

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 January 24, 2018

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Please see the last page of this agenda for:

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

1. **Call to Order:** Chair Monica Wilson

a. **Roll Call**

2. **Pledge of Allegiance**

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 4 of this agenda.

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

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

- a. Minutes of the Board of Directors meeting of December 13, 2017
- 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*)

Board of Directors:

- City of Antioch
 - Lamar Thorpe
 - Monica Wilson*
- City of Brentwood
 - Barbara Guise
 - Robert Taylor
- City of Oakley
 - Doug Hardcastle
 - Kevin Romick
- City of Pittsburg
 - Merl Craft
 - Pete Longmire
- Contra Costa County
 - Diane Burgis**
 - Federal Glover
- Member-at-Large
 - Ken Gray

* Chair: FY 2017-18

** Vice-chair: FY 2017-18

**Board of Directors Meeting Agenda
Wednesday January 24, 2018**

7. ACTION AND DISCUSSION ITEMS

a. ACTION ITEM: Board Member Conference Request

(see attachment: tab #3)

Requested Action: Approve Chair Monica Wilson's request to attend the 2018 APTA Legislative Conference in Washington DC March 18-20.

b. ACTION ITEM: 2018 Board of Directors Meeting Dates

(see attachment: tab #4)

Requested Action: Adopt the proposed ECCTA Board of Directors meeting schedule which cancels the September 26th meeting, reschedules the October meeting to October 31st, and combines the November and December meetings to December 12th.

c. ACTION ITEM: CCTA Ex-Officio Alternate Appointment

(see attachment: tab #5)

Requested Action: Appoint Chair Monica Wilson to a second one-year term to serve as the alternate ex-officio on the CCTA Board of Commissioners for the term of February 1, 2018 through January 31, 2019.

d. ACTION ITEM: Mobile Ticketing Group Discount

(see attachment: tab #6)

Requested Action: Authorize an amendment to the approved one-year mobile ticketing demonstration project that will offer a 10% discount to paratransit groups with five or more passengers associated with one account who use the ECCTA mobile ticketing app.

e. DISCUSSION ITEM: Board of Directors Size and Composition

(see attachment: tab #7)

Requested Action: Direct staff to take action or no action.

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: February 28th, 2018 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509

Public Comment Guidelines:

- Persons requesting to address the ECCTA Board of Directors are requested to complete a Comment Request form and submit it to the clerk. If possible, please submit the form prior to the start of the meeting. At the appropriate time, the ECCTA chair will call on individuals to comment.
- During the public comment agenda item, the public is permitted to address the ECCTA Board of Directors on items that are on the consent calendar or items not on the agenda. Individuals may also make a request for future agenda items. No action or discussion may take place on any item not appearing on the posted agenda.
- If a person wishes to speak on a specific agenda item, the ECCTA chair will call on the individual when the agenda item is being discussed by the Board of Directors.
- Persons addressing the ECCTA Board of Directors are requested to limit their remarks to three (3) minutes unless an extension of time is granted by the chair, subject to approval of the ECCTA Board of Directors.

Agenda, staff report, and document availability:

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Board of Director's meeting at Tri Delta Transit's front desk located at 801 Wilbur Avenue, Antioch, California. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at Tri Delta Transit's front desk at the above referenced address during regular business hours.

Americans with Disabilities Act Information:

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the Tri Delta Transit parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification 48 hours prior to the meeting will enable Tri-Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

Anticipated action by the Board of Directors:

The Board of Directors may take action on any item on the agenda, which action may consist of the recommended action, no action or a related action.

TAB 1

Agenda Item 5a, b, c
Consent Calendar (ACTION ITEM): Minutes, Financial Report and
Marketing Activities Report

Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

December 13, 2017

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: Michael Daugelli, Alternate for Diane Burgis* (Contra Costa County/Vice Chair); Nancy Parent, Alternate for Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Doug Hardcastle (Oakley); Jelani Killings, Alternate for Pete Longmire (Pittsburg); Kevin Romick (Oakley); Robert Taylor (Brentwood); Lamar Thorpe* (Antioch); and Monica Wilson (Antioch/Chair)
*Arrived after Roll Call

ABSENT: Merl Craft (Pittsburg); and Ken Gray (Member-at-Large)

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

OTHERS

PRESENT: Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Nick Promponas, First Transit

PLEDGE OF ALLEGIANCE

Director Hardcastle led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Wilson offered brief highlights of the past year.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of October 25, 2017
- B. Financial Report
- C. Marketing Activities Report

AYES: Daugelli, Guise, Hardcastle, Killings, Parent, Romick, Taylor, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Gray, Thorpe

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg noted that this would be the last ECCTA Board meeting of 2017, which had been a very busy and productive year. As a continuation of Tri Delta Transit's 40th Anniversary, free rides had been offered on the system every weekend day in November including Thanksgiving Day and Thanksgiving Friday, with good results both in terms of an increase in ridership and in getting followers on Tri Delta Transit's social media platforms. Speaking to the two-year subsidized fare demonstration project that the ECCTA Board had approved in April, she reported that staff had been working with Lyft, Uber, and United Taxi, had contracts in place, and would be conducting a training session with 25 volunteers in January, with the program to begin soon after.

Ms. Krieg advised that some passengers who relied on Express Route 300 had been getting anxious about the future of the service from Brentwood and Oakley to BART. She clarified that Route 300 would not be discontinued but would be modified to end up at the new Hillcrest eBART station instead of at the Pittsburg/Bay Point station, and that information had been posted on the Tri Delta Transit website. Reporting that BART intended to charge for parking at the new Hillcrest eBART station, she explained that would not affect those who took the bus to BART such as those who used Route 300 to get to BART, and BART did not plan to charge for parking in Brentwood. She added that Tri Delta Transit would not charge for parking when the Oakley lot was constructed. The cash fare for Route 300 would drop from \$2.50 to \$2.00, although the discounted multi-ride passes would remain the same.

Ms. Krieg reported that the facility solar system was ready to become operational as soon as PG&E was able to make necessary connections, expected in January; the bus and car charging stations were also waiting for PG&E to connect them, likely to occur after the first of the year; and the electric buses that were to have been delivered last week had been delayed until February.

In addition, the demonstration project for the mobile ticketing app was nearly ready for introduction to customers, anticipated in March; and the 30 paratransit vehicles were expected to be delivered in March.

Ms. Krieg also reported that she had been elected to a two-year term on the California Transit Association's Executive Committee; staff was preparing for two upcoming triennial audits: the Federal Transit Administration (FTA) audit and the Transportation Development Act (TDA) audit for state funds, both of which required considerable staff time and effort to gather the necessary information. With respect to a discussion at the last meeting, she stated that the Metropolitan Transportation Commission (MTC) had identified some not-great ideas for the distribution of the anticipated revenue from SB1, and given the response to those not-great ideas MTC staff was expected to present new ideas next week.

Ms. Krieg advised that fixed route ridership continued to be below last year although the rate of decline was shrinking. Staff was looking into some exciting programs that would help Tri Delta Transit evolve from being just buses to being a mobility manager, and were looking into starting a volunteer driver program for seniors, vanpools for commuters, partnering with Uber and Lyft, and possibly implementing a feature called Microtransit, a cross between Uber and a bus. All financial performance parameters were as expected and the fuel hedging program had been particularly successful.

