



TRI DELTA TRANSIT

Board of Directors Meeting Agenda

Wednesday, October 23, 2024

Meeting Time:
4:00 pm

Location:
Eastern Contra Costa Transit Authority Boardroom
801 Wilbur Avenue, Antioch



BOARD OF DIRECTORS:

CITY OF ANTIOCH

Lamar Thorpe
Monica Wilson

CITY OF OAKLEY

Shannon Shaw
Anissa Williams

CONTRA COSTA COUNTY

Diane Burgis, Chair
Federal Glover

CITY OF BRENTWOOD

Joel Bryant
Tony Oerlemans, Vice Chair

CITY OF PITTSBURG

Dionne Adams
Shanelle Scales-Preston

MEMBER-AT-LARGE

Merl Craft

PUBLIC COMMENT GUIDELINES:

- 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.
- Persons requesting to address the ECCTA Board of Directors in person 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 (ADA) 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.

Board of Directors Meeting Agenda
Wednesday October 23, 2024
Available Online: <https://trideltatransit.com/board.aspx>

1. **CALL TO ORDER** Chair Diane Burgis
 - a. Roll Call

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENT**

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

4. **CHAIR'S REPORT** Chair Diane Burgis

5. **CONSENT CALENDAR (ACTION ITEM):**

(see attachment: tab #1)

- a. Minutes of the Board of Directors meeting of September 25, 2024
- b. Financial Report
- c. Marketing and Customer Service Activities Report

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

6. **CEO'S REPORT** Rashidi Barnes

(see attachment: tab #2)

7. **ACTION and DISCUSSION ITEMS**

- a. **ACTION ITEM:** Clipper MOU Renewal

(see attachment: tab #3)

Requested Action: Adopt Resolution #241023A authorizing the Chief Executive Officer to renew the 2022 amended Clipper Memo of Understanding with the Metropolitan Transportation Commission to allow for the continued use of Clipper 1 through June 30, 2026.

Board of Directors Meeting Agenda

Wednesday October 23, 2024

Available Online: <https://trideltatransit.com/board.aspx>

b. ACTION ITEM: Independent Auditors Report

(see attachment: tab #4)

Requested Action: Staff requests that we adopt Resolution #241023B accepting the Independent Auditor's report for the fiscal year ended June 30, 2024.

c. DISCUSSION ITEM: Comprehensive Operational Analysis Update

(see attachment: tab #5)

Requested Action: This is an information item. No action is needed at this time.

d. ACTION ITEM: 2024 Agency Safety Plan

(see attachment: tab #6)

Requested Action: Approve Resolution #241023D approving Eastern Contra Costa Transit Authority's 2024 Public Transportation Agency Safety Plan.

e. ACTION ITEM: Board of Directors Member-At-Large Appointment

(see attachment: tab #7)

Requested Action: Choose the desired action to fill the Director-at-Large position for the term January 1, 2025 through December 31, 2026.

8. BOARD OF DIRECTOR'S 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: December 11, 2024, at 4:00 p.m., 801 Wilbur Avenue, Antioch, CA 94509.

TAB 1

Agenda Item #5

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

Board of Directors Meeting

Wednesday October 23, 2024

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

September 25, 2024

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

ROLL CALL / CALL TO ORDER

BOARD MEMBERS

PRESENT: Dionne Adams (Pittsburg); Joel Bryant (Brentwood); Diane Burgis (Contra Costa County/Chair); Federal Glover (Contra Costa County)*; Tony Oerlemans (Brentwood); Shannon Shaw (Oakley); Anissa Williams (Oakley); Monica Wilson (Antioch)

*absent for item 7a

ABSENT: Merl Craft (Member-at-Large); Lamar Hernandez-Thorpe (Antioch); Shanelle Scales-Preston (Pittsburg)

STAFF PRESENT: Rashidi Barnes, Chief Executive Officer (CEO)
Toan Tran, Chief Operating Officer (COO)
Angeline Loeffler, Chief Financial Officer (CFO)
Eli Flushman, General Counsel
Agustin Diaz, Manager of Planning and Grants
Uriel Diaz, Special Projects Analyst
Rosanna Dominguez, Executive Assistant
Joe Chappelle, Manager of Administrative Services
Tania Babcock, Compliance Manager
Leeann Lorono, Manager of Customer Service and Marketing
Sam Tolley, Director of Maintenance
Ray Shields, Manager of Facilities
Owi Akpan, Marketing Intern

OTHERS

PRESENT: Myeisha Williams, General Manager
Renato Cruz, Assistant General Manager
Ben Trejo, Transdev Safety Manager
Debra Steidle, Paratransit Coordinator
Lori Sprinkle, Transdev Office Manager
Bradley Dunn, BART Manager of Local Government and Community Relations
Kevin Romick, Oakley Resident

PLEDGE OF ALLEGIANCE

Director Adams led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment

CHAIR'S REPORT

Chair Burgis reported on transit that has been in the news referencing the fiscal cliff.

CONSENT CALENDAR

On motion by Director Glover, seconded by Director Shaw, ECCTA Board members adopted the Consent Calendar below, which was carried by the following vote:

- A. Minutes of the Board of Directors meeting of July 24, 2024
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Adams, Bryant, Burgis, Glover, Oerlemans, Shaw, Williams, Wilson

NOES: None

ABSTAIN: None

ABSENT: Craft, Hernandez-Thorpe, Scales-Preston

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Rashidi Barnes reviewed the new regional measure that MTC has published. MTC has put forth two scenarios, including a 30-year sales tax that would generate revenue from four counties. The other scenario includes all nine counties, a sales tax and a parcel tax. Another measure is for agencies to create their own measures within their county.

Mr. Barnes updated the board on external meetings he attended, including a presentation with DeSaulnier and a trip to DC for the CTA Federal Legislative Day. He also met with Toks Omishakin in Sacramento to discuss the regional measure and the transit transformational task force.

Mr. Barnes and Chief Operating Officer Toan Tran are discussing the decommissioning of the Antioch station with the San Joaquin Regional Rail Commission. Mr. Barnes and Mr. Tran are just starting preliminary plans on alternatives if needed. The county and the cities will need to determine what will occur, but ECCTA will try to help provide solutions. Chair Burgis has initiated

outreach to see if there are gaps or assistance needed so that we can help bridge those gaps.

Lastly, Mr. Barnes reported on the leadership training that occurred with the ECCTA managers and recognized operator Debra Neal for exceptional dedication. Bradley Dunn, BART Manager of Local Governments and Community Relations, gave a presentation on BART changes and improvements to service.

ACTION ITEM AND DISCUSSION ITEMS

A. Conflict of Interest Code Amendment

Executive Assistant Rosanna Dominguez reviewed the current ECCTA conflict of interest code and the amendment being requested to it. The amendment would include a change in title and additional positions.

On motion by Director Adams, seconded by Director Williams, approved resolution #240925A authorizing the Chief Executive Officer to amend the list of designated positions in Eastern Contra Costa Transit Authority's (ECCTA) Conflict-of-Interest Code., which was carried by the following vote:

AYES: Adams, Bryant, Burgis, Oerlemans, Shaw, Williams, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Glover, Hernandez-Thorpe, Scales-Preston

B. 2024 DBE Program Update

Compliance Manager Tania Babcock reviewed the DBE program in its current form and discussed the changes required by the Department of Transportation. ECCTA is required to provide our updated DBE program by October 9, 2024. There is a new tier system, with ECCTA falling under the highest tier 1. In addition, there is a new bidders list, which requires more information, and a database is being created to help monitor this list. The majority of the changes included providing additional information.

On motion by Director Glover, seconded by Director Williams, adopt resolution #240925B approving ECCTA's 2024 Disadvantaged Business Enterprise (DBE) Program updated in compliance with the April 9, 2024, DBE Final Rule and authorizing staff to submit the program to the FTA, which was carried by the following vote:

AYES: Adams, Bryant, Burgis, Glover, Oerlemans, Shaw, Williams, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Hernandez-Thorpe, Scales-Preston

C. Rider Code of Conduct Policy

Compliance Manager Tania Babcock presented the rider code of conduct policy. The current policy is a problem passenger policy; it is very limited, and no rider exclusions have been made under this current policy. The proposed rider code of conduct policy assists in giving an expectation for our riders as well as a procedure for our operators. It also notates ECCTA's commitment to providing non-discriminatory service. If an exclusion is needed, there is a clear process for this as well as an appeal process for the rider that they can initiate with ECCTA. In addition to operators, riders can report as well if there has been a violation of the code of conduct.

This information will be available in many locations, including bus stops, on the bus, and on the ECCTA website. A QR code could potentially be created that enables all the information available.

The Board of Directors has requested that a marketing plan for the rollout of this policy be given, as well as a Spanish version of the policy, be produced prior to moving this item forward.

D. SB1 State of Good Repair Program

Manager of Planning and Grants Agustin Diaz presented the FY25/26 State of Good Repair Program. ECCTA needs to submit the plan for this program annually to MTC and submit the eligible project list. The current project this year that would be funded is to reseal the roof of ECCTA's facility.

On motion by Director Glover, seconded by Director Adams, approve resolution #240925D, approving ECCTA's fiscal year 2024-2025 State of Good Repair Program project list submittal., which was carried by the following vote:

AYES: Adams, Bryant, Burgis, Glover, Oerlemans, Shaw, Williams, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Hernandez-Thorpe, Scales-Preston

E. Project Labor Agreement (PLA)

Chief Executive Officer Rashidi Barnes reviewed the research and findings regarding project labor agreements. ECCTA surveyed transit agencies in the Bay area, reporting out if they use PLAs and at what parameters a PLA is triggered for that agency. Clarification was given regarding the FTA regulations on local construction projects and hiring preferences. San Jose VTA was the only transit agency in the Bay area that currently has a PLA policy with a threshold of 2 million dollars.

Historically, ECCTA has had minimal capital construction projects. Some of the more recent projects include the solar panel installation at the ECCTA facility and the Oakley Park and Ride. Mr. Barnes reviewed the upcoming capital projects and the funds that will be allocated to each.

The requested action was to recommend that the Board provide direction on the next steps. If the Board desires staff to proceed in the development of a PLA, staff will need to develop a set of suggested key contract terms for use in PLAs and account for the development/negotiation of a PLA

in the budget for the next fiscal year (FY 25/26), and will provide a follow-up presentation to the Board after the FY 25/26 budget has been approved. Alternatively, the Board may direct staff to take no further action at this time.

The board recommended that ECCTA continue to research why other agencies have PLAs and find out what ECCTA can and can't do regarding local hires before making a decision for this agency. Kevin Romick gave public comment.

F. Bus Stop Installation

At Chair Burgis's request, this item has been pulled at this time.

BOARD OF DIRECTORS COMMENT

The following Board of Directors commented:

Director Williams

Director Shaw

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 5:25 p.m. until October 23, 2024, at 4:00 p.m. in the ECCTA Administrative Facility, 801 Wilbur Ave Antioch, California.

