

TRI DELTA TRANSIT

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

Board of Directors Meeting Agenda

Wednesday June 22, 2022

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Members of the Board of Directors and members of the public can attend the meeting:

- In person (proof of COVID-19 vaccination is required)
- from a laptop:

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdSYjhUQWJyclJjOHdWMG1RUT09>

OR

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

- from a phone

Dial: 1 669 900 6833 US

Meeting ID: 994 2099 9810

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



TRI DELTA TRANSIT

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

Board of Directors Meeting Agenda

Wednesday June 22, 2022

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 Ken Gray
 - a. Roll Call

2. **Pledge of Allegiance**

3. **Public Comment**

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

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

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)
 - a. Minutes of the Board of Directors meeting of May 25th, 2022
 - b. Financial Report
 - c. Marketing and Customer Service Activities Report
Requested Action: Approve items 5a, 5b, and 5c

6. **CEO's Report:** Jeanne Krieg
 - a. **Operations Report** (*see attachment: tab #2*)

Board of Directors:

City of Antioch
Lamar Thorpe
Monica Wilson

City of Brentwood
Joel Bryant
Barbara Guise

City of Oakley
Sue Higgins
Anissa Williams **

City of Pittsburg
Merl Craft
Shanelle Scales-Preston

Contra Costa County
Diane Burgis
Federal Glover

Member-at-Large
Ken Gray *

* Chair: FY 2021-22

** Vice-chair: FY 2021-22

**Board of Directors Meeting Agenda
Wednesday June 22, 2022**

7. ACTION and DISCUSSION ITEMS

- a. **ACTION ITEM:** Institutional Transit Pass Pilot Program
(see attachment: tab #3)
Requested Action: Adopt Resolution #220622A authorizing ECCTA's participation in MTC's Institutional Transit Pass Pilot Program.

- b. **ACTION ITEM:** SB1 State of Good Repair Program
(see attachment: tab #4)
Requested Action: Adopt Resolution #220622B approving ECCTA's fiscal year 2022-23 SGR Project List submittal.

- c. **ACTION ITEM:** Triennial Review
(see attachment: tab #5)
Requested Action: Adopt Resolution #220622C accepting ECCTA's Triennial Review dated June 8, 2022.

- d. **ACTION ITEM:** Oakley Park & Ride Budget
(see attachment: tab #6)
Requested Action: Adopt Resolution #220622D authorizing a \$300,000 increase to the Oakley Park & Ride construction budget.

- e. **ACTION ITEM:** Cost of Living Wage and Salary Adjustment
(see attachment: tab #6)
Requested Action: Approve a 5% cost of living increase for all ECCTA employees effective with the pay period that includes July 1st, 2022. Additionally, authorize a one-time \$1000 pay supplement to each employee as an acknowledgement that a 5% increase does not match the current rate of inflation.

- e. **ACTION ITEM:** FY 2022-2023 ECCTA Board of Directors Officers
(see attachment: tab #7)
Requested Action #1: Elect Oakley Representative Vice-Chair Anissa Williams to serve as the chair of the ECCTA Board of Directors for FY 2022-2023.
Requested Action #2: Elect Antioch Representative Lamar Thorpe to serve as the vice-chair of the ECCTA Board of Directors for FY 2022-2023.

8. CLOSED SESSION (Pursuant to Section §54957(b) of the Ralph M. Brown Act)

Closed Session – Public Employment Appointment (Gov. Code §54957(b))
Position: Chief Executive Officer

9. RECONVENE TO OPEN SESSION

Report of actions taken during closed session

10. 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.

11. Adjourn

Next Meeting: July 27, 2022 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509.

Public Comment Guidelines:

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

Agenda, staff report, and document availability:

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

Americans with Disabilities Act Information:

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the ECCTA parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

Limited English Proficiency (LEP):

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

Anticipated action by the Board of Directors:

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

TAB 1

Agenda Item #5

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

Board of Directors Meeting

Wednesday June 22, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

May 25, 2022

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

Chair Gray announced that Members of the Board and members of the public could attend the hybrid meeting in person with proof of COVID-19 vaccination required, from a laptop, or by phone.

Chair Gray reported that the meeting was being recorded; General Counsel Eli Flushman was attending in person in the Board Room; those present and those on the telephone whether Directors, staff, or members of the public were identified; and all votes were to be Roll Call votes.

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

PRESENT: Joel Bryant (Brentwood); Michael Daugelli, Alternate for Diane Burgis (Contra Costa County); Federal Glover* (Contra Costa County); Barbara Guise (Brentwood); Sue Higgins (Oakley); Nancy Parent*, Alternate representing Federal Glover through agenda item 5; Shanelle Scales-Preston (Pittsburg); Lamar Thorpe (Antioch); Monica Wilson (Antioch); and Ken Gray (Director-at Large/Chair)
*Arrived after Roll Call

ABSENT: Merl Craft (Pittsburg); Anissa Williams (Oakley/Vice Chair)

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Eli Flushman, General Counsel
Agustin Diaz, Chief Financial Officer (CFO)
Joe Chappelle, Manager of Administrative Services
DeAnna Perry, Manager of Accessible Services
Leeann Lorono, Manager of Marketing and Customer Service
Ashley Funaki, Administrative Assistant
Tania Babcock, Executive Assistant

OTHERS

PRESENT: Yvette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager
Hosie Pintily, First Transit Safety Manager

Kurtis Johnson, First Transit Paratransit Coordinator
Lori Sprinkle, First Transit Office Manager
Stephanie Hu, P.E., CCTA Director, Projects
Frank Furger, AMG
Carolyn Graham, Discovery Bay
Dylan Tonningsen
Eliot Temple
Michael Palmieri
Kennedy Thorpe

PLEDGE OF ALLEGIANCE

Director Scales-Preston led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Gray reported the Personnel Committee is interviewing candidates for the CEO position on June 10th. Federal Glover will be on the Personnel Committee, taking Diane Burgis' place. A recommendation will be submitted to the Board of Directors at the June 22nd meeting.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of April 27, 2022
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer Jeanne Krieg reported that sales of the summer youth pass started. The \$60 pass sells for \$30 to passengers 18 and younger. It is valid on County Connection, WestCat, and Tri Delta Transit fixed route buses beginning June 1st through August 31st. \$30 of the cost is subsidized by 511 Contra Costa.

As an update to the free Clipper card distribution, Ms. Krieg reported that all 800 of the free Clipper cards had been distributed.

Ms. Krieg stated the Oakley Park and Ride is expected to be complete by the end of June. As soon as staff is certain of the completion date, a ribbon cutting ceremony will be held.

Ms. Krieg reported that ridership continues to grow slowly and ECCTA is at 27% above last year and at 78% of pre-covid ridership. Tri Delta Transit will return to full service when BART changes their schedule on September 12th. BART has asked Tri Delta Transit to resume early bird bus service between Antioch BART and Pittsburg BART beginning September 12th and there will be two trips in the morning to replace the early train service.

Ms. Krieg advised that discussions about a demonstration ferry service between east county and west county have started. CCTA is developing an MOU between Pittsburg, Antioch, Martinez, and Hercules. Once each city council approves the MOU, CCTA will ask Tri Delta Transit to be a part of the project. The timeline to start service is mid-2023.

Ms. Krieg reported that Tri Delta Transit is currently out to bid to replace carpet and flooring in the older parts of the facility. Paving the facility parking lot and installing hand dryers in some of the restrooms are requests for bids that will be published soon.

With respect to projects approved over the past few months, Ms. Krieg reported:

- The contract was signed for the electric fleet module. Installation will be by the end of the summer.
- The contract was signed for the hydrogen fuel cell station consultant. The next step is a charrette to meet with the consultant to discuss the vision for the hydrogen fuel cell station.
- First Transit is working on the operations contract adjustment.
- The zero-emission bus rollout plan has been submitted.
- The updated charge management contract has been signed.

- The LCTOP Project funding grant has been submitted for the pre-installation of an inductive charging system.
- The six diesel buses and 2 battery electric buses have been ordered. The diesel buses will be built and delivered in the spring of 2023 and the electric buses will be built mid-2023.
- The contract for shop equipment maintenance has been signed and work has started.
- The part-time IT position has been filled.
- The guaranteed hours for on-call duty on holidays for maintenance employees has been implemented.
- The solar electric car charging station for the Oakley Park and Ride lot has been ordered and will be delivered and installed mid-June.

Director Daugelli asked for an example of the Tri MyRide expansion. Ms. Krieg responded that on September 12th, Tri MyRide will expand to an area in Oakley, south of Lone Tree in Antioch, and North of HWY 4 in Pittsburg.

