



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 30, 2019

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
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Robert Taylor
 - 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 Robert Taylor

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 25, 2019
- 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

Barbara Guise

Robert Taylor*

City of Oakley

Doug Hardcastle

Kevin Romick

City of Pittsburg**

Merl Craft

Shanelle Scales-Preston**

Contra Costa County

Diane Burgis

Federal Glover

Member-at-Large

Ken Gray

* Chair: FY 2019-20

** Vice-chair: FY 2019-20

**Board of Directors Meeting Agenda
Wednesday October 30, 2019**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Seamless Bay Area Initiative

(see attachment: tab #3)

Requested Action: Consider adoption of Resolution #191030A which supports the Seamless Transit Principals.

b. ACTION ITEM: Procurement Manual Update

(see attachment: tab #4)

Requested Action: Adopt Resolution #191030B which authorizes the Chief Executive Officer to adjust ECCTA's purchasing thresholds and make the applicable changes to ECCTA's Procurement Manual.

c. ACTION ITEM: Authorization to File RM2 Claim

(see attachment: tab #5)

Requested Action: Adopt Resolution #191030C which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY20 allocation of Regional Measure 2 (RM2) funds.

d. ACTION ITEM: Paratransit Customer Portal

(see attachment: tab #6)

Requested Action: Adopt Resolution #191030D which authorizes the Chief Executive Officer to enter into an agreement with TripSpark for an amount not to exceed \$82,869.

e. ACTION ITEM: Bus Schedule Printing, Storage, and Delivery

(see attachment: tab #7)

Requested Action: Adopt Resolution #191030E which authorizes the Chief Executive Officer to execute and enter into a three-year contract with two one-year options for the printing, storage, and delivery of ECCTA bus schedule booklets with Printeam for \$19,252 for year one.

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 11th, 2019 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 5a, b, c
Consent Calendar (ACTION ITEM): Minutes, Financial Report and
Marketing Activities Report

Board of Directors Meeting

Wednesday October 30, 2019

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

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

MINUTES

September 25, 2019

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

ROLL CALL / CALL TO ORDER

PRESENT: Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Federal Glover (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Doug Hardcastle (Oakley); Kevin Romick (Oakley); Monica Wilson (Antioch); Shanelle Scales-Preston (Pittsburg/Vice Chair); and Robert Taylor (Brentwood/Chair)

ABSENT: Lamar Thorpe (Antioch)

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Stephanie Vollmer, Legal Counsel
Tania Babcock, Executive Assistant
Joe Chappelle, Manager of Administrative Services
Maria Korbay, Manager of Customer Service and Marketing
Maureen Gonzales, Controller
Kevin Moody, Director of Maintenance

OTHERS

PRESENT: Michael Daugelli, Antioch, Alternate
Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Holland White, Pittsburg

PLEDGE OF ALLEGIANCE

Chair Taylor led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Taylor advised that an issue had been brought to staff's attention after the posting of the meeting agenda. Under Government Code Section 54954.2(b)(2), the agenda item that had come to the attention of staff after the posting of the agenda could be added with a two thirds vote of the members of the Board present given the need to take immediate action. Immediate action was necessary given that Dodge had just informed ECCTA that its vehicles would not be available to meet the 2020 deadline, and the only alternative for substitute vans through the state purchase would expire on September 30, 2019. Without those vans being purchased through the state program, ECCTA would risk not having certified vans to fulfill its obligations.

On motion by Director Glover, seconded by Director Romick, ECCTA Boardmembers added MediCal Minivan Replacement Procurement to the meeting agenda as Item 7E, an emergency item that had come to the attention of the Board after the posting of the meeting agenda, carried by the following vote:

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

Chair Taylor advised that with no representative available for Item 7D, Seamless Bay Area Initiative, the item would be continued to a future meeting.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of July 31, 2019
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg presented a summary of the travel arrangements for those attending the American Public Transit Association (APTA) Annual Conference in New York from October 13 to 16, 2019.

Ms. Krieg reported that the six-month microtransit demonstration project, Tri MyRide, continued to do better than expected after its launch on June 17, and over 150 passengers were being carried daily. The end of service at 8:00 P.M. would be extended to 9:00 P.M. on September 30, and trips to any destination within the designated service area would be allowed during non-peak hours. A Request for Proposal (RFP) was being developed to roll out the service on a permanent basis to a wider area of East County. She noted that one of the downsides of the service was that the Federal Transit Administration (FTA) considered the ridership on the service to be demand-response so the growing ridership numbers were being reported as paratransit instead of fixed route. As a result, the fixed route ridership continued to decline, along with nearly every transit system in the country, while Tri Delta Transit's paratransit ridership was growing. She added that Chief Operating Officer (COO) Steve Ponte proposed to get the legislation changed.

Director Glover referred to PilotCity that was working on autonomous vehicles, and Ms. Krieg explained that there was a move toward the use of autonomous vehicles to focus on high school kids, although the California Highway Patrol (CHP) had specific rules as to what could be used for school transportation.

Director Glover was pleased to see youth engaging in opportunities in the area of technology to guide them towards entrepreneurship.

Ms. Krieg added that an autonomous vehicle demonstration was being considered for the Board.

Ms. Krieg also reported that ridership on the early morning BART bus bridge, called BART Early Bird service, had settled to a steady 40-50 passengers a day on three trips. BART continued to pay for the service during the transbay tube seismic retrofit, with completion expected in the fall of 2023.

Ms. Krieg stated that ridership for the Pittsburg Seafood Festival in September had been disappointing with 2,019 riders, and while attendance reports from the Pittsburg Chamber of Commerce had not yet been received, attendance appeared to be down. The heat combined with the Gilroy incident may have affected attendance. Fans had been provided to those who had taken the shuttle and those fans were also provided to members of the Board of Directors.

Ms. Krieg referred to the Caltrans funded study in cooperation with UC Berkeley, Contra Costa Transportation Authority (CCTA), and Tri Delta Transit to design and implement an easy-to-use app that passengers could use to transfer between buses or from a train to a bus. The app was called Connection Protection and allowed a customer to request a bus to hold if a connection was close. While the app was intended to go live in mid-August, UC Berkeley had a few delays but planned to come out on September 26, 2019 to use the prototype app. Once working properly, it would be pushed out to customers.

Ms. Krieg also reported that Director Thorpe's request for a showing of the MetroLink video that had been presented at the APTA Transit Board Members seminar would be presented to the Board of Directors when received.

Ms. Krieg identified an unexpected check from the City of Antioch for approximately \$30,000, which had been a condition of approval for a subdivision years ago for bus shelters. Given that two grants for \$110,000 were currently available to ECCTA, the \$30,000 would help to fund more shelters. An invitation for bid was expected to be published in December with a recommendation to the Board of Directors in the spring. Other invitations for bids and RFPs planned or published were identified as: Schedule printing, HVAC for the facility, Park & Ride lot; bus shelters, microtransit, facility parking lot repaving, audit services, and a system redesign to address the necessary changes with service to the Oakley Park & Ride lot. In addition, ECCTA staff would work with CCTA staff on the Caltrans funded study of transportation options for the corridor between Hillcrest and Marsh Creek Road.

Ms. Krieg explained that traditionally November and December Board meetings were combined, so there would be a regular meeting in October with a meeting on December 11 that would be a combined meeting/Holiday Dinner afterwards.

B. Succession Plan Progress Report

Ms. Krieg referred to her succession planning and noted that while she did not have a date, she was starting to think about retiring and she was working with staff to train and identify future leaders. She wanted to make sure that the agency was informed well in advance of her leaving and she committed to a six-month notice prior to her retirement date.

ACTION AND DISCUSSION ITEMS

A. Mark Thomas & Company Change Order

COO Steve Ponte explained that in 2011, ECCTA had submitted plans to the City of Oakley for a Park & Ride lot and Mark Thomas & Company had met with the City to develop those plans, which had been approved. Mark Thomas would now have to go through the plans to identify the changes that had occurred from 2011 so that the plans would be suitable for construction. He requested to enter into a change order to allow that to occur.