ACTION AND DISCUSSION ITEMS

A. Communication System Conversion

Chief Operating Officer (COO) Steve Ponte reported that the Automatic Vehicle Location system on fixed route buses had been successful although with the advent of Clipper® 2, optional diagnostic equipment on the buses and other systems would require some type of cellular communication. A \$600,000 grant had been secured to fund the required conversion which would cost \$429,406.

In response to questions from the Board, Mr. Ponte advised that the maintenance of the equipment would remain the same under the current Maintenance Agreement with another company; and the unused radio frequency could be sold and PG&E had expressed an interest in purchasing that frequency.

On motion by Director Daugelli, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 171213a authorizing the CEO to enter into an agreement with Connexionz to install all equipment required to convert ECCTA's Automatic Vehicle Location system from a radio platform to a cellular platform with the capabilities to add connectivity with the vehicle diagnostics, Clipper® 2, and tablet communication for a price not to exceed \$429,406, carried by the following vote:

AYES: Daugelli, Guise, Hardcastle, Killings, Parent, Romick, Taylor, Thorpe, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Gray

B. Mobile Emergency Operation Center Communication Service

Ms. Krieg reported that this was the first of many action items related to the creation of a Mobile Emergency Operation Command Center, which would take many months to complete.

Mr. Ponte stated that there were currently redundant systems in the Tri Delta Transit facility and the mobile facility would allow emergency systems if anything should happen to the facility itself. The low estimate for a satellite-based communication system had been received from Mobile Satellite Technologies at \$48,725, ECCTA had a grant from the California Transportation Safety Grant Program (CTS GP) for \$47,000, and the remaining \$1,725 would come from ECCTA's TDA operating costs.

Boardmembers expressed a desire to see the Mobile Emergency Operation Center when complete.

On motion by Director Guise, seconded by Director Hardcastle, ECCTA Boardmembers adopted Resolution 171213b authorizing the CEO to enter into an agreement with Mobile Satellite Technologies to purchase and install a satellite communication system on a retired MCI bus, including two years of communications costs for a price not to exceed \$48,725, carried by the following vote:

AYES: Daugelli, Guise, Hardcastle, Killings, Parent, Romick, Taylor, Thorpe, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Gray

C. Extended Warranty for Charging Station

Ms. Krieg explained that when the charging stations were purchased Chargepoint would only offer an extended warranty to the actual owner of the equipment; the warranty could not be added until the equipment had been installed and ready to go. Now installed, the extended warranty was now available and the request was to purchase a two-year extended warranty with Chargepoint for warranty protection for four Chargepoint chargers (car chargers and bus chargers) for an amount not to exceed \$26,336.

Mr. Ponte responded to questions from the Board and explained that the chargers would charge virtually every type of electric vehicle.

On motion by Director Romick, seconded by Director Hardcastle, ECCTA Boardmembers adopted Resolution 171213c authorizing the CEO to purchase a two-year extended warranty (total of three years) with Chargepoint for warranty protection for four Chargepoint chargers for an amount not to exceed \$26,336, carried by the following vote:

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

D. Microtransit Demonstration Project

Ms. Krieg referred to a six-month demonstration project for an option that was a cross between carpool, Uber, and fixed route buses. She characterized the program as a deviated fixed route that could address some of the problems in Discovery Bay and in Brentwood for access to and from Los Medanos College, as well as other issues that might arise given the 225 square miles that Tri Delta Transit serviced. The cost of the demonstration project was reported to be \$25,000, and would allow staff to learn how the system would work.

Mr. Ponte explained that there was a lot of setup involved to make sure that the program would work. He noted that there were 11 other agencies involved, and if it worked well it could address first mile/last mile issues.

On motion by Director Parent, seconded by Director Burgis, ECCTA Boardmembers authorized the CEO to enter into an agreement with TransLoc for a six-month Microtransit demonstration project for an amount not to exceed \$25,000, carried by the following vote:

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

E. Drug and Alcohol Program Update

Director of Administrative Services Ann Hutcheson reported that as a recipient of FTA funds, ECCTA would need to update its Drug and Alcohol Program to comply with an updated list of prohibited drugs that would replace Opiates with Opioids.

On motion by Director Burgis, seconded by Director Guise, ECCTA Boardmembers approved the update of ECCTA's Drug and Alcohol Policy to list Opioids as a prohibited drug which would now include testing for hydrocodone, hydromorphone, oxycodone, and oxymorphone, carried by the following vote:

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

F. Independent Auditor's Report for the Year Ended June 30, 2017

Ms. Krieg noted that an independent auditor was required to annually review expenses, statements, and receipts, and Maze & Associates, had conducted an audit of the fiscal year ended June 30, 2017. There were no material findings or questioned costs.

On motion by Director Parent, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 171213d accepting the Independent Auditor's Report for the year ended June 30, 2017, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

Director Taylor announced that Mark Evenson had been hired as the new Police Chief for the City of Brentwood. He commented that he had learned a lot in his first year on the Board.

Director Parent reported on the performances scheduled for the California Theatre in Pittsburg on December 17 and December 19.

Director Guise noted her surprise that ECCTA was already 40 years old.

Director Thorpe stated that Antioch continued to be the best city ever created.

Chair Wilson stated she had also learned a lot in her first year on the Board and she and other members wished the Board and staff a Merry Christmas and a Happy New Year.