In response to Chair Gray's question regarding the Oakley Park and Ride, Ms. Krieg stated that it looked like construction would be complete by the end of June.

ACTION AND DISCUSSION ITEMS

A. Dynamic Personal Micro Transit MOU

Ms. Krieg stated that the Dynamic Personal Micro Transit is a project we have been talking about for a little over a year. The preliminary feasibility study was completed a year ago, in March of this year CCTA made a presentation on various P3 funding options, and an MOU between CCTA and Tri Delta Transit is the next step to move forward with the project. Stephanie Hu from CCTA stated the MOU defines roles and responsibilities and includes a request for proposals anticipated to be released in the summer time to find interested parties for the "Developer Team".

Ms. Krieg requested approval of the proposed MOU between ECCTA and CCTA defining roles and responsibilities.

Director Bryant stated it is early in the process, but he wanted to ensure safety protocols would be in place. Chair Gray agreed with Director Bryant.

On motion by Director Daugelli, seconded by Director Scales-Preston, ECCTA Board members approved the proposed MOU between ECCTA and CCTA defining roles and responsibilities to advance the East County DPMT project, carried by the following Roll Call vote:

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

B. Facility Exterior Painting

Manager of Administrative Services Joe Chappelle discussed that ECCTA's blue exterior front entrance was built in 2003 as part of a larger expansion to the facility, and after many years of exposure to the elements, needed repainted and minor repairs. As a public works project, a formal procurement was required.

ECCTA received two responsive bids to IFB 2022-02 for the painting and repair of ECCTA's blue facility exterior. Athens Painting and Commercial Coating Inc. was the lowest, responsible bidder with a bid price of \$16,000.

Mr. Chappelle requested the Board adopt the resolution authorizing the CEO to enter into a contract for the painting and repair of ECCTA's blue facility exterior with Athens Painting and Commercial Coating Inc.

On motion by Director Wilson, seconded by Director Higgins, ECCTA Board members adopted Resolution 220525A authorizing the CEO to enter into a contract for the painting and repair of ECCTA's blue facility exterior with Athens Painting and Commercial Coating Inc. for an amount not to exceed \$17,600 which includes a 10% contingency, carried by the following Roll Call vote:

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

C. Budget FY 2022-2023

Chief Financial Officer Agustin Diaz reported on the proposed FY2022-2023 operating and capital budget that was developed using projected service and ridership levels, revenue

sources, and planned projects.

Mr. Diaz discussed the largest increase in the operating budget comes from the purchased transportation category due to a significant increase in variable costs for First Transit, specifically the cost per hour increases from \$52.50 to \$58.68, and the plan to return to pre-pandemic service levels after the opening of the Oakley Park and Ride. The next largest increase in the operating budget is from materials and supplies, specifically fuel costs. Revenue sources remain relatively the same. The major difference from the previous year is that there will be a significant increase in FTA funds for operating assistance. The proposed operating budget for FY2022-2023 is \$32,535,285.

Mr. Diaz also discussed the capital budget with two major proposed projects, the Antioch Park and Ride and the Trapeze Software Upgrade. The proposed capital budget is \$5,200,000 of which \$1,200,000 will be from the TDA funding that is available for local match.

Mr. Diaz requested the Board adopt the resolution approving the proposed FY2022-2023 ECCTA operating and capital budget.

Director Daugelli asked about a package in place that fixes fuel costs for a while. Mr. Ponte responded that ECCTA spot markets for fuel. The spot market works better than fuel hedging for ECCTA.

On motion by Director Daugelli, seconded by Director Bryant, ECCTA Board members adopted Resolution 220525B approving the proposed FY2022-2023 ECCTA operating and capital budget, carried by the following Roll Call vote:

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

D. Authorization to File Funding Application

Chief Financial Officer Agustin Diaz discussed that each year ECCTA must submit a claim to MTC for ECCTA's annual allocation of Transportation Development Act and State Transit Assistance funds used for general operating purposes. A resolution adopted by the governing board is required.

Mr. Diaz requested the Board adopt the resolution authorizing the CEO or her designee to file an application with MTC for the FY2022-2023 allocation of Transportation Development Act and State Transit Assistance funds.

On motion by Director Thorpe, seconded by Director Glover, ECCTA Board members adopted Resolution 220525C authorizing the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY2022-2023 allocation of Transportation Development Act and State Transit Assistance funds, carried by the following Roll Call vote:

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

E. DBE Triennial Goal

Executive Assistant/Civil Rights Officer Tania Babcock discussed that federal regulations require ECCTA to set a three-year DBE goal on FTA-assisted contracts. The DBE Triennial Goal is based on the federal money expected to be awarded in contracts over the next three years, from October 1, 2022 to September 30, 2025, excluding transit vehicle purchases.

Ms. Babcock stated that ECCTA follows procedures established by federal regulations and is required to meet the goal every year. If the goal is not met, a report is written and submitted to the federal government documenting why the goal was not met. ECCTA is allowed to make adjustments to the DBE Triennial Goal during the three-year period if adjustments are necessary.

ECCTA expects to receive \$1,980,000 over the next three years in ADA operating assistance. With no DBEs available to perform the work, ECCTA is proposing a DBE Triennial Goal of 0% for FFY 2023-2025.

Ms. Babcock discussed the recently awarded federal funding to build a hydrogen fuel cell station and stated that this funding was not included in the DBE Triennial Goal because information is needed from the hydrogen fuel cell station consultant's design and a timeframe for when construction will begin on the hydrogen fuel cell station will allow ECCTA to make an adjustment to the DBE Triennial Goal during the correct Federal Fiscal Year. When the adjustment is made, the updated DBE Triennial Goal will be brought before the Board.

Ms. Babcock requested the Board adopt the resolution accepting ECCTA's proposed DBE Triennial Goal of 0% for FTA-assisted contracts for FFY 2023-2025. Upon approval, the DBE Triennial Goal would be submitted to the FTA.

Director Daugelli asked why Monterey Transit was not listed as part of the BOC. Ms.

Babcock responded that the BOC is basically Bay Area transit agencies, but if there is an agency outside of the Bay Area that is interested in joining the BOC, there is a process to follow and the agency submits their interest.

On motion by Director Thorpe, seconded by Director Scales-Preston, ECCTA Board members adopted Resolution 220525D accepting ECCTA's proposed DBE Triennial Goal of 0% for FTA-assisted contracts for Federal Fiscal Years 2023-2025, carried by the following Roll Call vote:

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

BOARD OF DIRECTORS COMMENTS

Director Bryant shared that at 9am on Monday at the Union Cemetery the Veterans in Brentwood will be having a Memorial Day Ceremony.

Director Guise stated the Memorial Day Ceremony at the Union Cemetery is a beautiful ceremony.

Director Scales-Preston shared that Pittsburg is having a Memorial Day Ceremony on Monday at 10am in front of Small World Park by the Veterans memorial.

Director Wilson shared that Antioch's Memorial Day Ceremony is at 10am on Monday at Oak View Memorial Park.

Director Thorpe shared that he used to teach third grade. He asked that we be mindful over the next two weeks because school shootings tend to have a copycat effect. We want to be vigilant in watching for people with suicidal expressions along with rage, and report it if we encounter it to keep our community and our kids safe.

Director Higgins stated that Oakley City Council increased the reward money to find Alexis Gabe to \$100,000. Oakley will hold a Memorial Day Ceremony on Saturday at the Civic Center Park at 10:30am.

Director Daugelli shared that he had tutored fourth graders and was deeply impacted by the school shooting in Texas. He agreed that we need to be vigilant.

