



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 December 15, 2021

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
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Ken Gray
 - 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 Ken Gray

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 October 27, 2021
 - 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 Guise

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 2021-22

** Vice-chair: FY 2021-22

**Board of Directors Meeting Agenda
Wednesday December 15, 2021**

7. ACTION and DISCUSSION ITEMS

- a. **ACTION ITEM:** One Seat Ride Demonstration Project Extension
(see attachment: tab #3)

Requested Action: Approve a one-year extension to the One Seat Ride Demonstration Project to November 30, 2022.

- b. **ACTION ITEM:** ECCTA Board of Directors 2022 Meeting Schedule
(see attachment: tab #4)

Requested Action: Combine the November and December 2022 board meetings and conduct that meeting on December 14, 2022.

- c. **ACTION ITEM:** FY20-21 Independent Auditors Report
(see attachment: tab #5)

Requested Action: Adopt Resolution #211215A accepting the Independent Auditor's Report for the year ended June 30, 2021.

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: January 26, 2022 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 December 15, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

October 27, 2021

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order remotely via Zoom by Chair Ken Gray at 4:02 P.M.

Chair Gray announced that pursuant to the Ralph M. Brown Act provisions under Assembly Bill 361, which went into effect on October 1, 2021, the meeting was conducted as a teleconference. The public was invited to participate telephonically or electronically.

Chair Gray reported that the meeting was being recorded; General Counsel Ben Stock was attending remotely and was 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: Joel Bryant (Brentwood); Michael Daugelli, Alternate for Diane Burgis* (Contra Costa County); Merl Craft (Pittsburg); Sue Higgins (Oakley); Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Shanelle Scales-Preston (Pittsburg); Lamar Thorpe (Antioch); Monica Wilson (Antioch); Anissa Williams (Oakley/Vice Chair); and Ken Gray (Director-at Large/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
Kevin Moody, Director of Maintenance
Joe Chappelle, Manager of Administrative Services
DeAnna Perry, Manager of Accessible Services
Tania Babcock, Executive Assistant
Uriel Diaz, Special Projects Analyst

OTHERS

PRESENT: Yvette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager
Angie Johnson, First Transit Safety Manager
Nancy Parent, Alternate
Corinne Dutra-Roberts, AMG
Vasavi Pannala, AMG
Laurie Talbert, AMG

PLEDGE OF ALLEGIANCE

Chair Gray led the Pledge of Allegiance.

PUBLIC COMMENT

No written comments were submitted, or oral comments made, by any member of the public.

CHAIR'S REPORT

Chair Gray reported that this would be the last meeting on Zoom and the next meeting would be an in-person meeting on December 15, 2021, followed by the Holiday Dinner. He also reported that he and the Chief Executive Officer had met with Mark Foley regarding BART service and working more closely together with respect to schedules, and that he and Director Wilson had attended the autonomous vehicle demonstration at the GoMentum station in Concord.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of September 22, 2021
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

NOES: None

ABSTAIN: None

ABSENT: None

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg highlighted the activities of Tri Delta Transit since the last meeting and reported that the facility and the service had made it through the season's first storm where the roof on the facility had leaked but had been repaired. She noted that ECCTA had an emergency generator and if the power went out there would still be power to the facility.

Ms. Krieg advised that the travel packets had been distributed to those attending the upcoming American Public Transportation Association (APTA) annual meeting and EXPO, and additional information had been provided on the numerous changes involved which included a required copy of each participant's vaccine record. She noted that she would be making a presentation at one of the meetings.

Ms. Krieg reported that masks were still required on all buses until at least January 28, 2022, as required by the Department of Transportation.

In other matters, Ms. Krieg reported that the Oakley Park & Ride lot construction continued; there had been some delays and construction would not likely be completed until the end of the year given the difficulty getting soils as well as conduit, irrigation valves and irrigation lines. While the soil had been received, the supply chain issues meant that they were still waiting for pipe and valves.

Ms. Krieg reported that free Clipper® Cards were still being distributed. Of the 1,000 allocated to Tri Delta Transit, 707 had been distributed to customers. She also reported that the autonomous vehicle demonstration with First Transit that had been delayed had now been canceled since the vendor had backed out. The \$251,000 grant to fund the demonstration project would be moved to ECCTA's Electrical Facility Upgrade project bringing that fund to \$920,000. She explained the grant was comprised of Low Carbon Transit Operations Program (LCTOP) funds and various projects would be coming to the Board for approval associated with the expansion of the electrification of the fleet as well as the planned hydrogen fueling station.

Ms. Krieg added that ECCTA would be participating in a Bay Area wide Emergency Operations Center exercise next week. The Metropolitan Transportation Commission (MTC) and the Urban Areas Security Initiative program would be leading the exercise, which would allow an opportunity to practice working with other transit agencies and local jurisdictions to be better prepared at the time of an emergency that required the activation of the EOC.

Ms. Krieg stated that ridership continued to slowly increase, all financial indicators looked very good, and the earmark for the expansion of the Tri MyRide service did not make it to the Senate bill but there was still a chance it could come back during negotiations.

Ms. Krieg added that the Holiday Dinner had still been planned after the Board meeting on December 15 at the Lone Tree Golf course.

ACTION AND DISCUSSION ITEMS

- A. Bus Wash Dryer Purchase and Installation

Ms. Krieg advised the current system of washing buses had caused erosion of the asphalt in the yard and increased the likelihood of potential contaminants entering the storm drain, and while actions had been taken to contain the water nothing had been successful. As a result, staff had gone out to bid for a new bus wash dryer system that would blow the water off the buses. Three bids had been received, there had been one protest and a subsequent investigation had denied the protest. She recommended the adoption of Resolution 211027A to enter into a contract for the purchase and installation of a bus wash dryer system with N/S Wash Corporation for \$102,719, which included a 10 percent contingency.

On motion by Director Glover, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 211027A authorizing the CEO to enter into a contract for the purchase and installation of a bus wash dryer system with N/S Wash Corporation for \$102,719 which includes a 10 percent contingency, carried by the following Roll Call vote:

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

B. Income-Based Transit Fare Discount Pilot Program Extension

Ms. Krieg referred to the demonstration project of the income-based transit fare discount pilot program and MTC's request to extend the program to June 30, 2023 given the pandemic and the need to reach the intended passenger demographics. The Title VI analysis had previously been approved and remained valid for the extension period. She recommended the adoption of Resolution 211027B to accept the extension request.

