



# 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 26, 2019

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 Diane Burgis  
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 Diane Burgis

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 April 24, 2019

b. Financial Report

c. Marketing and Customer Service Activities Report

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

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

a. **Operations Report** (*see attachment: tab #2*)

### Board of Directors:

City of Antioch

Lamar Thorpe

Monica Wilson

City of Brentwood

Barbara Guise

Robert Taylor\*\*

City of Oakley

Doug Hardcastle

Kevin Romick

City of Pittsburg

Merl Craft

Shanelle Scales-Preston

Contra Costa County

Diane Burgis\*

Federal Glover

Member-at-Large

Ken Gray

\* Chair: FY 2018-19

\*\* Vice-chair: FY 2018-19

**Board of Directors Meeting Agenda  
Wednesday June 26, 2019**

**7. ACTION and DISCUSSION ITEMS**

**a. DISCUSSION ITEM: Benefit Comparison**

*(see attachment: tab #3)*

**Requested Action:** No action requested.

**b. ACTION ITEM: Disadvantaged Business Enterprise Program Triennial Goal**

*(see attachment: tab #4)*

**Requested Action:** Adopt Resolution #190626A accepting ECCTA's proposed overall goal of 0% for FTA-assisted contracts for FFY 2020-2022.

**c. ACTION ITEM: SB1 State of Good Repair Program**

*(see attachment: tab #5)*

**Requested Action:** Adopt Resolution #190626B accepting ECCTA's fiscal year 2019-20 State of Good Repair project list.

**d. ACTION ITEM: Web-Based Data Management System Modules**

*(see attachment: tab #6)*

**Requested Action:** Adopt Resolution #190626C authorizing the CEO to enter into an agreement with TransTrack Systems to install and maintain four modules for the existing TransTrack data management software system for an amount not to exceed \$56,100.

**e. DISCUSSION ITEM: Cost of Living Wage Adjustment**

*(see attachment: tab #7)*

**Requested Action:** Approve a 4% cost of living increase for all employees.

**f. ACTION ITEM: FY 2019-20 ECCTA Board of Directors Officers**

*(see attachment: tab #8)*

**Requested Action #1:** Elect Brentwood representative Bob Taylor as chair of the ECCTA Board of Directors for FY 2019-20.

*Chair Burgis will pass the gavel to incoming Chair Taylor.*

**Requested Action #2:** Elect a Pittsburg representative to serve as the vice-chair of the ECCTA Board of Directors for FY 2019-20.

**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: July 31, 2019 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509



**Public Comment Guidelines:**

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

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

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

**Americans with Disabilities Act Information:**

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

**Limited English Proficiency (LEP):**

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

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

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

# **TAB 1**

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

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

April 24, 2019

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

**ROLL CALL / CALL TO ORDER**

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

\*Arrived after Roll Call

ABSENT: None

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)  
Steve Ponte, Chief Operating Officer (COO)  
Stephanie Vollmer, Legal Counsel  
Tania Babcock, Executive Assistant  
Joe Chappelle, Manager of Administrative Services  
Maureen Gonzales, Controller

**OTHERS**

PRESENT: Susan Hinson, First Transit  
Gary Mitchell, First Transit  
Hosie Pintily, First Transit  
Holland White, Pittsburg

**PLEDGE OF ALLEGIANCE**

Vice Chair Taylor led the Pledge of Allegiance.

**PUBLIC COMMENT**

There were no comments from the public.



### **CHAIR'S REPORT**

There was no Chair's report.

### **CONSENT CALENDAR**

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

- A. Minutes of the Board of Directors meeting of March 27, 2019
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Daugelli, Craft, Glover, Gray, Guise, Hardcastle, Romick, Scales-Preston, Thorpe, Wilson, and Taylor

NOES: None

ABSTAIN: None

ABSENT: None

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

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that last week Bob Armstrong, the first Tri Delta Transit Manager, had visited the office to see what had become of the system he had started over 40 years ago. She noted it was great to finally meet him and hear his stories about the very early days before service had started; he had great things to say about Barbara Guise and all of the hard work she had put into getting the transit system running; and he had explained where the name Tri Delta Transit had originated and confirmed that it was "three cities on the Delta."

Ms. Krieg reported on the first Shred-It event where all employees, both Tri Delta Transit and First Transit, as well as members of the Board, had been invited to bring documents to be shredded. It was a big hit and a repeat event had been proposed next year after April 15, to potentially include community partners.

Ms. Krieg reported that unclaimed lost and found phones were being donated to an organization that supplied emergency communication to people in need. She displayed the plaque that had been awarded to Tri Delta Transit as a supporter of the program. She noted that bicycles were also frequently left on buses and were donated to the Salvation Army.

Ms. Krieg stated that preparation for the Summer Youth Pass program had been going well and this year instead of wristbands the pass would be a flash pass accepted on County Connection, WestCAT, and Tri Delta Transit.



The pass was good for unlimited rides for passengers 18 years and under from June 1 to August 31. With the increased subsidy from 511 Contra Costa, the pass would cost only \$35. Tri Delta Transit was working with the County Library, County Fair, and city recreation departments to promote the pass.

Ms. Krieg explained that after the Board had voted to purchase electric buses and charging stations, the California Air Resources Board had passed a regulation that required all public transit systems to go all-electric by 2040. The recently purchased electric buses had been in service for a little over six months and the cost per mile had been calculated. For electric it was 80 cents a mile compared to diesel at 50 cents a mile. She noted that the cost per mile for electric would trend down when there was more mileage on the buses. She also reported that she had been appointed to serve on California's Zero Emission Bus Task Force, which would be looking at issues associated with shifting all fleets to all electric, including how the electricity would be generated. She added that the International Zero Emission Bus Conference would be held in San Francisco on September 26 and 27 this year, and the transit systems in the Bay Area that ran electric buses would receive free registration for the conference.

Ms. Krieg also reported that the facility auction was in process and items were available for inspection Monday and Tuesday this week with sealed bids due on May 10, 2019. The operation of BART's Early Bird service between the Antioch BART station and the Pittsburg Bay Point BART station averaged 50 people a day over four trips, and BART was expected to change the schedules on June 17 to three earlier trips, and would be paying Tri Delta Transit to operate the Early Bird service during the three and a half-year Transbay Tube Construction project.

Ms. Krieg announced that the Microtransit Demonstration Project called "Tri MyRide" was ready to start and a media sneak peek day would be hosted by Tri Delta Transit prior to the launch on June 17. She clarified that the project took smaller buses into the neighborhoods, a cross between fixed route and Uber, and the initial demonstration would focus on areas around the Antioch and Pittsburg Bay Point BART stations.

Ms. Krieg also announced that public transportation scholarships ranging from \$2,500 to \$10,000 a year were available to any college student interested in a career in public transportation. Applications were due by June 17 and must be submitted with support from the local transit agency. Scholarship recipients received travel and registration to the American Public Transportation Association's (APTA) Annual Conference. She urged anyone who knew of college students who might be interested to contact her for details.

Ms. Krieg added that Tri Delta Transit had once again applied for the Summer Internship Program sponsored by the Metropolitan Transportation Commission (MTC), with paid internships to begin in June.



Ms. Krieg also reported that she would participate in the APTA Study Mission to Europe. She thanked the Board for approving her participation and she looked forward to learning about implementing Mobility as a Service programs to be able to continue to evolve from being just a bus operator to being a mobility manager.

The APTA Transit Board Member Seminar would be held in Jacksonville, Florida from June 20 to 23, and Ms. Krieg stated that Monica Wilson and Bob Taylor had indicated a desire to attend. She asked anyone else who might be interested to identify that interest soon. The Annual Conference would be in New York City from October 13 to 16 and so far Monica Wilson, Merl Craft, and Bob Taylor had indicated a desire to attend.

### **ACTION AND DISCUSSION ITEMS**

#### **A. 2019 Tri Delta Transit On-Board Survey**

Ms. Krieg stated that MTC, Tri Delta Transit's designated recipient for federal funds, had contracted with ETC Institute to conduct on-board surveys on all transit operations in the Bay Area. The surveys were required by the Federal Transit Administration (FTA) for Title VI purposes and had been conducted in February and March 2019. The Executive Summary had been included in the meeting packets. She reported that less than 16 percent of Tri Delta Transit's passengers had to transfer, which spoke well to the designated routes; about 8 percent of weekday passengers paid the senior fare; and 35 percent took the bus to work. The full survey results were available to the Board and to the public.