Chair Gray commented on Tri Delta Transit's increase in ridership and that more people are using our service. He also reminded the Personnel Committee of the June 10th meeting.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:39 P.M. to June 22, 2022 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Tania Babcock
Executive Assistant

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of May 31, 2022
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY22 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 1,206,854	\$ 726,066	\$ 480,788	\$ 1,261,637	\$ 830,451	\$ 431,186	\$ (54,783)	\$ (104,385)	\$ 49,602	\$ 1,393,750	\$ 909,756	\$ 483,994	87%	80%	99%
Other Income	\$ 171,865	\$ -	\$ 171,865	\$ 323,906	\$ 148,668	\$ 177,240	\$ (152,041)	\$ (148,666)	\$ (5,375)	\$ 354,985	\$ 160,000	\$ 194,985	48%	-	88%
Total Operating Revenues:	\$ 1,378,719	\$ 726,066	\$ 652,653	\$ 1,585,543	\$ 977,117	\$ 608,426	\$ (206,824)	\$ (251,051)	\$ 44,227	\$ 1,748,735	\$ 1,069,756	\$ 678,979	79%	68%	96%
OPERATING EXPENSES															
Purchased Transportation	\$ 13,931,338	\$ 10,050,077	\$ 3,881,261	\$ 14,462,374	\$ 10,113,704	\$ 4,348,670	\$ 531,036	\$ 63,627	\$ 467,409	\$ 15,900,242	\$ 11,087,081	\$ 4,813,161	88%	91%	81%
Materials and Supplies	\$ 3,556,733	\$ 2,964,753	\$ 591,980	\$ 4,073,585	\$ 3,426,767	\$ 646,818	\$ 516,852	\$ 462,014	\$ 54,838	\$ 4,443,911	\$ 3,738,291	\$ 705,620	80%	79%	84%
Salaries & Benefits	\$ 4,669,440	\$ 4,218,638	\$ 450,802	\$ 4,651,845	\$ 4,072,415	\$ 579,430	\$ (17,595)	\$ (146,223)	\$ 128,628	\$ 5,068,439	\$ 4,437,117	\$ 631,322	92%	95%	71%
Services	\$ 863,654	\$ 672,746	\$ 190,908	\$ 998,040	\$ 790,786	\$ 207,254	\$ 134,386	\$ 118,040	\$ 16,346	\$ 1,091,952	\$ 865,857	\$ 226,095	79%	78%	84%
Other	\$ 334,477	\$ 290,215	\$ 44,262	\$ 271,686	\$ 230,088	\$ 41,598	\$ (62,791)	\$ (90,127)	\$ (2,664)	\$ 304,126	\$ 259,060	\$ 45,066	110%	112%	98%
Casualty and liability insurance	\$ 568,643	\$ 502,909	\$ 65,734	\$ 536,203	\$ 482,706	\$ 53,497	\$ (32,440)	\$ (20,203)	\$ (12,237)	\$ 576,165	\$ 517,803	\$ 58,362	99%	97%	113%
Utilities	\$ 183,541	\$ 161,950	\$ 21,591	\$ 176,721	\$ 158,834	\$ 17,887	\$ (6,820)	\$ (3,116)	\$ (3,704)	\$ 192,787	\$ 173,274	\$ 19,513	95%	93%	111%
Taxes	\$ 18,415	\$ 14,883	\$ 3,532	\$ 19,150	\$ 15,556	\$ 3,594	\$ 673	\$ 673	\$ 62	\$ 19,150	\$ 15,556	\$ 3,594	96%	96%	98%
Total Operating Expenses:	\$ 24,126,241	\$ 18,876,171	\$ 5,250,070	\$ 25,189,604	\$ 19,290,856	\$ 5,898,748	\$ 1,063,363	\$ 414,685	\$ 648,678	\$ 27,596,772	\$ 21,094,039	\$ 6,502,733	87%	89%	81%
NON-OPERATING REV															
Federal Funds	\$ 3,552,316	\$ 2,420,303	\$ 1,132,013	\$ 4,568,054	\$ 2,434,696	\$ 2,123,358	\$ (1,005,738)	\$ (14,393)	\$ (991,345)	\$ 4,972,424	\$ 2,656,033	\$ 2,316,391	71%	-	49%
State Funds	\$ 14,238,104	\$ 11,412,041	\$ 2,826,063	\$ 14,470,193	\$ 12,291,485	\$ 2,178,708	\$ (232,089)	\$ (879,444)	\$ 647,355	\$ 15,883,813	\$ 13,454,549	\$ 2,429,264	90%	85%	116%
Local Funds	\$ 1,799,288	\$ 828,127	\$ 971,161	\$ 1,912,081	\$ 924,741	\$ 987,340	\$ (112,793)	\$ (96,614)	\$ (16,179)	\$ 2,085,908	\$ 1,008,809	\$ 1,077,099	86%	82%	90%
Inter-Operator Agreements	\$ 2,899,892	\$ 2,899,892	\$ -	\$ 2,658,234	\$ 2,658,234	\$ -	\$ 241,658	\$ 241,658	\$ -	\$ 2,899,892	\$ 2,899,892	\$ -	100%	100%	n/a
Interest & Other Misc Income	\$ 12,275	\$ 11,318	\$ 957	\$ 5,499	\$ 4,583	\$ 916	\$ 6,776	\$ 6,735	\$ 41	\$ 6,000	\$ 5,000	\$ 1,000	205%	226%	96%
Total Non-operating Revenues:	\$ 22,501,875	\$ 17,571,681	\$ 4,930,194	\$ 23,604,061	\$ 18,313,739	\$ 5,290,322	\$ (1,102,186)	\$ (742,056)	\$ (360,128)	\$ 25,848,037	\$ 20,024,283	\$ 5,823,754	87%	88%	85%
EXCESS REV/(EXP)	\$ (245,647)	\$ (578,424)	\$ 332,777	\$ -	\$ -	\$ -	\$ (245,647)	\$ (578,424)	\$ 332,777	\$ -	\$ -	\$ -			

Staff Report to ECCTA Board of Directors



Meeting Date: June 22, 2022

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

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

Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit strives to provide top notch service to our customers and the community, as well as communicate the pivotal role Tri Delta Transit plays in the community. Here are some projects Marketing has been working on.

 <p>SUMMER YOUTH PASS More info + Order Online: Más información + pídelo por internet: 511cc.org/youthpass</p> <p>Only Solo Ages Edades Ride on Sequir Adelante Fixed route and express only</p> <p>\$30 6-18 TRI DELTA TRANSIT WESTCAT County Connection</p> <p><small>Brought to you by six Contra Costa with funding from CCTA and BAAQMD. If information is needed in another language, please contact 511-754-6040. 如需需要其他語言的訊息，請聯繫 511-754-6040. 如需其他語言的訊息，請聯繫 511-754-6040. 如需其他語言的訊息，請聯繫 511-754-6040.</small></p>	<p>June Promotion - Summer Youth Pass</p> <p>To date, 112 Summer Youth Passes have been purchased on-line in eastern Contra Costa County through the 511 Contra Costa website. Tri Delta Transit has sold eight more passes at our administrative office for a total of 120 passes sold. Though slower than before, East Contra Costa County has the highest number of sales so far. Traditionally it looks like July is our biggest selling month, so it is expected that sales will increase.</p>
 <p>BAY AREA BIKE TO WHEREVER DAYS 2022</p> <p><small>PHOTO 1: Staff member at a booth with a bicycle and water bottles. PHOTO 2: Staff member at a booth with a bicycle and water bottles.</small></p>	<p>Bike to Work Day</p> <p>Tri Delta Transit participated by staffing an energizer station for National Bike to Work Day on May 20th. Bicycle ridership was slow at the booth and on the trail. According to cyclists that stopped by, they have seen a big decrease in the number of cyclists on the trails. Never-the-less, staff had fun sharing goodies and waters with cyclists and walkers. As people return to the office, the number of cyclists is bound to bounce back for next year's event.</p>



Tri MyRide's Anniversary

Our on-demand shuttle service celebrated its three-year anniversary this month. Riders continue to be happy with the service.

Need a family friendly activity the day after school ends?
Join us at the
Green Footprint Festival

When? **Thursday, June 2nd, 2022**
What time? **11:00 AM – 3:00 PM**
Where? **Small World Park, 2551 Harbor St. Pittsburg, CA 94565**

Enjoy our shows and sustainability activities by vendors!
Admission ONLY \$3 per person
All rides are FREE with admission!
For questions call 925-252-4129

Pittsburg's Green Footprint Festival

Tri Delta Transit enjoyed participating in community events again. Over 200 people visited our booth at the successful Green Footprint Festival in Pittsburg. While adults asked questions about our electric fleet and children spun the wheel for goodies, Tri Delta Transit talked about being green certified, the Summer Youth Pass program, and more.



We also had a great surprise! A visit from our biggest fan – Mazin (lower right picture). He toured our facility for his birthday last year, saw our name on the list of booths, and asked his mom bring him so he could say hello to his favorite bus company.

Accessible Services Materials

Marketing is working with the Accessible Services Department to update the Senior paratransit and ADA paratransit materials with current language and phone number requirements, more detailed instructions, updated maps, and more.

The updated applications and rider's guide will be available on the website in English and Spanish. Printed versions will also be available.

TRI DELTA TRANSIT ADA Paratransit Passenger Guide

Eligibility and Registration

Eligibility is determined by a case by case review of your situation with the American with Disabilities Act (ADA). ADA paratransit services are available to those who are unable to access fixed route transportation because of a disability.

To request an eligibility application:

- Visit our website at www.tridelta.com
- Visit Tri Delta Transit's administrative office at 897 5th Street, Pittsburg, CA
- Call 1-925-754-4040 to request an application by mail.

