



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 January 25th, 2017

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Please see the last page of this agenda for:

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

1. **Call to Order:** Chair Doug Hardcastle

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 Doug Hardcastle

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

- Minutes of the Board of Directors meeting of December 14th, 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

Mary Rocha**
Monica Wilson

City of Brentwood

Barbara Guise
Robert Taylor

City of Oakley

Doug Hardcastle*
Kevin Romick

City of Pittsburg

Merl Craft
Pete Longmire

Contra Costa County

Diane Burgis
Federal Glover

Member-at-Large

Ken Gray

* Chair: FY 2016-17

** Vice-chair: FY 2016-17

**Board of Directors Meeting Agenda
Wednesday January 25th, 2017**

7. ACTION AND DISCUSSION ITEMS

a. ACTION ITEM: Electric Vehicle Charging Station Installation

(see attachment: tab #3)

Requested Action: Adopt Resolution 170125a which authorizes the CEO to execute and deliver a contract with Long Electric Company for an amount not to exceed \$436,110 which includes a 10% contingency.

b. ACTION ITEM: Authorization to File an Application for FTA Formula Funds

(see attachment: tab #4)

Requested Action: Adopt Resolution 170125b authorizing the CEO or her designee to file an application for FTA formula program funding.

c. ACTION ITEM: Appointment of CCTA Ex-Officio Alternate

(see attachment: tab #5)

Requested Action: Appoint an ECCTA board member who is an elected official to serve as the alternate ex-officio on the CCTA Board of Commissioners for the term of February 1st, 2017 through January 31st, 2018.

d. ACTION ITEM: 2017 ECCTA Board Meeting Dates

Requested Action: Approve the proposed 2017 meeting schedule for the ECCTA Board of Directors which includes combining the November and December 2017 board meeting to December 13th, 2017.

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: February 22nd, 2017 – 4:00pm

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 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 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 January 25, 2017

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

December 14, 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 Doug Hardcastle at 4:00 P.M.

ROLL CALL / CALL TO ORDER

PRESENT: Gene Clare (Brentwood); Merl Craft* (Pittsburg); Nancy Parent, Alternate for Federal Glover (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Mary N. Piepho (Contra Costa County); Kevin Romick (Oakley); Monica Wilson (Antioch); Mary Rocha (Antioch/Vice Chair); and Doug Hardcastle (Oakley/Chair)
*Arrived after Roll Call

ABSENT: Pete Longmire, Pittsburg

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Tom Harais, Chief Financial Officer (CFO)
Ann Hutcheson, Director of Administrative Services
Joe Chappelle, Executive Assistant
Ben Stock, Legal Counsel

OTHERS

PRESENT: Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Nick Promponas, First Transit
Diane Burgis, County Supervisor-elect

PLEDGE OF ALLEGIANCE

Chair Hardcastle led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, noted a recent experience with members of the public and commented that Tri Delta Transit staff really listened to its riders who had concerns and he, as an advocate for public transportation and an advocate for seniors, really appreciated it.

CHAIR'S REPORT

Chair Hardcastle offered best wishes for the Holiday Season, and took this opportunity to present outgoing members Mary Piepho and Gene Clare with tokens of the Board's appreciation.

CONSENT CALENDAR

On motion by Director Rocha, 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 October 26, 2016
- B. Financial Report
- C. Marketing Activities Report

AYES: Clare, Craft, Gray, Guise, Parent, Piepho, Rocha, Romick, Wilson,
Hardcastle

NOES: None

ABSTAIN: None

ABSENT: Longmire

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that all 20 of the new Gillig buses were now in service and all classic Phantoms were now retired. While she had reported last month that two of the Phantoms would likely be retained for use as a community outreach bus where tickets could be sold, provide information, and attend community events while the other would be used as an emergency mobile command center, after evaluation staff had decided to use a Phantom for the community bus and one of the larger soon-to-be-retired MCI buses as an emergency operation center since it had more storage area in the luggage compartment for the necessary equipment.

Ms. Krieg reported that the new technology for paratransit operators was now operational and she described what could now be done to corral all the great information being captured with the new technology and using it in a way to be more efficient.

Ms. Krieg advised that a demonstration project would be organized in January for the Contra Costa Transportation Authority's (CCTA's) Autonomous Vehicle Project at the former Concord Naval Weapons Station (CNWS). There had been an interesting conversation about TNCs (Transportation Network Companies) such as Uber and Lyft whereby the Secretary of Transportation had recently issued a letter to outline ways to partner with TNCs to find ways to address some of the first mile/last mile issues of fixed route and paratransit routes. While there were some Title VI and Americans with

Disabilities Act (ADA) issues to be addressed, there would likely be some movement in 2017 in that regard.

Ms. Krieg also reported that Mark Thomas had completed the studies and the City of Antioch would review the documents for the new Antioch Park & Ride lot. The next step would be for the City to review the documents and approve the plans for the lot, after which \$3.2 million would have to be found to build it. She stated that progress continued on the facility solar project; the fire department had approved the project, the City of Antioch was requiring an arborist to ensure native trees were not being cut down, and once that was complete a Request for Bid (RFB) would be published. The RFB on the car charging station and bus charging station had been published, bids were due on January 9, and one local bidder had dropped out.

On other matters, Ms. Krieg reported that staff had attended BYD's pre-production meeting to discuss the details related to two of the four electric buses next year. The first two electric buses should arrive by September 1, 2017. Since the agency would be getting two electric buses from two different brands; BYD and Proterra, many agencies were looking at Tri Delta Transit to test and compare the efficiencies of both brands.

Ms. Krieg described one of the marketing campaigns currently underway known as the Scavenger Hunt where each day for 12 days a box would be hidden somewhere in the Tri Delta Transit service area; the boxes contained a certificate good for various prizes such as a 31-day pass and a \$100 gift card. Each day a clue would be posted on social media and the person who finds the box calls with the code from the box. She identified the winners to date, stated there had been a lot of positive chatter about the promotion, and it had been fun for staff to be involved.

With respect to ridership, Ms. Krieg reported that fixed route ridership remained sluggish, paratransit ridership was down slightly but basically flat, and some of the performance indicators were off given the change in reporting and measuring on-time performance and customer complaints. While the bottom line was the same, the way some of the expenses had been allocated had been changed.

ACTION AND DISCUSSION ITEMS

A. Fuel Hedging

Tom Harais, Chief Financial Officer (CFO) introduced Jeffrey Lemunyon of Linwood Capital, LLC, to introduce the Board of Directors to the a Fuel Hedging Program, which he described as buying diesel fuel contracts in advance to help better manage the cost of fuel; paying the market price and when market price goes up the Board would make money on the sale of the contracts but would lose money when the market was down. He explained that fuel hedging was a common tool in the trucking industry and emphasized it would not save money on fuel but would be beneficial when laying out a budget and a

multi-year plan. He noted that commodities were a risky investment but this was not buying them to make money; there would be buying and selling but it would be offset by the cost being paid at the time the fuel was sold. He sought Board permission to develop an investment policy.

