



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 June 27th, 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 May 23, 2018
- b. Financial Report
- c. Marketing Activities Report

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

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

- a. **Operations Report** (*see attachment: tab #2*)
- b. **Status Report:** 2018 Seafood Festival Shuttle

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 June 27, 2018**

7. ACTION AND DISCUSSION ITEMS

- a. ACTION ITEM: Board of Directors Size and Composition**
(see attachment: tab #3)

Requested Action: If desired, adopt Resolution #180627a directing staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement requesting an amendment to the JPA and bylaws concerning governance structure..

- b. ACTION ITEM: Disposal of Buses**
(see attachment: tab #4)

Requested Action: Adopt Resolution #18062b7a which supersedes Resolution #180523b authorizing staff to dispose of 20 paratransit buses, eight MCI buses, and one Gillig bus.

- c. ACTION ITEM: Organizational Structure**
(see attachment: tab #5)

Requested Action: Authorize the addition of one Maintenance Department position with a wage scale of \$17.06 - \$22.62 per hour plus the same benefits received by other Maintenance Department employees.

- d. ACTION ITEM: FY 2018-19 ECCTA Board of Directors Officers**
(see attachment: tab #6)

Requested Action #1: Elect Contra Costa County representative Diane Burgis as chair of the ECCTA Board of Directors for FY 2018-19.

Chair Wilson will pass the gavel to incoming Chair Burgis.

Requested Action #2: Elect Brentwood representative Bob Taylor to serve as the vice-chair of the ECCTA Board of Directors for FY 2018-19.

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: July 25th, 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 June 27, 2018

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

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

MINUTES

May 23, 2018

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

ROLL CALL / CALL TO ORDER

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

*Arrived after Roll Call

ABSENT: Merl Craft (Pittsburg)

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

OTHERS

PRESENT: Michael Daugelli, Board Alternate
Susan Hinson, First Transit
Gary Mitchell, First Transit
Nancy Parent, Board Alternate
Hosie Pintily, First Transit
Holland White

PLEDGE OF ALLEGIANCE

Director Glover led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Wilson reported that the Antioch City Council had approved a subsidy for bus passes for Antioch youth and expressed her hope other cities would do the same for their youth.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of April 25, 2018
- B. Financial Report
- C. Marketing Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that two of the new electric buses had been delivered, and once fareboxes and other equipment had been installed and the drivers trained, the buses would be put into service. Initially, the electric buses would be used on specific blocks of less than 100 miles to determine their range, after which they would be used on specific routes.

Ms. Krieg also reported that the ribbon cutting for eBART service would occur on May 25 at 11:00 A.M., with regular service to begin on May 26 when Tri Delta Transit's schedule and route changes, which had been planned over the last two years, would be implemented. The Mobility on Demand program continued to be successful; over 500 people had signed up and there had been positive feedback daily about the service. She referred to correspondence received this date, with copies to the Board, from a happy customer who was pleased with the Mobility on Demand program and who thanked Tri Delta Transit for the services it provided.

Ms. Krieg explained that the Mobile Ticketing and Microtransit Demonstration projects would be the next two big projects to be implemented, both showing great potential. The Mobile Ticketing app had been beta tested and would be introduced to customers on June 18. Operation of the Microtransit project was expected to begin south of the new Antioch BART station and south of the Pittsburg Bay Point BART station in late summer.

In other matters, the new Gillig buses had been delivered and were being prepared for service, and 21 of the 30 new paratransit vehicles had also been delivered; ECCTA staff had met with Randy Iwasaki and the executive staff of the Contra Costa Transportation Authority (CCTA) to exchange information about projects, and a summary of ECCTA activities and its favorite projects had been prepared to share with the CCTA; copies of the information had been provided to the Board in the agenda packets along with a reminder about the required ethics training.

Ms. Krieg added that fixed route ridership continued to be below last year, although efficiencies looked good in terms of billable hours, salaries and benefits, and parts, and all financial performance parameters were as expected.

When asked, Ms. Krieg clarified that the Mobile Ticketing App was in addition to the use of Clipper®.

B. Status Report: 2018 Seafood Festival Shuttle

Ms. Krieg reported that ECCTA staff continued to communicate with the Pittsburg Chamber of Commerce related to the 2018 Seafood Festival shuttle, and had offered the suggestion to designate one east county parking location for the Festival, which would allow more frequent service to be provided with less confusion. The route would go by the new Pittsburg Center BART station to provide transportation to BART patrons. No information on the Chamber's plan for the Festival had yet been provided.

C. Status Report: JPA Update

Ms. Krieg advised that she had been working to incorporate the necessary changes in the JPA and bylaws to reflect the Board requested changes to governance as well as to update some of the outdated language. The changes had been sent to the city managers and the County Administrator.

In response to Director Hardcastle as to what would be done if the Chamber did not live up to its commitment, Ms. Krieg explained that there would be a status report on the Seafood Festival on each meeting agenda to keep the Board informed.

Director Glover noted his understanding that the Chamber was working on a plan and would be in contact with ECCTA staff.

ACTION AND DISCUSSION ITEMS

A. Drug Free Workplace Policy Update

Ms. Krieg reported that as part of the recent Federal Transit Administration (FTA) performance review, additional language had been recommended to the employee handbook for the Drug Free Workplace Policy.