ADJOURNMENT

Chair Wilson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:44 P.M. to January 24, 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 December 31, 2017
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>(favorable/unfavorable)</i>			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	\$ 1,387,172	\$ 1,161,518	\$ 205,654	\$ 1,507,060	\$ 1,293,204	\$ 213,856	\$ (119,888)	\$ (111,686)	\$ (8,202)	\$ 3,022,000	\$ 2,592,000	\$ 430,000	\$ 46%	\$ 49%	\$ 48%
Other Income	\$ 165,402	\$ 88,000	\$ 77,402	\$ 79,000	\$ -	\$ 75,000	\$ 90,402	\$ 88,000	\$ 2,402	\$ 235,000	\$ 85,000	\$ 150,000	\$ 70%	\$ 104%	\$ 52%
Total Operating Revenues:	\$ 1,552,574	\$ 1,269,518	\$ 283,056	\$ 1,582,060	\$ 1,293,204	\$ 288,856	\$ (29,486)	\$ (23,686)	\$ (5,800)	\$ 3,257,000	\$ 2,677,000	\$ 580,000	\$ 48%	\$ 47%	\$ 49%
OPERATING EXPENSES															
Purchased Transportation	\$ 5,901,691	\$ 4,652,985	\$ 1,248,706	\$ 5,894,100	\$ 4,262,100	\$ 1,642,000	\$ (7,591)	\$ (400,885)	\$ 393,294	\$ 11,809,200	\$ 8,515,900	\$ 3,293,300	\$ 50%	\$ 55%	\$ 38%
Materials and Supplies	\$ 1,457,417	\$ 1,174,873	\$ 282,544	\$ 1,499,598	\$ 1,227,988	\$ 272,200	\$ 42,181	\$ 52,525	\$ (10,344)	\$ 3,000,000	\$ 2,454,900	\$ 545,100	\$ 49%	\$ 48%	\$ 52%
Salaries & Benefits	\$ 1,963,118	\$ 1,629,633	\$ 333,485	\$ 2,100,000	\$ 1,827,000	\$ 273,000	\$ 186,882	\$ 197,987	\$ (60,485)	\$ 4,200,000	\$ 3,654,000	\$ 546,000	\$ 47%	\$ 45%	\$ 61%
Services	\$ 462,067	\$ 344,716	\$ 117,351	\$ 414,998	\$ 318,500	\$ 95,498	\$ (47,069)	\$ (25,216)	\$ (21,853)	\$ 830,000	\$ 639,000	\$ 191,000	\$ 59%	\$ 54%	\$ 61%
Other	\$ 201,441	\$ 189,925	\$ 12,516	\$ 199,900	\$ 182,905	\$ 16,995	\$ (1,541)	\$ 3,980	\$ (5,521)	\$ 402,000	\$ 387,900	\$ 14,100	\$ 50%	\$ 49%	\$ 89%
Casualty and liability insurance	\$ 290,221	\$ 269,160	\$ 21,061	\$ 266,350	\$ 266,156	\$ 20,194	\$ (3,871)	\$ (3,004)	\$ (667)	\$ 534,000	\$ 499,800	\$ 34,400	\$ 54%	\$ 54%	\$ 61%
Utilities	\$ 75,748	\$ 71,278	\$ 4,470	\$ 136,800	\$ 128,552	\$ 8,208	\$ 8,052	\$ 57,314	\$ 3,738	\$ 240,000	\$ 226,800	\$ 14,400	\$ 32%	\$ 32%	\$ 31%
Taxes	\$ 11,233	\$ 9,055	\$ 2,178	\$ 11,500	\$ 9,900	\$ 1,700	\$ 287	\$ 745	\$ (478)	\$ 23,000	\$ 19,600	\$ 3,400	\$ 49%	\$ 48%	\$ 64%
Total Operating Expenses:	\$ 10,362,936	\$ 8,340,623	\$ 2,022,311	\$ 10,543,246	\$ 8,223,451	\$ 2,319,795	\$ 180,310	\$ (117,174)	\$ 297,484	\$ 21,038,200	\$ 16,396,500	\$ 4,641,700	\$ 49%	\$ 51%	\$ 44%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 372,675	\$ 102,163	\$ 270,512	\$ (372,675)	\$ (102,163)	\$ (270,512)	\$ 949,673	\$ 409,649	\$ 541,024	\$ 40%	\$ 38%	\$ 49%
State Funds	\$ 4,987,297	\$ 3,687,677	\$ 1,299,620	\$ 8,335,809	\$ 5,008,072	\$ 1,327,737	\$ (1,348,512)	\$ (1,320,395)	\$ (28,117)	\$ 12,326,127	\$ 9,670,829	\$ 2,655,298	\$ 51%	\$ 10%	\$ 98%
Local Funds	\$ 951,561	\$ 106,011	\$ 845,570	\$ 937,902	\$ 505,588	\$ 432,564	\$ 13,679	\$ (399,327)	\$ 413,006	\$ 1,875,804	\$ 1,010,676	\$ 865,128	\$ 50%	\$ 50%	\$ 36%
Inter-Operator Agreements	\$ 1,312,298	\$ 1,312,298	\$ -	\$ 1,312,298	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,624,566	\$ 2,624,566	\$ -	\$ 63%	\$ 65%	\$ -
Interest & Other Misc Income	\$ 3,171	\$ 3,076	\$ 95	\$ 2,502	\$ 2,376	\$ 126	\$ 669	\$ 700	\$ (31)	\$ 5,000	\$ 4,750	\$ 250	\$ 41%	\$ 37%	\$ 53%
Total Non-operating Revenues:	\$ 7,254,347	\$ 5,103,062	\$ 2,145,285	\$ 8,961,186	\$ 6,930,247	\$ 2,030,939	\$ (1,706,839)	\$ (1,821,185)	\$ 114,346	\$ 17,781,200	\$ 13,719,500	\$ 4,061,700	\$ 41%	\$ 37%	\$ 53%
EXCESS REV/(EXP)	\$ (1,556,015)	\$ (1,962,045)	\$ 406,030	\$ -	\$ -	\$ -	\$ (1,556,015)	\$ (1,962,045)	\$ 406,030	\$ -	\$ -	\$ -			

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 January 24, 2018

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
 As of December 31, 2017
(unaudited)

	December 2017 YTD Actual			December 2016 YTD Actual			FY18 vs FY17 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 1,387,172	\$ 1,181,518	\$ 205,654	\$ 1,547,466	\$ 1,332,473	\$ 214,993	\$ (160,294)	\$ (150,955)	\$ (9,339)	-10%	-11%	-4%
Other Income	\$ 165,402	\$ 88,000	\$ 77,402	\$ 159,304	\$ 85,000	\$ 74,304	\$ 6,098	\$ 3,000	\$ 3,098	0%	0%	0%
Total Operating Revenues:	\$ 1,552,574	\$ 1,269,518	\$ 283,056	\$ 1,706,770	\$ 1,417,473	\$ 289,297	\$ (154,196)	\$ (147,955)	\$ (6,241)	-9%	-10%	-2%
OPERATING EXPENSES												
Purchased Transportation	\$ 5,901,691	\$ 4,652,985	\$ 1,248,706	\$ 5,750,189	\$ 4,434,521	\$ 1,315,668	\$ (151,502)	\$ (218,464)	\$ 66,962	-3%	-5%	5%
Materials and Supplies	\$ 1,457,417	\$ 1,174,873	\$ 282,544	\$ 1,373,282	\$ 1,146,267	\$ 227,015	\$ (84,135)	\$ (28,606)	\$ (55,529)	-6%	-2%	-24%
Salaries & Benefits	\$ 1,963,118	\$ 1,929,633	\$ 333,485	\$ 1,863,141	\$ 1,671,344	\$ 191,797	\$ (99,977)	\$ 41,711	\$ (141,688)	-5%	2%	-74%
Services	\$ 462,067	\$ 344,716	\$ 117,351	\$ 408,482	\$ 324,358	\$ 84,124	\$ (53,565)	\$ (20,358)	\$ (33,227)	-13%	-6%	-39%
Other	\$ 201,441	\$ 188,925	\$ 12,516	\$ 191,563	\$ 180,824	\$ 10,739	\$ (9,878)	\$ (8,101)	\$ (1,777)	-5%	-4%	-17%
Casualty and liability insurance	\$ 290,221	\$ 269,160	\$ 21,061	\$ 280,427	\$ 260,664	\$ 19,763	\$ (9,794)	\$ (8,496)	\$ (1,298)	-3%	-3%	-7%
Utilities	\$ 75,748	\$ 71,278	\$ 4,470	\$ 163,444	\$ 154,652	\$ 8,792	\$ 87,696	\$ 83,374	\$ 4,322	54%	54%	49%
Taxes	\$ 11,233	\$ 9,055	\$ 2,178	\$ 11,563	\$ 9,095	\$ 2,468	\$ 330	\$ 40	\$ 290	3%	0%	12%
Total Operating Expenses:	\$ 10,362,936	\$ 8,340,625	\$ 2,022,311	\$ 10,042,091	\$ 8,181,725	\$ 1,860,366	\$ (320,845)	\$ (158,900)	\$ (161,945)	-3%	-2%	-9%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
State Funds	\$ 4,987,297	\$ 3,687,677	\$ 1,299,620	\$ 5,329,306	\$ 3,848,679	\$ 1,480,627	\$ (342,009)	\$ (161,002)	\$ (181,007)			
Local Funds	\$ 951,581	\$ 106,011	\$ 845,570	\$ 686,816	\$ 419,896	\$ 266,920	\$ 264,765	\$ (313,885)	\$ 578,650			
Inter-Operator Agreements	\$ 1,312,298	\$ 1,312,298	\$ -	\$ 1,053,546	\$ 1,053,546	\$ -	\$ 258,752	\$ 258,752	\$ -			
Interest & Other Misc Income	\$ 3,171	\$ 3,076	\$ 95	\$ 6,299	\$ 2,487	\$ 3,812	\$ (3,128)	\$ 589	\$ (3,717)	-50%	24%	-98%
Total Non-operating Revenues:	\$ 7,254,347	\$ 5,109,062	\$ 2,145,285	\$ 7,075,967	\$ 5,324,608	\$ 1,751,359	\$ 178,360	\$ (215,546)	\$ 393,926	3%	-4%	22%
EXCESS REV/(EXP)	\$ (1,556,015)	\$ (1,962,045)	\$ 406,030	\$ (1,259,354)	\$ (1,439,644)	\$ 180,290	\$ (296,661)	\$ (522,401)	\$ 225,740			


Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 January 24, 2018

Staff Report to ECCTA Board of Directors

Meeting Date: January 24, 2018

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

Lead Staff: Mike Furnary, Director of Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Route 381 Follow Up Promotion

A follow up campaign was launched in support of Route 381 which began service in September 2017. The campaign will include targeted direct mail and social media promotion.