Jeff Lemunyon, Linwood Capital, LLC, advised that if the Board approved the implementation of a Fuel Hedging Program, he would be the advisor. He noted that the program, if approved, could be implemented for a one to two-year period to see how it worked. If it helped better predict fuel costs, it would be a good budgeting tool. He explained that for the past 19 years, Linwood Capital had been focused on creating fuel hedging programs for public transit companies throughout the nation where fuel costs could be controlled by establishing the price today by contract for fuel that would be consumed and paid for later, not unlike a fixed-rate mortgage. He explained that fuel hedging created a lower fuel budget risk, a higher certainty of future fuel costs, lower fuel cost volatility, and the daily fuel market price would no longer determine fuel costs. He identified the last 12 months of fuel costs; the expected prices of fuel; the expected range of expected prices or level of uncertainty associated with expected prices; and explained why fuel hedging made sense given the fuel intensity of public transit. He described in detail how the program would work.

Mr. Lemunyon responded to questions from the Board and advised that his fee was a flat \$1,500 per month to manage the account and to be an advisor to the Board on an ongoing basis and there would be no other costs; it was not recommended to hedge more than was needed; some of the other transit operators participating in the program were identified as the Washington Ferry System; the LA Metro; Cap Metro in Austin, Texas; and others in St. Louis, Milwaukee, Cincinnati, Columbus, and Cleveland, among others; and explained that futures contracts were liquid and would go away if needed.

Director Piepho emphasized that ECCTA was very risk averse and commented that the proposal sounded risky, although Mr. Lemunyon suggested that fuel hedging would reduce the risk.

To clarify the concern, Mr. Harais explained that Tri Delta Transit used 600,000 gallons of fuel a year and if fuel costs increased by only \$1 would mean an increase of \$600,000 to the budget over what had been planned. He re-emphasized that the proposal would not save money and the \$18,000 annual fees seemed worth it to him to better plan and control costs, but there would be no control of fuel prices.

Steve Ponte, Chief Operating Officer (COO), clarified that the proposal would offer stability and predictability, while Ms. Krieg added that additional work would be required based on a required policy. If desiring to move forward, the proposal would be returned to the Board again.

When asked by Director Parent about the general reserve in the budget, Mr. Harais explained that for salaries, benefits, and fuel, he padded the budget by \$500,000 to \$1

million to avoid problems in the future, although that also affected the cash flow and funding from the Metropolitan Transportation Commission (MTC).

Director Gray asked for examples of transit agencies that had a history over 5 to 10 years.

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 161214a authorizing the CEO to begin engaging in fuel hedging for the purpose of stabilizing the cost of diesel fuel for the agency over time, carried by the following vote:

AYES: Clare, Craft, Gray, Guise, Parent, Piepho, Rocha, Romick, Wilson,
Hardcastle
NOES: None
ABSTAIN: None
ABSENT: Longmire

B. Fixed Route Bus Disposal

Ms. Krieg stated the new Gillig buses were now in service and the retired buses had to be sold. She sought approval to auction nineteen of the buses in a public forum.

On motion by Director Piepho, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 161214b authorizing the disposal of nineteen fixed route buses, carried by the following vote:

AYES: Clare, Craft, Gray, Guise, Parent, Piepho, Rocha, Romick, Wilson,
Hardcastle
NOES: None
ABSTAIN: None
ABSENT: Longmire

C. Maintenance of Shop Equipment

Ms. Krieg reported that two bids had been received for the Shop Equipment Maintenance Contract; one was unresponsive and the other was from Walker's Hydraulics, Inc., which the agency was currently working with. She recommended contracting with Walker's Hydraulics for a five-year contract.

On motion by Director Guise, seconded by Director Piepho, ECCTA Boardmembers adopted Resolution 161214c authorizing the CEO to execute and deliver a five-year contract for Shop Equipment Maintenance and As-Needed Repairs to Walker's Hydraulics, Inc., carried by the following vote:

AYES: Clare, Craft, Gray, Guise, Parent, Piepho, Rocha, Romick, Wilson,
Hardcastle
NOES: None
ABSTAIN: None
ABSENT: Longmire

D. Transit Study Mission

Ms. Krieg explained that as part of its International Program, the American Public Transportation Association (APTA) periodically organized a study mission to travel to other countries to learn how topics of current interest were approached by other countries and cultures. The next study mission would be in April 2017 to Tokyo, Singapore, and Hong Kong, focusing on safety culture, state of good repair, and innovative operations. She had been asked to participate. The cost had been estimated at approximately \$13,000; there was money in the budget, and she asked for approval to allow her participation.

On motion by Director Clare, seconded by Director Craft, ECCTA Boardmembers authorized the CEO to participate in the 2017 APTA International Study Mission to study safety culture, state of good repair, and innovation operations, carried by the following vote:

AYES: Clare, Craft, Gray, Guise, Parent, Piepho, Rocha, Romick, Wilson,
Hardcastle
NOES: None
ABSTAIN: None
ABSENT: Longmire

E. Independent Auditor's report for the Year Ended June 30, 2016

Ms. Krieg stated that every year the agency was required to have an independent auditor and pursuant to the contract with Maze & Associates, the audit had been performed. The Authority's financial statement had been found to fairly present the financial condition of the Authority in accordance with GAAP standards, there were no material findings or questioned costs, and the Authority had been found to be compliant with the requirements of OMB circular A-133, and the regulations regarding expenditures funded with Transportation Development Act and the Public Transportation, Modernization of Service and Enhancement Account funds. She recommended adoption of the Resolution to accept the Independent Auditor's Report.

On motion by Director Romick, seconded by Director Piepho, ECCTA Boardmembers adopted Resolution 161214d accepting the Independent Auditor's Report for the year ended June 30, 2016, carried by the following vote:

AYES: Clare, Craft, Gray, Guise, Parent, Piepho, Rocha, Romick, Wilson,
Hardcastle
NOES: None
ABSTAIN: None
ABSENT: Longmire

BOARD OF DIRECTORS COMMENTS

Director Piepho stated it had been an honor and privilege to work with ECCTA over the last 12 years.

Director Piepho thanked Michael Daugelli for being her alternate, stated it had been great working with him because he was a user of the system, and he had been a great asset to her and to the organization. She noted that Supervisor-elect Diane Burgis was present in the audience, and the Board of Supervisors would reorganize on January 10, 2017.

Director Romick thanked everyone for their hard work.

Director Wilson looked forward to the hard work and getting to know transportation and Tri Delta Transit better.

Director Clare stated he had the honor and privilege of having been appointed to the City of Brentwood in 2016, had served on a lot of committees, had found the ECCTA Board to be the most organized and cooperative, and it had been an honor and privilege to have served.

Director Craft stated she had previously served as an alternate to ECCTA and had now been appointed as a member of the Board and looked forward to working with everyone.

Director Rocha was happy to be back, thanked everyone, would miss those leaving, and commended the Board.

Director Parent wished everyone Happy Holidays, and reported that there would be a musical holiday program at the California Theatre in Pittsburg on December 17 at 2:00 P.M. with singing, dancing, and some singalong. She noted that Director Craft was now the Mayor of Pittsburg.

Director Guise stated that Director Clare had done a wonderful job but would be moving out of the area.

Director Gray congratulated everyone, would miss those leaving, but looked forward to the new Board.

Chair Hardcastle offered Happy Holiday wishes to everyone.

