



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 October 27, 2021

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Pursuant to the Ralph M. Brown Act provisions under Assembly Bill 361, which went into effect on October 1, 2021, this meeting will be conducted as a teleconference and a physical location will not be provided. The public is invited to participate telephonically or electronically.

Members of the Board of Directors or members of the public can attend the meeting from a laptop or a phone:

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdSYjhUQWJyclJlOHdWMG1RUT09>

OR

Go to: <https://zoom.us/join>, then enter meeting ID: 994 2099 9810. Then click join. Then enter passcode: 571719

OR

Dial: 1 669 900 6833 US
Meeting ID: 994 2099 9810

- Public comments can be submitted via e-mail to CEO@trideltatransit.org Comments received one hour prior to the meeting will be distributed to the members of the Board of Directors and summarized in the minutes.



TRI DELTA TRANSIT

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Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Ken Gray
 - a. Roll Call

2. Pledge of Allegiance

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 3 of this agenda.

4. **Chair's Report:** Chair Ken Gray

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 September 22, 2021
 - b. Financial Report
 - c. Marketing and Customer Service 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

Joel Bryant

Barbara Guise

City of Oakley

Sue Higgins

Anissa Williams **

City of Pittsburg

Merl Craft

Shanelle Scales-Preston

Contra Costa County

Diane Burgis

Federal Glover

Member-at-Large

Ken Gray *

* Chair: FY 2021-22

** Vice-chair: FY 2021-22

**Board of Directors Meeting Agenda
Wednesday October 27, 2021**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Bus Wash Dryer Purchase and Installation

(see attachment: tab #3)

Requested Action: Adopt Resolution #211027A authorizing the CEO to enter into a contract for the purchase and installation of a bus wash dryer system with N/S Wash Corporation for \$102,719 which includes a 10% contingency.

b. ACTION ITEM: Income-Based Transit Fare Discount Pilot Program Extension

(see attachment: tab #4)

Requested Action: Adopt Resolution #211027B which accepts the extension of the San Francisco Bay Area's income-based transit fare discount pilot program to June 2023.

c. ACTION ITEM: Employee Boot and Tool Allowance

(see attachment: tab #5)

Requested Action: Authorize increasing the annual tool allowance for mechanics to \$550/year and the boot allowance for applicable employees to \$175/year effective July 1, 2021.

d. ACTION ITEM: Vaccination Requirement for ECCTA Employees and Contract Employees

(see attachment: tab #6)

Requested Action: Adopt Resolution #211027C adopting a COVID-19 vaccination policy requiring all employees and contract employees to be fully vaccinated by December 15, 2021.

e. ACTION ITEM: Bus Route Evaluation and Redesign

(see attachment: tab #7)

Advance Mobility Group will make a presentation which will include the opening of a public hearing, acceptance of comments, and closing the public hearing

Requested Action: Adopt Resolution #211027D authorizing the system redesign changes as outlined in the AMG report *Tri Delta Transit System Bus Route Evaluation and Redesign* (Draft October 2021) to take effect in February 2022.

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: December 15, 2021 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 ECCTA'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 ECCTA'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 ECCTA 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 no fewer than 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.

Limited English Proficiency (LEP):

Any person with Limited English Proficiency (LEP) who requires language assistance to communicate with the Tri Delta Transit Board of Directors during the meeting should contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to assure language assistance for this meeting.

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 #5

Consent Calendar (ACTION ITEM): Minutes, Financial Report and
Marketing Activities Report

Board of Directors Meeting

Wednesday October 27, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

September 22, 2021

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order remotely via Zoom by Chair Ken Gray at 4:01 P.M.

Chair Gray announced that due to public health recommendations related to COVID-19, also known as coronavirus, and consistent with Contra Costa County's Shelter in Place Order as well as the Governor's Executive Order N-29-20, which suspends certain provisions of the Bagley-Keene Open Meeting Act and the Brown Act, the Tri Delta Transit Board meeting offered a Zoom and teleconferenced option for Boardmembers, staff members, and members of the public.

Chair Gray reported that the meeting was being recorded; General Counsel Ben Stock was attending remotely and was on the telephone; those present and those on the telephone whether Boardmembers, staff, or members of the public were identified; and all votes were to be Roll Call votes.

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

PRESENT: Michael Daugelli, Alternate for Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Nancy Parent*, Alternate for Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Shanelle Scales-Preston (Pittsburg); Lamar Thorpe (Antioch); Monica Wilson (Antioch); and Ken Gray (Director-at Large/Chair)
(*Parent present first half, Glover present thereafter)

ABSENT: Joel Bryant (Brentwood); Sue Higgins (Oakley); and Anissa Williams (Oakley/Vice Chair)

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, General Counsel
Kevin Moody, Director of Maintenance
Joe Chappelle, Manager of Administrative Services
DeAnna Perry, Manager of Accessible Services
Leeann Loroño, Manager of Customer Service and Marketing

OTHERS

PRESENT: Yvette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager
Angie Johnson, First Transit Safety Manager
Carolyn Graham, Director, Discovery Bay Community Services District

PLEDGE OF ALLEGIANCE

Chair Gray led the Pledge of Allegiance.

PUBLIC COMMENT

No written comments were submitted, or oral comments made, by any member of the public.

CHAIR'S REPORT

Chair Gray reported that during the first week of October he and the Chief Executive Officer would meet with the President of the BART Board of Directors to work together. He urged members of the Tri Delta Transit Board of Directors to offer any desired input for that meeting. He also reported that there would be a group tour of the Gomentum Station on October 7, leaving East County at 9:15 A.M. on that day. He encouraged interested members to join that tour. He took this opportunity to congratulate Diane Burgis on her recent marriage. He also asked Legal Counsel about Zoom meetings going forward.

Legal Counsel Ben Stock advised that late last week Governor Newsom had signed legislation to permit public agencies to continue on Zoom during the Declared State of Emergency, and in order to do so the public agency would need to adopt a resolution and the necessity for continuing virtually. He would prepare a resolution for the October Board meeting so that the Board could make a determination as to whether to continue Zoom meetings.

CONSENT CALENDAR

On motion by Director Thorpe, seconded by Director Craft, ECCTA Boardmembers adopted the Consent Calendar, as follows, which carried by the following Roll Call vote:

- A. Minutes of the Board of Directors meeting of July 28, 2021
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Craft, Daugelli*, Guise, Parent, Scales-Preston, Thorpe, Wilson, Gray

NOES: None

ABSTAIN: None

ABSENT: Bryant, Higgins, Williams

*Director Daugelli abstained on Item A, Minutes of July 28, 2021.

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer Jeanne Krieg reported that Tri Delta Transit customers had expressed appreciation for Free Fare September. While BART was offering half-fares for passengers who used a Clipper® card during the month of September, LAVTA, County Connection and WestCat were also offering free fares in September and all had seen an increase in ridership. She noted that it was expected to take a couple of years to get back to pre-pandemic ridership.

Ms. Krieg stated like every other industry, getting employees – specifically drivers – to come to work had been a challenge. First Transit had been implementing creative ways to entice people to come to work. She explained that staff was doing its best and learning to deal with the pandemic-related changes that seemed to come every week. She added that masks were still required on all buses until at least January 18, 2022, and were still required in the office. Over the past 18 months, the staff had made sure that much-needed transportation services were being provided to East County residents.

Ms. Krieg stated that Tri Delta Transit's new schedule began on August 28 and was better aligned with BART's new schedule. Bus Service was now being provided to the new LMC campus in Brentwood off Marsh Creek Road. The ridership to LMC had been underwhelming but it was hoped to increase and the marketing of that service would be pursued. The biggest improvement to the latest bus book was the system map presentation where instead of one system map to show all routes seven days a week, there were two system maps; one for weekdays and one for weekends and holidays, which would make it much easier for customers to figure out routes.

With respect to facility projects, Ms. Krieg reported that the bus wash blower bids were due today, which would help keep water in the bus wash area instead of sending water into the storm drain. A staff recommendation was expected next month. In addition, due to a major plumbing issue, the carpet in the Board Room and in the drivers' room as well as flooring in a storage room would have to be replaced.

Ms. Krieg explained that a virtual public hearing associated with the system redesign project would be conducted and the consultant was expected to make a final presentation to the Board next month with recommendations. The plan was to implement the approved changes in the winter of 2022.

Ms. Krieg stated for those attending the American Public Transportation Association (APTA) annual meeting and EXPO in November, all flights had been arranged although the airlines had since made changes and updated flight information would be provided closer to the meeting dates.

Ms. Krieg announced that the Oakley Park & Ride lot construction continued with some delays so the completion of that project was not expected until the end of the year. The delays were due to the acquisition of the correct soils as well as some supply chain delays with conduit and water lines. New bus shelters had finally been installed and looked very nice.

Ms. Krieg announced that the holiday dinner at the Lone Tree Golf course had still been planned after the Board meeting on December 15, 2021.

ACTION AND DISCUSSION ITEMS

A. FY20-FY29 Short Range Transit Plan Update

Ms. Krieg explained that to secure funding for any project, the project had to be included in the Short Range Transit Plan (SRTP), and any project funneled through the Metropolitan Transportation Commission (MTC) had to be in the SRTP. The Dynamic Personal Microtransit (DPMT) project, for instance, had to be in the plan in case funding became available. Currently there was no funding availability. The SRTP needed to be updated and she requested the adoption of Resolution 210922A to include the addition of that one line with the cost to be determined.