ADA paratransit information can be provided to you in a variety of accessible formats such as Braille, large print, audio cassette, or large print. If you need any of the ADA paratransit service information provided to you in one of these accessible formats, please contact us at 1-925-754-4040 and ask for the Accessible Services Department.

You must fully complete the application form and return it to Tri Delta Transit by:

- mail to Tri Delta Transit 888 Walker St. Pittsburg, CA 94565, or
- our toll-free number 1-925-754-4040

TRI DELTA TRANSIT

Senior Paratransit Application Packet

Thank you for your interest in Tri Delta Transit senior paratransit services.

For your information and use, this packet contains the following:

- General information about senior paratransit service Pages 1 - 2
- Senior Paratransit Application Pages 4 - 5

Please read the packet thoroughly and carefully. The application must be completed and signed in all designated areas to be processed.

If information is needed in another language, please contact 1-925-754-4040. Si necesita información en otro idioma, comuníquese al 1-925-754-4040. 如需需要其他語言的信息，請聯繫 1-925-754-4040. Kung kailangan ng impormasyon sa iba pang mga mangyaring magaling-gugayun sa 1-925-754-4040.

<p>Ongoing projects:</p> 	<p>Website Redesign</p> <p>Marketing is currently completing the RFP scope of work for the website update.</p> <p>In addition, Marketing has been updating and adding information, so the site is complete when the transition happens.</p>
---	--

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

TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday June 22, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

June 2022

CEO Recruitment

The Nominating Committee interviewed the final candidates on June 10.



Procurement

Current procurement projects include:

- Interior painting (bids due July 13)
- Electric hand dryer installation (bids due July 12)
- Employee parking lot repaving (bids due July 11)
- Interior carpet and floor covering (bid being analyzed)
- Six Gillig diesel buses (on order)
- Two Gillig battery-electric buses (on order)

Coming soon:

- Web site design
- Maintenance area parking lot repair

Projects

- Exterior painting
- Annual parts room inventory
- 2022 Summer Youth Pass
- Oakley Park & Ride lot construction
- Solar car charging station delivery and installation
- Mobile Emergency Operations bus construction and exterior design
- Hydrogen fueling station
- One-seat regional paratransit pilot program
- Return to full service (September 12th)
- Dynamic Personal Microtransit East County project
- On-line paratransit scheduling
- Clipper Start program
- Contra Costa County Accessible Transportation Plan development and implementation
- Analyze Antioch Park & Ride options
- Website update
- Expansion of Tri MyRide service area
- Facility electric grid upgrade
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Policy manual update
- Transportation Development Act reform
- Parking lot repairs
- Facility floor covering replacement
- Hydrogen bus procurement
- MTC's Blue Ribbon Task Force recommendations

We Won!

APTA announced that Tri Delta Transit's "Be Kind to Drivers and Each Other" social media advertisement won a First Place Award in the 2022 annual AdWheel Awards competition. This summer, a second round of judging will review the top First Place Awards in each category to select the Grand Award winners. The Grand Award winners will be honored at the APTA annual conference in Seattle October 9-12. Congratulations Manager of Customer Service and Marketing **Leeann Lorono!**

Clipper

Due to a supply chain issue, the supply of plastic cards is limited and Clipper's supply of cards is being depleted. Transit operators are encouraging individuals to add a virtual Clipper card to a phone instead of buying a plastic card.

Driver Shortage

The contractor that provides the drivers to operate Tri Delta Transit's service is experiencing a shortage of drivers. To entice people to apply, they are offering a \$3000 sign-on bonus for non-CDL drivers or \$5000 sign-on bonus for fully credentialed CDL drivers. Free paid training is provided and the starting wage is \$19.60 - \$29.60 depending on experience. Additionally, current employees can earn a referral bonus if they find future employees. The referral bonuses are \$1000 for non-CDL drivers and \$2500 for a fully credentialed CDL.

Waste Oil Tank

Assessments

Every five years Tri Delta Transit's waste oil and antifreeze tanks must be assessed by a licensed engineer. The assessment makes suggestions on how we can continue to be safe and protect the environment. Suggestions included better labeling, upgraded earthquake safety measures, and improving the preventative maintenance sheets.

Maintenance Department Audit

As part of their corporate support, First Transit will be conducting an audit of our maintenance department in July. The audit will include inspections, interviews, and review of supporting documentations such as policies, procedures and processes. They will analyze the fleet, the staff, training, the parts function, and safety.

CARB Approved ECCTA's Plan

The Zero Emission Bus Rollout Plan that was adopted by the Board of Directors earlier this year was approved by the California Air Resources Board (CARB). Tri Delta Transit's plan "meets the regulation's requirement" and will be posted on the CARB website.

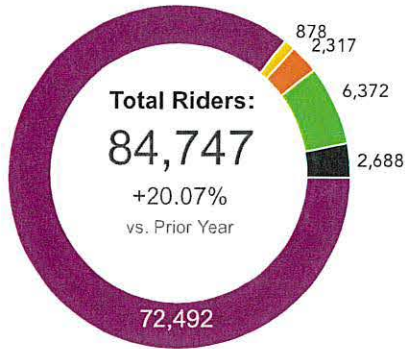
Services Offered

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



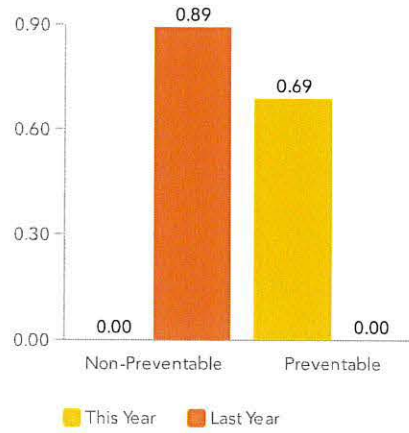
Performance Summary

Ridership

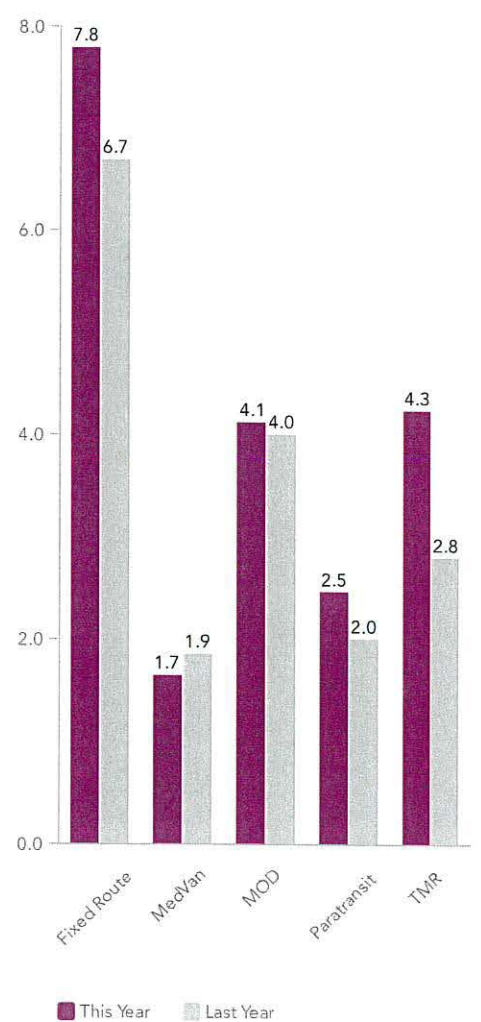


- Fixed Route
- MedVan
- MOD
- Paratransit
- TMR

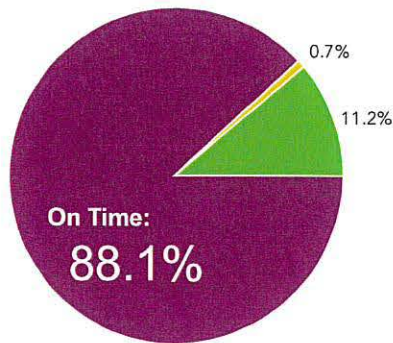
Accidents / 100K Miles



Passengers Per Revenue Hour

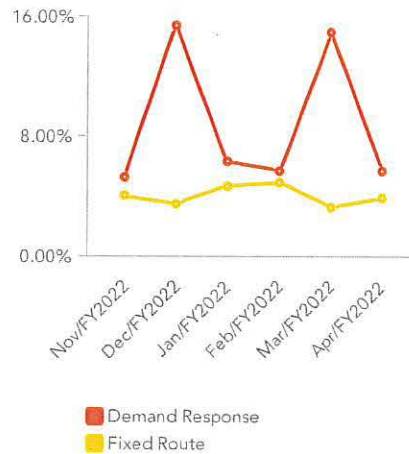


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



- Demand Response
- Fixed Route

Safety Performance

Preventable Accident Report

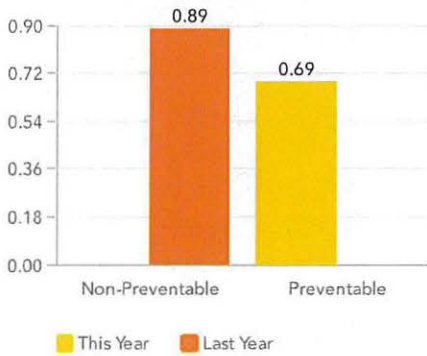
	Accidents	Per 100,000 Miles
Nov/FY2022	1	0.37
Dec/FY2022	1	0.38
Jan/FY2022	2	0.88
Feb/FY2022	2	0.66
Mar/FY2022	1	0.39
YTD 2022	2	0.69