Respectfully submitted,

Rosanna Dominguez

Executive Assistant

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of September 30, 2024
(unaudited)

	FY 25 YTD Actual			FY25 Adopted Budget			YTD % of FY 25 Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES									
Passenger Fares	\$ 602,457	\$ 415,752	\$ 186,705	\$ 1,986,465	\$ 1,013,097	\$ 973,368	30%	41%	19%
Other Income	\$ 201,276	\$ 127,889	\$ 73,387	\$ 529,115	\$ 120,000	\$ 409,115	38%	107%	18%
<i>Total Operating Revenues:</i>	\$ 803,733	\$ 543,641	\$ 260,092	\$ 2,515,580	\$ 1,133,097	\$ 1,382,483	32%	48%	19%
NON-OPERATING REVENUES									
Federal Funds	\$ 1,979,112	\$ 155,138	\$ 1,823,974	\$ 2,089,582	\$ 254,827	\$ 1,834,755	95%	61%	99%
State Funds	\$ 4,385,626	\$ 3,935,602	\$ 450,024	\$ 24,479,003	\$ 18,523,034	\$ 5,955,969	18%	21%	8%
Local Funds	\$ 800,000	\$ 656,000	\$ 144,000	\$ 3,458,140	\$ 1,898,449	\$ 1,559,691	23%	35%	9%
Inter-Operator Agreements (Bart Feeder)	\$ -	\$ -	\$ -	\$ 2,665,851	\$ 2,665,851	\$ -	n/a	n/a	n/a
Interest & Other Misc Income	\$ 39,954	\$ 33,040	\$ 6,914	\$ 259,135	\$ 207,308	\$ 51,827	15%	16%	13%
<i>Total Non-operating Revenues:</i>	\$ 7,204,692	\$ 4,779,780	\$ 2,424,912	\$ 32,951,711	\$ 23,549,469	\$ 9,402,242	22%	20%	26%
Total Revenues:	\$ 8,008,424	\$ 5,323,421	\$ 2,685,004	\$ 35,467,291	\$ 24,682,566	\$ 10,784,725			
OPERATING EXPENSES									
Purchased Transportation	\$ 5,254,467	\$ 3,178,583	\$ 2,075,884	\$ 21,187,290	\$ 13,613,752	\$ 7,573,538	25%	23%	27%
Materials and Supplies	\$ 1,035,367	\$ 828,890	\$ 206,477	\$ 5,294,307	\$ 4,261,135	\$ 1,033,172	20%	19%	20%
Salaries & Benefits	\$ 1,453,880	\$ 1,178,137	\$ 275,742	\$ 6,408,589	\$ 5,639,566	\$ 769,023	23%	21%	36%
Services	\$ 404,431	\$ 236,998	\$ 167,433	\$ 1,372,102	\$ 1,002,585	\$ 369,517	29%	24%	45%
Casualty and liability insurance	\$ 141,507	\$ 116,785	\$ 24,722	\$ 478,493	\$ 384,080	\$ 94,413	30%	30%	26%
Utilities	\$ 73,393	\$ 60,870	\$ 12,523	\$ 333,846	\$ 284,719	\$ 49,127	22%	21%	25%
Other (Dues, Travel, Taxes, and Other)	\$ 168,661	\$ 108,416	\$ 60,245	\$ 392,664	\$ 336,921	\$ 55,743	43%	32%	108%
Total Operating Expenses:	\$ 8,531,705	\$ 5,708,680	\$ 2,823,025	\$ 35,467,291	\$ 25,522,759	\$ 9,944,532	24%	22%	28%
EXCESS REV/(EXP)	\$ (523,281)	\$ (385,259)	\$ (138,022)	n/a	n/a	n/a			

NOTE:

Staff Report to ECCTA Board of Directors

Meeting Date: October 23, 2024
Agenda Item: Marketing/Communications Activities – Agenda Item #5c
Lead Staff: Leeann Loroño, Manager of Customer Service and Marketing
Approved: Rashidi Barnes, Chief Executive Officer

Tri Delta Transit strives to provide top notch service to our customers and the community, as well as communicate the pivotal role Tri Delta Transit plays. Here are some projects Marketing has been working on.

 <p>WE NEED YOUR FEEDBACK on the proposed service alternatives that were based on operator, staff, public input, plus route data and information. Fixed route and Tri MyRide maps and alternatives are online NOW! Provide as much feedback as you can.</p> <p>Way to give feedback: 1. Visit to project website: www.revitalizebridelta.com 2. Scan the QR code: then take the online survey!</p> <p>English Survey Encuesta Española</p> <p>RevitalizeTriDelta.com @trideltatransit #trideltatransit #TriDeltaTransit</p> <p>Visit the website for project updates. If you need assistance, write comments@eccta.org. Thank you. Gracias.</p>	<h2>October Marketing Campaigns</h2> <p>Revitalize Tri Delta Transit is gathering feedback on the two proposed service alternatives. To keep gathering input, marketing is continuing messaging for feedback. This includes changing the look and title sentences to gain attention and awareness for the need. The COA appears in the Monthly Grapevine, on social media, and on the website.</p>
 <p>November 3 9AM - 1PM</p> <p>A COMMUNITY MARKET</p> <p>LOCATED: OAKLEY, CA 4300 Main Street</p> <p>MAKERS + SMALL BUSINESSES KIDS ACTIVITIES MUSIC PHOTO OP FOOD TRUCKS + FAMILY FUN</p> <p>THE MAKERS BOUTIQUE TRIDelta TRANSIT OAKLEY CALIFORNIA</p>	<h2>Oakley Makers Boulevard</h2> <p>We're excited that it is time for The Makers Boulevard again! On Sunday, November 3rd, this artisan's fair will be at the Oakley Mobility Hub from 9 a.m. to 1 p.m. Tri Delta Transit will be there at the beginning to hand out tote bags (then we may stay to shop). We hope to see you there.</p>



Tri Delta Transit Outreach

Tri Delta Transit had a great time at Antioch's Big Truck event on September 19th. The event is always a crowd favorite.

Here is a list of the following upcoming events:

- Digs and Rigs, Bus on display, October 19th, LMC Brentwood Campus, 9:00 am – 2:00 pm.
- LMC Pittsburg Campus - Opportunity Fair, October 22nd, 10:00 am - 1:00 pm.
- Dia de Los Muertos, November 2nd 4:00 – 8:00 pm, Nick Rodriguez Center, Antioch.
- The Makers Boulevard at Oakley Mobility Hub, Sunday, November 3rd. No booth, but handing out tote bags with COA info, fans, and schedules at the beginning of the event. 9:00 am – 1:00 pm.

Hope to see you out and about.

Ongoing Projects:



Transit Takes You Places

Riders are encouraged to take public transportation to get to and from events safely. Riders could take transit to the following events (some not shown here):

- Book Sale Oakley, September
- Annual Delta Band Review, Antioch
- Community Connect Resource Fair, Bay Point
- Nearly all of the Halloween festivities
- Oaktobefest, Oakley
- Oktoberfest, Brentwood

General Messages and National Campaigns

Tri Delta Transit posted the following public service, National Awareness Campaigns, and general messages on social media (not all shown).

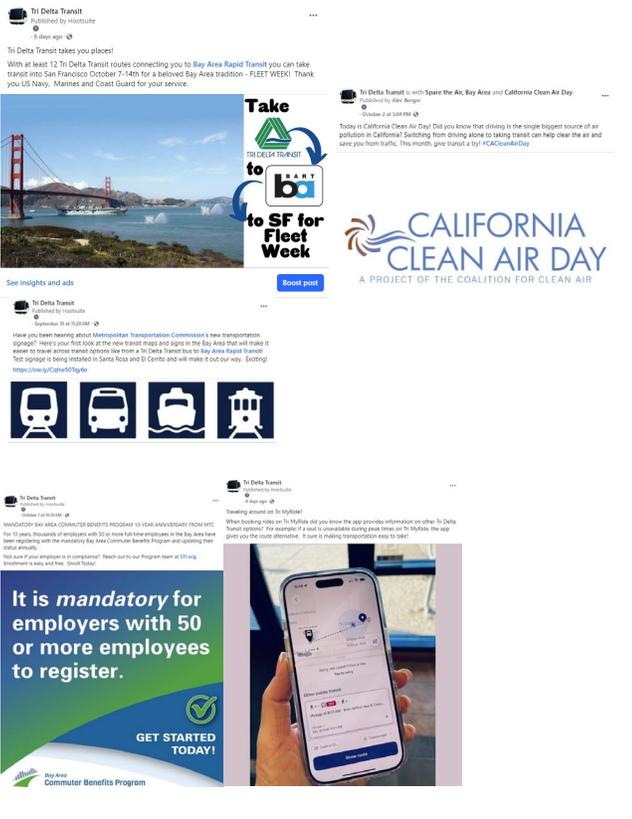
- Heat Advisory messages, as well as Antioch cooling centers
- Welcoming fall while encouraging riding
- Breast Cancer Awareness Month
- Hispanic Heritage Month



Collaborations and Information

Transportation is essential and connects communities, so Tri Delta Transit does as much as we can to spread information, collaborate with other agencies, and promote customer experience tools for the apps we work with. Here are some examples of our recent collaborations:

- BART – promote premier activities in the City that you can take Tri Delta Transit then BART too. This one is Fleet Week.
- California Clean Air Day for Spare the Air, Bay Area.
- MTC's Wayfinding project – spread the word to look at the new transit maps and signage proposed.
- Bay Area Commuter Benefits Program for 511.org.
- Transit App - new features.



*Agenda Item #5c
Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 23, 2024*



Here's what our service may look like!
Así es como nuestro servicio pudiera verse.

Fixed route and Tri MyRide maps and alternatives are online NOW!

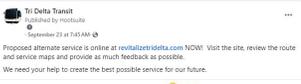
What do you think? ¿Que le parece?

- Visit to project website: www.revitalizedelta.com
- or scan the QR code:

then review and take the online survey! It's easy.

Provide as much feedback as you can.
Conteste la breve encuesta para decirnos lo que es útil para usted y lo que no es.

Visit the website for project updates. Visite: revitalizedelta.com para información actualizada. If you need assistance, write community@delta.cta.org. Thank you. Gracias.




Miss the Town Hall?
Proposed Service Alternatives are out!
Review, then and give your feedback.

Take a short survey today!
Visit www.revitalizedelta.com
Thank you.

Revitalize Tri Delta Transit

Thank you for assisting in spreading the word regarding the Revitalize Tri Delta Transit Virtual and in-person Town Hall.

The COA consultants and Tri Delta Transit are actively urging residents (riders and non-riders) to review the two draft alternatives and complete a survey to tell us what works and what doesn't for them.

Four outreach events are planned for October/November. Marketing has refreshed all the materials to capture attention and interest.

We will ask for your continued support in these efforts. Any help you can lend is much appreciated.



Tri Delta Transit Website

We are excited to announce that the website launch is set for Tuesday, October 29th. There will still be a few finishing touches, but the majority of the content and all the functionality will be present. We look forward to receiving your feedback and feedback from the riders on how it works and how it is meeting your needs.

Our current website and the Tri MyRide website will feature ads or banners telling our riders of the new website. Social media and on-bus ads will also be used.

SOCIAL MEDIA ANALYTICS

Following please find a brief summary of metrics for the Tri Delta Transit social media accounts.