ADJOURNMENT

Chair Hardcastle adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:14 P.M. to January 25, 2017 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 December 31, 2016
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY17 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 1,547,466	\$ 1,332,473	\$ 214,993	\$ 1,576,241	\$ 1,339,730	\$ 236,511	\$ (28,775)	\$ (7,257)	\$ (21,518)	\$ 3,087,000	\$ 2,592,000	\$ 475,000	50%	51%	45%
Other Income	\$ 159,304	\$ 85,000	\$ 74,304	\$ 90,000	\$ -	\$ 90,000	\$ 69,304	\$ 85,000	\$ (19,696)	\$ 285,000	\$ 85,000	\$ 180,000	60%	100%	41%
Total Operating Revenues:	\$ 1,706,770	\$ 1,417,473	\$ 289,297	\$ 1,666,241	\$ 1,339,730	\$ 326,511	\$ 40,529	\$ 77,743	\$ (37,214)	\$ 3,332,000	\$ 2,677,000	\$ 655,000	51%	53%	44%
OPERATING EXPENSES															
Purchased Transportation	\$ 5,750,189	\$ 4,434,521	\$ 1,315,668	\$ 5,803,237	\$ 4,153,422	\$ 1,649,815	\$ 53,048	\$ (281,099)	\$ 334,147	\$ 11,616,473	\$ 8,310,413	\$ 3,306,060	50%	53%	40%
Materials and Supplies	\$ 1,373,282	\$ 1,146,297	\$ 227,015	\$ 1,468,996	\$ 1,171,398	\$ 297,598	\$ 95,714	\$ 25,131	\$ 70,583	\$ 2,940,000	\$ 2,342,100	\$ 597,900	47%	49%	38%
Salaries & Benefits	\$ 1,863,141	\$ 1,671,344	\$ 191,797	\$ 2,117,100	\$ 1,905,300	\$ 211,800	\$ 253,959	\$ 233,956	\$ 20,003	\$ 4,234,000	\$ 3,810,500	\$ 423,400	44%	44%	45%
Services	\$ 408,482	\$ 324,358	\$ 84,124	\$ 414,502	\$ 341,002	\$ 73,500	\$ 6,020	\$ 16,644	\$ (10,624)	\$ 829,000	\$ 682,000	\$ 147,000	49%	48%	57%
Other	\$ 191,563	\$ 180,824	\$ 10,739	\$ 201,900	\$ 186,905	\$ 14,995	\$ 10,337	\$ 6,081	\$ 4,256	\$ 405,000	\$ 375,450	\$ 29,550	47%	48%	36%
Casualty and liability insurance	\$ 280,427	\$ 260,664	\$ 19,763	\$ 292,031	\$ 209,036	\$ 82,995	\$ 11,604	\$ (51,628)	\$ 63,232	\$ 539,677	\$ 382,389	\$ 157,288	52%	68%	13%
Utilities	\$ 165,444	\$ 154,662	\$ 8,782	\$ 128,000	\$ 121,000	\$ 7,000	\$ (35,444)	\$ (33,652)	\$ (1,792)	\$ 254,000	\$ 241,000	\$ 13,000	64%	64%	68%
Taxes	\$ 11,563	\$ 9,095	\$ 2,468	\$ 9,000	\$ 6,300	\$ 2,700	\$ (2,563)	\$ (2,795)	\$ 232	\$ 20,000	\$ 14,000	\$ 6,000	58%	65%	41%
Total Operating Expenses:	\$ 10,042,091	\$ 8,181,725	\$ 1,860,366	\$ 10,434,766	\$ 8,094,363	\$ 2,340,403	\$ 392,675	\$ (87,362)	\$ 480,037	\$ 20,838,150	\$ 16,157,952	\$ 4,680,198	48%	51%	40%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 266,285	\$ -	\$ 266,285	\$ (286,285)	\$ -	\$ (266,285)	\$ 532,570	\$ -	\$ 532,570	-	-	-
State Funds	\$ 5,329,306	\$ 3,843,679	\$ 1,480,627	\$ 6,318,621	\$ 4,985,713	\$ 1,332,908	\$ (999,315)	\$ (1,137,034)	\$ 147,719	\$ 12,568,491	\$ 9,900,420	\$ 2,668,071	42%	39%	55%
Local Funds	\$ 688,816	\$ 419,896	\$ 266,920	\$ 916,861	\$ 502,288	\$ 414,573	\$ (230,045)	\$ (82,392)	\$ (147,653)	\$ 1,821,577	\$ 997,270	\$ 824,307	36%	42%	32%
Inter-Operator Agreements	\$ 1,053,546	\$ 1,053,546	\$ -	\$ 1,284,256	\$ 1,284,256	\$ -	\$ (210,710)	\$ (210,710)	\$ -	\$ 2,528,512	\$ 2,528,512	\$ -	42%	42%	-
Interest & Other Misc Income	\$ 6,299	\$ 2,487	\$ 3,812	\$ 2,502	\$ 2,376	\$ 126	\$ 3,797	\$ 111	\$ 3,686	\$ 55,000	\$ 54,750	\$ 250	11%	5%	1525%
Total Non-operating Revenues:	\$ 7,075,967	\$ 5,324,608	\$ 1,751,359	\$ 8,768,525	\$ 6,754,633	\$ 2,013,592	\$ (1,692,558)	\$ (1,430,025)	\$ (282,533)	\$ 17,506,150	\$ 13,480,952	\$ 4,025,198	40%	39%	44%
EXCESS REV/(EXP)	\$ (1,259,354)	\$ (1,439,644)	\$ 180,290	\$ (1,259,354)	\$ -	\$ -	\$ (1,259,354)	\$ (1,439,644)	\$ 180,290	\$ -	\$ -	\$ -	-	-	-