Ms. Krieg sought approval of the resolution to include the additional language, as follows:

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

On motion by Director Romick, seconded by Director Longmire, ECCTA Boardmembers approved updating ECCTA's Drug Free Workplace Policy to include the two statements recommended by the FTA auditors, carried by the following vote:

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

B. Rental and Laundering of Uniforms, Shop Towels, and Floor Mats

Ms. Krieg explained that the current contract for the rental and laundering of uniforms, shop towels, and floor mats would expire in June and a new contract would be required. Of the two proposals received, a contract with the current firm that had the lowest bid was recommended for approval.

On motion by Director Guise, seconded by Director Gray, ECCTA Boardmembers adopted Resolution 180523a which authorizes the CEO to execute and deliver a five-year contract for the Rental & Laundering of Uniforms, Shop Towels, and Floor Mats to Aramark Uniform Services for \$13,325.52 for year one, carried by the following vote:

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

C. Disposal of Buses

Ms. Krieg explained that with the new buses coming in the old buses would have to be retired. Of those to be replaced, Tri Delta Transit would retain four paratransit buses for the Microtransit project, one paratransit bus for the Marketing Department, one paratransit bus for the Mobility on Demand project, and one MCI bus for the Mobile Emergency Operations Center.

Ms. Krieg sought authorization to dispose of the remaining 20 paratransit buses, eight MCI buses, and one 1994 Gillig bus at auction to the highest legally qualified buyer, which would be done at the Tri Delta Transit site. She responded to questions and explained that one of the retained buses would be used at community events to offer information about routes and services, and the work to gut the vehicles retained would be done in-house at minimal cost.

Directors from Pittsburg and Oakley advised that their cities might be interested in a vehicle.

On motion by Director Glover, seconded by Director Hardcastle, ECCTA Boardmembers adopted Resolution 180523b authorizing staff to dispose of 20 paratransit buses, eight MCI buses, and one Gillig bus, carried by the following vote:

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

D. Board Member Travel to Conferences

Ms. Krieg noted that the issue of Boardmember travel to conferences had been included in the motion related to action taken on Board size and composition at the last meeting, and had been included on the agenda as a result. She clarified the current policy where Boardmembers could travel to two conferences per year but anything other than that would require Board approval, and the American Public Transportation Association (APTA) Legislative Conference attendance was limited to ECCTA Board Chair and Vice Chair or a designated substitute.

Director Guise noted that when the policy was first adopted, it had specified that the Chair and newest member of the Board could attend conferences to educate the newest member, although that had since been changed. She supported that policy.

Ms. Krieg explained that there had been an issue implementing that policy and designating the newest member had proven to be a challenge. She also clarified, when asked, that alternates did not travel on Tri Delta Transit business at agency expense. On the suggestion that new directors might attend APTA's Training conference, she explained that APTA had made some changes and the conference had changed and was not necessarily intended for new Board members.

Director Longmire emphasized how helpful the APTA conferences had been to members of the Board and did not support a limitation on being able to attend, and if attending he recommended that the takeaways be discussed so that everyone could be better informed.

By consensus, the Board agreed to maintain the conference policy as is.

E. Proposed FY 2018-19 Budget

Chief Financial Officer (CFO) Tom Harais advised that the 2018-19 budget had been based upon current activities and available funding. The budget was 3.9 percent higher than the estimated fiscal year, and only 2.2 percent over what had been budgeted last year. He identified some significant savings with salaries and benefits since some positions had stayed open, although he did not anticipate that occurring next year. No position had been eliminated and the savings had been a result of turnover. Salaries and wages had been predicated on 35 positions, although there were actually 36 positions in the plan. New route schedules added 2,400 billable hours but reduced the service by about 100,000 over the course of the year. Given some unknowns, he had kept ridership levels as is and noted there could be some changes in the future. No allowance had been made to the Mobility on Demand Program since it was not a material part of the agency's activities and there was no offset or change.

Mr. Harais referred to the per trip cost of paratransit at \$3.18, with a cost of \$1.02 on fixed route, which had been used to establish fares. There was a contract increase for First Transit that had been built into the previous contract. He noted the amount of cost covered by fares had dropped and would continue to drop as ridership dropped, although there was a regional target of 20 percent. He did not propose a fare increase at this point but advised of the need to keep that in mind moving forward.

Mr. Harais added that the funding this year would not use all the Transportation Development Act (TDA) funds available because of SB1 and there were additional State Transit Assistance (STA) funds, although there was some risk, such as the ballot item to rescind the STA portion. While not a huge risk in terms of impact to Tri Delta Transit, he stated it should be kept in mind. He pointed out with respect to revenue sources and fares that 90 percent of federal, state, and some local funding was effectively controlled by the Metropolitan Transportation Commission (MTC) and the CCTA, which would also impact the overall majority of capital funds. He did not anticipate any increase in service costs but had built in a savings in electric costs because the PV system was now on line.

Director Glover noted that MTC had offered strong advocacy to the small operators, and suggested the CCTA would be the same.

Mr. Harais described what could occur if the gas tax was rescinded by the electorate. He also explained with respect to the diesel fuel hedging policy that the manager of the program had indicated it would be best to remain with the current policy. While there was no hedging policy on gasoline, he stated consumption of gasoline was much smaller.

On motion by Director Longmire, seconded by Director Burgis, ECCTA Boardmembers approved the Fiscal Year 2018-2019 Budget, carried by the following vote:

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

F. Authorization to File Claims

Ms. Krieg referred to the two resolutions submitted for Board consideration; the first to file for claims and the second for the authorization to apply for RM2 funds.