#### **B. Disadvantaged Business Enterprise Program**

Ms. Krieg stated that Tania Babcock, ECCTA's Disadvantaged Business Enterprise (DBE) Liaison Officer, was getting ready to submit the updated DBE program. There were no big changes in the report other than updates where required. She recommended the adoption of the resolution to approve the updated DBE program.

On motion by Director Romick, seconded by Director Daugelli, ECCTA Boardmembers adopted Resolution 190424A accepting the updated ECCTA Disadvantaged Business Enterprise Program, carried by the following vote:

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



C. Proposed 2019-20 Budget

Maureen Gonzales, Controller, presented the Fiscal Year 2019-2020 Tri Delta Transit Budget and identified the revenues consisting of non-fund operating funds of \$2,263,959 made up of fares and other sources; FTA funding of \$556,469; Transportation Development Act (TDA) revenues of \$9,367,366 and State Transit Assistance (STA) funds of \$4,270,775 based on population and revenue and the block grant; revenue streams from the Low Carbon Transit Operations Program (LCTOP) of \$662,492; BART Feeder Bus Funds of \$2,802,042; and Measure J funds of \$2,477,894.

For expenses, Ms. Gonzales identified purchased transportation from the First Transit contract for operations of \$12,921,536; materials and supplies of \$2,839,021; salaries and benefits of \$4,440,736; services of \$901,639; casualty and liability insurance of \$647,122 for First Transit; utilities of \$169,247; taxes of \$21,727; and other expenses at \$456,985.

Ms. Gonzales reported that there was a fully funded operating budget with expenses of \$22 million and revenue sources of \$22 million; the agency was fully staffed and there was \$6.5 million in projected reserves.

In response to questions from the Board, Ms. Gonzales clarified that the salary and benefits reported related only to the 36 Tri Delta Transit employees with complete salary and complete benefit packages. First Transit had 170 employees, 152 of whom were drivers.

Ms. Krieg emphasized that the mantra from the inception of Tri Delta Transit and the way the agency had been set up was not to spend money that it didn't have. She thanked Barbara Guise for helping to set up that original system of being fiscally responsible.

Director Guise stated the Board should be very proud that it was one of the only transit agencies that was not in the red.

The Board commended staff for a budget well done, and Ms. Krieg thanked Ms. Gonzales for preparing the budget.

On motion by Director Thorpe, seconded by Director Glover, ECCTA Boardmembers approved the proposed FY 2019-20 fully funded operating budget of \$22,399,000 and the proposed fully funded capital budget of \$640,000, carried by the following vote:

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

D. Authorization to File Funding Application

Ms. Krieg presented the request for authorization to file an application with MTC for the Fiscal Year 2020 allocation of TDA and STA funds, the necessary paperwork to support the budget just adopted.

On motion by Director Craft, seconded by Director Thorpe, ECCTA Boardmembers adopted Resolution 190424B which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the allocation of Transportation Development Act and State Transit Assistance funds, carried by the following vote:

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

E. May 2019 ECCTA Board of Directors Meeting

Ms. Krieg advised that the item was a confirmation that the May Board meeting had been cancelled.

**BOARD OF DIRECTORS COMMENTS**

Director Thorpe requested a comparison of the benefit packages between Tri Delta Transit and First Transit employees.

**ADJOURNMENT**

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:31 P.M. to June 26, 2019 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith



**TRI DELTA TRANSIT**  
**Income Statement - Comparison to Annual Budget**  
As of May 31, 2019  
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY19 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
<b>OPERATING REVENUES</b>															
Passenger Fares	\$ 1,875,013	\$ 1,519,987	\$ 355,026	\$ 2,530,371	\$ 2,164,968	\$ 365,403	\$ (655,358)	\$ (644,981)	\$ (10,377)	\$ 2,765,569	\$ 2,368,069	\$ 397,500	68%	64%	89%
Other Income	\$ 248,676	\$ 150,212	\$ 98,464	\$ 197,500	\$ 85,000	\$ 112,500	\$ 51,176	\$ 65,212	\$ (14,036)	\$ 235,000	\$ 85,000	\$ 150,000	106%	177%	66%
<i>Total Operating Revenues:</i>	\$ 2,123,689	\$ 1,670,199	\$ 453,490	\$ 2,727,871	\$ 2,249,968	\$ 477,903	\$ (604,182)	\$ (579,769)	\$ (24,413)	\$ 3,000,569	\$ 2,453,069	\$ 547,500	71%	68%	83%
<b>OPERATING EXPENSES</b>															
Purchased Transportation	\$ 11,501,250	\$ 8,951,281	\$ 2,549,969	\$ 11,152,263	\$ 8,296,700	\$ 2,855,563	\$ (348,987)	\$ (654,581)	\$ 305,594	\$ 12,142,672	\$ 9,030,500	\$ 3,112,172	95%	99%	82%
Materials and Supplies	\$ 2,628,197	\$ 2,239,257	\$ 388,940	\$ 2,908,813	\$ 2,380,563	\$ 528,250	\$ 280,616	\$ 141,306	\$ 139,310	\$ 3,168,000	\$ 2,593,000	\$ 575,000	83%	86%	68%
Salaries & Benefits	\$ 3,852,500	\$ 3,575,626	\$ 276,874	\$ 3,818,936	\$ 3,322,473	\$ 496,463	\$ (33,564)	\$ (253,153)	\$ 219,589	\$ 4,166,112	\$ 3,624,517	\$ 541,595	92%	99%	51%
Services	\$ 661,103	\$ 550,390	\$ 110,713	\$ 779,170	\$ 623,337	\$ 155,833	\$ 118,067	\$ 72,947	\$ 45,120	\$ 850,000	\$ 680,000	\$ 170,000	78%	81%	65%
Other	\$ 375,383	\$ 350,679	\$ 24,704	\$ 350,400	\$ 337,830	\$ 12,570	\$ (24,983)	\$ (12,849)	\$ (12,134)	\$ 407,000	\$ 392,050	\$ 14,950	92%	89%	165%
Casualty and liability insurance	\$ 478,441	\$ 443,351	\$ 35,090	\$ 509,052	\$ 474,992	\$ 34,060	\$ 30,611	\$ 31,641	\$ (1,030)	\$ 549,975	\$ 513,869	\$ 36,106	87%	86%	97%
Utilities	\$ 155,044	\$ 146,897	\$ 8,147	\$ 195,285	\$ 185,520	\$ 9,765	\$ 40,241	\$ 38,623	\$ 1,618	\$ 204,367	\$ 194,148	\$ 10,219	76%	76%	80%
Taxes	\$ 20,291	\$ 16,999	\$ 3,292	\$ 22,460	\$ 19,168	\$ 3,292	\$ 2,169	\$ 2,169	\$ -	\$ 22,460	\$ 19,168	\$ 3,292	90%	89%	100%
<i>Total Operating Expenses:</i>	\$ 19,672,209	\$ 16,274,480	\$ 3,397,729	\$ 19,736,379	\$ 15,640,583	\$ 4,095,796	\$ 64,170	\$ (633,897)	\$ 698,067	\$ 21,510,586	\$ 17,047,252	\$ 4,463,334	91%	95%	76%
<b>NON-OPERATING REV</b>															
Federal Funds	\$ 347,105	\$ 347,105	\$ -	\$ 684,692	\$ 408,649	\$ 276,043	\$ (337,587)	\$ (61,544)	\$ (276,043)	\$ 960,734	\$ 408,649	\$ 552,085	36%	85%	
State Funds	\$ 11,569,731	\$ 9,158,122	\$ 2,411,609	\$ 12,673,553	\$ 10,026,403	\$ 2,647,150	\$ (1,103,822)	\$ (868,281)	\$ (235,541)	\$ 12,811,582	\$ 10,373,129	\$ 2,438,453	90%	88%	99%
Local Funds	\$ 907,052	\$ 489,875	\$ 417,177	\$ 1,631,371	\$ 937,584	\$ 693,787	\$ (724,319)	\$ (447,709)	\$ (276,610)	\$ 2,046,952	\$ 1,122,656	\$ 924,296	44%	44%	45%
Inter-Operator Agreements	\$ 2,685,749	\$ 2,685,749	\$ -	\$ 2,014,311	\$ 2,014,311	\$ -	\$ 671,438	\$ 671,438	\$ -	\$ 2,685,749	\$ 2,685,749	\$ -	100%	100%	
Interest & Other Misc Income	\$ 72,607	\$ 49,574	\$ 23,033	\$ 4,576	\$ 3,663	\$ 913	\$ 68,031	\$ 45,911	\$ 22,120	\$ 5,000	\$ 4,000	\$ 1,000	1452%	1239%	2303%
<i>Total Non-operating Revenues:</i>	\$ 15,582,244	\$ 12,730,425	\$ 2,851,819	\$ 17,008,503	\$ 13,390,610	\$ 3,617,893	\$ (1,426,259)	\$ (660,185)	\$ (766,074)	\$ 18,510,017	\$ 14,594,183	\$ 3,915,834	84%	87%	73%
<b>EXCESS REV/(EXP)</b>	\$ (1,966,276)	\$ (1,873,856)	\$ (92,420)	\$ (5)	\$ (5)	\$ -	\$ (1,966,271)	\$ (1,873,851)	\$ (92,420)	\$ -	\$ -	\$ -			