MAIN ACCOUNTS	MONTHS			
Followers	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024 TO DATE
Facebook	1.3k	1.3k	1.3k	1.3k
Instagram	1,035	1,041	1,047	1,047
X (Twitter)	1,054	1,058	1,066	1,066
LinkedIn	578	587	593	621

ALERT ACCOUNTS				
Followers	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024 TO DATE
Facebook	56	57	61	66
Instagram	77	80	83	85
X (Twitter)	24	24	25	25

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
October 23, 2024*

TAB 2

Agenda Item #6
ACTION ITEM: CEO Report

Board of Directors Meeting

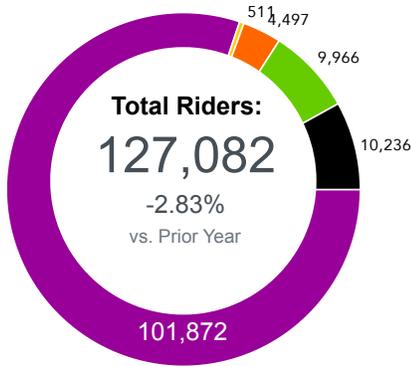
Wednesday October 23, 2024

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



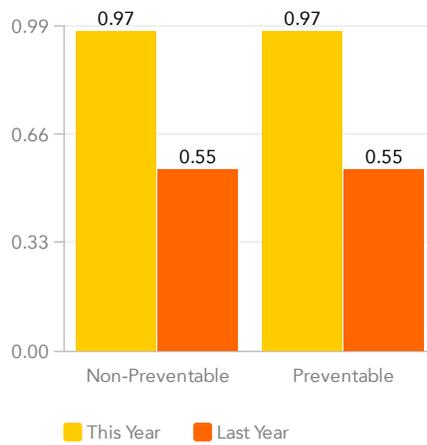
Performance Summary

Ridership

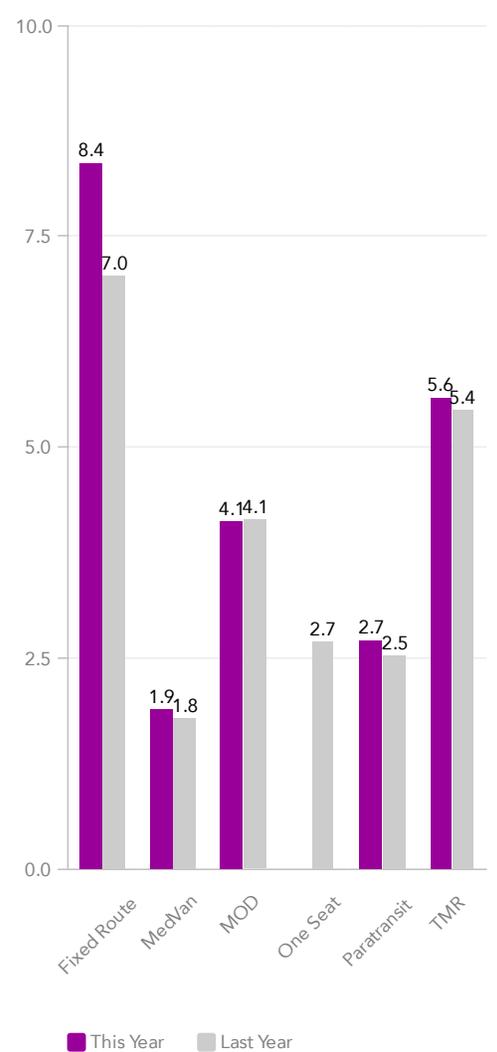


- Fixed Route
- MedVan
- MOD
- Paratransit
- TMR

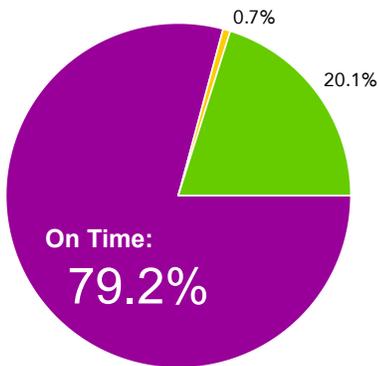
Accidents / 100K Miles



Passengers Per Revenue Hour

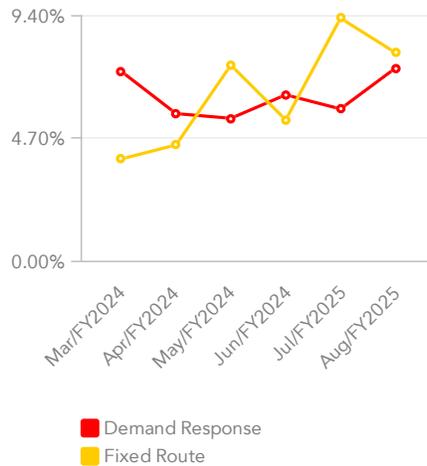


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



- Demand Response
- Fixed Route

Preventable Accident Report

	Accidents	Per 100,000 Miles
Mar/FY2024	2	0.61
Apr/FY2024	3	0.66
May/FY2024	5	1.53
Jun/FY2024	2	0.66
Jul/FY2025	4	0.82
Aug/FY2025	3	0.97
YTD 2024	2	0.55
YTD 2025	3	0.97
YTD Change		
Values	1	76.36%

Preventable Accidents Per 100,000 Miles

Last Six Months - System Wide

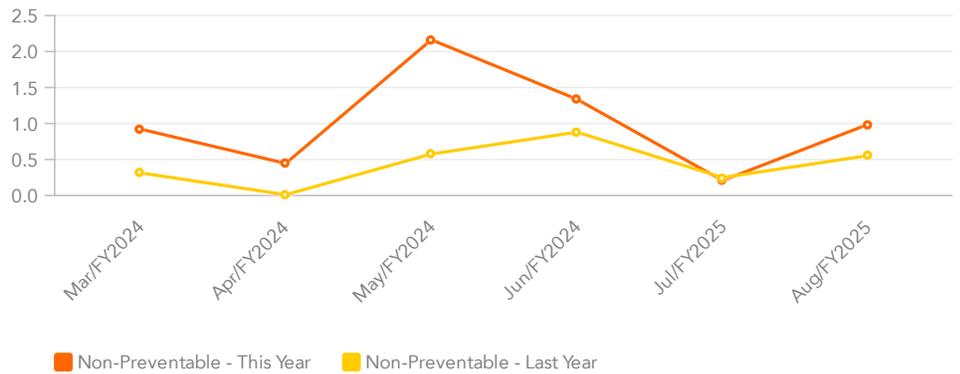


Year-over-Year - System Wide Accidents Per 100,000 Miles



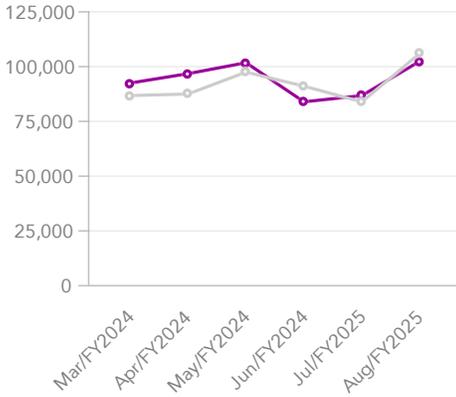
Non-Preventable Accidents Per 100,000 Miles

Last Six Months - System Wide



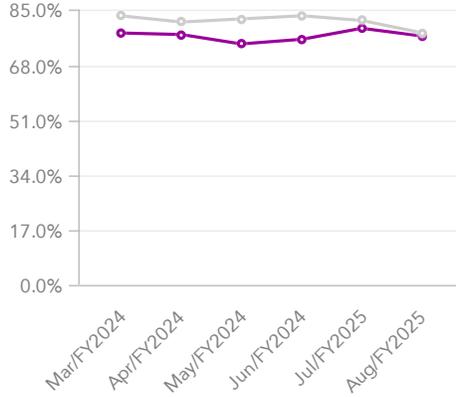
Fixed Route Performance

Total Ridership



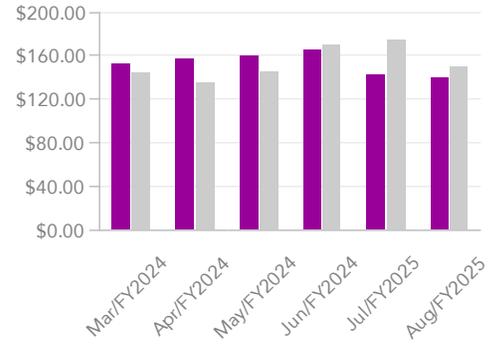
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

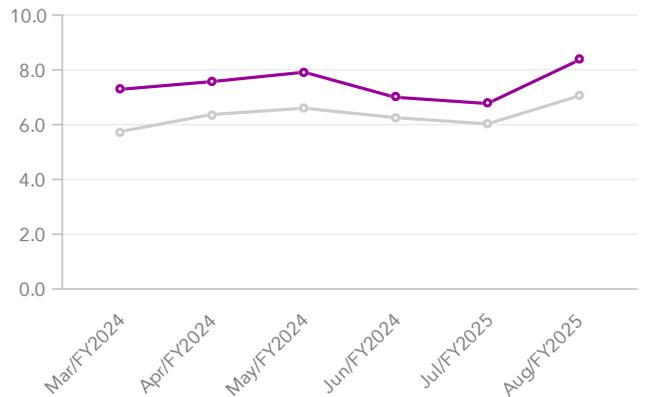


■ This Year ■ Last Year

Year-over-Year Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer % of Trips On Time	77.13	79.67	-1.2%
Service Average Miles Between Roadca	6,803.84	13,273.58	+47.9%
Complaints Per 100k Riders	40.25	38.08	+12.2%
Ridership Per Rev. Hour	8.37	6.77	+18.9%
Financial Operating Costs Per Rev. Hour	139.84	143.10	-6.8%
Ridership Ridership	101,872.00	86,666.00	-3.9%

Passengers Per Revenue Hour



■ This Year ■ Last Year

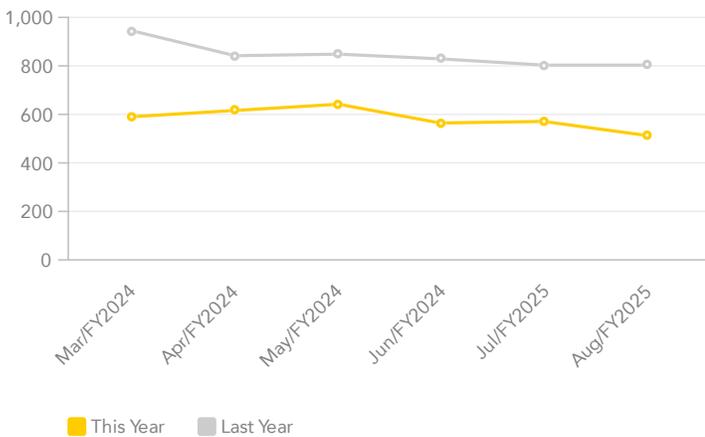
MedVan, Paratransit, and MOD Performance

Year-over-Year Report

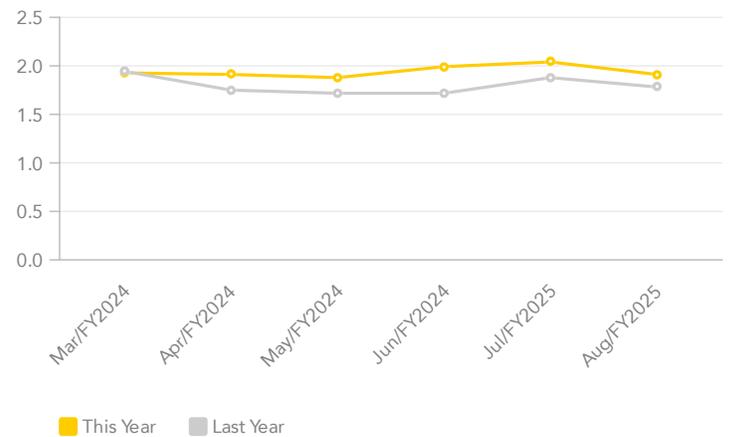
MedVan

	Metric	This Year	Prior Year	% Change
Customer	% of Trips On Time	95.88	94.36	+1.6%
Service	Complaints Per 100k Riders	0.00	0.00	
	Ridership Per Rev. Hour	1.90	1.78	+6.7%
Financial	Operating Costs Per Rev. Hour	131.38	130.44	+0.7%
Ridership	Ridership	511.00	803.00	-36.4%

