



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 27, 2021

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

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

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

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

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

Click to join Zoom Meeting:

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

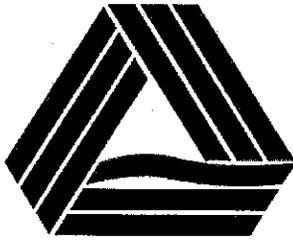
OR

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

OR

Dial: 1 669 900 6833 US
Meeting ID: 994 2099 9810

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



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Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Shanelle Scales-Preston
 - a. Roll Call

2. Pledge of Allegiance

3. **Public Comment**

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

4. **Chair's Report:** Chair Shanelle Scales-Preston

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)
 - a. Minutes of the Board of Directors meeting of December 16, 2020
 - b. Financial Report
 - c. Marketing and Customer Service Activities Report

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

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

Board of Directors:

City of Antioch
Lamar Thorpe
Monica Wilson

City of Brentwood
Joel Bryant
Barbara Gulse

City of Oakley
Sue Higgins
Anissa Williams

City of Pittsburg
Merl Craft
Shanelle Scales-Preston*

Contra Costa County
Diane Burgis
Federal Glover

Member-at-Large
Ken Gray **

* Chair: FY 2020-21

** Vice-chair: FY 2020-21

**Board of Directors Meeting Agenda
Wednesday January 27, 2021**

7. ACTION and DISCUSSION ITEMS

- a. DISCUSSION ITEM:** MTC's Blue Ribbon Task Force
(see attachment: tab #3)

Requested Action: No action requested

- b. DISCUSSION ITEM:** FY19-20 Independent Financial Audit
(see attachment: tab #4)

Requested Action: No action requested

- c. ACTION ITEM:** 2021-2023 Title VI Program
(see attachment: tab #5)

Requested Action: Adopt Resolution #210127 adopting ECCTA's 2021-2023 Title VI Program.

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 24, 2021 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509

Public Comment Guidelines:

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

Agenda, staff report, and document availability:

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

Americans with Disabilities Act Information:

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

Limited English Proficiency (LEP):

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

Anticipated action by the Board of Directors:

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

TAB 1

Agenda Item #5

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

Board of Directors Meeting

Wednesday January 27, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

December 16, 2020

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order remotely via Zoom by Chair Shanelle Scales-Preston at 4:01 P.M.

Chair Scales-Preston announced that due to public health recommendations related to COVID-19, also known as coronavirus, and consistent with Contra Costa County's Shelter in Place Order as well as the Governor's Executive Order N-29-20, which suspends certain provisions of the Bagley-Keene Open Meeting Act and the Brown Act, the Tri Delta Transit Board meeting offered a Zoom and teleconferenced option for Boardmembers, staff members, and members of the public.

Chair Scales-Preston reported that the meeting was being recorded; General Counsel Ben Stock and scribe Anita Tucci-Smith were attending remotely and were on the telephone; those present and those on the telephone whether Boardmembers, staff, or members of the public were identified; and all votes were to be Roll Call votes.

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

PRESENT: Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Nancy Parent, Alternate for Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Sue Higgins (Oakley); Lamar Thorpe* (Antioch); Anissa Williams (Oakley); Monica Wilson (Antioch); Ken Gray (Director-at Large/Vice Chair); and Shanelle Scales-Preston (Pittsburg/Chair)
*Arrived after Roll Call

ABSENT: None

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, General Counsel
Tania Babcock, Executive Assistant
Maria Arce, Chief Communications Officer
DeAnna Perry, Manager of Accessible Services
Kevin Moody, Director of Maintenance
Uriel Diaz, Special Project Analyst

OTHERS

PRESENT: Michael Daugelli, Board Alternate
Yevette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager
Hosie Pintily, First Transit Safety Manager

PLEDGE OF ALLEGIANCE

Chair Scales-Preston led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments submitted prior to the meeting by the public.

MICHAEL DAUGELLI, Antioch, thanked everyone involved in the hard work of providing Tri Delta Transit services for what had been a very challenging year. He commended the Tri Delta Transit programs, particularly Tri MyRide, which had benefitted the public this year. He offered Happy Holiday wishes to all.

CHAIR'S REPORT

Chair Scales-Preston welcomed the new member of the Board, Anissa Williams from the City of Oakley.

Director Guise referred to the letter in the meeting packet from Scott Haggerty, Chair of the Metropolitan Transportation Commission (MTC) with respect to the update from MTC's Blue Ribbon Transit Recovery Task Force, and urged attention to the matter.

CEO Jeanne Krieg stated the letter had advised that a virtual meeting for the region's transit agency board members would be held early next year to discuss the action plan being developed, and she would forward participation information as soon as it was available.

CONSENT CALENDAR

Director Burgis referred to the minutes of the October 28, 2020 meeting and the public comment from Michael Daugelli. She clarified that his reference to the Amazon Distribution Center was in Oakley, not Brentwood, as shown.

On motion by Director Burgis, seconded by Director Craft, ECCTA Boardmembers adopted the Consent Calendar, as follows, with the correction to the minutes, as shown, carried by the following Roll Call vote:

- A. Minutes of the Board of Directors meeting of October 28, 2020, as amended
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Burgis, Craft, Gray, Guise, Higgins, Parent, Thorpe, Williams, Wilson, Scales-Preston

NOES: None

ABSTAIN: None

ABSENT: None

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer Jeanne Krieg reported that the six-month single ride demonstration program had started with County Connection, WestCat, Wheels, and Tri Delta Transit where registered Americans with Disabilities Act (ADA)-certified customers could travel within Contra Costa County and to the Livermore Valley without requiring a transfer. The fares charged were equal to the paratransit fares currently charged. County Connection's contractor was the lead on reservations and trip provision as well as distribution of fares collected. A long-term plan after the six-month demonstration project was anticipated.

Given that driver barriers and hand sanitizers had been installed on all buses, Ms. Krieg stated that front door boarding and fare collection would return on January 1, 2021. In preparation, Tri Delta Transit had been working with MTC to distribute 1,000 free Clipper® Cards in the community to encourage contactless fare payment, with the promotion campaign to encourage those who might be reluctant to use Clipper® Cards. Prior to COVID-19, less than 15 percent of Tri Delta Transit's customers used the cards. The goal was to increase that number to 75 percent. To date, 434 cards had been distributed.

Ms. Krieg reported that the lobby was now open to the public for ticket sales and Clipper® Card loading, although the facility was closed to outside visitors and non-essential vendors.

Ms. Krieg also reported that the Region-wide Dashboard for Healthy Transit was available on MTC's website and Tri Delta Transit's statistics and standing with other Bay Area transit agencies was also available on that website. Tri Delta Transit was doing well in all categories with 100 percent compliance for employee mask wearing, 98.4 percent compliance for customer mask wearing, and 97.6 percent compliance for social distancing on buses. Tri Delta Transit had not been required to contact trace.

Ms. Krieg added that the app being promoted called TRANSIT had a feature that would give customers real-time information about the load level of each bus allowing customers the flexibility to choose a particular run. The app also provided real-time bus ETAs and trip planning. After the most recent shutdown in Contra Costa County, ridership had dropped slightly with fixed route dropping from 50 percent to 45 percent of normal on weekdays and from 80 percent to 65 percent of normal on the weekend, while paratransit dropped from 45 percent to 35 percent on weekdays and from 90 percent to 77 percent on the weekend. Tri Delta Transit continued to work with the Contra Costa County Health & Human Services Department to transport homeless people from shelters to motels, with the current number of those transported at 10 to 12 per week.

Ms. Krieg referred again to MTC's Blue-Ribbon Task Force and the letter mentioned by Director Guise along with the anticipated Zoom meeting for all Bay Area transit boardmembers. She would inform the Board when that meeting was scheduled to occur as well as how MTC planned to address potential Brown Act concerns.

Ms. Krieg described some concerning statements made during the Blue-Ribbon Task Force process and the dialogue about efficiency versus effectiveness along with the usual talk about consolidation but suggested when looking at how efficient the suburban operators were, it boiled down to effectively serving the entire Bay Area and not just the urban core. She added that the MTC study was separate from the Contra Costa County Accessible Transportation Strategic Plan, which focused on paratransit and transportation for seniors. She also noted that she served on the Policy Advisory Committee for that study.

In other matters, Ms. Krieg reported that Tri Delta Transit would be offering an on-line booking option for paratransit customers next year and a small group of customers would test the option prior to rolling it out to all paratransit customers; the request for bid for the Oakley Park & Ride lot had been published last week and bids were due in March and would be presented to the Board on March 24, 2021; and the ECCTA budget was \$2.4 million under budget to date with revenue down \$1.7 million, although that did not include the \$8 million allocation from the CARES Act. An announcement regarding the next round of stimulus funding was expected soon and while staff continued to plan for anticipated future revenue losses, projections showed that things would be okay for the foreseeable future with no deficit and no financial cliff looming. She was confident of the long-term financial health of the organization thanks in part to some of the very wise systems that had been put in place by the founders such as Barbara Guise.

As to when face-to-face Board meetings would once again be held, Ms. Krieg advised that Executive Order N-29-20 remained in effect, which waived the requirement for the physical presence of boardmembers. When that order was rescinded live meetings and live public comment could again be permitted, likely to happen at some point in 2021.

Ms. Krieg also reported that even though the usual holiday activities had been canceled, Tri Delta Transit's Facility Manager Ray Shields had conducted the annual toy drive where almost 200 toys had been collected and had been delivered this date to Children's Hospital. She added that yesterday there had been a socially distant staff holiday lunch in the shop and Chief Communications Officer Maria Arce and her team had done a great job bringing cheer to the staff with individually packaged lunches and socially distant holiday craft projects.

