXCESS REV/(EXP)**

Agenda Item #5b  
 Eastern Contra Costa Transit Authority  
 Board of Directors Meeting  
 February 24, 2016

## **Staff Report to ECCTA Board of Directors**

**Meeting Date:** February 24, 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. Umbrella Promotion/Customer Appreciation**

Distributed nearly 1000 umbrellas to customers in support of our El Niño customer appreciation promotion. Promotion received significant amount of press coverage. Several other transit agencies have indicated that they will duplicate the promotion.

#### **2. Electric Bus Design**

Completed collaboration with bus manufacturer to develop paint/bus design for electric buses to be introduced to Tri Delta Transit's fleet. Design attached for review.

#### **3. High Density Housing Direct Mail**

Completed planning and logistics of incentive mailing targeting high-density housing throughout East County. Mailing scheduled to reach 13,000 targeted homes set to drop end of February for promotion period through March 31.

#### **4. Commuter Pass Promotion**

Completed 511 Contra Costa supported promotion targeting East County Commuters. Goal of 400 participants was reached yielding the following:

- 8,000 rides
- \$13,200 revenue
- \$1.65 fare per ride

#### **5. Route 201 Additional Runs**

Completed localized promotion of new runs added to Route 201 to Concord. Service of new runs to begin February 22.

#### **6. Web Site Redesign**

Currently exploring new design options for web site to allow for improved implementation and communication of alerts while elimination excess duplication of information. Design concepts/drafts expected for review in March, 2016.

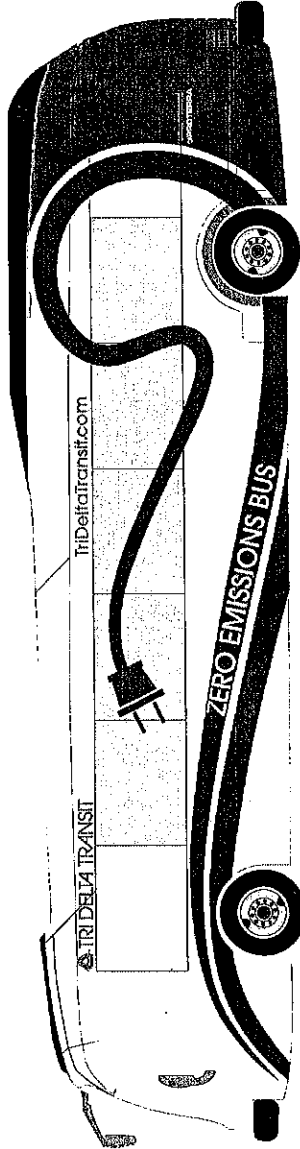
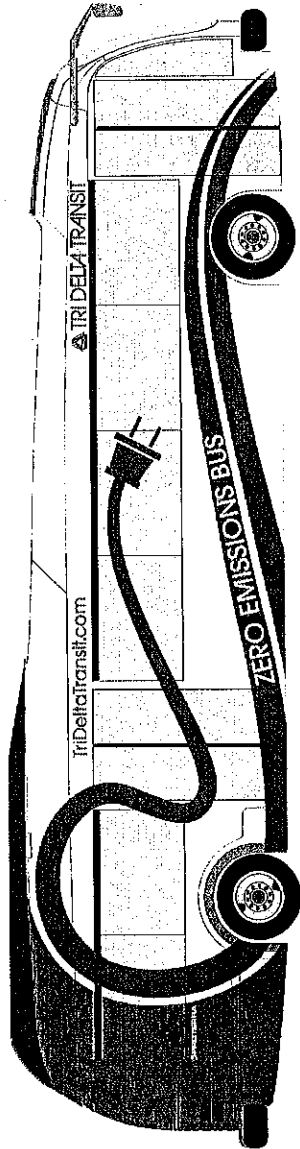
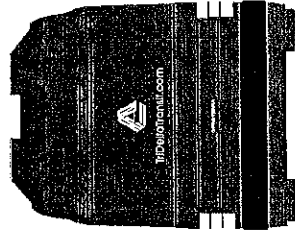
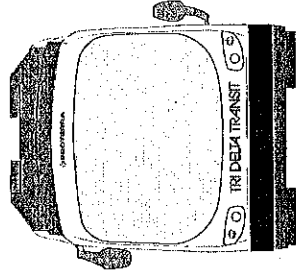
**7. Ongoing marketing programs**