Total Ridership



Passengers Per Revenue Hour

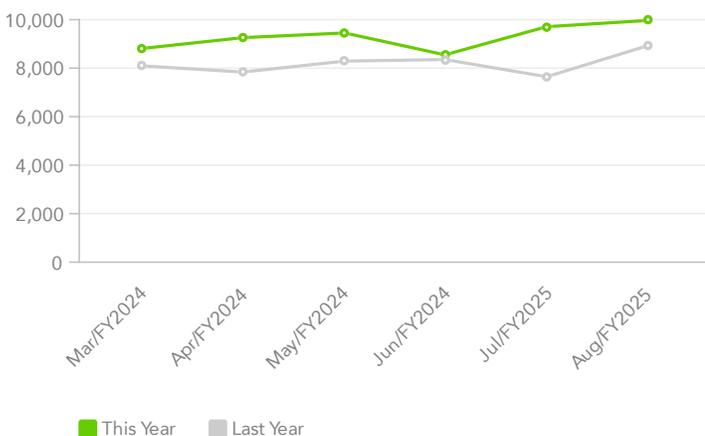


Year-over-Year Report

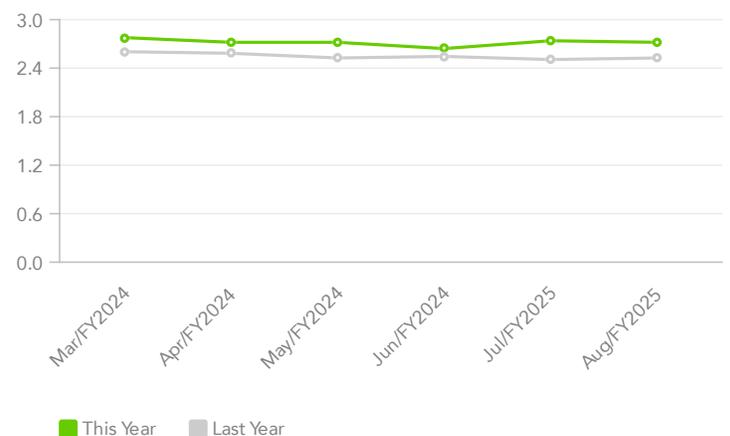
Paratransit

	Metric	This Year	Prior Year	% Change
Customer	% of Trips On Time	85.67	88.51	-3.2%
Service	Complaints Per 100k Riders	250.85	202.22	+24.0%
	Ridership Per Rev. Hour	2.71	2.52	+7.5%
Financial	Operating Costs Per Rev. Hour	131.38	127.41	+3.1%
Ridership	Ridership	9,966.00	8,901.00	+12.0%

Total Ridership



Passengers Per Revenue Hour

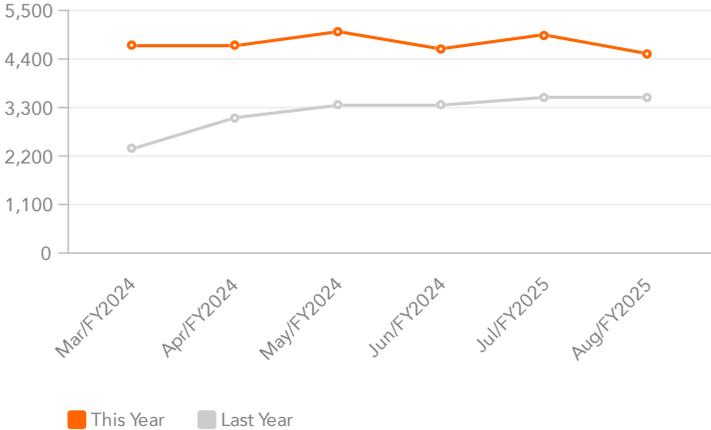


Year-over-Year Report

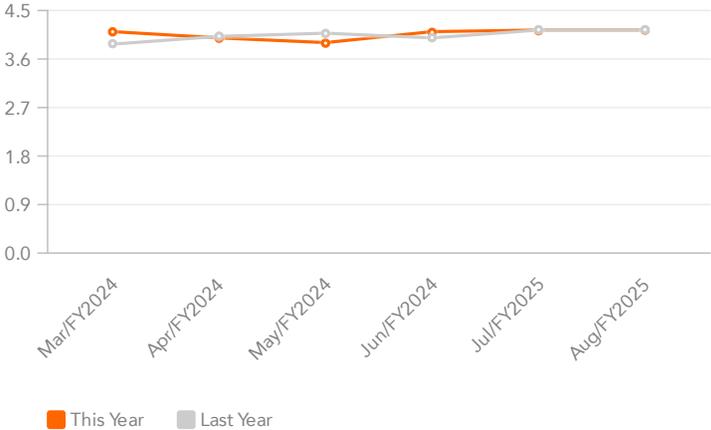
MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	Ridership Per Rev. Hour	4.12	4.13	-0.2%
Financial	Operating Costs Per Rev. Hour	83.39	100.43	-17.0%
Ridership	Ridership	4,497.00	3,510.00	+28.1%

Total Ridership



Passengers Per Revenue Hour

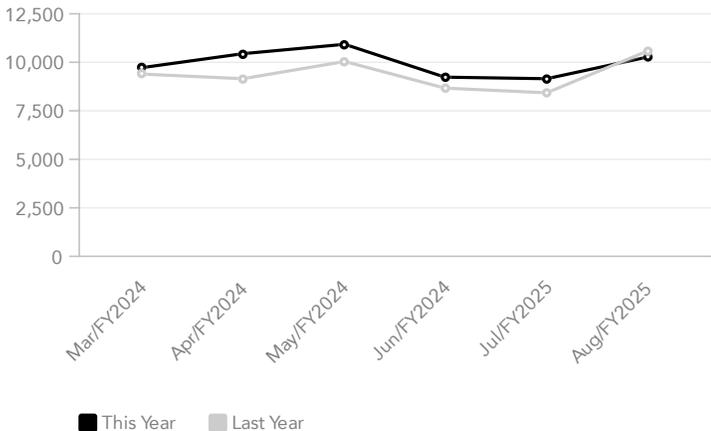


Year-over-Year Report

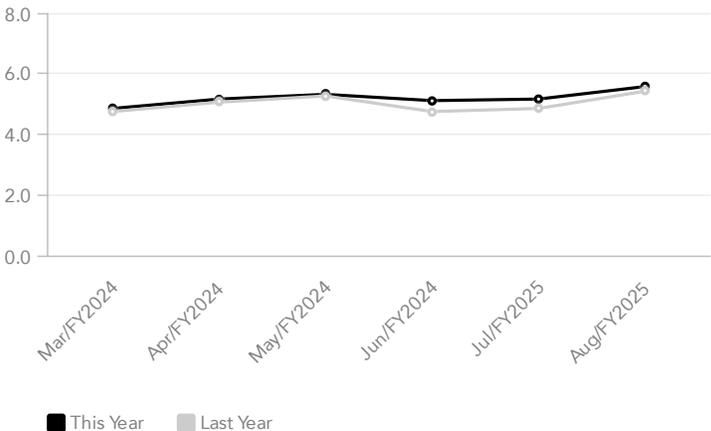
TMR

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	48.85	56.97	-14.3%
Service	Ridership Per Rev. Hour	5.58	5.44	+2.6%
Financial	Operating Costs Per Rev. Hour	131.38	125.72	+4.5%
Ridership	Ridership	10,236.00	10,532.00	-2.8%

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7a Clipper
MOU Renewal

Board of Directors Meeting

Wednesday October 23, 2024

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 23, 2024
Agenda Item: Clipper MOU Renewal – Agenda Item #7a
Lead Staff: Leeann Lorono, Manager of Customer Service and Marketing
Approved: Rashidi Barnes, Chief Executive Officer

Background

In July 2009, the Metropolitan Transportation Commission (MTC) entered into a contract (the “Clipper Contract”) with Cubic Transportation Systems, Inc. to implement, operate, and maintain the Clipper fare payment system on behalf of Bay Area Operators through 2019. The contract was extended till November 2024 on June 30, 2017. In all, the original Clipper Memorandum of Understanding (MOU) with MTC and transit operators has been amended in 2016, 2017, 2020, 2021, and lastly 2022. In September 2018, MTC entered into another contract with Cubic for Next Generation Clipper, known as Clipper 2. This new iteration of Clipper was expected to be implemented throughout the Bay Area in the summer of 2024 but has been extended until 2025, resulting in the need for an amendment to the 2022 Amended and Restated Clipper MOU. MTC requested and received board approval to amend their contract to make operating funds available for the extension and to amend the Bay Area transit operators’ MOUs with updates.

Discussion

The proposed MOU is intended to reflect consistency with MTC’s current standard operating practices. The main updates are summarized by MTC as:

- Modifications in Clipper 1 (C1) cost-sharing language to maintain current cost-sharing agreements, as agreed upon in the 2022 Clipper MOU amendment. Costs will be tied to the number of cards used, and the number of cards will be used to assess operating fees, fixed costs, and other system costs.

- Amending the current MOU to reflect the C1 Operations and Maintenance (O&M) term extension, expected to be in 2025, but now set to be no later than June 30, 2026.
- Authorize the Clipper Executive Board to change allocation of program revenue, to be consistent with prior authorizations.

MTC has presented and approved by the Clipper Executive Board at their last meeting on September 23, 2024. MTC will be presenting Tri Delta Transit the MOU via DocuSign.

Financial Impact

The financial impact is now determined by the number of cards issued. Tri Delta Transit is part of the East Bay Operators group, which reduces the financial impact. However, there will be incremental costs depending on all new sales for Clipper cards in the East Bay Operators region.

Requested Action

Adopt Resolution #241023A authorizing the Chief Executive Officer to renew the 2022 amended Clipper Memo of Understanding with the Metropolitan Transportation Commission to allow for the continued use of Clipper 1 through June 30, 2026.

