



# 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 April 27, 2016

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available on line: [www.trideltatransit.com](http://www.trideltatransit.com)

Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Anticipated action by the Board of Directors.

1. **Call to Order:** Chair Ben Johnson

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 Ben Johnson

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

- Minutes of the Board of Directors meeting of March 23, 2016
- Financial Report
- Marketing Activities Report

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

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

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

**Board of Directors:**

City of Antioch

Wade Harper  
Mary Rocha

City of Brentwood

Gene Clare  
Barbara Guise

City of Oakley

Doug Hardcastle\*\*  
Kevin Romick

City of Pittsburg

Ben Johnson\*  
Pete Longmire

Contra Costa County

Federal Glover  
Mary Piepho

Member-at-Large

Ken Gray

\* Chair: FY 2015-16

\*\* Vice-chair: FY 2015-16

**Board of Directors Meeting Agenda  
Wednesday April 27, 2016**

**7. ACTION AND DISCUSSION ITEMS**

a. **ACTION ITEM:** Zero Emission Buses

*(see attachment: tab #3)*

**Requested action:** Adopt Resolution #160427a authorizing the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$1,678,000, which includes a 10% contingency, for the purchase and delivery of two 40' low floor electric buses and the purchase and installation of two charging stations upon FTA grant approval.

b. **ACTION ITEM:** Organizational Restructure

*(see attachment: tab #4)*

**Requested action:** Approve the proposed organizational structure which changes the reporting structure, job description, and title of Vanpool Coordinator to Planning and Grants Coordinator.

c. **ACTION ITEM:** Radio Spectrum Sale

*(see attachment #5)*

**Requested action:** Authorize the CEO to enter into an agreement with Pacific Gas & Electric Company to sell ECCTA's unused radio spectrum for \$44,861 plus an extra \$10,000 premium for the right of first refusal on the sale of the remaining frequency if ECCTA decides to sell it.

d. **ACTION ITEM:** Operations Contract

*(see attachment: tab #6)*

**Requested action:** Adopt Resolution #160427b authorizing the CEO to execute and deliver a four-year contract plus three optional two-year extensions for Transit Operations to First Transit Inc. for \$51,951,927 from July 1, 2016 to June 30, 2020

e. **ACTION ITEM:** Funding Resolution

*(see attachment: tab #7)*

**Requested action:** Adopt Resolution #160427c authorizing the CEO or her designee to execute for and on behalf of Eastern Contra Costa Transit Authority, any actions necessary to obtain financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

**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: May 25, 2016

**Public Comment Guidelines:**

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

**Agenda, staff report, and document availability:**

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

**Americans with Disabilities Act Information:**

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the Tri Delta Transit parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

**Anticipated action by the Board of Directors:**

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

# **TAB 1**

Agenda Item 5a,b,c  
Consent Calendar (ACTION ITEM): Minutes, Financial Report, and  
Marketing Activities Report

## **Board of Directors Meeting**

Wednesday April 27, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

**MINUTES**

March 23, 2016

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

**ROLL CALL / CALL TO ORDER**

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

\*Arrived after Roll Call (Nancy Parent, Director Glover's alternate was present prior to his arrival)

**ABSENT:** Doug Hardcastle (Oakley/Vice Chair)

**STAFF:** Jeanne Krieg, Chief Executive Officer (CEO)  
Steve Ponte, Chief Operating Officer (COO)  
Megan Burke, Legal Counsel

**OTHERS**

**PRESENT:** Susan Hinson, First Transit  
Gary Mitchell, First Transit  
Lou Rocha, Antioch

**PLEDGE OF ALLEGIANCE**

Chair Johnson led the Pledge of Allegiance.

**PUBLIC COMMENT**

There was no public comment.

**CHAIR'S REPORT**

Chair Johnson reported that he had regrettably missed the American Public Transportation Association (APTA) Legislative Conference due to illness.

**CONSENT CALENDAR**

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

- A. Minutes of the Board of Directors meeting of February 24, 2016
- B. Financial Report
- C. Marketing Activities Report

AYES: Clare, Daugelli, Gray, Guise, Harper, Rocha, Romick, and Johnson

NOES: None

ABSTAIN: None

ABSENT: Glover, Hardcastle, Longmire

### **CHIEF EXECUTIVE OFFICER'S REPORT**

#### A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg advised that she and Chief Operating Officer (COO) Steve Ponte had attended the APTA Legislative Conference, where there had been excitement over the FAST Act, a 5-year fully funded transportation bill. She reported that they had met with both Congressman McNerney and Congressman DeSaulnier at that time, noted that both had sent their hellos to the Board, and had also met with staff from the Senate Banking Committee who were the real authors of the transportation bill. She presented an informational handout that she had prepared to give to legislative staff to describe Tri Delta Transit and its activities. While the growth in public transportation was traditionally highlighted at the conference each year, she explained that this year the discussion had focused on the decline in ridership nationwide, thought to be the result of low gasoline prices and potentially the change in licensing requirements.

Ms. Krieg also advised that staff was preparing for the sale of summer youth pass wristbands that had been approved last month, and for Federal Glover's Youth Summit, now called "Y Assemble" on May 21, 2016 at Pittsburg High School. Tri Delta Transit staff was meeting with Supervisor Glover's staff and Contra Costa 511, which was funding the program, to distribute the wristbands.

Ms. Krieg reported that Tri Delta Transit continued to operate bus bridges for BART, which had been challenging given that drivers were limited to the number of hours they were allowed to drive and with the fact that there was not a lot of extra equipment available, although customers and BART passengers had been appreciative of the service. She reported that as of March 21, Tri Delta Transit had operated 334 service hours for BART and carried 7,817 passengers on the bus bridge.

Ms. Krieg reminded Boardmembers that Form 700 was due on March 31, 2016, when they would be sent to the County.

Speaking to the fixed route umbrella promotion that had been so popular, Ms. Krieg reported that Dial-a-Ride customers had also been offered a gift, the bags left over from the System of the Year celebration, which had been distributed to Dial-a-Ride customers.

Ms. Krieg advised that the solar project was moving forward now that the low interest loan had officially been approved, although staff was waiting for PG&E to submit its part of the project. The Request for Bid (RFB) was expected to be published late next month.

Ms. Krieg announced that she had been appointed by Anthony Foxx, the Secretary of Transportation to the Department of Transportation's Transit Advisory Committee for Safety, and was honored to represent the agency and small transit operators to advise on various matters of transportation safety. The committee met twice yearly and advised the Department of Transportation on matters of transportation safety, and the first meeting would be next week.

In other matters, Ms. Krieg reported that she had communicated with the BART General Manager with respect to Tri Delta Transit's appointment to the Parking & Connectivity Committee being formed by BART Director Joel Keller, although she had not heard back yet; the ECCTA committee comprised of Directors Clare, Gray, and Rocha to discuss senior transportation options was expected to meet next month; and low fuel prices continued to affect ridership although the cost for fuel was down; expenses were in line and all other operational parameters were as expected.

#### B. Operations Contract: Status Report

Ms. Krieg reported that the Request for Proposal (RFP) had been published on February 1, 2016, and the pre-proposal conference had been held in February. Several clarifying questions had been submitted for the March 4, 2016 deadline and a final addendum had been published. Proposals were due on March 25, 2016, to be analyzed by staff when firms would be selected for interview on April 11, 2016 with a recommendation at the next Board meeting. She reiterated that if anyone contacted a Boardmember for information, they should be directed to her.

