



# TRI DELTA TRANSIT

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

## Board of Directors Meeting Agenda

Wednesday August 26, 2020

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

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

On March 12, 2020, in response to the increasing threat posed by the Coronavirus, California Governor Newsom issued Executive Order N-25-20 which suspends meeting requirements of the Brown Act and Bagley-Keene Act.

The order authorizes state and local bodies to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local or state agencies.

The Governor further ordered that "all requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived."

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

Click to join Zoom Meeting

<https://zoom.us/j/99420999810>

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

or

Dial by your location

+1 669 900 6833 US

Meeting ID: 994 2099 9810

- Public comments can be submitted via e-mail to [CEO@trideltatransit.org](mailto: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.
- Please be advised, per Executive Order N-25-20, seating will be significantly limited in the ECCTA Boardroom.



# TRI DELTA TRANSIT

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

## Board of Directors Meeting Agenda

Wednesday August 26, 2020

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: [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
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Shanelle Scales-Preston
  - 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 Shanelle Scales-Preston
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 June 24, 2020
  - 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*)
    - i. Public outreach – Clipper Start Program
    - ii. One seat ride demo with County Connection
    - iii. APTA National Transit Recovery Commitment Program

### Board of Directors:

City of Antioch

Lamar Thorpe

Monica Wilson

City of Brentwood

Barbara Guise

Robert Taylor

City of Oakley

Sue Higgins

Kevin Romick

City of Pittsburg

Merl Craft

Shanelle Scales-Preston\*

Contra Costa County

Diane Burgis

Federal Glover

Member-at-Large

Ken Gray \*\*

\* Chair: FY 2020-21

\*\* Vice-chair: FY 2020-21

**Board of Directors Meeting Agenda  
Wednesday August 26, 2020**

**7. ACTION and DISCUSSION ITEMS**

- a. **ACTION ITEM:** Biennial Review -- Conflict of Interest Code Amendment  
(see attachment: tab #3)  
**Requested Action:** Adopt Resolution #200826A authorizing the CEO to amend the list of designated position in ECCTA's Conflict-of-Interest Code.
  
- b. **ACTION ITEM:** Member-at-Large Appointment  
(see attachment: tab #4)  
**Requested Action:** Choose the desired action to fill the Director-at-Large position for the term January 1, 2021 through December 31, 2022.
  
- c. **ACTION ITEM:** Cycle 6 Lifeline Transportation Program  
(see attachment: tab #5)  
**Requested Action:** Adopt Resolution #200826B accepting ECCTA's Cycle 6 LTP project.
  
- d. **ACTION ITEM:** Fleet Maintenance Software  
(see attachment: tab #6)  
**Requested Action:** Adopt Resolution #200826C authorizing the CEO to enter into a contract to purchase TransTrack's fleet maintenance software for an amount not to exceed \$165,275 which includes a 10% contingency and one year maintenance costs.
  
- e. **ACTION ITEM:** Phone System Replacement  
(see attachment: tab #7)  
**Requested Action:** Adopt Resolution #200826D authorizing the CEO to execute and deliver a purchase order to Synectic Technologies via CMAS Contract 03-09-70-1488B for the purchase and installation of a new Avaya phone system for an amount not to exceed \$83,000, which includes a 10% contingency.
  
- f. **ACTION ITEM:** WiFi  
(see attachment: tab #8)  
**Requested Action:** Adopt Resolution #200826E authorizing the CEO to execute and deliver a purchase order to Premier Wireless Solutions via CMAS Contract 3-20-70-3207C for the purchase of 108 WiFi routers and antennas for an amount not to exceed \$362,380 which includes a 10% contingency.

- g. **ACTION ITEM:** Section 5311 CARES Act Funding.  
(see attachment: tab #9)

**Requested Action:** Adopt Resolution #200826F authorizing the application for financial assistance through Section 5311 CARES Act funding.

- h. **ACTION ITEM:** Bay Area Healthy Transit Plan  
(see attachment: tab #10)

**Requested Action:** Adopt Resolution #200826G endorsing the *Riding Together: Bay Area Healthy Transit Plan* as a baseline set of measures that Eastern Contra Costa Transit Authority (ECCTA), along with other Bay Area transit agencies, will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.

- i. **ACTION ITEM:** Short Range Transit Plan  
(see attachment: tab #11)

**Requested Action:** Adopt Resolution #200826H approving the final draft of the ECCTA SRTP for FY20-29

- j. **ACTION ITEM:** CEO Salary Review  
(see attachment: tab #12)

**Requested Action:** Discuss the General Council recommendations and take the appropriate actions.

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: September 23, 2020 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.