Attachments

1. 4b Clipper Executive Board Contract Change Order Amendment – Operations and Maintenance Extension: Cubic Transportation Systems, Inc.
2. 4c Clipper Executive Board Contract Proposed Amended and Restated Clipper Memorandum of Understanding
3. 2022 amended and restated Clipper Memorandum of Understanding



TRI DELTA TRANSIT

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

RESOLUTION #241023A AUTHORIZATION OF CLIPPER MOU RENEWAL

Resolution #241023A Agreeing to terms of the October 2024 amendment to the 2022 amended and restated Clipper memorandum of understanding

WHEREAS, Clipper is an automated fare payment system for intra- and inter-operator transit trips in the San Francisco Bay Area that has been implemented and is currently being operated; and

WHEREAS, the Metropolitan Transportation Commission (MTC) has entered into the Next Generation Clipper Contract with Cubic Transportation Systems, Inc. on September 26, 2018 to operate and maintain Clipper; and

WHEREAS, MTC, Alameda-Contra Costa Transit District (“AC Transit”); Golden Gate Bridge Highway and Transportation District (“GGBHTD”); the San Francisco Bay Area Rapid Transit District (“BART”); the City and County of San Francisco, acting by and through its Municipal Transportation Agency (“SFMTA”); the San Mateo County Transit District (“SamTrans”); the Santa Clara Valley Transportation Authority (“VTA”); the Peninsula Corridor Joint Powers Board (“Caltrain”); and the Water Emergency Transportation Authority (“WETA”); Central Contra Costa Transit Authority (CCCTA); City of Fairfield, as the operator of Fairfield and Suisan; Livermore/Amador Valley Transit Authority (LAVTA); Marin County Transit District; Napa County Transportation and Planning Agency (NPTA); Solano County Transit; Sonoma County Transit; Sonoma-Marín Area Rail Transit; Western Contra Costa Transit Authority; Vacaville City Coach; City of Santa Rosa; City of Union City (collectively, the “Clipper Operators”) have entered into the Clipper Amended and Restated Memorandum of Understanding (“MOU”) to identify their obligations relative to the implementation, operation, maintenance of the Clipper program, including payment of operating fees due the Clipper Contractor; and

WHEREAS, The Clipper Next Generation has been postponed to launch in 2025 but no later than June 30, 2026 resulting in the need for amending the 2022 restated MOU

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) wishes to continue to participate in the Clipper program and understands that an agreement to abide by the terms and conditions of the 2024 Clipper Amended and Restated MOU is a condition of such participation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #241023A authorizing the CEO to sign the 2024 Amended and Restated Clipper Memorandum of Understanding, agreeing to be bound by the terms and conditions of the MOU, which is to be forwarded by DocuSign and is summarized in the Board Memo presented.



TRI DELTA TRANSIT

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

RESOLUTION #241023A AUTHORIZATION OF CLIPPER MOU RENEWAL

Resolution #241023A Agreeing to terms of the October 2024 amendment to the 2022 amended and restated Clipper memorandum of understanding

PASSED AND ADOPTED THIS 23rd day of October 2024, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Diane Burgis, Chair

Rashidi Barnes, Chief Executive Officer

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

Clipper® Executive Board

September 23, 2024

Agenda Item 4b

Contract Change Order Amendment – Operations and Maintenance Extension: Cubic Transportation Systems, Inc. (\$20,000,000)

Subject:

Request for approval of a Contract Change Order Amendment for a 20 Month operations and maintenance (O&M) period to the original Clipper (C1) Contract: Cubic Transportation Systems, Inc. (Cubic) (\$20,000,000).

Background:

In April 2017, this Board authorized a 5-year contract O&M extension of the C1 Contract which is set to expire on 11/2/2024. As discussed in agenda item 3a, the Next Generation Clipper® (C2) System will be launching in 2025. MTC engaged Cubic to negotiate contract extension terms that will allow for the smooth transition from C1 to C2. As has always been the plan, the proposed extension takes into consideration that the C1 back-office needs to continue running even after the full customer transition to C2. A controlled shutdown of the C1 system after customers are fully transitioned to C2 will allow for proper decommissioning of the system after transferring or archiving any required or desired C1 system data.

Scope of Work:

The proposed contract change order amendment provides for an extension of the current O&M term beginning November 3, 2024 with an end date of no later than June 30, 2026 and is broken up into three time periods:

- **November 3, 2024 to the beginning of Customer Transition (Phase 1)**
- **Beginning of Customer Transition through last C1 Card Transition (Phase 2)**
- **Post Customer Transition to C1 System Shutdown (Phase 3)**

During Phase 1, MTC would negotiate to reduce the current C1 O&M payments prior to Phase 2. During Phase 2, MTC would negotiate to move payments that reduces based on customer levels transitioning to C2. During Phase 3 only a flat fee would apply, plus software licensing fees that are paid annually. Additionally, staff is negotiating to have Cubic provide lost-revenue support from the C1 system through Phase 2. Staff will provide a verbal update on the status of the

negotiations at this meeting. The remainder of the existing Contract terms will remain in force throughout the proposed O&M extension.

Issues:

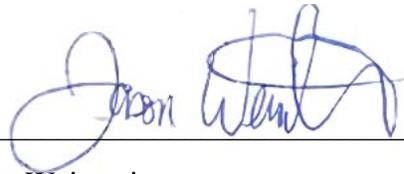
None identified

Recommendation:

Staff recommends that the Clipper® Executive Board approve a Contract Change Order Amendment with Cubic Transportation Systems, Inc., and allow the Executive Director of MTC to finalize negotiation beneficial to the operators and MTC.

Attachments:

None.



Jason Weinstein

Request for Board Approval

Summary of Proposed Contract Change Order Amendment

Contractor: Cubic Transportation Systems
San Diego, CA

Work Project Title: 20 Month Operations and Maintenance Extension

Purpose of Project: Extend current Clipper® system Operations and Maintenance support for up to 20 months until C1 System shutdown.

Brief Scope of Work: Extend Current Clipper® Contract Operations and Maintenance term for up to 20 months to perform C1 Operations and Maintenance with updated payment terms and conditions until C1 system shutdown.

Project Cost Not to Exceed: \$20,000,000 (this Contract Change Order Amendment)

Total contract value including amendments before this amendment = \$189,617,405

Total contract amount with this amendment = \$209,617,405

Funding Source: Participating Operator funds, STP, CMAQ, STA, STP Exchange, Regional Measure 2 Operating, Regional Measure 2 Marketing, Float Account Interest, State of Good Repair, LCTOP

Fiscal Impact: Funds available in current MTC agency operating budget and subject to availability in future MTC agency budgets. Participating Operators will cover a portion of the costs per the 2022 Amended and Restated Clipper® Memorandum of Understanding and Amendments.

Motion by Board: That the Contract Change Order Amendment with Cubic for the purposes described above and in the Clipper Executive Director's summary sheet dated September 23, 2024, is hereby approved by the Clipper Executive Board.

Clipper Executive Board:

Robert Powers, Chair

Approved:

September 23, 2024

Clipper® Executive Board

September 23, 2024

Agenda Item 4c

Proposed Amendment 1 to 2022 Amended and Restated Clipper® Memorandum of Understanding (“MOU”)

Subject:

The Clipper Executive Board’s review and approval of proposed Amendment 1 to the 2022 Amended and Restated Clipper® MOU.

Background:

The current 2022 Amended and Restated Clipper® Memorandum of Understanding (“MOU”) was entered into on October 1, 2022 by and among the Metropolitan Transportation Commission and the transit operators participating in the Clipper® program. In addition to the need to extend the card-based Clipper contract beyond its current term, which ends on November 2, 2024, Clipper staff have also identified the need to amend the MOU to remain updated with our current standard operating practices.

The proposed amendment to the MOU (“Amendment 1”), to be effective November 2, 2024, would amend the regional cost-sharing agreements between MTC and the transit operators by:

1. Permitting the extension of the current Clipper contract to a new end-date as may be authorized by the Clipper Executive Board;
2. Updating the cost-sharing language pertaining to cost-sharing agreements not under the current line-item pricing structure to allow for a different payment basis beyond just Time and Materials; and
3. Updating the Revenue Allocation sections so that the Clipper Executive Board may authorize changes in the allocation of program revenue.

As discussed at its June 2024 meeting, the MOU does not provide for the use of revenue generated by investment of the Clipper float account to be used for Clipper system operational problems. However, after substantial outreach and with the approval of transit operator staff on this use of funds to reimburse transit agency claims of lost fare revenue, Clipper staff included \$200,000 in revenue generated by the Clipper program for reimbursement of transit agency

claims for such lost fare revenue in the FY 23-24 Clipper Operating Budget with the authorization of the Clipper Executive Board. Amendment 1 to the MOU clarifies the Clipper Executive Board's authority to allocate program revenues.

Issues:

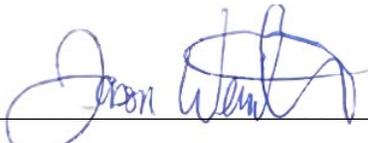
None identified.

Recommendation:

Clipper staff recommend that the Clipper Executive Board approve the proposed Amendment 1 as included in Attachment A to this packet and approve the circulation of the proposed Amendment 1 to the parties for approval and signatures.

Attachments:

Attachment A: Amendment No. 1 to the 2022 Amended and Restated Clipper MOU



Jason Weinstein

AMENDMENT NO. 1 to**2022 AMENDED AND RESTATED CLIPPER® MEMORANDUM OF UNDERSTANDING**

This is Amendment No. 1 (“Amendment”), effective as of November 2, 2024 (“Amendment No. 1 Effective Date”) to the Amended and Restated Clipper® Memorandum of Understanding (the "MOU") dated October 1, 2022, by and among the Metropolitan Transportation Commission ("MTC") and the following transit operators participating in the Clipper® program (referred to herein individually as an "Operator" or collectively as the "Operators"):

Alameda-Contra Costa Transit District ("AC Transit"); Golden Gate Bridge Highway and Transportation District ("GGBHTD"); the San Francisco Bay Area Rapid Transit District ("BART"); the City and County of San Francisco, acting by and through its Municipal Transportation Agency ("SFMTA"); the San Mateo County Transit District ("SamTrans"); the Santa Clara Valley Transportation Authority ("VTA"); the Peninsula Corridor Joint Powers Board ("Caltrain"); Central Contra Costa Transit Authority; City of Fairfield, as the operator of Fairfield and Suisun Transit; City of Petaluma; Eastern Contra Costa Transit Authority; Livermore/Amador Valley Transit Authority; Marin County Transit District; Napa Valley Transportation Authority; Solano County Transit; Sonoma County Transit; Sonoma-Marin Area Rail Transit; Vacaville City Coach; Western Contra Costa Transit Authority; San Francisco Bay Area Water Emergency Transportation Authority; City of Santa Rosa; and City of Union City; and any other New Operator Participants in accordance with Article VI.A of the MOU.

MTC and the Operators are referred to herein collectively as the "Parties" or individually as a "Party".

The Parties hereto agree to amend the MOU as follows: Appendix B, Clipper Contract Cost and Revenue Allocation:

1. Appendix B-1, Clipper Cost and Revenue Allocation for Clipper Contract, is deleted in its entirety and replaced by a new Appendix B-1, Clipper Cost and Revenue Allocation for Clipper Contract, attached hereto and incorporated herein by this reference.
2. Appendix B-3, Next Generation Clipper Cost and Revenue Allocation, is deleted in its entirety and replaced by a new Appendix B-3, Next Generation Clipper Cost and Revenue Allocation, attached hereto and incorporated herein by this reference.
3. All other terms of the MOU not amended herein shall remain in full force and effect.

SIGNATURES ON SUBSEQUENT PAGES

J:\CONTRACT\Contracts-New\Con Clipper\MOUs\Clipper MOU\Amended and Restated MOU\2022 Amended and Restated MOU\Amendment 1\Amendment No 1 to 2022 Amended Restated Clipper MOU_240903.docx

IN WITNESS WHEREOF, this Amendment has been duly authorized and executed by the Parties hereto on the dates specified below by their duly authorized representatives.

Metropolitan Transportation Commission

Approved as to form:
Kathleen Kane, General Counsel

Name: Andrew B. Fremier
Title: Executive Director

Matthew Lavrinets, Senior Counsel

Date: _____

DRAFT

Appendix B-1
Clipper Cost and Revenue Allocation for Clipper Contract

This Appendix B-1 applies to cost and revenue allocation during the extended Operations & Maintenance (O/M) term of the Clipper Contract, which will extend through November 2, 2024, unless *amended by the Contracting Agency with the approval of the Clipper Executive Board* earlier terminated. The cost allocation formulas and principles in this Appendix B-1 were included in the 2016 MOU and apply only to the Clipper Contract.