On motion by Director Guise, seconded by Director Higgins, ECCTA Boardmembers adopted Resolution 211027B accepting the extension of the San Francisco Bay Area's income-based transit fare discount pilot program to June 2023, carried by the following Roll Call vote:

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

C. Employee Boot and Tool Allowance

Ms. Krieg described the traditional allowance for boots and tools, explained the last time they had been considered was in 2006, and requested that the current boot allowance of \$150/year for mechanics and service workers be raised to \$175/year.

Ms. Krieg explained that mechanics had to provide their own tools, with the exception of specialty tools. She requested that the current tool allowance of \$400/year for mechanics be increased to \$550/year.

On motion by Director Burgis, seconded by Director Williams, ECCTA Boardmembers authorized increasing the annual tool allowance for mechanics to \$550/year and the boot allowance for applicable employees to \$175/year effective July 1, 2021, carried by the following Roll Call vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Vaccination Requirement for ECCTA Employees and Contract Employees

Ms. Krieg reported that last month the ECCTA Board had directed her and Legal Counsel Ben Stock to create a vaccination policy that mirrored the policy adopted by the Contra Costa Board of Supervisors where all employees and contract employees must be fully vaccinated by December 15, 2021, unless there was a medical or religious exemption. She advised that the policy did not address booster shots but the policy would follow the direction of the Contra Costa County Health Officer.

In response to Director Burgis, Ms. Krieg reported that all 38 Tri Delta Transit staff were or would be vaccinated by December 15, and that 30 of First Transit's 150 employees remained unvaccinated.

On the question of whether Boardmembers had been included in the policy, Legal Counsel Stock advised that he and the CEO could be directed by the Board to include Boardmembers in the policy, and if any Boardmember failed to comply the Boardmember(s) would be required to attend meetings remotely rather than in person.

On motion by Director Glover, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 211027C adopting a COVID-19 vaccination policy requiring all employees and contract employees to be fully vaccinated by December 15, 2021. The policy included a process to apply for a medical or religious exemption, and the motion carried by the following Roll Call vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

E. Bus Route Evaluation and Redesign

Chief Operating Officer Steve Ponte advised that the project had started in January 2020 and significant outreach had followed. He introduced a presentation by AMG regarding that process.

Lori Talbert, Advanced Mobility Group (AMG) introduced Corinne Dutra-Roberts and Vasavi Pannala, both of AMG who had worked on the project. She presented the Tri Delta Transit Bus Route Evaluation and Redesign and described the four phases of the project that involved significant outreach in each phase with surveys in English and Spanish through email to community organizations, businesses in the service area, cities, chambers of commerce, individuals, and through general and targeted social media posts, on-board, transit centers and bus stop signage, web and print ads, service alerts and newsletters, 511 Contra Costa, and a virtual town hall meeting among other means to offer residents the chance to share improvements important to them.

Ms. Talbert identified the proposed route revisions along with the positive and negative public responses for each. The proposed route revisions related to the new Oakley Park & Ride lot with a Route 300 stop at the new lot in both directions, a Route 383 revision to serve the lot in both directions, and with revised Routes 391 and 393 to serve the lot in both directions. With respect to Route 300, that route would become 300X with express service eliminating two stops and fares would increase to an express fare of \$2.50. For the Tri MyRide service expansion, she described an Antioch zone expansion along with a Pittsburg zone expansion. New services would include a new Route 202 serving Los Medanos College (LMC) Brentwood Center, and a Tri MyRide corridor on East Cypress to Bethel Island. She also highlighted the proposed restructure of weekend service.

Ms. Talbert reported that AMG had thoroughly evaluated the public feedback to the proposed changes and she asked the Board to consider the proposal.

In response to Director Guise with respect to new Route 202 and her concern that there appeared to be insufficient stops for LMC in Brentwood, COO Steve Ponte reported that LMC had provided bell times to coordinate service, Tri Delta Transit was now operating service under a demonstration project, and current ridership was two passengers a day.

Director Burgis was pleased with the route redesign and wanted to work with the Contra Costa College District and the community to promote the availability. She commented that a number of students had no transportation and had been limited to the Brentwood LMC campus because they did not have a vehicle. She wanted to work with the College District and other partners to identify the options, particularly given impending in-person learning.

Chair Gray agreed and noted the popularity of the Tri MyRide service. He commended the extensive survey.

Mr. Ponte explained, when asked whether the Tri MyRide service could go to the Pittsburg Center BART station that Tri MyRide was evaluating areas that did not have fixed route service and it was expected to expand as it evolved.

On motion by Director Glover, seconded by Director Higgins, ECCTA Boardmembers adopted Resolution 211027D authorizing the system redesign changes as outlined in the AMG report *Tri Delta Transit System Bus Route Evaluation and Redesign* (Draft October 2021) to take effect in February 2022, carried by the following Roll Call vote:

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

BOARD OF DIRECTORS COMMENTS

Those Directors who would be attending the APTA Conference and EXPO looked forward to the event, and Directors looked forward to restarting in-person meetings.

Directors Craft and Scales-Preston identified a Naturalization Ceremony at Pittsburg City Hall, the first for the City of Pittsburg, when 25 individuals would be naturalized, the great majority from East County.

Director Burgis noted she had a Pacemaker installed last week.

Director Higgins identified the City of Oakley's Dia de los Muertos event scheduled for October 30, 2021 at City Hall.