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 January 25, 2017

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

	December 2016 YTD Actual			December 2015 YTD Actual			FY17 vs FY16 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 1,547,466	\$ 1,332,473	\$ 214,993	\$ 1,593,859	\$ 1,350,076	\$ 243,783	\$ (46,393)	\$ (17,603)	\$ (28,790)	-3%	-1%	-12%
Other Income	\$ 159,304	\$ 85,000	\$ 74,304	\$ 171,837	\$ 82,000	\$ 89,837	\$ (12,533)	\$ 3,000	\$ (15,533)	0%	0%	0%
Total Operating Revenues:	\$ 1,706,770	\$ 1,417,473	\$ 289,297	\$ 1,765,696	\$ 1,432,076	\$ 333,620	\$ (58,926)	\$ (14,903)	\$ (44,323)	-3%	-1%	-13%
OPERATING EXPENSES												
Purchased Transportation	\$ 5,750,189	\$ 4,434,521	\$ 1,315,668	\$ 5,766,649	\$ 4,046,826	\$ 1,719,823	\$ 16,460	\$ (387,695)	\$ 404,155	0%	-10%	23%
Materials and Supplies	\$ 1,373,282	\$ 1,146,267	\$ 227,015	\$ 1,367,389	\$ 1,114,063	\$ 253,326	\$ (5,893)	\$ (32,204)	\$ 26,311	0%	-3%	10%
Salaries & Benefits	\$ 1,863,141	\$ 1,671,344	\$ 191,797	\$ 1,913,396	\$ 1,718,209	\$ 195,187	\$ 50,255	\$ 46,865	\$ 3,390	3%	3%	2%
Services	\$ 408,482	\$ 324,358	\$ 84,124	\$ 393,186	\$ 303,621	\$ 89,565	\$ (15,296)	\$ (20,737)	\$ 5,441	-4%	-7%	6%
Other	\$ 191,563	\$ 180,824	\$ 10,739	\$ 170,970	\$ 163,067	\$ 7,903	\$ (20,593)	\$ (17,757)	\$ (2,836)	-12%	-11%	-36%
Casualty and liability insurance	\$ 280,427	\$ 260,664	\$ 19,763	\$ 257,742	\$ 214,888	\$ 42,854	\$ (22,685)	\$ (45,776)	\$ 23,091	-9%	-21%	54%
Utilities	\$ 163,444	\$ 154,652	\$ 8,792	\$ 134,272	\$ 127,641	\$ 6,631	\$ (29,172)	\$ (27,011)	\$ (2,161)	-22%	-21%	-33%
Taxes	\$ 11,563	\$ 9,095	\$ 2,468	\$ 11,858	\$ 9,234	\$ 2,624	\$ 295	\$ 139	\$ 156	2%	2%	6%
Total Operating Expenses:	\$ 10,042,091	\$ 8,181,725	\$ 1,860,366	\$ 10,015,462	\$ 7,697,549	\$ 2,317,913	\$ (26,629)	\$ (484,176)	\$ 457,547	0%	-6%	20%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	0%
State Funds	\$ 5,329,306	\$ 3,848,679	\$ 1,480,627	\$ 6,110,914	\$ 4,807,073	\$ 1,303,841	\$ (781,608)	\$ (958,394)	\$ 176,786	0%	0%	0%
Local Funds	\$ 686,816	\$ 419,896	\$ 266,920	\$ 934,649	\$ 508,213	\$ 426,436	\$ (247,833)	\$ (88,317)	\$ (159,516)	0%	0%	0%
Inter-Operator Agreements	\$ 1,053,546	\$ 1,053,546	\$ -	\$ -	\$ -	\$ -	\$ 1,053,546	\$ 1,053,546	\$ -	0%	0%	0%
Interest & Other Misc Income	\$ 6,299	\$ 2,487	\$ 3,812	\$ 2,660	\$ 2,551	\$ 109	\$ 3,639	\$ (64)	\$ 3,703	137%	-3%	3397%
Total Non-operating Revenues:	\$ 7,075,967	\$ 5,324,608	\$ 1,751,359	\$ 7,048,223	\$ 5,317,837	\$ 1,730,386	\$ 27,744	\$ 6,771	\$ 20,973	0%	0%	1%
EXCESS REV/(EXP)	\$ (1,259,354)	\$ (1,439,644)	\$ 180,290	\$ (1,201,543)	\$ (947,636)	\$ (253,907)	\$ (57,811)	\$ (492,008)	\$ 434,197			

OPERATING REVENUES
 Passenger Fares
 Other Income
Total Operating Revenues:

OPERATING EXPENSES
 Purchased Transportation
 Materials and Supplies
 Salaries & Benefits
 Services
 Other
 Casualty and liability insurance
 Utilities
 Taxes
Total Operating Expenses:

NON-OPERATING REV
 Federal Funds
 State Funds
 Local Funds
 Inter-Operator Agreements
 Interest & Other Misc Income
Total Non-operating Revenues:

EXCESS REV/(EXP)

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 January 25, 2017

Staff Report to ECCTA Board of Directors

Meeting Date: January 25, 2017

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

Lead Staff: Mike Furnary, Director of Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

I. Completed & Planned Marketing Activities - January 2017

1. Advertising Sales 2016 Results

The annual minimum guarantee of \$82,000 for the 2016 advertising period was exceeded. While the December totals have not yet been received, the expected overage is projected to be \$35,000 - \$40,000 bringing the annual total to \$115,000 - \$120,000.

2. HD Housing Direct Mail Results

Direct mail marketing efforts targeting high density households in East County was completed. The results of promotion:

- 14% return rate resulting in 1,839 rides.

3. Web Site Redesign Launch Completed

The launch of the revised web site was completed. The new site provides easier access to customer information including service alerts. It also allows for simpler input of information by staff.

4. 2017 Trade Agreements

Trade agreements for 2017 were launched. These agreements extend the marketing budget:

- Grapevine Magazines: \$12,000
- Press Newspapers: \$7,800
- Streets of Brentwood: \$12,000

5. Schedule Revision

Revisions to the bus schedule booklet and system maps for the new schedule (effective February 19, 2017) was completed. Printing is to be completed this month and materials will be available on the buses the week of February 13.

6. New Schedule Promotion/Customer Communication

An extensive communications plan/campaign to provide advance notice of schedule change was completed. Plan tactics include:

- **NEW** – Television: A commercial will air three weeks prior to schedule change.
- Rider alerts on buses: Three on every bus one month in advance.
- Notices: Placed at multiple bus stop locations one month in advance.
- Web site banner/click thru page: One month in advance.
- Web site pop up: One week in advance (both main and mobile sites).
- Social media campaign: Weekly starting one month in advance
- Email/Text alert: Two weeks before start date.
- Press release: Press newspapers, CCTimes, Eastcountytimes.net, 511 Contra Costa, 511.org, County Connection, Westcat, Wheels.
- Mail inserts: In all outgoing mail starting one month in advance.
- BART station poster: One month in advance.
- 511.org notice: One month in advance.
- 511 Contra Costa: A request was made to add a notice to their social media and web site verification.
- Newspaper advertisements: Published twice each in Brentwood Press, CC Times, and Antioch News.
- Lobby: Temporary signage posted.
- On-board newsletter: Announcement included.
- Schools: Emails and letters sent to all two weeks prior.

7. Future System Redesign Planning

The development of new materials needed for future system redesign continued including the development of new system maps and individual route maps needed for future schedules and communications.

8. 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. Try Transit Challenge—511 Contra Costa (Spring 2017)
2. Customer Survey-fixed route
3. “My Trips” replacement direct mailer
4. LMC table event (Spring 2017)
5. Employer New Employee Welcome Pack project
6. Clipper Card use promotion
7. Farebox proper use communication campaign/promotion

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday January 25, 2017

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

January 2017



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:

- We welcomed new Board Members Monica Wilson (Antioch), Robert Taylor (Brentwood), Diane Burgis (Contra Costa County), and Merl Craft (Pittsburg).
- Tablets are operational on all paratransit vehicles per the new contract with First Transit. Drivers have better access to manifests, maps, and other important tools.
- Arrangements have been made for the Transit Study Mission to Asia approved by the Board of Directors in December.
- The Tri Delta Transit website was updated. It is easier to navigate.
- Preparations are being made for the February 19th bus schedule change.
- Staff attended an electric bus symposium and gathered funding and infrastructure information.
- A facility auction is being planned.
- Staff is investigating the possibility of using propane-powered paratransit vehicles.
- Plans are being made for 2017 APTA conferences.
- 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 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.
- Work continued on the Contra Costa County Express Bus Plan.