Express Route 300 Social Media Follow Up Promotion

The promotional campaign for Express Route 300 was extended, encouraging new ridership through a free-trial-ride program. The promotion includes extensive social media and on-line promotion including Facebook, Twitter, Instagram, Comcast, and TriDeltaTransit.com. Since the initial launch, approximately 300 new-trial-customers have received free trial coupons to ride Express Route 300.

Mobile Ticketing

Marketing provided assistance to the new mobile ticketing project with the development of necessary customer communication for mobile ticketing web sites/pages, including terms of use, privacy policies, and customer questions and answers.

New Advertising Campaign

TV commercials and print/online support materials are being developed to support the campaign message: "Part of your community, part of your life."

TNC Program Launch

Marketing hosted a launch meeting with test group participants on January 11 to provide necessary information for paratransit customers who will begin to use Uber, Lyft and United Taxi as an alternative to traditional paratransit. Marketing will evaluate the

customer experience over the next month prior to launching the program to all current paratransit customers.

Antioch/Pittsburg Center BART Communications

Online Q&A web pages were launched to address increasing questions about bus service changes when the BART stations open later this year. Promotion includes onboard newsletters, social media and direct links from TriDeltaTransit.com.

Ongoing Marketing Programs

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

Planned Marketing/Communications Activities

- Electric bus roll out
- High-Density Housing Direct Mail
- System-wide launch of TNC on-demand service
- Possible ridership focus groups

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

January 2018



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Tom Harais
Chief Financial Officer

Ann Hutcheson
Director of Administrative Services

Kevin Moody
Director of Maintenance

Mike Furnary
Director of Marketing

Susan Hinson
First Transit Director of Operations

Highlights:

- Staff continued to meet with BART staff to discuss service to the Antioch and Pittsburg eBART stations.
- The annual CHP audit went very well.
- Recruiting for an open mechanic position began.
- Tri Delta Transit's new program, *Mobility on Demand*, was introduced to a select group of paratransit customers. The contracts with Uber, Lyft, and United Taxi are in place. Once the initial group tests the program, it will be offered to all paratransit customers.
- Implementation of the new scheduling software is progressing as planned.
- Paratransit applications are now available on the Tri Delta Transit website.
- Work is complete on the facility solar project.
- Work is nearly complete on the electric bus and car charging stations.
- The See Something – Say Something Mobile App is available to all members of the public. Reports have been submitted.
- The fuel hedging process continued.
- 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.

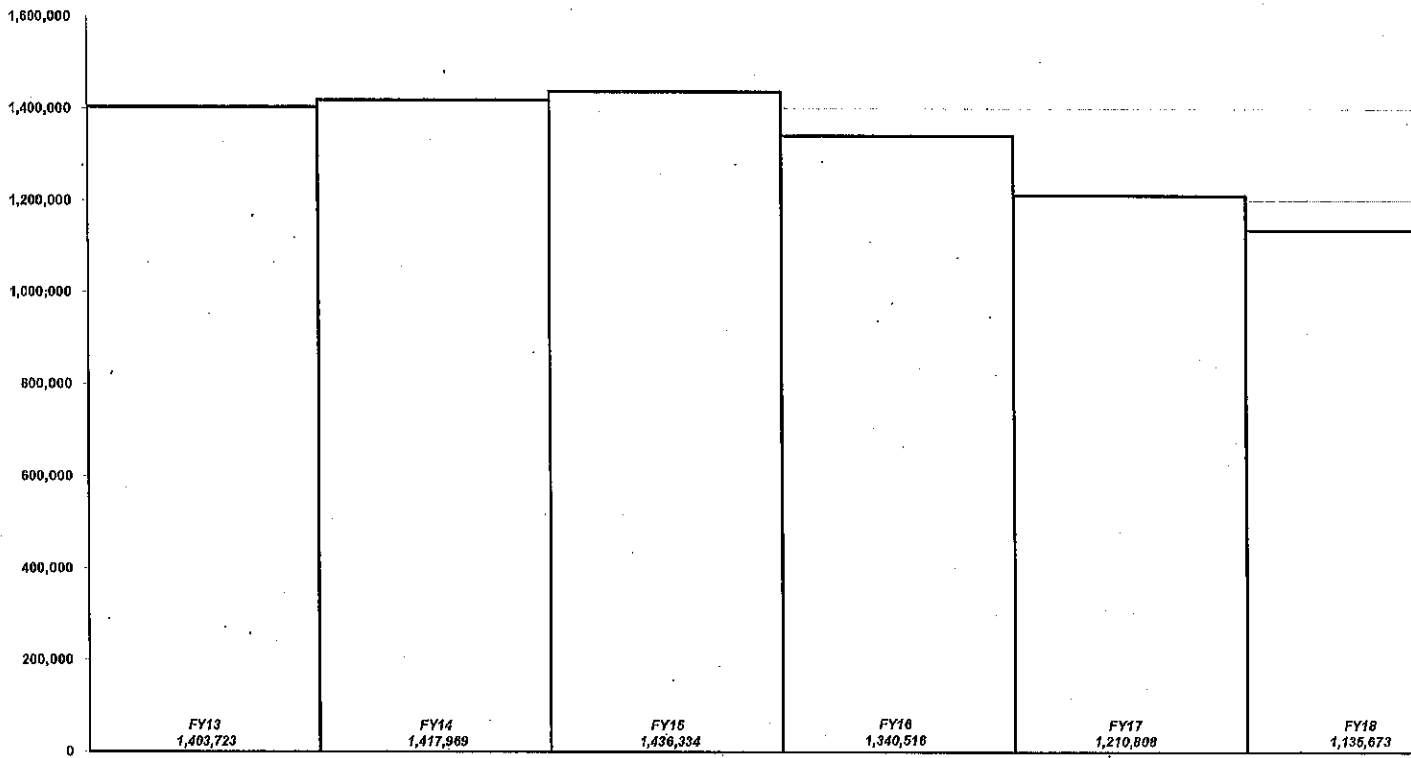
Pending:

- Mobile Emergency Operations Center construction
- Microtransit Demonstration Project
- Mobility on Demand demonstration project
- Paratransit vehicle delivery (May 2018)
- Electric bus delivery (early 2018)
- Mobile ticketing app implementation (March 2018)
- 2018 Triennial Audit (FTA)
- Scheduling software full implementation
- Service to Brentwood LMC campus (August 2018)
- Service to eBART stations in Pittsburg and Antioch (May 2018)
- 2018 Pittsburg Seafood Festival Shuttle discussion
- Senior transportation service issues
- Next generation of Clipper (2020)
- FTA's Safety Program
- Antioch Park & Ride lot construction
- Oakley Park & Ride lot construction
- Federal grants

