



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 August 31st, 2016

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 Doug Hardcastle

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 Doug Hardcastle

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

- Minutes of the Board of Directors meeting of July 27th, 2016
- Financial Report
- Marketing Activities Report

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

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

- Operations Report** (*see attachment: tab #2*)

Board of Directors:

City of Antioch

Wade Harper'

Mary Rocha**

City of Brentwood

Gene Clare

Barbara Guise

City of Oakley

Doug Hardcastle*

Kevin Romick

City of Pittsburg

Ben Johnson

Pete Longmire

Contra Costa County

Federal Glover

Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2016-17

** Vice-chair: FY 2016-17

**Board of Directors Meeting Agenda
Wednesday August 31st, 2016**

7. ACTION AND DISCUSSION ITEMS

a. ACTION ITEM: Board of Directors Director-at-Large Appointment

(see attachment: tab #3)

Requested Action: Authorize the chair to appoint a subcommittee of the Board of Directors whose purpose will be to evaluate the applications for the Director-at-Large position on the ECCTA Board of Directors and to make a recommendation to the full Board of Directors.

b. ACTION ITEM: Biennial Review – Conflict of Interest Code

(see attachment: tab #4)

Requested Action: Adopt Resolution 160831a which approves the proposed changes to ECCTA's list of designated positions on its Conflict of Interest Code.

c. ACTION ITEM: Zero Emission Buses

(see attachment: tab #5)

Requested Action: Adopt Resolution #160831b authorizing the CEO to execute and deliver a purchase order to BYD Heavy Industries for an amount not to exceed \$1,896,000, which includes a 10% contingency, for the purchase and delivery of two 40' low floor electric buses upon FTA grant approval.

d. ACTION ITEM: CEO and Staff Meeting Attendance FY 2016-17

(see attachment: tab #6)

Requested Action: Approve the requested additional staff conference attendance.

e. ACTION ITEM: Cost of Living: Maintenance Department

(see attachment: tab #7)

Requested Action: Approve a 3% cost of living increase for all maintenance employees effective the pay period that includes September 1st, 2016

f. POSSIBLE ACTION ITEM: State Transportation Bill

NOTE: Assemblymember Frazier requested that the ECCTA Board of Directors have a conversation about the proposed California transportation bill and to consider supporting it. He will forward materials to be presented at the board meeting for possible action.

8. Board of Directors Comments

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

9. Adjourn

Next Meeting: October 26th – 4:00pm (NOTE: The ECCTA Board of Directors canceled the September 2016 meeting)

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 August 31, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

July 27, 2016

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

ROLL CALL / CALL TO ORDER

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

ABSENT: None

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

OTHERS

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

PLEDGE OF ALLEGIANCE

Chair Hardcastle led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

There was no Chair's report.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of June 22, 2016
- B. Financial Report
- C. Marketing Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg introduced Joe Chappelle, her new Executive Assistant, who had a Bachelor degree in Philosophy from the University of Wyoming, and who was a graduate of Antioch High School.

Ms. Krieg updated the Board on the carjacking of a Tri Delta Transit vehicle and explained that the person who had taken the car had crashed it on Bailey Road; after the crash he had been found near the car and had been apprehended by the CHP.

Ms. Krieg reported that with the completion of the Highway 4 Widening project, Tri Delta Transit buses could now travel faster, which meant that buses now had to sit at time check point and wait to let the schedule catch up; as a result, changes would be implemented on September 4 to reflect the new reality. With respect to the route restructure, the necessary steps were being taken to implement what would occur in conjunction with the beginning of BART service to the Antioch and Pittsburg Center stations, with an effort to reduce time check points and encourage customers to use the real time information on Tri Delta Transit's mobile.ap. The new system would have two digit route numbers instead of three.

Noting that the new contract with First Transit had begun on July 1, Ms. Krieg reported as part of its proposal, First Transit would be installing equipment on the vehicles including one called Mobile Eye, a system that alerts drivers about cars or pedestrians within close proximity, and which also alerts for lane positioning and following distance. She noted there were other technologies and improvements that First Transit would introduce in the future.

With respect to the facility solar project, Ms. Krieg reported that holes were being dug to test the soil so that supports for the panels could be engineered according to the soil conditions.

Given the hot weather, Ms. Krieg referred to complaints about hot buses and explained that buses were engineered to reduce the interior temperature by 20 degrees from the outside temperature, which meant that with triple digit temperatures the buses could still be hot. She added that due to the size of the vehicles, number of windows, opening and closing of doors, and the body heat from passengers, all contributed to the temperature inside the bus. Because of that, longer limited stop runs with fewer door openings and closings could result in buses a bit cooler. She emphasized that everything that could be done had been done to provide cool buses.

Ms. Krieg also reported that Tri Delta Transit marketing was busy with school registrations, trip planning, and promoting 511 Contra Costa's School Pool program, which provides free 20-ride bus passes to students in Grades 6-12. Passes would be available on September 9, with one 20-ride pass per student for up to three students per household.

Ms. Krieg added that the fiscal year had ended at 93 percent of the budget, with substantial savings in fuel costs and labor, and even with an end-of-year 8 percent lower ridership than last year, Tri Delta Transit had provided over 2.5 million trips this year.

With respect to her campaign to be selected as the American Public Transportation Association's (APTA's) next Vice Chair, she reported that a decision would be made on August 2, and she would advise the Board of the outcome. She added that she would be on vacation next week to celebrate her 35th wedding anniversary.

ACTION AND DISCUSSION ITEMS

A. Board Meeting Schedule

Ms. Krieg reported that there would have been one item on the September agenda that would be better for the August meeting, and if the August meeting was moved from the usual fourth Wednesday to the fifth Wednesday, there would be fewer weeks between the August and October meetings. As a result, she recommended rescheduling the August meeting from August 24 to August 31, 2016, and canceling the September 28, 2016 meeting.

On motion by Director Guise, seconded by Director Johnson, ECCTA Boardmembers rescheduled the August meeting of the ECCTA Board of Directors from the fourth Wednesday (August 24) to the fifth Wednesday (August 31), carried by the following vote:

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

On motion by Director Guise, seconded by Director Johnson, ECCTA Boardmembers canceled the September 28, 2016 meeting of the ECCTA Board of Directors, carried by the following vote:

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

B. Regional Transit Discount Card Program MOU

Ms. Krieg described the Regional Transit Discount Card (RTDC) program whereby a photo ID card would be issued to eligible disabled and senior citizens in the San Francisco Bay Area to receive discounted fares. While the lead agency that verified the applications had been BART, since 2013 AC Transit had become the lead agency and a new Memorandum of Understanding (MOU) was required to reflect new operators and a change in the cost allocation based on card usage. She recommended the adoption of the resolution to allow her to sign the MOU.