Nancy Parent advised that the City of Pittsburg would hold its Christmas Parade and suggested that Tri Delta Transit provide a decorated bus for the event.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 5:05 P.M. to December 15, 2021 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of November 30, 2021
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY22 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	\$ 542,100	\$ 313,634	\$ 228,486	\$ 524,481	\$ 362,381	\$ 162,100	\$ 17,619	\$ (48,747)	\$ 66,366	\$ 1,393,750	\$ 908,756	\$ 483,994	39%	34%	47%
Other Income	\$ 79,740	\$ -	\$ 79,740	\$ 142,475	\$ 66,665	\$ 75,810	\$ (62,735)	\$ (66,665)	\$ 3,930	\$ 354,985	\$ 160,000	\$ 194,985	22%	-	41%
<i>Total Operating Revenues:</i>	<i>\$ 621,840</i>	<i>\$ 313,634</i>	<i>\$ 308,206</i>	<i>\$ 666,956</i>	<i>\$ 429,046</i>	<i>\$ 237,910</i>	<i>\$ (45,116)</i>	<i>\$ (115,412)</i>	<i>\$ 70,296</i>	<i>\$ 1,748,735</i>	<i>\$ 1,068,756</i>	<i>\$ 678,979</i>	<i>36%</i>	<i>29%</i>	<i>45%</i>
OPERATING EXPENSES															
Purchased Transportation	\$ 6,723,074	\$ 4,968,330	\$ 1,754,744	\$ 6,177,869	\$ 4,393,861	\$ 1,784,008	\$ (545,205)	\$ (574,469)	\$ 29,264	\$ 15,900,242	\$ 11,087,081	\$ 4,813,161	42%	45%	36%
Materials and Supplies	\$ 1,541,501	\$ 1,295,070	\$ 246,431	\$ 1,851,629	\$ 1,557,623	\$ 294,006	\$ 310,128	\$ 262,553	\$ 47,575	\$ 4,443,911	\$ 3,738,291	\$ 705,620	35%	35%	35%
Salaries & Benefits	\$ 2,053,200	\$ 1,812,218	\$ 240,982	\$ 2,124,561	\$ 1,859,926	\$ 264,635	\$ 71,361	\$ 47,708	\$ 23,653	\$ 5,068,439	\$ 4,437,117	\$ 631,322	41%	41%	38%
Services	\$ 380,214	\$ 275,393	\$ 104,821	\$ 460,500	\$ 336,722	\$ 123,778	\$ 80,286	\$ 61,329	\$ 18,957	\$ 1,091,952	\$ 865,857	\$ 226,095	35%	32%	46%
Other	\$ 163,707	\$ 142,309	\$ 21,398	\$ 95,508	\$ 79,432	\$ 17,076	\$ (67,199)	\$ (62,877)	\$ (4,322)	\$ 304,126	\$ 259,060	\$ 45,066	54%	55%	47%
Casualty and liability insurance	\$ 285,049	\$ 253,230	\$ 31,819	\$ 244,089	\$ 219,774	\$ 24,315	\$ (40,960)	\$ (33,456)	\$ (7,504)	\$ 576,165	\$ 517,803	\$ 58,362	49%	49%	55%
Utilities	\$ 87,970	\$ 78,483	\$ 9,487	\$ 86,879	\$ 79,515	\$ 7,364	\$ (1,091)	\$ 1,032	\$ (2,123)	\$ 192,787	\$ 173,274	\$ 19,513	46%	45%	49%
Taxes	\$ 9,662	\$ 7,844	\$ 1,818	\$ 10,024	\$ 8,269	\$ 1,755	\$ 362	\$ 425	\$ (63)	\$ 19,150	\$ 15,556	\$ 3,594	50%	50%	51%
<i>Total Operating Expenses:</i>	<i>\$ 11,244,377</i>	<i>\$ 8,832,877</i>	<i>\$ 2,411,500</i>	<i>\$ 11,052,059</i>	<i>\$ 8,535,122</i>	<i>\$ 2,516,937</i>	<i>\$ (192,318)</i>	<i>\$ (297,755)</i>	<i>\$ 105,437</i>	<i>\$ 27,596,772</i>	<i>\$ 21,094,039</i>	<i>\$ 6,502,733</i>	<i>41%</i>	<i>42%</i>	<i>37%</i>
NON-OPERATING REV															
Federal Funds	\$ 190,782	\$ -	\$ 190,782	\$ 2,071,840	\$ 1,106,680	\$ 965,160	\$ (1,881,058)	\$ (1,106,680)	\$ (774,378)	\$ 4,972,424	\$ 2,656,033	\$ 2,316,391	4%	-	8%
State Funds	\$ 5,381,070	\$ 4,188,583	\$ 1,192,487	\$ 6,233,356	\$ 5,368,694	\$ 864,662	\$ (852,286)	\$ (1,180,111)	\$ 327,825	\$ 15,883,813	\$ 13,454,549	\$ 2,429,264	34%	31%	49%
Local Funds	\$ 855,888	\$ 361,448	\$ 494,440	\$ 899,125	\$ 420,335	\$ 448,790	\$ (13,237)	\$ (58,887)	\$ 45,650	\$ 2,085,908	\$ 1,008,809	\$ 1,077,099	41%	36%	46%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 1,208,286	\$ 1,208,286	\$ -	\$ (1,208,286)	\$ (1,208,286)	\$ -	\$ 2,899,892	\$ 2,899,892	\$ -	-	-	-
Interest & Other Misc Income	\$ 2,854	\$ 2,522	\$ 332	\$ 2,496	\$ 2,081	\$ 415	\$ 358	\$ 441	\$ (83)	\$ 6,000	\$ 5,000	\$ 1,000	48%	50%	33%
<i>Total Non-operating Revenues:</i>	<i>\$ 6,430,594</i>	<i>\$ 4,552,553</i>	<i>\$ 1,878,041</i>	<i>\$ 10,385,103</i>	<i>\$ 8,106,076</i>	<i>\$ 2,279,027</i>	<i>\$ (3,954,509)</i>	<i>\$ (3,553,523)</i>	<i>\$ (400,986)</i>	<i>\$ 25,848,037</i>	<i>\$ 20,024,283</i>	<i>\$ 5,823,754</i>	<i>25%</i>	<i>23%</i>	<i>32%</i>
EXCESS REV/(EXP)	\$ (4,191,943)	\$ (3,966,690)	\$ (225,253)	\$ -	\$ -	\$ -	\$ (4,191,943)	\$ (3,966,690)	\$ (225,253)	\$ -	\$ -	\$ -			

Staff Report to ECCTA Board of Directors

Meeting Date: December 15, 2021

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

Lead Staff: Leeann Loroño, Manager of Customer Service and Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit strives to provide top notch service to our customers and the community. Here are some projects Marketing has been working on over the past two months.