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 24, 2018*

TRI DELTA TRANSIT

COMPARATIVE SIX MONTH FR RIDERSHIP



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

	Actual							17/18B % ▲	YTD COMPARISON		
	12/13	13/14	14/15	15/16	16/17	Budget 17/18	Actual		% ▲		
							Dec-16			Dec-17	
DIAL-A-RIDE											
PASSENGERS											
Total DAR Trips Provided	128,999	131,476	133,769	131,917	133,406	132,000	-1%	65,989	63,759	-3%	
Average Weekday Ridership	470	471	487	489	498	496	0%	494	477	-3%	
Average Sat Ridership	140	180	153	118	107	102	-5%	108	111	3%	
Average Sun/Hol Ridership	72	68	63	49	47	42	-11%	45	49	10%	
Average Passengers/Hour (wkdy's DAR Only)	2.1	2.3	2.4	2.5	2.9	2.9	0%	2.9	2.8	-3%	
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%	0.329%	0.544%	66%	
On Time Performance	87%	89%	87%	85%	81%	85%	5%	84%	69%	-18%	
MAINTENANCE											
Gallons of Fuel Consumed	139,678	145,043	138,528	135,809	131,936	130,106	-1%	64,724	65,417	1%	
Miles Between Preventable Accidents	326,002	244,390	162,293	159,143	153,397	200,000	30%	458,354	143,009	-69%	
Miles Between Road calls	109,568	61,109	139,113	190,963	919,507	100,000	-89%	458,354	142,999	-69%	
COST RATIOS											
Farebox Recovery Ratio	11%	10%	10%	10%	11%	9%	-12%	12%	10%	-12%	
\$/Gal Fuel	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.57	\$ 2.60	1%	\$ 2.46	\$ 2.81	14%	
Operating Cost/Passenger	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 29.15	\$ 35.16	21%	\$ 28.19	\$ 31.72	13%	
Operating Cost/Revenue Hour	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.28	\$ 73.97	\$ 87.68	19%	\$ 70.33	\$ 82.71	18%	
Operating Cost/Revenue Mile	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.18	\$ 6.17	19%	\$ 4.95	\$ 5.66	14%	
FIXED ROUTE											
PASSENGERS											
Total FR Trips Provided	2,740,834	2,832,264	2,808,028	2,574,864	2,344,985	2,368,206	1%	1,210,808	1,135,673	-6%	
Average Weekday Ridership	9,616	9,930	9,794	8,999	8,230	8,332	1%	8,484	8,023	-5%	
Average Sat Ridership	3,232	3,464	3,498	3,081	2,715	2,777	2%	2,858	2,586	-10%	
Average Sun/Hol Ridership	2,788	2,692	2,787	2,501	2,236	2,227	0%	2,301	2,166	-6%	
Average Passengers/Hour	17.7	19.0	19.2	17.8	16.1	16.2	0%	16.9	15.2	-10%	
CUSTOMER SERVICE											
Customer Complaints	0.012%	0.009%	0.009%	0.009%	0.025%	0.026%	5%	0.027%	0.028%	5%	
On Time Performance	86%	92%	92%	92%	82%	85%	4%	79%	83%	4%	
MAINTENANCE											
Gallons of Fuel Consumed	562,702	603,013	600,072	606,378	584,879	594,184	2%	302,124	287,834	-5%	
Miles Between Preventable Accidents	65,392	110,754	98,066	97,469	117,465	100,000	-15%	87,936	177,396	102%	
Miles Between Road calls	42,844	67,684	41,553	27,690	21,084	50,000	137%	21,226	24,835	17%	
COST RATIOS											
Farebox Recovery Ratio	18%	18%	18%	18%	16%	16%	0%	16%	14%	-13%	
\$/Gal Fuel	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.15	4%	\$ 1.97	\$ 2.32	18%	
Operating Cost/Passenger	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.93	\$ 6.92	0%	\$ 6.76	\$ 7.34	9%	
Operating Cost/Revenue Hour	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 111.83	\$ 112.11	0%	\$ 114.04	\$ 111.33	-2%	
Operating Cost/Revenue Mile	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.08	1%	\$ 8.08	\$ 8.10	0%	

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

TOTAL PASSENGER TRIPS													
ROUTE											YTD COMPARISON		
	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	Dec-16	Dec-17	% Chg
200	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	44,487	-9%	22,899	20,901	-9%
201	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	117,839	1%	58,302	58,313	0%
300	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	351,131	3%	176,642	170,585	-3%
379	15,232	48%	6,759	-56%	3,223	-52%	3,659	14%	2,407	-34%	1,017	1,370	35%
380	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	552,671	-9%	283,164	259,273	-8%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	15,565	N/A
383	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	21,936	-15%	11,371	10,528	-7%
384	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	61,388	66%	70,974	16%	68,013	-4%	66,045	-3%	54,207	-18%	28,667	27,750	-3%
386	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	1,398	-7%	601	571	-5%
387	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	198,990	-15%	104,378	88,957	-15%
388	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	287,820	-12%	150,305	132,855	-12%
389	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	40,557	-12%	20,286	20,540	1%
390	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	71,431	2%	35,868	37,203	4%
391	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	317,873	-12%	164,094	148,358	-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%	110,887	-11%	59,649	58,179	-6%
393	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	114,022	-10%	61,202	56,875	-7%
394	71,557	41%	64,904	-9%	63,087	-3%	53,894	-16%	48,369	-10%	25,775	24,716	-4%
395	6,187	100%	9,497	100%	10,485	100%	10,968	100%	6,204	100%	3,632	3,107	-14%
Total Fixed Route	2,740,834	13%	2,832,264		2,806,028	-1%	2,574,864	-8%	2,344,965	-9%	1,210,808	1,135,673	-8%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE											YTD COMPARISON		
	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	Dec-16	Dec-17	% Chg
200	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	9.9	-14%	10.7	8.9	-17%
201	17.8	-10%	17.9	1%	17.0	-5%	16.1	-5%	13.8	-15%	14.2	13.0	-8%
300	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	20.6	5%	20.5	20.6	0%
379	10.7	9%	16.8	57%	26.5	57%	30.6	15%	18.9	-38%	18.2	21.3	17%
380	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	17.3	-8%	18.0	16.4	-9%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10.9	N/A
383	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	10.1	-12%	10.6	9.7	-9%
384	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	9.3	-19%	10.0	8.6	-14%
386	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	6.0	-10%	5.6	4.9	-11%
387	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	18.6	-14%	20.5	16.1	-22%
388	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	14.3	-12%	15.1	13.3	-12%
389	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	12.4	-14%	13.0	11.9	-8%
390	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	22.1	3%	22.9	22.9	0%
391	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	17.3	-12%	18.3	16.1	-12%
Shuttles	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	15.0	-36%	16.4	17.2	5%
392	17.6	16%	19.1	9%	18.9	-1%	16.7	-12%	14.2	-15%	15.2	13.3	-12%
393	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	15.3	-9%	15.9	14.5	-9%
394	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	12.9	-7%	13.5	12.4	-9%
395	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	9.9	-42%	11.1	9.7	-12%
Total Fixed Route	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	16.1	-9%	16.9	15.2	-10%

TAB 3

Agenda Item 7a

ACTION ITEM: Board Member Conference Request


Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 24, 2018
Agenda Item: Board Member Conference Request – Agenda Item #7a
Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

In January 2015, the Tri Delta Transit Board of Directors adopted the following policy: Budget permitting, each member of the Board of Directors may travel to two conferences within a fiscal year. The Board of Directors, prior to attendance, must approve additional travel. ECCTA Board Member attendance at the annual APTA Legislative Conference is limited to the ECCTA Board Chair and/or Vice Chair or their designee(s).