- 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. How to ride video edits completion
2. Web site redesign continued
3. Pittsburg Library cross promotion event
4. Route specific marketing promotions-511 Contra Costa cross promotion
5. Senior outreach 2016
6. Clipper faster boarding campaign
7. Customer courtesy on-board campaign
8. Online/web customer survey





# **TAB 2**

Agenda Item 6a  
CEO's REPORT: Operations Report

## **Board of Directors Meeting**

Wednesday February 24, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

# Chief Executive Officer's Report

February 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:

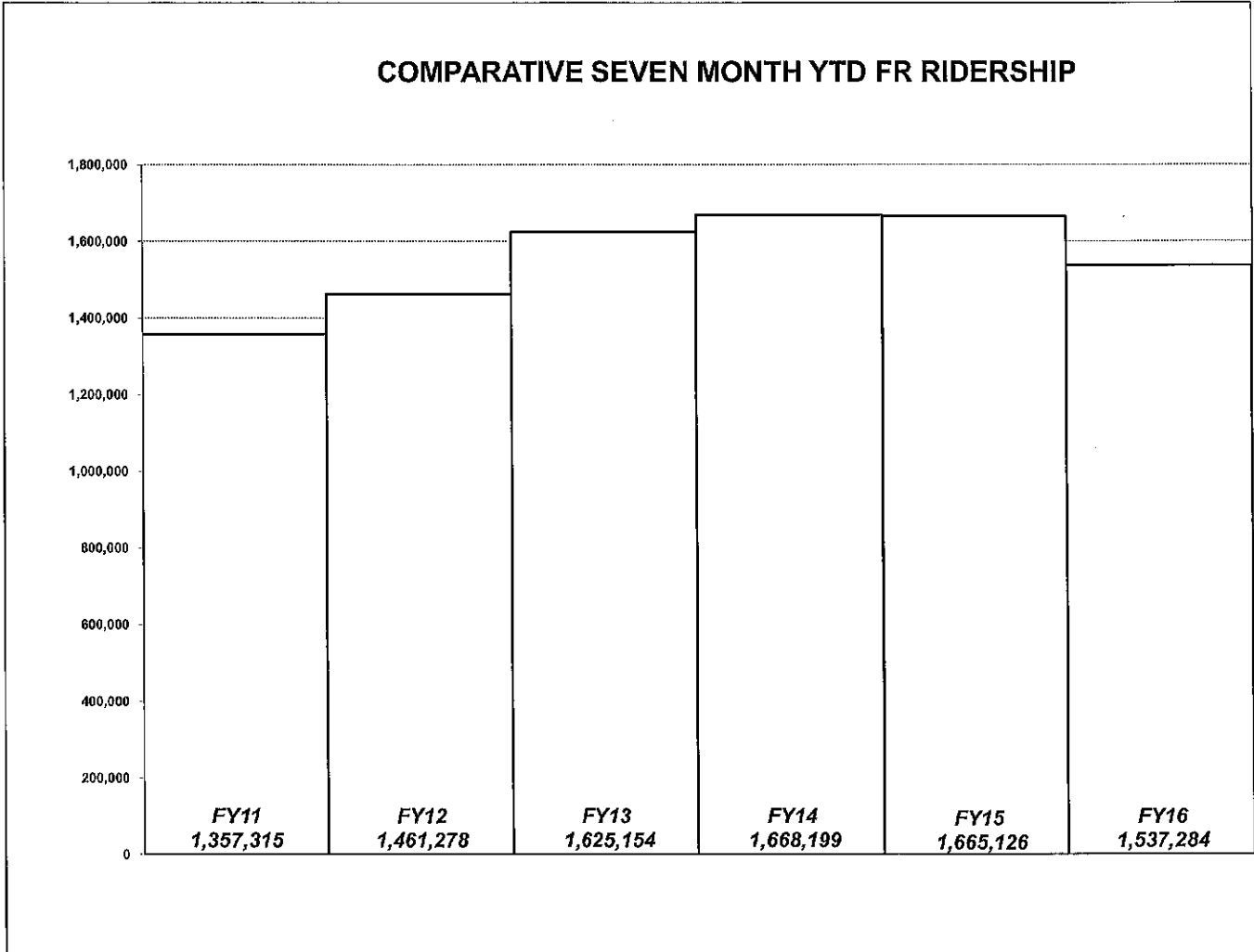
- Tri Delta Transit's Request for Proposal for operations was published. Seven firms attended the pre-proposal conference and all expressed an intent to submit a proposal.
- Tri Delta Transit's application for an MTC-sponsored high school summer intern was selected. The chosen intern will earn \$12.25-\$13.00/hour for up to 250 hours between June 17<sup>th</sup> and August 26<sup>th</sup>. The deadline for students to apply in Sunday March 20<sup>th</sup>. Applications are available on MTC's website.
- There is an issue with the software program the county planned to use for Form 700 filing this year so all submittals will be paper.
- The facility solar project is progressing. The low-interest loan will be officially approved in March. After official notification is received, an RFP will be published.
- 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.
- Staff is investigating the possibility of purchasing fuel futures.
- The Gillig bus pre-production meeting will be held February 23. The buses will be delivered in October 2016. A factory tour will be scheduled when the production schedule is known.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.
- The advisory team for the Contra Costa Mobility Management project continues to meet. The group is moving toward forming a CTSA which will provide additional funding opportunities.