B. Salary Range Analysis

Ms. Krieg reported that staff, working with Koff & Associates had analyzed the responsibilities and skill requirement for each of the 17 administrative positions, although much of the work had already been done for the Livermore Amador Valley Transit Authority (LAVTA). The final result indicated that it was time to make some adjustments to Tri Delta Transit salary ranges with the goal to make the salary associated with each position competitive to allow the best individuals for a particular position to be attracted and retained. No Board action was required at this time because no actual salaries would change, only the range associated with each position.

ACTION AND DISCUSSION ITEMS

A. Income-Based Transit Fare Discount Pilot Program Fare Equity Analysis

Steve Ponte, Chief Operating Officer, noted that the Income-Based Transit Fare Discount Pilot Program Fare Equity Analysis was for Clipper Start, an income based fare reduction for individuals making 200 percent of poverty level income where a 20 percent discount (10 percent reimbursed through Tri Delta Transit by MTC) was offered for single-ride general public fares. Given the new fare structure, a Title VI analysis was required. Based on the analysis, ECCTA had determined that the introduction of the pilot program would not place a disproportionate burden on low-income riders or a disparate impact on minority riders.

Mr. Ponte recommended the adoption of the resolution to accept the findings of ECCTA's Income-Based Transit Fare Discount Pilot Program Fare Equity Analysis.

On motion by Director Guise, seconded by Director Higgins, ECCTA Boardmembers adopted Resolution 201216A accepting the findings of ECCTA's Income-Based Transit Fare Discount Pilot Program Fare Equity Analysis, carried by the following Roll Call vote:

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

B. Section 5310 Funding

Mr. Ponte stated that part of the CARES Act Funding came through Section 5310 Funding, in this case through Caltrans. He requested approval of the resolution to file an application with Caltrans for the 5310 Funding for operating assistance.

On motion by Director Higgins, seconded by Director Parent, ECCTA Boardmembers adopted Resolution 201216B authorizing the application for financial assistance through Section 5310 Funding, carried by the following Roll Call vote:

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

C. Amendment to the Agreement for General Counsel Services

Ms. Krieg reported that Burke, Williams & Sorensen, LLP had been providing General Counsel Services to ECCTA since August 30, 2010.

Since it had been some time since a fee adjustment had been made to the Agreement with Burke, Williams & Sorensen, LLC, Ms. Krieg reported that ECCTA staff had conducted a survey in November 2020 of local transit agencies regarding legal fees. She requested that the Board adopt the resolution to approve a fee increase from \$250 to \$325 an hour and authorize her to sign an amended agreement to reflect that increase. She added even with the increase the rate was lower than general counsel for other transit agencies.

On motion by Director Burgis, seconded by Director Craft, ECCTA Boardmembers adopted Resolution 201216C approving a fee increase for General Counsel Service with Burke, Williams & Sorensen, LLP to \$325/hour and authorizing the CEO to sign an amended agreement reflecting the fee increase, carried by the following Roll Call vote:

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

D. Autonomous Vehicle Demonstration Project

Ms. Krieg reported that ECCTA staff had been approached by First Transit with a proposal to operate a three-year demonstration of an electric semi-autonomous vehicle. Noting that many details needed to be worked out, she asked the Board to authorize the concept for a three-year electric semi-autonomous vehicle demonstration project and explained that staff was working on a Development Agreement acceptable to the General Counsel, and would enter into an agreement with First Transit, Perrone Robotics, and Green Power Motor Company.

The Board discussed the proposal, in concept, and comments varied from the high number of similar demonstration projects for autonomous vehicles and the Board should approve the agreement and not General Counsel, while other comments recommended specific routes for the demonstration project such as from the Amazon Distribution Center in Oakley to BART. It was noted that Bishop Ranch currently used autonomous vehicles.

Ms. Krieg suggested other routes for consideration such as Railroad Avenue from the marina to Los Medanos College or downtown Oakley to other nearby sites since the range for autonomous vehicles was not far. In addition, because of limited speeds the vehicles could not travel on Highway 4. She advised that she would keep the Board apprised of the situation.

On motion by Director Craft, seconded by Director Burgis, ECCTA Boardmembers approved, in concept, the three-year electric semi-autonomous vehicle demonstration project, and if staff could develop an acceptable agreement, authorize staff to enter into an agreement with First Transit, Perrone Robotics, and Green Power Motor Company for a three-year electric semi-autonomous vehicle demonstration project, carried by the following Roll Call vote:

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

E. Maintenance Department Wage Scale and Staff Hazard Dividend

Ms. Krieg reported that the wage scale for the Maintenance Department had not been adjusted since 2016, although an adjustment had been approved in March 2019. Given the pandemic she had waited to see how the year played out to make sure it was financially feasible to proceed with that wage increase. She stated the funds to accommodate that increase had been included in the budget. With a clearer financial picture, she asked for a 4 percent increase to the wage scale for mechanics and service workers, and given funds in the CARES Act funding and to thank employees, who were essential workers, for showing up to keep the buses running, she requested a one-time staff hazard dividend of \$500 for each employee.

Director Thorpe asked if bus drivers were being given the same benefit, and Ms. Krieg explained that bus drivers were First Transit employees and they had already received a guarantee to get their pay checks by remaining on standby, and no one had lost a job, hours, or a paycheck as a result of that guarantee.

Director Thorpe asked if there was a way to include bus drivers in the one-time staff hazard dividend, and Mr. Ponte explained that given the number of First Transit employees the cost could be \$100,000 and could create a shortfall in the future if the pandemic continued. He added such a dividend would be on top of the already guaranteed pay when some employees were at home and some were at work.

Ms. Krieg clarified that the proposed program for Tri Delta Transit employees would cost about \$20,000. She verified that the pay would not be retroactive to July when the rate increase was initially to have been implemented, which was why the \$500 had been recommended.

On motion by Director Craft, seconded by Director Parent, ECCTA Boardmembers approved a 4 percent wage adjustment for all maintenance department employees effective the pay period that included January 1, 2021, carried by the following Roll Call vote:

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

On motion by Director Parent, seconded by Director Gray, ECCTA Boardmembers approved a one-time staff hazard dividend of \$500 for each employee, carried by the following Roll Call vote:

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

F. 2021 Board of Directors Meeting Schedule

Ms. Krieg presented the 2021 Board of Directors Meeting Schedule and advised that the only change would be to combine November and December meetings on December 15, 2021, followed by a holiday dinner.

On motion by Director Craft, seconded by Director Guise, ECCTA Boardmembers combined the November and December 2021 Board meetings and would conduct that meeting on December 15, 2021, carried by the following Roll Call vote:

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

BOARD OF DIRECTORS COMMENTS

Boardmembers wished each other safe and Happy Holidays; urged everyone to wear masks and to social distance; recognized the newly-elected and re-elected members and noted there were now three mayors on the Board, with the potential for a fourth; thanked Ms. Krieg for her leadership and the members of the Board for showing up noting that Zoom meetings would likely continue for a while; recognized the challenging year when in spite of those challenges Tri Delta Transit had accomplished a great deal; and looked forward to the New Year.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 5:10 P.M. to January 27, 2021 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, 2020
(unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY21 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	\$ 174,894	\$ 3,605	\$ 171,089	\$ 1,011,998	\$ 817,898	\$ 194,100	\$ (837,304)	\$ (814,293)	\$ (23,011)	\$ 2,024,000	\$ 1,635,794	\$ 388,206	9%	0%	44%
Other Income	\$ 89,009	\$ -	\$ 89,009	\$ 154,998	\$ 79,998	\$ 75,000	\$ (65,989)	\$ (79,998)	\$ 14,009	\$ 310,000	\$ 180,000	\$ 150,000	29%		59%
<i>Total Operating Revenues:</i>	<i>\$ 263,703</i>	<i>\$ 3,605</i>	<i>\$ 260,098</i>	<i>\$ 1,166,996</i>	<i>\$ 897,896</i>	<i>\$ 269,100</i>	<i>\$ (903,293)</i>	<i>\$ (894,291)</i>	<i>\$ (9,002)</i>	<i>\$ 2,334,000</i>	<i>\$ 1,795,794</i>	<i>\$ 538,206</i>	<i>11%</i>	<i>0%</i>	<i>48%</i>
OPERATING EXPENSES															
Purchased Transportation	\$ 6,988,794	\$ 5,366,638	\$ 1,622,156	\$ 8,416,153	\$ 6,034,561	\$ 2,381,592	\$ 1,427,359	\$ 667,923	\$ 759,436	\$ 16,832,314	\$ 12,069,127	\$ 4,763,187	42%	44%	34%
Materials and Supplies	\$ 1,119,085	\$ 869,271	\$ 249,814	\$ 1,971,951	\$ 1,819,143	\$ 352,808	\$ 852,866	\$ 749,872	\$ 102,994	\$ 3,943,911	\$ 3,238,291	\$ 705,620	28%	27%	35%
Salaries & Benefits	\$ 2,282,715	\$ 1,997,904	\$ 284,811	\$ 2,587,632	\$ 2,251,242	\$ 336,390	\$ 304,917	\$ 253,338	\$ 51,579	\$ 5,175,276	\$ 4,502,490	\$ 672,786	44%	44%	42%
Services	\$ 480,243	\$ 367,535	\$ 112,708	\$ 551,520	\$ 441,216	\$ 110,304	\$ 71,277	\$ 73,681	\$ (2,404)	\$ 1,103,048	\$ 882,438	\$ 220,610	44%	42%	51%
Other	\$ 84,008	\$ 72,669	\$ 11,339	\$ 174,871	\$ 165,187	\$ 9,684	\$ 90,863	\$ 92,518	\$ (1,655)	\$ 349,750	\$ 330,379	\$ 19,371	24%	22%	59%
Casualty and liability insurance	\$ 280,318	\$ 253,111	\$ 27,207	\$ 309,217	\$ 287,574	\$ 21,643	\$ 28,899	\$ 34,463	\$ (5,564)	\$ 618,442	\$ 575,151	\$ 43,291	45%	44%	63%
Utilities	\$ 101,550	\$ 92,127	\$ 9,423	\$ 78,093	\$ 74,190	\$ 3,903	\$ (23,457)	\$ (17,937)	\$ (5,520)	\$ 156,193	\$ 148,384	\$ 7,809	65%	62%	121%
Taxes	\$ 8,019	\$ 6,616	\$ 1,403	\$ 11,992	\$ 10,546	\$ 1,446	\$ 3,973	\$ 3,930	\$ 43	\$ 23,883	\$ 21,088	\$ 2,895	33%	31%	48%
<i>Total Operating Expenses:</i>	<i>\$ 11,344,732</i>	<i>\$ 9,025,871</i>	<i>\$ 2,318,861</i>	<i>\$ 14,101,429</i>	<i>\$ 10,883,659</i>	<i>\$ 3,217,770</i>	<i>\$ 2,756,697</i>	<i>\$ 1,857,788</i>	<i>\$ 898,909</i>	<i>\$ 28,202,917</i>	<i>\$ 21,767,348</i>	<i>\$ 6,435,569</i>	<i>40%</i>	<i>41%</i>	<i>36%</i>
NON-OPERATING REV															
Federal Funds	\$ 6,233,999	\$ 5,672,939	\$ 561,060	\$ 4,369,002	\$ 2,606,802	\$ 1,762,200	\$ 1,864,997	\$ 3,066,137	\$ (1,201,140)	\$ 8,738,008	\$ 5,213,606	\$ 3,524,402	71%		16%
State Funds	\$ 6,753,824	\$ 5,293,824	\$ 1,460,000	\$ 7,215,297	\$ 6,318,951	\$ 896,346	\$ (461,473)	\$ (1,025,127)	\$ 563,654	\$ 14,430,595	\$ 12,637,905	\$ 1,792,690	47%	42%	81%
Local Funds	\$ 722,880	\$ 303,449	\$ 419,431	\$ 432,289	\$ 142,656	\$ 289,633	\$ 290,591	\$ 160,793	\$ 129,798	\$ 864,584	\$ 285,313	\$ 579,271	84%	106%	72%
Inter-Operator Agreements	\$ 3,049,550	\$ 3,049,550	\$ -	\$ 914,856	\$ 914,856	\$ -	\$ 2,134,694	\$ 2,134,694	\$ -	\$ 1,829,730	\$ 1,829,730	\$ -	167%	167%	
Interest & Other Misc Income	\$ 184,908	\$ 184,615	\$ 293	\$ 2,989	\$ 2,498	\$ 491	\$ 181,919	\$ 182,117	\$ (198)	\$ 6,000	\$ 5,000	\$ 1,000	3082%	3692%	29%
<i>Total Non-operating Revenues:</i>	<i>\$ 16,945,161</i>	<i>\$ 14,504,377</i>	<i>\$ 2,440,784</i>	<i>\$ 12,934,433</i>	<i>\$ 9,985,763</i>	<i>\$ 2,948,670</i>	<i>\$ 4,010,728</i>	<i>\$ 4,518,614</i>	<i>\$ (507,886)</i>	<i>\$ 25,868,917</i>	<i>\$ 19,971,554</i>	<i>\$ 5,897,363</i>	<i>66%</i>	<i>73%</i>	<i>41%</i>
EXCESS REV/(EXP)	\$ 5,884,132	\$ 5,482,111	\$ 382,021	\$ -	\$ -	\$ -	\$ 5,884,132	\$ 5,482,111	\$ 382,021	\$ -	\$ -	\$ -			

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 27, 2021

Staff Report to ECCTA Board of Directors

Meeting Date: January 27, 2021

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

Lead Staff: Maria Arce, Chief Communications Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit continues to innovate and develop programs aimed to meet the growing needs of the community. Here are some of the projects and outreach the marketing department has been working on and developing

Tri Delta Transit Commercial

On January 6, 2021 Tri Delta Transit began running a digital and television campaign highlighting safety measures, safety upgrades, Clipper promotion, and Transit (the official app of Tri Delta Transit).



Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 27, 2021*

The TV campaign is scheduled to run 1,751 times between January 6th and February 2nd on 28 networks. The digital campaign is scheduled to run between January 6th to February 28th and is projected to deliver the ad 33,877 times. The video can also be found on Tri Delta Transit social media platforms and has already reached over 1,500 people. The video is also available on the Tri Delta Transit website by visiting <https://trideltatransit.com/HealthSafety.aspx>.

Clipper START

As approved by the Board of Directors December 2020, Tri Delta Transit will participate in Clipper START, the Regional Means-Based Transit Fare Discount Pilot Program. MTC projects a launch date of January 25, 2021. In preparation, Tri Delta Transit is working closely with the MTC marketing team to develop and publish marketing materials to promote this program. In addition, Tri Delta Transit will be reaching out to local community-based organizations, offering more detailed information and a virtual presentation about Clipper START. Clipper START will be advertised on the exterior and interior of Tri Delta Transit buses, through digital channels, print media and on the Tri Delta Transit website.



**START SAVING with
Clipper START!**

BIG Transit Discounts:

- ▶ 20% off Tri Delta Transit
- ▶ 20% off BART
- ▶ 20% off County Connection
- and many more!

Apply today at clipperstartcard.com.

Discounts on single rides only (no passes). You must be a San Francisco Bay Area resident (age 19-64) and meet certain income requirements to be eligible.

!START▶▶

Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 27, 2021*

Tri MyRide

As of January 25, 2021, Clipper is now available on the brand-new Tri MyRide vehicles. WIFI is projected to be installed by the end of February. These recent upgrades to the service will be announced to passengers in a newsletter and via push notifications through the app.

Clipper card giveaway

The Tri Delta Transit Clipper campaign and card giveaway began October 5th and 540 requests for Clipper cards have been received and fulfilled. MTC and Tri Delta Transit are working together to increase Clipper usage and dispel common myths about this contactless payment method. Tri Delta Transit expects to see an uptick in requests as this promotion is highlighted in the most recent Tri Delta Transit commercial.

Easy Book

Tri Delta Transit's contracting partner, First Transit, has been working on an on-line paratransit booking system that will allow paratransit customers to book trips from their mobile phone or desktop. A pilot group will begin using the system this month. After the pilot is complete, feedback will be gathered to make any adjustments before offering the option to all paratransit customers. Branding, marketing materials, and an instructional video for the new Easy Book system are currently in production.

511CC Promotions

20-Ride Pass Giveaway

Tri Delta Transit is working with 511CC to promote a new 20-ride pass giveaway in February. The free pass will be available to those who live or work in Contra Costa County, one per household per person. Participants agree to a follow-up survey and will receive communication from 511CC. 511CC plans to distribute over 300, Tri Delta Transit 20-ride passes. The promotion will continue until their supply is exhausted. Marketing materials will have a valentine's theme.

Sustainable Leaders in Action

Sustainable Leaders in Action (SLIA) is a newly formed student led leadership group that works to provide innovative ways to engage youth on how to live a more sustainable lifestyle and encourage cleaner living in Contra Costa county communities. Tri Delta Transit and SLIA are working together to create cross promotional and mentorship opportunities.

APTA Marketing and Communications Workshop

Marketing will join this virtual event February 24th and 25th. This intensive and interactive workshop covers media relations, customer service, social media, ridership initiatives, and best practices. Each year this conference provides many resources Tri Delta Transit uses in the coming year to promote service.

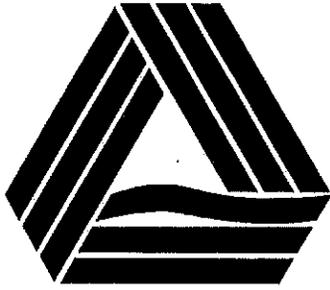
TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday January 27, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



no

Chief Executive Officer's Report

January 2021

COVID-19 – Recovery

- Tri Delta Transit's app, *Transit*, provides crowding information to customers (in addition to real-time bus information, ETAs, trip planning, and step-by-step navigation).
- Collection of fares resumed January 1, 2020. The building lobby reopened December 7th to accommodate ticket sales. Boarding on the buses is done through the front door to accommodate fare payment.
- Hand sanitizer dispensers and shields have been installed on all buses.
- An adjusted COVID schedule began November 8th to better meet BART's new schedule. BART announced an additional schedule change planned for March 22nd so staff will be adjusting schedules accordingly.
- Fixed route ridership remains at around 50 % of normal on weekdays and 70% of normal on weekends.
- Paratransit ridership remains at 40% of normal on weekdays and 70% of normal on weekends.
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program have been installed on all buses.

COVID-19 -- Response

- Signs regarding masks and social distancing have been placed on all buses.
- Contra Costa County is requiring ECCTA to operate special shuttle service transporting homeless individuals from shelters to motels. The county trained the drivers on the use of PPE and provided all necessary equipment. The drivers who operate this service are being paid an extra \$5/hour.
- All Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- All employees have their temperature taken when they enter the building. Anyone over 100.4 will be sent home.
- All employees are required to wear masks in the facility. All drivers and passengers must wear a mask when on a bus.
- All employees have access to gloves, masks, and hand sanitizer.
- All meetings away from the facility have been canceled.
- Data is being collected and reported to MTC for a dashboard indicating compliance with specific standards. These include customer masks, operator masks, social distancing, and contact tracing.