On motion by Director Craft, seconded by Director Thorpe, ECCTA Boardmembers adopted Resolution 210922A approving the update to ECCTA's SRTP for FY20-FY29, carried by the following Roll Call vote:

AYES: Craft, Daugelli, Guise, Parent, Scales-Preston, Thorpe, Wilson, Gray
NOES: None
ABSTAIN: None
ABSENT: Bryant, Higgins, Williams

B. Vaccination Requirement for ECCTA Employees and Contract Employees

Ms. Krieg recommended a new policy for new employees and people who did not work for First Transit and Tri Delta Transit, where any new employee must provide proof of vaccination. With respect to existing employees, she had been talking to other transit agencies and getting ideas about their approach. She had yet to see a clarification of the Executive Order recently signed by President Biden.

Mr. Stock advised that guidance was being sought from the Board on what sort of policy, if any, it preferred for existing employees. He clarified that policy would not be adopted today pending clarification of the President's recent Executive Order and that of the State of California's OSHA policy related to existing employees. He noted that Tri Delta Transit contracted for a large portion of its services.

Mr. Stock explained that with other public entities, he was aware of discussions that required existing employees and/or contractors to get vaccinated, and if not to be subject to weekly testing or something more stringent, and for those with no religious or other exceptions, a need to identify a policy to no longer be employed by the agency or offer some accommodation. He stated those details had yet to be worked out. He sought Board input after which he would return with a policy to be adopted at the next Board meeting.

Ms. Krieg explained that while there was a large number of people who came to the Tri Delta Transit facilities who had not been vaccinated, there had been no deaths and few illnesses of Tri Delta Transit staff.

Director Glover noted that with the exception of religious or health exemptions, he recommended following the policy adopted by the Contra Costa County Board of Supervisors. He asked the Board to consider the County's policy and to see what other cities were doing.

Ms. Krieg reported that a group of transit agencies had gotten together to see how much it would cost to conduct weekly testing, and if working together it would be \$140 per test per person a week, which would be extremely costly.

Nancy Parent suggested that if adopting a policy that allowed weekly testing, it should be at the individual's expense and not at the agency's expense, although Mr. Stock stated that California law required that if weekly testing was required it would have to be paid for.

Director Craft supported vaccinations and recommended requiring proof of vaccination, and if not vaccinated there would have to be weekly testing. Given the public nature of the services provided, she suggested there could be a super spreading effect which would open the agency to liability. She supported vaccinations for new employees and if existing employees refused to vaccinate she supported mandatory weekly testing.

Director Glover verified that testing would be available for those with underlying health conditions, with a note from the doctor, all to be verified. Everyone else would need to be vaccinated.

Director Guise supported the County's policy.

Director Thorpe agreed and stated the City of Antioch was already doing it.

Director Scales-Preston recommended that bus drivers require mandatory vaccination or weekly testing given their close proximity to the public.

Mr. Stock clarified the County model that mandated or allowed for exemption and those with exemptions required weekly testing. The County model stated that those not vaccinated would be terminated. Another model did not require termination for those not vaccinated.

Director Wilson expressed her biggest concern with bus drivers in a confined space for a confined period. For bus drivers, she had a problem unless the driver's area was completely enclosed.

Mr. Stock noted there was a strong health and safety finding to make that distinction but he wanted to talk to an employment lawyer to make sure that distinction would hold up. If that was what the Board wanted to do he would be happy to evaluate that possibility.

On motion by Director Thorpe, seconded by Director Guise, ECCTA Boardmembers approved a plan regarding vaccination requirements for employees and contract employees by following the model adopted by Contra Costa County, to be returned to the next Board meeting, carried by the following Roll Call vote:

AYES: Craft, Daugelli, Glover, Guise, Scales-Preston, Thorpe, Wilson, Gray
NOES: None
ABSTAIN: None
ABSENT: Bryant, Higgins, Williams

C. ECCTA Safety Plan

Ms. Krieg reported that the Federal Transit Administration (FTA) required all operators of public transportation systems receiving federal funds to develop a safety plan. The Board of Directors had approved such a plan in 2019. Part of the requirement was to review and update the plan as needed and have the Board certify the plan annually. This year's update included the Tri Delta Watch app, a See Something Say Something app that had been expanded and was being used to report safety issues. The other update to the plan was to include an organizational chart reflecting the changes from last year. She recommended the adoption of Resolution 210922B to accept the updated plan.

On motion by Director Daugelli, seconded by Director Wilson, ECCTA Boardmembers adopted Resolution 210922B accepting ECCTA's updated Safety Plan, carried by the following Roll Call vote:

AYES: Craft, Daugelli, Glover, Guise, Scales-Preston, Thorpe, Wilson, Gray
NOES: None
ABSTAIN: None
ABSENT: Bryant, Higgins, Williams

BOARD OF DIRECTORS COMMENTS

Directors Daugelli and Guise offered compliments and congratulations to Tri Delta Transit staff for the Tri MyRide service and for the effectiveness of the paratransit system.

Director Wilson referred to concerns for paratransit service and noted an effort to create a task force of elected women to address comments in different communities identifying problems and issues that would be brought forward.

Directors Parent and Glover referred to the benefit of the Glydways system described as a great addition to transit, particularly for seniors, and which allowed an opportunity to see the benefit of the Gomentum Station at the Concord Naval Weapons Station.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:45 P.M. to October 27, 2021 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of September 30, 2021
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY22 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	\$ 318,663	\$ 198,707	\$ 119,956	\$ 298,298	\$ 209,168	\$ 89,140	\$ 20,365	\$ (10,451)	\$ 30,816	\$ 1,393,750	\$ 909,756	\$ 483,994	23%	22%	25%
Other Income	\$ 45,246	\$ -	\$ 45,246	\$ 85,254	\$ 39,999	\$ 45,255	\$ (40,008)	\$ (39,999)	\$ (9)	\$ 354,985	\$ 160,000	\$ 194,985	13%		23%
<i>Total Operating Revenues:</i>	\$ 363,909	\$ 198,707	\$ 165,202	\$ 383,552	\$ 249,157	\$ 134,395	\$ (19,643)	\$ (50,450)	\$ 30,807	\$ 1,748,735	\$ 1,069,756	\$ 678,979	21%	19%	24%
OPERATING EXPENSES															
Purchased Transportation	\$ 4,086,635	\$ 3,037,037	\$ 1,049,598	\$ 3,542,586	\$ 2,529,183	\$ 1,013,402	\$ (544,050)	\$ (507,854)	\$ (36,196)	\$ 15,900,242	\$ 11,087,081	\$ 4,813,161	26%	27%	22%
Materials and Supplies	\$ 963,069	\$ 805,729	\$ 157,340	\$ 1,110,978	\$ 934,575	\$ 176,403	\$ 147,909	\$ 128,846	\$ 19,063	\$ 4,443,911	\$ 3,738,291	\$ 705,620	22%	22%	22%
Salaries & Benefits	\$ 1,244,218	\$ 1,090,748	\$ 153,470	\$ 1,277,509	\$ 1,118,383	\$ 159,126	\$ 33,291	\$ 27,635	\$ 5,656	\$ 5,068,439	\$ 4,437,117	\$ 631,322	25%	25%	24%
Services	\$ 221,116	\$ 178,235	\$ 42,881	\$ 296,901	\$ 203,738	\$ 95,163	\$ 77,785	\$ 25,503	\$ 52,282	\$ 1,091,952	\$ 865,857	\$ 226,095	20%	21%	19%
Other	\$ 98,957	\$ 89,009	\$ 9,948	\$ 49,598	\$ 41,472	\$ 8,126	\$ (49,359)	\$ (47,537)	\$ (1,822)	\$ 304,126	\$ 259,060	\$ 45,066	33%	34%	22%
Casualty and liability insurance	\$ 195,401	\$ 172,547	\$ 22,854	\$ 144,036	\$ 129,447	\$ 14,589	\$ (51,365)	\$ (43,100)	\$ (8,265)	\$ 576,165	\$ 517,803	\$ 58,362	34%	33%	39%
Utilities	\$ 51,887	\$ 45,957	\$ 5,930	\$ 52,844	\$ 48,710	\$ 4,134	\$ 967	\$ 2,753	\$ (1,796)	\$ 192,787	\$ 173,274	\$ 19,513	27%	27%	30%
Taxes	\$ 4,159	\$ 3,327	\$ 832	\$ 4,502	\$ 3,868	\$ 634	\$ 343	\$ 541	\$ (198)	\$ 19,150	\$ 15,556	\$ 3,594	22%	21%	23%
<i>Total Operating Expenses:</i>	\$ 6,865,442	\$ 5,422,589	\$ 1,442,853	\$ 6,480,953	\$ 5,009,376	\$ 1,471,577	\$ (384,489)	\$ (413,213)	\$ 28,724	\$ 27,596,772	\$ 21,094,039	\$ 6,502,733	25%	26%	22%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 1,243,104	\$ 664,008	\$ 579,096	\$ (1,243,104)	\$ (664,008)	\$ (579,096)	\$ 4,972,424	\$ 2,656,033	\$ 2,316,391			
State Funds	\$ -	\$ -	\$ -	\$ 3,606,354	\$ 3,117,791	\$ 488,563	\$ (3,606,354)	\$ (3,117,791)	\$ (488,563)	\$ 15,883,813	\$ 13,454,549	\$ 2,429,264			
Local Funds	\$ 742,873	\$ 248,433	\$ 494,440	\$ 521,475	\$ 252,201	\$ 269,274	\$ 221,398	\$ (3,788)	\$ 225,166	\$ 2,085,908	\$ 1,008,809	\$ 1,077,099	36%	25%	46%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 724,971	\$ 724,971	\$ -	\$ (724,971)	\$ (724,971)	\$ -	\$ 2,899,892	\$ 2,899,892	\$ -			
Interest & Other Misc Income	\$ 1,737	\$ 1,482	\$ 255	\$ 1,497	\$ 1,248	\$ 249	\$ 240	\$ 234	\$ 6	\$ 6,000	\$ 5,000	\$ 1,000	29%	30%	26%
<i>Total Non-operating Revenues:</i>	\$ 744,610	\$ 249,915	\$ 494,695	\$ 6,097,401	\$ 4,760,219	\$ 1,337,182	\$ (5,352,791)	\$ (4,510,304)	\$ (842,487)	\$ 25,848,037	\$ 20,024,283	\$ 5,823,754	3%	1%	8%
EXCESS REV/(EXP)	\$ (5,756,923)	\$ (4,973,967)	\$ (782,956)	\$ -	\$ -	\$ -	\$ (5,756,923)	\$ (4,973,967)	\$ (782,956)	\$ -	\$ -	\$ -			