Ms. Krieg proudly announced that her son John had graduated from the Contra Costa Sheriff Academy last week and was now an official Contra Costa Sheriff Deputy.

Director Daugelli stated he had personally benefitted from the bus bridge, which had been professional, very helpful, and well done.

Director Longmire congratulated Ms. Krieg on her appointment to the Department of Transportation's Transit Advisory Committee for Safety, and stated that her son John had now become part of a larger family.

Director Clare complimented Tri Delta Transit staff on their assistance with a recent situation where he had to pick up a family friend in San Francisco. He also clarified with Ms. Krieg the situation with respect to funding for Park & Ride lot construction and asked about the Mokelumne Intermodal Transit Center property.

Ms. Krieg explained that the Mokelumne Intermodal Transit Center property would be BART's property, similar to what had been done at Bliss Avenue, Hillcrest Avenue, and Bailey Road prior to the development of the BART station.

### **ACTION AND DISCUSSION ITEMS**

#### **A. MTC's Transit Performance Initiative – Incentive Program**

Ms. Krieg presented the request for authorization to apply for the Metropolitan Transportation Commission's (MTC's) Transit Performance Initiative (TPI) Incentive Program to improve ridership and/or productivity.

COO Steve Ponte explained that the use of the funds was limited, essentially to provide travel training to seniors or some incentive program to help more people ride the bus, and funds would be shifted to subsidize senior fares to get seniors on the fixed route bus.

On motion by Director Romick, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 160323a authorizing the CEO to file an application for funding from the Transit Performance Initiative, Incentive Program with MTC, carried by the following vote:

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

#### **B. Bike Locker Agreement**

Ms. Krieg advised that when the eBART station opened at Hillcrest and Railroad Avenue it was possible that Contra Costa 511 and BART would come forward with additional bike lockers. She explained that Tri Delta Transit's bike locker rental agreement had not been updated since 2004, and required a \$25 key deposit for a six-month contract. When keys were not returned, it cost the agency \$100 to rekey the lock. She recommended that the agreement be changed to increase the key deposit to \$100 and increase the term to 12 months. She verified that if the key was returned, the \$100 deposit would be refunded. She also explained that the current bike lockers were not salvageable.



On motion by Director Romick, seconded by Director Longmire, ECCTA Boardmembers amended the bike locker rental agreement form to increase the key deposit to \$100 and increase the term to 12 months, carried by the following vote:

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

C. Requested Bus Stop on Lone Tree Way

Mr. Ponte referred to the comment last month about a new restaurant and church in Antioch that could use a bus stop. Since that meeting, Tri Delta Transit staff had been meeting with City of Antioch staff and had come up with proposed bus stops that might help those wanting to patronize the Hurricane restaurant and the Fellowship Church. A map identifying preferred locations eastbound and westbound was presented for the Board's information. It was noted that while walking distance could be reduced westbound, not much improvement could be expected eastbound.

Director Harper thanked Ms. Krieg, noted that the church had just opened, and with 3,600 members, the bus stop was much needed.

In response to Director Clare as to the costs associated with the new bus stop, Ms. Krieg reported that the City of Antioch would be responsible for the sidewalk and gutter modifications while Tri Delta Transit would be responsible for the shelter and benches, although there was insufficient room at the proposed locations for more than a lean bar. The work would be done as soon as approved by the City of Antioch.

The Board supported the proposal.

**BOARD OF DIRECTORS COMMENTS**

Director Harper congratulated Director Longmire on his selection as the new Executive Director of the Los Medanos Community Healthcare District. He also reported that he would be a Grandfather.

Director Guise expressed Happy Easter wishes to everyone.

Director Daugelli reported that the next edition of the Antioch Senior Center Newsletter would include an article about taking Tri Delta Transit to shops at Tanforan, with those interested to call Tri Delta Transit for scheduling.

Director Longmire advised that there would be a Cesar Chavez March on Saturday in the City of Pittsburg, and all were invited to attend. He also thanked staff for the information about the BART bus bridge.

Chair Johnson commended the Cesar Chavez event in Pittsburg, and wished everyone a Happy Easter.

**ADJOURNMENT**

Chair Johnson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:30 P.M. to April 27, 2016 at 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 March 31, 2016  
*(unaudited)*

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY16 Full Year Budget						YTD % of Fiscal Year Budget			
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING REVENUES</b>																			
Passenger Fares	2,469,158	2,104,923	364,236	2,460,441	2,103,405	357,036	8,717	1,518	7,199	3,247,000	2,769,000	478,000	76%	76%	76%	76%	76%	76%	
Other Income	289,707	124,468	165,239	205,500	70,500	135,000	84,207	53,968	30,239	260,000	80,000	180,000	111%	156%	78%	156%	92%	80%	
<b>Total Operating Revenues:</b>	<b>2,758,865</b>	<b>2,229,391</b>	<b>529,474</b>	<b>2,665,941</b>	<b>2,173,905</b>	<b>492,036</b>	<b>92,924</b>	<b>35,486</b>	<b>37,438</b>	<b>3,507,000</b>	<b>2,849,000</b>	<b>658,000</b>	<b>79%</b>	<b>79%</b>	<b>79%</b>	<b>79%</b>	<b>79%</b>	<b>79%</b>	
<b>OPERATING EXPENSES</b>																			
Purchased Transportation	8,637,170	6,056,468	2,580,702	8,745,025	6,124,330	2,620,695	107,855	67,862	39,993	11,687,066	8,183,174	3,503,894	74%	74%	74%	74%	74%	74%	
Materials and Supplies	1,986,415	1,628,028	358,387	2,659,945	2,156,497	502,448	672,930	528,469	144,061	3,550,100	2,880,100	670,000	56%	57%	53%	56%	57%	53%	
Salaries & Benefits	2,863,975	2,597,054	266,921	3,175,650	2,857,950	317,700	291,675	280,898	30,779	4,234,000	3,810,600	423,400	68%	68%	68%	68%	68%	68%	
Services	589,754	479,492	110,262	621,751	511,501	110,250	31,997	32,009	(12)	629,000	682,000	147,000	71%	70%	75%	71%	70%	75%	
Other	248,038	236,205	11,833	293,600	271,885	21,715	45,764	35,680	10,084	405,000	375,450	29,550	61%	63%	40%	61%	63%	40%	
Casualty and liability insurance	369,334	309,504	59,830	366,580	261,219	105,361	(2,754)	(48,269)	45,531	465,588	330,524	135,064	79%	79%	94%	79%	79%	94%	
Utilities	196,850	186,980	9,870	191,000	181,000	10,000	(5,850)	(5,980)	130	254,000	241,000	13,000	78%	78%	78%	78%	78%	76%	
Taxes	16,874	15,162	1,712	13,500	9,450	4,050	(3,374)	(3,712)	338	20,000	14,000	6,000	84%	84%	62%	84%	84%	62%	
<b>Total Operating Expenses:</b>	<b>14,928,408</b>	<b>11,506,693</b>	<b>3,421,715</b>	<b>16,065,231</b>	<b>12,373,632</b>	<b>3,691,599</b>	<b>1,137,843</b>	<b>886,939</b>	<b>270,904</b>	<b>21,444,756</b>	<b>16,516,848</b>	<b>4,927,908</b>	<b>70%</b>	<b>70%</b>	<b>70%</b>	<b>70%</b>	<b>70%</b>	<b>70%</b>	
<b>NON-OPERATING REV</b>																			
Federal Funds	1,363,895	330,898	1,032,997	723,155	200,000	523,155	660,740	130,898	529,842	923,155	400,000	523,155	150%	83%	201%	150%	83%	201%	
State Funds	9,492,407	7,378,191	2,114,216	9,863,221	7,773,674	2,089,547	(370,814)	(385,483)	24,669	13,165,969	10,201,183	2,964,786	72%	72%	71%	72%	72%	71%	
Local Funds	1,986,040	1,384,772	601,268	1,009,846	421,237	587,609	977,194	963,535	13,659	1,841,842	559,975	781,867	148%	247%	77%	148%	247%	77%	
Inter-Operator Agreements	601,197	604,197	-	1,803,594	1,803,594	-	(1,202,397)	(1,202,397)	-	2,404,790	2,404,790	-	25%	25%	4%	25%	25%	4%	
Interest & Other Misc Income	4,294	4,077	217	1,494	1,422	72	2,800	2,655	145	102,000	101,900	100	4%	4%	217%	4%	4%	217%	
<b>Total Non-operating Revenues:</b>	<b>13,467,833</b>	<b>9,699,135</b>	<b>3,768,698</b>	<b>13,400,310</b>	<b>10,199,927</b>	<b>3,200,383</b>	<b>67,523</b>	<b>(500,792)</b>	<b>568,315</b>	<b>17,937,756</b>	<b>13,667,843</b>	<b>4,269,908</b>	<b>75%</b>	<b>75%</b>	<b>75%</b>	<b>75%</b>	<b>75%</b>	<b>75%</b>	
<b>EXCESS REV/(EXP)</b>	<b>1,298,290</b>	<b>421,633</b>	<b>876,657</b>	<b>1,298,290</b>	<b>-</b>	<b>-</b>	<b>421,633</b>	<b>421,633</b>	<b>876,657</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Agenda Item #5b  
 Eastern Costa Transit Authority  
 Board of Directors Meeting  
 April 27, 2016