## Pending:

- Electric bus procurement
- 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 (2019)
- Fixed route bus delivery (buses will be on production line October 2016)
- 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
- Operations Contract (expires June 30, 2016)
- CCTA Express Bus Study (update to the 2001 study)
- Electric Car Charging Station grant
- Park & Ride lots – land acquisition

*Agenda Item #6a  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
February 24, 2016*

**TRI DELTA TRANSIT  
YTD COMPARISON  
FR RIDERSHIP**



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

	Actual							Budget 15/16	15/16B % ▲	YTD COMPARISON		
	10/11	11/12	12/13	13/14	14/15	Actual				% ▲		
						Jan-15	Jan-16					
<b>DIAL-A-RIDE</b>												
<b>PASSENGERS</b>												
Total DAR Trips Provided	129,041	130,619	128,999	131,476	133,769	140,000	5%	80,148	75,874	-5%		
Average Weekday Ridership	474	481	470	471	487	506	4%	496	488	-2%		
Average Sat Ridership	110	106	140	180	153	164	7%	174	122	-30%		
Average Sun/Hol Ridership	71	71	72	68	63	66	5%	71	46	-35%		
Average Passengers/Hour (wkdys)	2.2	2.2	1.9	1.9	2.0	2.2	9%	2.0	2.1	3%		
<b>CUSTOMER SERVICE</b>												
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%	0.111%	0.098%	-12%		
On Time Performance	85%	85%	87%	89%	87%	90%	3%	87%	86%	-2%		
<b>MAINTENANCE</b>												
Gallons of Fuel Consumed	85,174	116,392	139,678	145,043	138,528	144,619	4%	83,029	78,249	-6%		
Miles Between Preventable Accidents	61,377	898,467	328,002	244,390	162,293	200,000	23%	289,854	109,981	-62%		
Miles Between Road calls	21,920	56,154	109,568	61,109	139,113	100,000	0%	96,639	109,981	14%		
<b>COST RATIOS</b>												
Farebox Recovery Ratio	12%	11%	11%	10%	10%	10%	0%	11%	10%	-3%		
\$/Gal Fuel	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 3.25	5%	\$ 3.12	\$ 2.69	-14%		
Operating Cost/Passenger	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 35.23	3%	\$ 29.47	\$ 35.14	19%		
Operating Cost/Revenue Hour	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 71.60	3%	\$ 69.46	\$ 73.59	6%		
Operating Cost/Revenue Mile	\$ 6.25	\$ 6.22	\$ 6.36	\$ 6.76	\$ 6.74	\$ 6.01	5%	\$ 5.78	\$ 5.90	2%		
<b>FIXED ROUTE</b>												
<b>PASSENGERS</b>												
Total FR Trips Provided	2,351,662	2,431,768	2,740,834	2,832,264	2,806,028	2,826,000	1%	1,665,126	1,537,284	-8%		
Average Weekday Ridership	8,345	8,584	9,616	9,930	9,794	9,949	2%	9,965	9,263	-7%		
Average Sat Ridership	2,594	2,753	3,232	3,464	3,498	3,391	-3%	3,547	3,240	-9%		
Average Sun/Hol Ridership	1,989	2,087	2,788	2,692	2,787	2,695	-3%	2,826	2,590	-8%		
Average Passengers/Hour	15.1	15.9	17.7	19.0	19.2	19.3	1%	19.4	18.4	-5%		
<b>CUSTOMER SERVICE</b>												
Customer Complaints	0.020%	0.023%	0.012%	0.009%	0.009%	0.009%	0%	0.008%	0.009%	12%		