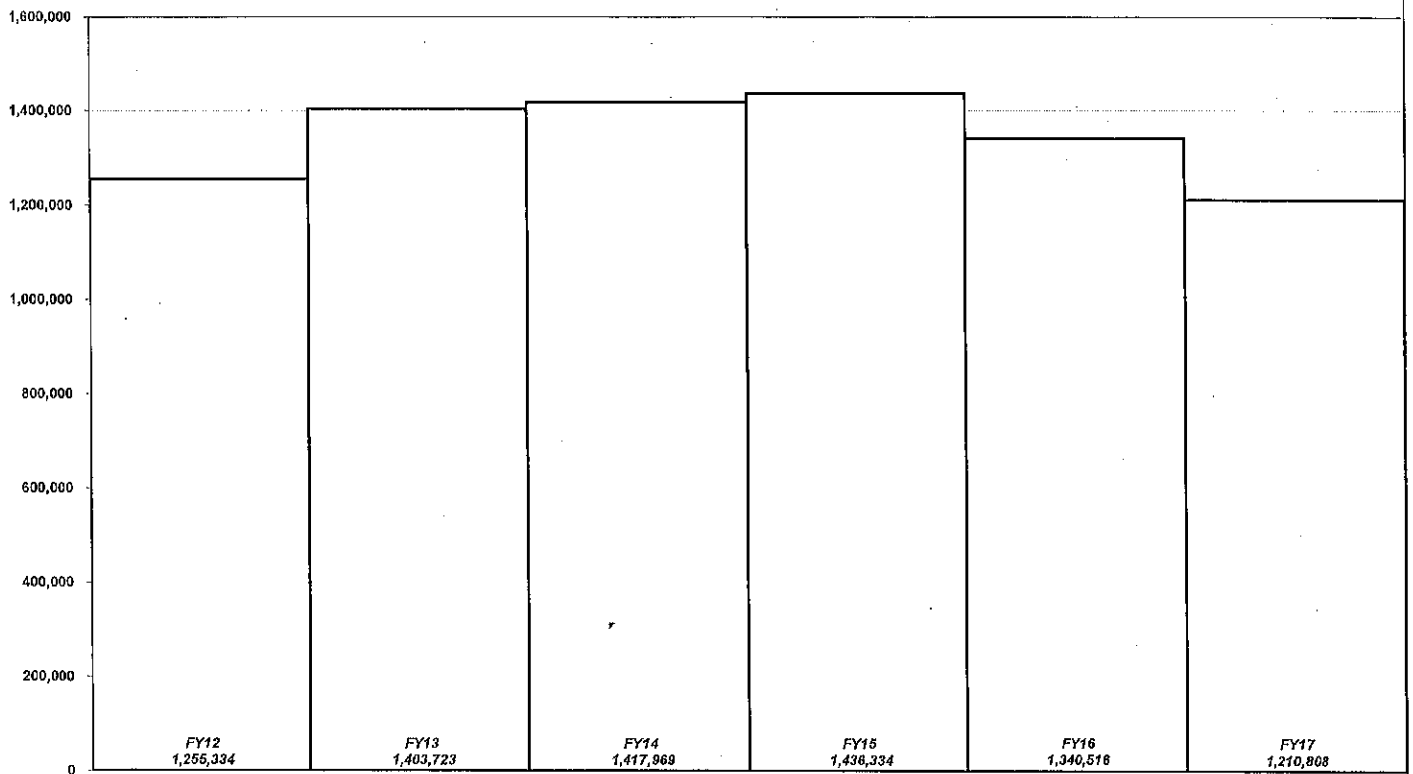
Pending:

- Facility Solar System
- PG&E electric extension
- Electric bus procurement
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Service to eBART stations in Pittsburg and Antioch (2017-18)
- FTA's Safety Program
- A&E: Antioch Park & Ride lot (in process)
- CCTA Express Bus Study (update to the 2001 study)
- Oakley Park & Ride lot construction
- BART Parking & Connectivity Committee
- Paratransit subcommittee
- Radio spectrum sale contract
- Federal grants

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 25, 2017*

TRI DELTA TRANSIT

FIRST HALF OF FISCAL YEAR FR RIDERSHIP



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

								YTD COMPARISON			
	Actual						Budget	16/17B	Actual		% ▲
	11/12	12/13	13/14	14/15	15/16	16/17	% ▲	Dec-15	Dec-16		
DIAL-A-RIDE											
PASSENGERS											
Total DAR Trips Provided	130,619	128,999	131,476	133,769	131,917	132,000	0%	65,480	65,889	1%	
Average Weekday Ridership	481	470	471	487	489	487	0%	486	494	1%	
Average Sat Ridership	106	140	180	153	118	124	5%	125	108	-13%	
Average Sun/Hol Ridership	71	72	68	63	49	51	3%	46	45	-2%	
Average Passengers/Hour (wkdy's DAR Only)	2.1	2.1	2.3	2.4	2.5	2.5	2%	2.6	2.9	12%	
CUSTOMER SERVICE											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%	
Customer Complaints	0.183%	0.097%	0.071%	0.103%	0.114%	0.109%	-5%	0.105%	0.329%	212%	
On Time Performance	85%	87%	89%	87%	85%	90%	6%	86%	84%	-1%	
MAINTENANCE											
Gallons of Fuel Consumed	116,392	139,678	145,043	138,528	135,809	142,880	5%	68,093	64,724	-5%	
Miles Between Preventable Accidents	898,467	328,002	244,390	162,293	159,143	200,000	26%	118,612	458,354	286%	
Miles Between Road calls	66,154	109,568	61,109	139,113	190,963	100,000	0%	94,893	458,354	383%	
COST RATIOS											
Farebox Recovery Ratio	11%	11%	10%	10%	10%	10%	0%	11%	12%	10%	
\$/Gal Fuel	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.75	6%	\$ 2.76	\$ 2.46	-11%	
Operating Cost/Passenger	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 35.46	3%	\$ 35.40	\$ 28.19	-20%	
Operating Cost/Revenue Hour	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 74.35	3%	\$ 74.20	\$ 70.33	-5%	
Operating Cost/Revenue Mile	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.98	2%	\$ 5.94	\$ 4.95	-17%	
FIXED ROUTE											
PASSENGERS											
Total FR Trips Provided	2,431,768	2,740,834	2,832,264	2,806,028	2,574,864	2,613,485	1%	1,340,516	1,210,808	-10%	
Average Weekday Ridership	8,594	9,616	9,930	9,794	8,999	9,113	1%	9,350	8,484	-9%	
Average Sat Ridership	2,753	3,232	3,464	3,498	3,061	3,144	3%	3,313	2,858	-14%	
Average Sun/Hol Ridership	2,087	2,788	2,892	2,787	2,501	2,537	1%	2,617	2,301	-12%	
Average Passengers/Hour	15.9	17.7	19.0	19.2	17.8	17.9	1%	18.6	16.9	-9%	
CUSTOMER SERVICE											
Customer Complaints	0.023%	0.012%	0.009%	0.009%	0.009%	0.009%	0%	0.009%	0.027%	193%	
On Time Performance	86%	86%	92%	92%	92%	90%	-2%	90%	79%	-12%	
MAINTENANCE											
Gallons of Fuel Consumed	636,276	562,702	603,013	600,072	606,378	597,267	-2%	301,888	302,124	0%	
Miles Between Preventable Accidents	120,644	65,392	110,754	98,066	97,469	100,000	3%	120,679	87,936	-27%	
Miles Between Road calls	32,481	42,844	67,684	41,553	27,690	50,000	81%	41,613	21,226	-49%	
COST RATIOS											
Farebox Recovery Ratio	16%	18%	18%	18%	18%	16%	-10%	18%	16%	-7%	
\$/Gal Fuel	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.00	2%	\$ 2.10	\$ 1.97	-6%	
Operating Cost/Passenger	\$ 6.60	\$ 8.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.18	3%	\$ 5.74	\$ 6.76	18%	
Operating Cost/Revenue Hour	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 110.94	4%	\$ 106.96	\$ 114.04	7%	
Operating Cost/Revenue Mile	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.83	5%	\$ 7.54	\$ 8.08	7%	