YTD Change No data

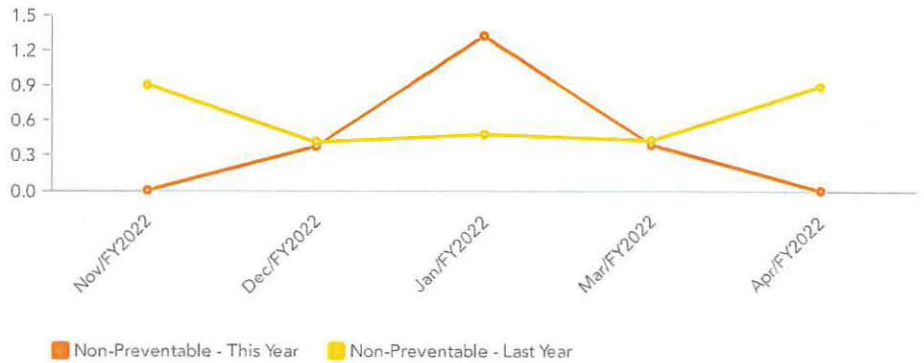
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



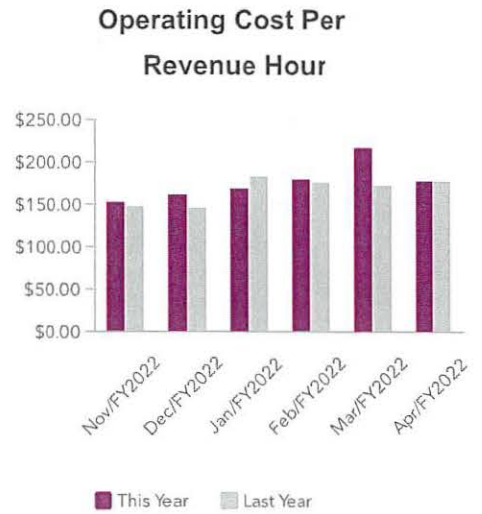
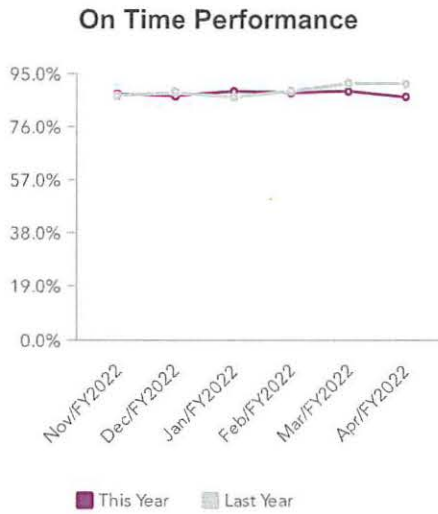
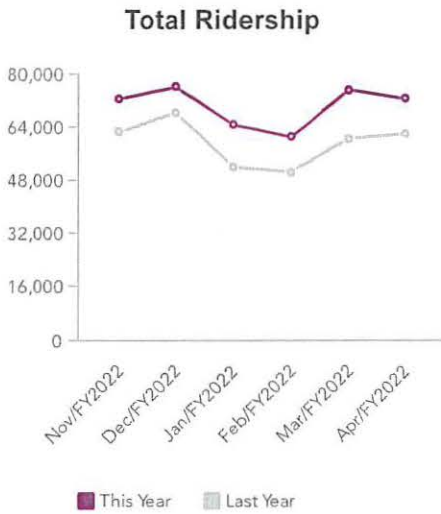
Year To Date - System Wide Accidents Per 100,000 Miles



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



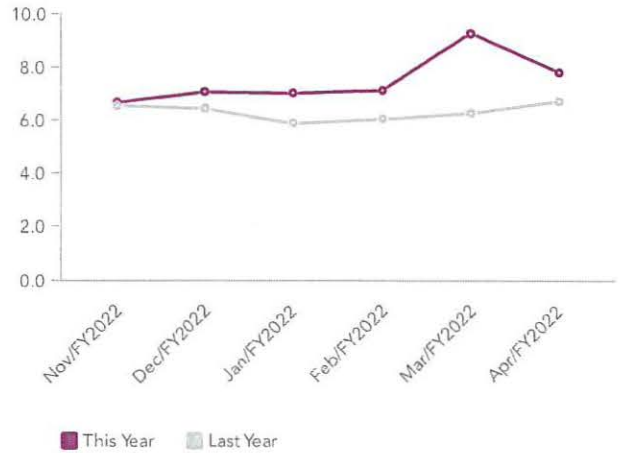
Fixed Route Performance



YTD Report - Fixed Route

	Metric	This Year	Prior Year	% Change
Customer	Average Miles Between Roadcalls	0.00	25,496.57	-100.0%
Service	Complaints Per 100k Riders	53.80	25.88	+107.9%
	% of Trips On Time	86.52	90.99	-4.9%
	Ridership Per Rev. Hour	7.79	6.70	+16.3%
Financial	Operating Costs Per Rev. Hour	176.59	176.18	+0.2%
Ridership	Ridership	72,492.00	61,822.00	+17.3%

Passengers Per Revenue Hour



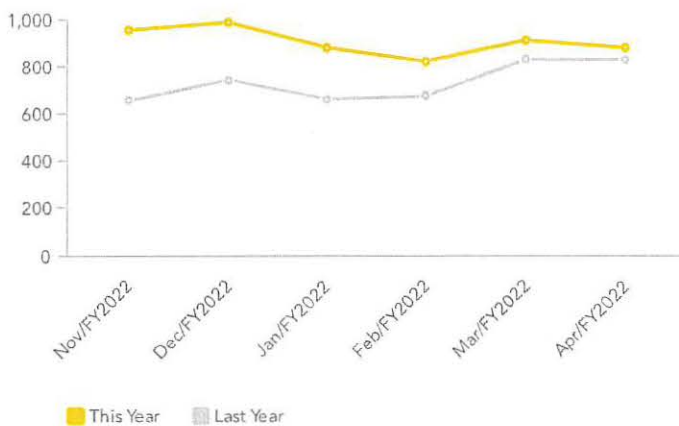
MedVan, Paratransit, and MOD Performance

YTD Report

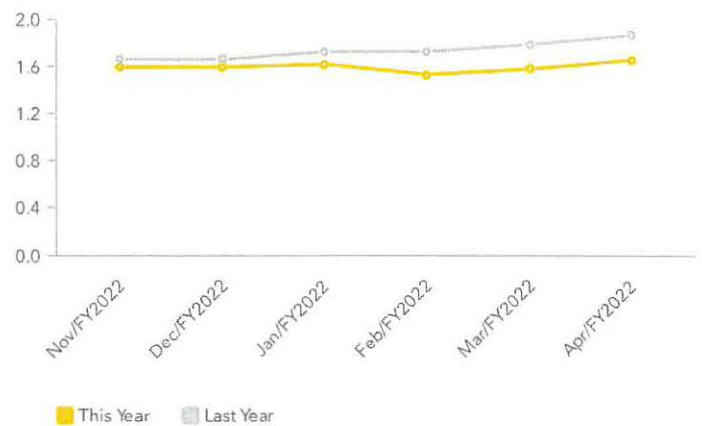
MedVan

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	% of Trips On Time	92.72	96.92	-4.3%
	Ridership Per Rev. Hour	1.65	1.86	-11.3%
Financial	Operating Costs Per Rev. Hour	162.00	118.92	+36.2%
Ridership	Ridership	878.00	828.00	+6.0%