1. Cost Allocation Among Operators

The allocation of Clipper operating costs to each Operator shall be tied to the cost driver of each category of operating expense outlined in Section 2.B. The percent allocation in each category will be based on actuals by Operator. "Percentage of Cards Used" by Operator will be used to assess operating fees for account-based, fixed or other costs not directly attributable to either transit transactions or revenue and will be based on the number of individual cards used at least once on an Operator's system. "Fee Generating Transit Transactions" shall mean any activity in which a Clipper card is used to receive service on or from an Operator's system that results in a charge pursuant to Attachment 2 to Part I of the contract between MTC and Cubic for the operation of Clipper. "Revenue Processed" shall mean the fee collected on behalf of each Operator by the Clipper clearinghouse (e.g., the price charged to ride on the Operator's transit system, the value of pass sales, the amount of parking fees paid).

The allocation of Clipper operating costs to each Operator while the current Clipper Contract line item pricing structure is applicable shall be based on the following formula:

MOU Section 2.B.i	Fee Category	Allocation Formula
a,b,c	9.0 Cardholder Support Services	Percentage of Cards Used
d,e,f	10.0 Third Party Load Service Fees	Percentage of Cards Used
g	11.0 Autoload Services	Percentage of Cards Used
h	13.22.45 Supplemental Operations	Percentage of Cards Used
i	13.31 Clipper Transaction Fee	Percentage of Fee Generating Transit Transactions
j,k,l,m	13.60-90 Incremental Credit/Debit Card Interchange Fees	Percentage of Revenue Processed
n	Reimbursement of Bank Fees/Direct Charges	Percentage of Revenue Processed
o	Network Communication Reimbursement	Direct Charge to Operator
p	Specialized Card Printing	Direct Charge to Operator
q,r	Operator Share of Staffing	Percentage of Cards Used
s	Add Value/TVM Debit Card Interchange Fees for Non-Clipper Gateways	Percentage of Revenue Processed

In addition to the Clipper operating costs allocated in accordance with Section 2.B(i) herein, each Operator shall be responsible for payment of:

- a. Clipper Data Server (CDS) Store operating costs specified below for any CDS Store

implemented on such Operator's site; and

- b. Incremental Clipper operating costs established by and/or resulting from Clipper Contract change orders requested and funded by an Operator for Operator's use and benefit shall be the responsibility of such Operator. This applies to costs or portions of costs that would otherwise be MTC's responsibility as described below.

2. Clipper Costs

A. MTC Operating and Maintenance Costs. MTC shall pay the following Clipper operating costs under the Clipper Contract's line item pricing structure:

- i. All fixed operating costs of the Clipper clearinghouse and equipment maintenance services costs as specified in the Clipper Contract's Price Schedule (Attachment 2 to the Clipper Contract) (the "Price Schedule"), including:
 - a. Item 3.20 Program Management - Operations and Maintenance
 - b. Item 3.30 Clipper Testbed Operations & Maintenance
 - c. Item 5.31 Operator Help Desk
 - d. Item 5.32 Reporting
 - e. Item 5.33 Asset Management
 - f. Item 6.0 Equipment Maintenance Services
 - g. Item 10.21(a) Location Acquisition
 - h. Item 10.22 Location Servicing and Support
 - i. Item 10.23 (a) Acquisition Payment for Third Party Location
 - j. Item 12.0 Network Management
 - k. Item 13.22 Basic Monthly Operations and Admin
- ii. Variable Clipper operating costs as specified in the Price Schedule (Attachment 2 to the Clipper Contract), specifically:
 - a. Item 7.10-2 Senior and Youth Card Mail-In Applications
 - b. Item 8.10(a-g) Card Distribution Services
 - c. Item 8.11 Card Distribution Services
 - d. Item 8.12 Card Distribution Services
 - e. Item 8.20 Cardholder Education
 - f. Item 8.31 Location Acquisition for Completion of Distribution Network
 - g. Item 8.32 Location Acquisition for Completion of Distribution Network
 - h. Item 8.41 Pass Through of Amounts Paid for Installation of Phone Lines
 - i. Item 9.41 Fixed and Incremental Fees Per Active Card Account (50% of the invoiced amount)
 - j. Item 9.5 Service Level Standard Incentives and Abatements
 - k. Item 13.100 Mobile Website Operations and Maintenance
- iii. All other lump sum and capital expense items specified in the Price Schedule not enumerated above or covered by Section 2.B.

B. Operator Operating Costs under the Clipper Contract's Line Item Pricing Structure.

- i. Operators shall pay the following listed Clipper operating costs in accordance with the cost sharing formula in Section I, reduced by any amounts payable by MTC pursuant to Section 2.A. References to Item numbers refer to the corresponding

prices payable to the Clipper Contractor under the Price Schedule, which are subject to annual price adjustment as specified in Article 13.6 of the Clipper Contract:

- a. Item 9.24 Balance Protection Services Registration
 - b. Item 9.25 Lock/unlock Clipper Application
 - c. Item 9.41 Fixed and Incremental Fees Per Active Card Account (50% of the invoiced amount)
 - d. Item 10.11 Clipper E-purse Load
 - e. Item 10.12 Pass/Stored Ride Load
 - f. Item 10.24 Employer Program Commission
 - g. Item 11.0 Autoload Services
 - h. Item 13.22.45 Supplemental Monthly Operations and Admin
 - i. Item 13.31 Clipper Transaction Fee
 - j. Item 13.60 Incremental Gateway Fees
 - k. Item 13.70 Incremental Debit Card Interchange Fees
 - l. Item 13.80 Incremental Credit Card Interchange Fees
 - m. Item 13.90 Pass Through Website Credit Card Processing Fees
 - n. Reimbursement of Contracting Agency bank fees and direct bank charges in connection with the Clipper bank account(s) in excess of the amounts reimbursed under Section 3.A below
 - o. Direct payment or reimbursement of Contracting Agency costs for network communication.
 - p. Direct payment or reimbursement of Contracting Agency costs for materials necessary for additional printing, e.g. secondary printing or personalization, on Clipper cards
 - q. Reimbursement of Contracting Agency costs for a portion of salary and benefits of any additional staffing as approved by the Executive Board to support the Clipper program.
 - r. Reimbursement of Contracting Agency costs for a portion (at least fifty percent) of the salary and benefits of the Clipper Executive Director as approved by the Executive Board.
 - s. Reimbursement of Operator costs for credit/debit interchange fees generated through an Operator-specific gateway associated with Clipper sales through ticket officed terminal devices and add value and ticket vending machines, as long as the total average fees do not substantially exceed the average Clipper fees.
- ii. Changes or Additions to Operator Operating Costs Items. Except as reserved for Executive Board approval in 2.B(i)(q, r, s), substantive changes or additions to the Operator-paid operating cost items set forth in Section 2.B(i) require an amendment to this Appendix B and approval of all Parties to the MOU as of the date of the change or addition.
- iii. Contracting Agency shall invoice each Operator on a monthly basis for its share of the operating costs. The Operators shall pay Contracting Agency within fifteen (15) calendar days of receipt of such invoice.

3. Cost Allocation of ~~Time and Materials~~ Payments to Clipper Contractor during Clipper Contract O&M Extension Period

Any payments to the Clipper Contractor on a ~~time and materials~~ basis during the Clipper Contract O&M Extension Period, *basis differing from the Clipper Contract line item pricing structure in*

Sections 1 and 2 above, exclusive of pass-through fees, will be split equally (50%/50%) between MTC and the Operators. The Operators' share shall then be further allocated to each Operator based 50% on its Percentage of Cards Used and 50% on its percentage of Fee-Generating Transit Transactions.

Pass-through fees shall be allocated to Operators as set forth Sections 1 and 2 above.

4. Revenue Allocation

Revenues generated by Clipper during any period of time, including interest earnings on funds held by the clearinghouse and excluding fare revenues or parking fees collected on behalf of and distributed to Operators, shall be utilized as follows, *unless otherwise authorized by the Clipper Executive Board*:

- A. To offset Contracting Agency's bank fees and direct bank charges related to the managing of the Clipper accounts;
- B. After deduction of Contracting Agency's bank fees and charges under Section 4.A above, To reduce the Operators' Clipper operating costs listed in Section 2.B(i) above or in Section 3 above; and
- C. After payment of Operators' Clipper operating costs listed in Section 2.B(i) or in Section 3 above, to be allocated to Operators by applying the percentage of cards used by Operator specified in Section I herein, ~~unless otherwise authorized by the Executive Board.~~

Notwithstanding the above, fees charged cardholders for card acquisition, card replacement, balance restoration, failed Autoload funding recovery, card refund processing, and other card-related activities shall be reserved to pay for future card procurements; provided, however, that surcharges on limited use cards or other fare media imposed by an Operator to pay for the acquisition, implementation, administration and replacement of such fare media shall be distributed to and retained by such Operator. (For clarity, any surcharge imposed by an Operator as part of its fare structure shall be considered "fare revenue" and shall be distributed to and retained by such Operator.)

Appendix B-3

Next Generation Clipper Cost and Revenue Allocation

1. Allocation of Fixed Monthly Accelerated Deployment O/M Payments

Payments to the Clipper Contractor for Accelerated Deployment Operations and Maintenance (O/M) and Post-Revenue Ready Accelerated Deployment O/M under the Next Generation Clipper Contract, Articles 3.8.4, Scaling of O/M Payments, and 3.8.5, O/M Payments for Accelerated C2 System Deployment and Attachment C-5, Payment Form for C2 System Operations & Maintenance will be allocated in accordance with this Appendix B-3.1.

- a. Accelerated Deployment fixed monthly O/M payments triggered by issuance of the Accelerated C2 System Deployment Mobile O/M NTP shall be split 50%/50% between MTC and the Operators. Each Operator's share shall then be determined based 50% on its Percentage of Cards Used and 50% on its Percentage of Fee-Generating Transit Transactions. "Percentage of Cards Used" by Operator will be based on the number of individual cards used at least once on an Operator's system during the specified billing period. "Fee Generating Transit Transactions" shall mean any activity in which a Clipper card is used to receive service on or from an Operator's system that results in a charge pursuant to Attachment 2 to Part I of the Clipper Contract between MTC and Cubic.
- b. Accelerated Deployment fixed monthly O/M payments triggered by issuance of Accelerated C2 System Deployment Equipment O/M NTP shall be split 50%/50% between MTC and the Operators. Each Operator's share would then be determined based 50% on its Percentage of Cards Used and 50% on its Percentage of Fee-Generating Transit Transactions (excluding BART's Fee-Generating Transit Transactions from the total count).
- c. Post-Revenue Ready Accelerated Deployment fixed monthly O/M payments triggered by issuance of a notice by MTC that Revenue Ready has been achieved shall be split 50%/50% between MTC and the Operators. Each Operator's share shall then be determined based on its Percentage of Clipper Ridership. "Percentage of Clipper Ridership" by Operator will be based on the number of transit trips taken on an Operator's system and reported through the Clipper fare system during the specified billing period.
- d. MTC shall pay for 100% of the pass-through fees associated with the conversion of physical Clipper cards to virtual mobile cards and on-going pass-through fees associated with the use of virtual mobile cards and the Clipper mobile app.