Agenda Item #5b  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
June 26, 2019

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 26, 2019

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

**Lead Staff:** Maria Korbay, Manager Customer Service & Marketing

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

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

### Promotional Events

The summer is a busy time in East County and Tri Delta Transit Marketing department will be attending as many events as possible. Our goal is to be seen as a community member and ensure our neighbors are fully aware of the range of services we offer. The Marketing department is scheduled to attend several fairs, festivals, and other community events.

#### **Bike to Work Day**

On May 9<sup>th</sup> the Marketing team participated in the 25<sup>th</sup> annual Bay Area Bike to Work Day, an event hosted by 511 Contra Costa. We acted as brand ambassadors, encouraging the public to consider bikes and buses for their daily commute.

#### **Antioch Senior Center Listening Session**

This was a very successful event. We had over 25 seniors in attendance. We enjoyed listening to their feedback and getting an opportunity to educate them on our services. A team member for Accessible Services, Scheduling, Marketing and Customer Service were in attendance.

#### **Contra Costa County Fair**

The weather was not kind to the fair, but we felt it was still a successful event. Marketing parked the new Tri MyRide vehicle so that attendees could get a sneak peek at this new service.



### **Brentwood Art Society's Art, Wine & Jazz Festival**

This entertaining event is returning to Brentwood June 21-23. We are working with Art Society staff to provide cross promotions to encourage attendees to take public transit to the event.

### **Pittsburg Seafood & Music Festival**

After a very productive meeting with the chamber, we are looking forward to continuing our sponsorship relationship. Although the details have not been finalized, we are working closely with the chamber to ensure that appropriate shuttle service expectations are set for the event.

### **Internal Promotions**

There are so many benefits to creating a positive work environment. Our CEO has led the way in creating a workplace that fosters creativity, enthusiasm, and ingenuity among all staff. We have ongoing internal promotions that aim to create safety and security for all Tri Delta Transit employees.

### **Staff Appreciation BBQ**

On April 25<sup>th</sup> we held a staff appreciation BBQ. COO Steve Ponte did all the grilling and staff had a great time. We want to thank our staff for their dedication and hard work year after year.

### **Service Promotions**

#### **Summer Youth Pass**

Summer Youth Pass sales are going very well. The new low cost and added partnership has really made an impact on our community. The three transit agencies, in conjunction with 511CC, are working together to promote this amazing service for our Contra Costa County youth.

#### **Tri MyRide**

Tri MyRide has now launched and the response has been great. Marketing has set a plan in place to reach the residents of our two service areas, San Marcos and Hillcrest. From direct mail, to geo fenced advertising, we are doing all we can to ensure these residents are aware of this innovative 6-month pilot program. We look forward to learning from the community response in the coming months.

#### **Mobility on Demand**

Mobility on demand has been a useful addition to our paratransit services, allowing our passengers to use UBER, Lyft, and United Taxi to supplement their transportation needs. This program has been well received and starting August 1, 2019 we are making a slight change to ensure each ride is an "attempted shared ride." A mailing will go out informing riders of the change.

# **TAB 2**

Agenda Item #6a  
CEO's REPORT: Operations Report

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509



# Chief Executive Officer's Report

May - June 2019



TRI DELTA TRANSIT

## ECCTA Executive Team

Jeanne Krieg  
Chief Executive Officer

Steve Ponte  
Chief Operating Officer

Kevin Moody  
Director of  
Maintenance

Susan Hinson  
First Transit  
Director of Operations

## Highlights:

- Service on Tri Delta Transit's Microtransit demonstration project -- Tri MyRide – began with positive press coverage and a strong start.
- BART changed the *Early Bird* bus service provided by Tri Delta Transit from four trips to three trips per day. BART will be paying Tri Delta Transit to operate the service for the 3½ year transbay tube construction project.
- Thanks to Supervisor Federal Glover for assisting ECCTA staff in convincing MTC staff to rescind the recommendation to discontinue ECCTA's RM2 funding.
- Sales of the 2019 county-wide summer youth pass have far surpassed last year's sales: 178 in east county compared to 133 last year. Countywide, 418 passes have been sold.
- I participated on APTA Study Mission to Vienna, Hamburg, and Helsinki. The topic was Mobility as a Service (MaaS).
- Chief Operating Officer Steve Ponte participated on a panel providing testimony regarding the impacts homeless encampments have on transportation services.
- Tri Delta Transit participated in Pittsburg's *Touch the Truck* event.
- Staff conducted a listening session at the Antioch senior center and received valuable suggestions on how we can better serve the senior citizens in our community.
- CCTA received a planning grant from CalTrans to look at the transit corridor between Hillcrest and Marsh Creek Road.
- Marketing Manager Maria Korbay and Customer Service Associate Ashley Faumuina staffed an energizer station in support of Bike to Work Day.
- The voice radio conversion project is complete.
- FTA is requiring a change to our Mobility on Demand demonstration project: rides must be shared effective August 1<sup>st</sup>.

## Pending:

- International Zero Emission Bus Conference (San Francisco 9/26-27)
- CCTA's Accessible Transportation Plan
- Web based data management system
- Seafood Festival shuttle (September 7<sup>th</sup> – 8<sup>th</sup>)
- CARB electric bus purchase requirements
- Mobile Emergency Operations Center construction
- Mobility on Demand demonstration project
- Service to Brentwood LMC campus (2020)
- Antioch Park & Ride lot construction
- Oakley Park & Ride lot construction