**TRI DELTA TRANSIT**  
**Income Statement - Comparison to Prior Year**  
 As of March 31, 2016  
*(unaudited)*

	March 2016 YTD Actual			March 2015 YTD Actual			FY16 vs FY15 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
<b>OPERATING REVENUES</b>												
Passenger Fares	\$ 2,469,158	\$ 2,104,923	\$ 364,235	\$ 2,418,008	\$ 2,064,946	\$ 353,062	\$ 51,150	\$ 39,977	\$ 11,173	2%	2%	3%
Other Income	\$ 289,707	\$ 124,468	\$ 165,239	\$ 294,052	\$ 150,000	\$ 144,052	\$ (4,345)	\$ (25,532)	\$ 21,187	-1%	-17%	0%
<b>Total Operating Revenues:</b>	\$ 2,758,865	\$ 2,229,391	\$ 529,474	\$ 2,712,060	\$ 2,214,946	\$ 497,114	\$ 46,805	\$ 14,445	\$ 32,360	2%	1%	7%
<b>OPERATING EXPENSES</b>												
Purchased Transportation	\$ 8,637,170	\$ 6,056,468	\$ 2,580,702	\$ 8,506,978	\$ 5,963,603	\$ 2,543,375	\$ (130,192)	\$ (92,865)	\$ (37,327)	-2%	-2%	-1%
Materials and Supplies	\$ 1,986,415	\$ 1,628,028	\$ 358,387	\$ 2,315,897	\$ 1,891,906	\$ 423,991	\$ 329,482	\$ 263,878	\$ 65,604	14%	14%	15%
Salaries & Benefits	\$ 2,883,975	\$ 2,597,054	\$ 286,921	\$ 2,832,336	\$ 2,543,894	\$ 288,442	\$ (51,638)	\$ (53,160)	\$ 1,521	-2%	-2%	1%
Services	\$ 589,754	\$ 479,492	\$ 110,262	\$ 610,521	\$ 492,002	\$ 118,519	\$ 20,767	\$ 12,510	\$ 8,257	3%	3%	7%
Other	\$ 248,036	\$ 236,205	\$ 11,831	\$ 271,973	\$ 258,786	\$ 13,187	\$ 23,937	\$ 22,581	\$ 1,356	9%	9%	10%
Casualty and liability insurance	\$ 369,334	\$ 309,504	\$ 59,830	\$ 318,153	\$ 264,510	\$ 53,643	\$ (51,181)	\$ (44,994)	\$ (6,187)	-16%	-17%	-12%
Utilities	\$ 196,850	\$ 186,980	\$ 9,870	\$ 189,678	\$ 180,779	\$ 8,899	\$ (7,172)	\$ (6,201)	\$ (971)	-4%	-3%	-11%
Taxes	\$ 16,874	\$ 13,162	\$ 3,712	\$ 13,758	\$ 10,974	\$ 2,784	\$ (3,116)	\$ (2,188)	\$ (928)	-23%	-20%	-33%
<b>Total Operating Expenses:</b>	\$ 14,928,408	\$ 11,506,893	\$ 3,421,515	\$ 15,059,294	\$ 11,606,454	\$ 3,452,840	\$ 130,886	\$ 99,561	\$ 31,325	1%	1%	1%
<b>NON-OPERATING REV</b>												
Federal Funds	\$ 1,383,895	\$ 330,898	\$ 1,052,997	\$ -	\$ -	\$ -	\$ 1,383,895	\$ 330,898	\$ 1,052,997			
State Funds	\$ 9,492,407	\$ 7,378,191	\$ 2,114,216	\$ 9,854,588	\$ 7,173,956	\$ 2,680,632	\$ (362,181)	\$ 204,235	\$ (566,416)	-4%	3%	-21%
Local Funds	\$ 1,986,040	\$ 1,384,772	\$ 601,268	\$ 1,380,418	\$ 790,533	\$ 589,885	\$ 605,622	\$ 594,239	\$ 11,383	100%	100%	0%
Inter-Operator Agreements	\$ 601,197	\$ 601,197	\$ -	\$ 2,267,902	\$ 2,267,902	\$ -	\$ (1,666,705)	\$ (1,666,705)	\$ -	0%	0%	0%
Interest & Other Misc Income	\$ 4,294	\$ 4,077	\$ 217	\$ 13,377	\$ 13,141	\$ 236	\$ (9,083)	\$ (9,064)	\$ (19)	-68%	-69%	-8%
<b>Total Non-operating Revenues:</b>	\$ 13,467,833	\$ 9,699,135	\$ 3,768,698	\$ 13,516,285	\$ 10,245,532	\$ 3,270,753	\$ (48,452)	\$ (546,397)	\$ 497,945	0%	-5%	15%
<b>EXCESS REV/(EXP)</b>	\$ 1,298,290	\$ 421,633	\$ 876,657	\$ 1,169,051	\$ 854,024	\$ 315,027	\$ 129,239	\$ (432,391)	\$ 561,630			

**OPERATING REVENUES**

- Passenger Fares
- Other Income
- OPERATING EXPENSES**
- Purchased Transportation
- Materials and Supplies
- Salaries & Benefits
- Services
- Other
- Casualty and liability insurance
- Utilities
- Taxes

**NON-OPERATING REV**

- Federal Funds
- State Funds
- Local Funds
- Inter-Operator Agreements
- Interest & Other Misc Income

**EXCESS REV/(EXP)**

Agenda Item #5b  
 Eastern Contra Costa Transit Authority  
 Board of Directors Meeting  
 April 27, 2016

# Staff Report to ECCTA Board of Directors

**Meeting Date:** April 27, 2016

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

**Lead Staff:** Mike Furnary, Director of Marketing

**Approved:** Jeanne Krieg, Chief Executive Officer



## I. Completed Marketing Activities

### **1. Paratransit Application Redesign/Rewrite**

Completed separation of paratransit applications into separate categories (senior & ADA), rewrote and redesigned/printed support materials for each.