2. Allocation of Capital Costs

- a. MTC shall pay for the following Clipper capital costs:
 - i. Capital costs associated with the initial design, development and testing, installation and transition, and end of term transition under the Next Generation Clipper Contract
 - ii. Clipper Equipment included in Attachment C-8, Payment Form for Equipment, not purchased by an Operator pursuant to Article 8.7 of the

- Next Generation Clipper Contract, Purchase and Ownership of Equipment by Transit Operators
- iii. Capital costs associated with the initial implementation and ongoing costs of the Other Next Generation Clipper Contracts, not including capital costs associated with the purchase of limited use fare cards (tickets)
 - iv. Clipper Capital costs established by and/or resulting from Clipper Contract or Other Next Generation Clipper Contract change orders requested and funded by the region for the region's use and benefit
 - v. All other lump sum and capital expense items in Attachment C, Payment Forms of the C2 SI Contract not enumerated above or covered under Appendix B-3.2(b) below
- b. The Operators shall pay for the following Clipper capital costs:
- i. Capital costs associated with the purchase of limited use fare cards (tickets)
 - ii. Clipper Equipment purchased by an Operator pursuant to Article 8.7 of the Next Generation Clipper Contract, Purchase and Ownership of Equipment by Transit Operators
 - iii. Clipper Capital costs established by and/or resulting from Clipper Contract or Other Next Generation Clipper Contract change orders requested and funded by an Operator for Operator's use and benefit

3. Allocation of Monthly Account-Based O/M Payments

Payments to the Clipper Contractor for Account-Based Operations and Maintenance of the Next Generation Clipper system under the Next Generation Clipper Contract, Article 3.8 and Attachment C-5, Payment Form for Operations & Maintenance, will be triggered by issuance of a C2 System Transition Notice to Proceed (NTP) from MTC to the Clipper Contractor setting the agreed-upon O/M Commencement Date as set forth in Article 8.2, Commencement, and indicating that Customer Transition to the Next Generation Clipper system can occur.

- a. Account-Based fixed monthly O/M payments shall be split 50%/50% between MTC and the Operators. Each Operator's share shall then be determined based on its Percentage of Clipper Ridership.
- b. Account-Based variable monthly KPI/SLA and retail incentive payments shall be split 50%/50% between MTC and the Operators. Each Operator's share shall then be determined based on its Percentage of Clipper Ridership.
- c. Operators shall pay for 100% of on-going pass-through fees associated with retailer commissions. Each Operator's share would then be determined based on its Percentage of Revenue Processed. "Percentage of Revenue Processed" shall mean the fee collected on behalf of each Operator by the Clipper clearinghouse (e.g., the price charged to ride on the Operator's transit system, the value of pass sales, the amount of parking fees paid) during the specified billing period.
- d. MTC shall pay for 100% of ongoing pass-through fees associated with the conversion of physical Clipper cards to virtual mobile cards and on-going pass-through fees associated with the use of virtual mobile cards and the Clipper mobile app.

4. Allocation of O/M Payments for Other Next Generation Clipper Contracts

- a. Customer Service Center.
 - i. Fixed monthly O/M payments shall be split 50%/50% between MTC and the Operators. Each Operator's share shall then be determined based on its Percentage of Clipper Ridership.
 - ii. Variable monthly KPI/SLA incentive payments shall be split 50%/50% between MTC and the Operators. Each Operator's share shall then be determined based on its Percentage of Clipper Ridership.
- b. Payment Services. Operators shall pay for 100% of on-going pass-through fees associated with payment services. Each Operator's share would then be determined based on its Percentage of Revenue Processed.
- c. Fare Media. MTC shall pay for 100% of monthly O/M payments associated with the fare media fulfillment contract.

5. Additional Operating Costs to be Paid by Operators

- a. Reimbursement of Contracting Agency bank fees and direct bank charges in connection with the Clipper bank account(s) in excess of the amounts reimbursed under Section 6.A below
- b. Direct payment or reimbursement of Contracting Agency costs for network communication.
- c. Direct payment or reimbursement of Contracting Agency costs for materials necessary for additional printing, e.g. secondary printing or personalization, on Clipper cards
- d. Reimbursement of Contracting Agency costs for a portion of salary and benefits of any additional staffing as approved by the Executive Board to support the Clipper program.
- e. Reimbursement of Contracting Agency costs for a portion (at least fifty percent) of the salary and benefits of the Clipper Executive Director as approved by the Executive Board.
- f. Reimbursement of Operator costs for credit/debit interchange fees generated through an Operator-specific gateway associated with Clipper sales through customer service terminal devices and add value and ticket vending machines, as long as the total average fees do not substantially exceed the average Clipper fees.
- g. Reimbursement of incremental Clipper operating costs established by and/or resulting from Clipper Contract or Other Next Generation Clipper Contract change orders requested and funded by an Operator for Operator's use and benefit shall be the responsibility of such Operator. This applies to costs or portions of costs that would otherwise be MTC's responsibility as described in Appendix B-3.3 and Appendix B-3.4 above.

6. Revenue Allocation

Revenues generated by the Clipper Program, exclusive of revenues related to the Clipper Contract addressed in Appendix B-1.4, including interest earnings on funds held by the clearinghouse and excluding fare revenues or parking fees collected on behalf of and distributed to Operators, shall be utilized as follows, *unless otherwise authorized by the Clipper Executive Board*:

- A. To offset Contracting Agency's bank fees and direct bank charges related to the managing of the

Clipper accounts;

- B. After deduction of Contracting Agency's bank fees and charges under Section 6.A above, to reduce the Operators' Clipper operating costs listed in Section 3 above or in Section 4 above; and
- C. After payment of Operators' Clipper operating costs listed in Section 3 or in Section 4 above, to be allocated to Operators by applying the Percentage of Cards Used by Operator, ~~unless otherwise authorized by the Executive Board.~~

Notwithstanding the above, fees charged cardholders for card acquisition, card replacement, balance restoration, card refund processing, and other card- related activities shall be reserved to pay for fare media procurements and pass-through fees associated with virtual mobile cards and the Clipper mobile app; provided, however, that surcharges on limited use cards imposed by an Operator to pay for the acquisition, implementation, administration and replacement of such fare media shall be distributed to and retained by such Operator. (For clarity, any surcharge imposed by an Operator as part of its fare structure shall be considered "fare revenue" and shall be distributed to and retained by such Operator.)

TAB 4

Agenda Item #7b
ACTION ITEM: Independent Auditors
Report

Board of Directors Meeting

Wednesday October 23, 2024

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 23, 2024
Agenda Item: Independent Auditors Report – Agenda Item #7b
Lead Staff: Ashley Green, Auditor Brown Armstrong CPAs
Angeline Loeffler, Chief Financial Officer
Approved: Rashidi Barnes, 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, 2024, was conducted.

Discussion

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, 2024, 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 found no deficiency in internal control that they consider to be material weaknesses.

Requested Action

Staff requests that we adopt Resolution #241023B accepting the Independent Auditor's report for the fiscal year ending June 30, 2024.

Attachment:

1. ECCTA Financial Statements
2. ECCTA Single Audit Report
3. ECCTA Report to Board

Agenda Item #7b
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 23, 2024*



TRI DELTA TRANSIT

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

RESOLUTION # 241023B INDEPENDENT AUDITOR’S REPORT

Resolution #241023B accepts the Eastern Contra Costa Transit Authority (ECCTA) Independent Auditors Report for the year ended June 30, 2024

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 2023 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, 2024 shows no deficiency in internal control that they consider to be material weakness.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Eastern Contra Costa Transit Authority adopts Resolution #241023B accepting the Independent Auditor’s Report for the year ended June 30, 2024.

PASSED AND ADOPTED THIS 23rd day of October 2024, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Diane Burgis, Chair

Rashidi Barnes, Chief Executive Officer

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

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
ANTIOCH, CALIFORNIA**

**BASIC FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT**

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2024
WITH COMPARATIVE TOTALS**

EASTERN CONTRA COSTA TRANSIT AUTHORITY
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
WITH COMPARATIVE TOTALS

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Eastern Contra Costa Transit Authority
Antioch, California

Report on the Audit of the Basic Financial Statements

Opinions

We have audited the accompanying basic financial statements of the Eastern Contra Costa Transit Authority (the Authority), as of and for the fiscal year ended June 30, 2024, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2024, 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.

Basis for Opinions

We conducted our audit 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Basic Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Basic Financial Statements

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the basic financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Basic Financial Statements

Our objectives are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the basic financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedule of changes in the net other postemployment benefits (OPEB) liability and related ratios, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management's discussion and analysis and schedule of changes in the net OPEB liability and related ratios in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

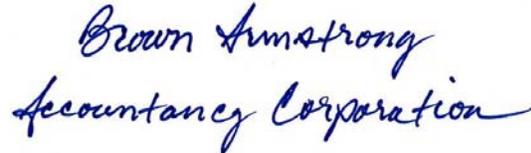
Report on Summarized Comparative Information

We have previously audited the Authority's June 30, 2023, basic financial statements, and our report dated January 15, 2024, expressed an unmodified opinion on those audited basic financial statements. In our opinion, the summarized comparative information presented herein as of and for the fiscal year ended June 30, 2023, is consistent in all material respects, with the audited basic financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2024, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Stockton, California
October 15, 2024

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

Introduction

This discussion and analysis of the Eastern Contra Costa Transit Authority's (the Authority) financial performance provides an overview of the Authority's financial activities for Fiscal Year 2024 (FY24) including comparisons to the prior year. This information should be considered in conjunction with the statements and notes contained in the Financial Section.

Overview of the Basic Financial Statements

The Financial Section of this report presents the Authority's basic financial statements including the basic financial statements and the notes to those financial statements. It also includes the Independent Auditor's Report on those basic financial statements as well as certain grant activities.

Basic Financial Statements

The *Statement of Net Position* presents information about the assets and liabilities, and the difference between them as *net position*. The change in net position over time can indicate whether the Authority's financial position is improving or deteriorating.

The *Statement of Revenues, Expenses, and Changes in Net Position* indicates how net position has changed during the fiscal year as well as compares operating revenues and operating expenses between the current and prior fiscal year. The operating revenues and expenses shown on page 6 are the financial activities related to the Authority's mission of providing public transportation services in Eastern Contra Costa County. The revenues and expenses reported include fares and advertising revenues along with the cost of passenger services, administration and operation of those services, and the depreciation of capital assets. All other revenues and expenses not included within these categories are reported as non-operating revenues and expenses.

The *Statement of Cash Flows* reports the inflow and outflow of cash at the Authority. Such activity is classified into three major components:

- *Cash flows from operating activities* include transactions reported as components of operating income in the statement of revenues, expenses, and changes in net position.
- *Cash flows from noncapital financing activities* include operating grant funding received as well as operating payments from third parties and non-operating items.
- *Cash flows from capital and related financing activities* come from the procurement of capital assets and the proceeds of capital grants.

Notes to the Basic Financial Statements

The Notes to Basic Financial Statements immediately following are intended to provide additional information that is essential for the reader to gain a full understanding of the information provided within the basic financial statements.

Analysis of the Authority's Overall Financial Position

As of June 30, 2024, and 2023(in thousands)

	2024	2023	2024 to 2023	
			Amount	%
Current assets	\$ 12,977	\$ 11,428	\$ 1,549	13.55%
Noncurrent assets	27,896	29,638	(1,742)	-5.88%
Total assets	\$ 40,873	\$ 41,066	\$ (193)	-0.47%
Current liabilities	\$ 11,242	\$ 9,515	\$ 1,727	18.15%
Noncurrent liabilities	845	914	(69)	-7.55%
Total liabilities	12,087	10,429	1,658	15.90%
Net position	\$ 28,786	\$ 30,637	\$ (1,851)	-6.04%

The Authority continues to recover from a post-pandemic transit landscape that has affected travel patterns and demand. Operating revenues remain lower than expected while operating expenses continue to rise at an abnormal rate. Non-current assets have decreased due to the disposition of eight (8) revenue vehicles, seven (7) fareboxes, and one (1) damaged DAR bus from an accident. Current liabilities are up over 18% because it accounts for the significant increase in current liabilities from excess Transportation Development Act (TDA) funding as a payable.