On motion by Director Glover, seconded by Director Guise, ECCTA Boardmembers adopted Resolutions 180523c and 180523d which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY19 allocation of Transportation Development Act (TDA), State Transit Assistance (STA) funds, and Regional Measure 2 (RM2) funds, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

Director Hardcastle advised of the City of Oakley's interest in working with Tri Delta Transit's Mobile Emergency Operations Center, and Ms. Krieg stated that Tri Delta Transit would work with all member jurisdictions.

Director Romick reported that the Balfour Road project was on schedule to be completed by the end of the year and all lanes eastbound should be open by June.

ADJOURNMENT

Chair Wilson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:43 P.M. to June 27, 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 May 31, 2018
(unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY18 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 2,490,891	\$ 2,119,975	\$ 370,916	\$ 2,769,602	\$ 2,375,899	\$ 393,903	\$ (278,711)	\$ (255,724)	\$ (22,987)	\$ 3,022,000	\$ 2,592,000	\$ 430,000	\$ 82%	\$ 82%	96%
Other Income	\$ 281,501	\$ 156,383	\$ 125,108	\$ 222,500	\$ 85,000	\$ 137,500	\$ 59,001	\$ 71,353	\$ (12,392)	\$ 235,000	\$ 85,000	\$ 150,000	\$ 120%	\$ 184%	83%
	\$ 2,772,392	\$ 2,276,358	\$ 496,024	\$ 2,992,102	\$ 2,460,899	\$ 531,403	\$ (219,710)	\$ (184,331)	\$ (35,315)	\$ 3,257,000	\$ 2,677,000	\$ 580,000	\$ 85%	\$ 85%	86%
Total Operating Revenues:															
OPERATING EXPENSES															
Purchased Transportation	\$ 10,810,980	\$ 8,589,453	\$ 2,221,427	\$ 10,824,800	\$ 7,807,100	\$ 3,017,700	\$ 13,920	\$ (782,353)	\$ 796,273	\$ 11,809,200	\$ 8,515,900	\$ 3,293,300	\$ 92%	\$ 101%	67%
Materials and Supplies	\$ 2,593,412	\$ 2,085,564	\$ 507,848	\$ 2,750,613	\$ 2,250,963	\$ 499,750	\$ 157,201	\$ 165,299	\$ (8,098)	\$ 3,000,000	\$ 2,454,900	\$ 545,100	\$ 86%	\$ 85%	93%
Salaries & Benefits	\$ 3,630,084	\$ 3,098,269	\$ 531,815	\$ 3,850,000	\$ 3,349,500	\$ 500,500	\$ 219,916	\$ 251,231	\$ (31,315)	\$ 4,200,000	\$ 3,654,000	\$ 546,000	\$ 86%	\$ 85%	97%
Services	\$ 783,235	\$ 630,580	\$ 152,645	\$ 760,833	\$ 585,750	\$ 175,083	\$ (22,402)	\$ (44,840)	\$ 22,438	\$ 830,000	\$ 639,000	\$ 191,000	\$ 94%	\$ 99%	80%
Other	\$ 346,635	\$ 327,980	\$ 18,655	\$ 346,000	\$ 334,200	\$ 11,800	\$ (635)	\$ 6,220	\$ (6,855)	\$ 402,000	\$ 387,900	\$ 14,100	\$ 95%	\$ 85%	132%
Casualty and liability insurance	\$ 508,617	\$ 475,612	\$ 33,005	\$ 484,025	\$ 461,621	\$ 32,404	\$ (13,981)	\$ (13,981)	\$ (601)	\$ 534,000	\$ 499,600	\$ 34,400	\$ 95%	\$ 95%	96%
Utilities	\$ 152,186	\$ 143,304	\$ 8,882	\$ 232,800	\$ 218,832	\$ 13,968	\$ 80,614	\$ 75,528	\$ 5,086	\$ 240,000	\$ 225,600	\$ 14,400	\$ 63%	\$ 64%	62%
Taxes	\$ 21,251	\$ 17,360	\$ 3,891	\$ 23,000	\$ 19,600	\$ 3,400	\$ 1,749	\$ 2,240	\$ (491)	\$ 23,000	\$ 19,600	\$ 3,400	\$ 92%	\$ 89%	114%
	\$ 18,846,300	\$ 15,368,132	\$ 3,478,168	\$ 19,282,071	\$ 15,027,468	\$ 4,254,605	\$ 435,771	\$ (340,666)	\$ 776,437	\$ 21,038,200	\$ 16,396,500	\$ 4,641,700	\$ 90%	\$ 94%	75%
Total Operating Expenses:															
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 896,592	\$ 357,598	\$ 541,024	\$ (998,592)	\$ (357,598)	\$ (541,024)	\$ 949,673	\$ 408,649	\$ 541,024	\$ 83%	\$ 81%	89%
State Funds	\$ 10,245,897	\$ 7,874,511	\$ 2,371,386	\$ 12,011,490	\$ 9,478,389	\$ 2,533,101	\$ (1,765,593)	\$ (1,603,878)	\$ (161,715)	\$ 12,326,127	\$ 9,670,829	\$ 2,655,298	\$ 94%	\$ 53%	142%
Local Funds	\$ 1,770,297	\$ 539,937	\$ 1,230,360	\$ 1,408,853	\$ 759,007	\$ 648,846	\$ 363,444	\$ (218,070)	\$ 581,514	\$ 1,875,804	\$ 1,010,676	\$ 865,128	\$ 75%	\$ 75%	75%
Inter-Operator Agreements	\$ 1,968,447	\$ 1,968,447	\$ -	\$ 1,968,447	\$ 1,968,447	\$ -	\$ -	\$ -	\$ -	\$ 2,624,596	\$ 2,624,596	\$ -	\$ 133%	\$ 135%	94%
Interest & Other Misc. Income	\$ 6,652	\$ 6,416	\$ 236	\$ 4,587	\$ 4,356	\$ 231	\$ 2,065	\$ 2,060	\$ 5	\$ 5,000	\$ 4,750	\$ 250	\$ 79%	\$ 79%	89%
	\$ 13,991,293	\$ 10,389,311	\$ 3,601,982	\$ 16,289,969	\$ 12,566,767	\$ 3,723,202	\$ (2,298,676)	\$ (2,177,456)	\$ (121,220)	\$ 17,781,200	\$ 13,719,500	\$ 4,061,700	\$ 79%	\$ 79%	76%
Total Non-Operating Revenues:															
EXCESS REV/(EXP)															
	\$ (2,082,615)	\$ (2,702,453)	\$ 619,838	\$ -	\$ -	\$ -	\$ (2,082,615)	\$ (2,702,453)	\$ 619,838	\$ -	\$ -	\$ -			


Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 June 27, 2018

Staff Report to ECCTA Board of Directors

Meeting Date: June 27, 2018

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

Lead Staff: Mike Furnary, Director of Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Mobile Tickets Launch Plan

Completed a comprehensive communications plan to launch the new mobile ticket feature. The expected date for promotion launch is early July. Promotion channels include: on-board communications, in-field communications, online, social media, and direct mail.

Green Footprint Festival

Participated in an event promoting environmental friendly services. Staff promoted the environmental benefits of riding public transportation and provided information about Tri Delta Transit's routes and services.

Dump the Pump Day 2018

Coordinated a week-long social media campaign to promote national Dump the Pump Day encouraging use of transit on June 21.

USS Posco Community Event

Shared a booth with 511 Contra Costa at an annual community event targeting East County residents to provide transit information.

New Schedule Feedback

Staff is proactively reaching out to ridership seeking feedback on the newly launched system and routes. Data is being compiled to provide planning for possible changes and improvements to new schedule to meet customer needs.

Summer Youth Pass Promotion Launch

Promotion of 2018 Summer Youth Pass was launched. A new bulk-sales agreement with the City of Antioch was executed to provide passes to Antioch residents at 50% off.

Agency promotion includes: TV, online, social media, direct mail, print, outdoor, special events, and cross promotional ads with the Contra Costa Fair and Contra Costa Libraries.

Ongoing Marketing Programs

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

Planned Marketing/Communications Activities

- Mobile ticketing promotion launch
- Seafood festival shuttle coordination
- High-density housing direct mail
- eLerts instructional/tutorial video
- Collateral review addressing system changes

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

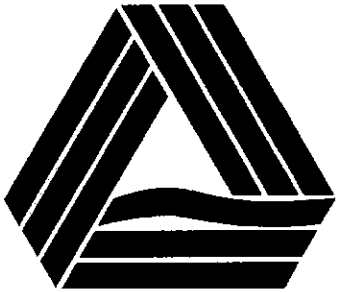
Board of Directors Meeting

Wednesday June 27, 2018

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

Chief Executive Officer's Report

June 2018



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Ann Hutcheson
*Director of
Administrative Services*

Kevin Moody
*Director of
Maintenance*

Mike Furnary
Director of Marketing

Susan Hinson
*First Transit
Director of Operations*

Highlights:

- Chief Financial Officer Tom Harais retired.
- The change in the bylaws proposal was sent back to Tri Delta Transit and will be on the June agenda for discussion.
- The service change that began when the Antioch and Pittsburg Center stations opened went smoothly. Customers are making useful suggestions about how the service can be made better.
- The mobile ticketing app will be introduced to our customers soon.
- Sales of the 2018 Summer Youth Pass began. The City of Antioch bought 200 wristbands and are selling them half price to their residents.
- Tri Delta Transit's new program, *Mobility on Demand*, continues to be very successful. Over 500 have signed up to participate. Customer comments have been positive and trip costs are proving to be a savings to ECCTA.
- New buses:
 - The Gillig buses have been delivered and are being prepared for service.
 - All thirty new paratransit vehicles have arrived.
 - The Proterra electric buses have been delivered and are being prepared for service.
 - BYD electric buses are nearly complete and ready for delivery.
- The facility solar system is fully operational and is powering the building.

Pending:

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

Agenda Item #6a

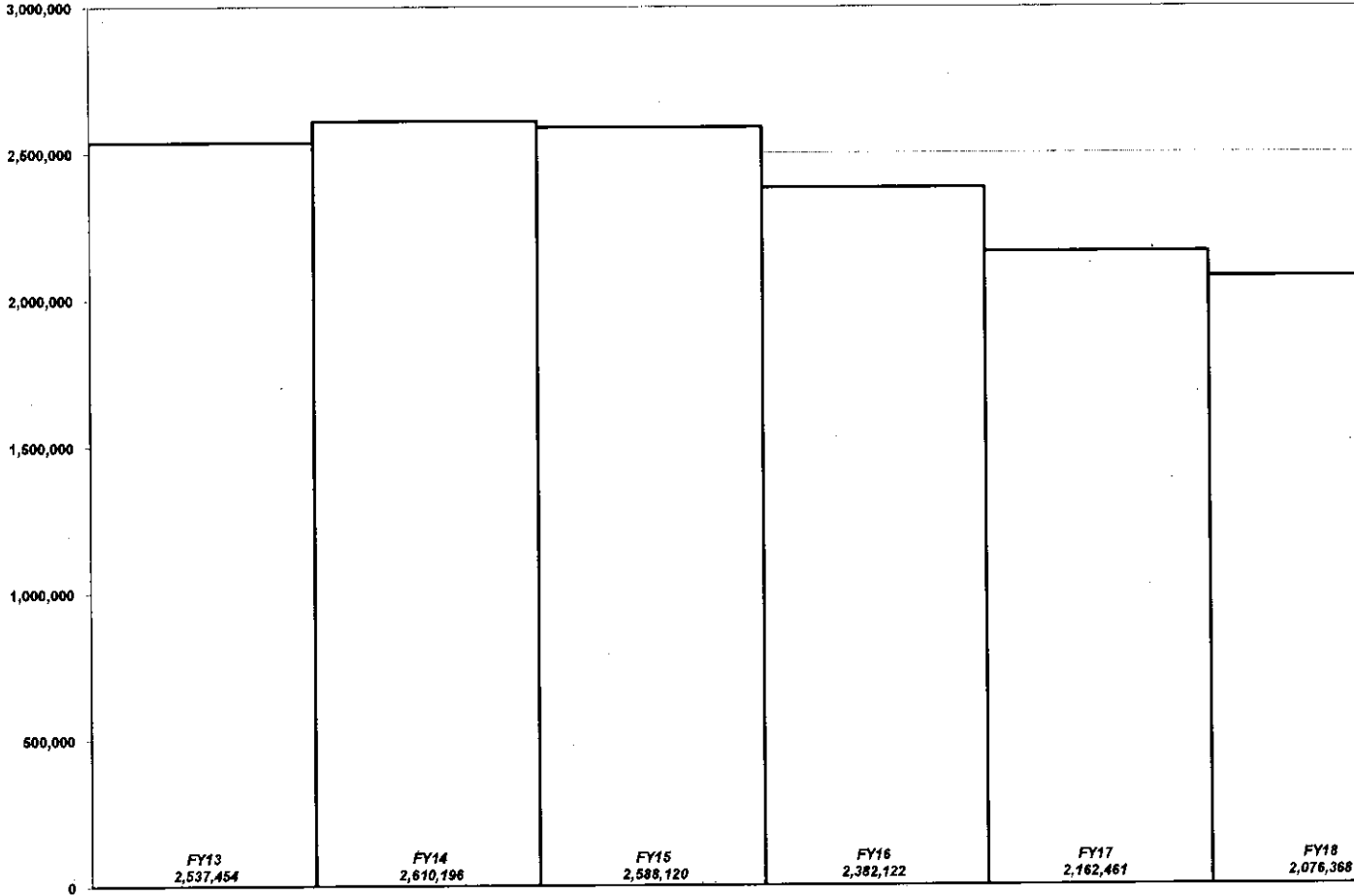
Eastern Contra Costa Transit Authority

Board of Directors Meeting

June 27, 2018

TRI DELTA TRANSIT

COMPARATIVE FR RIDERSHIP - MAY YTD



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

								YTD COMPARISON		
	Actual					Budget	17/18B	Actual		% ▲
	12/13	13/14	14/15	15/16	16/17	17/18	% ▲	May-17	May-18	
DIAL-A-RIDE										
Total DAR Trips Provided	128,999	131,476	133,769	131,917	133,406	132,000	-1%	122,174	115,129	-6%
Average Weekday Ridership	470	471	487	489	498	496	0%	500	469	-6%
Average Sat Ridership	140	180	153	118	107	102	-5%	106	106	-1%
Average Sun/Hol Ridership	72	68	63	49	47	42	-11%	46	46	1%
Average Passengers/Hour (wkdys DAR Only)	2.1	2.3	2.4	2.5	2.9	2.9	0%	2.9	2.9	2%
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%	0.360%	0.497%	38%
On Time Performance	87%	89%	87%	85%	81%	85%	5%	82%	66%	-19%
Gallons of Fuel Consumed	139,678	145,043	138,528	135,809	131,936	130,106	-1%	120,123	112,028	-7%
Miles Between Preventable Accidents	328,002	244,390	162,293	159,143	153,397	200,000	30%	282,328	190,517	-33%
Miles Between Road calls	109,568	61,109	139,113	190,963	919,507	100,000	-89%	847,238	253,982	-70%
Farebox Recovery Ratio	11%	10%	10%	10%	11%	9%	-12%	11%	11%	0%
\$/Gal Fuel	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.57	\$ 2.60	1%	\$ 2.56	\$ 3.23	26%
Operating Cost/Passenger	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 29.15	\$ 35.16	21%	\$ 29.12	\$ 30.21	4%
Operating Cost/Revenue Hour	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 73.97	\$ 87.68	19%	\$ 73.60	\$ 81.10	10%
Operating Cost/Revenue Mile	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.18	\$ 6.17	19%	\$ 5.16	\$ 5.46	6%
FIXED ROUTE										
Total FR Trips Provided	2,740,834	2,832,264	2,806,028	2,574,864	2,344,985	2,368,206	1%	2,162,461	2,076,368	-4%
Average Weekday Ridership	9,616	9,930	9,794	8,999	8,230	8,332	1%	8,308	8,008	-4%
Average Sat Ridership	3,232	3,464	3,498	3,061	2,715	2,777	2%	2,737	2,517	-8%
Average Sun/Hol Ridership	2,788	2,692	2,787	2,501	2,236	2,227	0%	2,224	2,107	-5%
Average Passengers/Hour	17.7	19.0	19.2	17.8	16.1	16.2	0%	16.3	14.9	-9%
Customer Complaints	0.012%	0.009%	0.009%	0.009%	0.025%	0.026%	5%	0.025%	0.025%	0%
On Time Performance	86%	92%	92%	92%	82%	85%	4%	82%	83%	2%
Gallons of Fuel Consumed	562,702	603,013	600,072	606,378	584,879	594,184	2%	534,634	529,152	-1%
Miles Between Preventable Accidents	65,392	110,754	98,066	97,469	117,465	100,000	-15%	112,572	143,045	27%
Miles Between Road calls	42,844	67,684	41,553	27,690	21,084	50,000	137%	20,655	19,233	-7%
Farebox Recovery Ratio	18%	18%	18%	18%	16%	16%	0%	16%	14%	-14%
\$/Gal Fuel	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.15	4%	\$ 2.08	\$ 2.36	13%
Operating Cost/Passenger	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.93	\$ 6.92	0%	\$ 6.92	\$ 7.40	7%
Operating Cost/Revenue Hour	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 111.83	\$ 112.11	0%	\$ 112.67	\$ 110.22	-2%
Operating Cost/Revenue Mile	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.08	1%	\$ 8.03	\$ 8.08	1%