On motion by Director Clare, seconded by Director Johnson, ECCTA Boardmembers adopted Resolution 160727a authorizing the CEO to sign the agreement regarding management of the Regional Transit Discount Card Program, carried by the following vote:

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

C. Countywide Sales Tax Measure

Ms. Krieg reported that the Contra Costa Transportation Authority (CCTA) had asked all cities and transit districts in Contra Costa County to adopt a resolution supporting the proposed Transportation Expenditure Plan (TEP) that had been approved by the CCTA.

Director Romick advised that there was a video on the www.ccta.net website that offered more detail on the TEP.

On motion by Director Johnson, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 160727b supporting the Countywide Imposition of One Half of One Percent Sales Tax to Fund Transportation Improvements in Contra Costa and Conditionally Amend the Growth Management Program in the Measure J Transportation Expenditure Plan to match that found in the 2016 Proposed Transportation Expenditure Plan.

The motion carried by the following vote:

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

CLOSED SESSION: Adjourn to Closed Session

Chair Hardcastle adjourned into Closed Session at 4:15 P.M. to consider the following:

- A. Public Employee Performance Evaluation – Government Code §54957(b)(1)
Title: Chief Executive Officer

Conference with Labor Negotiators – Government Code §54957.6
Agency Designated Representative: Benjamin Stock, General Counsel
Unrepresented Employee: Chief Executive Officer

RETURN TO OPEN SESSION

Chair Hardcastle reconvened the Board meeting at 4:45 P.M. and advised there was no reportable action from Closed Session.

ACTION ITEM: Review and Approve Chief Executive Officer Employment Agreement

On motion by Director Clare, seconded by Director Johnson, ECCTA Boardmembers approved the Chief Executive Officer Employment Agreement with a change to reflect the new base pay of \$184,302.00, and with all other numbers to remain intact except for the first compensation which is a reflection of percentage to be calculated at that time, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

Director Daugelli advised that his relationship with the Antioch Senior Center continued in a different way and he would be doing some things in a different way. He referred to the Beyond Antioch website where he could be contacted regarding public transit access.

Director Harper reported that the San Joaquin Joint Powers Authority (JPA) had conducted a Board meeting in Antioch on July 22 for the first time regarding increased stops in Antioch, with plans for a train from Antioch to arrive in Oakland at 9:00 A.M. He also reported that an organization called Visible Intermobile Prevention and Response Team (VIPR) would augment the security of any mode of transportation at any location in the U.S., and he suggested that organization be contacted given that it augmented transportation.

Director Clare reiterated his thanks to Director Johnson for the CEO Performance Evaluation process, and noted that it had been nine years since the CEO had thought of her staff before herself, and the Board had been long overdue in recognizing her leadership.

Director Johnson stated there were a number of things going on with the Delta Protection Commission affecting transportation and he wanted to pursue the next steps with respect to protecting the Delta. He also reported that the City of Pittsburg was continuing the Culinary Crawl every other week with the Car Shows, where there had been good turnouts almost every week. The City was also introducing a program where food trucks would be brought into the Pittsburg Downtown, expected to bring 500 people for each event.

Director Rocha reported that the Japanese delegation was visiting Antioch and would be at the golf course on August 4, and on August 3 had been invited to see property on Wilbur Avenue that was ready to market.

Director Romick advised of a clean-up at the Japanese park in Antioch.

Director Parent reported that season tickets were now on sale for the Pittsburg Community Theater and the tickets were very reasonably priced. With respect to Pittsburg Baseball, the Pittsburg Diamonds would be playing through the month of August, and Jose Canseco would be playing as a member of the team through August.

Director Johnson added that the cameras on Highway 4, which included license plate readers, had picked up 320 stolen cars, and working with the CHP, arrests had been made. As a result, the cameras were benefitting all of East County. Funding for the cameras had come from the City of Pittsburg, Federal Glover and Keller Canyon Landfill, and grants, to be able to set up cameras from the Pittsburg-Bay Point BART station all the way to the Loveridge Road off ramp.

Director Romick reported that the East Contra Costa Regional Fee and Financing Authority (ECCRFFA) was also providing funding for freeway cameras from San Marco Boulevard on the west to Hillcrest Avenue on the east, and the City of Brentwood was looking at what could be done farther out.

Director Guise announced a documentary book signing on September 11.

Eastern Contra Costa Transit Authority
Board of Directors Minutes
July 27, 2016
Page 7

Director Gray announced that Art in the Park would be held on Saturday, July 30 from 6:00 to 8:00 P.M. and continue to the end of August. In addition, the Antioch Historical Society would hold a Community Picnic on August 21, and Sierra Nevada would offer five different beers for taste testing. He added that his son was now a full-time BART driver.