### **2. Route 201 Direct Mail**

Completed and dropped targeted direct mail to Bay Point residents promoting new/additional service.

### **3. Senior Paratransit Brochure**

Completed writing/design/printing of new senior fixed route service brochure. Brochure to be used at senior presentations as well as and as a key inclusion of outgoing senior paratransit applications. The brochure will also be used in our paratransit use reduction direct mailer.

### **4. More Than Buses Customer Contest**

Pursuing contest element to extend current campaign awareness. Marketing is boarding buses to award prizes to customers who can demonstrate awareness of the existing campaign.

### **5. How to ride TV commercials spot 5 & 6 completion**

Completed editing of remaining television commercials

### **6. Y. Assemble Planning**

Met with Y. Assemble (formerly known as the Youth Summit) staff to coordinate Youth Pass distribution at annual event (May 21). Marketing working with 511 Contra Costa again to provide free youth pass wristbands to 250 event participants.

### **7. Ongoing marketing programs**

- Welcome Pack mailing
- 2 for 1 tickets on Route 300 (subsidized by 511 Contra Costa)
- Take One on-board newsletter
- Gatekeeper quarterly newsletter

## II. Planned Marketing/Communications Activities

1. Web site redesign continued
2. County fair cross promotion
3. Library cross promotion event
4. Y. Assemble (Youth Summit)
5. Bike to work day participation

6. Senior appreciation event, Pittsburg
7. Pittsburg Library cross promotion events
8. Employer New Employee Welcome Pack project
9. 511 Contra Costa cross promotion-Park & Ride
10. Senior outreach events
11. Clipper faster boarding campaign

# **TAB 2**

Agenda Item 6a  
CEO's REPORT: Operations Report

## **Board of Directors Meeting**

Wednesday April 27, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

# Chief Executive Officer's Report

April 2016



TRI DELTA TRANSIT

## ECCTA Executive Team

Jeanne Krieg  
*Chief Executive Officer*

Steve Ponte  
*Chief Operating Officer*

Tom Harais  
*Chief Financial Officer*

Ann Hutcheson  
*Director of  
Administrative Services*

Kevin Moody  
*Director of  
Maintenance*

Mike Furnary  
*Director of Marketing*

Susan Hinson  
*First Transit  
Director of Operations*

## Highlights:

- Six proposals were submitted in response to the Operations RFP. Interviews were conducted and staff developed a recommendation for the Board of Directors to consider..
- Two employees resigned:
  - Maintenance Coordinator Anjila Keestra-Gounder will be moving to Colorado with her family. Customer Service Clerk DeAnna Moss was promoted to the position.
  - Shop Manager Andres Montoya moved to Sacramento and will be seeking employment in that area.
- An RFB for the solar project will be published soon.
- The Bus Route Evaluation & Re-design project continued. Public outreach was conducted throughout the service area and an on-line survey was conducted.
- Funding is being secured for the purchase of four electric buses and the associated infrastructure.
- Plans are being developed and funding is being pursued to build four electric car charging stations in front of the ECCTA facility.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.
- The advisory team for the Contra Costa Mobility Management project continues to meet. The group is moving toward forming a CTSA which will provide additional funding opportunities.
- The UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that will use Tri Delta Transit as the subject continued. CCTA is overseeing the Caltrans-funded project that will demonstrate transit connect, dynamic dispatch, and dynamic rideshare in east county.

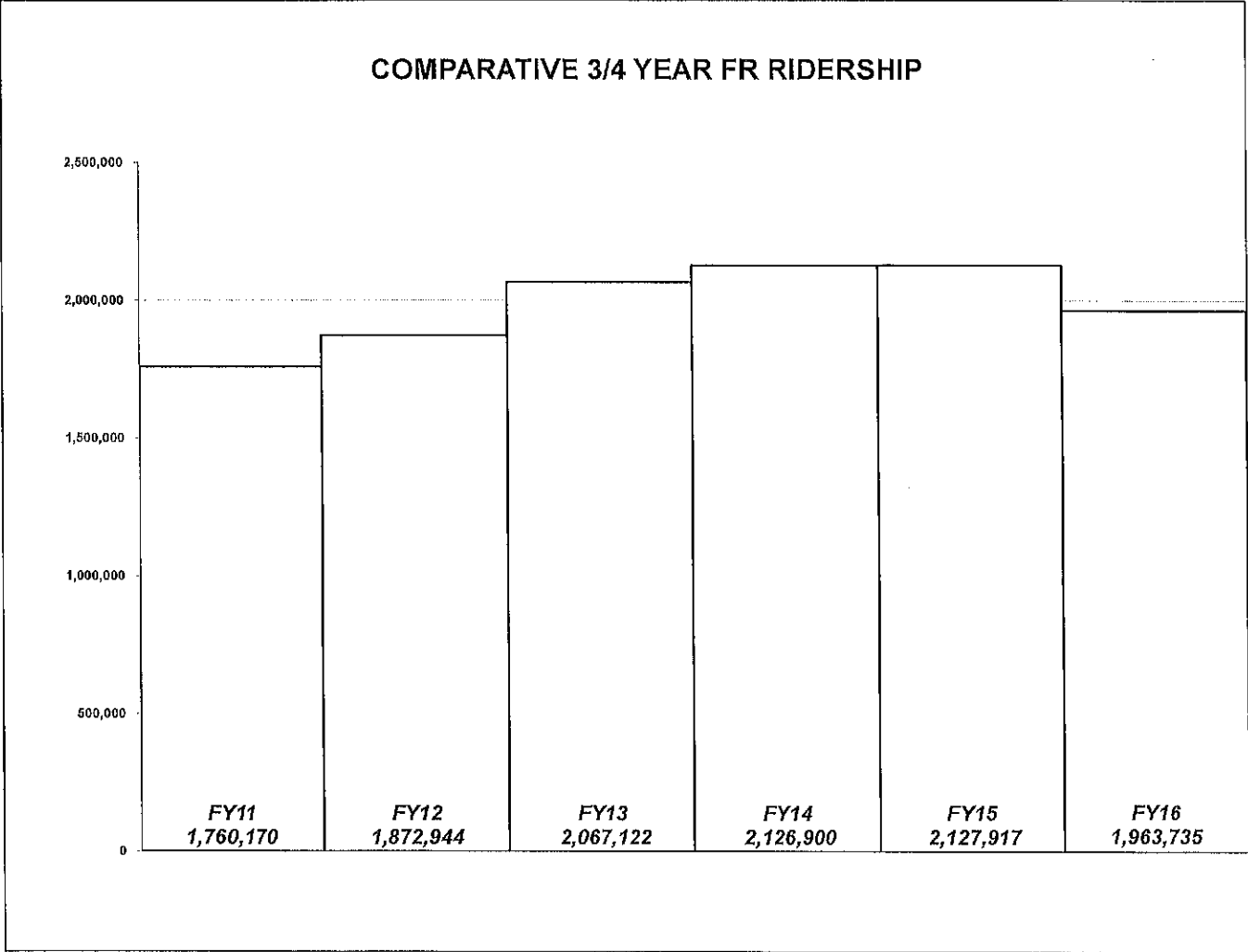
## Pending:

- Summer Intern
- 2016 Summer Youth Pass
- BART Parking & Connectivity Committee
- Paratransit subcommittee
- Electric bus procurement
- Fuel futures
- Fixed route bus delivery (buses will be on production line October 2016)
- FTA's Safety Program
- Federal grants
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Service to eBART stations in Pittsburg and Antioch (2017)
- A&E: Antioch Park & Ride lot (in process)
- Oakley Park & Ride lot construction

*Agenda Item #6a  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
April 27, 2016*



**TRI DELTA TRANSIT  
YTD COMPARISON  
FR RIDERSHIP**



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

								YTD COMPARISON			
	Actual					Budget	15/16B	Actual		% ▲	
	10/11	11/12	12/13	13/14	14/15	15/16	%	▲	Mar-15		Mar-16
<b>DIAL-A-RIDE</b>											
<b>PASSENGERS</b>											
Total DAR Trips Provided	129,041	130,619	128,999	131,476	133,769	140,000	5%		101,131	98,287	-3%
Average Weekday Ridership	474	481	470	471	487	506	4%		491	489	-1%
Average Sat Ridership	110	106	140	180	153	164	7%		165	119	-28%
Average Sun/Hol Ridership	71	71	72	68	63	66	5%		67	47	-29%
Average Passengers/Hour (wkdy)	2.2	2.2	1.9	1.9	2.0	2.2	9%		2.0	2.1	2%
<b>CUSTOMER SERVICE</b>											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%		0.0	0.0	0%
Customer Complaints	0.148%	0.183%	0.097%	0.071%	0.103%	0.103%	0%		0.111%	0.109%	-2%
On Time Performance	85%	85%	87%	89%	87%	90%	3%		87%	85%	-2%
<b>MAINTENANCE</b>											
Gallons of Fuel Consumed	85,174	116,392	139,678	145,043	138,528	144,619	4%		104,475	100,946	-3%
Miles Between Preventable Accidents	61,377	898,467	328,002	244,390	162,293	200,000	23%		147,090	119,303	-19%
Miles Between Road calls	21,920	58,154	109,568	61,109	139,113	100,000	0%		122,579	143,158	17%
<b>COST RATIOS</b>											
Farebox Recovery Ratio	12%	11%	11%	10%	10%	10%	0%		10%	11%	4%
\$/Gal Fuel	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 3.25	5%		\$ 3.10	\$ 2.57	-17%
Operating Cost/Passenger	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 35.23	3%		\$ 34.14	\$ 34.81	2%
Operating Cost/Revenue Hour	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 71.60	3%		\$ 69.71	\$ 72.83	4%
Operating Cost/Revenue Mile	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 6.01	5%		\$ 5.75	\$ 5.83	1%
<b>FIXED ROUTE</b>											
<b>PASSENGERS</b>											
Total FR Trips Provided	2,351,662	2,431,768	2,740,834	2,832,264	2,806,028	2,826,000	1%		2,127,917	1,963,735	-8%
Average Weekday Ridership	8,345	8,594	9,616	9,930	9,794	9,949	2%		9,963	9,181	-8%
Average Sat Ridership	2,594	2,753	3,232	3,464	3,498	3,391	-3%		3,519	3,148	-11%
Average Sun/Hol Ridership	1,989	2,087	2,788	2,692	2,787	2,695	-3%		2,809	2,547	-9%
Average Passengers/Hour	15.1	15.9	17.7	19.0	19.2	19.3	1%		19.4	18.2	-6%
<b>CUSTOMER SERVICE</b>											
Customer Complaints	0.020%	0.023%	0.012%	0.009%	0.009%	0.009%	0%		0.008%	0.008%	0%
On Time Performance	97%	86%	86%	82%	92%	90%	-2%		92%	91%	-1%
<b>MAINTENANCE</b>											
Gallons of Fuel Consumed	639,072	636,276	562,702	603,013	600,072	594,981	-1%		447,470	449,806	1%
Miles Between Preventable Accidents	170,175	120,644	65,392	110,754	98,066	100,000	2%		141,195	106,931	-24%
Miles Between Road calls	37,539	32,481	42,844	67,684	41,553	50,000	20%		44,770	27,132	-39%
<b>COST RATIOS</b>											
Farebox Recovery Ratio	16%	16%	18%	18%	18%	18%	1%		18%	18%	3%
\$/Gal Fuel	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 3.00	8%		\$ 2.84	\$ 1.93	-32%
Operating Cost/Passenger	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.79	5%		\$ 5.45	\$ 3.26	-40%
Operating Cost/Revenue Hour	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 111.77	5%		\$ 105.82	\$ 106.51	1%
Operating Cost/Revenue Mile	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 8.07	6%		\$ 7.62	\$ 7.49	-2%

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	Mar-15	Mar-16	% Chg
	200	36,121	3%	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	40,533	36,942
201	105,655	6%	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	82,654	85,634	4%
300	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	266,420	254,971	-4%
379	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	3,223	-52%	2,599	2,969	14%
380	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	509,868	459,554	-10%
383	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	30,200	-6%	23,352	19,940	-15%
384	25,653	-14%	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	36,855	6%	36,481	-1%	61,388	68%	70,974	16%	68,013	-4%	49,957	50,022	0%
386	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,245	1,168	-6%
387	195,608	2%	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	196,782	177,267	-10%
388	311,242	5%	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	281,640	251,591	-11%
389	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	37,010	35,323	-5%
390	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	71,211	-1%	53,085	52,667	-1%
391	332,841	0%	346,080	4%	370,500	7%	386,640	4%	402,579	4%	302,507	275,346	-9%
Dimes a Ride	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	9,161	35%	9,446	3%	4,941	-48%	3,370	-32%	5,375	59%	5,375	13,410	149%
392	105,702	-1%	112,330	6%	133,599	19%	142,284	7%	142,650	0%	110,592	97,286	-12%
393	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	107,730	98,990	-8%
394	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	49,363	41,517	-16%
395	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	7,205	9,148	27%
<b>Total Fixed Route</b>	<b>2,351,662</b>	<b>0%</b>	<b>2,431,768</b>	<b>3%</b>	<b>2,740,834</b>	<b>13%</b>	<b>2,832,264</b>	<b>3%</b>	<b>2,806,029</b>	<b>-1%</b>	<b>2,127,917</b>	<b>1,963,735</b>	<b>-8%</b>

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	Mar-15	Mar-16	% Chg
	200	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	12.6	11.7
201	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.8	16.8	0%
300	15.2	7%	15.8	4%	15.8	0%	18.6	18%	20.3	10%	20.6	19.7	-4%
379	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	27.4	32.4	18%
380	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	20.7	19.1	-8%
383	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	13.3	11.9	-10%
384	9.6	-18%	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	12.0	-10%	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	12.5	11.5	-7%
386	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	6.5	6.8	4%
387	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	23.7	22.2	-6%
388	15.0	4%	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	17.5	16.7	-5%
389	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.7	14.9	2%
390	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.5	21.6	0%
391	16.8	0%	18.7	11%	19.6	5%	20.5	4%	21.9	7%	22.1	20.2	-8%
Dimes a Ride	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	11.7	44%	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	30.7	8.1	-74%
392	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.9	-1%	19.2	17.1	-11%
393	15.7	1%	16.4	5%	17.5	7%	17.5	0%	18.7	7%	18.6	17.2	-8%
394	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	16.3	14.0	-14%
395	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	14.7	18.7	27%
<b>Total Fixed Route</b>	<b>15.1</b>	<b>-1%</b>	<b>15.9</b>	<b>5%</b>	<b>17.7</b>	<b>12%</b>	<b>19.0</b>	<b>7%</b>	<b>19.2</b>	<b>1%</b>	<b>19.4</b>	<b>18.1</b>	<b>-7%</b>