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	May-17	May-18	% Chg
	200	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	44,467	-9%	40,793	37,502
201	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	117,839	1%	108,379	107,889	0%
300	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	351,131	3%	320,573	316,722	-1%
379	15,232	49%	6,759	-56%	3,223	-52%	3,659	14%	2,407	-34%	2,329	2,338	0%
380	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	552,671	-9%	511,069	473,058	-7%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	42,457	N/A
383	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	21,936	-15%	20,484	19,362	-5%
384	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	384	N/A
385	61,388	68%	70,974	16%	68,013	-4%	66,045	-3%	54,207	-18%	50,247	50,927	1%
386	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	1,398	-7%	1,314	1,104	-16%
387	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	198,990	-15%	183,590	164,248	-11%
388	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	287,820	-12%	266,414	243,546	-9%
389	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	40,557	-12%	37,147	37,343	1%
390	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	71,431	2%	65,733	66,974	2%
391	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	317,873	-12%	291,583	267,872	-8%
Shuttles	4,941	-48%	3,370	-32%	5,375	59%	13,410	149%	2,956	-78%	2,956	2,027	-31%
392	133,569	19%	142,284	7%	142,650	0%	124,708	-13%	110,687	-11%	104,023	97,593	-6%
393	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	114,022	-10%	105,198	95,290	-9%
394	71,557	41%	64,904	-9%	63,087	-3%	53,894	-15%	48,389	-10%	44,789	43,584	-3%
395	6,187	100%	9,497	100%	10,485	100%	10,968	100%	6,204	100%	5,840	5,375	-8%
396	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	773	N/A
Total Fixed Route	2,740,834	13%	2,832,264		2,806,028	-1%	2,574,864	-8%	2,344,985	-9%	2,162,461	2,076,368	-4%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	May-17	May-18	% Chg
	200	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	9.9	-14%	10.0	8.6
201	17.8	-10%	17.9	1%	17.0	-5%	16.1	-5%	13.8	-15%	14.0	13.1	-7%
300	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	20.6	5%	20.5	20.9	2%
379	10.7	9%	16.8	57%	26.5	57%	30.6	15%	18.9	-38%	18.9	17.3	-9%
380	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	17.3	-8%	17.6	16.2	-8%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11.4	N/A
383	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	10.1	-12%	10.4	9.4	-9%
384	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6.2	N/A
385	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	9.3	-19%	9.4	9.5	0%
386	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	6.0	-10%	5.8	4.8	-17%
387	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	18.6	-14%	19.0	15.9	-16%
388	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	14.3	-12%	14.5	13.1	-9%
389	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	12.4	-14%	12.5	11.7	-6%
390	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	22.1	3%	22.4	22.1	-1%
391	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	17.3	-12%	17.4	15.7	-10%
Shuttles	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	15.0	-36%	15.0	15.4	3%
392	17.6	16%	19.1	9%	18.9	-1%	16.7	-12%	14.2	-15%	14.4	13.1	-9%
393	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	15.3	-9%	15.2	14.0	-8%
394	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	12.9	-7%	12.9	12.4	-4%
395	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	9.9	-42%	10.0	9.5	-5%
396	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7.7	N/A
Total Fixed Route	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	16.1	-9%	16.3	14.9	-9%

TAB 3

Agenda Item 7a

ACTION ITEM: Board of Directors Size and Composition

Resolution 180627a

Board of Directors Meeting

Wednesday June 27, 2018

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 27th, 2018

Agenda Item: Board of Directors Size and Composition – Agenda Item #7a

Lead Staff: Jeanne Krieg, Chief Executive Officer



Tri Delta Transit 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.

2018 Board Size and Composition Discussion Background

- January 24, 2018 (board meeting): Director Robert Taylor requested a discussion about the size and constitution of the ECCTA Board of Directors. Specifically, he asked to address whether the agency requires an eleven member Board of Directors. Chair Monica Wilson appointed Directors Craft, Glover, Taylor, and Thorpe to an ad hoc committee to discuss the size and composition of the ECCTA Board of Directors.