ADJOURNMENT

Chair Hardcastle adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:00 P.M. to August 31, 2016 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 July 31, 2016
(continued)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY17 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	\$ 241,952	\$ 213,183	\$ 28,669	\$ 244,637	\$ 206,263	\$ 38,374	\$ (2,785)	\$ 6,920	\$ (9,705)	\$ 3,067,000	\$ 2,592,000	\$ 475,000	\$ 3,067,000	\$ 2,592,000	\$ 475,000
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ 85,000	\$ 180,000	\$ 265,000	\$ 85,000	\$ 180,000
Total Operating Revenues:	\$ 241,952	\$ 213,183	\$ 28,669	\$ 244,637	\$ 206,263	\$ 38,374	\$ (2,785)	\$ 6,920	\$ (9,705)	\$ 3,332,000	\$ 2,677,000	\$ 655,000	\$ 3,332,000	\$ 2,677,000	\$ 655,000
OPERATING EXPENSES															
Purchased Transportation	\$ 927,845	\$ 687,352	\$ 260,493	\$ 948,990	\$ 676,785	\$ 270,195	\$ 21,145	\$ 11,443	\$ 9,702	\$ 11,616,473	\$ 8,310,413	\$ 3,306,060	\$ 11,616,473	\$ 8,310,413	\$ 3,306,060
Materials and Supplies	\$ 228,270	\$ 191,647	\$ 36,623	\$ 245,018	\$ 194,133	\$ 50,885	\$ 16,746	\$ 2,486	\$ 14,260	\$ 2,940,000	\$ 2,342,100	\$ 597,900	\$ 2,940,000	\$ 2,342,100	\$ 597,900
Salaries & Benefits	\$ 300,783	\$ 276,234	\$ 24,549	\$ 362,850	\$ 317,550	\$ 45,300	\$ 52,067	\$ 41,316	\$ 10,761	\$ 4,234,000	\$ 3,810,800	\$ 423,200	\$ 4,234,000	\$ 3,810,800	\$ 423,200
Services	\$ 84,425	\$ 79,803	\$ 4,622	\$ 69,087	\$ 56,837	\$ 12,250	\$ (15,338)	\$ (22,966)	\$ 7,628	\$ 829,000	\$ 682,000	\$ 147,000	\$ 829,000	\$ 682,000	\$ 147,000
Other	\$ 44,785	\$ 41,696	\$ 3,089	\$ 25,500	\$ 23,750	\$ 1,750	\$ (19,265)	\$ (17,946)	\$ (1,339)	\$ 405,000	\$ 375,450	\$ 29,550	\$ 405,000	\$ 375,450	\$ 29,550
Casualty and liability insurance	\$ 70,205	\$ 56,670	\$ 13,535	\$ 70,978	\$ 54,288	\$ 16,690	\$ 773	\$ (2,372)	\$ 3,145	\$ 539,677	\$ 382,389	\$ 157,288	\$ 539,677	\$ 382,389	\$ 157,288
Utilities	\$ 15,386	\$ 14,579	\$ 806	\$ 21,000	\$ 20,000	\$ 1,000	\$ 5,615	\$ 5,421	\$ 194	\$ 254,000	\$ 241,000	\$ 13,000	\$ 254,000	\$ 241,000	\$ 13,000
Taxes	\$ 5,123	\$ 4,014	\$ 1,109	\$ 4,500	\$ 3,150	\$ 1,350	\$ (623)	\$ (864)	\$ 241	\$ 20,000	\$ 14,000	\$ 6,000	\$ 20,000	\$ 14,000	\$ 6,000
Total Operating Expenses:	\$ 1,678,821	\$ 1,331,955	\$ 344,826	\$ 1,737,921	\$ 1,348,613	\$ 389,408	\$ 61,100	\$ 16,518	\$ 44,582	\$ 20,838,150	\$ 16,157,952	\$ 4,680,198	\$ 20,838,150	\$ 16,157,952	\$ 4,680,198
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,570	\$ -	\$ 532,570	\$ 532,570	\$ -	\$ 532,570
State Funds	\$ -	\$ -	\$ -	\$ 1,492,867	\$ 1,141,854	\$ 351,013	\$ (1,492,867)	\$ (1,141,854)	\$ (351,013)	\$ 12,568,491	\$ 9,900,420	\$ 2,668,071	\$ 12,568,491	\$ 9,900,420	\$ 2,668,071
Local Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,821,577	\$ 987,270	\$ 834,307	\$ 1,821,577	\$ 987,270	\$ 834,307
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,528,512	\$ -	\$ -	\$ 2,528,512	\$ -
Interest & Other Misc Income	\$ 450	\$ 300	\$ 150	\$ 417	\$ 396	\$ 21	\$ 33	\$ (96)	\$ 129	\$ 55,000	\$ 54,750	\$ 250	\$ 55,000	\$ 54,750	\$ 250
Total Non-operating Revenues:	\$ 450	\$ 300	\$ 150	\$ 1,493,284	\$ 1,142,250	\$ 351,034	\$ (1,492,834)	\$ (1,141,950)	\$ (350,884)	\$ 17,906,150	\$ 13,480,952	\$ 4,025,198	\$ 17,906,150	\$ 13,480,952	\$ 4,025,198
EXCESS REV(EXP)	\$ (1,434,519)	\$ (1,118,512)	\$ (316,007)	\$ -	\$ -	\$ -	\$ (1,434,519)	\$ (1,118,512)	\$ (316,007)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item #3b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
August 31, 2016

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
As of July 31, 2016
(continued)

	July 2016 YTD Actual			July 2015 YTD Actual			FY17 vs FY16 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 241,852	\$ 213,193	\$ 28,669	\$ 266,284	\$ 216,687	\$ 49,617	\$ (24,432)	\$ (3,484)	\$ (20,948)	-9%	-2%	-42%
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	0%
<i>Total Operating Revenues:</i>	\$ 241,852	\$ 213,193	\$ 28,669	\$ 266,284	\$ 216,687	\$ 49,617	\$ (24,432)	\$ (3,484)	\$ (20,948)	-9%	-2%	-42%
OPERATING EXPENSES												
Purchased Transportation	\$ 927,845	\$ 667,362	\$ 260,493	\$ 988,137	\$ 692,456	\$ 295,681	\$ 60,292	\$ 25,104	\$ 35,188	6%	4%	12%
Materials and Supplies	\$ 228,270	\$ 191,647	\$ 36,623	\$ 316,644	\$ 256,952	\$ 59,692	\$ 88,374	\$ 65,305	\$ 23,069	28%	25%	39%
Salaries & Benefits	\$ 300,783	\$ 276,234	\$ 24,549	\$ 371,515	\$ 327,419	\$ 44,096	\$ 70,732	\$ 51,185	\$ 19,547	19%	16%	44%
Services	\$ 84,425	\$ 79,803	\$ 4,622	\$ 90,474	\$ 80,990	\$ 9,494	\$ 6,049	\$ 1,177	\$ 4,872	7%	1%	51%
Other	\$ 44,785	\$ 41,696	\$ 3,089	\$ 27,652	\$ 25,011	\$ 2,641	\$ (17,133)	\$ (16,685)	\$ (448)	-62%	-67%	-17%
Casualty and liability insurance	\$ 70,205	\$ 56,670	\$ 13,535	\$ 64,803	\$ 53,759	\$ 11,044	\$ (5,402)	\$ (2,911)	\$ (2,491)	-8%	-5%	-23%
Utilities	\$ 15,385	\$ 14,579	\$ 806	\$ 32,740	\$ 31,068	\$ 1,672	\$ 17,355	\$ 16,489	\$ 866	53%	53%	52%
Taxes	\$ 5,123	\$ 4,014	\$ 1,109	\$ 5,251	\$ 4,131	\$ 1,120	\$ 128	\$ 117	\$ 11	2%	3%	1%
<i>Total Operating Expenses:</i>	\$ 1,676,821	\$ 1,331,995	\$ 344,826	\$ 1,897,218	\$ 1,471,776	\$ 425,440	\$ 220,395	\$ 139,781	\$ 80,614	12%	9%	19%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	0%
State Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	0%
Local Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	0%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	0%
Interest & Other Misc Income	\$ 450	\$ 300	\$ 150	\$ 486	\$ 470	\$ 16	\$ (36)	\$ (170)	\$ 134	-7%	-36%	838%
<i>Total Non-operating Revenues:</i>	\$ 450	\$ 300	\$ 150	\$ 486	\$ 470	\$ 16	\$ (36)	\$ (170)	\$ 134	-7%	-36%	838%
EXCESS REV/(EXP)	\$ (1,434,519)	\$ (1,118,512)	\$ (316,007)	\$ (1,630,446)	\$ (1,254,639)	\$ (375,807)	\$ 195,927	\$ 136,127	\$ 59,800			