Projects

- Oakley Park & Ride Request for bid has been published – bids are due March 1st.
- Tri Delta Transit website update
- WiFi on all buses
- Hydrogen fueling station (looking for a source of funds)
- Hydrogen bus procurement
- System redesign project
- Phase II: UC Berkeley's PATH IDTO project
- Vehicle disposal
- Mobile Emergency Operations bus construction
- One-seat regional paratransit pilot program
- LCFS credits
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Bus shelter placement: shelters have been delivered and will be installed soon
- Policy manual update
- CCTA Accessible Transportation Strategic Plan (I serve on the Policy Advisory Committee and Steve Ponte serves on the Technical Advisory Committee)
- Paratransit on-line booking (will be offered soon to a test group in late February)
- A new commercial was created highlighting safety measures.
- 511CC is creating creative ads to support their Tri Delta Transit 20-ride pass giveaway. The promo is a giveaway of 303, 20-ride passes. The theme will be valentines!
- An IFB has been published for ECCTA's HVAC preventative maintenance and as-needed repairs.

Pending

- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Ticket vending machine for ECCTA's lobby
- Service to Brentwood LMC campus (ON HOLD through Fall 2021)
- Zero emission bus plan implementation
- Facility electric grid upgrade
- Antioch BART station parking lot construction – will require changes to the bus stops when the project is complete
- Transportation Development Act reform

Tri MyRide

- Ridership on Tri MyRide continues to slowly climb.
- The eight Tri MyRide vehicles approved by the Board of Directors in December 2019 were delivered. They have been wrapped with new promotional material and are in service.

Services Offered

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

FYI

Amenities at Tri Delta Transit's bus stops in east county include:

- 204 benches
- 68 shelters
- 111 trash cans

APTA's EXPO and annual meeting has been postponed to September 1-3, 2021. It will be held in Anaheim.

Sustainable Leaders in Action

Sustainable Leaders in Action (SLIA) is a newly formed student led leadership group that works to provide innovative ways to engage youth on how to live a more sustainable lifestyle and encourage cleaner living in Contra Costa County communities. Tri Delta Transit and SLIA are working together to create cross promotional and mentorship opportunities.

Vaccinations

Contra Costa County is working with Tri Delta Transit staff to administer COVID vaccinations to staff, with an emphasis on front-line employees. The first step is to determine the number of employees who want the vaccine.

Facility

The CHP conducted the annual audit of the driver records, vehicle records, and the vehicles. There were NO findings!

Clipper

Clipper Card promotion:

- 540 free cards have been distributed

Clipper START, the regional means-based transit fare discount pilot program will launch on Tri Delta Transit January 25th. The region-wide program allows lower-income adults age 19-64 to receive fare discounts ranging from 20 percent to 50 percent on most transit systems around the region. Clipper START is an 18-month pilot program initiated by MTC and Bay Area transit agencies that uses the Clipper transit fare payment system to reduce the cost of transportation for adults whose household incomes are no more than twice the federal poverty level (for example, \$52,400 for a family of four).

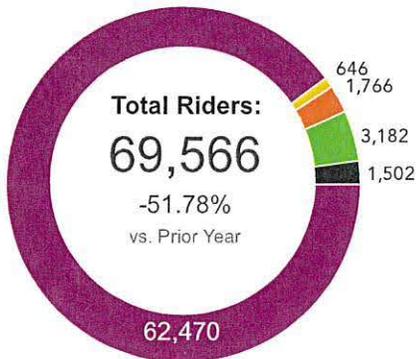
Applicants to the pilot program can provide a copy of an Electronic Benefits Transfer (EBT) card or Medi-Cal card, a county benefits eligibility letter, their Muni Lifeline card number or a copy of their last federal tax return to demonstrate their eligibility. Once approved, they will receive a personalized Clipper card that must be loaded with cash value before use.

The Clipper START discounts are automatically applied whenever the card is used on participating transit agencies. Clipper START is not a transit pass — it is a program that offers discounts for single rides on the 10 participating systems. The card also can be used just like a standard Clipper card to pay for fares on any agency that accepts Clipper.



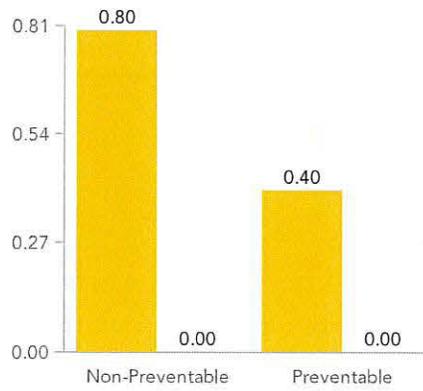
Performance Summary

Ridership



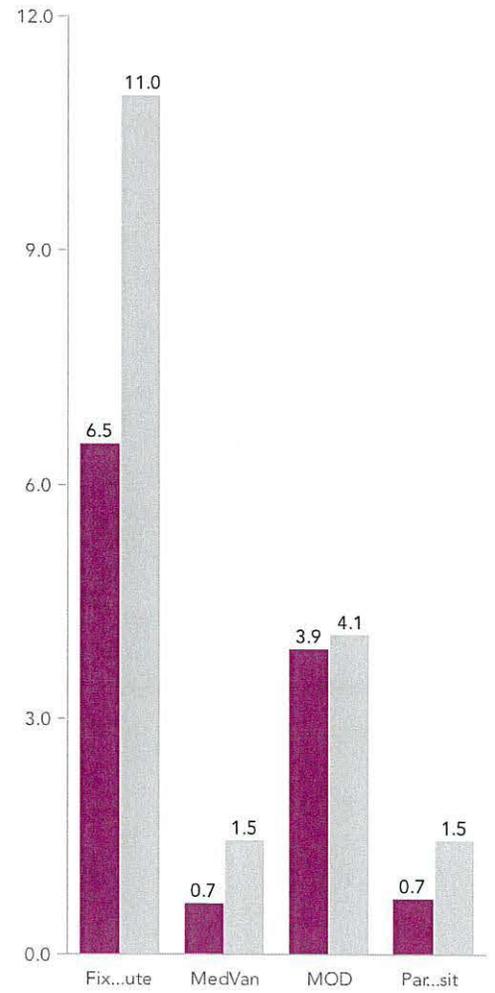
- Fixed Route
- MedVan
- MOD
- Paratransit
- TMR

Accidents / 100K Miles



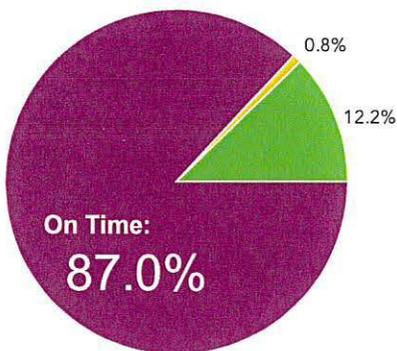
- This Year
- Last Year

Passengers Per Revenue Hour



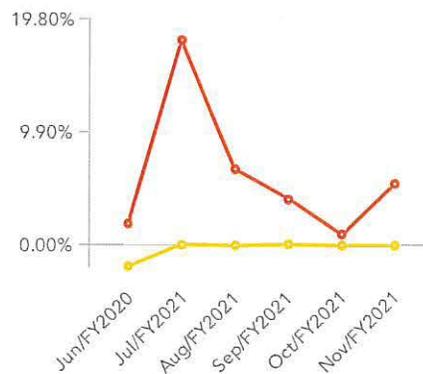
- This Year
- Last Year

On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



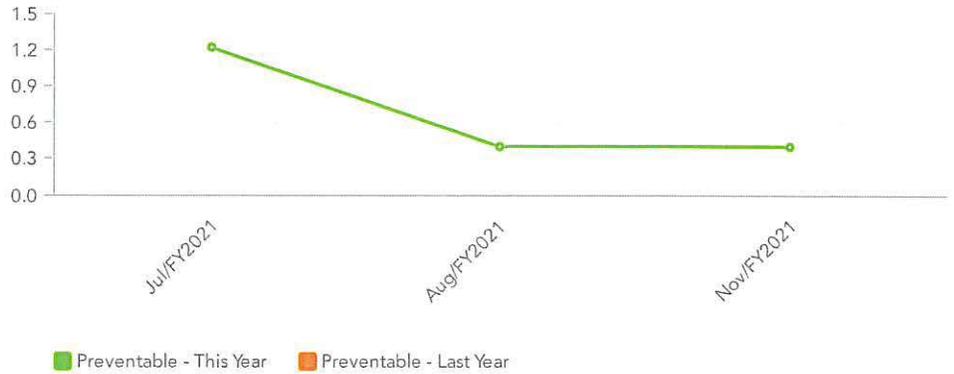
- Demand Response
- Fixed Route

Safety Performance

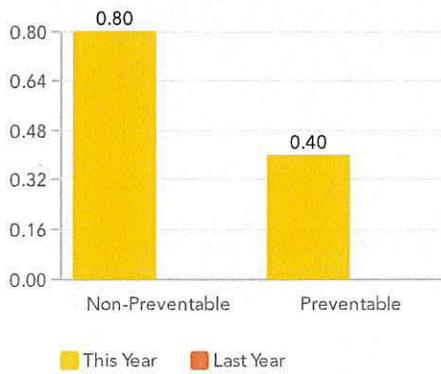
Preventable Accident Report

	Accidents	Per 100,000 Miles
Jul/FY2021	4	1.22
Aug/FY2021	1	0.40
Nov/FY2021	1	0.40
YTD 2021	1	0.40
YTD Change	No data	