Agenda Item #7a

*Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 27, 2018*

- March 28th, 2018 (ad hoc committee meeting) and April 25, 2018 (board meeting): The ad hoc committee (Directors Craft, Glover, and Taylor) met and developed a recommendation to present to the full Board of Directors for consideration. The ECCTA Board of Directors discussed the recommendation and adopted Resolution 180425d *Authorization to Contact Members of the ECCTA JPA*. This resolution directed staff to present a proposed revision of the bylaws and the Joint Powers Agreement to each of the five members of the ECCTA JPA. The proposed revision reduced the ECCTA Board of Directors from eleven members to seven members:
 - Each of the four city members of the Eastern Contra Costa Transit Authority will appoint one representative from the city council and one alternate from the city council to serve on the ECCTA Board of Directors.
 - The two County Supervisors whose districts are served by ECCTA will serve on the ECCTA Board of Directors. The two county supervisors will each have one alternate.
 - The six board members representing the JPA members will select and elect a Member-at-Large who will serve an unlimited number of two-year terms.

- June 11th, 2018 (Contra Costa County Board of Supervisors): Approved the proposed changes to the bylaws and JPA with a few clarifications that were not substantial.

- June 11th, 2018 (Oakley City Council): Approved the proposed changes to the bylaws and JPA with one correction adding Oakley to the chair rotation list.

- June 18th, 2018 (Pittsburg City Council): Did not approve the proposed changes. Requested the ECCTA Board of Directors reconsider the proposal to structure the Tri Delta Transit Board of Directors so each member of the JPA has one representative on the Board of Directors.

Considerations for developing a recommended Board Structure and Composition

1. There are five members to ECCTA's JPA (Antioch, Brentwood, Contra Costa County, Oakley, Pittsburg). Any change to the JPA must be approved by each of the five members. If one member does not approve the change, the current JPA and bylaws (and eleven-member Board of Directors) remains in place. Since Pittsburg did not approve the initial proposal, it cannot move forward.

2. During the Pittsburg City Council discussion, city council members stated that there are other JPA organizations in Eastern Contra Costa County that serve two supervisorial districts with one representative from the county on those governing

boards citing ECCRFFA, East Contra Costa County Habitat Conservancy (HCP), Delta Diablo, Transplan, and MCE.

3. If the ECCTA Board of Directors desires to present a proposal to the five members of the JPA, a resolution must be adopted by the ECCTA Board of Directors. A proposed resolution is attached based on Pittsburg's comments.

Requested Action

If desired, adopt Resolution #180627a which directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA and bylaws concerning governance structure.



TRI DELTA TRANSIT

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

RESOLUTION #180627a AUTHORIZATION TO CONTACT MEMBERS OF THE ECCTA JPA

Resolution #180627a directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA and bylaws 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 ECCTA Board of Directors is desirous of decreasing the size of ECCTA's governing board from eleven members to five: one from each member of the JPA with each party appointing a member and an alternate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #180627a directing 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 27th day of June 2018, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Monica Wilson, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 4

Agenda Item 7b
ACTION ITEM: Disposal of Buses


Resolution 180627b

Board of Directors Meeting

Wednesday June 27, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 27th, 2018
Agenda Item: Disposal of Buses - Agenda Item #7b
Lead Staff: Ann Hutcheson, Director of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA recently acquired thirty new paratransit buses and five Gillig low floor buses to replace buses that have reached the end of their useful life. During the May 23, 2018 ECCTA Board of Directors meeting, the board considered options for the disposal of the retired twenty-six paratransit buses, nine MCI buses, and one 1994 Gillig bus.

The Board of Directors approved ECCTA staff's request to keep six of the paratransit buses and one of the MCI buses to use as follows:

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

The Board of Directors also approved selling the remaining twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus to the highest legally qualified buyer(s).

Considerations

After the board meeting, staff was approached by the City of Pittsburg Police Activities League program and the City of Antioch Parks & Recreation Department. Both expressed an interest in acquiring a retired bus.

Staff Recommendation

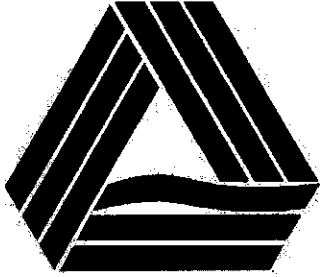
1. Authorize staff to approach each of the five members of the ECCTA JPA to give them first choice of the twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus for a purchase price of \$5 per bus. Operation, insurance, and maintenance shall be the sole responsibility of the purchasing entity. The purchasing entity shall take all steps which are necessary in order to transfer title and registration for each purchased bus to the purchaser. Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or use taxes which may

be required by the Department of Motor Vehicles in order to transfer title and ownership of each bus to its buyer.

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

Requested Action

Adopt Resolution #180627b which authorizes the disposal of twenty paratransit buses, eight MCI buses and one 1994 Gillig bus and supersedes previously adopted Resolution #180523b.



TRI DELTA TRANSIT

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

RESOLUTION #180627b DISPOSAL OF TWENTY PARATRANSIT BUSES, EIGHT MCI BUSES AND ONE 1994 GILLIG BUS

Resolution #180627b authorizes the disposal of twenty paratransit buses, eight MCI buses and one 1994 Gillig bus and supersedes previously adopted Resolution #180523b.

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

WHEREAS, ECCTA desires to obtain the authority to sell said buses to any member of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) for the sum of \$5 pursuant to the authority conferred by its Joint Powers Agreement; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #180627b authorizing staff to conduct a sale of said buses in accordance with the following provisions:

- The five members of the ECCTA JPA shall be given first choice of the twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus for a purchase price of \$5 per bus. Operation, insurance, and maintenance shall be the sole responsibility of the purchasing entity. The purchasing entity shall take all steps which are necessary in order to transfer title and registration for each purchased bus to the purchaser. Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or use taxes which may be required by the Department of Motor Vehicles in order to transfer title and ownership of each bus to its buyer.
- The sale of the remaining buses shall be made as a group or individually for cash payable by the highest legally qualified bidder. This may be at a public auction or through public advertising:
 - The award for the sale of the buses will be made either separately or as one award based on what is most advantageous to ECCTA.