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 August 31, 2016

Staff Report to ECCTA Board of Directors

Meeting Date: August 31, 2016

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

Lead Staff: Mike Furnary, Director of Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

I. Completed & Planned Marketing Activities-August 2016

1. School Registration Antioch/Pittsburg/Concord

Attended annual school registrations at all middle & high schools to promote bus service to all students and families. Information as well as trip planning services to be provided at the following schools in August:

- Black Diamond Middle School
- Deer Valley High School
- Park Middle School
- Dallas Ranch Middle School
- Dozier Libbey High School
- Antioch Middle School
- Pittsburg High School
- Mt. Diablo High School (Concord)

2. Art, Wine & Jazz Festival Cross Promotion

Planned participation of cross promotion and attendance at two-day community event in Brentwood August 27-28 to promote Tri Delta Transit services with a focus on services provided/tools available and Clipper Card.

3. Schedule Revision

Completed revisions to bus schedule booklet and system maps for new schedule effective September 4, 2016. Printing to be completed and materials available on buses the week of August 29.

4. New Schedule promotion/customer communication

Completed extensive communications plan/campaign to provide advance notice of schedule change. Plan tactics include:

- Rider alerts on buses: three every bus one month in advance
- Notices at multiple bus stop locations one month in advance
- Web site banner/click thru page one month in advance
- Web site pop up one week in advance both main and mobile sites
- Social Media campaign weekly starting one month in advance
- Email/Text Alert two weeks before release date
- Press release: Press Newspapers, CCTimes, Eastcountytimes.net, 511 Contra Costa, 511.org, County Connection, Westcat, Wheels
- Mail inserts in all outgoing mail starting one month in advance

- BART Poster: one month in advance
 - 511.org notice one month in advance
 - 511 Contra Costa – request add to social media and web site verification
 - Brentwood press ROP ad twice
 - CC Times ROP ad, Antioch News twice
 - Lobby signage
 - Inclusion in Take One on board newsletter:
 - Emails and letters to all schools: two weeks prior
5. **Seafood Festival Shuttle Planning**
Coordinating event shuttle for September event. Currently working with event staff to secure details of shuttle requirements.
6. **Route 300 2 for 1 program extension and Direct Mail**
Secured year-long extension from 511 Contra Costa to continue free (2 for 1) \$33 ticket promotion to include new as well as past participants. Completed direct mail targeting all past recipients of 2 for 1 promotion.
7. **Class Pass/Facility Tour**
Three class pass trips scheduled and provided in August, 2016
8. **Ongoing marketing programs**
- Welcome Pack mailing
 - 2 for 1 tickets on Route 300 (subsidized by 511 Contra Costa)
 - Take One on board newsletter
 - Gatekeeper quarterly newsletter

II. Planned Marketing/Communications Activities

1. 511 Contra Costa cross promotion-Park & Ride
2. Web site redesign completion
3. Seafood Festival cross promotion & shuttle coordination
4. LMC table event
5. Delta Blues Festival cross promotion
6. Clipper Card issue promotion
7. Employer New Employee Welcome Pack project

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday August 31, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

August 2016



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Tom Harais
Chief Financial Officer

Ann Hutcheson
Director of Administrative Services

Kevin Moody
Director of Maintenance

Mike Furnary
Director of Marketing

Susan Hinson
First Transit Director of Operations

Highlights:

- Personnel activity:
 - DeAnna Perry was promoted from Maintenance Coordinator to Manager of Accessible Services
 - Ray Shields was promoted from Receiving Clerk to Maintenance Coordinator
 - Recruitment has started to fill the Receiving Clerk position.
- I was unsuccessful in my bid to be selected as APTA's Vice Chair. The process was interesting and I look forward to continuing to be active on various APTA committees.
- Promotion of bus service to students continued. Staff attended most middle and high school registrations to help with trip planning.
- Sales of the 2016 Summer Youth Pass surpassed every previous year with 361 wristbands sold. In 2015, 333 were sold.
- The auditors completed ECCTA's annual financial audit. A report will be issued later this year.
- An RFB for the fuel tank maintenance and testing was published.
- Funding is being secured for the purchase of four electric buses and the associated infrastructure.
- Plans are being developed and funding is being pursued to build four electric car charging stations in front of the ECCTA facility.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.

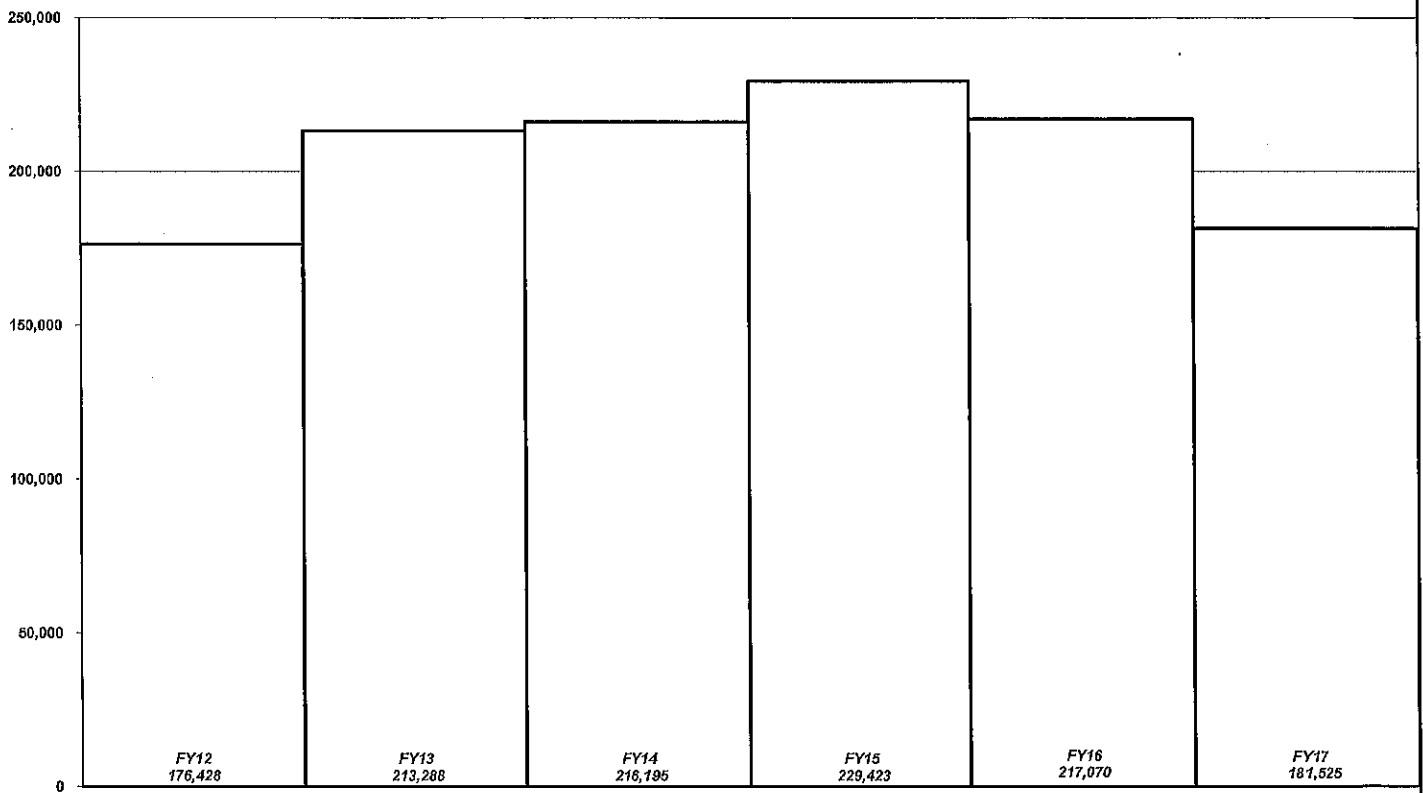
Pending:

- New bus schedules begin September 4th.
- Gillig factory tour: Thursday October 27th 9:00am – 1:30pm.
- PG&E electric extension
- 2016 Seafood Festival
- Radio spectrum sale contract
- BART Parking & Connectivity Committee
- Paratransit subcommittee
- Electric bus procurement
- Fixed route bus delivery (buses will be on production line October 2016)
- FTA's Safety Program
- Federal grants
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Service to eBART stations in Pittsburg and Antioch (2017)
- A&E: Antioch Park & Ride lot (in process)
- Oakley Park & Ride lot construction

Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
August 31, 2016

TRI DELTA TRANSIT

COMPARATIVE YTD FR RIDERSHIP



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

	Actual							16/17B % ▲	YTD COMPARISON		
						Budget	16/17		Actual		% ▲
	11/12	12/13	13/14	14/15	15/16	16/17			Jul-15	Jul-16	
DIAL-A-RIDE											
PASSENGERS											
Total DAR Trips Provided	130,619	128,999	131,476	133,769	131,917	132,000	0%	11,437	10,514	-8%	
Average Weekday Ridership	481	470	471	487	489	487	0%	490	487	-1%	
Average Sat Ridership	106	140	180	153	118	124	5%	149	100	-33%	
Average Sun/Hol Ridership	71	72	68	63	49	51	3%	35	45	28%	
Average Passengers/Hour (wklys DAR Only)	2.1	2.1	2.3	2.4	2.5	2.5	2%	2.6	2.9	12%	
CUSTOMER SERVICE											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%	
Customer Complaints	0.183%	0.097%	0.071%	0.103%	0.114%	0.109%	-5%	0.114%	0.257%	126%	
On Time Performance	85%	87%	89%	87%	85%	90%	6%	89%	88%	0%	
MAINTENANCE											
Gallons of Fuel Consumed	116,392	139,678	145,043	138,528	135,809	142,880	5%	12,064	11,094	-8%	
Miles Between Preventable Accidents	898,467	328,002	244,390	162,293	159,143	200,000	26%	82,709	74,477	-10%	
Miles Between Road calls	56,154	109,568	61,109	139,113	190,963	100,000	0%	82,709	74,477	-10%	
COST RATIOS											
Farebox Recovery Ratio	11%	11%	10%	10%	10%	10%	0%	12%	8%	-29%	
\$/Gal Fuel	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.75	6%	\$ 3.29	\$ 2.06	-37%	
Operating Cost/Passenger	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 36.35	6%	\$ 37.20	\$ 32.80	-12%	
Operating Cost/Revenue Hour	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 76.22	5%	\$ 81.05	\$ 81.14	0%	
Operating Cost/Revenue Mile	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 6.13	6%	\$ 6.32	\$ 5.69	-10%	
FIXED ROUTE											
PASSENGERS											
Total FR Trips Provided	2,431,768	2,740,834	2,832,264	2,806,028	2,574,864	2,613,485	1%	217,070	181,525	-16%	
Average Weekday Ridership	8,594	9,616	9,930	9,794	8,999	9,113	1%	8,633	7,619	-12%	
Average Sat Ridership	2,753	3,232	3,464	3,498	3,061	3,144	3%	3,404	2,961	-13%	
Average Sun/Hol Ridership	2,087	2,788	2,692	2,787	2,501	2,537	1%	2,821	2,390	-15%	
Average Passengers/Hour	15.9	17.7	19.0	19.2	17.8	17.9	1%	17.5	15.2	-13%	
CUSTOMER SERVICE											
Customer Complaints	0.023%	0.012%	0.009%	0.009%	0.009%	0.009%	0%	0.006%	0.019%	222%	
On Time Performance	86%	86%	92%	92%	92%	90%	-2%	93%	83%	-10%	
MAINTENANCE											
Gallons of Fuel Consumed	636,276	562,702	603,013	600,072	606,378	597,267	-2%	52,712	51,189	-3%	
Miles Between Preventable Accidents	120,644	65,392	110,754	98,066	97,469	100,000	3%	103,270	100,281	-3%	
Miles Between Road calls	32,481	42,844	67,684	41,553	27,690	50,000	81%	68,847	74,477	8%	
COST RATIOS											
Farebox Recovery Ratio	16%	18%	18%	18%	18%	16%	-10%	15%	16%	9%	
\$/Gal Fuel	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.00	2%	\$ 2.57	\$ 1.58	-39%	
Operating Cost/Passenger	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.32	6%	\$ 6.78	\$ 7.34	8%	
Operating Cost/Revenue Hour	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 113.36	7%	\$ 118.55	\$ 111.48	-6%	
Operating Cost/Revenue Mile	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 8.00	7%	\$ 8.35	\$ 7.97	-5%	