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 27, 2021

Staff Report to ECCTA Board of Directors

Meeting Date: October 27, 2021

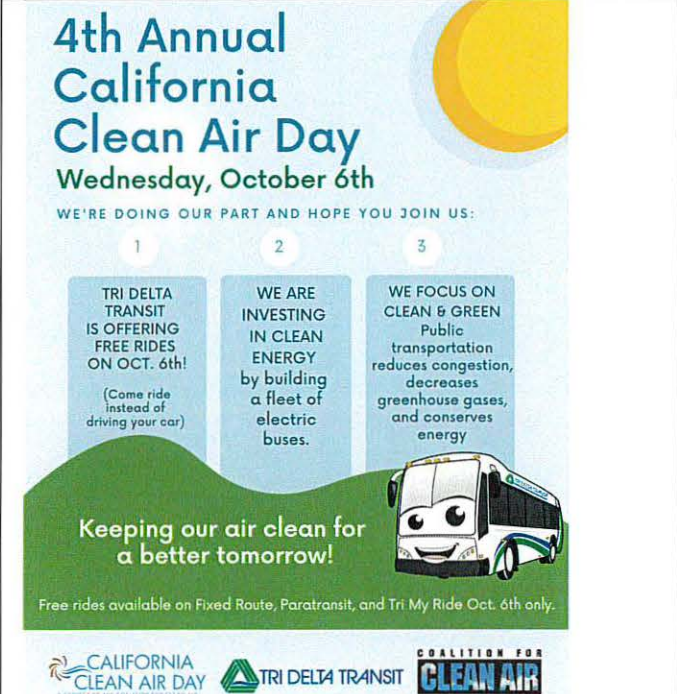
Agenda Item: Marketing/Communications Activities – Agenda Item #5c

Lead Staff: Leeann Loroño, Manager of Customer Service and Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit strives to provide top notch service to our customers and the community. Here are some projects Marketing has been working on over the past transitional month.

CURRENTLY IN PROGRESS:

 <p>The poster features a blue sky with a yellow sun in the top right. The title '4th Annual California Clean Air Day' is in large blue font, with 'Wednesday, October 6th' below it. A tagline reads 'WE'RE DOING OUR PART AND HOPE YOU JOIN US:'. Three numbered points are listed in light blue boxes: 1. 'TRI DELTA TRANSIT IS OFFERING FREE RIDES ON OCT. 6th! (Come ride instead of driving your car)'; 2. 'WE ARE INVESTING IN CLEAN ENERGY by building a fleet of electric buses.'; 3. 'WE FOCUS ON CLEAN & GREEN Public transportation reduces congestion, decreases greenhouse gases, and conserves energy'. At the bottom, a cartoon bus is shown on a green hill. The slogan 'Keeping our air clean for a better tomorrow!' is written in white on the green hill. Below the hill, it says 'Free rides available on Fixed Route, Paratransit, and Tri My Ride Oct. 6th only.' Logos for California Clean Air Day, Tri Delta Transit, and the Coalition for Clean Air are at the bottom.</p>	<p>4th Annual California Clean Air Day</p> <p>Tri Delta Transit promoted the 4th Annual California Clean Air Day on October 6th by offering free rides for the day.</p> <p>A social media campaign promoted riding transit to spare the air, lessen your footprint, and enjoy the ride.</p>
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Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 27, 2021*



Tell us what you think by Oct. 27, 4pm for a chance to win!

Please send us your input on proposed service improvements.

Take the survey:

- Online**
Visit transformtrideltatransit.com
Scan me to take the survey!
- Phone**
Call 925-285-8076
Mon to 5pm weekdays
- Paper**
Call 925-285-8076
Mon to 5pm weekdays
or email transformtrideltatransit.com to request a paper survey.

Complete the survey and be entered to win a \$35 Amazon gift card.
Chances to win are one in the number of surveys submitted. These prizes available to win.

NOTICE OF VIRTUAL PUBLIC HEARING
October 27, 2021 4:00 pm

Tri Delta Transit is requesting public comment on proposed service improvements - Transform Tri Delta Transit.

- Take the Survey between now and October 27th at 4:00 pm
- Virtual Public Hearing link will be provided on the public hearing site. View the information for the virtual public hearing by visiting www.TriDeltaTransit.com/PublicHearing

Tri Delta Transit está solicitando comentarios públicos en las mejoras a los servicios propuestos – Transforme Tri Delta Transit

- Responda a la encuesta desde ahora hasta el 27 de Octubre, a las 4pm
- El enlace para la audiencia pública virtual se le proporcionará en el sitio de la audiencia pública. Vea la información para la audiencia pública virtual visitando: www.TriDeltaTransit.com/PublicHearing

Take a survey!
We want your input to transform your transit system!

Complete the survey by October 27th 4:00pm and be entered to win a \$35 Amazon gift card.
Completa el cuestionario antes del 27 de Octubre a las 4:00 pm y participas para ganar una tarjeta de regalo de Amazon de \$35

We need your feedback to help us improve our service.

Complete the survey and be entered to win a \$35 Amazon gift card!

Transform Tri Delta Transit
Together, we can build a better bus system.

Tell Us What You Think.





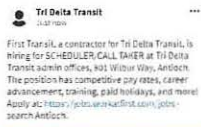


Transform Tri Delta Transit
Last Fall, Tri Delta Transit started the Transform Tri Delta Transit system redesign project. Public comment was gathered, resulting in proposed system improvements.

At the end of September, Tri Delta Transit started Phase II of the system redesign, which entailed obtaining additional public comment to refine the suggested improvements. A public hearing will take place at the board meeting on October 27th at 4:00 pm.

The survey was widely released, in English and Spanish:

- On social media, then re-tweeted by partners such as MTC and 511 Contra Costa.
- By press release, picked up by the Brentwood Press and Google News.
- Via dedicated e-newsletter blast. Of the 8,457 recipients, the survey had 19% opens and 22% click throughs.
- With on bus and at bus shelter signage.
- On-line geo-targeted ads on Alpha Media and Brentwood Press.
- Print ads in the Brentwood Press and Monthly Grapevine.
- Distribution via newsletters such as the Pittsburg Chamber and City of Oakley.
- Targeted locations were utilized to capture more Spanish speaking residents (grocery stores, churches, Spanish newspaper).

With these efforts, we have reached our survey goal number of 440.

<p>Many of us have had breast cancer touch our lives in some way. <i>Let's turn mask wearing into a positive message.</i> Show your support for the fight against breast cancer in the month of October.</p>  <p>October is Breast Cancer Awareness Month Early detection saves lives.</p>  <p>For all of us, our families, and riders. THANK YOU.</p>  	<h3>In-Service/External Promotion</h3> <p>Nearly everyone has had their lives touched in some way by breast cancer.</p> <p>Tri Delta Transit honors Breast Cancer Awareness Month in October by:</p> <ul style="list-style-type: none"> • Drivers wearing pink masks throughout the month. In addition, they can wear hats and related T-shirts on their routes on Fridays. • Staff is invited to wear pink masks throughout the month. • Social Media campaign highlighted our support of the cause and simple messages on early detection.
 	<h3>In Support of First Transit</h3> <p>Marketing was happy to assist First Transit in their search for qualified candidates by posting job openings on social media.</p> <p>First Transit is currently still looking for one (1) scheduler.</p>
	<h3>Commendation Board</h3> <p>Last month Tri Delta Transit refreshed acknowledgment of our operators, dispatch, and more. This month, we put in place an admin program to acknowledge staff who have received commendations from the public.</p>

How to register for Easy Book

Here are the simple steps:

- 1** Enter **www.7543060.com** into your browser from any smartphone, laptop, desktop or tablet. (Chrome preferred)
- 2** Under **'Don't have an account?'** Click the **'Register Now'** button.
- 3** Complete the following fields:
 - **'First Name'**
 - **'Last Name'**
 - **'Date of Birth'** (Select date on calendar) Make sure date shows in window.
- 4** Click **'Not a Robot'** You will be asked to enter your email address. You will then need to **respond** to the verification email sent to the email address you registered. **Open the email and click the verified link provided.**
- 5** Next window that comes up is titled **'Reset Password'**. Select an easy 4 digit password and then re-enter it.
- 6** On the next window, click the button titled **'Return to Login Page'**. **Log in.**
You are ready to book a trip!