### *Agenda Item #6a*

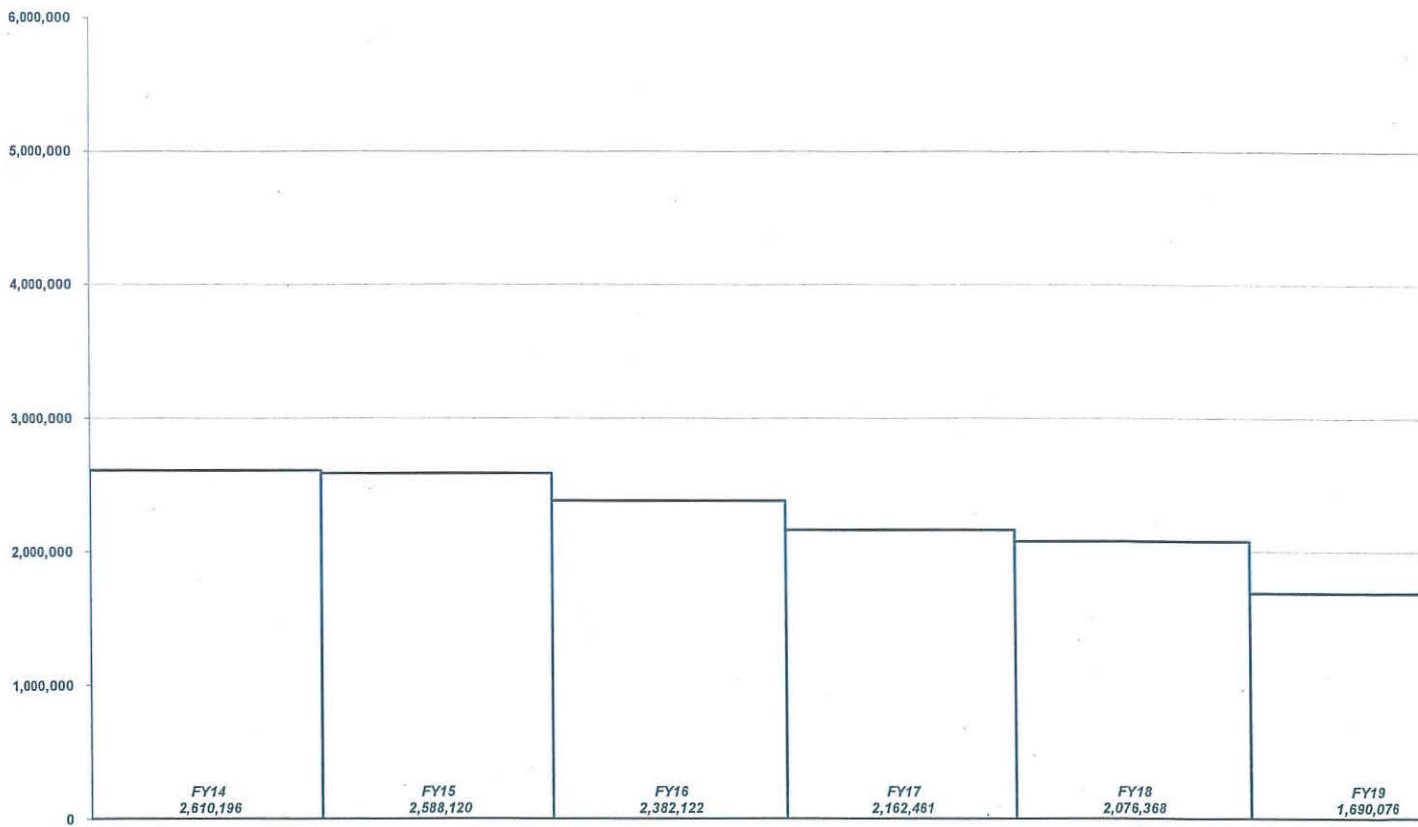
*Eastern Contra Costa Transit Authority*

*Board of Directors Meeting*

*June 26, 2019*

# TRI DELTA TRANSIT

## COMPARATIVE FR RIDERSHIP - MAY YTD





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

	Actual							18/19B % ▲	YTD COMPARISON		
						Budget	Actual		% ▲		
	13/14	14/15	15/16	16/17	17/18	18/19	May-18			May-19	
<b>DIAL-A-RIDE</b>											
<b>PASSENGERS</b>											
Total DAR Trips Provided	131,476	133,769	131,917	133,406	125,558	124,604	-1%	115,129	146,170	27%	
Average Weekday Ridership	471	487	489	498	469	464	-1%	469	575	23%	
Average Sat Ridership	180	153	118	107	105	108	2%	106	178	68%	
Average Sun/Hol Ridership	68	63	49	47	47	48	2%	46	103	121%	
Average Passengers/Hour (wkdys DAR Only)	2.3	2.4	2.5	2.9	2.9	2.9	-1%	2.9	3.1	7%	
<b>CUSTOMER SERVICE</b>											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	-100%	0.0	0.0	0%	
Customer Complaints	0.071%	0.103%	0.114%	0.382%	0.486%	0.250%	-48%	0.497%	0.434%	-13%	
On Time Performance	89%	87%	85%	81%	66%	90%	37%	66%	62%	-6%	
<b>MAINTENANCE</b>											
Gallons of Fuel Consumed	145,043	138,528	135,809	131,936	122,057	122,772	1%	112,028	100,426	-10%	
Miles Between Preventable Accidents	244,390	162,293	159,143	153,397	207,048	200,000	-3%	190,517	360,877	89%	
Miles Between Road calls	61,109	139,113	190,963	919,507	276,017	100,000	-64%	253,982	722,079	184%	
<b>COST RATIOS</b>											
Farebox Recovery Ratio	10%	10%	10%	11%	10%	9%	-15%	11%	10%	-2%	
\$/Gal Fuel	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.57	\$ 3.21	\$ 3.00	-7%	\$ 3.23	\$ 3.26	1%	
Operating Cost/Passenger	\$ 35.25	\$ 34.18	\$ 34.41	\$ 29.15	\$ 29.68	\$ 35.82	21%	\$ 30.21	\$ 23.25	-23%	
Operating Cost/Revenue Hour	\$ 68.75	\$ 69.81	\$ 72.26	\$ 73.97	\$ 80.33	\$ 95.04	18%	\$ 81.10	\$ 68.17	-16%	
Operating Cost/Revenue Mile	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.18	\$ 5.38	\$ 6.72	25%	\$ 5.46	\$ 5.74	5%	
<b>FIXED ROUTE</b>											
<b>PASSENGERS</b>											
Total FR Trips Provided	2,832,264	2,806,028	2,574,864	2,344,985	2,232,469	2,321,636	4%	#####	1,690,076	-19%	
Average Weekday Ridership	9,930	9,794	8,999	8,230	7,886	8,238	4%	8,008	6,510	-19%	
Average Sat Ridership	3,464	3,498	3,061	2,715	2,490	2,450	-2%	2,517	2,155	-14%	
Average Sun/Hol Ridership	2,692	2,787	2,501	2,236	2,087	2,140	3%	2,107	1,661	-21%	
Average Passengers/Hour	19.0	19.2	17.8	16.1	14.7	15.4	5%	14.9	12.2	-18%	
<b>CUSTOMER SERVICE</b>											
Customer Complaints	0.009%	0.009%	0.009%	0.025%	0.025%	0.025%	-2%	0.025%	0.036%	42%	
On Time Performance	92%	92%	92%	82%	83%	90%	8%	83%	82%	-2%	
<b>MAINTENANCE</b>											
Gallons of Fuel Consumed	603,013	600,072	606,378	584,879	575,568	534,257	-7%	529,152	492,532	-7%	
Miles Between Preventable Accidents	110,754	98,066	97,469	117,465	145,522	100,000	-31%	143,045	77,406	-46%	
Miles Between Road calls	67,684	41,553	27,690	21,084	19,951	50,000	151%	19,233	33,011	72%	
<b>COST RATIOS</b>											
Farebox Recovery Ratio	18%	18%	18%	16%	13%	14%	0%	14%	9%	-32%	
\$/Gal Fuel	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.30	\$ 2.65	15%	\$ 2.30	\$ 2.94	28%	
Operating Cost/Passenger	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.93	\$ 7.56	\$ 7.34	-3%	\$ 7.40	\$ 9.63	30%	
Operating Cost/Revenue Hour	\$ 105.76	\$ 106.36	\$ 106.33	\$ 111.83	\$ 111.07	\$ 113.24	2%	\$ 110.22	\$ 117.02	6%	
Operating Cost/Revenue Mile	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.19	\$ 8.95	9%	\$ 8.08	\$ 9.16	13%	