Considerations

- Here are the conferences board members have attended during FY 2017-18:
 - Diane Burgis: Transit Board Members Seminar
 - Merl Craft: Transit Board Members Seminar and APTA Annual Conference
 - Federal Glover: Transit Board Members Seminar and APTA Annual Conference
 - Ken Gray: Transit Board Members Seminar and APTA Annual Conference
 - Barbara Guise: None
 - Doug Hardcastle: None
 - Pete Longmire: Transit Board Members Seminar and APTA Annual Conference
 - Kevin Romick: APTA Annual Conference
 - Robert Taylor: APTA Annual Conference
 - Lamar Thorpe: Transit Board Members Seminar and APTA Annual Conference
 - Monica Wilson: Transit Board Members Seminar and APTA Annual Conference

Chair Monica Wilson has requested authorization to attend the 2018 APTA Legislative Conference in Washington DC March 18-20.

Requested Action

Approve Chair Monica Wilson's request to attend the 2018 APTA Legislative Conference in Washington DC March 18-20.

TAB 4

Agenda Item 7b

ACTION ITEM: 2018 Board of Directors Meeting Dates

Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 24, 2018
Agenda Item: 2018 ECCTA Board of Director Meeting Dates - Agenda Item #7b
Approved: Jeanne Krieg, Chief Executive Officer 

Background

- The regular meeting date and time of the ECCTA Board of Directors is the 4th Wednesday of each month at 4:00pm.
- The Board Chair has the authority to cancel any Tri Delta Transit Board meeting if there is a lack of pressing agenda items or if extenuating circumstances exist. As much notice as possible is given so board members can plan accordingly.

Considerations

- The 4th Wednesday of each month in 2018:

January 24 th	May 23 rd	September 26 th
February 28 th	June 27 th	October 24 th
March 28 th	July 25 th	November 28 th
April 25 th	August 22 nd	December 26 th
- The APTA Annual Conference will be held September 23rd – 26th.
- There are five Wednesdays in October 2018.
- The last several years, the Board of Directors combined the November and December meetings to avoid the Thanksgiving, Christmas, and New Year holidays.

Staff Request

1. Cancel the September 26th meeting. If a pressing agenda item arises, a date in September will be chosen by the Chair.
2. Reschedule the October meeting to the fifth Wednesday: October 31st, 2018.
3. Combine the November and December 2018 board meetings and conduct that meeting on December 12th, 2018.

Agenda Item #7b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 24, 2018

TAB 5

Agenda Item 7c

ACTION ITEM: CCTA Ex-Officio Alternate Appointment

Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 24, 2018

Agenda Item: CCTA Ex-Officio Alternate Appointment – Agenda Item #7c

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

- The CCTA Board of Commissioners is comprised of eleven appointed commissioners and their alternates.
- Additionally, three ex-officio representatives and their alternates serve on the commission. The three ex-officio representatives are from MTC, BART, and the transit districts (WCCTA, CCCTA, ECCTA, and AC Transit). The transit district ex-officio representative position rotates between the transit districts.
- County Connection's term for the bus transit operators' ex-officio representative on the CCTA Board of Commissioners is February 1, 2017 through January 31, 2019 (two one-year terms).
- Tri Delta Transit's term for the ex-officio appointment is February 1, 2019 through January 31, 2021 (two one-year terms).
- In January 2017, the Tri Delta Transit Board of Directors selected Monica Wilson to serve as the alternate beginning February 1, 2017. It was presumed that she would be appointed to serve a second one-year term as the alternate for the term February 1, 2018 through January 31, 2019.
- It is presumed that Monica Wilson will also serve as the bus transit operators' ex-officio representative on the CCTA Board of Commissioners for two one-year terms beginning February 1, 2019.

Considerations

- All representatives and alternates on the CCTA Board of Commissioners must be an elected official.
- Directors Federal Glover, Kevin Romick, and Robert Taylor are currently members of the CCTA Board of Commissioners.
- The CCTA Board of Commissioners meets in Pleasant Hill at 6:00pm the third Wednesday of every month.

Agenda Item #7c

Eastern Contra Costa Transit Authority

Board of Directors

Meeting: January 24th, 2017

Requested Action

Appoint Chair Monica Wilson to a second one-year term to serve as the alternate ex-officio on the CCTA Board of Commissioners for the term of February 1, 2018 through January 31, 2019.

Acronyms:

- CCTA: Contra Costa Transit Authority
- CCCTA: Central Contra Costa Transit Authority (County Connection)
- ECCTA: Eastern Contra Costa Transit Authority (Tri Delta Transit)
- MTC: Metropolitan Transportation Commission
- WCCTA: Western Contra Costa Transit Authority (WestCat)

ATTACHED:

1. Letter from CCTA requesting appointment.
2. CCTA Resolution 91-11-A establishing the ex-officio positions on the CCTA Board of Commissioners.



CONTRA COSTA
transportation
authority

TRI DELTA TRANSIT

DEC 26 2017

RECEIVED

COMMISSIONERS

Tom Butt, Chair

Federal Glover,
Vice Chair

Janet Abelson

Newell Americh

Loella Haskew

Dave Hudson

Karen Mitchoff

Julie Pierce

Kevin Romick

Robert Taylor

Dave Trotter

Randell H. Iwasaki,
Executive Director

December 22, 2017

Jeanne Krieg, General Manager
Tri Delta Transit
801 Wilbur Ave.
Antioch, CA 94509

Subject: Request for Appointment of Bus Transit Operators' Ex-Officio
Alternate Representative on the Authority Board for the February
1, 2018 through January 31, 2019 Period

Dear Ms. Krieg,

As you may be aware, our Board is comprised of eleven appointed commissioners and their alternates, and three ex-officio representative positions consisting of one representative each from MTC, BART, and the Bus Transit Districts. The Bus Transit Districts rotate appointments among the operators, and it is Tri Delta Transit's turn again to appoint the Transit Operators' *Alternate Ex-officio Representative* to the Authority Board for the term from February 1, 2018 through January 31, 2019. Currently, Representative Alternate Monica Wilson is the appointed alternate through January 31, 2018. (County Connection will be asked again to appoint the primary Transit Operators' Ex-officio Representative for the same term.)

Please notify the Authority in writing of Tri Delta Transit's appointment. Please feel free to contact me at (925) 256-4722 should you have any questions.