On motion by Director Romick, seconded by Director Burgis, ECCTA Boardmembers authorized the CEO to enter into a change order with Mark Thomas & Company to update the Oakley Park & Ride lot plans for an amount not to exceed \$80,000 which includes a 10 percent contingency, carried by the following vote:

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

B. City of Oakley Processing Agreement

With respect to the prior item, Mr. Ponte noted that the City of Oakley would have to go through plan check to ensure consistency of the plans from 2011 to 2019, and for the cost of inspections. He requested approval for a processing agreement with the City to plan check and inspect the Park & Ride lot for an amount not to exceed \$118,000.

Director Burgis commented that she had facilitated a tour by the Metropolitan Transportation Commission (MTC), and staff members had asked about the location of the Park & Ride lot, and Ms. Krieg added that there had been a lot of interest from MTC and others.

On motion by Director Romick, seconded by Director Burgis, ECCTA Boardmembers authorized the CEO to enter into a processing agreement with the City of Oakley to plan check and inspect the Oakley Park & Ride for an amount not to exceed \$118,000 which includes a 10 percent contingency, carried by the following vote:

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

C. Proposed Disadvantaged Business Enterprise (DBE) Triennial Goal

Ms. Krieg advised that Tania Babcock, the DBE Liaison Officer, had kept everything in check and because of the Oakley Park & Ride lot there was a need for the goal.

On motion by Director Romick, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 190925A accepting ECCTA's proposed overall revised DBE goal of 3 percent for FTA-assisted contracts for Federal Fiscal Years (FFY) 2020-2022 contingent on MTC approval of federal funding for the Park & Ride lot in Oakley, California. Upon MTC's approval of the federal funding, ECCTA's overall revised DBE goal will be submitted to FTA, carried by the following vote:

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

D. Seamless Bay Area Initiative

The item was removed from the current agenda and continued to a future meeting.

E. MediCal Minivan Replacement Procurement

Ms. Krieg explained that ECCTA had a non-emergency medical transportation service known as Med-van that allowed certain MediCal-eligible passengers to receive MediCal reimbursed transportation to and from medically-necessary appointments, provided via Americans with Disability Act (ADA)-accessible minivans. ECCTA currently had six Dodge Grand Caravan minivans, although the useful life of those vans would end in 2020 and funds had been programmed to replace those vans. ECCTA had recently been advised that Dodge would not be certifying the 2020 model for California CARB emissions and the anticipated replacement, the Chrysler Pacifica, had not yet been approved for production. Due to this uncertainty, time was of the essence to purchase and replace the current stock of minivans in order to continue meeting the needs of ECCTA's Med-van passengers.

Ms. Krieg added that this was an emergency agenda item, although the resolution would have come to the Board in January 2020.

On motion by Director Romick, seconded by Director Scales-Preston, ECCTA Boardmembers adopted Resolution 190925B, authorizing the CEO to execute and deliver a purchase order to Creative Bus Sales through the CalACT MBTA Vehicle Purchasing Cooperative bid for an amount not to exceed \$315,493, which includes a 10 percent contingency, for the purchase of six (6) Braun Entervan minivans, carried by the following vote:

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

Chair Taylor adjourned into Closed Session at 4:30 P.M.

CLOSED SESSION

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 Taylor reconvened at 4:50 P.M. and advised that there was nothing to report from Closed Session.

ACTION ITEM

F. 457 Retirement Account Contribution

On motion by Director Glover, seconded by Director Scales-Preston, ECCTA Boardmembers approved the proposed contribution to Jeanne Krieg's 457 Retirement Account, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

There were no Board of Directors comments.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 5:55 P.M. to October 30, 2019 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 September 30, 2019
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY20 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	\$ 583,227	\$ 440,619	\$ 142,608	\$ 513,588	\$ 414,868	\$ 98,720	\$ 69,639	\$ 25,751	\$ 43,888	\$ 2,023,959	\$ 1,635,953	\$ 388,006	29%	27%	37%
Other Income	\$ 35,148	\$ -	\$ 35,148	\$ 58,749	\$ 21,249	\$ 37,500	\$ (23,601)	\$ (21,249)	\$ (2,352)	\$ 235,000	\$ 85,000	\$ 150,000	15%		23%
<i>Total Operating Revenues:</i>	\$ 618,375	\$ 440,619	\$ 177,756	\$ 572,337	\$ 436,117	\$ 136,220	\$ 46,038	\$ 4,502	\$ 41,536	\$ 2,258,959	\$ 1,720,953	\$ 538,006	27%	26%	33%
OPERATING EXPENSES															
Purchased Transportation	\$ 3,525,966	\$ 2,564,609	\$ 961,357	\$ 3,250,818	\$ 2,573,780	\$ 677,038	\$ (275,148)	\$ 9,171	\$ (284,319)	\$ 12,931,966	\$ 10,241,246	\$ 2,690,720	27%	25%	36%
Materials and Supplies	\$ 1,051,620	\$ 851,795	\$ 199,825	\$ 622,645	\$ 493,655	\$ 128,990	\$ (428,975)	\$ (358,140)	\$ (70,835)	\$ 2,829,474	\$ 2,323,242	\$ 506,232	37%	37%	39%
Salaries & Benefits	\$ 1,130,582	\$ 984,240	\$ 146,342	\$ 1,110,183	\$ 965,859	\$ 144,324	\$ (20,399)	\$ (18,381)	\$ (2,018)	\$ 4,440,736	\$ 3,863,440	\$ 577,296	25%	25%	25%
Services	\$ 249,106	\$ 190,823	\$ 58,283	\$ 225,408	\$ 180,327	\$ 45,081	\$ (23,698)	\$ (10,496)	\$ (13,202)	\$ 901,639	\$ 721,311	\$ 180,328	28%	26%	32%
Other	\$ 69,653	\$ 63,628	\$ 6,025	\$ 123,168	\$ 117,010	\$ 6,158	\$ 53,515	\$ 53,382	\$ 133	\$ 456,985	\$ 434,136	\$ 22,849	15%	15%	26%
Casualty and liability insurance	\$ 134,444	\$ 120,794	\$ 13,650	\$ 161,781	\$ 150,456	\$ 11,325	\$ 27,337	\$ 29,662	\$ (2,325)	\$ 647,122	\$ 601,823	\$ 45,299	21%	20%	30%
Utilities	\$ 24,243	\$ 21,014	\$ 3,229	\$ 42,312	\$ 40,197	\$ 2,115	\$ 18,069	\$ 19,183	\$ (1,114)	\$ 169,246	\$ 160,784	\$ 8,462	14%	13%	38%
Taxes	\$ 4,927	\$ 4,088	\$ 839	\$ 5,077	\$ 4,061	\$ 1,015	\$ 150	\$ (27)	\$ 176	\$ 21,727	\$ 17,382	\$ 4,345	23%	24%	19%
<i>Total Operating Expenses:</i>	\$ 6,190,541	\$ 4,800,991	\$ 1,389,550	\$ 5,541,392	\$ 4,525,345	\$ 1,016,047	\$ (649,149)	\$ (275,646)	\$ (373,503)	\$ 22,398,895	\$ 18,363,363	\$ 4,035,531	28%	26%	34%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 139,116	\$ -	\$ 139,116	\$ (139,116)	\$ -	\$ (139,116)	\$ 556,469	\$ -	\$ 556,469			
State Funds	\$ 5,036,576	\$ 4,234,910	\$ 801,666	\$ 3,508,708	\$ 3,246,965	\$ 261,743	\$ 1,527,868	\$ 987,945	\$ 539,923	\$ 14,298,522	\$ 13,273,346	\$ 1,025,176	35%	32%	78%
Local Funds	\$ 120,075	\$ 120,075	\$ -	\$ 619,471	\$ 140,752	\$ 478,719	\$ (499,396)	\$ (20,677)	\$ (478,719)	\$ 2,477,894	\$ 563,014	\$ 1,914,880	5%	21%	
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 700,512	\$ 700,512	\$ -	\$ (700,512)	\$ (700,512)	\$ -	\$ 2,802,048	\$ 2,802,048	\$ -			
Interest & Other Misc Income	\$ 2,656	\$ 2,477	\$ 179	\$ 1,248	\$ 999	\$ 249	\$ 1,408	\$ 1,478	\$ (70)	\$ 5,002	\$ 4,002	\$ 1,000	53%	62%	18%
<i>Total Non-operating Revenues:</i>	\$ 5,159,307	\$ 4,357,462	\$ 801,845	\$ 4,969,055	\$ 4,089,228	\$ 879,827	\$ 190,252	\$ 268,234	\$ (77,982)	\$ 20,139,935	\$ 16,642,410	\$ 3,497,525	26%	26%	23%
EXCESS REV/(EXP)	\$ (412,859)	\$ (2,910)	\$ (409,949)	\$ -	\$ -	\$ -	\$ (412,859)	\$ (2,910)	\$ (409,949)	\$ -	\$ -	\$ (0)			