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	Dec-15	Dec-16	% Chg
	200	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	24,913	22,899
201	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	57,028	58,302	2%
300	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	172,289	176,642	3%
379	10,235	-16%	15,232	49%	8,759	-56%	3,223	-52%	3,659	14%	2,059	1,017	0%
380	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	608,012	-9%	314,567	283,164	-10%
383	34,210	263%	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	12,904	11,371	-12%
384	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	36,481	-1%	61,388	68%	70,974	16%	68,013	-4%	66,045	-3%	35,060	28,667	-18%
386	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	727	601	-17%
387	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	121,036	104,378	-14%
388	320,981	3%	368,041	14%	400,190	9%	370,128	-8%	327,585	-11%	174,352	150,305	-14%
389	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	24,495	20,285	-17%
390	52,650	7%	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	35,552	35,868	1%
391	346,080	4%	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	189,083	164,094	-13%
Dimes a Ride	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	9,446	3%	4,941	-48%	3,370	-32%	5,375	59%	13,410	149%	4,637	2,956	-36%
392	112,330	6%	133,569	19%	142,284	7%	142,650	0%	124,708	-13%	67,329	59,649	-11%
393	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	69,184	61,202	-12%
394	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	53,894	-15%	28,552	25,775	-10%
395	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	10,968	100%	6,749	3,832	-46%
Total Fixed Route	2,431,768	3%	2,740,834	13%	2,832,264		2,806,029	-1%	2,574,865	-8%	1,340,516	1,210,808	-10%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	Dec-15	Dec-16	% Chg
	200	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	11.8	10.7
201	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.1	-5%	17.4	14.2	-18%
300	15.8	4%	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	19.9	20.5	3%
379	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	30.6	15%	36.9	18.2	-51%
380	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	19.5	18.0	-8%
383	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	11.5	10.6	-8%
384	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	12.0	10.0	-17%
386	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	8.8	5.6	-18%
387	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	22.6	20.5	-9%
388	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	17.3	15.1	-13%
389	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.4	-8%	15.5	13.0	-16%
390	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	21.7	22.9	5%
391	18.7	11%	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	20.8	18.3	-12%
Dimes a Ride	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	24.5	16.4	0%
392	15.2	1%	17.6	18%	19.1	9%	18.9	-1%	16.7	-12%	17.6	15.2	-14%
393	16.4	5%	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	17.9	15.9	-11%
394	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	14.3	13.5	-6%
395	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	20.6	11.1	-46%
Total Fixed Route	15.9	5%	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	18.6	16.9	-9%

TAB 3

Agenda Item 7a

**ACTION ITEM: Electric Vehicle Charging Station
Installation**

Resolution 170125a

Board of Directors Meeting

Wednesday January 25, 2017

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

Staff Report to ECCTA Board of Directors

Meeting Date: January 25, 2017

Agenda Item: Electric Vehicle Charging Station Installation-
Agenda Item #7a

Lead Staff: Ann Hutcheson, Director of Administrative
Services

Approved: Jeanne Krieg, Chief Executive Officer



Background

As part of the electric bus project, ECCTA purchased four bus charging stations and two car charging stations. Each of these stations can charge two vehicles at a time. Installation of the charging stations requires hiring a contractor to perform the work. The two electric vehicle charging stations will be installed at the front of the main building for public access. The bus charging stations will be installed in the east bus parking lot.

This federally-funded project was included in ECCTA's approved capital budget. The FTA (Federal Transit Administration) requires that all contracting opportunities using federal funds over \$250,000 include a DBE (Disadvantaged Business Enterprise) goal to ensure that federal funds are used to support DBEs. As part of this requirement, each agency must set a goal and use it when determining how contracts are awarded. ECCTA's goal for this project was 4%.

Process

- November 10, 2016: IFB (Invitation for Bid) #2016-004 was mailed to nine firms, publicly advertised, and posted on ECCTA's web site.
- November 21, 2016: Seven firms attended a pre-bid meeting.
- January 9, 2017: ECCTA received bids from two firms:
 - Long Electric Company- \$396,464.00
 - Bockmon & Woody Electric Company - \$388,943.00

Agenda Item #7a

Eastern Contra Costa Transit Authority
Board of Directors
Meeting: January 25th, 2017

After reviewing the bid documents, the decision was made to recommend an award to Long Electric Company. Long's bid included a 6.53% DBE participation rate. Bockman & Woody's DBE participation rate was zero.

Staff Recommendation

ECCTA staff recommends the award of a contract to install six vehicle charging stations be made to Long Electric Company for an amount not to exceed \$436,110 which includes a 10% contingency.

Requested Action

Adopt Resolution #170125a which authorizes the CEO to execute and deliver a contract with Long Electric Company for an amount not to exceed \$436,110 which includes a 10% contingency for the installation of six vehicle charging stations.

TAB 4

Agenda Item 7b

ACTION ITEM: FTA Formula Funds Application

Resolution 170125b

Board of Directors Meeting

Wednesday January 25, 2017

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 25, 2017

Agenda Item: Authorization to file an application for FTA Formula Funds under MTC's Transit Capital Priorities (TCP) for FY17 through FY20 – Agenda Item #7b

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Summary

MTC recently issued a call for projects in order to program anticipated FTA Formula Funds for the region under MTC's Transit Capital Priorities program.

ECCTA wishes to program and eventually apply for these FTA funds to replace buses, procure new Clipper equipment, and provide operating assistance for ADA services as detailed on the attached project schedule.

In order to program ECCTA's requests into the regional TIP and submit a federal application for these funds as they are appropriated, the authorization of the ECCTA board is required. Resolution #170125b authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY17, FY18, FY19 & FY20 FTA Formula Funds under MTC's TCP.

Requested Action

Adopt Resolution #170125b which authorizes the CEO or her designee to file an application for FTA formula program funding for ADA operating assistance, transit bus replacements, and Clipper digital equipment as well as committing the necessary local match for the projects and stating the assurance of the Eastern Contra Costa Transit Authority to complete these projects.

Transit Capital Priorities Call for Projects
Attachment 2: Project Template

Operator Name: ECCTA
Contact Name: Tom Harais
Contact Email: tharais@eccta.org
Date: 9/28/2016

Operator	TIP ID	Project Title	Project Quantity	Total Cost			Federal/Local Split		Local Match Source
				Federal	Local	Total	Federal	Local	
FY 2016-17 ECCTA	CC-030035	ADA Set-Aside	1	541,024	541,024	1,082,048	50.0%	50.0%	TDA, STA
	CC-070092	Transit Bus Replacements	28	2,043,440	448,560	2,492,000	82.0%	18.0%	AB664, TDA
FY 2017-18 ECCTA	CC-030035	ADA Set-Aside	1	552,085	552,085	1,104,170	50.0%	50.0%	TDA, STA
	CC-070092	Clipper IDigital Communication Equipment	96	991,968	248,064	1,240,032	80.0%	20.0%	AB664, TDA
FY 2018-19 ECCTA	CC-030035	ADA Set-Aside	1	563,479	563,479	1,126,958	50.0%	50.0%	TDA, STA
	CC-070092	Transit Bus Replacements	6	265,680	58,320	324,000	82.0%	18.0%	AB664, TDA
FY 2019-20 ECCTA	CC-030035	ADA Set-Aside	1	575,115	575,115	1,150,230	50.0%	50.0%	TDA, STA
	Totals			5,532,791	2,986,947	8,519,738	64.9%	35.1%	



TRI DELTA TRANSIT

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

FTA Section 5307, 5337, and 5339 Applications

RESOLUTION # 170125a

AUTHORIZING THE FILING OF APPLICATIONS FOR FTA FORMULA PROGRAM FUNDING FOR TRANSIT BUS REPLACEMENTS, CLIPPER DIGITAL EQUIPMENT, AND ADA OPERATING ASSISTANCE AND COMMITTING THE NECESSARY LOCAL MATCH FOR THESE PROJECTS AND STATING THE ASSURANCE OF THE EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) TO COMPLETE THEM

WHEREAS, Fixing America's Surface Transportation (FAST Act, Pub. L. No. 114-94) authorizes Federal Transit Administration formula programs (23 U.S.C. §53) through September 30, 2020; and

WHEREAS, pursuant to the FAST Act, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307 Urbanized Area, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

WHEREAS, ECCTA is an eligible project sponsor for FTA Formula Program funds; and

WHEREAS, ECCTA wishes to submit a grant application to MTC for funds from the FY2016-17 through FY2019-20 FTA Formula Program funds, for the following project(s):

ADA Operating Assistance, Transit Bus Replacements & Clipper Digital Equipment.