How to book a NEW trip

When you log in, you will see a window on the left hand side: **'My Upcoming Trips'**. On the right side, you will see **'New Bookings'**. Go to **'New Bookings'**. Fill in the information for fields:

- **'From'**, **'To'**, and **'Date'**
- **'Outbound - Pick me up at'** Select a time using drop down. (Note: Click **'One Way'** if you are not using the service to return.
- **'Return Trip - Pick me up at'** Select a time

Leave enough time for 15 minute pick up variance. Hit the **'Continue'** button. It will take you to the **Itinerary page**. If you are booking a same day trip, you **MUST** call **925-754-3060** to book.

On the 'Itinerary Page'

Complete the record by entering:

- Any **'Special Pick Up Instructions'**
- **'Outbound Options'** to indicate a **'Mobility Aid or Additional Passengers'**
- Check or uncheck the **'Return Option'** button

CLICK 'REQUEST TRIP' Button
*Additional passengers can only be processed if you are ADA eligible.

The screen will show you what you requested. Please check it over and, if correct, click the **'Confirm'** button. If it is not correct, click the **'Make Changes'** button and proceed accordingly.

Paratransit

Customer Service and Marketing is focusing on refreshing Accessible Services information and marketing materials.

Completed:

- Refreshing the Senior Paratransit Application.
- Creating an *Easy Book* instructional brochure to encourage on-line booking.
- Creating a Call Center card to refresh training on what information to ask a client calling in to book a ride.

Pending:

- Refreshing the ADA Paratransit Application.

In August, we refreshed the Mobility on Demand materials in English and Spanish.

How to book a RECENT trip

If you go somewhere frequently, you can use the **'Select a Recent Trip'** and it will fill in the selection for where you started and went. Select the applicable trip.

How to CANCEL a trip

When you open *Easy Book*, you will see the **'My Upcoming Trips'** button. Click on the trip you want to cancel, and select **'Cancel'**.

If you have scheduling questions, please call **925-754-3060**

For better availability, book **3 days in advance**. See the front cover.

Acknowledging Partners

Tri Delta Transit appreciates our riders and our partners. Here's both! BART's very own Rebecca Saltzman riding Tri Delta Transit.

Tri Delta Transit followed her along the route, thanked her for riding, and for promoting and showing how Tri Delta Transit connects the Bay Area with BART.

Tri Delta Transit @TriDeltaTransit • Sep 28
Thank you for riding Tri Delta Transit! We love hearing about your trip. We are happy to be partners, connecting people to BART and other transit, so they can get where they want to go. Hope to see you on our buses again!

Rebecca Saltzman @RebeccaForBART
On my way to ride @TriDeltaTransit, which I've never ridden and is free in September for #transitmonth.

My trip plan: El Cerrito Plaza -> BART -> Pittsburg Center Station -> TriDelta 381 bus -> meet BART Board President @MARKforBART for coffee.

Please let us know if you have any questions or need further information about any of these materials.

Agenda Item #5c
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 October 27, 2021

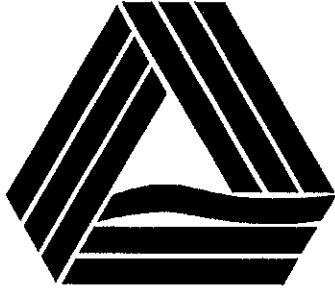
TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday October 27, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

October 2021

COVID-19 – Recovery

- The Department of Transportation extended the requirement to wear masks on buses from September 13th, 2021 to January 18th, 2022.
- Social distancing is no longer required on buses.
- Fixed route ridership continues to slowly increase.
- Signs regarding masks are on all buses. Bus operators carry extra masks with them to distribute to individuals who do not have a mask.
- Hand sanitizer dispensers and shields will remain on all buses for now.
- A *Kindness* campaign continues asking our customers to be kind to the operators and each other.
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program are displayed on all buses.
- All employees have access to gloves, masks, and hand sanitizer.
- Social media is being used as the main vehicle for communicating the changes to rules and service.
- ECCTA's share of the American Recovery Act funds has been allocated by MTC: \$3.1 million.
- Staff is preparing for the expected vaccination requirement policy.

Projects

- Free fare September resulted in a slight increase in overall ridership on fixed route as well as paratransit.
- 4th annual California Clean Air Day (October 6th)
- Facility shop equipment maintenance (Invitation for Bid was published – results and a staff recommendation will be presented to the Board of Directors in December.)
- Bus stop shelter installation – completed
- APTA Annual Conference and EXPO planning and preparation
- Free Clipper card promotion: 707 free clipper cards have been distributed
- System redesign
- Installation of charging stations (in process)
- Oakley Park & Ride Construction – delayed delivery of conduit, valves, and pipes has resulted in delayed completion
- Pass2Class (formerly known as School Pool, 511 Contra Costa's program to distribute free 20-ride passes to students)
- Updated succession plan
- One-seat regional paratransit pilot program

Projects

- Dynamic Personal Microtransit East County project
- MTC's Blue Ribbon Task Force recommendations
- On-line paratransit scheduling
- Clipper Start program
- Tri Delta Transit website update
- Hydrogen fueling station (looking for a source of funds)
- Canceled: Autonomous vehicle demo (manufacturer backed out)
- Expansion of Tri MyRide service area
- Hydrogen bus procurement
- Phase II: UC Berkeley's PATH IDTO project
- Mobile Emergency Operations bus construction
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Policy manual update
- Facility electric grid upgrade

Pending

- Earmark requests:
 - Expansion of Try MyRide
- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Acceptance on paratransit
 - Trapeze scheduling hardware update
- Zero emission bus plan implementation
- Transportation Development Act reform
- Parking lot repairs
- Facility floor covering replacement

Staffing Challenges

To address driver staffing shortages, First Transit is offering various incentives.

Employee Monthly Events

October: To honor Breast Cancer Awareness month, pink masks have been distributed to all employees and drivers are encouraged to wear pink hats and shirts on Fridays.

November: Employees who are Veterans will be honored in November.

Ridership

Ridership is slowly recovering from our all-time low month of May 2020 when ridership was 37% of normal. In August 2021, ridership was a little more than 75% of normal.

Holiday Dinner

The annual holiday dinner will be held after the board meeting on Wednesday December 15th at Lone Tree Golf & Event Center. All board members and alternates, former board members, employees, retirees, and a guest are invited. Hors d'oeuvres will begin at 5:30pm and dinner will begin at 6:30pm. Invitations will be mailed soon.

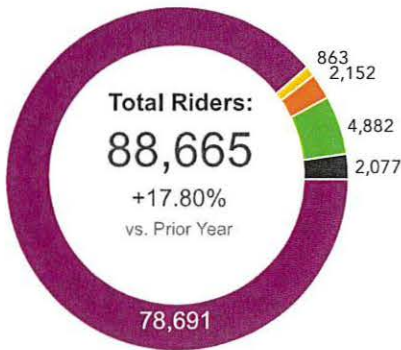
Services Offered

- Fixed route
- ADA and Senior paratransit
- Mobility on Demand
- Tri MyRide
- MedVan