NOVEMBER and DECEMBER PROJECTS:

	<p>November Social Media Campaigns</p> <p>During the month of November, Tri Delta Transit ran a print and social media campaign with various ‘thankful for’ messages – as we are very thankful for our riders, staff and partners.</p> <p>Before the holiday, routine messaging went out for the schedule change due to the Thanksgiving holiday.</p>
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Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
December 15, 2021*

 <p>DAYLIGHT SAVINGS <i>Time</i> IS SUNDAY, NOVEMBER 7TH CHANGE YOUR CLOCKS BACK</p> <p>WWW.TRIDELTATRANSIT.COM TRI DELTA TRANSIT</p>	<p>Helpful Reminders</p> <p>Tri Delta Transit’s business is getting people to the people, places and things that they love. We wanted to make sure riders got to work and important appointments on time with helpful reminders.</p>
<p>Contra Costa County requirements may have changed November 1st, but....</p>  <p>MASKS ARE STILL REQUIRED ON PUBLIC TRANSPORTATION at ALL TIMES inside the bus.</p> <p>Thank you for your patience and cooperation. TRI DELTA TRANSIT</p>	<p>COVID-19 Requirements</p> <p>Though CDC regulations changed November 1st, rules for transit did not. Marketing continues to remind riders of the regulations.</p> <p>Upcoming posts will include updated information regarding mask regulations continuing through March 18, 2022.</p>
	<p>In-Service/External Promotion</p> <p>Tri Delta Transit honors those in our “family” that are Veterans. The Delta Veterans Group (DVG) joined us and provided amazing food, live rendition of our national anthem, and certificates for each of the 15 Veterans in our own ranks.</p> <p>It was an amazing and inspirational day.</p>



In Support of First Transit

Marketing continues to assist First Transit in their search for qualified candidates by posting job openings on social media.

In addition, a rotating ad has been added to our website to further the reach.



Honoring our own CEO

CEO Jeanne Krieg is always helpful and humble, but when she won the California Transit Association Small Operator Committee Transit Professional of the Year, marketing shouted it from the mountain tops.

The press release ran in Google news, EastCountyToday.net and Antioch Times.

Tri Delta Transit can help you with the holidays

Transit takes you where you need to go and since it is holiday shopping season, we wanted to remind people how Tri Delta Transit could help you during the busy holiday season.

This playful social media campaign hits on the main benefits of riding transit. Please see three of the five posts here and on the next page.

<p>Tri Delta Transit can help you with the holidays!</p> <p>Get more done, like shopping, while riding with our free on-board Wi-Fi. </p> <p>Ride transit today.</p>	<p>Help you with the holidays continued.....</p>									
<div data-bbox="211 598 706 1008"> <p>IMPORTANT SCHEDULE CHANGE due to a bus driver shortage Sunday, December 19, 2021 till spring</p> </div> <div data-bbox="194 1050 803 1554">  <p>Schedule Change due to a Bus Driver shortage Cambio de Horario debido a la escasez de conductores de autobús</p> <p>Effective Sunday, December 19, 2021 Timetables and routes have been adjusted and will be in effect on 12/19/2021 until spring.</p> <p>Efectivo el domingo 19 de Diciembre del 2021 Los horarios han sido ajustados temporalmente. Este horario actualizado es efectivo comenzando el 19 de Diciembre del 2021 hasta primavera.</p> <table border="0"> <tr> <td>FOR SCHEDULE INFORMATION:</td> <td>PARA INFORMACIÓN DEL HORARIO:</td> </tr> <tr> <td>-Print & View schedule</td> <td>-Imprimir y ver el horario</td> </tr> <tr> <td> TriDeltaTransit.com</td> <td> TriDeltaTransit.com</td> </tr> <tr> <td>-Download the app Transit</td> <td>-Descarga la aplicación Transit</td> </tr> <tr> <td>-Call 925-754-4040</td> <td>-Llama al 925-754-4040</td> </tr> </table> </div>	FOR SCHEDULE INFORMATION:	PARA INFORMACIÓN DEL HORARIO:	-Print & View schedule	-Imprimir y ver el horario	TriDeltaTransit.com	TriDeltaTransit.com	-Download the app Transit	-Descarga la aplicación Transit	-Call 925-754-4040	-Llama al 925-754-4040
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TriDeltaTransit.com	TriDeltaTransit.com									
-Download the app Transit	-Descarga la aplicación Transit									
-Call 925-754-4040	-Llama al 925-754-4040									

Please let us know if you have any questions or need further information about any of these materials.

Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
December 15, 2021*

TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday December 15, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

December 2021

COVID-19 – Recovery

- For the 3rd time, the Transportation Security Administration (TSA) extended the requirement to wear masks on buses from January 18, 2022 to March 18, 2022.
- Social distancing is no longer required on buses.
- Fixed route ridership continues to slowly increase.
- Signs regarding masks are on all buses. Bus operators carry extra masks with them to distribute to individuals who do not have a mask.
- Hand sanitizer dispensers and shields will remain on all buses for now.
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program are displayed on all buses.
- All employees have access to gloves, masks, and hand sanitizer.
- Social media is being used as the main vehicle for communicating the changes to rules and service.
- 100% of ECCTA employees are fully vaccinated. As of 12/7/21, 85% of the First Transit employees working at ECCTA are vaccinated. That is expected to increase by the 12/15 deadline.

Projects

- The annual CHP audit: scheduled for December 15-17
- Invitation for Bid for facility shop equipment maintenance: re-published after all bids were rejected the first time it was published. A staff recommendation will be presented to the Board of Directors in January.
- Free Clipper card promotion: 732 free clipper cards have been distributed
- Installation of charging stations: in process
- Oakley Park & Ride Construction: delayed delivery of conduit, valves, and pipes has resulted in delayed completion. Completion is expected by the end of February 2022.
- Updated succession plan
- One-seat regional paratransit pilot program
- Semiannual DBE Report: approved by FTA
- First Transit replaced the driver monitoring system on every bus.
- Dynamic Personal Microtransit East County project
- MTC's Blue Ribbon Task Force recommendations
- On-line paratransit scheduling
- Clipper Start program

Projects

- Tri Delta Transit website update
- Hydrogen fueling station (looking for a source of funds)
- Expansion of Tri MyRide service area
- Hydrogen bus procurement
- Phase II: UC Berkeley's PATH IDTO project
- Mobile Emergency Operations bus construction
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Policy manual update
- Facility electric grid upgrade

Pending

- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Acceptance on paratransit
 - Trapeze scheduling hardware update
- Zero emission bus plan implementation
- Transportation Development Act reform
- Parking lot repairs
- Facility floor covering replacement

Services Offered

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

Triennial Review

Tri Delta Transit was recently notified that the Federal Transit Administration (FTA) will be conducting a triennial review next year. Staff has started gathering the requested files and records.