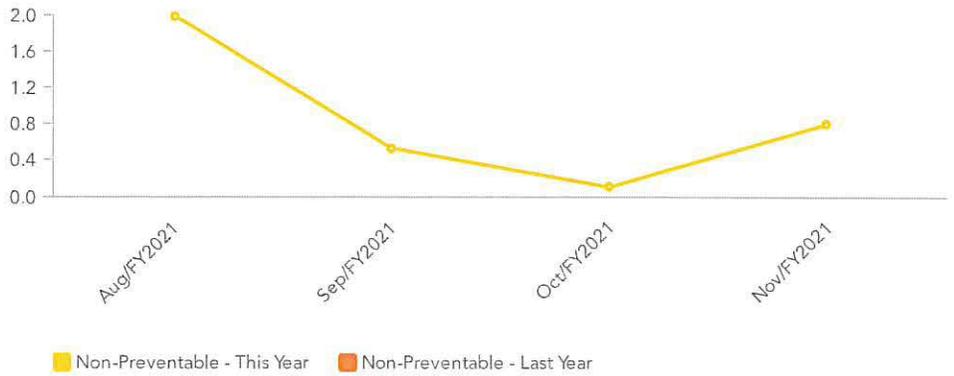
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



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

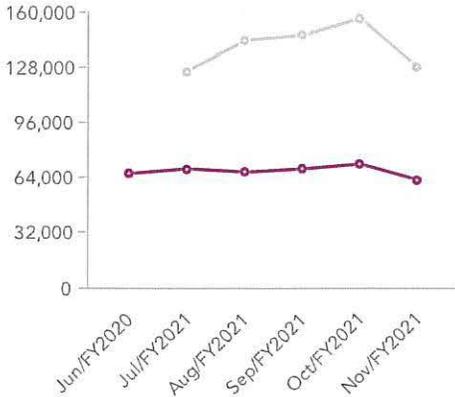


Non-Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



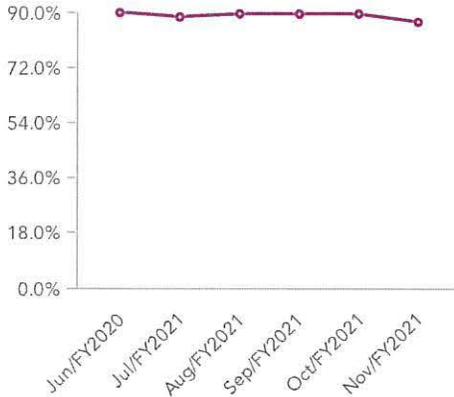
Fixed Route Performance

Total Ridership



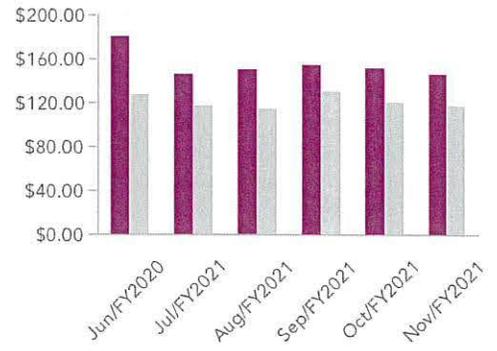
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

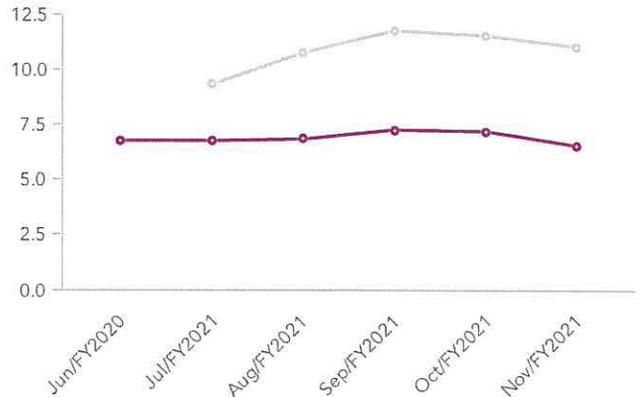


■ This Year ■ Last Year

YTD Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer Complaints Per 100k Riders	28.81	25.02	+15.1%
Service % of Trips On Time	86.85		
Ridership Per Rev. Hour	6.52	10.98	-40.6%
Roadcalls Per 100k Miles	0.00	0.00	
Financial Operating Costs Per Rev. Hour	145.56	117.60	+23.8%
Ridership Ridership	62,470.00	127,917.00	-51.2%

Passengers Per Revenue Hour



■ This Year ■ Last Year

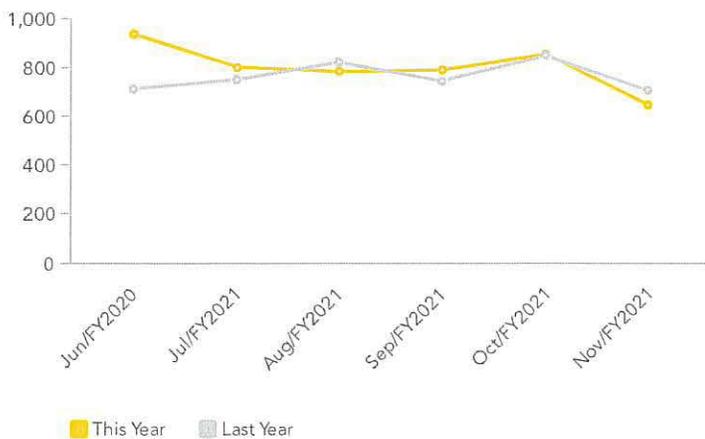
MedVan, Paratransit, and MOD Performance

YTD Report

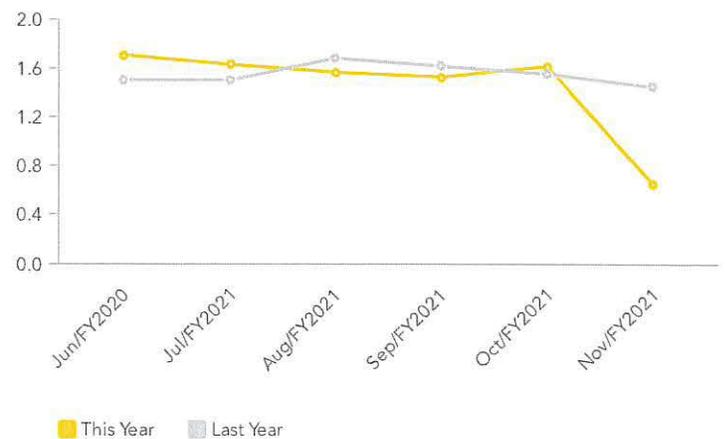
MedVan

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	% of Trips On Time	99.24	74.68	+32.9%
	Ridership Per Rev. Hour	0.65	1.45	-55.2%
	Roadcalls Per 100k Miles	0.00	0.00	
Financial	Operating Costs Per Rev. Hour	61.96	60.51	+2.4%
Ridership	Ridership	646.00	705.00	-8.4%

Total Ridership



Passengers Per Revenue Hour

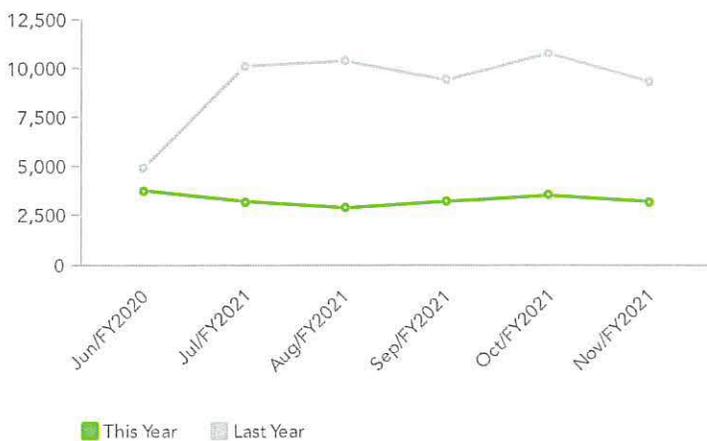


YTD Report

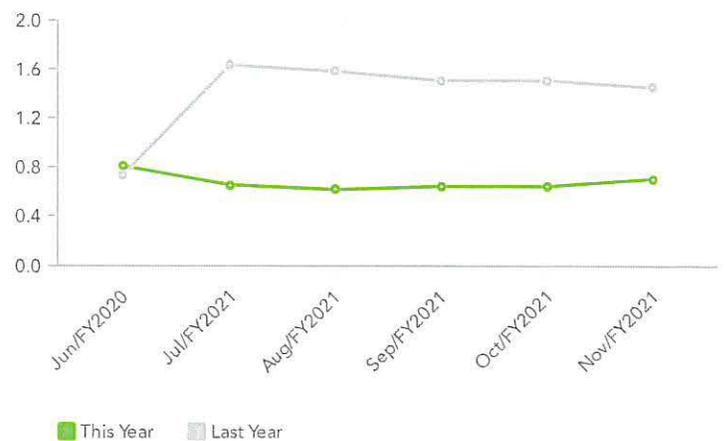
Paratransit

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	157.13	0.00	
Service	% of Trips On Time	85.33	50.27	+69.7%
	Ridership Per Rev. Hour	0.70	1.45	-51.7%
	Roadcalls Per 100k Miles	0.00	0.00	
Financial	Operating Costs Per Rev. Hr	61.13	61.28	-0.2%
Ridership	Ridership	3,182.00	6,304.00	-49.8%