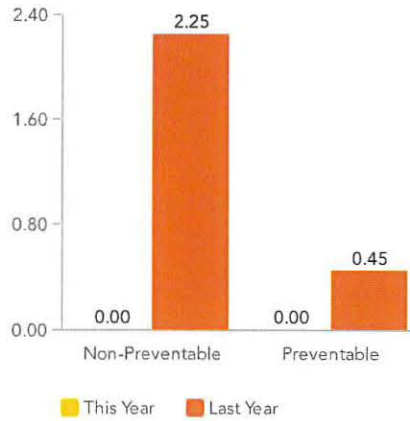
Performance Summary

Ridership

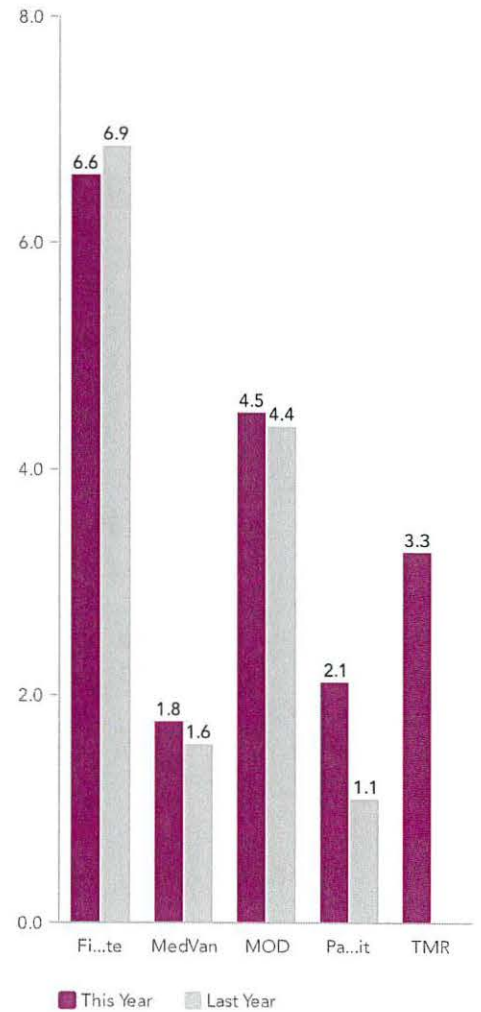


- Fixed Route
- Paratransit
- MedVan
- TMR
- MOD

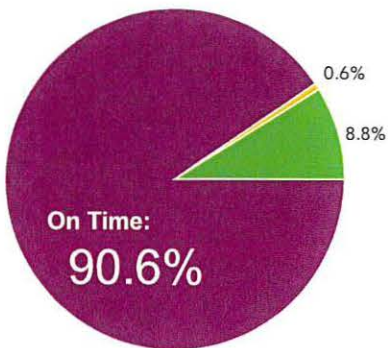
Accidents / 100K Miles



Passengers Per Revenue Hour

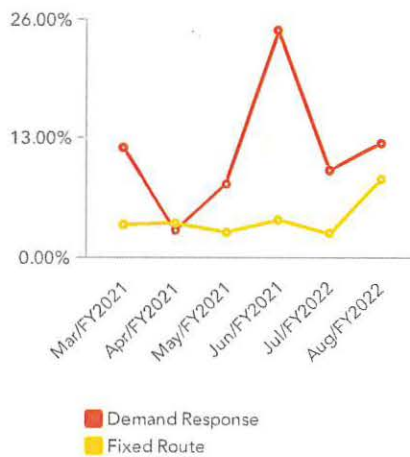


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



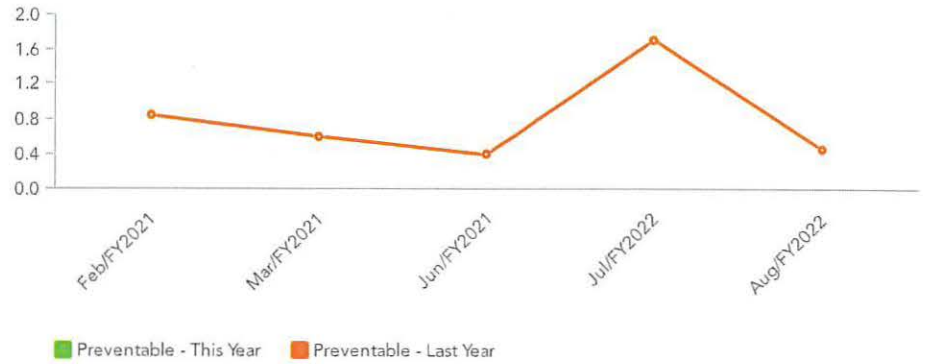
- Demand Response
- Fixed Route

Safety Performance

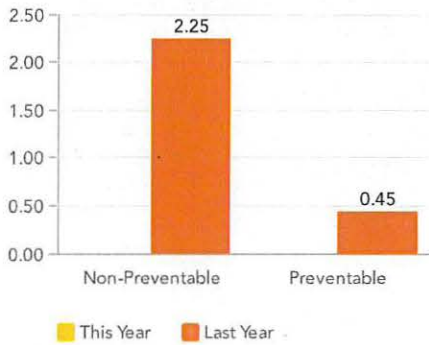
Preventable Accident Report

	No data	
YTD 2021	1	0.45
YTD Change	No data	

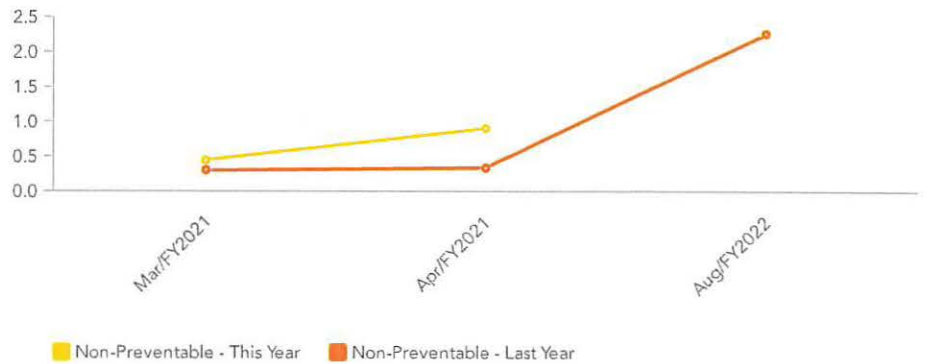
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



Year To Date - System Wide Accidents Per 100,000 Miles

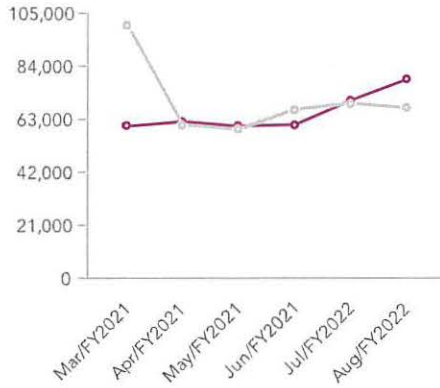


Non-Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



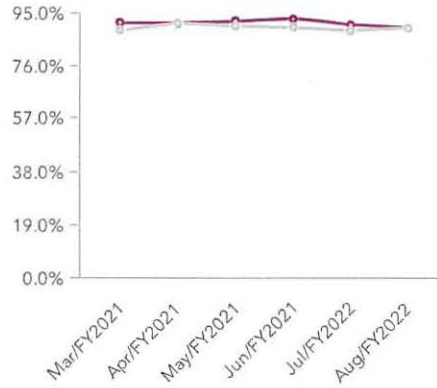
Fixed Route Performance

Total Ridership



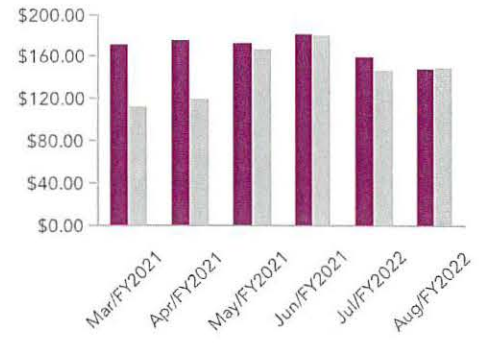
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

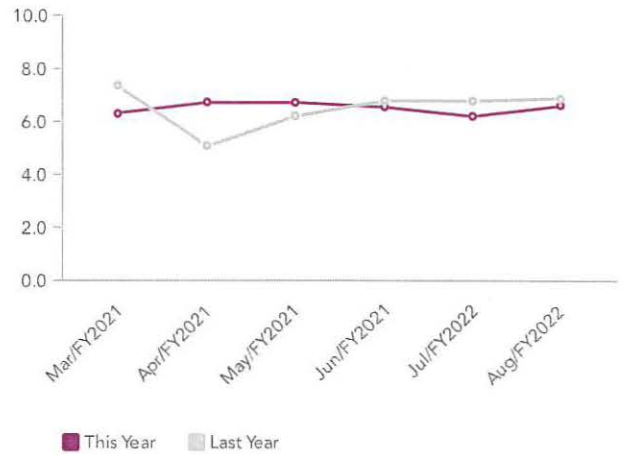


■ This Year ■ Last Year

YTD Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer			
Complaints Per 100k Riders	43.21	40.05	+7.9%
Service			
% of Trips On Time	89.39	89.40	-0.0%
Ridership Per Rev. Hour	6.60	6.85	-3.6%
Roadcalls Per 100k Miles	0.00	0.00	
Financial			
Operating Costs Per Rev. Hour	148.48	150.04	-1.0%
Ridership			
Ridership	78,691.00	67,411.00	+16.7%

Passengers Per Revenue Hour



■ This Year ■ Last Year

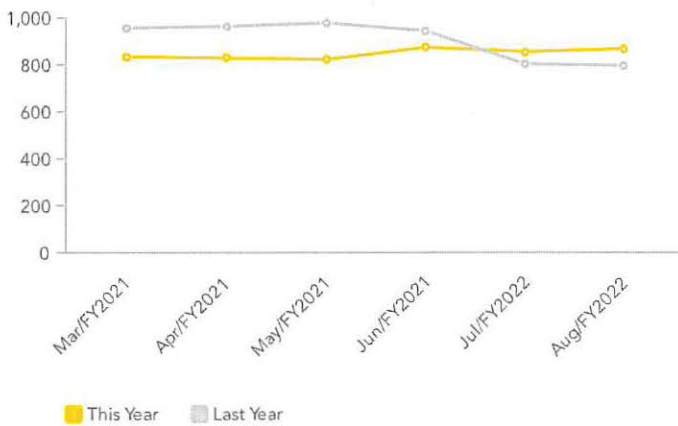
MedVan, Paratransit, and MOD Performance

YTD Report

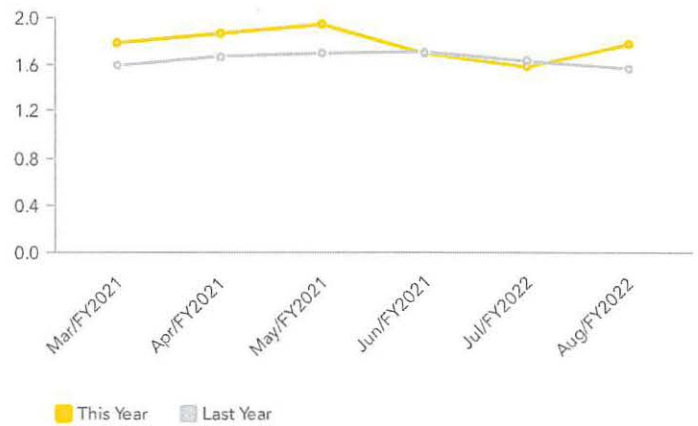
MedVan

	Metric	This Year	Prior Year	% Change
Customer Service	Complaints Per 100k Riders	231.75	126.26	+83.5%
	% of Trips On Time	98.53	83.02	+18.7%
	Ridership Per Rev. Hour	1.77	1.56	+13.5%
Financial	Roadcalls Per 100k Miles	0.00	0.00	
	Operating Costs Per Rev. Hour	113.33	82.92	+36.7%
Ridership	Ridership	863.00	792.00	+9.0%