The Triennial Review is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Triennial Review occurs once every three years. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The review examines up to 21 areas. In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA in reporting to the Transportation Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program.

Earmark Request

The Infrastructure Investment and Jobs Act (H.R. 3684) was signed into law by President Biden. Congressman DeSaulnier sponsored several projects – including Tri Delta Transit's Tri MyRide Fleet Expansion Project. We were disappointed that no Member Designated Projects (also known as Earmarks) were included in the final version. It is unclear whether there will be district-specific funding opportunities in the future, but Congressman DeSaulnier's office has indicated a commitment to work with us should a similar opportunity present itself.

Veterans Honored

The Delta Veterans Group attended the November driver in-service meetings to present certificates to all veterans who work at the Tri Delta Transit facility. They provided breakfast, lunch, and dinner to all employees in recognition of our veterans. They also presented a plaque to Tri Delta Transit for our commitment to Veterans.

Benefit Costs

The annual estimates for next year's cost of benefits have been submitted to staff:

- Dental Insurance: no rate change
- Medical Insurance: 3.1% increase
- Vision Insurance: no rate change

Charging as a Service

The software used to manage the charging stations for Tri Delta Transit's electric buses ensures that only California-sourced renewable power from wind and solar sources is used guaranteeing that the energy we are using is renewable and carbon neutral, furthering our commitment to zero-emission transportation. We are saving 40% over what our charging bill would be without the software. Basically, the software tracks and aggregates megawatt hours of electricity and purchases renewable energy credits (RECs) to cover the amount of power being used. The software also optimizes vehicle charging to minimize energy costs and maximize vehicle uptime.

Miscellaneous

- I was elected to a two-year term on the California Transit Association Executive Committee.
- Representatives from Victor Valley Transportation Authority traveled from San Bernardino County to study Tri Delta Transit's Tri MyRide microtransit service.
- I was honored to be named the Transit Professional of the Year by the California Transit Association.

Federal Funding

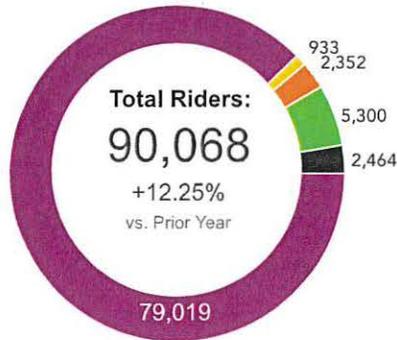
The issue reported in the news recently regarding federal funding being withheld from California transit properties has to do with the California Public Employees' Pension Reform Act (PEPRA), legislation that took effect in January 2013. It places compensation limits on retired members (effectively ending what was known as pension spiking). The Department of Labor ruled that the law weakened the ability of public employees to negotiate for their benefits and pay which violates the Urban Mass Transportation Act of 1964. Violations result in the withholding of federal funds.

What this means to Tri Delta Transit: Tri Delta Transit is not part of the PERS system (we have a defined contribution retirement plan) so it does not apply to us. Additionally, because we contract for the drivers with First Transit, the drivers are not direct employees. While getting our federal grants funded will not be a problem for us, the time it takes to receive the funds might be longer as we will be required to provide documentation about how we are operating.



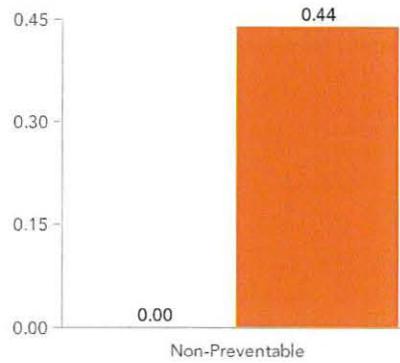
Performance Summary

Ridership



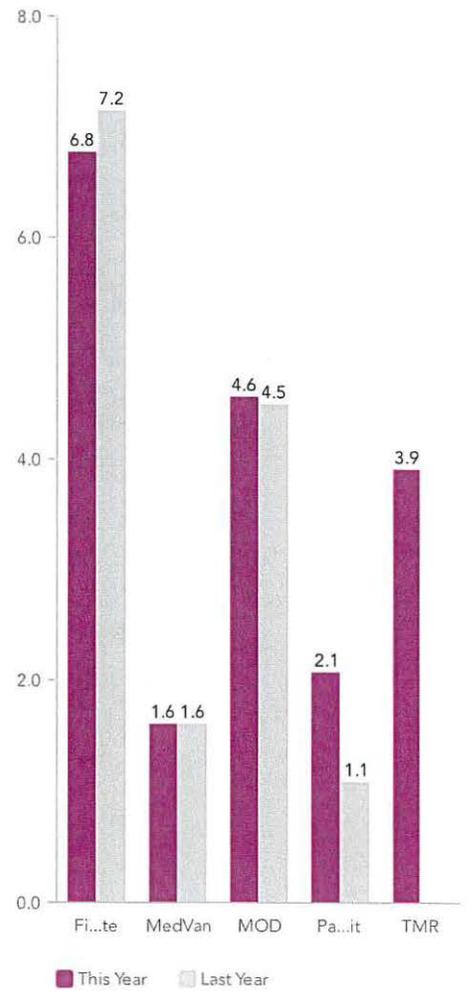
- Fixed Route
- Paratransit
- MedVan
- TMR
- MOD