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 30, 2019

Staff Report to ECCTA Board of Directors

Meeting Date: October 30, 2019

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

Lead Staff: Maria Korbay, Manager Customer Service & Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Marketing continues to work on exciting outreach opportunities with a focus on unifying the voice of Tri Delta Transit and delivering superior customer service. Listed below are the major items my department is researching, working on, and developing.

Community Events

The Marketing Department continues to participate in local events, allowing us to educate the public about our wide range of transportation options. Here are just a few of the events we have participated in, or plan to, in coming months:

- City of Antioch Big Truck Event, October 2019
- The 6th Annual Disability and Access and Functional Needs Forum, October 2019
- Antioch Senior Resource Fair, November 2019
- Overcoming Transportation Barriers Travel Training presentation, January 2020

APTA

The 2019 TRANSform conference was a wonderful opportunity for the Marketing Department to connect with vendors and other transit agencies to improve Tri Delta Transit offerings. Transit is a unique field that works in collaboration rather than in competition with other transit agencies. I was specifically interested in Microtransit panels and vendors, as we look towards our next steps with this program.

BOGO

511CC has renewed their popular two-for-one 20 Ride pass offer. This is an opportunity to increase ridership on our fixed route bus service. Although this has been an ongoing promotion, marketing staff is currently updating all advertising to give this program a fresh new look.

Bus Interior Marketing

Our intern Jennifer Fung continues to tackle big projects with the Marketing Department. Her current project has the spotlight on our interior messaging for our fixed route buses. Although

accurate, the messaging needs an update. Once she completes the inventory we will work to create a uniform template for displays and update all signage.

Summer Youth Pass

511CC has reported sales for the 2019 Summer Youth Pass promotion. They report that 506 passes were sold countywide, this does not include the 100 passes sold directly to Antioch. According to 511CC WestCAT had nearly 100% increase in sales while Tri Delta Transit increased sales by 50%. County Connection sold 300 passes. For the first time passengers were able to purchase passes online and the result was over two-thirds of passes sold from the online store. 511CC is currently conducting a survey of pass holders. Findings will help determine how we proceed with the program in the coming year. The initial feedback from passengers has been positive with multiple requests for a year round student youth pass.

Internal promotions

Driver Appreciation

Our Bus Bucks program launched just a few months ago and drivers are really enjoying this morale boosting program. Driver retention and absenteeism are on the rise across the country. In this highly competitive job market, job satisfaction is of the utmost importance. Bus Bucks allow managing staff an opportunity to recognize those drivers and schedulers who go above and beyond. The response to the program has been exciting. Drivers were in record attendance at their last in-service meeting, cashing in their Bus Bucks for prizes, candy and other Tri Delta Transit items.

Holiday events

Holidays are a busy and fun time here at Tri Delta Transit. Our drivers and staff are excited to join in on our annual Halloween Costume contest. This will be sure to delight passengers as drivers get into the fun of the season.

Boss's Day

In October Tri Delta Transit staff took Boss's Day as an opportunity to recognize the extraordinary leadership of Jeanne Krieg and Steve Ponte. It was great to surprise them and show our support and appreciation for all they do day after day for Tri Delta Transit staff and the community it serves.

Tri MyRide

Status

Tri MyRide has continued to see explosive growth during peak commute hours. Since the last marketing report our ridership averages have increased from 139 passengers a day to 165 passengers a day. On 09/30/19 we made two small but exciting changes to Tri MyRide. From 9am to 3pm passengers may now book a ride to or from anywhere within the service area. We have also extended service by one hour due to high passenger demand. Early ridership numbers support a continuation of evening service and we continue to monitor use of the non-peak service option.

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday October 30, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

October 2019



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Kevin Moody
Director of Maintenance

Susan Hinson
First Transit Director of Operations

Highlights:

- Staff and board members attended the APTA annual conference this month. There were over 2500 attendees and it was a great opportunity to learn from sessions, network with peers, and meet with vendors.
- Service on Tri Delta Transit's Microtransit demonstration project – Tri MyRide – has been very successful and ridership grows every day. The feedback has been positive and many requests for expansion of the service are being submitted. We are learning what will – and what won't – work as we make plans for expansion of this popular service. The six-month demonstration agreement will be extended while staff develops an RFP and identifies appropriate vehicles for service expansion.
- The MedVan vehicles, approved at the September board meeting, have been delivered and are being prepared for service.
- First Transit delivered a free wheelchair to a customer in Antioch this month. The *Safe Wheels* program was launched in September and provides a process for First Transit's more than 12,000 drivers across North America to identify and evaluate the replacement of a mobility aid device. Drivers can submit a nomination form on behalf of a passenger; the form is sent to the local safety team for review. Upon approval, the passenger receives a new base model wheelchair at no cost.
- Phase II of the UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that uses Tri Delta Transit as the subject is progressing. CCTA is overseeing the Caltrans-funded project that demonstrates Transit Connect in east county. The app has been tested. System-wide roll-out has been delayed until the developers make some changes.

Pending:

- CCTA planning grant: transit corridor between Hillcrest and Marsh Creek Road
- CCTA's Accessible Transportation Plan
- Web based data management system module implementation
- SB1 Projects: Facility HVAC replacement and Bus stop amenity project
- Antioch Park & Ride lot construction
- Service to Brentwood LMC campus (2020)
- CARB electric bus purchase requirements
- Mobile Emergency Operations Center construction
- FTA's Safety Program
- Federal grants (earmarks?)
- Park & Ride lots – land acquisition