On Time Performance	97%	86%	86%	92%	92%	90%	-2%	92%	91%	-2%		
<b>MAINTENANCE</b>												
Gallons of Fuel Consumed	639,072	636,276	562,702	603,013	600,072	594,981	-1%	350,484	348,717	-1%		
Miles Between Preventable Accidents	170,175	120,644	65,392	110,754	98,066	100,000	2%	130,377	127,372	-2%		
Miles Between Road calls	37,539	32,481	42,844	67,684	41,553	50,000	20%	51,221	34,173	-33%		
<b>COST RATIOS</b>												
Farebox Recovery Ratio	16%	16%	18%	18%	18%	18%	1%	17%	18%	2%		
\$/Gal Fuel	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 3.00	8%	\$ 2.96	\$ 2.01	-32%		
Operating Cost/Passenger	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.79	5%	\$ 4.69	\$ 4.16	-11%		
Operating Cost/Revenue Hour	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 111.77	5%	\$ 106.27	\$ 107.32	1%		
Operating Cost/Revenue Mile	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 8.07	6%	\$ 7.67	\$ 7.56	-1%		

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

<b>TOTAL PASSENGER TRIPS</b>													
ROUTE											<b>YTD COMPARISON</b>		
	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	Jan-15	Jan-16	% Chg
200	36,121	3%	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	31,345	28,333	-10%
201	105,655	6%	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	63,095	65,236	3%
300	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	205,719	198,148	-4%
379	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	3,223	-52%	2,011	2,383	18%
380	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	398,411	369,255	-10%
383	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	30,200	-6%	18,496	15,184	-18%
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%	38,481	-1%	61,388	68%	70,974	16%	68,013	-4%	38,282	39,810	4%
386	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,005	860	-14%
387	195,608	2%	212,731	9%	262,396	23%	264,036	1%	267,944	-2%	152,700	137,870	-10%
388	311,242	5%	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	221,688	198,387	-11%
389	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	28,402	27,934	-2%
390	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	71,211	-1%	40,689	41,005	1%
391	332,841	0%	346,080	4%	370,500	7%	386,640	4%	402,579	4%	237,726	214,866	-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	59%	5,375	4,637	-14%
392	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	142,650	0%	89,139	79,866	-10%
393	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	85,799	81,573	-5%
394	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	40,221	33,909	-16%
395	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	5,023	8,029	60%
Total Fixed Route	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	2,806,029	-1%	1,665,126	1,537,284	-8%