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

<b>TOTAL PASSENGER TRIPS</b>													
ROUTE											YTD COMPARISON		
	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	17/18	% Chg	May-18	May-19	% Chg
200	55,914	1%	54,167	-3%	48,866	-10%	44,467	-9%	40,568	-9%	37,502	33,304	-11%
201	124,289	4%	112,116	-10%	116,301	4%	117,839	1%	115,491	-2%	107,889	88,352	-18%
300	328,582	13%	353,802	8%	340,127	-4%	351,131	3%	323,694	-8%	316,722	67,208	-79%
379	6,759	-56%	3,223	-52%	3,659	14%	2,407	-34%	2,358	-2%	2,338	2,498	7%
380	662,650	0%	666,704	-2%	606,012	-9%	552,671	-9%	510,333	-8%	473,058	419,950	-11%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	42,457	92,009	117%
383	32,073	-8%	30,200	-6%	25,830	-14%	21,936	-15%	21,987	0%	19,362	34,525	78%
384	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	384	39,737	10248%
385	70,974	16%	68,013	-4%	66,045	-3%	54,207	-18%	55,316	2%	50,927	44,265	-13%
386	1,902	-12%	1,583	-17%	1,507	-5%	1,398	-7%	1,104	-21%	1,104	N/A	N/A
387	264,036	1%	257,944	-2%	233,185	-10%	198,990	-15%	180,733	-9%	164,248	158,940	-3%
388	400,190	9%	370,128	-8%	327,585	-11%	287,820	-12%	265,449	-8%	243,546	220,388	-10%
389	53,068	0%	51,480	-3%	45,836	-11%	40,557	-12%	41,396	2%	37,343	38,840	4%
390	72,054	5%	71,211	-1%	70,022	-2%	71,431	2%	70,019	-2%	66,974	32,560	-51%
391	386,640	4%	402,579	4%	360,256	-11%	317,873	-12%	286,436	-10%	267,872	209,529	-22%
709	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,823	N/A
Shuttles	3,370	-32%	5,375	59%	13,410	149%	2,956	-78%	2,027	-31%	2,027	4,841	139%
392	142,284	7%	142,650	0%	124,708	-13%	110,687	-11%	105,150	-5%	97,593	82,059	-16%
393	133,078	-2%	141,281	6%	126,653	-10%	114,022	-10%	98,170	-14%	95,290	32,451	-66%
394	64,904	-9%	63,087	-3%	53,894	-15%	48,389	-10%	47,726	-1%	43,584	45,752	5%
395	9,497	100%	10,485	100%	10,968	100%	6,204	100%	5,937	100%	5,375	6,362	18%
396	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	773	32,683	4128%
<b>Total Fixed Route</b>	<b>2,832,264</b>	<b>3%</b>	<b>2,806,028</b>	<b>-1%</b>	<b>2,574,864</b>	<b>-8%</b>	<b>2,344,985</b>	<b>-9%</b>	<b>2,232,469</b>	<b>-5%</b>	<b>2,076,368</b>	<b>1,690,076</b>	<b>-19%</b>

<b>AVERAGE PASSENGERS PER REVENUE HOUR</b>													
ROUTE											YTD COMPARISON		
	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	17/18	% Chg	May-18	May-19	% Chg
200	12.5	-1%	12.6	1%	11.5	-9%	9.9	-14%	8.6	-14%	8.6	8.0	-7%
201	17.9	1%	17.0	-5%	16.1	-5%	13.8	-15%	12.9	-6%	13.1	11.5	-12%
300	18.6	18%	20.3	10%	19.6	-4%	20.6	5%	20.5	0%	20.9	9.9	-52%
379	16.8	57%	26.5	57%	30.6	15%	18.9	-38%	16.7	-11%	17.3	16.3	-6%
380	20.6	2%	20.2	-2%	18.7	-7%	17.3	-8%	16.1	-7%	16.2	15.6	-3%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11.4	12.2	7%
383	12.6	23%	13.0	3%	11.6	-11%	10.1	-12%	8.8	-13%	9.4	6.7	-29%
384	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6.2	8.3	33%
385	12.9	8%	12.3	-4%	11.4	-8%	9.3	-19%	9.5	2%	9.5	8.4	-11%
386	6.3	74%	6.3	1%	6.6	5%	6.0	-10%	4.8	-20%	4.8	N/A	N/A
387	23.7	4%	23.3	-2%	21.7	-7%	18.6	-14%	15.9	-15%	15.9	13.4	-16%
388	18.2	7%	17.4	-5%	16.2	-7%	14.3	-12%	13.1	-8%	13.1	11.9	-9%
389	14.4	8%	15.4	7%	14.4	-6%	12.4	-14%	11.9	-4%	11.7	12.1	3%
390	20.8	12%	21.5	3%	21.4	-1%	22.1	3%	21.3	-4%	22.1	10.3	-54%
391	20.5	4%	21.9	7%	19.7	-10%	17.3	-12%	15.5	-11%	15.7	13.6	-13%
709	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	16.5	N/A
Shuttles	6.4	N/A	30.7	383%	23.6	-23%	15.0	-36%	15.4	3%	15.4	63.4	312%
392	19.1	9%	18.9	-1%	16.7	-12%	14.2	-15%	13.1	-7%	13.1	12.1	-7%
393	17.5	0%	18.7	7%	16.8	-10%	15.3	-9%	13.8	-9%	14.0	10.0	-28%
394	17.0	13%	15.9	-7%	13.9	-13%	12.9	-7%	12.4	-4%	12.4	12.1	-3%
395	16.2	N/A	16.4	1%	17.1	5%	9.9	-42%	9.9	0%	9.5	10.0	6%
396	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7.7	8.7	13%
<b>Total Fixed Route</b>	<b>19.0</b>	<b>7%</b>	<b>19.2</b>	<b>1%</b>	<b>17.8</b>	<b>-7%</b>	<b>16.1</b>	<b>-9%</b>	<b>14.7</b>	<b>-9%</b>	<b>14.9</b>	<b>12.2</b>	<b>-18%</b>



# **TAB 3**

Agenda Item #7a

DISCUSSION ITEM: Benefit Comparison

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

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

**Meeting Date:** June 26, 2019

**Agenda Item:** Benefit Comparison  
Agenda Item #7a

**Lead Staff:** Jeanne Krieg, Chief Executive Officer 

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### **Background**

During the April 24, 2019 meeting of the Tri Delta Transit Board of Directors, Director Lamar Thorpe requested a comparison of the benefit package offered to Tri Delta Transit employees with the benefit package offered to First Transit employees. The benefit package provided to the First Transit operators is negotiated by the Teamsters Union and is part of their collective bargaining agreement. The non-represented First Transit employees are provided benefits through First Transit. The comparison chart is attached to this memo.

### **Requested Action**

No action requested



<b>Benefit</b>	<b>Tri Delta Transit Employees</b>	<b>Represented First Transit Employees (Teamsters)</b>	<b>Non-represented First Transit Employees</b>
Medical	Kaiser	Kaiser	Salaried: HSA Hourly: Kaiser
Chiropractic	No	PhysMetrics	Salaried: Yes Hourly: No
Dental	Best Life	Cigna	Cigna
Vision	VSP	VSP	VSP
Life Insurance	Life: 1x annual salary	ADD: 10K Life: 10K  Optional spouse/dependant coverage for a minimal cost  Optional: ADD: 1x annual salary Life: 1x annual salary	ADD: 1x annual salary Life: 1x annual salary  Optional spouse/dependant coverage for a minimal cost
Long term disability	Yes	Yes	Yes
Holidays	11 (admin) 8 (maintenance)	9	9+floater
Vacation/sick	PTO based on years of service	Sick: 10 days Vacation: based on years of service	Sick: 5 days Vacation: based on years of service
Bereavement leave	Up to 5 days	3 days in state 5 out of state	3 days in state 5 out of state
Jury duty leave	Yes – no limit	Up to 10 days	Salaried: Yes (no limit) Hourly: Up to 10 days
Retirement	Defined contribution plan (no pension): 401(a) and 457 deferred compensation	Teamsters pension + 401k available	Defined contribution plan (no pension): 401k

**Agenda Item #7a**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
June 26, 2019*

# **TAB 4**

Agenda Item #7b  
ACTION ITEM: DBE Triennial Goal

Resolution #190626A

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509




## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 26, 2019

**Agenda Item:** Proposed Disadvantaged Business Enterprise Triennial Goal  
Agenda Item #7b

**Lead Staff:** Tania Babcock, DBE Liaison Officer

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

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### Background

ECCTA implements a Disadvantaged Business Enterprise (DBE) Program in accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26). The DBE regulations require United States Department of Transportation recipients to implement a DBE program and set an overall triennial DBE goal for Federal Transit Administration (FTA)-assisted contracts.

The attached document details the methodology used to establish ECCTA's overall triennial DBE goal. As described in the methodology, ECCTA evaluated the actual contracting opportunities to be offered using FTA funds, the ready, willing and able DBEs to participate in such opportunities, and other relevant evidence in order to determine its overall goal. ECCTA proposes a DBE goal of 0% for the three-year Federal Fiscal period, from October 1, 2019 through September 30, 2022 (FFY 2020-2022).