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	Jul-15	Jul-16	% Chg
	200	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	4,884	3,820
201	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	8,294	7,860	-5%
300	302,067	4%	290,313	-4%	328,682	13%	353,802	8%	340,127	-4%	29,040	26,620	-8%
379	10,235	-18%	15,232	49%	6,759	-56%	3,223	-62%	3,659	14%	0	0	0%
380	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	48,884	38,660	-21%
383	34,210	-14%	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	1,584	980	-38%
384	26,201	2%	8,227	-89%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	36,481	-1%	61,388	68%	70,974	16%	68,013	-4%	66,045	-3%	4,818	3,540	-27%
386	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	28	0	-100%
387	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	20,306	16,120	-21%
388	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	29,392	21,320	-27%
389	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	4,070	3,280	-19%
390	52,650	7%	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	6,028	5,640	-6%
391	346,080	4%	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	32,604	24,540	-25%
Dimes a Ride	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	9,446	3%	4,941	-48%	3,370	-32%	5,375	59%	13,410	149%	0	0	0%
392	112,330	6%	133,569	19%	142,284	7%	142,650	0%	124,708	-13%	10,638	11,904	12%
393	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	10,992	11,260	2%
394	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	53,894	-15%	4,578	5,220	14%
395	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	10,968	100%	930	761	-18%
Total Fixed Route	2,431,768	3%	2,740,834	13%	2,832,264	3%	2,806,029	-1%	2,574,865	-8%	217,070	181,525	-16%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	Jul-15	Jul-16	% Chg
	200	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	13.1	11.3
201	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.1	-5%	14.4	11.8	-17%
300	15.8	4%	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	19.0	19.1	1%
379	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	30.6	15%	0.0	0.0	0%
380	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	17.2	14.9	-13%
383	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	8.1	5.4	-33%
384	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	9.4	7.7	-18%
386	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	5.3	0.0	-100%
387	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	21.5	18.7	-13%
388	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	16.5	13.1	-20%
389	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	14.5	12.9	-11%
390	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	20.8	21.4	3%
391	18.7	11%	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	20.3	16.6	-18%
Dimes a Ride	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	0.0	0.0	0%
392	15.2	1%	17.6	16%	19.1	9%	18.9	-1%	16.7	-12%	18.3	16.4	-10%
393	16.4	5%	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	18.7	15.5	-17%
394	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	15.3	13.8	-11%
395	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	18.6	12.4	-33%
Total Fixed Route	15.9	5%	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	17.5	15.2	-13%

TAB 3

Agenda Item 7a

ACTION ITEM: Board of Directors--Director-at-Large Appointment

Board of Directors Meeting

Wednesday August 31, 2016

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: August 31, 2016

Agenda Item: Board of Directors Director-at-Large Appointment
Agenda Item 7a

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Provisions of the bylaws that govern ECCTA pertaining to the Director-at-Large position:

- The ECCTA Board of Directors is made up of 11 members. Ten board members are appointed by the member jurisdictions of the JPA that formed ECCTA: two each from Antioch, Brentwood, Oakley, Pittsburg, and Contra Costa County. Those ten individuals appoint a Director-at-Large to serve as the 11th board member.
- Each Director is appointed to a two year term.
- There is no limit to the number of terms a Director may serve.

History of the Director-at-Large position:

- October 7, 1976 – December 31, 1986: Delma Webb (resident of Brentwood)
- January 1, 1987 – December 31, 1988: Roger Moore (resident of Brentwood)
- January 1, 1988 – December 31, 2013: Joe Tovar (resident of Oakley)
- January 1, 2014 – present: Ken Gray (resident of Antioch)
 - In mid-2013, Joe Tovar announced his intention to resign halfway into his last two-year term as ECCTA's Director-at-Large. ECCTA's Board of Directors conducted a process to select an individual to serve the remainder of the Director-at-Large term that ended December 31, 2014. Seventeen applications were submitted and, after screening and interviewing, Ken Gray was selected on December 13, 2013 to complete the remaining year of Joe Tovar's term.

Action taken by the ECCTA Board of Directors:

Attached is an excerpt from the minutes of the 9/24/14 board meeting. The motion that was passed included a provision that the appointment for the term beginning 1/1/17 be publicly noticed. With an affirmation from the Board of Directors, the process will begin September 1st, 2016.

Staff recommendation: Authorize the chair to appoint a subcommittee of the Board of Directors whose purpose will be to evaluate the applications and make a recommendation to the full Board of Directors. That recommendation could include the appointment of a particular individual or an interview by the whole Board of Directors.

Requested Action: Authorize the chair to appoint a subcommittee of the Board of Directors whose purpose will be to evaluate the applications for the Director-at-Large position on the ECCTA Board of Directors and to make a recommendation to the full Board of Directors.

ATTACHED:

- Excerpt from 9/24/14 minutes of the ECCTA Board of Directors meeting
- Proposed Director-at-Large announcement
- Proposed Director-at-Large application

EXCERPT from 9/24/14 minutes (ECCTA Board of Directors)

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

MINUTES
September 24, 2014

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

ROLL CALL / CALL TO ORDER

PRESENT: Mary Erbez, Alternate for Federal Glover (Contra Costa County), Ken Gray (Member-at-Large), Barbara Guise (Brentwood), Wade Harper (Antioch), Nancy Parent (Pittsburg), Mary N. Piepho (Contra Costa County), Carol Rios (Oakley), Mary Rocha (Antioch), Kevin Romick (Oakley), Ben Johnson (Pittsburg/Vice Chair), and Gene Clare (Brentwood/Chair)

ABSENT: None

STAFF: Jeanne Krieg, Chief Executive Officer
Steve Ponte, Chief Operating Officer
Ben Stock, Legal Counsel
Ann Hutcheson, Director of Administrative Services

OTHERS

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

XXXXXXX
XXXXXXX
XXXXXXX

ACTION AND DISCUSSION ITEMS

XXXXXXX
XXXXXXX
XXXXXXX

F. Board of Directors Member-at-Large Appointment

Ms. Krieg noted that Joe Tovar, the previous Board Member-at-Large had resigned halfway through his last term and Federal Glover, as Chair, had appointed Gene Clare to solicit and screen applicants through what had been an extensive process last year. After the review process, the Board had selected Ken Gray to serve the remainder of Mr. Tovar's term. She had spoken with Mr. Gray and he was interested in continuing his service. The Board would need to reappoint him or direct the process to start again. Since Mr. Gray was interested, it was her recommendation to appoint him as Member-at Large for the term.

*Eastern Contra Costa Transit Authority
Board of Directors Meeting
August 31, 2016*

Director Piepho supported Mr. Gray's continuance but stated the Board had a responsibility to identify an opening position, and if there were other applicants Mr. Gray could still be appointed. From a public transparency process, she supported at least an announcement that there was a term expiring and if anyone was interested to contact Tri Delta Transit staff.

Ms. Krieg stated, when asked, that had never previously been done.

Director Parent clarified that with Mr. Tovar's resignation, there had been an announcement and a lengthy review process when several interested candidates had been interviewed, and those interested in transportation had to have known about that and about the opportunity. Given that the process had just recently been undertaken, she did not see the need for another announcement in this case.