Total Ridership



Passengers Per Revenue Hour



YTD Report

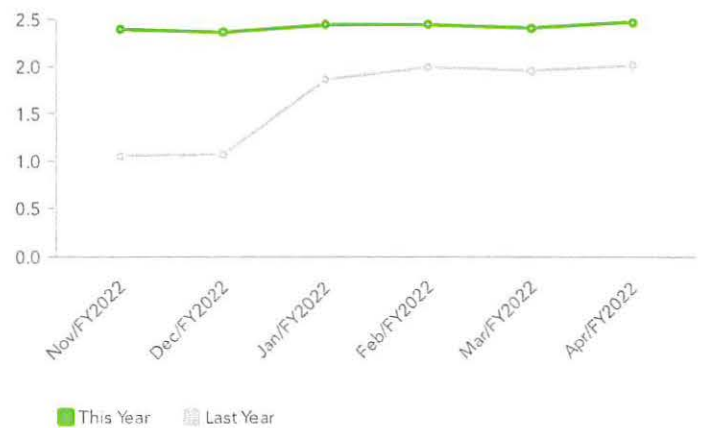
Paratransit

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	282.49	120.08	+135.3%
Service	% of Trips On Time	94.83	94.91	-0.1%
	Ridership Per Rev. Hour	2.46	2.01	+22.4%
Financial	Operating Costs Per Rev. Hour	111.56	118.06	-5.5%
Ridership	Ridership	6,372.00	4,164.00	+53.0%

Total Ridership



Passengers Per Revenue Hour



YTD Report

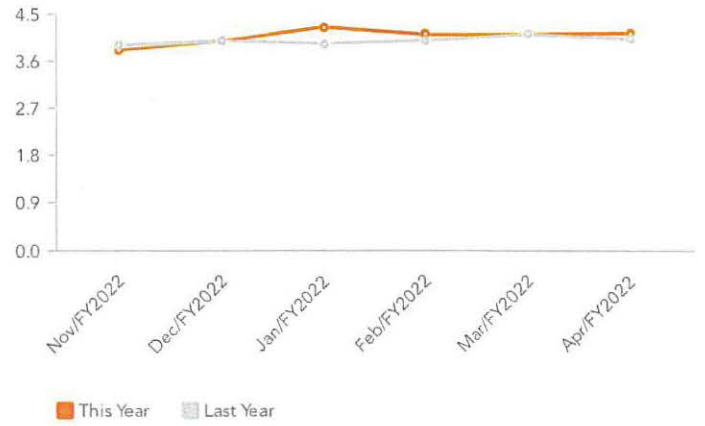
MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	86.32	0.00	
Service	Ridership Per Rev. Hour	4.13	4.01	+3.0%
Financial	Operating Costs Per Rev. Hour	103.89	96.68	+7.5%
Ridership	Ridership	2,317.00	2,085.00	+11.1%

Total Ridership



Passengers Per Revenue Hour

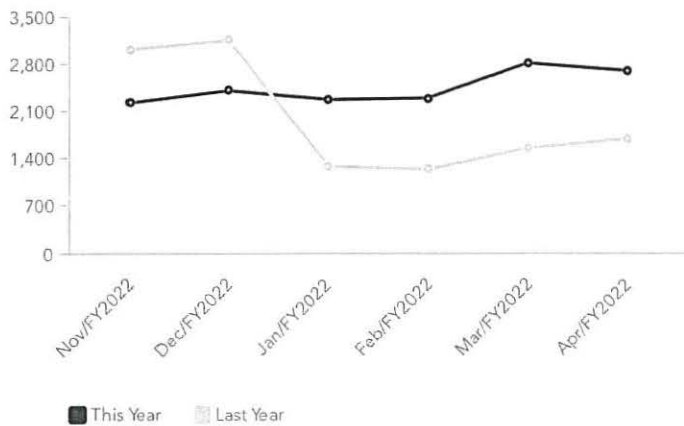


YTD Report

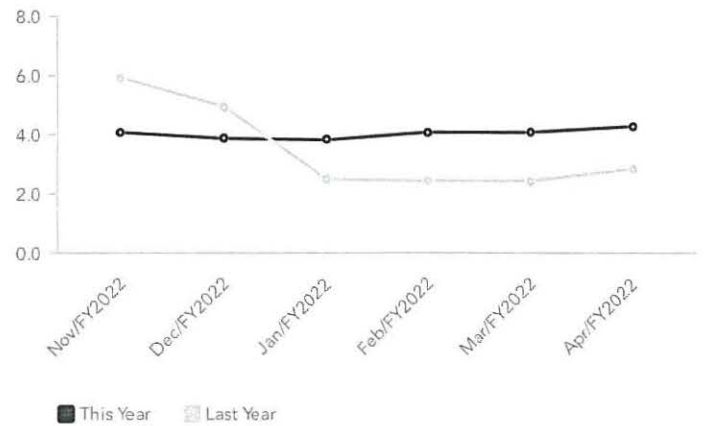
TMR

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	119.05	-100.0%
Service	Ridership Per Rev. Hour	4.25	2.81	+51.2%
Financial	Operating Costs Per Rev. Hour	108.79	113.55	-4.2%
Ridership	Ridership	2,688.00	1,680.00	+60.0%

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7a

ACTION ITEM: Institutional Transit Pass Pilot Program

Resolution #220622A

Board of Directors Meeting

Wednesday June 22, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 22, 2022

Agenda Item: Institutional Transit Pass Pilot Program – Agenda Item #7a

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

The MTC Fare Integration Task Force unanimously adopted a Bay Area Transit Fare Policy Vision Statement in November 2021. The BART and MTC staff on the project team have been focused on delivering the first identified action: “deployment of an all-transit agency institutional/employer pass demonstration pilot in 2022, with a focus on educational institutions, affordable housing properties, and employers of various sizes, pending available resources/technical considerations.”

The Institutional Transit Pass Pilot will provide “all you can use” transit access to pilot participants. This program is funded with \$6 million identified by the MTC Commission to advance delivery of the Transit Transformation Action Plan, adopted in the summer of 2021 by the Blue-Ribbon Transit Recovery Task Force. The Institutional Transit Pass Pilot is intended to be revenue neutral (or revenue positive) for transit operators.

To launch the Institutional Transit Pass Pilot Program in August 2022, each transit operator that is part of the Clipper system (Tri Delta Transit is part of the Clipper system) must formally consent to participate.

Pilot Project Objective

The objective of the demonstration pilot is to evaluate the degree to which an institutional transit pass covering all operators may increase transit ridership and better meet the needs of users and institutions, as compared to single-agency passes. The pilot will evaluate program performance and collect data that could be used as the basis of a revenue model for a potential permanent program.

Pilot Project Structure

The pilot will be structured in two phases:

- Pilot Phase 1 (Target of 8/2022): Educational institutions and affordable housing properties
- Pilot Phase 2 (2023): Employers in transit-rich locations such as downtown San Francisco, Oakland, and San Jose

Pilot Project Administration

This pilot program will be managed by staff from MTC and BART under the continued oversight of the Fare Integration Task Force.

Pilot Project Funding Plan

The MTC Commission identified up to \$85M of regional funds for Transit Transformation Action Plan near term priorities, including \$28M for fare integration activities. Of this amount, approximately \$6M is targeted toward this Institutional/employer pilot project. From this \$6M:

- \$4.5M is budgeted to make whole agency revenue impacts associated with Phase 1
- \$1M is budgeted to make whole agency revenue impacts associated with Phase 2
- \$0.5M budgeted for other administrative costs, including consulting support, Clipper card purchases, and communications.

A separate allocation of Transit Transformation Action Plan staffing funds will provide for 1.5 FTE (1 at BART and 0.5 at MTC).

Pilot Project Title VI approach

MTC will serve as lead agency for the pilot program's Title VI process. The pilot project will be categorized as a 'pilot' under Title VI regulations, meaning agency boards would only be asked to consider approving Title VI analyses before any permanent successor program is launched. MTC and BART are working with FTA to request permission for an initial pilot period lasting a minimum of 12 months. Data from the pilot will inform Title VI analysis of any extension beyond 12 months and/or permanent program.