# **TAB 3**

Agenda Item 7a  
ACTION ITEM: Zero Emission Buses


Resolution 160427a

## **Board of Directors Meeting**

Wednesday April 27, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## **Staff Report to ECCTA Board of Directors**

Meeting Date: April 27, 2016  
Agenda Item: Zero Emission Buses – Agenda Item 7a  
Lead Staff: Steve Ponte, Chief Operating Officer  
Approved: Jeanne Krieg, Chief Executive Officer 

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### **Background**

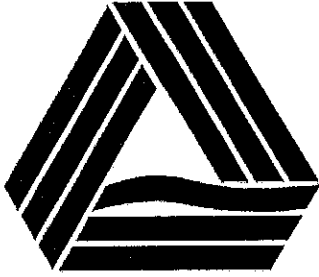
At the December 16, 2015, the ECCTA Board of Directors authorized the CEO to sign a Bus Options Agreement with King County Department of Transportation for the purchase of two 40' Low Floor Proterra electric buses. These two buses will be used in existing service as a demonstration project.

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

ECCTA received a price quote from Proterra for the purchase of these two buses which also includes two charging stations. The King County Department of Transportation RFP Contract EB11-2 purchase meets the requirements of all applicable FTA solicitation and RFP award requirements.

### **Recommendation**

Adopt Resolution #160427a authorizing the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$1,678,000, which includes a 10% contingency, for the purchase and delivery of two 40' low floor electric buses and the purchase and installation of two charging stations upon FTA grant approval.



# TRI DELTA TRANSIT

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

## **RESOLUTION #160427a TWO 40' LOW FLOOR ELECTRIC BUSES and TWO CHARGING STATIONS**

**Resolution #160427a authorizes the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$1,678,000 for the purchase and delivery of two 40' low floor electric buses and the purchase and installation of two charging stations.**

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

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

**WHEREAS, Proterra Inc. was awarded a contract through the King County Department of Transportation RFP Contract EB11-2, for the purchase of these vehicles and charging stations; and**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #160427a authorizing the CEO to execute and deliver a purchase order to Proterra Inc. through King County Department of Transportation RFP Contract EB11-2 upon approval of FTA funds. The purchase shall be conducted in accordance with all applicable State and FTA requirements for an amount not to exceed \$1,678,000 for the purchase and delivery of two 40' low floor buses and the purchase and installation of two charging stations.**

**PASSED AND ADOPTED THIS 27<sup>th</sup> day of April 2016, by the following votes:**

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, CEO

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 4**

Agenda Item 7b

**ACTION ITEM: Organizational Restructure**

## **Board of Directors Meeting**

Wednesday April 27, 2016

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

## Staff Report to ECCTA Board of Directors

Meeting Date: April 27, 2016

Agenda Item: Organizational Restructure: Agenda Item #7b

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

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### **Background**

ECCTA's organizational chart has an open position entitled "Vanpool Coordinator". The position has never been filled. Staff has determined that there is a need for a coordinator-level position that is responsible for planning and grants, taking some of the load off the Chief Financial Officer who currently performs these functions.

### **Recommendation**

Approve the proposed organizational structure which changes the reporting structure, job description, and title of Vanpool Coordinator to Planning and Grants Coordinator.

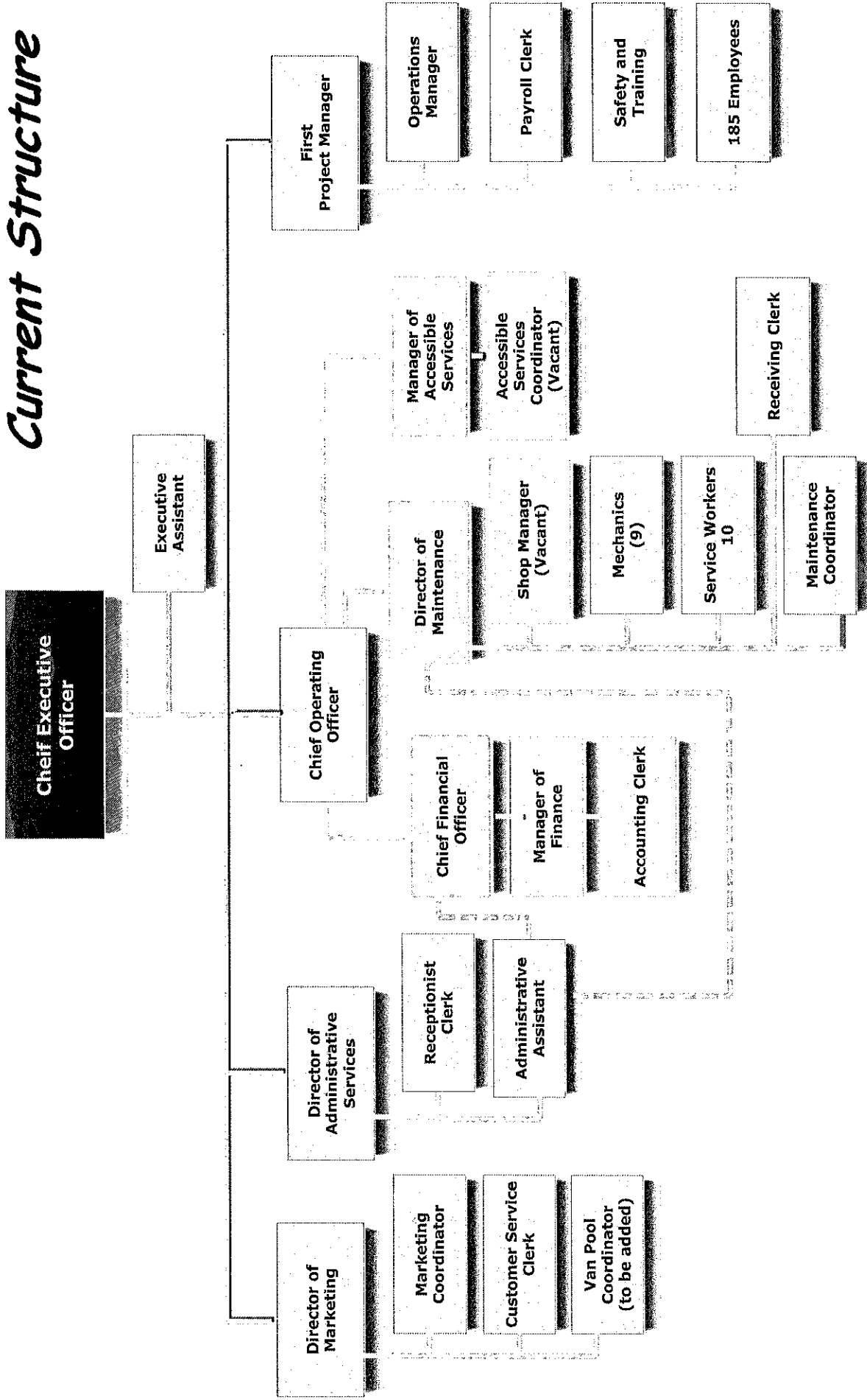
#### **Attached:**

- Current organizational structure
- Proposed organizational structure
- Proposed job description