<b>AVERAGE PASSENGERS PER REVENUE HOUR</b>													
ROUTE											<b>YTD COMPARISON</b>		
	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	Jan-15	Jan-16	% Chg
200	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	12.5	11.7	-6%
201	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.4	17.3	6%
300	15.2	7%	15.8	4%	15.8	0%	18.6	18%	20.3	10%	20.4	19.8	-3%
379	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	29.4	35.1	19%
380	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	20.7	19.4	-6%
383	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	13.5	11.8	-13%
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%	12.4	11.9	-4%
386	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	7.2	6.5	-10%
387	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	23.5	22.4	-5%
388	15.0	4%	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	17.6	17.1	-3%
389	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.3	15.3	7%
390	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.1	21.8	3%
391	16.8	0%	18.7	11%	19.6	5%	20.5	4%	21.9	7%	22.2	20.5	-8%
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	24.5	-20%
392	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.9	-1%	19.4	17.3	-11%
393	15.7	1%	16.4	5%	17.5	7%	17.5	0%	18.7	7%	18.6	17.5	-6%
394	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	16.7	14.1	-15%
395	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	12.9	20.3	58%
Total Fixed Route	15.1	-1%	15.9	5%	17.7	12%	19.0	7%	19.2	1%	19.4	18.4	-5%

# **TAB 3**

Agenda Item 7a

**ACTION ITEM: Low Carbon Transit Operations Program**

Resolution 160224a


Resolution 160224b

## **Board of Directors Meeting**

**Wednesday February 24, 2016**

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

## **Staff Report to ECCTA Board of Directors**

Meeting Date: February 24, 2016  
Agenda Item: Low Carbon Transit Operations Program -- Agenda Item 7a  
Lead Staff: Tom Harais, Chief Financial Officer  
Approved: Jeanne Krieg, Chief Executive Officer 

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*“The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities. Senate Bill 862 continuously appropriates five percent of the annual auction proceeds in the Greenhouse Gas Reduction Fund (Fund) for LCTOP, beginning in 2015-16.*

*This program will be administered by Caltrans in coordination with Air Resource Board (ARB) and the State Controller’s Office (SCO). The California Department of Transportation (Caltrans) is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law.”*

ECCTA is an eligible recipient for Low Carbon Transit Operations Program funds. Our first project using the FY15 funds was additional runs on our Route 201 service which was implemented February 21<sup>st</sup>.

The funding cycle for FY16 LCTOP is on a compressed timeframe due to issues at the State Controller’s Office. ECCTA must file an application immediately if we wish to preserve the funding for our use.



Staff recommends that the Route 201 expanded service be extended for an additional two years from March 2017 through February 2019. This program was approved last year by the ECCTA board and accepted by Caltrans. It is anticipated that it will be accepted again. MTC, who has authority over part of these funds has concurred with our plans. The necessary application information is complete and ready for submittal.

The application requires two board resolutions: One to authorize the CEO to sign the Certifications and Assurances and one to authorize the CEO to apply for the funds.

**Requested Action:**

**Requested Action #1:** Adopt Resolution #160224a authorizing the execution of the certifications and assurances for the low carbon transit operations program (LCTOP) to be used for continued expanded service on Route 201

**Requested Action #2:** Adopt Resolution #160224b authorizing the execution of the low carbon transit operations program (LCTOP) project



# TRI DELTA TRANSIT

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

## RESOLUTION # 160224a

### **AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) TO BE USED FOR CONTINUED EXPANDED SERVICE ON ROUTE 201 (Concord Route)**

**WHEREAS**, the Eastern Contra Costa Transit Authority (ECCTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the ECCTA wishes to delegate authorization to execute these documents and any amendments thereto to the Chief Executive Officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the ECCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Chief Executive Officer be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**PASSED AND ADOPTED THIS** 24th day of February 2016, by the following votes:

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**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 # 160224b

### AUTHORIZATION FOR THE EXECUTION OF THE THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT

CONTINUED EXPANDED SERVICE ROUTE 201 (Concord Route) \$354,460

**WHEREAS**, the Eastern Contra Costa Transit Authority (ECCTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the ECCTA wishes to implement the LCTOP project listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the ECCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the ECCTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

Continued Expanded Service Route 201 (Concord Route):

\$297,455 PUC 99313  
\$ 57,005 PUC 99314 (MTC)  
\$ 22,426 Fares & Operating (ECCTA)  
\$376,886 Total Cost.