Total Ridership



Passengers Per Revenue Hour

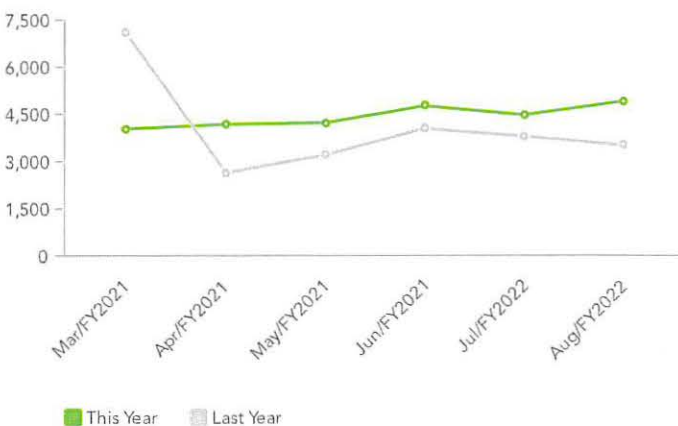


YTD Report

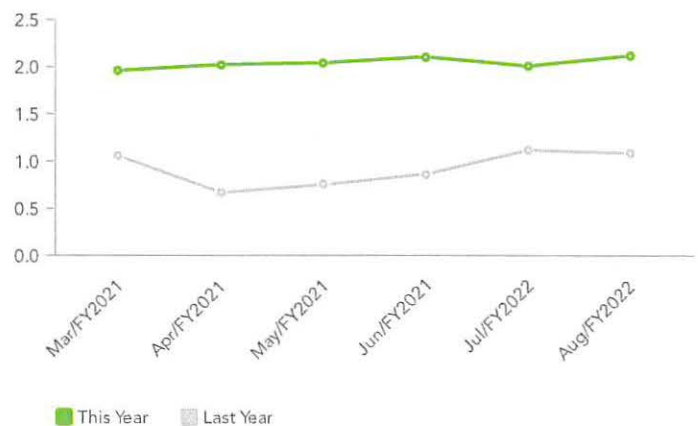
Paratransit

	Metric	This Year	Prior Year	% Change
Customer Service	Complaints Per 100k Riders	122.90	85.52	+43.7%
	% of Trips On Time	97.32	68.13	+42.8%
	Ridership Per Rev. Hour	2.11	1.08	+95.4%
Financial	Roadcalls Per 100k Miles	0.00	0.00	
	Operating Costs Per Rev. Hour	126.23	82.35	+53.3%
Ridership	Ridership	4,882.00	3,508.00	+39.2%

Total Ridership



Passengers Per Revenue Hour



MOD

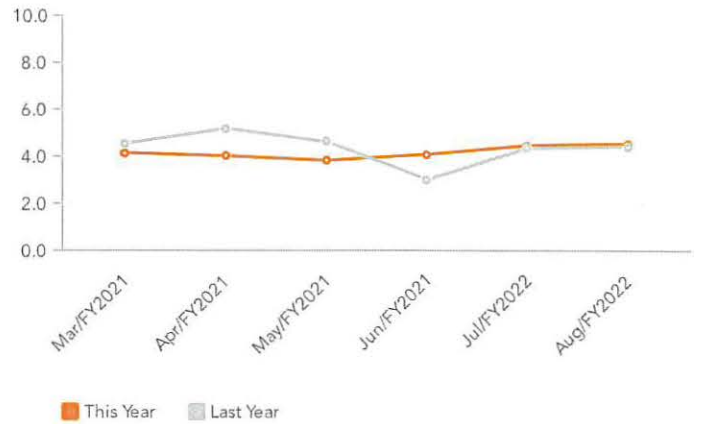
YTD Report

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	Ridership Per Rev. Hour	4.50	4.37	+3.0%
Financial	Operating Costs Per Rev. Hour	118.04	99.07	+19.1%
Ridership	Ridership	2,152.00	2,073.00	+3.8%

Total Ridership



Passengers Per Revenue Hour

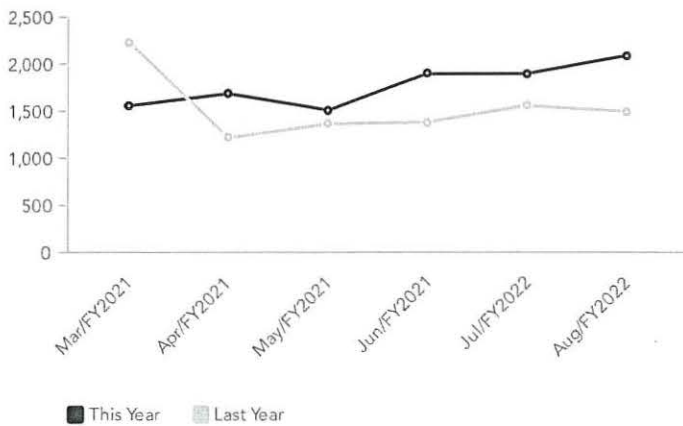


TMR

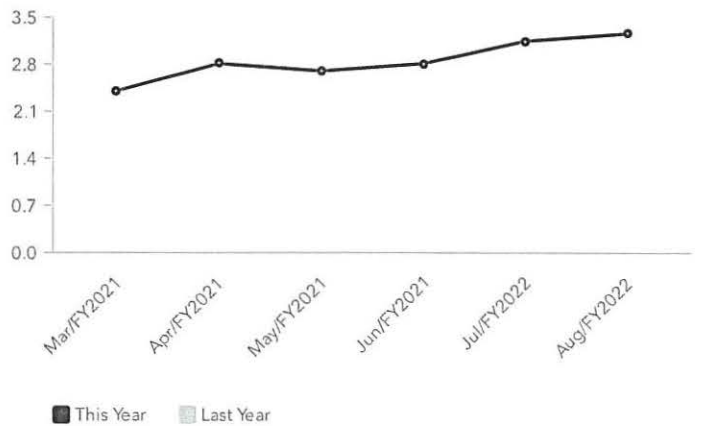
YTD Report

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	48.15	202.43	-76.2%
Service	Ridership Per Rev. Hour	3.26		
Financial	Operating Costs Per Rev. Hour	110.35		
Ridership	Ridership	2,077.00	1,482.00	+40.1%

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7a

ACTION ITEM: Bus Wash Dryer Purchase and Installation


Resolution #211027A

Board of Directors Meeting

Wednesday October 27, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 27, 2021
Agenda Item: Bus Wash Dryer Purchase and Installation – Agenda Item #7a
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA washes its fleet of approximately 100 buses through its bus wash system twice a week. Excess water from the wash cycle either dries on the buses, leaving unsightly stains; or falls off the buses as they leave the bus wash, causing erosion of the asphalt in the yard and increasing the likelihood of potential contaminants entering the storm drain. Other methods of drying the buses used in the past (such as adding chemicals in the wash water that promote stainless drying) have failed to produce satisfactory results. ECCTA has decided that installing a bus wash dryer system is necessary to achieve its desired results.

Process

July 29, 2021: IFB 2021-03 for the purchase and installation of a bus wash dryer system was mailed to nine firms, publicly advertised, and posted on ECCTA's website.

August 11, 2021: two firms attended a pre-bid meeting.

September 22, 2021: ECCTA received three bids from:

- Tunnel Vision
- Air & Lube Systems, Inc.
- N/S Wash Corporation

October 5, 2021: ECCTA received one protest. An investigation was held and the protest was denied.

N/S Wash Corporation was the lowest, responsible bidder with a bid price of \$93,381.00.

Requested Action

Adopt Resolution #211027A authorizing the CEO to enter into a contract for the purchase and installation of a bus wash dryer system with N/S Wash Corporation for \$102,719 which includes a 10% contingency.



TRI DELTA TRANSIT

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

RESOLUTION #211027A Authorization for Award of Contract for Purchase and Installation of Bus Wash Dryer System

Resolution #211027A authorizes the CEO to enter into a contract for the purchase and installation of a bus wash dryer system with N/S Wash Corporation.

WHEREAS, ECCTA desires to improve the quality of its bus drying; and

WHEREAS, ECCTA desires to reduce water falling from washed buses to the asphalt in the bus yard; and

WHEREAS, ECCTA desires to decrease the amount of water running into the storm drain; and

WHEREAS, on July 29, 2021, ECCTA advertised IFB #2021-03 and mailed it to nine firms; and

WHEREAS, three bids were received; and

WHEREAS, N/S Wash Corporation is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #211027A authorizing the CEO to enter into a contract for the purchase and installation of a bus wash dryer system with N/S Wash Corporation for \$102,719, which includes a 10% contingency.

PASSED AND ADOPTED this 27th day of October 2021 by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, CEO

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

TAB 4

Agenda Item #7b

ACTION ITEM: Income-Based Transit Fare Discount Pilot Program Extension


Resolution #211027B

Board of Directors Meeting

Wednesday October 27, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 27, 2021
Agenda Item: Income-Based Transit Fare Discount Pilot Program Extension
Agenda Item #7b
Lead Staff: Steve Ponte – Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

Eastern Contra Costa Transit Authority's (ECCTA's) Title VI program provides policy, procedure, and data analysis to comply with guidelines issued by the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to implement Title VI of the 1964 Civil Rights Act. The intent of Title VI is to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. The ECCTA Board of Directors approved the equity analysis of the income-based transit fare discount pilot program at their December 16th, 2020 meeting.