On motion by Director Johnson, seconded by Director Erbez, ECCTA Boardmembers moved to appoint Ken Gray as the ECCTA Board of Directors Member-at-Large for the term January 1, 2015 through December 31, 2016, and that the future appointment in two years be publicly noticed.

Ms. Krieg explained that the item would typically be on the September Board meeting of the year when the term expired, and in September 2016 the Board could have that discussion at that time.

Director Piepho noted that there was an interest in service on the Board and she reiterated her suggestion that it be opened again in a transparent manner.

Director Romick concurred and did not see why that could not be done at this time.

Ben Stock, Legal Counsel advised, when asked, that there could be an alternative resolution to what had been published. He clarified that if adopting the resolution without a friendly amendment, with a motion, a second, and a positive vote, the motion would pass. If that motion failed, an alternative resolution action item could be considered.

On motion by Director Johnson, seconded by Director Erbez, ECCTA Boardmembers appointed Ken Gray as the ECCTA Board of Directors Member-at-Large for the term January 1, 2015 through December 31, 2016, and that the future appointment in two years be publicly noticed, carried by the following vote:

AYES:	Erbez, Guise, Harper, Johnson, Parent, Piepho, Rios, Rocha, Romick, and Clare
NOES:	None
ABSTAIN:	Gray
ABSENT:	None

*Eastern Contra Costa Transit Authority
Board of Directors Meeting
August 31, 2016*

PROPOSED DIRECTOR-AT-LARGE ANNOUNCEMENT

SEEKING APPLICATIONS: ECCTA Board Director-at-Large

Eastern Contra Costa Transit Authority, also known as Tri Delta Transit, was formed by a Joint Powers Agreement in 1977. Current members of the Agreement are the cities of Antioch, Brentwood, Oakley, and Pittsburg and Contra Costa County. Tri Delta Transit operates public bus service and demand-response service (for seniors and disabled) in the 225 square mile region of Eastern Contra Costa County.

Tri Delta Transit is governed by an eleven member Board of Directors. Two directors are appointed by each of the four member cities and the county appoints two members. Those ten appointed directors select one Director-at-Large. The Board of Directors is accepting applications for the Director-at-Large position and will be selecting an individual to serve in this capacity during the regularly scheduled board meeting on October 26, 2016. The term is for two years and this appointment will be for a term ending December 31, 2018. There are no term limits and the successful candidate will be eligible for re-appointment after the term expires.

The successful candidate will be:

- available to attend board meetings which are typically held on the 4th Wednesday of each month at 4:00pm in the boardroom in the Tri Delta Transit administrative office at 801 Wilbur Avenue, Antioch, CA 94509
- a resident of Tri Delta Transit's service area
- at least 18 years old
- knowledgeable about East County with demonstrated community involvement
- familiar with or use Tri Delta Transit services

Individuals interested in being considered for the Director-at-Large position must complete an application and submit it by September 30, 2016. Applications are available at trideltatransit.com or call (925) 754-6622 and one will be mailed to you.

Mail or deliver completed application to:	Jeanne Krieg Chief Executive Officer Eastern Contra Costa Transit Authority 801 Wilbur Avenue Antioch, CA 94509
or email to:	director@eccta.org
or fax to:	(925) 757-2530

PROPOSED DIRECTOR-AT-LARGE APPLICATION



TRI DELTA TRANSIT

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

**Eastern Contra Costa Transit Authority
Board of Directors**

Application: Director-at-Large

Application: Page 1 of 2

Name	
Home address	
Phone number(s)	
Email address	
Occupation/Employer	
Are you 18 years of age or older?	
Are you an elected official? If so, what is your office?	

Do you use or are you familiar with Tri Delta Transit service?
Please explain.

Please list the community groups, organizations, and activities that you participate in.

Application deadline:

September 30, 2016

Mail or deliver to:

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

or email to:

director@eccta.org

or fax to:

(925) 757-2530

TAB 4

Agenda Item 7b

ACTION ITEM: Biennial Review – Conflict of Interest Code

Resolution 160831a

Board of Directors Meeting

Wednesday August 31, 2016


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

Staff Report to ECCTA Board of Directors

Meeting Date: August 31st, 2016

Agenda Item: Biennial Review -- Conflict of Interest Code Amendment;
Agenda Item 7b

Lead Staff: Joe Chappelle, Executive Assistant

Approved: Jeanne Krieg, Chief Executive Officer 

Every two years, ECCTA is required under the Political Reform Act of 1974 to review its Conflict of Interest Code and make note of any amendments or deletions required. It is to then submit the results of that review to the Clerk of the Board of Supervisors of Contra Costa County.

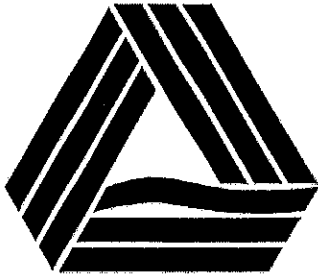
As a result of that biennial review, the ECCTA has determined that two changes to its list of designated positions—one amendment and one deletion—are in order:

- 1.) The Chief Financial Officer should be added as a designated position.
- 2.) The Assistant Director of Maintenance (now defunct) should be deleted as a designated position.

Should these changes be made, ECCTA's list of designated positions on its Conflict of Interest Code will read:

- Board of Directors and alternates
- Chief Executive Officer
- Chief Operations Officer
- Chief Financial Officer
- Director of Administrative Services
- Director of Marketing
- Director of Maintenance
- Maintenance Coordinator
- Consultants that provide legal, financial, professional, and technical advice

Requested Action: Pass Resolution #160831a to approve the proposed changes to ECCTA's list of designated positions on its Conflict of Interest Code.



TRI DELTA TRANSIT

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

RESOLUTION #160831a 2016 Biennial Notice for Conflict-of-Interest Codes

Resolution #160831a authorizes the CEO to amend the designated position list of Eastern Contra Costa Transit Authority's (ECCTA) Conflict-of-Interest Code

WHEREAS, the Political Reform Act requires every local government agency to review its conflict-of-interest code biennially; and

WHEREAS, ECCTA desires to designate one additional position to its conflict-of-interest code and delete one defunct position; and

WHEREAS, the positions are:

1. Added: Chief Financial Officer
2. Deleted: Assistant Director of Maintenance

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #160831a authorizing the CEO to amend the designated position list of ECCTA's Conflict-of-Interest Code.