Extend additional Route 201 services March 2017 through Feb 2019 for Disadvantaged Communities in Pittsburg/Bay Point areas.

Contributing Sponsor: MTC (PUC 99314 funds)

**PASSED AND ADOPTED THIS** 24th day of February 2016, by the following votes:

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 4**

Agenda Item 7b

**ACTION ITEM: Janitorial Services Contract**


Resolution 160224c

## **Board of Directors Meeting**

**Wednesday February 24, 2016**

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

## Staff Report to ECCTA Board of Directors

Meeting Date: February 24, 2016  
Agenda Item: Janitorial Services Contract – Agenda Item 7b  
Lead Staff: Ann Hutcheson, Director of Administrative Services  
Approved: Jeanne Krieg, Chief Executive Officer 

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### Current Situation

The janitorial contract between Universal Building Services and ECCTA expired February 1, 2016 so staff published an RFP for janitorial services seeking proposals for a five year contract.

### Process

- December 2015: RFP #2015-002, for Janitorial Services was mailed to 20 firms, advertised and posted on ECCTA's web site.
- January 11, 2016: five firms attended a pre-proposal meeting.
- January 28, 2016: ECCTA received proposals:
  - Consistent Maintenance Systems (Antioch): \$1,794/month
  - California J&M Janitorial Services (Pittsburg): \$1,765/month
  - Universal Building Services (Richmond): \$2,059/month
  - Smart Clean (Brentwood): \$1,850/month
  - Coverall from Union City, \$2,133/month
  - BSM Facility Services Group from Concord, \$2,415/month

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

### Recommendation

Adopt Resolution #1602224c authorizing the CEO to execute and deliver a five year contract for janitorial services to Consistent Maintenance Systems for \$1,794 per month for year one.

*Agenda Item #7b  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
February 24, 2016*

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



# TRI DELTA TRANSIT

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

## **RESOLUTION # 160224c AUTHORIZATION FOR AWARD OF CONTRACT FOR JANITORIAL SERVICES**

**Resolution #160224c authorizes the CEO to execute and deliver a five year contract for Janitorial Services to Consistent Maintenance Systems.**

WHEREAS, on February 1, 2016, the janitorial contract between Eastern Contra Costa Transit Authority (ECCTA) and Universal Building Services expired; and

WHEREAS, on December 28, 2015, ECCTA published a Request for Proposals for Janitorial Services; and

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

WHEREAS, Consistent Maintenance Systems is the recommendation of ECCTA staff as the proposer that offered the highest quality of service possible for the best value possible.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. ECCTA does hereby award a five year contract for Janitorial Services to Consistent Maintenance Systems at its proposal price of \$1,794.00 per month in year one. The contract is for a period of five years with a San Francisco Bay Area CPI (California Price Index) price increase allowed each year at the time of the annual commencement agreement date.
2. ECCTA hereby grants the CEO the authorization to execute and deliver a contract to Consistent Maintenance Systems.

PASSED AND ADOPTED THIS 24<sup>th</sup> day of February 2016, by the following votes:

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, CEO

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTENTIONS: \_\_\_\_\_

# **TAB 5**

Agenda Item 7c

**ACTION ITEM: 2016 Summer Youth Pass**


## **Board of Directors Meeting**

**Wednesday February 24, 2016**

**ECCTA Boardroom**

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

**Staff Report to ECCTA Board of Directors**

**Meeting Date:** February 24, 2016  
**Agenda Item:** 2016 Summer Youth Pass – Agenda Item #7c  
**Lead Staff:** Mike Furnary, Director of Marketing  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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**BACKGROUND**

Unlimited-ride Tri Delta Transit summer youth passes have been sold every summer since 2008. Over 300 passes were sold last year.

**PROPOSAL**

In 2014, to unify the summer youth pass into a county-wide program, Tri Delta Transit's staff worked with Contra Costa 511, WestCat, and County Connection. While County Connection opted to not participate, WestCat agreed to join with Tri Delta Transit to offer a 2014 and 2015 unlimited-ride summer youth pass to passengers 5-17 for \$50. The program was successful so is being proposed for both systems in 2016. The passes will be valid June 1 through August 31.