Tri Delta Transit's Requirements

MTC requested that all participants extend the pilot program to June 30, 2023. This action is being taken because the pandemic created issues with passenger demographics and the lack of ridership information. Therefore, an extension is being requested to further analyze the program. The Title VI analysis completed in December 2020 is valid and therefore appropriate to use for the extension.

Requested Action

Adopt Resolution #211027B, accepting the extension of San Francisco Bay Area's income-based transit fare discount pilot program to June 30, 2023.



TRI DELTA TRANSIT

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

RESOLUTION #211027B

Income-Based Transit Fare Discount Pilot Program Extension

Resolution #211027B extends the pilot program for the San Francisco Bay Area's Income-Based Transit Fare Discount Program

WHEREAS, the Federal Transit Administration requires Eastern Contra Costa Transit Authority (ECCTA) to conform to Title VI of the Civil Rights Act of 1964, its amendments, and related statutes and Executive Orders, including Environmental Justice and Limited English Proficiency; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area; and

WHEREAS, transit affordability has been highlighted as a regional issue by MTC in their various transportation plans; and

WHEREAS, the MTC recommends adopting a regional framework for the program with participating operators, funding guidelines, and program conditions; and

WHEREAS, a Title VI analysis was conducted on the proposed income-based transit fare discount pilot program to evaluate if there would be a disparate impact on the basis of race, ethnicity, or national origin, or a disproportionate burden on low-income households; and

WHEREAS, the Title VI analysis shows that the introduction of the pilot program would not place a disparate impact on minority riders or a disproportionate burden on low-income riders; and

WHEREAS, MTC has requested extending the income-based transit fare discount program to June 30, 2023 due to low ridership levels and inconsistent data during the pandemic.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #211027B extending the San Francisco Bay Area's income-based transit fare discount pilot program to June 30, 2023.

PASSED AND ADOPTED THIS 27th day of October 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Key Gray, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 5

Agenda Item #7c


ACTION ITEM: Boot and Tool Allowance

Board of Directors Meeting

Wednesday October 27, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 27, 2021
Agenda Item: Boot and Tool Allowance – Agenda Item #7c
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

Standard practice, which ECCTA follows, in the transit industry is for the agency to provide:

- uniforms, safety boots or a safety boot allowance, and a tool allowance for mechanics
- uniforms and safety boots or a safety boot allowance for service workers
- safety boots or a safety boot allowance to employees whose primary job functions are performed in the shop, in the bus yard, or at bus stops.

Mechanics are required to provide their own tools with ECCTA providing specialty tools that are specific to a particular piece of equipment.

Current

Boot allowance: \$150/year

The boot allowance was instituted in 2000 at \$100/year and was increased to \$150 in 2006.

Tool allowance: \$400/year

The tool allowance was instituted in 2006 at \$400/year.

Requested Action

Authorize increasing the annual tool allowance for mechanics to \$550/year and the boot allowance for applicable employees to \$175/year effective July 1, 2021.

TAB 6

Agenda Item #7d

**ACTION ITEM: Vaccination Requirement for ECCTA Employees
and Contract Employees**

Resolution #211027C

Board of Directors Meeting


Wednesday October 27, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 27, 2021

Agenda Item: Vaccination Requirement for ECCTA Employees and Contract Employees - Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

During their September 22, 2021 meeting, the Tri Delta Transit Board of Directors discussed options for COVID-19 vaccination requirements for ECCTA employees and contract employees. After the discussion, they directed staff to work with the General Counsel to develop a vaccination policy that is aligned with the policy adopted by Contra Costa County.

Attached

1. Proposed COVID-19 Vaccination Policy
2. Resolution 211027C, adopting the policy

Requested Action

Adopt Resolution #211027C which adopts a COVID-19 vaccination policy requiring all employees and contract employees to be fully vaccinated by December 15, 2021. The policy includes a process to apply for a medical or religious exemption.



TRI DELTA TRANSIT

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

RESOLUTION #211027C

Vaccination Requirement for ECCTA Employees and Contract Employees

Resolution #211027C adopts a COVID-19 vaccination policy requiring all employees and contract employees to be fully vaccinated by December 15, 2021.

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA – also known as Tri Delta Transit) has a duty to provide a safe and healthy workplace to protect its employees and the public as services reopen and more people use public transportation; and

WHEREAS, according to the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and Contra Costa County’s Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated so certain safety measures are necessary to protect against COVID-19 cases and deaths; and

WHEREAS, vaccination is the most effective way to prevent transmission and limit COVID-19; and

WHEREAS, unvaccinated employees, interns, volunteers, and contractors are at greater risk of contracting and spreading COVID-19 within ECCTA facilities as well as to the public that use ECCTA’s public transportation services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #211027C adopting a COVID-19 vaccination policy requiring all employees and contract employees to be fully vaccinated by December 15, 2021 with a process for employees and contract employees to apply for a medical or religious exemption.

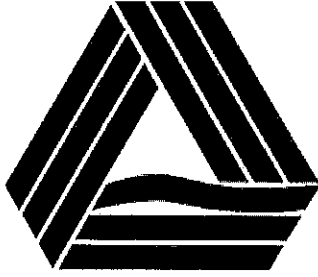
PASSED AND ADOPTED THIS 27th day of October 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Key Gray, Chair

Jeanne Krieg, Chief Executive Officer

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



TRI DELTA TRANSIT

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

COVID-19 Vaccination Policy

I. Authority

Eastern Contra Costa Transit Authority is a Joint Powers Authority formed pursuant to Government Code 6500 et seq.

II. Purpose

Eastern Contra Costa Transit Authority (ECCTA – also known as Tri Delta Transit) has a duty to provide a safe and healthy workplace to protect its employees and the public as services reopen and more people use public transportation.

According to the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and Contra Costa County's Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated. Therefore, certain safety measures are necessary to protect against COVID-19 cases and deaths.

Vaccination is the most effective way to prevent transmission and limit COVID-19. Unvaccinated employees, interns, volunteers, and contractors are at greater risk of contracting and spreading COVID-19 within ECCTA facilities as well as to the public that use ECCTA's public transportation services.

In accordance with ECCTA's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of ECCTA staff and their families; ECCTA passengers, customers, and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

III. Scope

By December 15, 2021, all employees, volunteers, interns, and contractors (hereinafter "employees") must be fully vaccinated for COVID-19, unless the employee objects to vaccination on the basis of a sincerely held religious belief or the employee is unable to receive vaccination based on a medical condition/disability, and a reasonable accommodation is approved.

IV. Policy and Procedure

A. Definitions

“Employees” For purposes of this vaccination requirement policy only, the term “employees” include all full, part-time, and as-needed employees of ECCTA regardless of appointment type, as well as volunteers, interns, and contractors, unless otherwise provided below. Contractors refers to ECCTA contractors who work at ECCTA worksites and facilities and or interact with other ECCTA employees, contractors or members of the public in the performance of their duties on behalf of ECCTA. Contractors who qualify include, for example, contracted staff who consistently work within ECCTA facilities, but would not include, for example, a third-party that a department retains on occasion to pick up or deliver a package or documents. With respect to subsection IV.E, the term “employee” does not refer to “intern”, “volunteer” or “contractor”. In that subsection of this policy, the terms “employee”, “intern”, “volunteer” and “contractor” retain their usual meaning.

Identification as “employee” for purposes of this policy is not intended to and shall not bestow employment status upon any individual who is not an employee of ECCTA nor change the at-will nature of any person’s employment status.

ECCTA adopts this vaccination policy as an emergency public health response to mitigate the negative public consequences associated with test positivity rates and the prevalence of new virus variants, including increased hospitalizations, intensive care unit admissions, and deaths. This policy is intended to effectuate positive public health outcomes in Eastern Contra Costa County by reducing the likelihood of hospitalizations, intensive care unit admissions, and deaths.

COVID-19 vaccine: A COVID-19 vaccine approved by the FDA under either the Biologics License Application (“BLA”) (i.e., general use) approval process or the Emergency Use Authorization (“EUA”) approval process.

Fully vaccinated: It has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the State of California’s July 26, 2021 Public Health Officer Order which is available at the following web address: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-StatePublic-Health-Officer-Unvaccinated-Workers-In-High-Risk-Settings.aspx>.

Proof of vaccination includes the following:

1. COVID-19 vaccination record card (issued by the Department of Health and Human Services, Centers for Disease Control & Prevention (“CDC”) or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered);
2. a photo of a vaccination record card as a separate document;
3. a photo of a vaccination record card stored on a phone or electronic device;
4. documentation of COVID-19 vaccination from a health care provider;

5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type;
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

B. Effective Period

The policy shall be effective immediately and shall remain in full force and effect until the Board of Directors determines that the local public health circumstances have sufficiently improved to permit the suspension of the policy.

C. Source of Vaccination

ECCTA employees may obtain the COVID-19 vaccine at a vaccination site of their choosing. Information on the COVID-19 vaccines and how to obtain a vaccination is available at <https://covid19.ca.gov/vaccines/>.

D. Vaccination Requirement

ECCTA requires that all current ECCTA employees adhere to the following requirements:

1. All current employees who seek an accommodation related to the vaccination requirement must submit a request for exemption by November 15, 2021.
2. All current employees must be fully vaccinated by December 15, 2021 or must have submitted a request for exemption by November 15, 2021.
3. Effective immediately, all newly hired ECCTA employees must be fully vaccinated or must submit a request for exemption. Requests for exemption from the vaccination must be submitted according to the requirements set forth in the section below. If an employee's request for exemption is approved, the individual will be required to submit to COVID-19 testing as described below. If an employee's request for exemption is not approved, the individual must be fully vaccinated within 6 weeks of when they were notified that their request for exemption was not approved.
4. For current unvaccinated employees, COVID-19 vaccination should be run through the employee's health insurance and be submitted for reimbursement to the extent applicable.