Agenda Item #6a

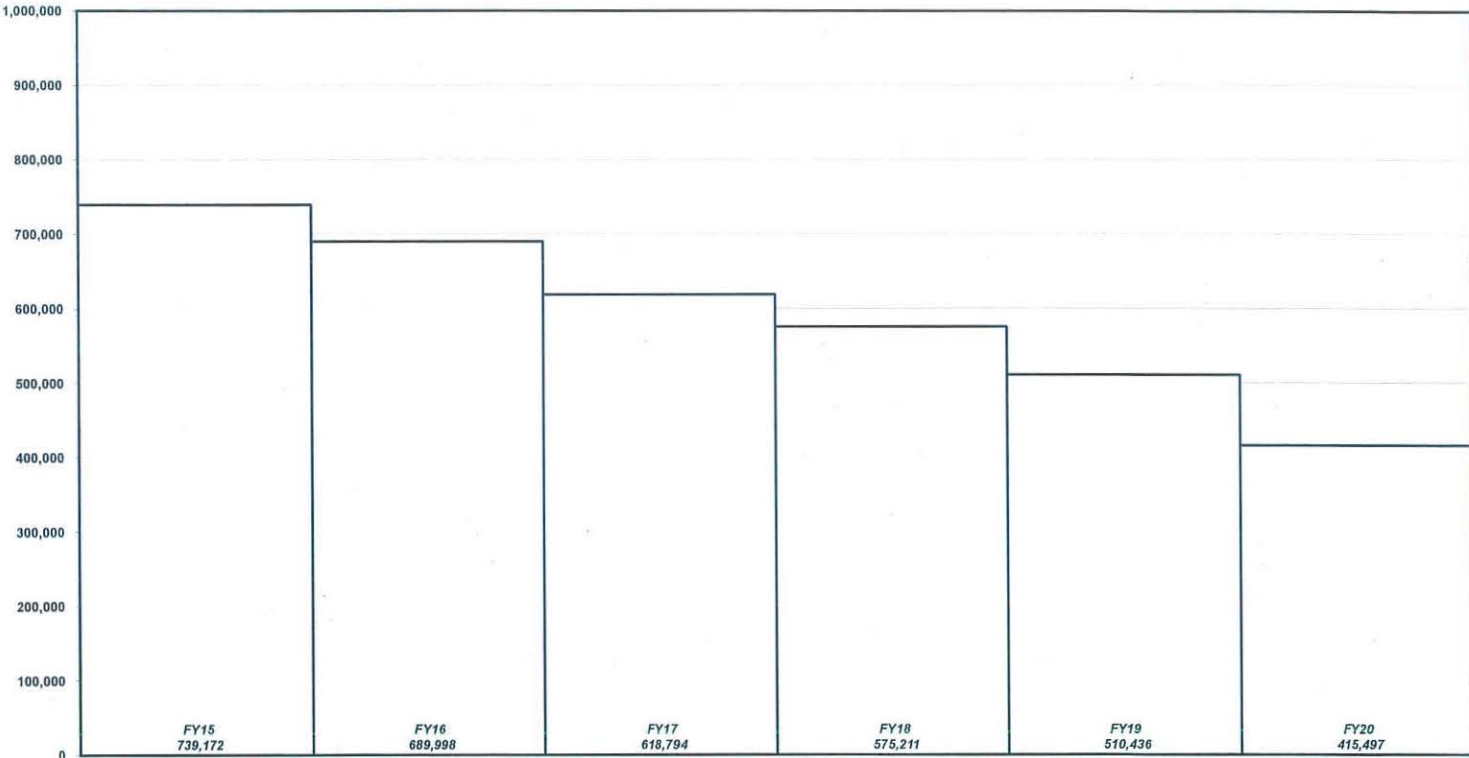
Eastern Contra Costa Transit Authority

Board of Directors Meeting

October 30, 2019

TRI DELTA TRANSIT

COMPARATIVE FR RIDERSHIP - SEPTEMBER YTD



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

								YTD COMPARISON		
	<i>Actual</i>					<i>Budget</i>	<i>19/20B</i>	<i>Actual</i>		% ▲
	<i>14/15</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>	<i>18/19</i>	<i>19/20</i>	% ▲	<i>Sep-18</i>	<i>Sep-19</i>	
DIAL-A-RIDE										
PASSENGERS										
Total DAR Trips Provided	133,769	131,917	133,406	125,558	160,584	158,115	-2%	39,371	51,267	30%
Paratransit Trip Provided	133,769	131,917	133,406	125,558	120,111	117,935	-2%	30,810	32,042	4%
Tri My Ride Trips Provided	N/A	N/A	N/A	N/A	N/A	238	-	N/A	6,658	N/A
Mobility On Demand Trips Provided	N/A	N/A	N/A	N/A	40,235	40,180	N/A	8,561	12,567	47%
Average Weekday Ridership	487	489	498	469	450	568	26%	565	722	28%
Average Sat Ridership	153	118	107	105	98	179	83%	165	232	41%
Average Sun/Hol Ridership	63	49	47	47	47	101	115%	101	137	36%
Average Passengers/Hour (Wkdys Para Only)	2.4	2.5	2.9	2.9	3.1	3.0	-1%	3.3	2.8	-14%
CUSTOMER SERVICE										
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	N/A	0.0	0.0	0%
Customer Complaints	0.103%	0.114%	0.382%	0.486%	0.426%	0.496%	16%	0.536%	0.248%	-54%
On Time Performance	87%	85%	81%	66%	63%	70%	12%	58%	75%	28%
MAINTENANCE										
Gallons of Fuel Consumed	138,528	135,809	131,936	122,057	109,838	107,424	-2%	28,236	38,229	35%
Miles Between Preventable Accidents	162,293	159,143	153,397	207,048	394,339	200,000	-49%	198,516	118,082	-41%
Miles Between Road calls	139,113	190,963	919,507	276,017	789,072	100,000	-87%	198,516	236,188	19%
COST RATIOS										
Farebox Recovery Ratio	10%	10%	11%	10%	10%	10%	-7%	11%	10%	-9%
\$/Gal Fuel	\$ 3.09	\$ 2.59	\$ 2.57	\$ 3.21	\$ 3.27	\$ 3.44	5%	\$ 3.52	\$ 3.32	-6%
Operating Cost/Passenger	\$ 34.18	\$ 34.41	\$ 29.15	\$ 29.68	\$ 23.43	\$ 25.52	9%	\$ 21.92	\$ 27.10	24%
Operating Cost/Revenue Hour	\$ 69.81	\$ 72.26	\$ 73.97	\$ 80.33	\$ 69.74	\$ 73.43	5%	\$ 69.37	\$ 77.97	12%
Operating Cost/Revenue Mile	\$ 5.74	\$ 5.85	\$ 5.18	\$ 5.38	\$ 4.05	\$ 4.37	8%	\$ 3.92	\$ 4.97	27%
FIXED ROUTE										
PASSENGERS										
Total FR Trips Provided	2,806,028	2,574,864	2,344,985	2,232,469	1,825,574	1,638,490	-10%	510,436	415,497	-19%
Average Weekday Ridership	9,794	8,999	8,230	7,886	6,455	5,771	-11%	7,170	5,741	-20%
Average Sat Ridership	3,498	3,061	2,715	2,490	2,150	1,901	-12%	2,278	1,889	-17%
Average Sun/Hol Ridership	2,787	2,501	2,236	2,087	1,665	1,471	-12%	1,818	1,568	-14%
Average Passengers/Hour	19.2	17.8	16.1	14.7	12.0	10.3	-15%	13.5	10.6	-22%
CUSTOMER SERVICE										
Customer Complaints	0.009%	0.009%	0.025%	0.025%	0.035%	0.035%	-1%	0.029%	0.035%	22%
On Time Performance	92%	92%	82%	83%	82%	84%	3%	81%	84%	3%
MAINTENANCE										
Gallons of Fuel Consumed	600,072	606,378	584,879	575,568	539,672	551,739	2%	135,544	147,781	9%
Miles Between Preventable Accidents	98,066	97,469	117,465	145,522	84,366	100,000	19%	120,479	91,774	-24%
Miles Between Road calls	41,553	27,690	21,084	19,951	35,980	50,000	39%	602,406	30,591	-95%
COST RATIOS										
Farebox Recovery Ratio	18%	18%	16%	13%	9%	9%	0%	12%	9%	-26%
\$/Gal Fuel	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.30	\$ 2.90	\$ 2.92	1%	\$ 2.93	\$ 2.70	-8%
Operating Cost/Passenger	\$ 5.54	\$ 5.98	\$ 6.93	\$ 7.56	\$ 9.80	\$ 11.21	14%	\$ 8.12	\$ 11.55	42%
Operating Cost/Revenue Hour	\$ 106.36	\$ 106.33	\$ 111.83	\$ 111.07	\$ 117.91	\$ 114.88	-3%	\$ 109.74	\$ 122.04	11%
Operating Cost/Revenue Mile	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.19	\$ 9.24	\$ 9.00	-3%	\$ 8.60	\$ 9.57	11%