Negotiations are underway with Contra Costa 511. It is anticipated that they will, once again, participate in the program and agree to:

- subsidize the full cost of the wristbands for 250 student attendees of Supervisor Glover's youth summit.
- subsidize the cost of each pass sold by Tri Delta Transit and by WestCAT. The level of that subsidy for 2015 was \$10 per pass so Tri Delta Transit received \$60 for each pass sold.

**RECOMMENDED MOTION:**

Authorize staff to market an unlimited-ride 2016 summer pass to passengers aged 5-17 for \$50.



# **TAB 6**

Agenda Item 7d

**ACTION ITEM: Parking and Connectivity Committee**

## **Board of Directors Meeting**

**Wednesday February 24, 2016**

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

## **Staff Report to ECCTA Board of Directors**

Meeting Date: February 24, 2016

Agenda Item: Parking and Connectivity Committee -- Agenda Item 7d

Lead Staff: Jeanne Krieg, Chief Executive Officer



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BART Director Joel Keller requested the creation of a Parking and Connectivity Committee that includes elected officials and staff representing BART, LAVTA, WestCat, CCCTA, and Tri Delta Transit.

If ECCTA's Board of Directors agrees to participate, an elected official will attend periodic meetings with ECCTA staff.

### **ACTION REQUESTED:**

**Requested Action #1:** Decide whether to participate in the Parking and Connectivity Committee

**Requested Action #2:** If participation is approved, select an elected official to represent ECCTA on the Committee

**ATTACHED: BART request letter**



**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

300 Lakeside Drive, P.O. Box 12688  
Oakland, CA 94604-2688  
(510) 464-6000

**TRI DELTA TRANSIT**

2016

February 9, 2016

**FEB 16 2016**

**RECEIVED**

Tom Radulovich  
PRESIDENT

Gail Murray  
VICE PRESIDENT

Grace Crunican  
GENERAL MANAGER

Tri-Delta Transit  
Attn: Jeanne Krieg  
801 Wilbur Avenue  
Antioch, CA 94509

**DIRECTORS**

Gail Murray  
1ST DISTRICT

Joel Keller  
2ND DISTRICT

Rebecca Saltzman  
3RD DISTRICT

Robert Raburn, Ph.D.  
4TH DISTRICT

John McPartland  
5TH DISTRICT

Thomas M. Blalock, P.E.  
6TH DISTRICT

Zakhary Mallett, MCP  
7TH DISTRICT

Nicholas Josefowitz  
8TH DISTRICT

Tom Radulovich  
9TH DISTRICT

Dear Jeanne,

BART Director Joel Keller has suggested the creation of a Parking and Connectivity Committee (Committee) that includes elected officials and staff representing BART, LAVTA, WestCat, CCCTA, and Tri-Delta. The purpose of the Committee would be to focus on issues of importance regarding access coordination and ways to provide alternatives that improve the connectivity between agencies. As you may know, BART and AC Transit have an established coordinating committee that meets periodically.

If agreed upon by all parties, the meetings of this Committee will be hosted on a rotational basis by each agency agreeing to participate. Additionally, the Committee meeting minutes will be adopted and approved by the members of the Committee. Please let me know if your agency would be interesting participating.

Sincerely,

Grace Crunican  
General Manager

cc: Board of Directors

# **TAB 7**

Agenda Item 7e

**ACTION ITEM: CEO's APTA Vice Chair Candidacy**

Resolution 160224d

## **Board of Directors Meeting**

**Wednesday February 24, 2016**

**ECCTA Boardroom**

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

## **Staff Report to ECCTA Board of Directors**

Meeting Date: February 24, 2016

Agenda Item: CEO's APTA Vice Chair Candidacy -- Agenda Item 7e

Lead Staff: Jeanne Krieg, Chief Executive Officer

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After careful consideration, I have decided to take the advice many of you have given me over the years and announce my candidacy for Vice Chair of the American Public Transportation Association, if the ECCTA Board of Directors supports my candidacy and subsequent election. After serving as Vice Chair for one year, I would become Chair of the association. I believe I would be a successful chair and ask for your support.