Accidents / 100K Miles



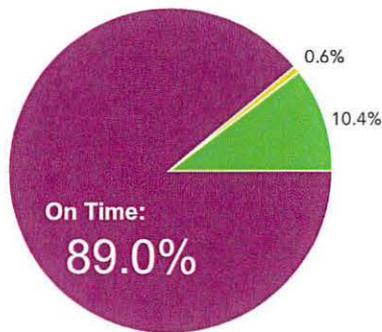
- This Year
- Last Year

Passengers Per Revenue Hour



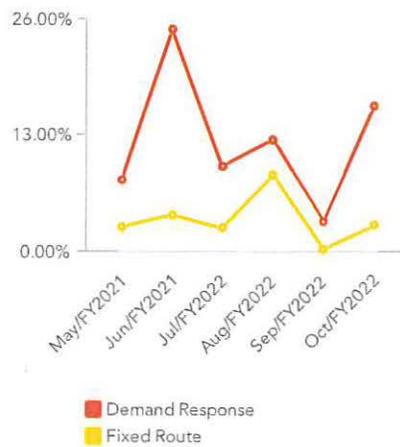
- This Year
- Last Year

On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



- Demand Response
- Fixed Route

Safety Performance

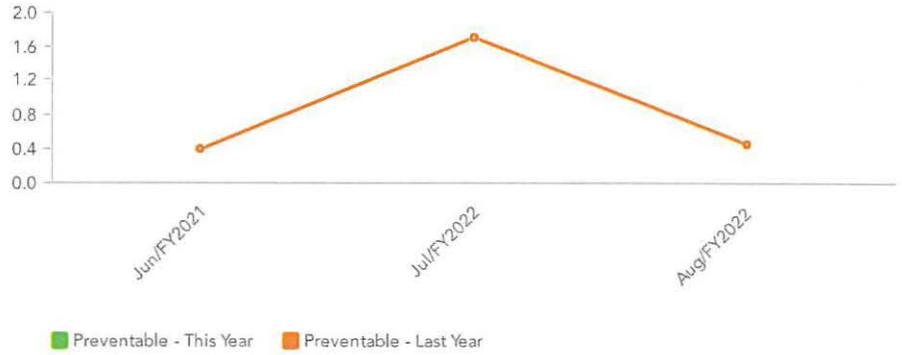
Preventable Accident Report

No data

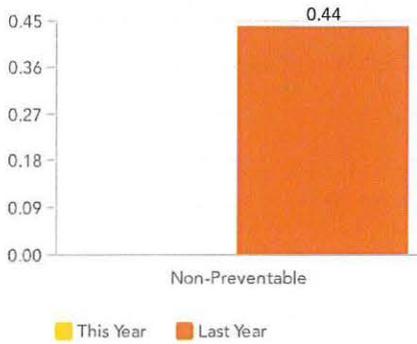
No data

YTD Change No data

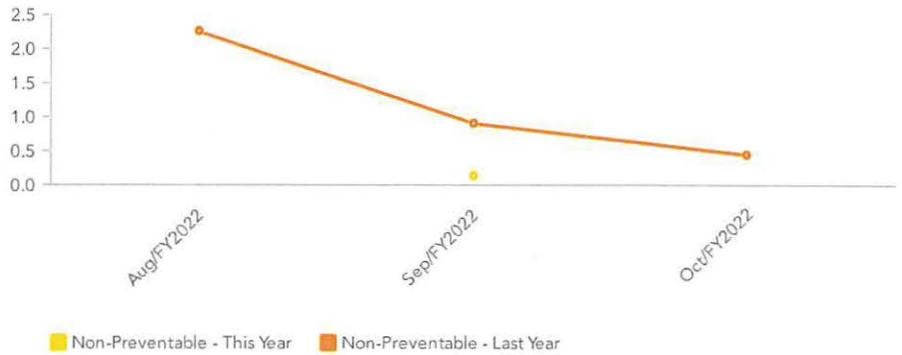
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



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

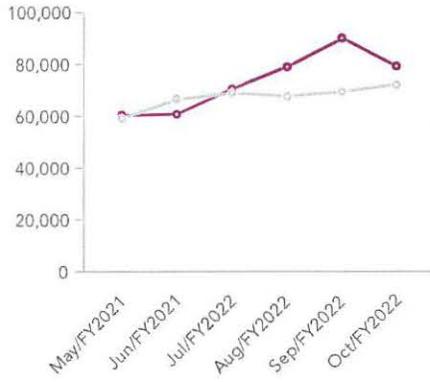


Non-Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



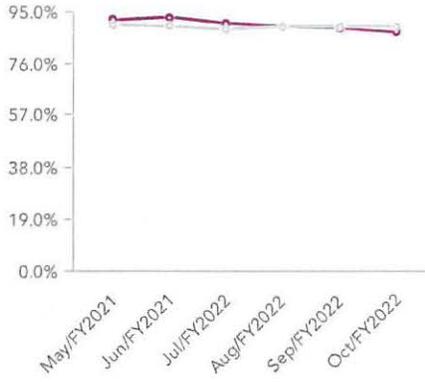
Fixed Route Performance

Total Ridership



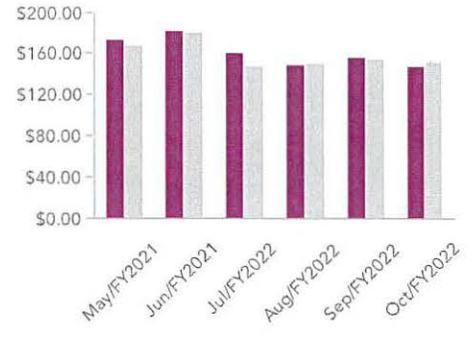
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

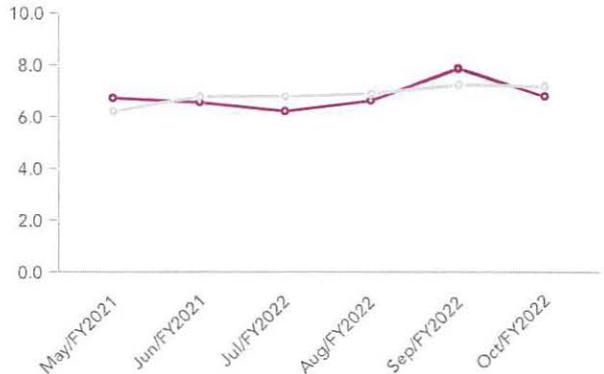


■ This Year ■ Last Year

YTD Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer Average Miles Between Roadcalls	24,740.25	149,473.10	-83.4%
Service Complaints Per 100k Riders	40.50	20.88	+94.0%
% of Trips On Time	87.64	89.40	-2.0%
Ridership Per Rev. Hour	6.77	7.15	-5.3%
Financial Operating Costs Per Rev. Hour	147.00	151.42	-2.9%
Ridership Ridership	79,019.00	71,831.00	+10.0%