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

TOTAL PASSENGER TRIPS													
ROUTE											YTD COMPARISON		
	14/15	% Chg	15/16	% Chg	16/17	% Chg	17/18	% Chg	18/19	% Chg	Sep-18	Sep-19	% Chg
200	54,167	-3%	48,866	-10%	44,467	-9%	40,568	-9%	36,024	-11%	8,658	7,344	-15%
201	112,116	-10%	116,301	4%	117,839	1%	115,491	-2%	94,352	-18%	26,634	18,590	-30%
300	353,802	8%	340,127	-4%	351,131	3%	323,694	-8%	72,088	-78%	22,335	15,632	-30%
379	3,223	-52%	3,659	14%	2,407	-34%	2,358	-2%	2,578	9%	366	616	N/A
380	666,704	-2%	606,012	-9%	552,671	-9%	510,333	-8%	453,770	-11%	120,300	108,256	-10%
381	N/A	N/A	N/A	N/A	N/A	N/A	51,256	N/A	99,469	94%	27,264	21,530	-21%
383	30,200	-6%	25,830	-14%	21,936	-15%	21,987	0%	37,225	69%	9,687	8,976	-7%
384	N/A	N/A	N/A	N/A	N/A	N/A	3,366	N/A	42,917	1175%	10,698	8,848	-17%
385	68,013	-4%	66,045	-3%	54,207	-18%	55,316	2%	47,845	-14%	14,439	10,756	-26%
387	257,944	-2%	233,185	-10%	198,990	-15%	180,733	-9%	172,060	-5%	45,910	39,150	-15%
388	370,128	-8%	327,585	-11%	287,820	-12%	265,449	-8%	237,268	-11%	65,958	55,938	-15%
389	51,480	-3%	45,836	-11%	40,557	-12%	41,396	2%	41,820	1%	15,149	7,724	-49%
390	71,211	-1%	70,022	-2%	71,431	2%	70,019	-2%	35,220	-50%	9,944	7,074	-29%
391	402,579	4%	360,256	-11%	317,873	-12%	286,436	-10%	224,909	-21%	69,551	52,666	-24%
709	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4,583	N/A	N/A	2,298	N/A
Shuttles	5,375	59%	13,410	149%	2,956	-78%	2,027	-31%	4,841	139%	4,841	2,019	N/A
392	142,650	0%	124,708	-13%	110,687	-11%	105,150	-5%	90,229	-14%	23,861	20,921	-12%
393	141,281	6%	126,653	-10%	114,022	-10%	98,170	-14%	35,591	-64%	9,604	8,388	-13%
394	63,087	-3%	53,894	-15%	48,389	-10%	47,726	-1%	50,047	5%	13,640	10,336	-24%
395	10,485	100%	10,968	100%	6,204	100%	5,937	100%	6,842	15%	1,648	1,142	-31%
396	N/A	N/A	N/A	N/A	N/A	N/A	3,953	N/A	35,658	802%	9,949	7,293	-27%
Total Fixed Route	2,806,028	-1%	2,574,864	-8%	2,344,985	-9%	2,232,469	-5%	1,825,336	-18%	510,436	415,497	-19%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE											YTD COMPARISON		
	14/15	% Chg	15/16	% Chg	16/17	% Chg	17/18	% Chg	18/19	% Chg	Sep-18	Sep-19	% Chg
200	12.6	1%	11.5	-9%	9.9	-14%	8.6	-14%	8.0	-7%	7.3	6.4	-12%
201	17.0	-5%	16.1	-5%	13.8	-15%	12.9	-6%	11.3	-12%	12.6	8.8	-30%
300	20.3	10%	19.6	-4%	20.6	5%	20.5	0%	9.8	-52%	12.2	7.7	-37%
379	26.5	57%	30.6	15%	18.9	-38%	16.7	-11%	15.2	-9%	9.0	11.9	N/A
380	20.2	-2%	18.7	-7%	17.3	-8%	16.1	-7%	15.5	-3%	16.4	14.3	-13%
381	N/A	N/A	N/A	N/A	N/A	N/A	11.6	N/A	12.1	5%	13.0	10.4	-20%
383	13.0	3%	11.6	-11%	10.1	-12%	8.8	-13%	6.7	-25%	7.3	6.0	-18%
384	N/A	N/A	N/A	N/A	N/A	N/A	6.8	N/A	8.2	20%	8.3	6.7	-19%
385	12.3	-4%	11.4	-8%	9.3	-19%	9.5	2%	8.3	-12%	10.2	6.9	-32%
387	23.3	-2%	21.7	-7%	18.6	-14%	15.9	-15%	13.3	-16%	14.4	12.0	-17%
388	17.4	-5%	16.2	-7%	14.3	-12%	13.1	-8%	11.8	-10%	13.1	10.8	-18%
389	15.4	7%	14.4	-6%	12.4	-14%	11.9	-4%	11.9	0%	17.3	8.0	-54%
390	21.5	3%	21.4	-1%	22.1	3%	21.3	-4%	10.2	-52%	12.5	7.5	-40%
391	21.9	7%	19.7	-10%	17.3	-12%	15.5	-11%	13.4	-13%	16.2	12.0	-25%
709	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	16.6	N/A	N/A	25.1	N/A
Shuttles	30.7	383%	23.6	-23%	15.0	-36%	15.4	3%	63.4	312%	63.4	17.0	N/A
392	18.9	-1%	16.7	-12%	14.2	-15%	13.1	-7%	12.1	-8%	13.6	11.1	-18%
393	18.7	7%	16.8	-10%	15.3	-9%	13.8	-9%	10.0	-27%	10.9	9.8	-10%
394	15.9	-7%	13.9	-13%	12.9	-7%	12.4	-4%	12.0	-3%	13.3	9.6	-28%
395	16.4	1%	17.1	5%	9.9	-42%	9.9	0%	9.8	-1%	9.1	7.2	-21%
396	N/A	N/A	N/A	N/A	N/A	N/A	9.2	N/A	8.7	-6%	9.7	7.2	-25%
Total Fixed Route	19.2	1%	17.8	-7%	16.1	-9%	14.7	-9%	12.0	-18%	13.5	10.6	-22%

TAB 3

Agenda Item 7a

ACTION ITEM: Seamless Bay Area Initiative

Resolution 191030A

Board of Directors Meeting

Wednesday October 30, 2019

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 30, 2019

Agenda Item: Seamless Bay Area Initiative
Agenda Item #7a

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

A representative from Seamless Bay Area, an organization that is developing a plan to “guide local, regional, and state decisions makers to pursue a seamlessly, integrated, world-class transit system that works for people”, requested support from the ECCTA Board of Directors for their work. The organization is attempting to demonstrate broad support for the long-term strategic direction to create a more seamless, high-performing transit system, and to pursue the state reforms that can help them get there so they are asking transit agencies, cities, and other groups to support the "Seamless Transit Principles". Attached is their proposed resolution for your consideration.

A representative from Seamless Bay Area will attend the board meeting to provide more information and to answer questions.

Requested Action

Consider adoption of Resolution #191030A which:

- Affirms ECCTA’s commitment to working collaboratively with State agencies, MTC, municipalities and other public agencies to develop a highly integrated regional transportation system that provides convenient, seamless, and affordable transit for customers.
- Confirms ECCTA’s Board of Directors’ support of the Seamless Transit Principles listed in Attachment A of the Resolution.
- Supports MTC and transit agencies working together to undertake a business case analysis of fare integration. The business case should include exploration of options for implementation, governance, and additional funding sources that may be needed for implementation.