ECCTA will continue reviewing its contracting opportunities for any changes that may become necessary. A revised DBE goal will be set if any new FTA-assisted contracting opportunities arise during FFY 2020-2022.

### Attached

- Resolution #190626A
- The proposed DBE goal for FFY 2020-2022

### Requested Action

Approve Resolution #190626A accepting ECCTA's proposed overall goal of 0% for FTA-assisted contracts for FFY 2020-2022.

**Agenda Item #7b**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
June 26, 2019*



# TRI DELTA TRANSIT

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

## RESOLUTION #190626A

### Disadvantaged Business Enterprise (DBE) Triennial Goal For Federal Fiscal Years (FFY) 2020-2022

**Resolution #190626A accepts the overall DBE goal of 0% for FFY 2020-2022.**

**WHEREAS**, in accordance with 49 CFR Part 26, Eastern Contra Costa Transit Authority (ECCTA) must establish an overall goal for DBE participation on all FTA-assisted contracts for FFY 2020-2022; and

**WHEREAS**, ECCTA must follow the procedures established by 49 CFR Part 26 to calculate its overall goal; and

**WHEREAS**, ECCTA has developed a methodology based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate on ECCTA's FTA-assisted contracts; and

**WHEREAS**, the methodology includes the base figure and the evidence with which it was calculated, and the evidence for any adjustments made to the base figure, and

**WHEREAS**, the goal reflects ECCTA's determination of the level of DBE participation it would expect absent the effects of discrimination; and

**WHEREAS**, ECCTA consulted with groups and organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and ECCTA's efforts to establish a level playing field for the participation of DBEs; and

**WHEREAS**, ECCTA published its goal and methodology on its website on June 3, 2019.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #190626A accepting the overall DBE goal of 0% for FFY 2020-2022. By August 1, 2019, ECCTA shall submit to the FTA the overall DBE goal of 0% for all FTA-assisted contracts for FFY 2020-2022.

## RESOLUTION #190626A

**PASSED AND ADOPTED THIS 26<sup>th</sup> day of June, by the following votes:**

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

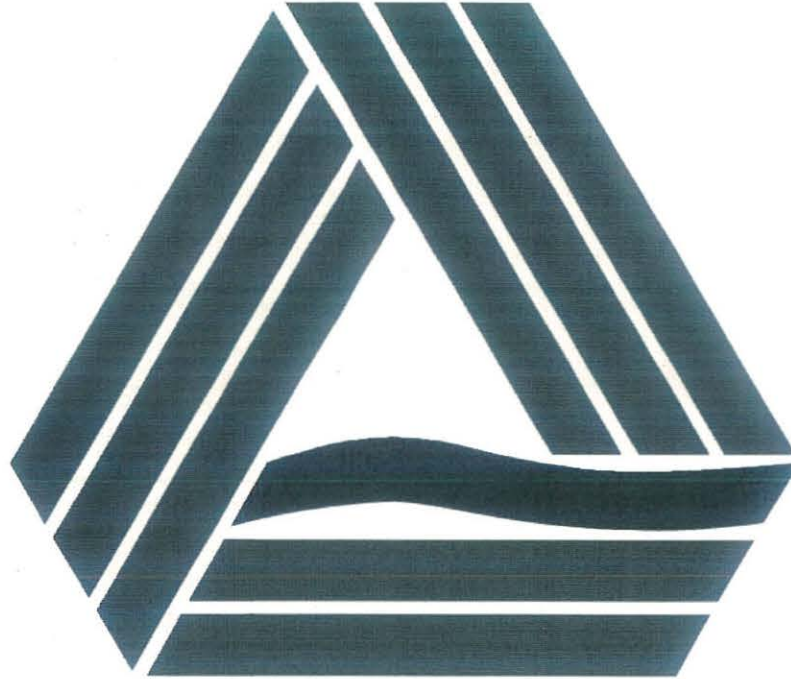
\_\_\_\_\_  
Diane Burgis, Chair

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

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



# Eastern Contra Costa Transit Authority



## Disadvantaged Business Enterprise Goal

FFY 2020 through FFY 2022

DBE Liaison Officer: Tania Babcock

June 4, 2019

## Introduction

Eastern Contra Costa Transit Authority (ECCTA) implements a Disadvantaged Business Enterprise (DBE) Program in accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26). The DBE regulations require United States Department of Transportation (U.S. DOT) recipients to implement a DBE program and set triennial DBE participation goals.

The methodology to calculate the triennial DBE participation goal is a two-step process described in 49 CFR Part 26. Step-One of the methodology establishes a base figure for the anticipated U.S. DOT-assisted contracts to be awarded in the period. The base figure is derived from the relative availability of ready, willing and able DBEs in relationship to all comparable businesses that are ready, willing and able to participate in the anticipated U.S. DOT-assisted contracts. Step-Two relies on ECCTA's examination of evidence from its local market area to determine if an adjustment to the base figure is needed.

The DBE goal reflects ECCTA's determination of the level of DBE participation expected absent the effects of discrimination. As a recipient of federal money through the Federal Transit Administration (FTA), ECCTA has included a narrative description accompanied by tables and calculations in its goal setting and methodology to provide a clear explanation of how ECCTA developed the DBE goal for FFY 2020-2022.

## Summary

In determining the DBE goal for the Federal fiscal period of October 1, 2019 through September 30, 2022 based on the Federal Fiscal Year of October 1 – September 30, ECCTA reviewed the anticipated FTA-assisted contracting opportunities over this period. It then determined a base figure that represented the percent of DBE participation that would be expected if there existed a level playing field between DBE firms and non-DBE firms. Evidence available from ECCTA's local market area was examined to determine if an adjustment to the base figure was warranted. This methodology was then brought before relevant stakeholders in the DBE and non-DBE community before the DBE goal was finally decided to be 0 (zero)%. The goal is posted on ECCTA's website and available for review: <http://trideltatransit.com/civil-rights.aspx?p=2>

## FTA Money

ECCTA receives FTA-assisted money at the discretion of the Metropolitan Transportation Commission. The money includes the Job Access and Reverse Commute program, Section 5307 grants, and others. Due to the nature of how MTC determines its funding allocation, the amount of money that ECCTA receives from these funding sources can vary, and are often blocked off for specific purposes, such as bus replacement. During FFY 2020-2022, ECCTA anticipates receiving \$1,131,584 in Americans with Disabilities Act (ADA) operating assistance. ECCTA currently contracts its fixed-route and paratransit



services to a private contractor, First Transit, and applies the ADA operating assistance toward supplementing the cost of operating ADA paratransit service.

Table 1 reflects the anticipated FTA-assisted contracting opportunities subject to the overall triennial goal period of FFY 2020-2022.

**Table 1- FTA-Assisted Contracting Opportunities**

Description of Contract	FTA Dollars
ADA operating assistance	\$1,131,584
<b>Total</b>	<b>\$1,131,584</b>

## Determining Local Market Area

The following areas were considered in determining ECCTA's local market area:

- 1) The area in which ECCTA spends the majority of its contracting dollars
- 2) The area in which the substantial majority of the contractors and subcontractors with which ECCTA does business are located

ECCTA's service area includes 225 square miles in Eastern Contra Costa County, which is also where ECCTA's headquarters is located. Currently all of the contracting dollars are spent in Contra Costa County.

ECCTA determined that the majority of contractors and subcontractors are located in the counties of Alameda, Contra Costa, Marin, Sacramento, San Francisco, San Mateo, San Joaquin, Santa Clara and Solano. ECCTA will use these counties to determine the number of DBEs and all firms in its local market area.

## Goal Methodology

### Step-One: Determining Base Figure

Base figures were calculated for contracts to be awarded during FFY 2020-2022 to determine the relative availability of DBEs in specific areas of expertise using the North American Industrial Classification System (NAICS) codes. ECCTA examined NAICS codes that would be associated with transportation providers able to provide Tri Delta Transit's fixed route and paratransit service. At this time, ECCTA contracts with one transportation provider for these services. The layout of ECCTA's facility in Antioch, California currently is only able to accommodate one contracted transportation provider. Limited facility space and parking space, as well as the current design and layout of ECCTA's facility, and additional costs associated with housing two transportation providers, reasonably allow for only one contracted transportation provider. The NAICS code, description, and associated contracting opportunity are identified in column A, B and C of Table 2.