Total Ridership



Passengers Per Revenue Hour

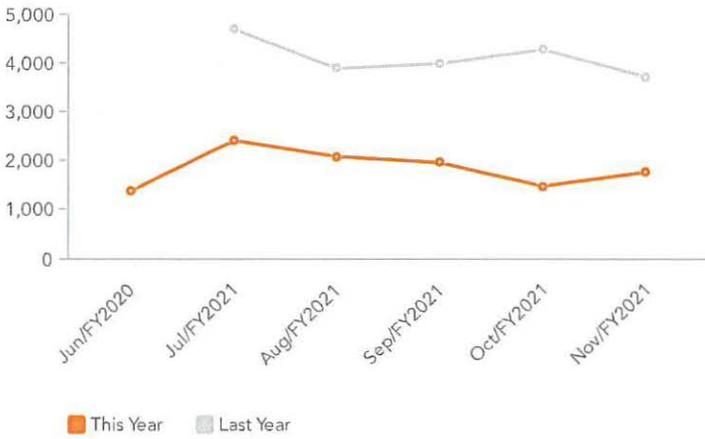


YTD Report

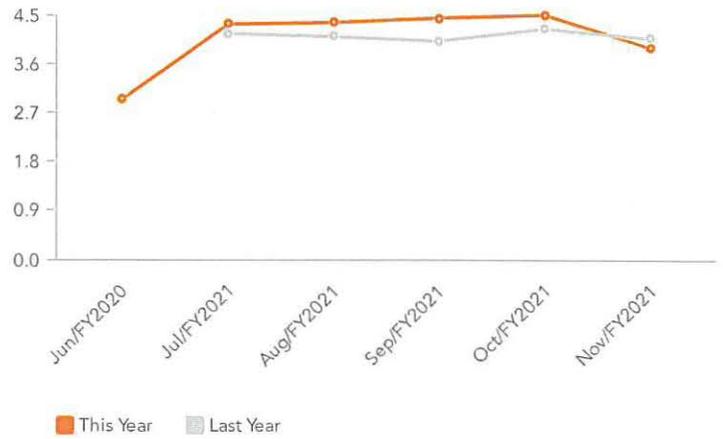
MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Ride	0.00	0.00	
Service	Ridership Per Rev. Hour	3.90	4.08	-4.4%
Financial	Operating Costs Per Rev.	87.23		
Ridership	Ridership	1,766.00	3,709.00	-52.4%

Total Ridership



Passengers Per Revenue Hour

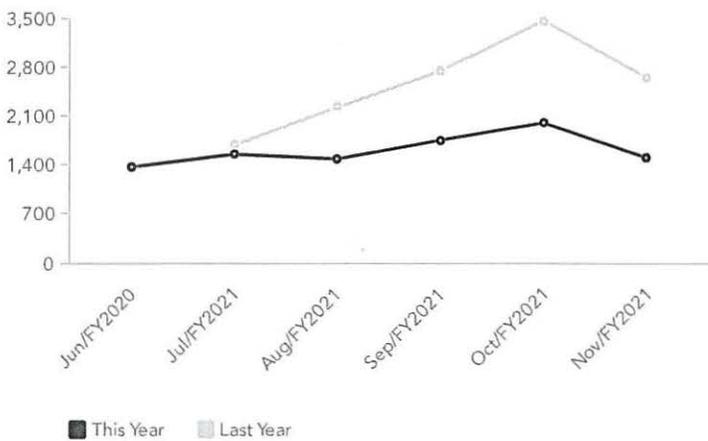


YTD Report

TMR

	Metric	This Year	Prior Year	% Change
Customer Ser	Complaints Per 100k Ride	66.58	0.00	
Ridership	Ridership	1,502.00	2,643.00	-43.2%

Total Ridership



Passengers Per Revenue Hour

No data

TAB 3

Agenda Item #7a

DISCUSSION ITEM: MTC's Blue Ribbon Task Force

Board of Directors Meeting

Wednesday January 27, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: August 26, 2020

Agenda Item: MTCs Blue Ribbon Panel
Agenda Item #7A

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

Following its April 2020 action to approve federal emergency funds for public transit, the Metropolitan Transportation Commission (MTC) released on May 7, 2020 a framework for creation of a 32-member Blue Ribbon Transit Recovery Task Force to guide the future of the Bay Area's public transportation network as the region adjusts to new conditions created by the COVID-19 pandemic. The Task Force, chaired by MTC Commissioner and Solano County Supervisor Jim Spering, includes other local elected officials as well as advocates for people with disabilities; representatives from the state Senate and Assembly; the California State Transportation Agency; transit operators; business and labor groups; and transit and social justice advocates.

The Task Force is assisting MTC in understanding the scale of the crisis facing all Bay Area transit systems because of the COVID-19 pandemic. It helped to guide MTC's regional response through expedited distribution of federal Coronavirus Aid, Relief and Economic Security (CARES) Act Phase 2 funds. The first distribution of \$780 million in CARES Act funding was approved by MTC in April 2020.

Additionally, the Task Force will submit a Bay Area Public Transit Transformation Action Plan to the Commission by mid-2021 for its consideration and possible adoption. The Plan will describe the actions needed to re-shape the region's transit system into a more connected, more efficient, and more user-focused mobility network across the entire Bay Area and beyond.

In July, the Metropolitan Transportation Commission (MTC) acted to approve the final distribution of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for transit operations. Through the partnership and willingness to build consensus by all bay area transit agencies, these funds will be quickly put to use to provide emergency relief.

Concurrent with its approval of the CARES Act funding distribution, the MTC Commission required transit operators to approve resolutions confirming commitment to health and safety measures, as well as submit a monthly report on health and safety metrics.

The ECCTA Board of Directors adopted the resolution that:

- acknowledged the collaborative work that transit operators have done to develop the *Riding Together: Bay Area Healthy Transit Plan*
- committed ECCTA to implement the Plan and to adhere to a set of health and safety measures and metrics that are reported to MTC monthly.

During the October and December board meeting, I reported on the Blue-Ribbon Task Force during my report.

At the December meeting, Chair Scales-Preston presented a letter from MTC Chair Scott Haggerty (attached).

Representatives from the small transit operators meet every Tuesday to provide input to the process.

What is Next

MTC has scheduled a Zoom meeting for transit board chairs and the agency CEOs. The meeting will be held tomorrow and Chair Scales-Preston and I will attend. Description attached.

For your Consideration

Appendix A is a slide deck that was created by the transit operators. Chair Scales-Preston and I are asking for your comments prior to our meeting on Thursday January 28th.



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

December 24, 2020

Scott Haggerty, Chair
Alameda County

Alfredo Padroza, Vice Chair
Napa County and Cities

Eddie Abn
San Francisco Bay Conservation
and Development Commission

Jeanne Bruins
Cities of Santa Clara County

Dannon Connolly
Marin County and Cities

Dave Cortese
Santa Clara County

Carol Dutra-Vernaci
Cities of Alameda County

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Nick Josefowitz
San Francisco Mayor's Appointee

Sam Liccardo
San Jose Mayor's Appointee

Jake Mackenzie
Sonoma County and Cities

Gina Papan
Cities of San Mateo County

David Rabbitt
Association of Bay Area Governments

Hillary Rosen
City and County of San Francisco

Libby Schaaf
Oakland Mayor's Appointee

Warren Sloctum
San Mateo County

James P. Spering
Solano County and Cities

Jimmy Strasser
U.S. Department of Housing
and Urban Development

Tony Tavaras
California State
Transportation Agency

Amy R. Worth
Cities of Contra Costa County

Theresa W. McMillan
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Premier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director,
Local Government Services

Ms. Shanelle Scales-Preston
Chair, Board of Directors
Eastern Contra Costa Transit Authority
801 Wilbur Avenue
Antioch, CA 94509-7500

RE: Blue Ribbon Transit Recovery Task Force

Dear Chair Scales-Preston:

I wanted to provide you and your colleagues an update on the activities of the Blue Ribbon Transit Recovery Task Force (Task Force) convened by MTC as part of our action last spring to distribute the first phase of CARES Act funding to transit operators. After focusing initially on COVID-19 health and safety protocols and encouraging the adoption of common messaging that all of the region's transit operators could agree upon, the Task Force has now moved to the next critical stage—long-term recovery and transformation. The Task Force's vision of transit transformation is to:

Design, adequately invest in and effectively manage a public transit network that is equitable, inclusive, frequent, affordable, accessible, reliable; is integrated with unified service, fares, schedules, customer information and identity; and serves all Bay Area populations, resulting in increased transit ridership and reduced growth in vehicle miles traveled.

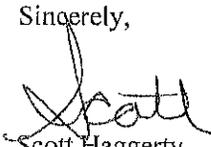
At its meeting on November 16, the Task Force adopted four specific goals and objectives for the Transformation Action Plan, attached. Goals 1 and 2 are foundational to the remainder of the plan: First, acknowledge the fiscal crisis facing operators and defer post-recovery service planning to allow agencies to prioritize difficult fiscal and service choices in the midst of increasing uncertainty. Second, prioritize equity. Third, identify near-term actions to implement network management & governance reforms, and fourth, identify how current MTC and state initiatives can help advance those reforms.

Notably, this effort is related to, but separate from, two other initiatives that MTC is working on with the Bay Area's transit operators of which you may also be aware: A Fare Coordination/Integration Study and a Transit Mapping and Wayfinding Project, both of which seek to improve the transit rider experience and encourage ridership as we recover from the pandemic. Work on those efforts is ongoing, with updates to the Task Force planned for January 2021.