TRI DELTA TRANSIT

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

RESOLUTION #191030A Seamless Bay Area Initiative

WHEREAS The San Francisco Bay Area, despite being an exceptional place to live, faces an uncertain future due to several interrelated crises -- decreasing housing affordability, increasing congestion, rising pollution, and widening inequality -- which are exacerbated by an inadequate and poorly-performing public transportation system;

WHEREAS, Despite billions of dollars of investments in new transportation infrastructure over the past five decades, public transit in the Bay Area has failed to attract large numbers of new riders, and has never been used by more than 12% of the population for commute trips since 1970; by contrast automobiles have always been used for over 75% of commute trips;

WHEREAS The quality of and usage of public transit in the Bay Area has declined in recent years, with transit trips per capita declining by 10%, average bus speeds declining by 9%, and transit commute times increasing by 11% between 2001 and 2016;

WHEREAS The California Air Resources Board reported in 2018 that no California regions, including the Bay Area, are on track to meet their greenhouse gas reduction targets, with increasing Vehicle Miles Travelled (VMT) and declines in transit ridership cited as a primary factors¹;

WHEREAS Using public transit in the Bay Area is inconvenient and costly for many types of trips, requiring riders to: use multiple transit systems operated independently with little coordination; pay multiple separate fares; experience unpredictable transfers; and navigate different wayfinding systems and brand identities;

WHEREAS Low income people, many of whom have experienced displacement and have long commutes requiring multiple transit services, are among the most adversely affected the Bay Area's poorly integrated public transportation system, experiencing a significant financial burden from needing to pay multiple separate transit fares or being forced into costly vehicle ownership;

WHEREAS Regions with high-ridership public transportation systems are, by contrast, characterized by highly integrated networks of quality local and regional transit services that make traveling without a private automobile convenient and easy for all types of trips, featuring aligned routes and schedules, coordinated transfers, high quality transit hubs, common branding and customer information, and other

¹ 2018 Progress Report: California's Sustainable Communities and Climate Protection Act, California Air Resources Board, https://ww2.arb.ca.gov/sites/default/files/2018-11/Final2018Report_SB150_112618_02_Report.pdf

common regional customer experience standards.^{2 3}

WHEREAS Regions that have successfully integrated and simplified transit fares have experienced many broad social benefits, including a shift in travel from private cars to public transit, an increase in overall public transit usage, and expanded mobility options and cost savings for riders.⁴

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #191030A which:

- Affirms ECCTA's commitment to working collaboratively with State agencies, MTC, municipalities and other public agencies to develop a highly integrated regional transportation system that provides convenient, seamless, and affordable transit for customers.
- Confirms ECCTA's Board of Directors' support of the Seamless Transit Principles listed in Attachment A.
- Supports MTC and transit agencies working together to undertake a business case analysis of fare integration. The business case should include exploration of options for implementation, governance, and additional funding sources that may be needed for implementation.

PASSED AND ADOPTED THIS 30th day of October, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, CEO

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

² Ralph Buehler & John Pucher (2012) Demand for Public Transport in Germany and the USA: An Analysis of Rider Characteristics, Transport Reviews, 32:5, 541-567, DOI:

³ HiTrans Best Practice Guide 2: Public Transport - Planning the Networks, HiTrans, European Union Interreg IIIB (North Sea Region) <http://www.civitas.no/assets/hitrans2publictransportplanningthe-networks.pdf>

⁴ Sharaby, Nir & Shiftan, Yoram. (2012). The impact of fare integration on travel behavior and transit ridership. Transport Policy. 21. 10.1016/j.tranpol.2012.01.015.

ATTACHMENT A

The Seamless Transit Principles Draft viewable at: www.seamlessbayarea.org/seamless-transit-principles



1) Run all Bay Area transit as one easy-to-use system

Public transit should work as one seamless, connected, and convenient network across the San Francisco Bay Area and beyond. Getting around on transit should be as fast and easy as driving a car. Coordinated bus, rail, and ferry routes and schedules should encourage effortless transfers. Consistent and clear customer information, branding, and maps should make using transit simple and dignified.



2) Put riders first

Riders should feel comfortable when using transit and be treated like valued customers. Public transit agencies must do more to listen to riders and continuously improve service. They must prioritize riders' needs above all else, and overcome all operational, political and bureaucratic barriers to provide an excellent and seamless customer experience.



3) Make public transit equitable and accessible to all

People of all income levels, ages, abilities, genders, and backgrounds should have access to world-class public transit. People who are the most reliant on transit are best served by a universal, inclusive, regionally integrated, connected system that is used by all. People with limited means to pay for transit should be provided with discounts.



4) Align transit prices and passes to be simple, fair, and affordable

Transit should provide good value for money. Fares across the region's 27 public transit agencies must be aligned into a consistent, fair, and affordable system that encourages using transit for all types of trips and doesn't punish riders for transferring. Cost-effective monthly passes should work across the Bay Area and should be widely available to individuals, employers, and schools.



5) Connect effortlessly with other sustainable transportation

A person's journey does not end when they get off a bus or exit a station. Excellent pedestrian, bicycle, and other pollution-free transportation options should seamlessly connect public transit to communities and destinations, supporting door-to-door trips that don't require a car.



6) Plan communities and transportation together

High quality public transit should be at the heart of communities across the Bay Area. Transportation should be closely aligned with our region's land use, promoting a connected network of transit-oriented, walkable communities that expands access to affordable housing and job opportunities, and reduces car travel and greenhouse gas emissions.



7) Prioritize reforms to create a seamless network

A regionally integrated, world-class transit system won't happen on its own -- it will take leadership, unprecedented levels of cooperation, and changes to existing local, regional, and state policies. The cities, counties, public transit agencies, regional authorities, business leaders, advocacy groups and elected representatives of the San Francisco Bay Area and Northern California megaregion must prioritize the broad public interest and urgently work together collaboratively to advance critical reforms. Our future depends on it!

TAB 4

Agenda Item 7b
ACTION ITEM: Procurement Manual


Resolution 191030B

Board of Directors Meeting

Wednesday October 30, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 30, 2019
Agenda Item: Procurement Manual Update -- Agenda Item #7b
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA periodically reviews and updates its procurement and purchasing manual and procedures to ensure that it is in compliance with all applicable local, state, and federal regulations. In its most recent review, several necessary changes were identified.

Considerations

These changes primarily increase ECCTA's overall purchasing thresholds, as well as those of certain staff members. A list of the proposed changes is attached.

Requested Action

Adopt Resolution #191030B authorizing the CEO to adjust ECCTA's purchasing thresholds and make the applicable changes to ECCTA's Procurement Manual.

Current	Proposed
Credit card purchase form required for every purchase that does not have a receipt or was over \$3,000.	Credit card purchase form required for every purchase that does not have a receipt.
Purchases less than \$3,500 follow Petty Cash or Credit Card purchasing procedures.	Purchases less than \$10,000 follow Petty Cash or Credit Card purchasing procedures
Goods and services purchases costing between \$3,500 and \$8,000 require three quotes and a price analysis form to be completed to help determine a fair and reasonable price.	Purchases costing between \$10,000 and \$50,000 require three competitive quotes to help determine a fair and reasonable price.
Goods and services purchases costing between \$8,001 and \$24,999 require three competitive quotes to help determine a fair and reasonable price.	Purchases costing between \$50,001 and \$100,000 require three competitive quotes and a price analysis form to be completed to help determine a fair and reasonable price.
Goods and services purchases costing \$25,000 or more , using state or local money, require a formal competitive procurement.	Purchases costing \$100,000 or more , using state or local money, require a formal competitive procurement.
The Controller is an authorized signer of purchase orders costing between \$3,500 and \$8,000.	The Controller is no longer an authorized signer of purchase orders.
The Procurement Officer and Chief Operating Officer is an authorized signer of purchase orders costing between \$3,500 and \$8,000.	The Procurement Officer and Chief Operating Officer is an authorized signer of purchase orders costing between \$10,000 and \$50,000.
The Chief Executive Officer is an authorized signer of purchase orders costing between \$8,001 and \$24,999.	The Chief Executive Officer is an authorized signer of purchase orders costing between \$50,001 and \$100,000.
Any service contracts and maintenance agreements costing more than \$25,000 must be approved by the Board of Directors.	Any service contracts and maintenance agreements costing more than \$100,000 must be approved by the Board of Directors.
For revenue parts and fuel purchases costing between \$3,500 and \$24,999, three quotes will be acquired, a price analysis form will be completed, and a Vehicle Parts and Fuel Purchase Order will be completed.	For all revenue parts purchases: a Vehicle Parts and Fuel Purchase Order will be completed. For all fuel purchases: three competitive quotes will be acquired and a Vehicle Parts and Fuel Purchase Order will be completed.
The Facilities Manager and Maintenance Coordinator are authorized signers of Vehicle Parts and Fuel Purchase Orders costing up to \$5,000	The Facilities Manager and Maintenance Coordinator are authorized signers of Vehicle Parts and Fuel Purchase Orders costing up to \$10,000
The Procurement Officer, Controller, and Chief Operating Officer are authorized signers of Vehicle Parts and Fuel Purchase Orders costing between \$5,001 and \$8,000.	The Procurement Officer and Chief Operating Officer are authorized signers of Vehicle Parts and Fuel Purchase Orders costing between \$10,001 and \$50,000.
The Chief Executive Officer is an authorized signer of Vehicle Parts and Fuel Purchase Orders costing between \$8,001 and \$24,999	The Chief Executive Officer is an authorized signer of Vehicle Parts and Fuel Purchase Orders costing over \$50,001.