**Table 2-NAICS Code and Associated Contracting Opportunity**

A. NAICS CODE	B. NAICS DESCRIPTION	C. CONTRACTING OPPORTUNITY
485113	Bus and other Motor Vehicle Transit Systems	ADA operating assistance

Number of DBEs: To determine the number of DBEs in ECCTAs nine county market area, ECCTA searched the California Department of Transportation’s CUCP<sup>1</sup> database for DBEs that are certified in the identified NAICS code. The number of DBEs identified is displayed in column C of Table 3.

Number of All Firms (DBEs and non-DBEs): To determine the number of all firms (DBEs and non-DBEs) in ECCTAs nine county market area, ECCTA searched the United States Census Bureau’s most recent California Business Patterns (CBP)<sup>2</sup> database for all firms in the identified NAICS code. Numbers of all firms identified are displayed in column D of Table 3.

Relative Availability of DBE Firms: Relative availability is derived by dividing the number of DBEs available in a particular NAICS code by the number of all firms in that NAICS code. Column E in Table 3 displays the relative availability of DBE firms for the associated NAICS code.

**Table 3- DBE Availability by NAICS Code**

A. NAICS CODE	B. NAICS DESCRIPTION	C. DBEs AVAILABLE TO PERFORM THIS WORK	D. ALL FIRMS AVAILABLE	E. RELATIVE DBE AVAILABILITY
485113	Bus and other Motor Vehicle Transit Systems	0	29	0

Calculating Weighted Base Figure: Contract dollars of each industry classification were divided by the total contract dollars resulting in percentage of total dollars per classification. This weighted percentage is displayed in column D of Table 4.

**Table 4- Calculating Weighted Base Figure**

A. NAICS CODE	B. CONTRACTING OPPORTUNITY	C. FTA DOLLARS	D. WEIGHTED % OF TOTAL FTA DOLLARS	E. DBE AVAILABILITY	F. BASE FIGURE
485113	ADA operating assistance	\$1,131,584	1	0	0
	<b>Total</b>	<b>\$1,131,584</b>	<b>1</b>	<b>Overall Base Figure</b>	<b>0</b>

<sup>1</sup> [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm)

<sup>2</sup> As found with the U.S. Census data tool, American FactFinder, Geography Area Series: County Business Patterns, 2016 Business Patterns



Overall Goal Base Figure: The base figure for the overall goal was calculated by multiplying the weighted percentage of funds to be expended for each NAICS code by DBE relative availability for each NAICS code. With only one contracting opportunity at this time with zero DBEs available in ECCTA's local area market for this contracting opportunity, the result is a 0 (zero)% overall base figure.

## **Step-Two: Adjusting Step-One Base Figure**

To adjust the base figure, ECCTA reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within ECCTA's local market area, in accordance with prescribed narrow tailoring provisions set forth in 49 CFR Part 26.45. Evidence considered in making an adjustment to the base figure included ECCTA's past DBE participation, disparity studies, and consultation/public participation information.

ECCTA did not consider past participation as relevant for adjusting the base figure. Due to the infrequency of contracting opportunities that met the \$250,000 threshold in past years, past participation in ECCTA's contracting opportunities was discounted.

ECCTA reviewed disparity studies in its local market area and found a San Francisco Bay Area Rapid Transit District (BART) Disparity Study issued on January 12, 2017<sup>3</sup> and a California Department of Transportation (Caltrans) Disparity Study for 2018 that does not have a final report issued yet. ECCTA found the BART disparity study to be relevant to ECCTA's local market area. The BART Disparity Study documented a statistically significant disparity in construction procurements for African American owned firms, Asian American owned firms, Hispanic American owned firms and Caucasian female owned firms. The BART Disparity Study also documented a statistically significant disparity in professional services procurements for Asian American owned firms, Hispanic American owned firms and Caucasian female owned firms. The results of the 2018 Caltrans Disparity Study were not available at the time of this writing so ECCTA was unable to review data from that study. Since it is not possible to adjust ECCTA's overall goal of 0 (zero)% any lower using BART's disparity study findings of disparity in professional services procurements, no adjustment was made to the 0 (zero)% goal.

ECCTA is a member of the Business Outreach Committee (BOC) in the San Francisco Bay Area. The BOC is a consortium of twenty five San Francisco Bay Area Transit and Transportation Agencies. ECCTA, in collaboration with other BOC members, conducted a Consultation and Public Participation Meeting on April 2, 2019 at the Alameda-Contra Costa Transit District in Oakland, California notifying all interested parties that member agencies were beginning the process of establishing triennial overall DBE goals for contracts and procurements that may be financed in whole or in part by the DOT for FFY 2020-2022. The first part of the meeting was dedicated to various trade groups, minority, women's and general contractor groups, community organizations, and technical resource groups from the San Francisco Bay Area. An invitation and letter were distributed to approximately 175 groups. The second part of the consultation meeting was open to the public to receive comments and questions on the goal setting

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<sup>3</sup> As found in the January 12, 2017 San Francisco Bay Area Rapid Transit District Disparity Study Volume 1 [https://www.bart.gov/sites/default/files/docs/VI.BART%20Final%20Report.Volume%20I.1.12.2017\\_1.pdf](https://www.bart.gov/sites/default/files/docs/VI.BART%20Final%20Report.Volume%20I.1.12.2017_1.pdf)



process, discuss anticipated contracting opportunities from member BOC transit agencies over the next three years and answer any questions or concerns. Over 5,000 invitations and letters were distributed. Approximately 50 people attended this meeting.

Listed below are a few comments received and addressed at the meeting:

- Are race-neutral goals being phased out? Are you finding more success in race-conscious goals?
- How does WestCAT have a 0% proposed goal?
- Is there anywhere on your website(s) where we can see past DBE participation/goal attainment?
- What level of tier are DBEs participating on contracts? How can DBEs move from the 5<sup>th</sup> or 6<sup>th</sup> tier to the 1<sup>st</sup> or 2<sup>nd</sup> tier?
- I am not a DBE, but a SBE. What resources are available to SBEs?
- How do you start looking at teams before a RFP is even put out?

Since the comments received do not specifically address ECCTA's contracting opportunities projected for FFY 2020-2022, no adjustment was made to ECCTA's base figure based on the comments.

After consideration of the above information, no adjustment was made to ECCTA's base figure goal.

## **Race-Neutral/Race-Conscious**

Consistent with the intent of leveling the competitive playing field for DBE firms, the U.S. DOT requires the maximum feasible portion of the DBE overall goal be achieved by race-neutral means. When a DBE firm wins a prime contract through normal competitive means, receives a subcontract from a prime that does not have a DBE goal attached, or receives a subcontract from a prime that did not consider its DBE status when making the award, it is considered to have done so through race-neutral means.

Race-conscious means, such as contract goals, take race into consideration. However, two complications arise in this area: one, California Proposition 209 requires that race-conscious means for contracts only apply to U.S. DOT-funded contracts; and two, the Ninth Circuit Court of Appeals ruled in *Western States Paving Co, Inc. v. Washington State Department of Transportation*, 407 F.3d 983 (9<sup>th</sup> Cir. 2005), that race-conscious means can only be used on U.S. DOT-funded contracts when there is evidence of discrimination against specific groups.

ECCTA strives to meet its goal through race-neutral means. However, given that BART's disparity study identified discrimination existed among DBE businesses, ECCTA will consider requesting approval from the FTA to use race-conscious means if it determines the need in the future.

## **Public Participation/Publication**

A published notice announcing the proposed overall goal was posted on ECCTA's website on June 4, 2019. The announcement informed the public that the proposed overall goal and its rationale were



available for inspection during normal business hours at its administrative office in Antioch, California for a thirty day comment period. ECCTA posted the notice on its website: <http://trideltatransit.com/civil-rights.aspx?p=2>.