Sincerely,

Tarienne Grover, MMC, EMPA
Clerk of the Board

Cc: Monica Wilson, CCTA Bus Representative Alternate

2999 Oak Road
Suite 100
Walnut Creek
CA 94597
PHONE: 925.256.4700
FAX: 925.256.4701
www.ccta.net



CONTRA COSTA
transportation
authority

**CONTRA COSTA TRANSPORTATION AUTHORITY
RESOLUTION 91-11-A, Revision 2
(as amended December 21, 2011)**

RE: Establishment of Representative Positions for Metropolitan Transportation Commission, San Francisco Bay Area Rapid Transit District and Transit Districts (Bus Districts) with Authority

WHEREAS, the Authority has received requests from the Metropolitan Transportation Commission ("MTC"), the San Francisco Bay Area Rapid Transit District ("BART") and the Contra Costa Transit Operators ("Transit Districts") to permit representatives appointed by them to attend meetings and participate in discussion and debate; and

WHEREAS, the MTC, BART and the Transit Districts have a role in assisting the Planning and Government Affairs Committee and the Authority in developing the Congestion Management Plan; and

WHEREAS, the Authority has indicated its willingness to authorize representation to the Authority from the MTC, BART and the Transit Districts operating wholly or partially within the County; and

WHEREAS, the Authority has, by prior resolution or other action, authorized the establishment of such positions; and

WHEREAS, issues relative to the responsibilities and authority of such representatives have been raised which indicate the need to clarify the intent of the Authority in establishing such positions ; and

WHEREAS, the Bus Transit Coordinating Committee has requested certain amendments regarding the Transit District Representative to the Authority.

NOW, THEREFORE, BE IT RESOLVED:

1. Resolution 91-11-A be and it hereby is amended as set forth below, and any prior actions of the Board or the Staff of the Authority regarding the subject matter hereof, including but not limited to Resolution 91-11-A, be and they hereby are revoked to the extent inconsistent with the resolutions set forth below;
2. There are hereby established the positions of "Metropolitan Transportation Commission ('MTC') Representative to the Authority", "San Francisco Bay Area Rapid

Transit District ('BART') Representative to the Authority" and "Transit Districts Representative to the Authority". Each such representative shall be referred to as a "Representative" herein.

3. Each Representative shall have the powers enumerated in Section 104.6 of the Administration Code.

4. Each Representative shall be designated as enumerated in Section 104.6 of the Administration Code.

5. Each Representative shall have an Alternate designated by the entity represented from among eligible candidates for Representative. Representatives shall hold office for one or more terms of one year, subject to replacement by such Representative's Alternate at the discretion of the Authority if such Representative has been absent from four consecutive meetings of the Board, or, in the case of the Transit District Representative, if the Representative is not fulfilling the obligation prescribed in paragraph 6(a) below.

6. The Transit Districts shall consist of districts under the provisions the Transit District Law (Part 1 of Division 10 of the California Public Utilities Code, Sections 24501 et seq.) designated by the Authority from time to time. The Transit Districts designated by the Authority hereby are East Contra Costa Transit Authority, West Contra Costa Transit Authority, Central Contra Costa Transit Authority and the Alameda-Contra Costa Transit District. The Representative of the Transit Districts shall:

- (a) represent the interests of all of the Contra Costa bus operators, not just the representatives own bus operator
- (b) be recommended for appointment by the Bus Transit Coordinating Committee in accordance with the guidelines attached hereto as Attachment 1.


7. The MTC Representative shall alternate to the extent feasible between the city or town representative and Board of Supervisor's representative to the MTC, provided that, if the Representative is or becomes a member of the Board of the Authority, the Alternate shall as the Representative.

8. The BART Representative shall alternate to the extent feasible between or among eligible district representatives.



David E. Durant, Chair

This RESOLUTION was adopted at a meeting
of the Contra Costa Transportation
Authority held December 21, 2011 in
Walnut Creek, California

ATTEST: 
Danice J. Rosenbohm, Executive Secretary

ATTACHMENT 1

**Guidelines for Appointment of Ex-Officio Bus Transit Representative
to the Contra Costa Transportation Authority**

GOAL: To bring equity, accountability and predictability to the process of appointing Ex-Officio (Board Representation) to the Contra Costa Transit Authority and to define the role the transit representative plays in supporting countywide transit issues.

Background: The Bus Transit Coordinating Council (BTCC) is composed of staff of the four bus transit operators in Contra Costa County: Alameda Contra Costa Transit District (AC Transit), Central Contra Costa Transit Authority (County Connection), East Contra Costa Transit Authority (Tri-Delta Transit) and West Contra Costa Transit Authority (WestCAT). The bus operators are represented by an ex-officio representative chosen from among the transit operator governing bodies, who serves as the transit representative to the Contra Costa Transportation Authority. The primary role of the BTCC is defined in the Measure J expenditure plan to oversee and make recommendations for the programming and expenditures of Measure J transit and express bus funds. In addition, the BTCC provides a forum to consider countywide bus issues and inform the ex-officio bus transit representative of those issues for informing the Authority Board.

Ex-Officio Bus Transit Representative:

1. **Term of Appointment:** The term of the ex-officio representative of the BTCC will be two one year terms, beginning with the first meeting in February of 2011. If a representative or alternate is unable to fulfill his/her entire term, the appointing bus operator shall appoint a new representative to complete the term.
2. **Method of Appointment:** The appointment shall rotate through the four transit operators in the following order beginning in 2011:
 - a. Tri Delta Transit
 - b. WestCAT
 - c. AC Transit
 - d. County Connection

The representative shall be an elected official who is seated on the transit agency Board of Directors, unless otherwise permitted by the Authority Board pursuant to Section 104.6 of the Administration Code. Each Board shall select the representative from its agency when that agency's rotation is due.

3. **Alternates:** In addition to a representative, an alternate shall be chosen from the transit operator next in line for ex-officio representation. This alternate shall attend CCTA meetings when the primary member is unable to attend. The alternate shall receive all CCTA and BTCC agenda packets and official correspondence.

4. Attendance: The primary representative will notify his/her staff if he/she is unable to attend a scheduled meeting of the CCTA. This staff will notify the staff of the alternate representative, who will then notify the alternate that his/her attendance is needed at the CCTA. Primary representatives who are absent for three meetings annually of the CCTA without notifying their staff of their inability to attend will be replaced by the alternate representative, who shall fulfill the remainder of the primary representative's term.

5. Responsibilities:

a. **The Ex-Officio Representative:** The ex-officio representative shall be a strong advocate for countywide transit, and fulfill this role on behalf of all of the Contra Costa bus operators, keeping in mind the countywide nature of the BTCC.

(1) Examples of the areas in which the ex-officio representative shall be a strong voice for countywide transit include:

- Participation in the STIP process and advocating for a fair share of funding for transit.
- Advocate for regional policies and funding allocations which benefit all county bus operators.
- Advocating for transit-friendly development and the inclusion of features which support transit in major highway and street construction (such as turnouts, queue jump lanes).
- Support of park and ride lots accessible to transit where they could provide nodes for express bus and local feeder service.
- Support for improved paratransit and transit funding and services throughout Contra Costa County through the programming of Measure J and other funds which may become available to the Authority.
- Supporting and advocating for special transit projects.
- Maintain communication with BTCC staff and member Boards in order to form consensus and a regional position on all major policy issues that come before the BTCC and/or CCTA Board.

Resolution 91-11-A, Revision 2

- Keep the CCTA Board apprised of regional issues and policies that could affect Contra Costa bus operators and county transit riders.

(2) If the ex-officio representative advocates for issues that benefit only the representative's agency to the detriment of other county operators, the representative could be replaced at the recommendation of the BTCC to the Authority Board.

- b. CCTA Staff: CCTA staff will provide staff support to the BTCC. Regular meetings of the BTCC will be hosted by the Authority at the Authority offices. After each meeting CCTA staff will communicate any issues, concerns, recommendations, and actions to the transit operator representative and alternate of the CCTA Board. In addition, CCTA staff will be available to meet with the transit representative and alternate as necessary to ensure representative is in a position to affectively represent countywide transit issues to the CCTA Board.