TRI DELTA TRANSIT

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

RESOLUTION #191030B Procurement Manual Update

Resolution #191030B authorizes the CEO to adjust ECCTA’s purchasing thresholds and make the applicable changes to ECCTA’s Procurement Manual.

WHEREAS, ECCTA has reviewed its procurement and purchasing manual and identified several necessary changes; and

WHEREAS, some of those changes would increase ECCTA’s purchasing thresholds to better accommodate the increasing costs of doing business; and

WHEREAS, a list of those changes is attached.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #191030B authorizing the CEO to adjust ECCTA’s purchasing thresholds and make the applicable changes to ECCTA’s Procurement Manual.

PASSED AND ADOPTED THIS 30th day of October 2019, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 5

Agenda Item 7c

ACTION ITEM: Authorization to File RM2 Claim

Resolution 191030C

Board of Directors Meeting

Wednesday October 30, 2019

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 30, 2019
Agenda Item: Authorization to File RM2 Claim – Agenda Item #7c
Lead Staff: Maureen Gonzales, Controller
Approved: Jeanne Krieg, Chief Executive Officer 

RM2 Background

On March 2, 2004 voters passed Regional Measure 2 (RM2), raising the toll on the seven state-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is used to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in SB 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding.

Fourteen operating projects are listed in RM2 (California Streets and Highway Code Section 30914(d)). On October 13, 2004, the Federal Highway Administration approved the segregation of revenues derived from the four non-federalized Bay Area toll bridges for funding transit operations through the RM2 program. This decision allows MTC to allocate operating funds to the projects that were approved as part of Regional Measure 2. MTC requested project sponsors to submit an initial 5-year operating assistance program (OAP). These OAPs outline the scope, detail the operating budget, and project operating performance data for the proposed transit service.

ECCTA's RM2 Grant

ECCTA applies RM2 funds to Express Route 300 service.

Application Process

ECCTA applies for an annual RM2 allocation through MTC. A Resolution adopted by the governing board is required:

- Resolution #191030C authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY20 Regional Measure 2 (RM2) funds.

Requested Action

Adopt Resolution #191030C which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY20 allocation of Regional Measure 2 (RM2) funds.



TRI DELTA TRANSIT

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

RESOLUTION #191030C

AUTHORIZATION FOR FILING OF APPLICATION FOR RM2 FUNDS

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914 (c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

WHEREAS, the Express Bus Operations is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highway Code Section 30914 (c) or (d); and

WHEREAS, the Regional Measure 2 allocation request, attached hereto in the Operating Assistance Proposal and incorporated herein as though set forth at length, demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which ECCTA is requesting that MTC allocate Regional Measure 2 funds; and

WHEREAS, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by ECCTA of assurances required for the allocation of funds by MTC; now, therefore, be it

RESOLVED, the ECCTA and its agents shall comply with the provisions of the MTC's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

RESOLVED, the ECCTA certifies that the project is consistent with the Regional Transportation Plan (RTP).

RESOLVED, that ECCTA approved the updated Operating Assistance Proposal, attached to this resolution; and be it further

RESOLVED, the ECCTA is an eligible sponsor of the projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914 (d); and be it further

RESOLVED, that ECCTA is authorized to submit an application for Regional Measure 2 funds for Express Bus Operations in accordance with California Streets and Highways Code 30914 (d); and be it further

RESOLVED, that ECCTA certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (I4 California Code of Regulations Section 15000 et seq.) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. Seq. and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to ECCTA making allocation requests for Regional Measure 2 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or ability of ECCTA to deliver such project; and be it further

RESOLVED, that ECCTA indemnifies and holds harmless MTC, its Commissioners, representatives, agents and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of ECCTA its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition had been made of any claim for damages.

RESOLVED, that ECCTA shall, if any revenues or profits from any non-governmental use of property (or projects) that those revenues or profits shall be used exclusively for public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise MTC is entitled to a proportionate share equal to MTC's percentage participation in the project (s); and be it further

RESOLVED, the ECCTA authorizes its Chief Executive Officer or her designee to execute and submit an allocation request for operating or planning costs for fiscal year 2019-2020 with MTC for Regional Measure 2 funds as available under MTC guidelines for the operation of express bus services.

RESOLVED, that the Chief Executive Officer is hereby delegated the authority to make non-substantive changes or minor amendments to the Initial Project Report (IPR) as he/she deems appropriate.

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the ECCTA application referenced herein.

PASSED AND ADOPTED THIS 30th day of October 2019. By the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

AYES: _____
NOES: _____
ABSENT: _____
ABSENCATIONS: _____

**RM-2 Operating Assistance Application
Certifications**

FY 2018-19

Submittal Date:

Operator: ECCTA

Project: Route 300

Only complete this form if you do not complete J(a)

ENTER an "X" in the yellow cell to the left of each required certification

This form must be signed and dated

X	A.	Applicant certifies that, if RM-2 funding was received in FY 2017-18 , it will include the RM-2 costs and revenues in its general fiscal audit for that year. Applicant also assures that it will include the RM-2 costs and revenues in its general fiscal audit which will be completed for FY 2018-19 .
	B.	Applicant certifies to one of the following:
X	a.	If Applicant is a bus operator, it certifies that it has submitted a copy of the California Highway Patrol (CHP) certification which was issued within the last 13 months indicating compliance with Cal. Veh. Code. §1808.1 (CHP "pull notice system and periodic reports"). (Pub. Util. Code §99251).
	b.	If Applicant is a ferry operator, it certifies that it is current on all inspections and certifications required by federal and state agencies.
X	C.	Applicant certifies that it has current "joint fare revenue sharing agreements" in place with transit operators in the MTC region with which its service connects as required by Government Code §66516 and that it has submitted copies of all such agreements to MTC.
X	D.	Applicant agrees to participate in implementation of recommendations from the Integrated Fare Structures and Transit Connectivity Studies which are required by Streets and Highway Code §30914.5.
X	E.	Applicant certifies that it complies with MTC's Transit Coordination Implementation Plan (MTC Resolution No. 3866, Revised). (Public. Util. Code §99314.5(c) and §99314.7).

**The undersigned attests that the certifications indicated above are true and correct,
and further attests to the applicant's intent to comply with the indicated certifications.**

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____

Jeanne Krieg
Jeanne Krieg
Chief Executive Officer
10-30-2019

MTC Claim Application - Document RM2
 Regional Measure 2 Operating Assistance Proposal - Eligible Applicants Only
 FY 2019-20
 Submittal Date:

Enter requested information in yellow cells
 Enter requested information using dropdown menu
 Information appears automatically in cells highlighted in yellow
 Operator: ECCTA

A. Project Title:

B1. Brief Description of Service
 Briefly describe service (provide map as attachment). Include information about markets being served and interoperator connections.

Express service from Brentwood Park and Ride to Antioch Bart.

B2. Description of Service Changes
 Describe any service changes made in the previous fiscal year and describe any changes planned for the current fiscal year.

No longer goes From Antioch Bart to Pittsburg/Bay Point Bart.