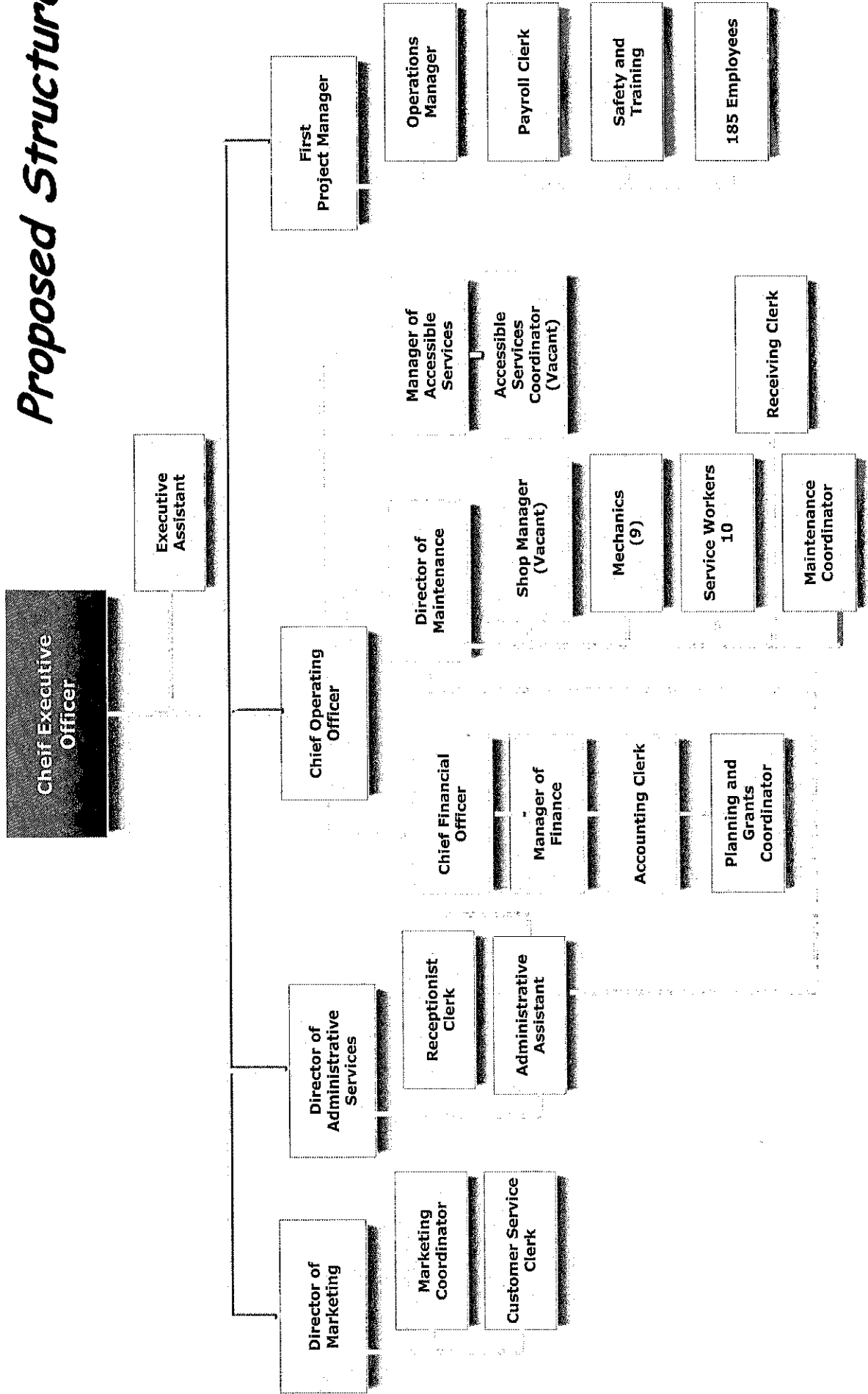
# Tri Delta Transit Organizational Chart

## Current Structure



# Tri Delta Transit Organizational Chart

## Proposed Structure



## Proposed job description

### *PLANNING AND GRANTS COORDINATOR*

4/16

#### **DESCRIPTION:**

Under the direction of the Chief Financial Officer (CFO), the Planning and Grants Coordinator is responsible for:

- gathering, analyzing, and reporting all FTA-related data
- analyzing route statistics
- completing required reporting forms associated with Grant Management
- providing strategic support to the CFO
- monitoring the operations contract reporting
- monitoring the financial department for reporting requirements
- represent ECCTA at various meetings

The Planning and Grants Coordinator will assist the CFO with:

- preparing recommendations regarding transit system development alternatives
- developing ECCTA's comprehensive transit development plan
- working with local planners to ensure that transit becomes an integral part of long-range land use planning in future growth areas
- development of Capital Projects

#### **MINIMUM QUALIFICATIONS:**

Education:

Bachelor's Degree. Master's Degree desired. Experience can be substituted on a year for year basis.

Experience:

Demonstrated ability to develop plans, monitor budgets, and review grant management activities. Transit experience preferred.

Knowledge:

funding and reporting requirements in the transit industry  
standard office and accounting software  
transit planning  
transit's role in the community

Skills:

strong written and verbal communications skills  
ability to work independently  
ability to manage and motivate employees

## ***PLANNING AND GRANTS COORDINATOR***

*(continued)*

### **EXAMPLES OF DUTIES:**

- Review and comment to cities on development plans
- Monitor cost and service levels
- Implement, monitor, and review information gathered for state and federal reporting requirements
- Secure funding through grants
- Monitor the financial status reports for accuracy and ensure reporting deadlines are met
- Monitor fixed route and paratransit service data and reports
- Review local development plans
- Monitor and review operating data for fixed route and paratransit service and make recommendations for improvements
- Monitor compliance with all regional, state, and federal rules and regulations governing transit
- Other duties as assigned

# **TAB 5**

Agenda Item 7c

**ACTION ITEM: Radio Spectrum Sale**

## **Board of Directors Meeting**

**Wednesday April 27, 2016**

**ECCTA Boardroom**

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

**Staff Report to ECCTA Board of Directors**

**Meeting Date:** April 27, 2016

**Agenda Item:** Radio Spectrum Sale – Agenda Item #7c

**Lead Staff:** Steve Ponte, Chief Operating Officer

**Approved:** Jeanne Krieg, Chief Executive Officer 

**Background:**

In 2010, after some changes in Federal Communications Commission (FCC) requirements, the Board of Directors authorized the purchase of a radio frequency. The Board of Directors further authorized staff to negotiate with Pacific Gas and Electric Company (PGandE) to split the frequency to eliminate “bleed over” into other frequencies. There are several counties covered by the ECCTA radio frequency.

PGand E approached ECCTA with an offer to buy our unused radio spectrum. After negotiation, PGand E offered a price that is a good value for both ECCTA and PGandE.

**Recommendation:**

Authorize the CEO to enter into an agreement with Pacific Gas & Electric Company to sell ECCTA’s unused radio spectrum for \$44,861 plus an extra \$10,000 premium for the right of first refusal on the sale of the remaining frequency if ECCTA decides to sell it.

# **TAB 6**

Agenda Item 7d  
ACTION ITEM: Operations Contract


Resolution #160427b

## **Board of Directors Meeting**

Wednesday April 27, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## Staff Report to ECCTA Board of Directors

Meeting Date: April 27, 2016  
Agenda Item: Operations Contract – Agenda Item #7d  
Lead Staff: Ann Hutcheson, Director of Administrative Services  
Approved: Jeanne Krieg, Chief Executive Officer 

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The current Transit Operations contract between First Transit and ECCTA expires June 30, 2016.