- Payment shall be made by the successful bidder(s) in the form of a certified or cashier's check made payable to ECCTA. Each purchaser shall take all steps which are necessary in order to transfer title and registration for each purchased bus to the purchaser. Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or use taxes which may be required by the Department of Motor Vehicles in order to transfer title and ownership of each bus to its buyer.

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

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Monica Wilson, Chair

Jeanne Krieg, CEO

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

TAB 5

Agenda Item 7c
ACTION ITEM: Organizational Structure

Board of Directors Meeting

Wednesday June 27, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 27th, 2018

Agenda Item: Organizational Structure – Agenda Item #7c

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

Tri Delta Transit has 19 approved administrative positions and 18 approved maintenance positions. Additionally, we provide employment for 160 contract employees through First Transit. For the past thirty years, all work on our bus stops has been done by a contractor, Don Orsi. In May, Don informed us that he is retiring.

Staff considered four options for replacing Don:

1. Hire a new contractor.
After an extensive search, it was determined that there is not a contractor who can meet Tri Delta Transit's unpredictable, inconsistent, and very specific needs at a reasonable cost.
2. Share a contractor with a neighboring agency.
County Connection has an in-house employee that they are not willing to share, WestCat has a pole contractor that is retiring soon and not willing to travel to east county. LAVTA contracts the position and sharing is not an option.
3. Distribute the work to existing maintenance department employees.
The current maintenance department employees do not have the extra time necessary to perform the needed work on the poles.
4. Create a new position: Bus Stop/Facility Maintainer
Don Orsi offered to sell his truck and all equipment necessary to place poles, repair benches and shelters, and install bus stop flags for a minimal amount. Additionally, there is facility maintenance work such as changing filters, repairing plumbing, repairing sprinklers, minor electrical work, etc. that is currently performed by various contractors. Combining facility maintenance and bus stop maintenance would be a cost effective way to meet ECCTA's needs.

Staff Recommendation

Authorize the addition of a new maintenance department employee: Bus Stop/Facility Maintainer. The pay scale would be the same as the Fueller/Washer position which is \$17.06 - \$22.62/hour plus benefits.

Agenda Item #7c

*Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 27, 2018*

Requested Action

Authorize the addition of one Maintenance Department position with a wage scale of \$17.06 - \$22.62 per hour plus the same benefits received by other Maintenance Department employees.

Informational Item (no action required):

The recent retirement of Chief Financial Officer Tom Harais, along with other anticipated retirements over the next few years, presents an opportunity to develop an organizational structure that addresses the need for succession planning. It is critical to establish a structure that allows the organization to continue to thrive, meet the changing needs of our community, and be poised to take advantage of technological advancements.

Working with each staff member, I analyzed tasks and responsibilities associated with each position. Over the past several years, some positions have morphed into positions that do not allow the employee to fully perform the core tasks associated with their job. This is the time to address “task creep” and help the employees get back to what they do best. One example of this is Marketing and Customer Service. That department has morphed into special projects, technology, administrative assistance, planning, IT, fareboxes, and head signs in addition to marketing and customer service. While a strength of Tri Delta Transit is every employee’s willingness to do whatever it takes to make the organization successful, distributing tasks to a place that makes sense will allow the employees to be better focused and more successful.

The result of my analysis is a new organizational structure that does not change the number of employees or the cost to the agency. The new structure focuses on the future and takes advantage of the talents, strengths, and training of the staff. Here is the result of the new structure:

Classification	Number of Employees Current Structure	Number of Employees New Structure
Chief	3	2
Director	3	1
Manager	3	7
Coordinator	5	7
Clerk	5	2

The new structure will be implemented over the next few months. There are some positions that are currently vacant that will be filled once the current staff has a chance to assimilate to the new structure. With the exception of possible recruiting expenses, there are no budgetary impacts on the organization.

TAB 6

Agenda Item 7d

ACTION ITEM: FY 2018-19 ECCTA Board of Directors Officers

Board of Directors Meeting

Wednesday June 27, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 27th, 2018

Agenda Item: FY 18-19 ECCTA Board of Directors Officers – Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer 

The first amendment to the Restated Joint Exercise of Powers Agreement establishing the Eastern Contra Costa Transit Authority, dated May 21st, 2000 and approved by all members of the JPA, addresses the rotation of officers of the Board of Directors. The designated rotation is:

	<u>Chair</u>	<u>Vice-chair</u>
FY 17-18	Antioch	County
FY 18-19	County	Brentwood
FY 19-20	Brentwood	Pittsburg
FY 20-21	Pittsburg	Member-at-Large
FY 21-22	Member-at-Large	Oakley

Currently, Contra Costa County representative Diane Burgis is serving as the vice-chair of the ECCTA Board of Directors and will presumably assume the role of chair when officially elected by the entire Board of Directors.

Mayor Bob Taylor is the designated Brentwood representative that will assume the vice-chair position for FY18-19.

Requested Actions

#1: Elect Contra Costa County representative Diane Burgis as the chair of the ECCTA Board of Directors for FY 2018-19.

#2: Elect Brentwood representative Bob Taylor to serve as the vice-chair of the ECCTA Board of Directors for FY 2018-19.

Agenda Item #7d
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 27, 2018*