C. Service Description:

	Time	Headways		Vehicles in service		Daily Rev Veh Hrs
		Peak	Off-peak	Peak	Off-peak	
1. Weekday	04:00-22:00	20	30	5	3	29.92
2. Saturday						
3. Sunday						

D. Cost Allocation Plan/Cost Methodology

E. Costs are (check one):
 Fully-allocated
 Marginal

F. Performance Measures (check one):
 Total Service
 RM2 Increment Only

G. Environmental Clearance Type: 1. 2.
 Date:

H. Operating Plan:

	1	2	3	4	5	6	7	8
	Past Actual FY 17/18	Current Year Revised FY 18/19	Budget FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Operating Budget								
1. Total Operating Cost	1,756,807	863,842	931,830	931,830	931,830	931,830	931,830	931,830
2. RM2 Operating Cost	1,756,807	863,842	931,830	931,830	931,830	931,830	931,830	931,830
3. -- Fare Revenue <input type="checkbox"/> RM2 Total	505,993	114,376	103,960	103,960	103,960	103,960	103,960	103,960
4. -- RM 2 Operating Assistance Request	531,835	531,835	531,835	531,835	531,835	531,835	531,835	531,835
5. -- Other Operating Revenue	0	0	531,835	531,835	531,835	531,835	531,835	531,835
6. -- Other Subsidy	718,979	217,631	296,035	296,035	296,035	296,035	296,035	296,035
7. Total Subsidy	1,250,814	749,466	1,359,705	1,359,705	1,359,705	1,359,705	1,359,705	1,359,705
8. Total Revenues	1,756,807	863,842	1,463,665	1,463,665	1,463,665	1,463,665	1,463,665	1,463,665
9. Surplus/(Deficit)			531,835	531,835	531,835	531,835	531,835	531,835

I. Service Parameters:

1. Estimated Annual Ridership	323,694	73,318	66,641	66,641	66,641	66,641	66,641	66,641
2. Average Weekday Ridership	1295	293	258	258	258	258	258	258
3. Total Annual Revenue Hours	15,796	7,382	7,963	7,963	7,963	7,963	7,963	7,963
4. Total Annual RM2 Revenue Hours	15,796	7,382	7,963	7,963	7,963	7,963	7,963	7,963
5. Annual Revenue Miles	321,915	121,309	129,648	129,648	129,648	129,648	129,648	129,648

J. Performance Measures:

Required Measures Per MTC Resolution 3636

1. Farebox Recovery Ratio (Total Cost)	28.8%	13.2%	11.2%	11.2%	11.2%	11.2%	11.2%	11.2%
2. Passengers/Total Hour	20	10	8	8	8	8	8	8
3. Change in Passenger Per Hour	N/A	-1	0	0	0	0	0	0

K. Other Measures

1. Cost Per Rider	5.43	11.78	13.98	13.98	13.98	13.98	13.98	13.98
2. Subsidy Per Rider	3.86	10.22	20.40	20.40	20.40	20.40	20.40	20.40
3. Cost Per Revenue Hour	111.22	117.02	117.02	117.02	117.02	117.02	117.02	117.02

TAB 6

Agenda Item 7d

DISCUSSION ITEM: Paratransit Customer Portal

Resolution 191030D

Board of Directors Meeting

Wednesday October 30, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 30, 2019

Agenda Item: Paratransit Customer Portal
Agenda Item #7d

Lead Staff: Kevin Moody, Director of Maintenance

Approved: Jeanne Krieg, Chief Executive Officer 

Background

Since 1991, ECCTA has used software from Trapeze for the booking and routing of paratransit customers. The process is as follows:

1. One to three days prior to a trip, a customer telephones the scheduling department. During the busy times of the day, a customer may be on hold for an extended period of time.
2. A reservationist books a trip to and from the customer's destination. Reservationists book approximately 400 trips per day. While a few reservation calls last for 60-90 seconds, many last much longer.

Considerations

1. ECCTA has been offering an on-line application option for new and renewing paratransit customers for a few years. While acceptance of the on-line option started slow, as the technologically savvy population ages, the demand for on-line services is growing.
2. Many of ECCTA's paratransit customers have caregivers who arrange for transportation trips. These individuals often do not have the time to wait on hold to make trip reservations.

Proposal

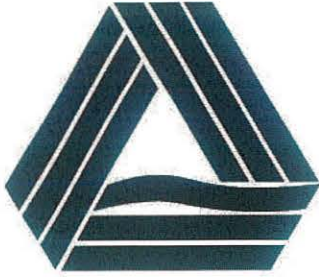
Offer an online option for booking a trip to our paratransit customers by installing TripSpark, a product offered by Trapeze. TripSpark will allow paratransit customers to book their own trips through the use of a personal computer, tablet or smart device. This

online portal will be available in English and Spanish. Features of the portal include useful information about their trip such as bus arrival time.

The price for licenses, installation and training is \$82,869 and includes a 10% contingency. The yearly maintenance fee will be rolled into ECCTA's existing maintenance agreement with Trapeze.

Requested Action

Adopt Resolution #191030D which authorizes the CEO to enter into an agreement with TripSpark for an amount not to exceed \$82,869.



TRI DELTA TRANSIT

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

RESOLUTION #191030D Paratransit Customer Portal

Resolution #191060D authorizes ECCTA to purchase access to TripSpark’s paratransit passenger portal

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) currently requires customers to book a paratransit ride and/or to cancel a ride via telephone; and

WHEREAS, ECCTA uses the program Trapeze to schedule rides; and

WHEREAS, the increase in demand for paratransit service often results in long wait-times to speak with a reservationist; and

WHEREAS, many customers are becoming more tech-savvy so are requesting more on-line opportunities to interface with ECCTA; and

WHEREAS, many customers have accepted the option to register for paratransit service on-line; and

WHEREAS, TripSpark would allow customers to book and cancel rides from their home computer, tablet or smart device.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #191030D authorizing the CEO to enter into an agreement with TripSpark to install and maintain a paratransit scheduling portal that will work in conjunction with the existing Trapeze scheduling software for an amount not to exceed \$82,869

PASSED AND ADOPTED THIS 30th day of October 2019, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, CEO

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

TAB 7

Agenda Item 7e

ACTION ITEM: Bus Schedule Printing, Storage, and Delivery

Board of Directors Meeting

Wednesday October 30, 2019

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 30, 2019
Agenda Item: Bus Schedule Printing, Storage, and Delivery – Agenda Item #7e
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA's contract for the printing, storage, and delivery of bus schedules expired in January 2019. In anticipation of changes to schedules and routes associated with the Oakley Park & Ride lot construction and other planned changes, an RFP was published for a three-year contract with two one-year options for the printing, storage, and delivery of ECCTA's bus schedule booklets.

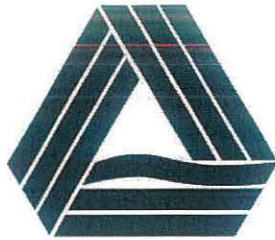
Process

- August 29, 2019: RFP 2019-001 for the printing, storage, and delivery of bus schedules was mailed to 29 firms, publically advertised, and posted on ECCTA's website.
- September 10, 2019: one firm attended a pre-proposal meeting
- September 30, 2019: ECCTA received two responsive proposals from:
 - Printeam
 - Consolidated Printers, Inc.

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

Requested Action

Adopt Resolution #191030E authorizing the CEO to execute and enter into a three-year contract with two one-year options for the printing, storage, and delivery of ECCTA bus schedule booklets with Printeam for \$19,252 for year one.



TRI DELTA TRANSIT

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

RESOLUTION #191030E

Authorization for Award of Contract for Printing, Storage, and Delivery of Bus Schedules

Resolution #191030E authorizes the CEO to execute and enter into a three-year contract with two one-year options for the printing, storage, and delivery of ECCTA bus schedule booklets with Printeam.

WHEREAS, ECCTA’s contract for printing, storing, and delivering bus schedule booklets expired on January 16, 2019; and

WHEREAS, on August 29, 2019, RFP #2019-001 was advertised and mailed to 29 firms for a three-year contract, with two one-year options; and

WHEREAS, two responsive proposals were received; and

WHEREAS, Printeam is the recommendation of ECCTA as providing the highest quality service for the best value possible;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #191030E authorizing the CEO to execute and enter into a three-year contract with two one-year options for the printing, delivery, and storage of bus schedule booklets with Printeam for \$19,252 for year one.

PASSED AND ADOPTED THIS 30th day of October 2019, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

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