WHEREAS, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds of at least 20% for FTA Formula Program funds; and

- 2) that the sponsor understands that the FTA Formula Program funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program funds; and
- 3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
- 4) the sponsor understands that FTA Formula Program funds must be obligated within three years of programming in the TIP, or the project may be removed from the program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority that ECCTA is authorized to execute and file an application for funding under the FTA Formula Program in the amount of \$5,532,791 for the projects listed above; and

BE IT FURTHER RESOLVED that the Board of Directors of the Eastern Contra Costa Transit Authority by adopting this resolution does hereby state that:

- 1) ECCTA will provide \$2,986,647 in local matching funds; and
- 2) ECCTA understands that the FTA Formula Program for the projects is fixed at \$5,532,791, and that any cost increases must be funded by the ECCTA from local matching funds, and that ECCTA does not expect any cost increases to be funded with FTA Formula Program funds; and
- 3) ADA Operating Assistance, Transit Bus Replacements & Clipper Digital Equipment will be procured as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
- 4) The program funds are expected to be obligated within three years of programming in the TIP; and
- 5) ECCTA will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed project; and

BE IT FURTHER RESOLVED, that ECCTA is an eligible sponsor of projects in the program for FTA Formula Program funds; and

BE IT FURTHER RESOLVED, that ECCTA is authorized to submit an application for FTA Formula Program funds for ADA Operating Assistance, Transit Bus Replacements & Clipper Digital Equipment; and

BE IT FURTHER RESOLVED, that there is no legal impediment to ECCTA making applications for FTA Formula Program and STP funds; and

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

BE IT FURTHER RESOLVED, that ECCTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

BE IT FURTHER RESOLVED, that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program funded projects in the Transportation Improvement Program (TIP); and

BE IT FURTHER RESOLVED, that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

PASSED AND ADOPTED THIS 25th day of January 2017, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, CEO

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

TAB 5

Agenda Item 7c

ACTION ITEM: CCTA Ex-Officio Alternate Appointment

Board of Directors Meeting

Wednesday January 25, 2017

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 25, 2017

Agenda Item: CCTA Ex-Officio Alternate Appointment – Agenda Item #7c

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

- The CCTA Board of Commissioners is comprised of eleven appointed commissioners and their alternates.
- Additionally, three ex-officio representatives and their alternates serve on the commission. The three ex-officio representatives are from MTC, BART, and the transit districts (WCCTA, CCCTA, ECCTA, and ACTransit). The transit district ex-officio representative position rotates between the transit districts.
- County Connection's term for the bus transit operators' ex-officio representative on the CCTA Board of Commissioners is February 1, 2017 through January 31, 2019 (two one-year terms).
- Tri Delta Transit's term for the ex-officio appointment is February 1, 2019 through January 31, 2021 (two one-year terms).
- The Tri Delta Transit Board of Directors must select an individual who will serve as the alternate beginning February 1, 2017. It is presumed that the individual will serve a second one-year term as the alternate for the term February 1, 2018 through January 31, 2019.
- It is presumed that the individual will also serve as the bus transit operators' ex-officio representative on the CCTA Board of Commissioners for two one-year terms beginning February 1st, 2019.

Considerations

- All representatives and alternates on the CCTA Board of Commissioners must be an elected official.
- Directors Federal Glover, Kevin Romick, and Robert Taylor are currently members of the CCTA Board of Commissions
- The CCTA Board of Commissioners meets in Pleasant Hill at 6:00pm the third Wednesday of every month. Dinner and paid parking is provided.

Agenda Item #7b

Eastern Contra Costa Transit Authority

Board of Directors

Meeting: January 25th, 2017

- County Connection appointed Lafayette City Councilman Don Tatzin as the bus transit operators' ex-officio representative on the CCTA Board of Commissioners. He indicated that he will not be able to attend the CCTA meeting on February 15th, 2017 so the alternate would attend in his place.

Requested Action

Appoint an ECCTA board member who is an elected official to serve as the alternate ex-officio on the CCTA Board of Commissioners for the term of February 1, 2017 through January 31, 2018.

Acronyms:

- CCTA: Contra Costa Transit Authority
- CCCTA: Central Contra Costa Transit Authority (County Connection)
- ECCTA: Eastern Contra Costa Transit Authority (Tri Delta Transit)
- MTC: Metropolitan Transportation Commission
- WCCTA: Western Contra Costa Transit Authority (WestCat)

ATTACHED: CCTA Resolution 91-11-A establishing the ex-officio positions on the CCTA Board of Commissioners.



CONTRA COSTA TRANSPORTATION AUTHORITY
RESOLUTION 91-11-A, Revision 2
(as amended December 21, 2011)

RE: Establishment of Representative Positions for Metropolitan Transportation Commission, San Francisco Bay Area Rapid Transit District and Transit Districts (Bus Districts) with Authority

WHEREAS, the Authority has received requests from the Metropolitan Transportation Commission ("MTC"), the San Francisco Bay Area Rapid Transit District ("BART") and the Contra Costa Transit Operators ("Transit Districts") to permit representatives appointed by them to attend meetings and participate in discussion and debate; and

WHEREAS, the MTC, BART and the Transit Districts have a role in assisting the Planning and Government Affairs Committee and the Authority in developing the Congestion Management Plan; and

WHEREAS, the Authority has indicated its willingness to authorize representation to the Authority from the MTC, BART and the Transit Districts operating wholly or partially within the County; and

WHEREAS, the Authority has, by prior resolution or other action, authorized the establishment of such positions; and

WHEREAS, issues relative to the responsibilities and authority of such representatives have been raised which indicate the need to clarify the intent of the Authority in establishing such positions ; and

WHEREAS, the Bus Transit Coordinating Committee has requested certain amendments regarding the Transit District Representative to the Authority.

NOW, THEREFORE, BE IT RESOLVED:

1. Resolution 91-11-A be and it hereby is amended as set forth below, and any prior actions of the Board or the Staff of the Authority regarding the subject matter hereof, including but not limited to Resolution 91-11-A, be and they hereby are revoked to the extent inconsistent with the resolutions set forth below;

2. There are hereby established the positions of "Metropolitan Transportation Commission ('MTC') Representative to the Authority", "San Francisco Bay Area Rapid

Transit District ("BART") Representative to the Authority" and "Transit Districts Representative to the Authority". Each such representative shall be referred to as a "Representative" herein.