Passengers Per Revenue Hour



■ This Year ■ Last Year

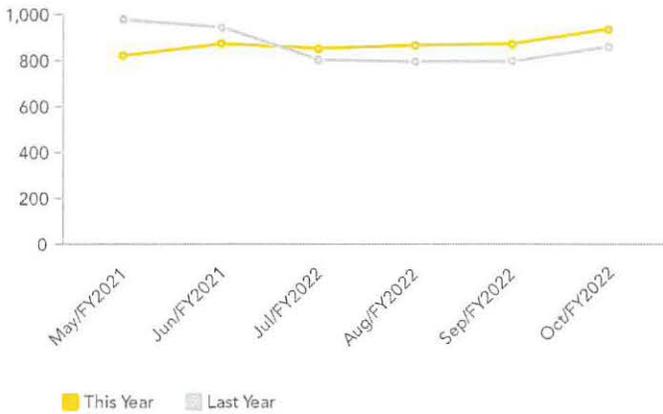
MedVan, Paratransit, and MOD Performance

YTD Report

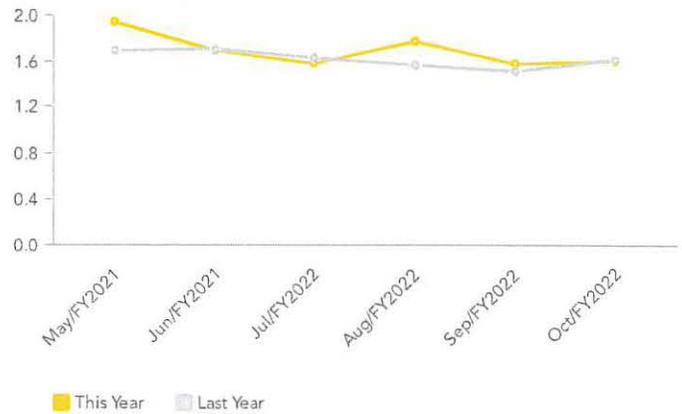
MedVan

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	107.18	0.00	
Service	% of Trips On Time	97.68	82.34	+18.6%
	Ridership Per Rev. Hour	1.60	1.61	-0.6%
Financial	Operating Costs Per Rev. Hour	117.77	76.75	+53.4%
Ridership	Ridership	933.00	857.00	+8.9%

Total Ridership



Passengers Per Revenue Hour

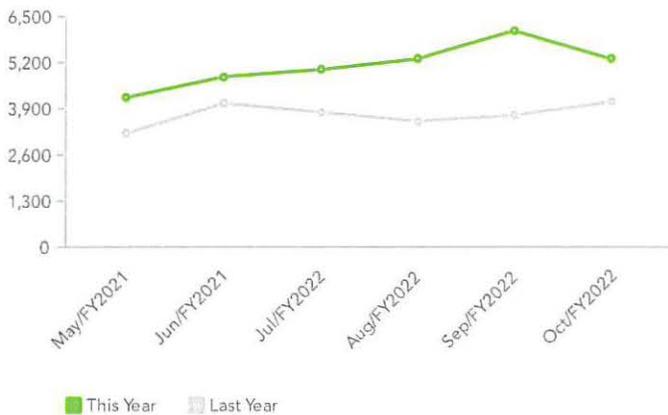


YTD Report

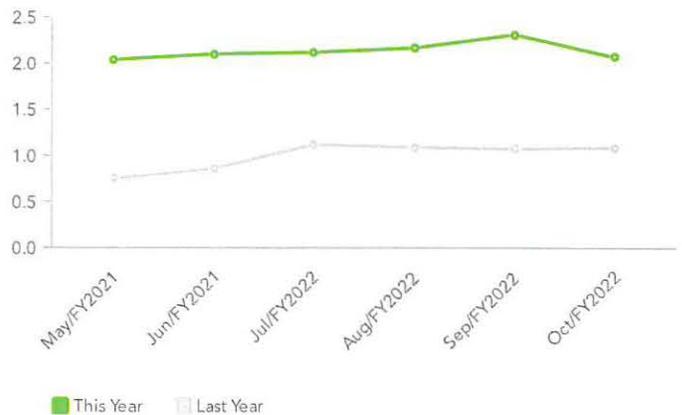
Paratransit

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	188.68	48.98	+285.2%
Service	% of Trips On Time	96.03	68.72	+39.7%
	Ridership Per Rev. Hour	2.07	1.08	+91.7%
Financial	Operating Costs Per Rev. Hour	127.49	76.43	+66.8%
Ridership	Ridership	5,300.00	4,083.00	+29.8%

Total Ridership



Passengers Per Revenue Hour

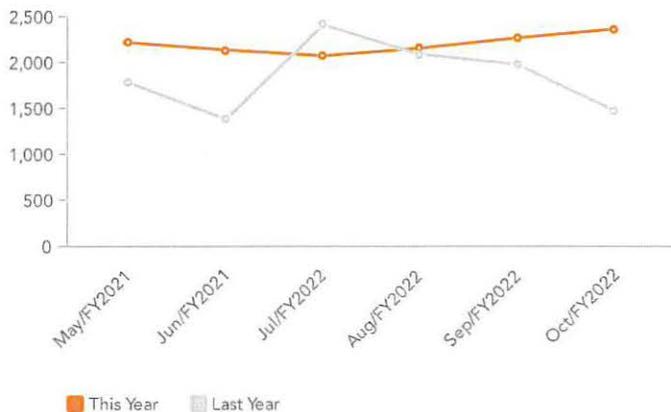


YTD Report

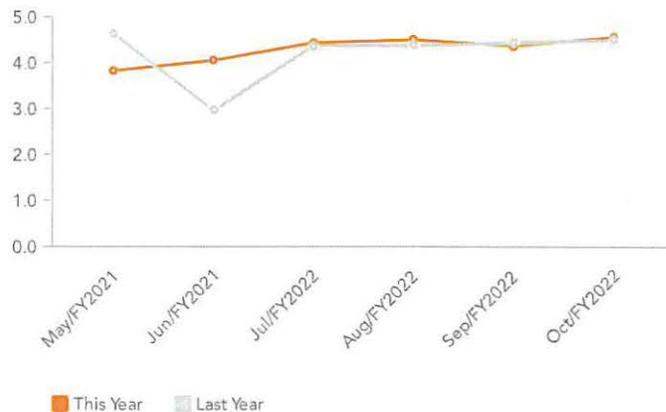
MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	Ridership Per Rev. Hour	4.56	4.50	+1.3%
Financial	Operating Costs Per Rev. Hour	117.59	137.50	-14.5%
Ridership	Ridership	2,352.00	1,465.00	+60.5%