6. **Meetings:** The BTCC shall meet regularly four times per year, or at least once per quarter.

Additional meetings of the BTCC shall be called when a need arises, and as agreed to by the BTCC members and CCTA.

TAB 6

Agenda Item 7d

ACTION ITEM: Mobile Ticketing Group Discount


Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 24, 2018
Agenda Item: Mobile Ticketing Group Discount– Agenda Item #7d
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

Mobile ticketing is the phrase used to describe the ability to use an app on a mobile device to purchase and display fare instruments. Passengers who have a mobile ticketing account can purchase tickets at their convenience and use the tickets when they desire. Staff requested authorization to implement a one-year mobile ticketing demonstration project to determine if mobile ticketing is feasible for Tri Delta Transit customers. An additional benefit to a demonstration project is that it allows staff to test various features prior to making a large financial and technical investment.

The ECCTA Board of Directors approved a one-year Mobile Ticketing demonstration project for Tri Delta Transit on August 23, 2017.

Demonstration Project Status

- The mobile app portals have been designed.
- The fare structure has been integrated.
- The credit card gateway is being developed. Testing will begin soon.
- It is anticipated that the one-year demonstration will be launched mid-March.
- As staff analyzed potential for the mobile ticketing app, it was discovered that day programs who have more than five participants using Tri Delta Transit's paratransit service are labor intensive from a ticketing perspective.

Considerations

- There are ten adult programs who have five or more individuals using Tri Delta Transit's paratransit service.
- These programs purchase tickets for their consumers – usually using the mail order or phone order service currently offered. The staff time associated with filling the orders, processing the check payments, counting tickets, and keeping records of each programs' requests is substantial.

- There is a product offered in the Mobile App program that invoices a single payer for multiple users allowing the passengers to pay their fare using a key fob, bracelet fob, or necklace fob.

Proposal

ECCTA staff would like to offer a 10% discounted fare to adult programs that have five or more passengers associated with a single account. This will allow the participating adult programs the ability to load their mobile account without having to purchase tickets or pay cash for their clients. This will mean ECCTA staff will not be required to count money, mail tickets, or deposit checks. It will also eliminate ECCTA's reporting commitments to the programs as they will have access to trip information via their billing records. It is estimated that the discount will cost ECCTA approximately \$7,260 for the one year demonstration. This will be balanced by the \$7000 per year that will be saved by using the mobile ticketing app gateway instead of the gateway currently being used.

Requested Action

Authorize an amendment to the approved one-year mobile ticketing demonstration project that will offer a 10% discount to paratransit groups with five or more passengers associated with one account who use the ECCTA mobile ticketing app.

TAB 7

Agenda Item 7e

DISCUSSION ITEM: Board of Directors Size and Composition


Board of Directors Meeting

Wednesday January 24, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 24, 2018
Agenda Item: Board of Directors Size and Composition – Agenda Item #7e
Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

Eastern Contra Costa Transit Authority – known as Tri Delta Transit – was formed under a Joint Powers Agreement dated August 3, 1976 and operates under the restated agreement dated May 21, 1996 (that gave ECCTA additional power). The original JPA was an agreement between Pittsburg, Brentwood, Antioch, and Contra Costa County. It was put in place for the purpose of developing and implementing a public transportation service in Eastern Contra Costa County. Oakley joined in 2000 after it became a city.

The original Board of Directors began meeting in September 1976. A “Program Director” from Contra Costa County was assigned to the project but the actual day-to-day work was conducted by the Board of Directors. The then-chair Barbara Guise met with MTC, county officials, state representatives, and the individual city councils to get the project started. The board members divided themselves into working committees. They paid the bills, approved all expenses, developed the budget, conducted public hearings, designed the routes, selected bus stop locations, developed marketing programs, set fares, purchased equipment, designed the logo and paint schemes, and completed and submitted all necessary paperwork to establish the JPA. The service began as a two-year demonstration project on June 6, 1977 under contract with AC Transit. Contra Costa County employee Paul Kilkenny acted as the Transit Coordinator from September 1976 until the first ECCTA employee was hired in March 1978.

The original structure of the ECCTA Board of Directors (two from each of the JPA members and one member at large) has remained in place for 42 years.

For Discussion

Director Robert Taylor requested a discussion about the size and constitution of the ECCTA Board of Directors. Specifically, he would like to address whether the agency requires an eleven member Board of Directors.

Considerations

1. Any change to the JPA must be approved by each of the five members of the ECCTA JPA: Antioch, Brentwood, Oakley, Pittsburg, and Contra Costa County.
2. The board structures of other local transit agencies are:

Agency	Board Size	Comments
County Connection	11	One from each of the 10 cities and one appointed by the county
WestCAT	7	Two from each of the two cities and three appointed by the county
LAVTA	7	Two from each of the three cities and one appointed by the county
SamTrans	9	Three city council members, three public members, two from the county board of supervisors, and one appointed by the county.
Santa Clara VTA	11	Five from San Jose, four from other cities, and two from county
Golden Gate Transit	19	Nine from SF, four from Marin, three from Sonoma, and one each from Napa, Mendocino, and DelNorte.
San Joaquin RTD	5	Two from City of Stockton, two from San Joaquin County, and one at-large
AC Transit	7	All elected – five from geographical wards and two at-large
BART	9	All elected to geographical districts
CCTA	11 + 3 ex officio	Appointed from various county entities
MTC	19	Representing counties and various organizations
Tri Delta Transit	11	Two from each of the four cities, two from the county, and one at-large.

3. If the ECCTA Board of Directors decides to pursue changing the constitution of the governing body, a new structure must be developed. Some considerations:
 - a. There are five members to ECCTA's JPA (Antioch, Brentwood, Contra Costa County, Oakley, Pittsburg). If each member has one representative, that would make the desired odd-number Board of Directors.
 - b. Prior to 2011, ECCTA's service areas included one Contra Costa County Supervisorial District. When a new district map – based on the 2010 census – was adopted in 2011, ECCTA's service area included parts of two supervisorial districts.
4. If the ECCTA Board of Directors desires to present the idea to the five members of the JPA, a Resolution must be adopted. A sample resolution is attached.

Requested Action

Direct staff to take action or to take no action.

SAMPLE

RESOLUTION #xxxxxxx AUTHORIZATION TO CONTACT MEMBERS OF THE ECCTA JPA

Resolution #xxxxxxx authorizes ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA concerning governance structure.

WHEREAS, the current JPA for the Eastern Contra Costa Transit Authority (ECCTA) addresses governance in section six as follows:

6. Governance. A Board of Directors (Board) shall govern ECCTA. Each party shall appoint two (2) Directors to the Board. The Board shall select an at-large Director. Each appointing entity may appoint one (1) alternate. The term of each Director and alternate shall be two (2) years. Each Director may serve an unlimited number of terms. The Board shall adopt procedures for the Board's exercise of its powers and to define its responsibilities

WHEREAS, according to section twelve of the JPA, *This Agreement may be amended only by the approval of the governing bodies of all of the parties.*

WHEREAS, the Board of Directors is desirous of decreasing the size of ECCTA's governing board from eleven members to **five members, one from each member of the JPA¹.**

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #xxxxxxx authorizing ECCTA staff to contact each of the five members of the JPA to request approval of a change in the JPA relating to the governance structure.

PASSED AND ADOPTED THIS xx day of xxx xxx, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Chair

Chief Executive Officer

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

¹ OR any other composition decided by the Board of Directors