BE IT FURTHER RESOLVED ECCTA's Conflict-of-Interest Code will now read:

- Board of Directors members and alternates
- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Director of Administrative Services
- Director of Marketing
- Director of Maintenance
- Maintenance Coordinator
- Consultants that provide legal, financial, professional, and technical advice

PASSED AND ADOPTED THIS 31st day of August 2016, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, CEO

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

TAB 5

Agenda Item 7c
ACTION ITEM: Zero Emission Buses


Resolution 160831b

Board of Directors Meeting

Wednesday August 31, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: August 31, 2016
Agenda Item: Zero Emission Buses- Agenda Item 7c
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

At the January 27, 2016, Board of Directors meeting, the ECCTA Board authorized the CEO to sign a Bus Options Letter with Long Beach Transit for the purchase of two 40' Low Floor BYD electric buses. These two buses will be used in existing service as a demonstration project.

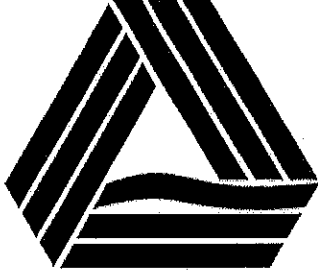
ECCTA is in the process of waiting for approval for this purchase from a Federal Transit Administration (FTA) grant allocation.

ECCTA received a price quote from BYD Heavy Industries for the purchase of these two buses which also includes two charging stations. Long Beach Transit RFP #15-001 meets the requirements of all applicable FTA solicitation and RFP award requirements.

Recommendation

Adopt Resolution #160831b authorizing the CEO to execute and deliver a purchase order to BYD Heavy Industries for an amount not to exceed \$1,896,000, which includes a 10% contingency, for the purchase and delivery of two 40' low floor electric buses upon FTA grant approval.

*Agenda Item #7c
Eastern Contra Costa Transit Authority
Board of Directors Meeting
August 31, 2016*



TRI DELTA TRANSIT

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

RESOLUTION #160831b TWO 40' LOW FLOOR ELECTRIC BUSES and TWO CHARGING STATIONS

Resolution #160831b authorizes the CEO to execute and deliver a purchase order to BYD Heavy Industries for an amount not to exceed \$1,896,000 for the purchase and delivery of two 40' low floor electric buses and the purchase and installation of two charging stations.

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) will be using these two buses in existing service as a demonstration project; and

WHEREAS, the FY 2015-2016 budget includes funding to purchase two electric buses and two charging stations; and

WHEREAS, BYD Heavy Industries was awarded a contract through Long Beach Transit RFP Contract #15-001, for the purchase of these vehicles and charging stations; and

WHEREAS, the two 40' low floor electric buses and charging stations are manufactured by BYD Heavy Industries and will meet ECCTA's needs and is within budget; and

WHEREAS, this was a competitively bid contract and complies with FTA Circular 4220.1F for Third Party Contracting Requirements and State of California applicable requirements; and

WHEREAS, ECCTA will receive a fair and reasonable price for these buses; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #160831b authorizing the CEO to execute and deliver a purchase order to BYD Heavy Industries through Long Beach Transit RFP Contract #15-001 upon approval of FTA funds. The purchase shall be conducted in accordance with all applicable State and FTA requirements for an amount not to exceed \$1,896,000 for the purchase and delivery of two 40' low floor buses and the purchase and installation of two charging stations.

PASSED AND ADOPTED THIS 31st day of August 2016, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, CEO

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

TAB 6

Agenda Item 7d

ACTION ITEM: CEO and Staff Travel 2016-2017

Board of Directors Meeting

Wednesday August 31, 2016

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: August 31, 2016

Agenda Item: FY2016-17 CEO and Staff Meeting Attendance
Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer 

CEO Meeting Attendance

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

Organization	Committee	Notes:
APTA	<ul style="list-style-type: none"> ▪ APTA Executive Committee (elected position – ends 9/11/16) ▪ APTA Board of Directors (elected position) ▪ Small Operators Steering Committee Past Chair (elected position) ▪ Legislative Committee (volunteer position) ▪ Bus & Paratransit CEOs (volunteer position) ▪ Awards Committee (appointed position) ▪ CEO Selection Task Force (appointed position) ▪ Governance Task Force (appointed position) ▪ Member Collaboration Task Force (appointed position) ▪ Revenue Task Force (appointed position) ▪ Audit Committee (appointed position) 	
CTA	<ul style="list-style-type: none"> ▪ Executive Committee (elected position) ▪ Small Operators Committee (elected position) 	

Agenda Item #7d
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: August 31, 2016

Organization	Committee	Notes:
TCRP	<ul style="list-style-type: none"> ▪ TCRP Panel Participant (appointed position) ▪ TCRP Committee Member (appointed position) 	Travel expenses are paid by the National Academy of Sciences
TRACS	<ul style="list-style-type: none"> ▪ Committee Member (advises the Secretary of Transportation) 	Travel expenses are paid by the Federal Transit Administration

All of the APTA and CTA committees meet either using conference calls or in conjunction with other conferences such as the annual conference, the CEO conference, the bus conference, and the legislative conference. No action is required for travel associated with these committees unless the Board of Directors desires to change approval of my involvement in these organizations. The travel cost associated with my industry participation was included in the FY16-17 budget.

Staff Conference Attendance

Current policy allows staff members to attend up to two conferences per year without authorization from the Board of Directors. The following additional conferences have been requested from staff. The costs associated with these additional conferences was included in the FY16-17 budget.

Employee	Meeting	Comments
Steve Ponte	APTA CEO's Conference	APTA added a track for Deputy CEO's that has educational benefits for Steve.
Steve Ponte	APTA Bus Conference	This is a staff-oriented conference that includes intensive educational sessions
Steve Ponte	CTA	Steve has been appointed to the Bus Operations Committee so would be asked to attend one in-person meeting per year
Ann Hutcheson	CAPPO	Ann is a former officer of CAPPO and continues to be active.

APTA = American Public Transportation Association CAPPO = California Association of Public Purchasing Officers CTA = California Transit Association TCRP = Transportation Cooperative Research Program TRACS = Transit Advisory Committee for Safety
--

Action Requested

Approve the requested additional staff conference attendance.

TAB 7

Agenda Item 7e

ACTION ITEM: Cost of Living: Maintenance Department

Board of Directors Meeting

Wednesday August 31, 2016

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: August 31, 2016

Agenda Item: 2016 Cost of Living Wage Adjustment for Maintenance
Department Employees – Agenda Item #7e

Lead Staff: Jeanne Krieg 

Considerations

1. The US Department of Labor Bureau of Labor Statistics Consumer Price Index for all urban consumers in the San Francisco-Oakland-San Jose area for the period between 2015 and 2016 is 2.8%.
2. Instead of a COL increase for administrative employees, a performance based program will be used.
3. The FY16-17 budget includes funds for a 3% cost of living increase for maintenance employees and a performance-based increase for administrative employees.

Recommendation

Approve a 3% cost of living increase for all maintenance department employees effective the pay period that includes September 1st, 2106.