Pilot Project Detail: Phase 1

- Scale: Up to 50,000 participants at 5 Bay Area institutions
- Target launch date & duration: August 2022, continuing for 2 years
- Cost to participants: None during pilot. An all-transit agency pass would be provided as an added benefit to riders layered on top of single agency product(s) at no cost to rider or partner institution.
- Partner institution criteria:
 - Must be a public educational institution or non-profit affordable housing property manager.
 - Must offer students/residents an existing "all you can use" transit pass covering at least one transit operator (technical requirement for August 2022 launch).
 - Geographic diversity of participants within the Bay Area.
- Phase 1 partner institutions:
 - San Francisco State University
 - San Jose State University
 - University of California, Berkeley
 - Santa Rosa Junior College
 - MidPen Housing (3 Peninsula properties)
- Phase 1 fiscal impact and funding plan:

The funding plan seeks to hold transit operators harmless for their participation in the pilot. For pre-existing Phase 1 institution/agency pairs, the business relationship will not be changed. Agencies will receive payment from partner institutions under the terms of

pre-existing agreements. These existing business relationships include:

- AC Transit: UC Berkeley
- SFMTA: San Francisco State
- BART: San Francisco State
- VTA: San Jose State
- North Bay bus operators: Santa Rosa Junior College
- SamTrans: MidPen Housing

Based on 2019 Clipper data from users of existing institutional fare projects at partner institutions, potential foregone revenue associated with the pilot is \$1.9M per year or \$3.8M over 2 years. To offset these potential impacts, \$4.5M is budgeted to make whole transit operators for phase 1 revenue impacts. These funds would be distributed in two steps:

- Distribute \$2.2 million of funding to operators up-front based share of regional fare revenue in FY 2018-19 (minimum of \$5,000 to each transit operator).
- Hold \$2.2 million in reserve as a “top up” to distribute in year 2 of the pilot based on actual year 1 results and estimated year 2 results.

Pilot Project Detail: Phase 2 (subject to further development after the launch of Phase 1)

- Scale: Employees at up to 10 Bay Area employers of various sizes
- Target launch date: Early 2023
- Cost to participants: Price per pass during pilot will be negotiated based on size/location of employer
- Phase 2 partner criteria: Project team will engage with employers, transportation management associations (TMAs), and other stakeholder organizations to solicit interest in Phase 2 participation. Equity will be an important guide in developing Phase 2 recommendations. Phase 2 would bring in new dollars to transit and would serve as an opportunity to test how a larger program could impact transit demand. Criteria for participation will include:
 - Geographic diversity around the Bay Area
 - Focus on transit rich employment centers
 - Employers/organizations that have not been well served by existing institutional pass products

Phase 2 participants will be finalized after the launch of Phase 1.

- Phase 2 Fiscal impact and funding plan:
As with existing single-agency employer passes in the region and comparable programs in peer regions, project staff will seek to define a price structure for employer passes in Phase 2 for which no additional subsidy is needed beyond existing fare products. However, a \$1M placeholder/reserve is budgeted for phase 2 in case incentives/discounts are needed to recruit employer participation and/or to further backstop agency revenue risk.

Requested Action

Adopt Resolution #220622A authorizing ECCTA’s participation in MTC’s Institutional Transit Pass Pilot Program.



TRI DELTA TRANSIT

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

Resolution #220622A

Resolution #220622A authorizes ECCTA's participation in MTC's Institutional Transit Pass Pilot Program

WHEREAS, the MTC Fare Integration Task Force unanimously adopted a Bay Area Transit Fare Policy Vision Statement in November 2021; and

WHEREAS, the BART and MTC staff on the project team have been focused on delivering the first identified action: "deployment of an all-transit agency institutional/employer pass demonstration pilot in 2022, with a focus on educational institutions, affordable housing properties, and employers of various sizes, pending available resources/technical considerations."; and

WHEREAS, the objective of the demonstration pilot is to evaluate the degree to which an institutional transit pass covering all operators may increase transit ridership and better meet the needs of users and institutions, as compared to single-agency passes; and

WHEREAS, the pilot will be structured in two phases; and

WHEREAS, the pilot program will be managed by staff from MTC and BART; and

WHEREAS, MTC has identified funding for Phase 1 and for Phase 2; and

WHEREAS, the Institutional Transit Pass Pilot is intended to be revenue neutral (or revenue positive) for transit operators; and

WHEREAS, to launch the Institutional Transit Pass Pilot Program in August 2022, each transit operator that is part of the Clipper system must formally consent to participate; and

WHEREAS, ECCTA is part of the Clipper system.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220622A authorizing ECCTA's participation in MTC's Institutional Transit Pass Pilot Program.

PASSED AND ADOPTED this 22nd day of June 2022, by the following votes:

Eastern Contra Costa Transit Authority

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 4

Agenda Item #7b

ACTION ITEM: SB1 State of Good Repair Program

Resolution #220622B

Board of Directors Meeting

Wednesday June 22, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 22, 2022
Agenda Item: SB1 State of Good Repair Program – Agenda Item #7b
Lead Staff: Agustin Diaz, Chief Financial Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017, established the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair.

Tri Delta Transit's Requirements

In order to qualify for these funds, ECCTA is required to submit a proposed project list to the Metropolitan Transportation Commission on an annual basis. ECCTA's share of SGR funds for fiscal year 2022-23 is estimated to be \$65,141. ECCTA staff proposes that these funds be used for repairs to a section of the maintenance parking lot that has eroded over the years by excess water from the buses coming out of the bus wash.

Requested Action

Adopt Resolution #220622B, approving ECCTA's fiscal year 2022-23 SGR Project List submittal.



TRI DELTA TRANSIT

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

RESOLUTION #220622B

APPROVING ECCTA'S CALIFORNIA STATE OF GOOD REPAIR PROGRAM PROJECT LIST FOR FY 2022-23

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Metropolitan Transportation Commission; and

WHEREAS, ECCTA's share of SGR funds for fiscal year 2022-23 is estimated to be \$65,141; and

WHEREAS, these funds will be used for ECCTA Parking Lot Repairs; and

WHEREAS, in order to qualify for these funds, ECCTA is required to submit a proposed project list to the Metropolitan Transportation Commission on an annual basis.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the ECCTA hereby approves the SB1 State of Good Repair Project List for FY 2022-23; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the ECCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Chief Executive Officer is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

PASSED AND ADOPTED THIS 22nd day of June 2022, by the following votes:

Eastern Contra Costa Transit Authority

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

AYES:

NOES:

ABSENT

ABSTENTIONS:

TAB 5

Agenda Item #7c
ACTION ITEM: Triennial Review


Resolution #220622C

Board of Directors Meeting

Wednesday June 22, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 22, 2022
Agenda Item: Triennial Review Final Report – Agenda Item #7c
Lead Staff: Augustin Diaz, Chief Financial Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

The Triennial Review is one of the Federal Transit Administration's (FTA) management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Triennial Review occurs once every three years. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The review examines 23 areas.

In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA in reporting to the Transportation Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program.

A triennial review was conducted this year by Calyptus Consulting Group on behalf of the FTA. During the review, deficiencies were found in four areas. The FTA auditor provided technical assistance so three of the areas have been closed. The fourth area has to do with reporting from our Mobility on Demand partners (Uber, United Med Transportation, and Lyft) and is being addressed.

The cover letter from the auditor is attached and the final report is in Appendix A of this agenda packet.

Staff Request:

Adopt Resolution #220622C accepting ECCTA's Triennial Review dated June 8, 2022.



TRI DELTA TRANSIT

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

RESOLUTION #220622C

Resolution #220622C accepts ECCTA’s Triennial Review dated June 8, 2022.

WHEREAS, the Triennial Review is one of the Federal Transit Administration’s (FTA) management tools for examining grantee performance and adherence to current FTA requirements and policies; and

WHEREAS, the review examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements; and

WHEREAS, the review gives FTA an opportunity to provide technical assistance on FTA requirements; and

WHEREAS, a triennial review was conducted this year by Calyptus Consulting Group on behalf of the FTA; and

WHEREAS, during the review, deficiencies were found in four areas; and

WHEREAS, the FTA auditor provided technical assistance so three of the areas have been closed; and

WHEREAS, the fourth area has to do with reporting from our Mobility on Demand partners (Uber, United Med Transportation, and Lyft) and is being addressed.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220622C accepting ECCTA’s Triennial Review dated June 8, 2022.

PASSED AND ADOPTED THIS 22nd day of June 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

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



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
American Samoa,
Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-202-3950

June 8, 2022

Ken Gray
Chair, Board of Directors
Eastern Contra Costa Transit Authority
801 Wilbur Ave
Antioch, CA 94509

RE: FY 2022 Triennial Review – Final Report

Dear Mr. Gray:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other federal requirements. The enclosed final report documents the FTA's Fiscal Year (FY) 2022 Triennial Review of the Eastern Contra Costa Transit Authority (ECCTA) in Antioch, California. Although not an audit, the Triennial Review is the FTA's assessment of the ECCTA's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, a virtual site visit was conducted for this Triennial Review. In addition, the review was expanded to address the ECCTA's compliance with the administrative relief and flexibilities the FTA granted and the requirements of the [COVID-19 Relief](#) funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021; and American Rescue Plan (ARP) Act of 2021.