3. Each Representative shall have the powers enumerated in Section 104.6 of the Administration Code.

4. Each Representative shall be designated as enumerated in Section 104.6 of the Administration Code.

5. Each Representative shall have an Alternate designated by the entity represented from among eligible candidates for Representative. Representatives shall hold office for one or more terms of one year, subject to replacement by such Representative's Alternate at the discretion of the Authority if such Representative has been absent from four consecutive meetings of the Board, or, in the case of the Transit District Representative, if the Representative is not fulfilling the obligation prescribed in paragraph 6(a) below.

6. The Transit Districts shall consist of districts under the provisions the Transit District Law (Part 1 of Division 10 of the California Public Utilities Code, Sections 24501 et seq.) designated by the Authority from time to time. The Transit Districts designated by the Authority hereby are East Contra Costa Transit Authority, West Contra Costa Transit Authority, Central Contra Costa Transit Authority and the Alameda-Contra Costa Transit District. The Representative of the Transit Districts shall:

- (a) represent the interests of all of the Contra Costa bus operators, not just the representatives own bus operator
- (b) be recommended for appointment by the Bus Transit Coordinating Committee in accordance with the guidelines attached hereto as Attachment 1.


7. The MTC Representative shall alternate to the extent feasible between the city or town representative and Board of Supervisor's representative to the MTC, provided that, if the Representative is or becomes a member of the Board of the Authority, the Alternate shall as the Representative.

8. The BART Representative shall alternate to the extent feasible between or among eligible district representatives.



David E. Durant, Chair

This RESOLUTION was adopted at a meeting of the Contra Costa Transportation Authority held December 21, 2011 in Walnut Creek, California

ATTEST: 
Danice J. Rosenbohm, Executive Secretary

ATTACHMENT 1

Guidelines for Appointment of Ex-Officio Bus Transit Representative to the Contra Costa Transportation Authority

GOAL: To bring equity, accountability and predictability to the process of appointing Ex-Officio (Board Representation) to the Contra Costa Transit Authority and to define the role the transit representative plays in supporting countywide transit issues.

Background: The Bus Transit Coordinating Council (BTCC) is composed of staff of the four bus transit operators in Contra Costa County: Alameda Contra Costa Transit District (AC Transit), Central Contra Costa Transit Authority (County Connection), East Contra Costa Transit Authority (Tri-Delta Transit) and West Contra Costa Transit Authority (WestCAT). The bus operators are represented by an ex-officio representative chosen from among the transit operator governing bodies, who serves as the transit representative to the Contra Costa Transportation Authority. The primary role of the BTCC is defined in the Measure J expenditure plan to oversee and make recommendations for the programming and expenditures of Measure J transit and express bus funds. In addition, the BTCC provides a forum to consider countywide bus issues and inform the ex-officio bus transit representative of those issues for informing the Authority Board.

Ex-Officio Bus Transit Representative:

1. **Term of Appointment:** The term of the ex-officio representative of the BTCC will be two one year terms, beginning with the first meeting in February of 2011. If a representative or alternate is unable to fulfill his/her entire term, the appointing bus operator shall appoint a new representative to complete the term.
2. **Method of Appointment:** The appointment shall rotate through the four transit operators in the following order beginning in 2011:
 - a. Tri Delta Transit
 - b. WestCAT
 - c. AC Transit
 - d. County Connection

The representative shall be an elected official who is seated on the transit agency Board of Directors, unless otherwise permitted by the Authority Board pursuant to Section 104.6 of the Administration Code. Each Board shall select the representative from its agency when that agency's rotation is due.

3. **Alternates:** In addition to a representative, an alternate shall be chosen from the transit operator next in line for ex-officio representation. This alternate shall attend CCTA meetings when the primary member is unable to attend. The alternate shall receive all CCTA and BTCC agenda packets and official correspondence.

4. **Attendance:** The primary representative will notify his/her staff if he/she is unable to attend a scheduled meeting of the CCTA. This staff will notify the staff of the alternate representative, who will then notify the alternate that his/her attendance is needed at the CCTA. Primary representatives who are absent for three meetings annually of the CCTA without notifying their staff of their inability to attend will be replaced by the alternate representative, who shall fulfill the remainder of the primary representative's term.

5. Responsibilities:

- a. **The Ex-Officio Representative:** The ex-officio representative shall be a strong advocate for countywide transit, and fulfill this role on behalf of all of the Contra Costa bus operators, keeping in mind the countywide nature of the BTCC.

(1) Examples of the areas in which the ex-officio representative shall be a strong voice for countywide transit include:

- Participation in the STIP process and advocating for a fair share of funding for transit.
- Advocate for regional policies and funding allocations which benefit all county bus operators.
- Advocating for transit-friendly development and the inclusion of features which support transit in major highway and street construction (such as turnouts, queue jump lanes).
- Support of park and ride lots accessible to transit where they could provide nodes for express bus and local feeder service.
- Support for improved paratransit and transit funding and services throughout Contra Costa County through the programming of Measure J and other funds which may become available to the Authority.
- Supporting and advocating for special transit projects.
- Maintain communication with BTCC staff and member Boards in order to form consensus and a regional position on all major policy issues that come before the BTCC and/or CCTA Board.

Resolution 91-11-A, Revision 2

- Keep the CCTA Board apprised of regional issues and policies that could affect Contra Costa bus operators and county transit riders.

(2) If the ex-officio representative advocates for issues that benefit only the representative's agency to the detriment of other county operators, the representative could be replaced at the recommendation of the BTCC to the Authority Board.

- b. CCTA Staff: CCTA staff will provide staff support to the BTCC. Regular meetings of the BTCC will be hosted by the Authority at the Authority offices. After each meeting CCTA staff will communicate any issues, concerns, recommendations, and actions to the transit operator representative and alternate of the CCTA Board. In addition, CCTA staff will be available to meet with the transit representative and alternate as necessary to ensure representative is in a position to affectively represent countywide transit issues to the CCTA Board.

6. **Meetings:** The BTCC shall meet regularly four times per year, or at least once per quarter.

Additional meetings of the BTCC shall be called when a need arises, and as agreed to by the BTCC members and CCTA.

TAB 6

Agenda Item 7d

ACTION ITEM: 2017 Board of Directors Meeting Schedule

Board of Directors Meeting

Wednesday January 25, 2017

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors**Meeting Date:** January 25, 2017**Agenda Item:** 2017 ECCTA Board of Director Meeting Dates
Agenda Item #7d**Lead Staff:** Jeanne Krieg, Chief Executive Officer 

The regular meeting date and time of the ECCTA Board of Directors is the 4th Wednesday of each month at 4:00pm. The Board Chair has the authority to cancel any Tri Delta Transit Board meeting if there is a lack of pressing agenda items or if extenuating circumstances exist. As much notice as possible is given so board members can plan accordingly. The meeting dates for January through October are:

- January 25th
- February 22nd
- March 22nd
- April 26th
- May 24th
- June 28th
- July 26th
- August 23rd
- September 27th
- October 25th

Scheduled Meeting Date	Consideration	Staff Request
November 22 nd , 2017 and December 27 th , 2017	Thanksgiving Day is November 23 rd Christmas Day is December 25 th New Year's Day is January 1 st	Combine the November & December meetings and conduct that meeting on December 13 th , 2017.

Staff Request

Combine the November and December 2017 board meetings and conduct that meeting on December 13th, 2017.

Agenda Item #7d
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: January 25, 2017