E. Consequences for Failure to Comply with Policy

ECCTA employees, interns, volunteers and contractors who fail to comply with this policy shall not be permitted to perform services at ECCTA worksites or facilities.

1. ECCTA Employees

ECCTA employees will be required to take unpaid leave or use their own paid leave in order to provide for their continued compensation while they fail to comply with the policy. Furthermore, in accordance with ECCTA rules, failure to comply with ECCTA policy may result in discipline up to and including termination in accordance with due process requirements prescribed in state law and employee handbooks. Employees who are making a good faith attempt to comply with ECCTA policy, but are delayed through no fault of their own, shall not be penalized or disciplined.

2. ECCTA Contractors, Volunteers or Interns

ECCTA may decline to have a contractor, volunteer or intern perform further services for ECCTA for such failure.

F. Exemptions from the Mandatory Vaccination

An employee may be granted an exemption from mandatory vaccination for COVID-19 due to a medical condition/disability, or because of a sincerely held religious belief.

For Medical Condition or Disability

The employee must provide a written statement signed by their licensed healthcare provider (licensed physician, licensed nurse practitioner, or other licensed medical professional acting under the license of a physician) stating that the individual qualifies for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the worker's inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).

For Religious Reasons

An exemption may be available if the employee holds a sincerely-held religious belief, practice, or observance that is contrary to the practice of vaccination, and the employee provides written documentation and information to support an exemption.

Procedure: To seek a reasonable accommodation from the vaccination requirements in this policy, ECCTA employees should:

1. Contact their manager to obtain a copy of the appropriate form. The available forms are:
 - a. Medical Condition Accommodation Request Form (This form also provides for requests for exemption based on contraindications); and
 - b. Religious Accommodation Request Form
2. Complete and submit the applicable form(s) to your manager. ECCTA's Human Resources Department will then contact the employee to request additional information, as necessary, and to engage in an interactive process if the individual so qualifies.

Requests for medical and religious exemptions will be processed by the ECCTA's Human Resources Department and maintained as confidential medical information. Requests for an exemption as a reasonable accommodation for a medical or religious reason will be determined on an individualized case-by-case basis. Accommodations will be granted where they do not cause ECCTA undue hardship or pose a direct threat to the health and safety of others.

G. COVID-19 Testing Accommodation for Exempted Employees

Employees exempted from the vaccination requirement shall submit to weekly COVID-19 testing as a health and safety measure for all workplace accommodations unless determined by ECCTA to be unreasonable or unsafe for the individual employee. Such personnel shall demonstrate compliance with the weekly COVID-19 testing accommodation through the production of a negative COVID-19 test result from a polymerase chain reaction (PCR) or an antigen test administered no more than three (3) days prior to commencement of the employee's regularly scheduled work week. Personnel shall be responsible for arranging their COVID-19 testing, at their own cost, in accordance with this accommodation. Results from a self-administered test shall

not be acceptable. More frequent testing may be required in accordance with federal, state, or local health requirements that may be established. Under exigent circumstances requiring the recall of personnel to perform their job duties, ECCTA will provide and administer a rapid antigen test to any recalled personnel who have not produced a negative COVID-19 test result for the work week in order to determine their status. Employees with a negative test result shall be allowed to enter ECCTA facilities and permitted to perform assigned work duties. Employees who receive a positive test result shall be required to return home and await further instructions from ECCTA's Human Resources Department.

Employees exempted from the vaccination requirement will be required to wear a face covering, as determined by ECCTA, such as an N95, at all times while inside and performing official ECCTA duties unless the individual is alone in a private office, or eating or drinking (provided the individual is at least six feet away from any other individuals), or the employee cannot wear face coverings due to a medical or mental health condition or disability, hearing-impaired or the employee is communicating with a hearing impaired person, or when an employee cannot perform specific tasks with a face covering. Cloth face coverings shall not be permitted. ECCTA shall provide all unvaccinated employees NIOSH-certified respirator masks.

ECCTA will provide a reasonable accommodation to individuals who cannot wear masks either at all or for an extended period of time due to a disability to the extent a reasonable accommodation can be made without imposing an undue hardship on ECCTA or posing a direct threat to the individual or others in the workplace.

If you believe you need an accommodation regarding the testing or masking requirements for employees exempt from the vaccination policy because of a disability, you are responsible for requesting a reasonable accommodation from ECCTA's Human Resources Department.

H. Reporting Requirement

ECCTA employees, must submit proof of their vaccination status to their manager by December 15, 2021, which will be maintained in a confidential medical file. See subsection 1V.A, above, for examples of what satisfies proof of vaccination. Access to employee's vaccination status is strictly limited only on a need-to-know basis, for the purposes of enforcing testing, masking, quarantining in the event of a close contact, and other safety requirements.

ECCTA employees must have received their final dose of a COVID-19 vaccine as a condition of employment by December 15, 2021, unless they have been approved for an exemption from the vaccination requirement as a reasonable accommodation for a medical condition or restriction or sincerely-held religious belief.

ECCTA employees on an approved leave of absence as of December 15, 2021, must comply with the requirements of this policy prior to returning to work. Failure of an employee (not including a contractor) to comply with the requirements of this policy will result in discipline up to and including termination of employment. Failure of a contractor to comply with the requirements of this policy will result in their being unable to work for ECCTA.

I. Vaccine Boosters

To the extent that this policy remains in effect if and when COVID-19 vaccine boosters become necessary to prevent the contraction and transmission of the virus that causes COVID-19, this vaccination policy and the requirements and limited exemptions set forth herein shall apply to COVID-19 vaccine boosters. Under such circumstances, all ECCTA employees must receive a COVID-19 vaccine booster when public health authorities, including the CDC, the California Department of Public Health (“CDPH”), or the Contra Costa County Department of Public Health indicate that a COVID-19 vaccine booster is necessary based on the COVID-19 vaccine that the ECCTA employee contractor received and the date upon which they became fully vaccinated.

V. Conflicts

Where a conflict exists between this policy and more permissive or restrictive standards pertaining to mandatory vaccinations or testing set forth in the law, or between this policy and any other Health Order applicable to Employees, or between this policy and any State Public Health Officer order or CDPH guidance pertaining to mandatory vaccinations or testing in response to the COVID-19 pandemic, the more restrictive provision controls. This policy is subject to change based on future developments as well as guidance or orders from governmental authorities, including but not limited to the CDC, CDPH, and the Contra Costa Health Officer.

VI. Confidentiality of Vaccination Records

ECCTA will treat all vaccination records as confidential medical information and maintain such records as required by the Confidentiality of Medical Information Act (“CMIA”). ECCTA will not use or disclose such information, unless authorized to do so or as permitted or required under the law.

Approved by the ECCTA Board of Directors October 27, 2021 by the following vote:

YES: _____

NO: _____

ABSTAIN: _____

ABSENT: _____

TAB 7

Agenda Item #7e

ACTION ITEM: Bus Route Evaluation and Redesign

Resolution #211027D

Board of Directors Meeting

Wednesday October 27, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 27, 2021

Agenda Item: Bus Route Evaluation and Redesign
Agenda Item #7e

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer

Background

In mid-2019, Tri Delta Transit was awarded an RM-2 grant to conduct a bus route evaluation in anticipation of the completion of the Oakley Park & Ride lot and the changing traffic patterns in east county.

Process

In January 2020, an RFP for Bus Route Evaluation & Re-design services was published. After going through the procurement process, the ECCTA Board of Directors approved staff's recommendation to contract with Advance Mobility Group (AMG) for Bus Route Evaluation & Re-design services.

AMG received a Notice to Proceed in February 2020. Since that time, they have completed these work tasks:

1. Conduct a service equity analysis
2. Conduct public outreach
3. Develop a new service plan
4. Conduct a service and route analysis
5. Present the proposed route structure
6. Prepare a final draft plan

See Appendix A:
Tri Delta Transit Bus Route
Evaluation and Redesign: Feedback
Outreach Summary and Analysis

The next task is:

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

Next Step

AMG will attend the October 27th board meeting to present their findings and recommendations.

Requested Action

Adopt Resolution #211027D authorizing the system redesign changes as outlined in the AMG report *Tri Delta Transit System Bus Route Evaluation and Redesign* (Draft October 2021) to take effect in February 2022.



TRI DELTA TRANSIT

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

RESOLUTION #211027D **Bus Route Evaluation and Redesign**

Resolution #211027D authorizes staff to implement changes

WHEREAS, route restructure and schedule changes are necessary to accommodate travel pattern changes associated with the imminent opening of the Oakley Park and Ride lot in Eastern Contra Costa County; and

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

WHEREAS, one virtual public hearing was conducted and, due to the pandemic, comments were gathered via social media, Tri Delta Transit’s website, virtual community events, virtual intercept events, and during follow-up phone calls; and

WHEREAS, over 400 comments were submitted and taken into consideration when the proposed new routes and schedules were developed and designed to meet customer expectations; and

WHEREAS, a Title VI review was conducted on the proposed bus routes and schedules to evaluate if there would be a disparate impact on the basis of race, ethnicity, or national origin, or a disproportionate burden on low-income households.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #211027D authorizing the system redesign changes as outlined in the Advance Mobility Group report *Tri Delta Transit Bus Route Evaluation and Redesign* (draft October 2021) to take effect in February 2022.

PASSED AND ADOPTED THIS 27th day of October 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Key Gray, Chair

Jeanne Krieg, Chief Executive Officer

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