The Task Force currently consists of 32 members, including California State Transportation Agency Secretary David Kim and, Assemblymember David Chiu, eight MTC Commissioners, nine transit agency general managers and 9 stakeholders representing various interests, including labor, business, social equity, and persons with disabilities. Knowing what a difficult time this is for your agency, we very much appreciate the time your staff are devoting to this effort.

MTC staff will schedule a virtual meeting for the region's transit agency board members early next year to provide an opportunity for you to learn more and ask questions. In the meantime, meetings of the Task Force are open to the public and held via Zoom. Prior meeting materials are available for review on MTC's website [here](#). The final Transformation Action Plan, anticipated to be completed in June 2021, will likely include legislative recommendations and Assemblymember Chiu has made it clear he is interested in authoring legislation on this subject. If you have questions or would like to request a presentation regarding the work of the Task Force work at a future board meeting, please contact Rebecca Long, MTC Manager of Government Relations at rlong@bayareametro.gov or 510-504-7914.

Sincerely,


Scott Haggerty
Chairman



cc: MTC Commissioner Jim Spering (Blue Ribbon Transit Recovery Task Force Chair)
Jeanne Krieg, General Manager, Eastern Contra Costa Transit Authority

Save the Date

Special Meeting of the Blue Ribbon Transit Recovery Task Force

Thursday, January 28th, 2021
5:00 – 6:30 p.m.

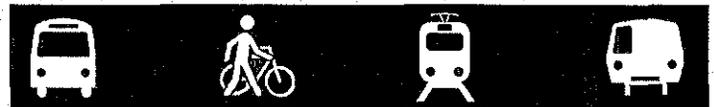
- **Presentation by MTC Commissioner and Blue Ribbon Transit Recovery Chair Jim Spering and Executive Director Therese W. McMillan**
- **Questions/Discussion by Board Members and General Managers of Small Transit Agencies**

RSVP: Wally Charles, wcharles@bayareametro.gov, 510-375-1549

Note: This is a public meeting of the Blue Ribbon Transit Recovery Task Force. To facilitate participation by all transit agencies represented and avoid a Brown Act violation with respect to your own agency, we request that you limit participation to no more than two board members, or just one if two would trigger a quorum. The meeting will be posted on the MTC web site and a Zoom link for panelists will be sent at least 24 hours prior to the meeting.

Please direct questions to Rebecca Long, Manager of Government Relations, rlong@bayareametro.gov, 510-504-7914

BLUE RIBBON



**TRANSIT RECOVERY
TASK FORCE**

TAB 4

Agenda Item #7b

DISCUSSION ITEM: FY 19-20 Independent Financial Audit

Board of Directors Meeting

Wednesday January 27, 2021

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 27, 2021

Agenda Item: Independent Auditor's Report for the year ended June 30, 2020
Agenda Item #7b

Lead Staff: Agustin Diaz, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA is required to have an annual certified fiscal audit conducted by an outside independent firm. Per the contract between Brown Armstrong Accountancy Corporation and ECCTA, an audit of the fiscal year ending June 30, 2020 was conducted. Typically, the audit results are presented during the December board meeting each year. Brown Armstrong Accountancy Corporation is new to ECCTA and is having difficulty completing their work.

Results

While staff had hoped the new auditors would have a completed audit ready for review by the Board of Directors, the audit is not complete. Preliminary results indicate that ECCTA's financial statements were found to fairly present the financial condition of the Authority in accordance with GAAP standards. To date, there were no material findings or questioned costs.

Requested Action

No action requested

TAB 5

Agenda Item #7c

ACTION ITEM: 2021-2023 Title VI Program

Resolution #210127

Board of Directors Meeting

Wednesday January 27, 2021

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 27, 2021
Agenda Item: 2021-2023 Title VI Program -- Agenda Item #7C
Lead Staff: Tania Babcock, Civil Rights Officer/Executive Assistant
Approved: Jeanne Krieg, Chief Executive Officer 

Background

Eastern Contra Costa Transit Authority's (ECCTA's) Title VI program provides policy, procedure, and data analysis to comply with guidelines issued by the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to implement Title VI of the 1964 Civil Rights Act. Title VI of the Civil Rights Act of 1964 and its amendments require that no person in the United States shall, on the grounds of race, color or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Executive Order 12898 addresses environmental justice in minority and low-income populations, while Executive Order 13166 addresses services to those individuals with Limited English Proficiency. These Executive Orders all fall under the umbrella of Title VI.

Tri Delta Transit's Requirements

As an agency receiving federal financial assistance, the Federal Transit Administration (FTA) requires ECCTA to update and submit a Title VI Program every three years, in accordance to the criteria outlined in the FTA's Circular 4702.1B, in order to show that it is in compliance with Title VI of the Civil Rights Act of 1964. The last Title VI Program was adopted by the ECCTA Board of Directors on February 28, 2018 and is currently due to be updated.

Requested Action

Adopt Resolution 210127 adopting ECCTA's 2021-2023 Title VI Program.

The 2021-2023 Title VI Program is 249 pages. To conserve paper, the entire plan was sent as an attachment to all who receive the board packet electronically. Appendix B includes the title page, table of contents, and the program introduction.

The entire plan can be printed, sent on a thumb drive, or emailed by request.

Agenda Item #7C
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 27, 2021



TRI DELTA TRANSIT

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

RESOLUTION #210127 2021-2023 Title VI Program

Resolution #210127 adopts ECCTA’s 2021-2023 Title VI Program, in compliance with FTA Circular 4702.1B.

WHEREAS, the Federal Transit Administration (FTA) requires ECCTA to conform to Title VI of the Civil Rights Act of 1964, its amendments, and related statutes and Executive Orders, including Environmental Justice and Limited English Proficiency; and

WHEREAS, ECCTA is required to submit a Title VI program to the FTA every three years in accordance to, and in compliance with, FTA Circular 4702.1B; and

WHEREAS, ECCTA is required to monitor its service as part of the Title VI program at a minimum of every three years; and

WHEREAS, the monitoring results are included in the Title VI program;

WHEREAS, ECCTA’s last Title VI program was submitted to the FTA in 2018;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #210127 adopting ECCTA’s 2021-2023 Title VI Program.

PASSED AND ADOPTED THIS 27th day of January 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

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



TRI DELTA TRANSIT

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

APPENDIX A

Agenda Item 7a

MTC's Blue Ribbon Task Force

Board of Directors Meeting

Wednesday January 27, 2021

Update on Regional Transit Coordination

ECCTA Board of Directors

January 27, 2021



Shared Goals for Bay Area Transit

- Restore and increase Bay Area **transit ridership**
- Improve **regional connections** and overall function of transit systems as an integrated regional network
- Improve the **rider experience**, creating a **world-class network** that is more understandable, reliable, frequent, effective, and easy to use
- Focus on **equity** to ensure that the region's transit network is accessible and affordable to all
- **Identify new revenues** to ensure that new regional integration strategies can be advanced without negatively impacting riders that depend on reliable local services

What we are
doing today:

Operator Framework

- **Regular Coordination:** weekly coordination involving multiple disciplines
- **Sharing Best Practices:**
 - Service planning and recovery strategies
 - Public outreach and approval processes for pandemic related service adjustments
 - Social distancing requirements
- **Service Principles:** Developing common service principles during the pandemic and into recovery
- **Regional Efforts:** Engaging with MTC-led regional efforts (i.e. Fare Integration, Mapping, Clipper START)
- **Long-Range Planning:** FASTER regional funding measure involved coordinated on long-range planning

Coordination Today:

Ongoing & Planned Efforts

Hold regular coordination meetings for upcoming schedule changes

Establish key regional hubs list and map

Conduct in-depth pilot case studies to improve connectivity at regional hubs

Utilize technology to visualize and better understand connections

Align service sign-up calendars to enable coordinated schedule changes

Examples:

- *Communication between BART and feeder transit agencies in advance of Spring 2021 service adjustments*
- *Minimized scheduled gaps between Caltrain & BART at the Millbrae Station*
- *SFMTA worked with SamTrans and GGBHTD to provide coverage in certain overlapping areas where SFMTA had to scale back service recently*

MTC Blue
Ribbon Transit
Recovery Task
Force
(BTRTF):

Transformation
Action Plan

- Task Force Adopted 4 Goals
 1. Recognize Critical Recovery Challenges Facing Transit Agencies
 2. Advance Equity
 3. **Identify near-term actions to implement beneficial long-term Network Management & Governance reforms**
 4. Integrate current MTC and state transit initiatives with Network Management & Governance reforms
- Next Steps:
 - Define Problem Statement & Develop Network Management Concept Alternatives: January/February
 - Spot bill introduced by Assembly Member Chiu: January
 - Legislative Proposal Developed: Spring/Summer
 - Content of Transformation Action Plan anticipated to inform legislation: June
 - Deadline for bill to pass Legislature for 2022 enactment: September 10