If I win the election, it is a three year commitment:

Year 1 (October 2016-October 2017): Vice Chair

Year 2 (October 2017 – October 2018): Chair

Year 3 (October 2018 – October 2019): Immediate Past Chair

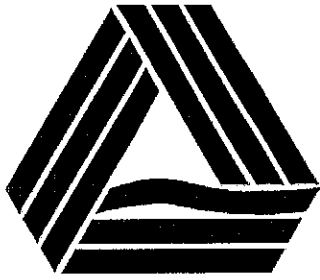
If elected, I would be required to travel to many APTA events and meetings. Most of the travel costs for the three-year period are covered by APTA yet there might be some expenses the agency would have to pick up. The ECCTA budget would allow for these expenses.

I am confident that the combination of electronic communication with the supportive, capable, and hard working staff will allow me to continue to effectively lead Tri Delta Transit while performing duties associated with leading APTA.

The election will be very competitive with many qualified candidates. The decision will be made by APTA's Nominating Committee on August 2, 2016.

### **ACTION REQUESTED:**

Adopt Resolution #160224d supporting ECCTA CEO Jeanne Krieg's candidacy and subsequent election to serve as the Vice-Chair and eventually Chair of the American Public Transportation Association.



# TRI DELTA TRANSIT

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

## RESOLUTION # 160224d

### Support of Eastern Contra Costa Transit Authority's Chief Executive Officer Jeanne Krieg's candidacy and subsequent election to serve as the Vice-Chair and eventually Chair of the American Public Transportation Association (APTA)

**WHEREAS**, the Eastern Contra Costa Transit Authority (ECCTA) has been a member in good standing of APTA since 1985; and

**WHEREAS**, Jeanne Krieg has been an active participant in APTA since 1991 graduating from the first Leadership APTA class and serving on numerous committees, task forces, the Board of Directors, and the Executive Committee; and

**WHEREAS**, Jeanne Krieg has served in numerous leadership roles in APTA and the transit industry including Chair of the California Transit Association, Chair of numerous TCRP project panels, Chair of APTA's Small Operations Committee, Co-Chair of APTA's Procurement Steering Committee; and

**WHEREAS**, Jeanne Krieg has led Eastern Contra Costa Transit Authority since 1995 with honesty, integrity, inclusion, and transparency; and

**WHEREAS**, Jeanne Krieg and her organization have received many local and national awards and recognitions including the 2014 Best Small Transit System in North America and the 2003 International Grand Champion (first – and last – small operator to win the Grand Champion award); and

**WHEREAS**, the ECCTA Board of Directors understands and supports the time and financial commitment necessary for Jeanne Krieg to serve as Vice Chair, Chair, and Immediate Past Chair; and

**WHEREAS**, APTA has never had a small operator General Manager or CEO serve as APTA chair;

**NOW, THEREFORE, BE IT RESOLVED** that the ECCTA Board of Directors supports ECCTA CEO Jeanne Krieg's candidacy and subsequent election to serve as the Vice-Chair and eventually Chair of the American Public Transportation Association.

**PASSED AND ADOPTED THIS** 24th day of February 2016, by the following votes:

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 8**

Agenda Item 7f  
DISCUSSION ITEM: Paratransit

## **Board of Directors Meeting**

Wednesday February 24, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## **Staff Report to ECCTA Board of Directors**

**Meeting Date:** February 24, 2016

**Agenda Item:** Paratransit -- Agenda Item #7f

**Approved:** Jeanne Krieg, Chief Executive Officer 

**Lead Staff:** Steve Ponte, Chief Operating Officer

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In response to a request by Director Gene Clare, staff made a presentation to the Board of Directors about Tri Delta Transit's paratransit service during the January 2016 meeting. Requests for additional information were made by several members of the Board of Directors. Staff will be prepared to present and discuss:

- # of trips by age category
- Cost per trip
- Mobility Management activities
- Senior transportation programs

### **Action Requested**

No action requested.