The Triennial Review focused on the ECCTA's compliance in 23 areas. Deficiencies were found in four (4) areas: (i) Financial Management and Capacity, (ii) Technical Capacity – Award Management, (iii) Procurement, and (iv) Americans with Disabilities Act (ADA) – General. Four (4) areas were not applicable. The ECCTA had no repeat deficiencies from the FY 2018 Triennial Review.

Subsequent to the virtual site visit, the ECCTA provided corrective action responses to address deficiencies noted in the Financial Management and Capacity, Technical Capacity – Award Management, and Procurement areas of the report, closing these deficiencies.

Regulations and Guidance

As the ECCTA moves forward with its transit program, the FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

Cybersecurity Certification for Rail Rolling Stock and Operations

The National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, §7613 promulgated the addition of U.S.C. Section 5323(v). This new requirement instructs a recipient that operates a rail fixed guideway public transportation system to certify to the FTA that it established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks. Recipients are to use the approach described in the voluntary standards and best practices developed by the National Institute of Standards and Technology (NIST) and the Secretary of Homeland Security in consultation and coordination with various stakeholders. Recipients are to also identify hardware and software it determines should be tested and analyzed by a third party to mitigate cybersecurity risk.

For the FY 2022 review cycle, the FTA is deploying a “soft launch” in determining, if and how, recipients are developing their plan for identifying and reducing cybersecurity risks. Recipients are to certify in TrAMS by correctly completing Category 20 of the Annual Certifications and Assurances to indicate their compliance with this requirement. For the FY 2025 review cycle, this requirement will be reviewed for full compliance.

For additional information about the cybersecurity framework, visit the NIST’s website at: <https://www.nist.gov/cyberframework/framework>.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact the assigned FTA oversight Transportation Program Specialist, Philoki Barros at (415) 734-9452 or by email at philoki.barros@dot.gov.

Sincerely,

DARIN J
ALLAN

Digitally signed by DARIN
J ALLAN
Date: 2022.06.07
18:29:51 -07'00'

For Ray Tellis
Regional Administrator

Enclosure

TAB 6

Agenda Item #7d

ACTION ITEM: Oakley Park & Ride Budget


Resolution #220522D

Board of Directors Meeting

Wednesday June 22, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 22, 2022
Agenda Item: Oakley Park & Ride Budget – Agenda Item #7d
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

- On November 19, 2008, the Board of Directors directed staff to proceed with a purchase agreement for property in Oakley. The purchase was funded with federal earmarks. The purchase price was \$880,000. The purchase was completed on January 28, 2009.
- On September 23, 2009, the Board of Directors approved a contract with the Architectural and Engineering consulting firm, Mark Thomas & Company, Inc., for the development of plans and specifications for the construction of an Oakley Park and Ride lot. The engineer's estimate was \$3,603,300.
- Potential funding became available in 2019 but required an updated engineer's estimate. The estimate at that time was \$6,624,100.
- \$6.8 million was granted to Tri Delta Transit to build the Oakley Park & Ride lot in mid-2020.
- December 15, 2020: IFB 2020-05 for the construction of the Oakley Park and Ride was mailed to 22 firms, publicly advertised, and posted on ECCTA's website.
- On March 24, 2021, the Board of Directors awarded the contract to the lowest responsible bidder: Ghilotti Brothers, Inc. for \$4,388,471 which includes a 10% contingency.
- Construction began in April 2021 and is nearing completion.

Considerations

During the course of the project, the City of Oakley, Diablo Water District, Ironhouse Sanitary District, and PGandE required extra work outside the original approved contract. This includes:

- Building a turnout for a sewer clean-out.
- Moving an access hole to the sewer.
- Installing additional water lines and special valves.
- Making changes to the re-striping plan.

- Making changes to the bio-retention ponds.
- Adding 70' of fencing along the sidewalk.

Some unknowns that were discovered during construction include:

- Two improperly abandoned storm drains crossing under Main Street that had to be properly abandoned.
- An improperly abandoned sewer line crossing under Main Street that had to be properly abandoned.
- An unmapped sewer line that had to be relocated.

The costs associated with these issues are mostly covered in the original approved contract amount of \$4,388,471. However, additional issues have arisen during construction which requires approval of an additional \$300,000. These items are:

- Extra landscaping work required by the water district.
- Additional shoulder work required by the City of Oakley.
- An erosion control wall determined to be necessary by ECCTA staff.
- Extra costs associated with PGandE work.
- Differential costs for the asphalt.
- There was concrete treated base (CTB) unexpectedly under the asphalt pavement. When CalTrans built the original asphalt roadway, they used concrete added to the base rock which was not on the plans (asphalt roads are built with a rock base with no concrete added.) This required jackhammering and removal/disposal of over 540 tons of the material. When the CTB was removed, a base rock had to be installed prior to the roadway being asphalted requiring an unplanned-for 160 tons of new base rock.

Requested Action

Adopt Resolution #210622D authorizing an additional \$300,000 to be allocated to the Oakley Park & Ride lot project.



TRI DELTA TRANSIT

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

RESOLUTION #220622D

Resolution #220622D authorizes an additional \$300,000 to be allocated to the Oakley Park & Ride lot project.

WHEREAS, the ECCTA Board of Directors adopted Resolution #210324A authorizing the CEO to enter into a contract for the construction of a park & ride lot in Oakley, California with Ghilotti Brothers, Inc. for \$4,388,471 which included a 10% contingency; and

WHEREAS, the engineer's estimate was \$6,624,100; and

WHEREAS, \$6.8million was granted to ECCTA to build the Park & Ride lot; and

WHEREAS, several unknowns were discovered during construction such as the CalTrans-installed concrete treated base, improperly abandoned storm drains and sewer lines; unmapped sewer lines; and

WHEREAS, additional requirements were added to the project by the City of Oakley, Diablo Water District, Ironhouse Sanitation District, and PGandE.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220622D authorizing an additional \$300,000 to be allocated to the Oakley Park & Ride lot construction.

PASSED AND ADOPTED THIS 22nd day of June 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 7

Agenda Item #7e

ACTION ITEM: Cost of Living Wage and Salary Adjustment

Board of Directors Meeting

Wednesday June 22, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 22, 2022

Agenda Item: Cost of Living Wage and Salary Adjustment -- Agenda Item #7e

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

Periodically, the ECCTA Board of Directors considers cost of living wage adjustment for employees.

Considerations

- The approved FY22-23 budget includes funds for an 8% increase to salaries and wages.
- ECCTA's funding is stable and the outlook for the next few years is good.
- The staff members have done an excellent job and have continued to work to save money where possible and to take on extra assignments.
- Audits by regulatory agencies (CHP, MTC, and FTA) continue to be positive.
- Staff valiantly negotiated the pandemic with a focus on continuing to provide essential service to our community.
- Inflation rates:
 - 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 April 2021 and April 2022 is 4.99%.
 - The inflation rate for the US is 8.6%.
 - Projections indicate a large increase in inflation the coming year.
- The job market has become extremely competitive.
- Our current team is hard working and effective.

Requested Action

Approve a 5% cost of living increase for all ECCTA employees effective with the pay period that includes July 1st, 2022. Additionally, authorize a one-time \$1000 pay supplement to each employee as an acknowledgement that a 5% increase does not match the current rate of inflation.

Agenda Item #7e
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 22, 2022*

TAB 8

Agenda Item #7f

ACTION ITEM: FY 2022-2023 ECCTA Board of Directors Officers

Board of Directors Meeting

Wednesday June 22, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 22, 2022

Agenda Item: FY 2022-23 ECCTA Board of Directors Officers – Agenda Item #7e

Lead Staff: Jeanne Krieg, Chief Executive Officer



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

	<u>Chair</u>	<u>Vice-chair</u>
FY 21-22	Director-at-Large	Oakley
FY 22-23	Oakley	Antioch
FY 23-24	Antioch	County
FY 24-25	County	Brentwood
FY 25-26	Brentwood	Pittsburg

Currently, Oakley Director Anissa Williams is serving as the vice-chair of the ECCTA Board of Directors and will presumably assume the role of chair when officially elected by the entire Board of Directors.

The Antioch representatives (Lamar Thorpe and Monica Wilson) agreed that Director Thorpe will assume the vice-chair position for FY 2022-23.

Requested Actions

#1: Elect Oakley Representative Director Anissa Williams as the chair of the ECCTA Board of Directors for FY 2022-23.

#2: Elect Antioch Representative Director Lamar Thorpe to serve as the vice-chair of the ECCTA Board of Directors for FY 2022-23.

Agenda Item #7e
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 22, 2022*