Total Ridership



Passengers Per Revenue Hour

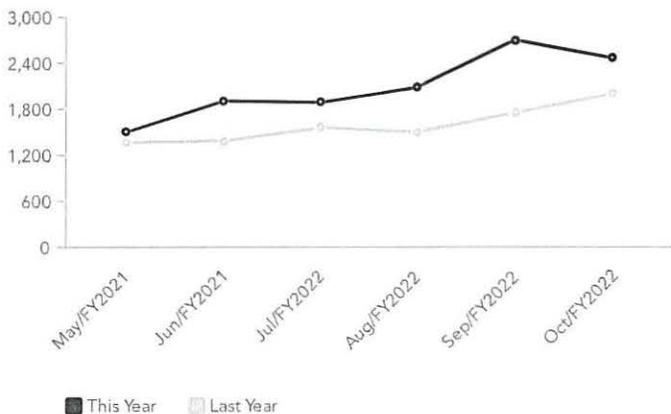


YTD Report

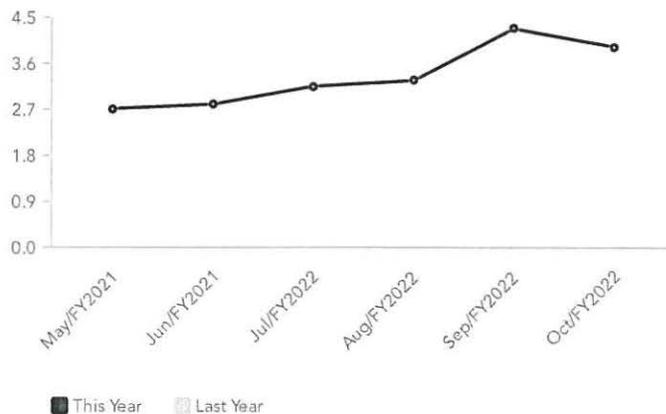
TMR

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	121.75	49.95	+143.7%
Service	Ridership Per Rev. Hour	3.91		
Financial	Operating Costs Per Rev. Hour	115.76		
Ridership	Ridership	2,464.00	2,002.00	+23.1%

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7a

ACTION ITEM: One Seat Ride Demonstration Project Extension

Board of Directors Meeting

Wednesday December 15, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: December 15, 2021
Agenda Item: One Seat Demonstration Project Extension -- Agenda Item #7A
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer

Background

On November 1, 2020, ECCTA, LAVTA, CCCTA, and WestCat entered into a demonstration MOU to provide paratransit trips within Contra Costa County and eastern Alameda County that do not require a transfer between transit agencies. The demonstration project was called "One Seat Ride." The traditional system required passengers who wanted a ride outside of their service area to transfer between buses. For example: a passenger who wanted to go to Pinole from Oakley would take an ECCTA bus to Concord BART, transfer to a CCCTA bus to Martinez, where they would transfer to a WestCat bus to finish their trip.

The current demonstration project allows an ADA passenger from any service area to call a single phone number and book a trip from one service area to another without having to change buses. The costs for the current service are split among each agency involved in the trip based on hours and miles associated with the trip.

The initial demonstration project was December 1, 2020 to April 30, 2021. All agencies agreed to extend the one seat ride demonstration project until October 31, 2021. The continuation of the pandemic resulted in information that does not reflect normal service. The Board of Directors for each agency is considering staff's request to extend the demonstration project until November 2022 so more accurate information about actual usage and costs can be gathered.

Staff Request

Approve a one-year extension to the One Seat Ride Demonstration Project to November 30, 2022.

Agenda Item #7A
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
December 15, 2021*

TAB 4

Agenda Item #7b

ACTION ITEM: 2022 Meeting Schedule

Board of Directors Meeting

Wednesday December 15, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: December 15, 2021

Agenda Item: 2022 ECCTA Board of Directors Meeting Schedule
Agenda Item #7B

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

- 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 or reschedule 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.

Considerations

- The 4th Wednesday of each month in 2022:

January 26	May 25	September 28
February 23	June 22	October 26
March 23	July 27	November 23
April 27	August 24	December 28
- The last several years, the Board of Directors combined the November and December meetings to avoid the Thanksgiving, Christmas, and New Year holidays.

Requested Action

Combine the November and December 2022 board meetings and conduct that meeting on December 14, 2022.

TAB 5

Agenda Item #7c

ACTION ITEM: FY 20-21 Independent Auditor's Report

Resolution #211215A

Board of Directors Meeting

Wednesday December 15, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: December 15, 2021
Agenda Item: Independent Auditor's Report for the year ended June 30, 2021
Agenda Item #7C
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 CPAs, an audit of the fiscal year ending June 30, 2021 was conducted.

Results

In the opinion of the auditor, the basic financial statements of the Authority present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2021, and the respective changes in financial position and cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

The auditors did not identify any deficiencies in internal control that they consider to be material weaknesses.

Requested Action

Adopt Resolution #211215A accepting the Independent Auditor's Report for the year ended June 30, 2021.

Please see Appendix A -- FY20-21 Independent Auditor's Report:

- Basic Financial Statements
- Single Audit Report
- Reports to the Board of Directors



TRI DELTA TRANSIT

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

RESOLUTION #211215A INDEPENDENT AUDITOR'S REPORT

Resolution #211215A accepts the EASTERN CONTRA COSTA TRANSIT AUTHORITY Independent Auditor's Report for the year ended June 30, 2021.

WHEREAS, ECCTA is required by PUC 99245 to have an annual certified fiscal audit conducted by an outside entity; and

WHEREAS, the independent audit performed was designed to express an opinion on the FY 2021 financial statements and address current statutory and regulatory requirements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and

WHEREAS, the Independent Auditor's Report for the year ended June 30, 2021 shows no deficiencies.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #211215A accepting the Independent Auditor's Report.

PASSED AND ADOPTED THIS 15th day of December 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, CEO

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