### Process

- February 1, 2016: RFP #2016-001, for Transit Operations was mailed to 10 firms, advertised in newspapers, trade journals, and posted on ECCTA's web site.
- February 17, 2016: Seven firms attended a pre-proposal conference.
- March 25, 2016: ECCTA received six proposals:
  - First Transit
  - Keolis Transit Services
  - McDonald Transit
  - MV Transportation
  - National Express
  - Transdev

An initial screening of the proposals was performed to:

- ✓ ensure the proposals met the basic requirements of the RFP,
  - ✓ confirm references, and
  - ✓ check that none of the Proposer's were listed on the Comptroller General's list of ineligible Proposers.
- April 12, 2016: Two firms, Keolis Transit Services and First Transit, attended an on-site interview.



ECCTA's Technical Review Committee conducted an in-depth evaluation of the technical proposals, price proposals, and the interviews. The following selection criteria was used to evaluate the proposals:

- ✓ Experience and Staffing (40%),
- ✓ Approach to Scope of Work (40%),
- ✓ Cost Proposal (15%), and
- ✓ Transition and Start-up Plan (5%)

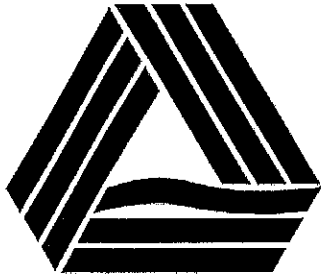
The Technical Review Committee ranked the proposals as follows:

<b>Proposer</b>	<b>Rank</b>
First Transit Inc.	1
Keolis Transit Services	2
Transdev	3
MV Transportation	4
National Express	5
McDonald Transit	6

The Technical Review Committee chose First Transit Inc. as the proposer who will provide the highest quality service possible for the best value possible for transit operations.

**Recommendation**

Adopt Resolution #160427b authorizing the CEO to execute and deliver a four-year contract plus three optional two-year extensions for Transit Operations to First Transit Inc. for \$51,951,927 from July 1, 2016 to June 30, 2020.



# TRI DELTA TRANSIT

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

## RESOLUTION #160427b AUTHORIZATION FOR AWARD OF CONTRACT FOR Transit Operations

**Resolution #160427b authorizes the CEO to execute and deliver a four-year contract plus three optional two-year extensions, to First Transit Inc., for \$51,951,927 for the first four years from July 1, 2016 to June 30, 2020.**

WHEREAS, on February 1, 2016, Eastern Contra Costa Transit Authority (ECCTA) published a Request for Proposal (RFP) for Transit Operations. The RFP was mailed to 10 firms, advertised in the newspaper, trade journals and on ECCTA's web site; and

WHEREAS, a pre-proposal conference was held on February 17, 2016 and seven firms attended; and

WHEREAS, on March 25, 2016, six proposals were received in response to the Request for Proposal for Transit Operations. The Technical Review Committee reviewed and evaluated the proposals. Two firms were invited to attend an interview; and

WHEREAS, on April 14, 2016, the Technical Review Committee performed an in-depth evaluation of the technical proposals, price proposals, and interviews. The Technical Review Committee agreed that First Transit Inc. will provide the highest quality possible for the best value possible and recommended awarding the Transit Operations contract to First Transit Inc.; and

WHEREAS, the process followed all requirements established by ECCTA Purchasing Policies; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #160427b awarding the contract for fixed route and paratransit operations service to First Transit Inc for a period of four years plus three optional two-year extensions. The Board of Directors hereby finds that First Transit Inc. will provide the highest quality services possible to ECCTA for the best value possible.

PASSED AND ADOPTED THIS 27<sup>th</sup> day of April 2016, by the following votes:

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, CEO

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_

# **TAB 7**

Agenda Item 7e  
ACTION ITEM: Funding Resolution


Resolution 160427c

## **Board of Directors Meeting**

Wednesday April 27, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

**Staff Report to ECCTA Board of Directors**

Meeting Date: April 27, 2016  
Agenda Item: Funding Resolution -- Agenda Item 7e  
Lead Staff: Tom Harais, Chief Financial Officer  
Approved: Jeanne Krieg, Chief Executive Officer 

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There is an annual CTSGP funding opportunity that staff is pursuing which requires a resolution of authorization from the ECCTA Board of Directors to allow staff to file an application for these funds. CalOES has already issued a NOPE (Notification of Project Eligibility) in response to the Investment Justification that was submitted in January. (attached)

Staff requests that the board approve this resolution so that we can file an application for Prop 1B, FY16 CTSGP funds. These funds will be used to acquire and install surveillance and security equipment at the existing facility. This equipment will be used in normal operations and provides important, enhanced capability for surveillance and security at ECCTA headquarters.

**Recommendation**

Adopt Resolution #160427c authorizing the CEO or her designee to execute for and on behalf of Eastern Contra Costa Transit Authority, any actions necessary to obtain financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



March 28, 2016

TRI DELTA TRANSIT

MAR 30 2016

RECEIVED

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

Subject: NOTIFICATION OF PROJECT ELIGIBILITY  
FY 2015-16 California Transit Security Grant Program (CTSGP)  
California Transit Assistance Fund (CTAF)  
Grant # 6861-0002, FIPS # 013-91003  
Project Performance Period Ends March 31, 2019

Dear Ms. Krieg:

After review of the Investment Justification, California Governor's Office of Emergency Services (Cal OES) determined that the Eastern Contra Costa Transit Authority meets program guidelines and is eligible to receive Prop 1B funding in the total amount of \$47,440, for Surveillance and Security Equipment.

Although this project meets the pertinent eligibility criteria, your project is subject to available bond funding. Currently, there are no state funds available to support this project or reimburse your organization for eligible expenditures. However, Cal OES will update you when new information becomes available. In order to ensure an expedient process once funding is available, please submit the following documents within six weeks from the date of this letter:

- Governing Body Resolution
- Authorized Agent Form
- Assurances
- Financial Management Forms Workbook

For further assistance, please contact your Program Representative, Amber Lane, at (916) 845-8660 or [amber.lane@caloes.ca.gov](mailto:amber.lane@caloes.ca.gov).

Sincerely,

MARK S. GHILARDUCCI  
Director



# TRI DELTA TRANSIT

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

## RESOLUTION #160427c

### AUTHORIZATION FOR APPLICATION FOR TRANSIT SYSTEM SAFETY, SECURITY AND DISASTER RESPONSE ACCOUNT PROGRAM FUNDS FY16 6861-0002

**WHEREAS**, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

**WHEREAS**, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

**WHEREAS**, the Eastern Contra Costa Transit Authority (ECCTA) is eligible to receive CTSGP funds; and

**WHEREAS**, the Eastern Contra Costa Transit Authority will apply for FY15 CTSGP funds in an amount up to \$47,440 for the procurement and installation of communication equipment that provides recording capability to enhance ECCTA's ability to retain and review electronic voice communications with ECCTA headquarters; and

**WHEREAS**, the Eastern Contra Costa Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

**WHEREAS**, Cal OES requires the Eastern Contra Costa Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agents authorized to act on behalf of Eastern Contra Costa Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #160427c authorizing the CEO or her designee to execute for and on behalf of Eastern Contra Costa Transit Authority, any actions necessary to obtain financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

PASSED AND ADOPTED THIS 27<sup>nd</sup> day of April 2016, by the following votes:

**EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Ben Johnson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_