ECCTA is a member of the BOC and participates in BOC group programs, activities and efforts in the San Francisco Bay Area. These efforts help to create a level playing field on which DBEs and small businesses can compete fairly, enhance outreach and communication efforts with these firms, and provide appropriate assistance and information for participation in DOT-assisted contracts. ECCTA, in collaboration with other BOC members, conducted a Consultation and Public Participation Meeting on April 2, 2019 at the Alameda-Contra Costa Transit District in Oakland, California notifying all interested parties that member agencies were beginning the process of establishing triennial overall DBE goals for contracts and procurements that may be financed in whole or in part by the DOT for FFY 2020-2022. An overview on the goal-setting methodology used by agencies in establishing their DBE goals was presented along with an overview of no-cost services available to DBEs through Norcal Procurement Technical Assistance Center (PTAC).

ECCTA also participated in the 2019 Norcal Procurement Expo sponsored by Norcal PTAC, US General Services Administration, California Small Business Development Center, and AT&T on May 31, 2019 at the Roundhouse Conference Center in San Ramon, California. The Norcal PTAC and California Small Business Development Center help small businesses and disadvantaged businesses by providing free one-on-one guidance. ECCTA shared information on the DBE Program and proposed overall triennial goal at the event and networked with small businesses and disadvantaged businesses. There were 252 attendees at this event.

## **Conclusion**

ECCTA's overall DBE goal for FTA-assisted contracts for FFY 2020-2022 is 0 (zero)%. ECCTA will continue reviewing its contracting opportunities for any changes that may become necessary. A revised DBE goal will be set if any new FTA-assisted contracting opportunities arise during the Federal fiscal period of October 1, 2019 through September 30, 2022.

# **TAB 5**

Agenda Item #7c

ACTION ITEM: SB1 State of Good Repair Program

Resolution #190626B

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509



## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 26, 2019  
**Agenda Item:** SB1 State of Good Repair Program – Agenda Item #7c  
**Lead Staff:** Agustin Diaz, Manager of Planning and Grants  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### **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 2019-20 is estimated to be \$55,334. ECCTA staff proposes that we use these funds to replace two HVAC units at the administrative and maintenance facility that are over 30 years old and well beyond their useful life. ECCTA staff will bring the final bid documentation to the board for final approval.

### **Requested Action**

Approve Resolution #190626B accepting ECCTA's fiscal year 2019-20 SGR Project List.



# TRI DELTA TRANSIT

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

## RESOLUTION #190626B

### APPROVING THE PROJECT LIST FOR FY 2019-20 FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

**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 2019-20 is estimated to be \$55,334; and

**WHEREAS**, these funds will be used for HVAC systems replacement; 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; and

**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 2019-20; 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.

**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 26<sup>TH</sup> day of June 2019, by the following votes:

### Eastern Contra Costa Transit Authority

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Diane Burgis, Chair

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Jeanne Krieg, Chief Executive Officer

**AYES:**

**NOES:**

**ABSENT**

**ABSTENTIONS:**



# **TAB 6**

Agenda Item #7d

ACTION ITEM: Web-Based Data Management System Modules

Resolution #190626C

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 26, 2019

**Agenda Item:** Web-Based Data Management System Modules  
Agenda Item #7d

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

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

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### Background

At the February 27, 2019 meeting of the Tri Delta Transit Board of Directors, Resolution #190227C was adopted authorizing the CEO to enter into an agreement with TransTrack Systems to install and maintain a web-based data management system. The goal was to create a single source for data management instead of pulling reports and data from several software packages.

The TransTrack data management system that was approved has been installed, staff members have been trained, and data entry has begun. The system will go live July 1<sup>st</sup>. During the training, it was discovered that four additional modules would have a synergistic effect on Tri Delta Transit's data management capabilities.

These additional modules would:

- Report paratransit passenger by type, deadhead/revenue hours, and deadhead/revenue miles for each individual bus instead of by the whole system.
- Report fuel usage and miles driven for each individual bus instead of by the whole system.
- Allow staff to custom-design reports submitted to the Metropolitan Transportation Commission (MTC), National Transit Database (NTD), and Federal Transit Administration (FTA). This means staff can respond to the regular specific requests for information with specific reports.
- Replace the existing cumbersome, unreliable, outdated customer comment software that Tri Delta Transit has been using since 2003.



The cost of each module is:

<u>Module</u>	<u>Cost</u>	<u>Total</u>
Paratransit	\$24,500	
Fuel and mileage	\$3,600	
Custom reports	\$9,000	
Customer feedback	\$19,000	
		<b>\$56,100</b>

### **Considerations**

- The project will be funded using 5307 federal funds. This expenditure was included in the adopted 2017-18 budget.
- Since this procurement is for modules that will be added to an existing data management software program, it is considered a sole source procurement by the FTA.

### **Requested Action**

Adopt Resolution #109626C authorizing the CEO to enter into an agreement with TransTrack Systems to install and maintain four modules for the existing TransTrack data management software system for an amount not to exceed \$56,100.



# TRI DELTA TRANSIT

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

## **RESOLUTION #190626C Web-Based Data Management System Modules**

**Resolution #190626C authorizes the sole source procurement of four modules for the current TransTrak data management software system**

**WHEREAS**, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) purchased and installed a TransTrack data management system; and

**WHEREAS**, ECCTA staff has been trained and the system will go live on July 1, 2019; and

**WHEREAS**, ECCTA desires to increase the functionality of TransTrack; and

**WHEREAS**, four modules would increase the functionality and offer a synergistic effect on Tri Delta's data management capabilities.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #190626C authorizing the CEO to enter into an agreement with TransTrack to install and maintain four modules for the existing TransTrack data management software system for an amount not to exceed \$56,100.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of June 2019, by the following votes:

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

\_\_\_\_\_  
Diane Burgis, Chair

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

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



# **TAB 7**

Agenda Item #7e

ACTION ITEM: Cost of Living Wage Adjustment

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 26, 2019

**Agenda Item:** Cost of Living Wage Adjustment  
Agenda Item #7e

**Lead Staff:** Jeanne Krieg, Chief Executive Officer



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### Background

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

#### Administrative Department Employees

The last cost of living wage adjustment for administrative employees was in 2014. A 2.5% adjustment to the entire payroll was divided evenly among all employees. In 2015 a 2.5% one-time payment to each employee was made in lieu of a cost of living adjustment. Administrative employees are eligible to earn pay increases through a merit system in years when a cost of living wage adjustment is not made.

#### Maintenance Department Employees

In February 2019, the Board of Directors approved a 3% cost of living wage adjustment for maintenance department employees with the plan to implement an additional 4% cost of living increase effective the pay period that includes July 1<sup>st</sup>. Prior to February 2019, the last cost of living adjustment for the maintenance department employees was in September 2016. Maintenance Department employees are paid according to a pay scale that is based on longevity. Once an employee reaches the top of the scale, they are only eligible for cost of living increases.

### Considerations

- The FY19-20 budget includes funds for an additional 4% cost of living increase for all employees.
- 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.

**Agenda Item #7e**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
June 26, 2019*



- Audits by regulatory agencies (CHP, MTC, and FTA) continue to be very positive.

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 2018 and April 2019 is 4%

**Requested Action**

Approve a 4% cost of living increase for all employees.

# **TAB 8**

Agenda Item #7f

ACTION ITEM: FY 2019-20 ECCTA Board of Directors Officers

## **Board of Directors Meeting**

Wednesday June 26, 2019

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 26<sup>th</sup>, 2019

**Agenda Item:** FY 19-20 ECCTA Board of Directors Officers – Agenda Item #7f

**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 21<sup>st</sup>, 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 18-19	County	Brentwood
FY 19-20	Brentwood	Pittsburg
FY 20-21	Pittsburg	Member-at-Large
FY 21-22	Member-at-Large	Oakley
FY 22-23	Oakley	Antioch
FY 23-24	Antioch	County
FY 24-25	County	Brentwood

Currently, Brentwood representative Mayor Bob Taylor 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 Pittsburg representatives (Councilmember Merl Craft and Councilmember Shanelle Scales-Preston) will agree who will assume the vice-chair position for FY 19-20 and will make a motion accordingly..

### Requested Actions

#1: Elect Brentwood representative Bob Taylor as the chair of the ECCTA Board of Directors for FY 2019-20.

#2: Elect a Pittsburg representative to serve as the vice-chair of the ECCTA Board of Directors for FY 2019-20.