Presentation Overview

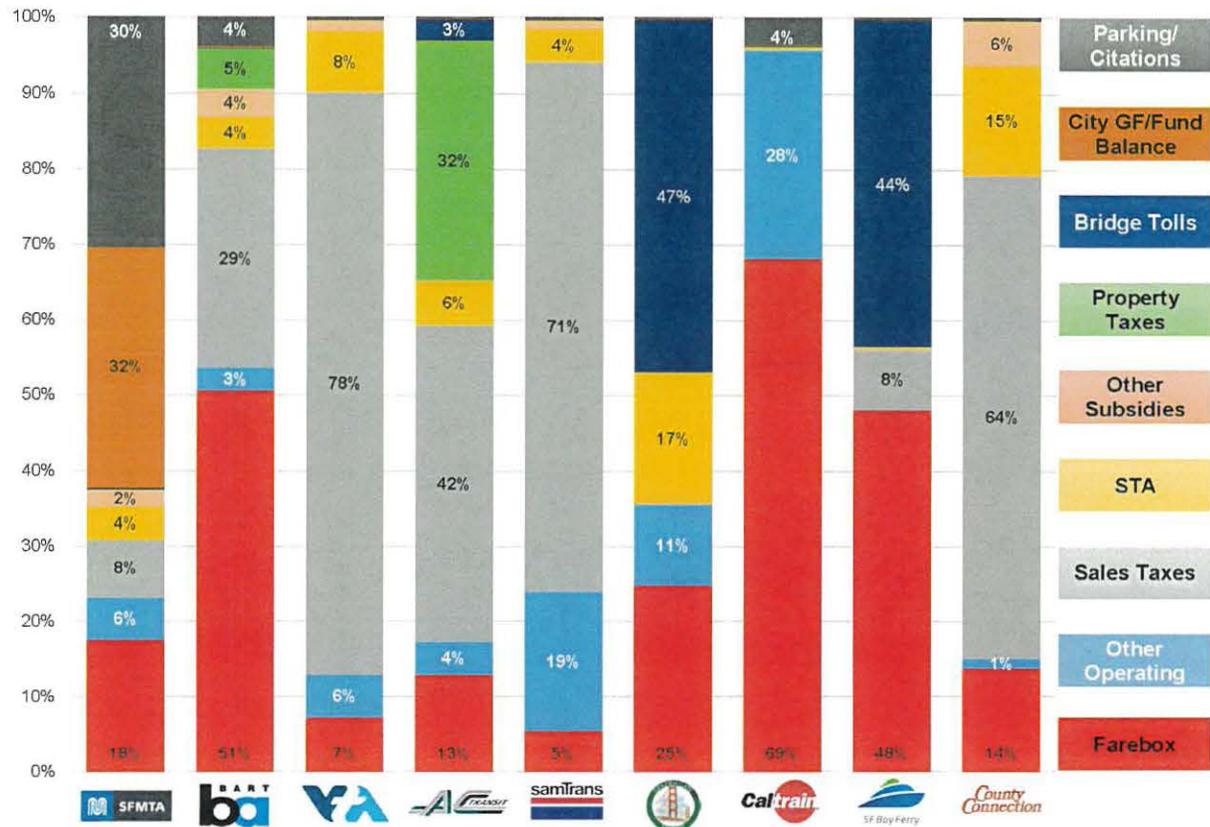
1. Transit Coordination Today
2. Governance
3. Transit Network Management
Concepts

Existing Governance & Local Authority

- Transit Agency Authority Varies by Agency but Typically:
 - Accountable to boards to deliver transit operations and capital projects as defined in enabling legislation and/or funding measures
 - Sets fares, budgets, levels of service, schedules, etc.
 - Eligible recipient of funding from various local/county, regional, state, and federal sources
 - Transit funding throughout region is often tied to specific jurisdictions with specific requirements
 - Specific to BART:
 - BART District created by State Legislation
 - May place funding measures on the ballot for authorization by residents of the District
- MTC Authority Related to Transit Coordination
 - Long history of legislation granting MTC transit coordination authority (dating to 1970s)
 - MTC Resolution 3866 (last updated in 2015)
 - Contains requirements related to Transit Coordination, Fare and Schedule Coordination, and Regional Transit Information
 - Allows MTC to identify, recommend, establish and coordinate transit connectivity improvements, requirements and performance standards –and condition regional discretionary funds based on compliance
 - MTC may exert influence by withholding funding; however, doing so may work against the purposes of advancing coordination and providing better service

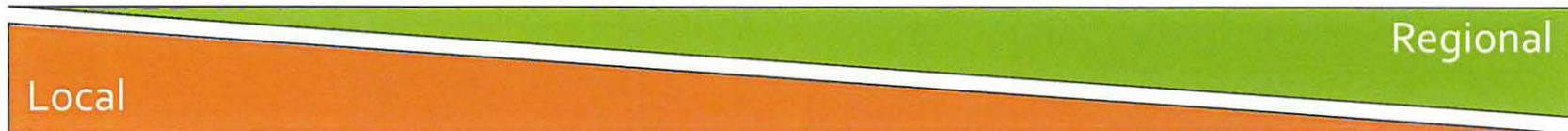
Existing Funding Streams: Selected Comparison of Revenues

- Funding streams/sources vary substantially by agency, are locally relevant, and can come with restrictions on their use



FY19-20 Adopted Budgets – Revenue Share Comparisons

Network Management and Governance Decision-Making Authority Spectrum



Decision Areas: Service/Schedules | Fares | Branding | Funding

Critical Questions:

- As the Task Force and Draft Legislation Advance, what is the preferred balance of decision-making authority?
- What new funding will be identified to achieve a successful transformation?

Transit Network Management Federation/ Exec Board Concept:

Authority & Governance



Federation/
Exec Board

- **Draft Concept** under development by Transit Operators for discussion
- **Formalizes unprecedented coordination** happening now
- Retains individual **agency control** and board **accountability**
- Recognizes **financial realities**
- Identifies **near-term priority action items**
- Ensures **public accountability & engagement**, such as Creation of a Policy Advisory Committee
- Suggests ideas for **membership** composition, including a subset of small & large operator general managers and MTC's Executive Director

Transit Network Management:

Key Opportunities and Challenges

Opportunities

- Improved **regional coordination**
- Potential to improve **customer experience**, particularly related to travel on multiple systems
- Potential for improved **efficiency**
- **Transit priority** for improved reliability, frequency, and travel time savings
- Develop a **business case** for transformation that is both impactful and achievable

Challenges

- Additional **funding** to support efforts not identified
- Loss of **local control and accountability**
- **Fares** are integral to complex funding structures unique to each locality and agency
- Tradeoffs between **regional and local** service – investment in regional service without negative impacts to local service
- Brand recognition is linked to **accountability and voter support**
- Quantifying **customer benefits**



TRI DELTA TRANSIT

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APPENDIX B

Agenda Item 7c

2021-2023 Title VI Program

Board of Directors Meeting

Wednesday January 27, 2021

NOTE:

To save paper, the entire 249-page plan is not included. This Appendix includes:

- title page
- table of contents
- program introduction

The plan will be printed, sent on a thumb drive, or emailed by request.

All individuals who receive the agenda packet electronically received the entire plan.

Eastern Contra Costa Transit Authority

2021-2023

Title VI Program



TRI DELTA TRANSIT

Updated January 2021

Contact Information:

**Eastern Contra Costa Transit Authority
(ECCTA)- Recipient ID 5617**

Tania Babcock

Civil Rights Officer

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Table of Contents

Program Introduction	3
Agency Information	4
Title VI Notice to the Public	5
List of Notice Placement	7
Title VI Complaint Procedures and Form	10
Título VI Procedimiento de Quejas y Formulario	15
Complaint Procedures	20
List of Transit-Related Title VI Investigations, Complaints, and Lawsuits	21
Public Participation Plan	22
Language Assistance Plan	33
Membership of Non-Elected Boards and Committees	40
Monitoring of Subrecipients for Title VI Compliance	41
Facility Equity Analysis	42
System-wide Service Standards and Policies	43
Monitoring Program Results	45
Major Service Change Policy	54
Disparate Impact and Disproportionate Burden Policy	55
Service and Fare Equity Analyses	57
Demographic and Service Profile Maps	58
Map 1: Base Map	58
Map 2: Minority	59
Map 3: Low-Income	60
Demographics and Travel Patterns of ECCTA Passengers	61
Appendix A- 2019 Tri Delta Transit On-Board Passenger Survey	63
Appendix B- Board Approval of Major Service Change Policy/Disparate Impact and Disproportionate Burden Policy and Associated Agenda	124
Appendix C- Mobile Ticketing App Fare Equity Analysis	131
Appendix D- Oakley Park and Ride lot Equity Analysis	156

Appendix E- Income-Based Transit Fare Discount Pilot Program Fare Equity Analysis..... 171
Appendix F- Board Approval of Service Standards and Policies..... 229
Appendix G- Board Approval of Service Standards 239

Program Introduction

Eastern Contra Costa Transit Authority's (ECCTA's) Title VI program provides policy, procedure, and data analysis to comply with guidelines issued by the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to implement Title VI of the 1964 Civil Rights Act. The intent of Title VI is to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Since 1972, the FTA has required applicants for, and recipients of, Federal assistance to provide assessments of compliance as part of the grant approval process. The FTA has the responsibility to ensure that federally supported transit services are distributed in a manner consistent with Title VI, including Environmental Justice and access for individuals who have Limited English Proficiency (LEP). This program conforms to the FTA Title VI Circular 4702.1B, effective October 2012.

As a direct recipient of Federal financial assistance, ECCTA is required to update and submit its Title VI Program every three years to the FTA. The 2021 Title VI plan is an update of the 2018 Title VI plan.

ECCTA's Title VI Program contains information on the following topics, as per Appendix A of Circular 4702.1B:

General Requirements (All transit providers)

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures and Form
- List of Title VI Investigations, Complaints, and Lawsuits
- Public Participation Plan, as well as outreach efforts made since the last Title VI Program submission
- Language Assistance Plan
- Membership of Non-Elected Boards and Committees
- Monitoring of Subrecipients for Title VI Compliance
- Facility Equity Analysis
- Title VI Program Board Resolution

Additional Requirements (transit providers with 50 or more fixed route vehicles)

- Service Standards and Policies
- Monitoring Program Results
- Public Engagement for Major Service Change Policy and Disparate Impact/Disproportionate Burden Policy
- Service or Fare Equity Analyses
- Demographic and Service Profile Maps
- Demographic Ridership and Travel Patterns