The 6.04% decrease in the Authority's net position in FY24 is due to the items described above.

Capital Activity

Revenue Vehicles	\$ 1,700,908
Facilities and Equipment	522,438
Architectural and Engineering for Park and Ride Lot	124,335
	<u>\$ 2,347,681</u>

Revenue vehicles remain the major component of the Authority's net capital assets and will do so going forward. Facilities and equipment expenditures consist of construction of the Hydrogen Fueling Station which should be completed in FY27

Operating Activity

Comparison to Budget
As of June 30, 2024 (in thousands)

	<u>FY24 Actual</u>	<u>FY24 Budget</u>	<u>Variance</u>
Operating Revenues	\$ 2,414	\$ 2,304	\$ 110
Operating Expenses, Excluding Depreciation	33,913	35,332	(1,419)
Non-Operating Revenues	31,499	33,028	(1,529)

Prior Year Comparison
As of June 30, 2024 and 2023 (in thousands)

	<u>FY24 Actual</u>	<u>FY23 Actual</u>	<u>Variance</u>
Operating Revenues	\$ 2,414	\$ 2,116	\$ 298
Operating Expenses, Excluding Depreciation	33,913	32,976	937
Non-Operating Revenues	31,499	30,860	639

During FY24, the Authority budgeted for 260 thousand billable service hours and actually provided 234 thousand billable hours of service through an operations contractor. The budget was created under the assumption that service would return to normal following the COVID-19 Pandemic. In January 2024, the Authority reduced the levels of services by eliminating services to non-productive services to reduce the costs.

The Authority anticipated providing 1.2 million passenger trips in FY24 and the actual number of passenger trips was 1.3 million. Fixed-route ridership has been steadily increasing but an equal share of the increase in ridership is attributed to the increase in Tri MyRide service.

There were no other material cost overages in any expense line items during FY24.

KEY PERFORMANCE INDICATORS BY SERVICE					
PARATRANSIT					
	Budget June 30, 2024	% Difference Budget/Actual	ANNUAL COMPARISON		
			Actual June 30, 2024	Actual June 30, 2023	% Change
PASSENGERS					
Total DAR Trips Provided	226,962	8.3%	245,710	230,425	6.6%
Average Weekday Ridership	827	8.2%	895	835	7.2%
Average Sat Ridership	228	6.6%	243	256	-5.1%
Average Sun/Hol Ridership	138	13.0%	156	120	30.0%
Average Passengers/Hour (weekdays regular paratransit only)	2.02	13.9%	2.30	2.14	7.5%
CUSTOMER SERVICE					
Ride Refusals/Day	-	0.0%	-	-	0.0%
Customer Complaints	0.30%	-76.7%	0.07%	0.11%	-36.36%
On Time Performance	90%	6.7%	96%	96%	0.0%
MAINTENANCE					
Gallons of Fuel Consumed	198,825	-14.2%	170,614	152,902	11.6%
Miles Between Preventable Accidents	200,000	-34.6%	130,783	130,650	0.1%
Miles Between Road Calls	100,000	-28.1%	71,932	652,931	-89.0%
COST RATIOS					
Farebox Recovery Ratio	8.46%	-26.0%	6.26%	7.84%	-20.2%
\$/Gal Fuel	\$ 4.37	6.6%	\$ 4.66	\$ 5.06	-7.9%
Operating Cost/Passenger	\$ 43.14	-8.1%	\$ 39.65	\$ 37.68	5.2%
Operating Cost/Revenue Hour	\$ 103.31	17.1%	\$ 121.02	\$ 103.00	17.5%
Operating Cost/Revenue Mile	\$ 8.93	-9.5%	\$ 8.08	\$ 6.66	21.3%
KEY PERFORMANCE INDICATORS BY SERVICE					
FIXED ROUTE					
	Budget June 30, 2024	% Difference Budget/Actual	ANNUAL COMPARISON		
			Actual June 30, 2024	Actual June 30, 2023	% Change
PASSENGERS					
Total FR Trips Provided	984,639	14.7%	1,129,025	992,717	13.7%
Average Weekday Ridership	3,333	15.2%	3,841	3,382	13.6%
Average Sat Ridership	1,474	8.3%	1,597	1,423	12.2%
Average Sun/Hol Ridership	1,195	15.3%	1,378	1,132	21.7%
Average Passengers/Hour	5.80	25.9%	7.30	6.20	17.7%
CUSTOMER SERVICE					
Customer Complaints	0.30%	-6.7%	0.28%	0.03%	833.3%
On Time Performance	90%	-15.6%	76%	82%	-7.3%
MAINTENANCE					
Gallons of Fuel Consumed	533,056	-4.0%	511,957	534,495	-4.2%
Miles Between Preventable Accidents	100,000	8.7%	108,710	82,309	32.1%
Miles Between Road Calls	50,000	-70.7%	14,673	79,654	-81.6%
COST RATIOS					
Farebox Recovery Ratio	3.86%	24.9%	4.82%	3.93%	22.6%
\$/Gal Fuel	\$ 4.05	2.0%	\$ 4.13	\$ 4.33	-4.6%
Operating Cost/Passenger	\$ 25.94	-17.5%	\$ 21.41	\$ 24.99	-14.3%
Operating Cost/Revenue Hour	\$ 153.96	2.6%	\$ 157.93	\$ 153.75	2.7%
Operating Cost/Revenue Mile	\$ 12.32	1.0%	\$ 12.44	\$ 12.28	1.3%

Economic Factors and Next Year's Budget and Rates

The continued uncertainty surrounding recovery from post-pandemic remains a concern for the Authority. Fare revenues and funding from state and local non-operating revenues continue to be less than expected while operating expenses are increasing.

Rising costs of materials and supplies are always problematic when they do not coincide with increased revenues or levels of service. The rapidly rising costs of employee benefits such as health care, the provision of adequate retirement programs, and worker's compensation are one of those costs. This affects not only the Authority employees, but the employees of the purchased transportation contract provider as well because it impacts the amounts the Authority must pay for those contracts. The contractor's fixed and variable hourly rate increases each year.

Requests for Information

This financial report was created to provide citizens, taxpayers, as well as the Authority's customers and creditors with a general overview of the Authority's finances. It is designed to demonstrate agency accountability for appropriate use of public funds that the Authority receives. Any questions or requests for additional information can be made to:

The Eastern Contra Costa Transit Authority
Attn: Chief Financial Officer
801 Wilbur Avenue
Antioch, CA 94590
(925) 754-6622
comment@eccta.org

Copies of this report are available online: <http://www.trideltatransit.com/public.aspx>.

BASIC FINANCIAL STATEMENTS

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF NET POSITION
AS OF JUNE 30, 2024 (WITH COMPARATIVE TOTALS)**

	2024	2023
ASSETS		
Current Assets		
Unrestricted assets:		
Cash and equivalents (Note 3)	\$ 3,634,078	\$ 2,472,999
Operating assistance receivable	5,144,299	3,551,766
Capital grants receivable	315,825	1,336,682
Accounts receivable	159,466	134,057
Maintenance inventories and supplies, at cost	870,103	837,998
Prepaid expenses (Note 13)	141,309	7,973
Total unrestricted assets	10,265,080	8,341,475
Restricted LCTOP reserve cash and equivalents (Note 3):		
LCTOP reserves	2,711,431	3,086,822
Total restricted assets	2,711,431	3,086,822
Total Current Assets	12,976,511	11,428,297
Noncurrent Assets		
Capital assets (Note 4):		
Non-depreciable	2,456,985	2,456,985
Depreciable	25,438,577	27,181,014
Total Noncurrent Assets	27,895,562	29,637,999
TOTAL ASSETS	\$ 40,872,073	\$ 41,066,296
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 2,227,124	\$ 2,403,982
Accrued liabilities	540,863	481,269
Other restricted funds	35,500	-
Due to other governments, TDA payable (Note 8)	5,526,083	3,405,822
Grant advances (Note 9)	2,843,184	3,155,634
Note payable - Due in less than one year (Note 12)	68,987	68,277
Total Current Liabilities	11,241,741	9,514,984
Noncurrent Liabilities		
Net other postemployment benefit liability (Note 11)	-	-
Note payable - Due in more than one year (Note 12)	844,814	913,801
Total Noncurrent Liabilities	844,814	913,801
Total Liabilities	12,086,555	10,428,785
NET POSITION (Note 2G)		
Net investment in capital assets	26,981,761	28,655,921
Restricted for:		
LCTOP operations	2,711,431	3,086,822
Unrestricted	(907,674)	(1,105,232)
Total Net Position	28,785,518	30,637,511
TOTAL LIABILITIES AND NET POSITION	\$ 40,872,073	\$ 41,066,296

The accompanying notes are an integral part of these basic financial statements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2024 (WITH COMPARATIVE TOTALS)

	<u>2024</u>	<u>2023</u>
OPERATING REVENUES		
Passenger fares	\$ 1,830,676	\$ 1,654,377
Other operating income	583,389	461,450
	<u>2,414,065</u>	<u>2,115,827</u>
OPERATING EXPENSES		
Purchased transportation (Note 13)	20,456,809	19,503,544
Materials and supplies	4,644,963	4,958,304
Salaries and benefits	5,752,623	5,966,192
Services	1,274,093	1,233,107
Casualty and liability insurance	1,072,168	619,804
Utilities	319,553	249,980
Other	382,737	434,306
Depreciation (Note 4)	4,090,118	4,234,785
Interest expense	9,677	10,329
	<u>38,002,741</u>	<u>37,210,351</u>
OPERATING LOSS	(35,588,676)	(35,094,524)
NON-OPERATING REVENUES		
State grant revenues	23,969,514	21,252,375
Local grant revenues	5,738,221	5,030,856
Non-transportation revenues	76,763	23,780
Federal grant revenues	1,714,064	4,552,728
	<u>31,498,562</u>	<u>30,859,739</u>
Net Non-Operating Revenues, Before Capital Contributions (Grants)	<u>31,498,562</u>	<u>30,859,739</u>
Capital Contributions (Grants)	<u>2,238,121</u>	<u>4,886,730</u>
Net Non-Operating Revenues and Capital Contributions (Grants)	<u>33,736,683</u>	<u>35,746,469</u>
CHANGE IN NET POSITION	(1,851,993)	651,945
NET POSITION AT BEGINNING OF YEAR	<u>30,637,511</u>	<u>29,985,566</u>
NET POSITION AT END OF YEAR	<u>\$ 28,785,518</u>	<u>\$ 30,637,511</u>

The accompanying notes are an integral part of these basic financial statements.

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024 (WITH COMPARATIVE TOTALS)**

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from passenger fares	\$ 1,830,676	\$ 1,654,377
Cash received from operations - other	557,980	383,649
Cash payments for purchased transportation	(20,456,809)	(19,503,544)
Payments to and on behalf of employees	(6,729,697)	(6,625,978)
Payments to suppliers for goods and services	<u>(6,973,322)</u>	<u>(6,379,590)</u>
Net Cash Used in Operating Activities	<u>(31,771,172)</u>	<u>(30,471,086)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Federal grants and reimbursements	1,714,064	4,552,728
State and local operating grants	29,923,013	24,835,543
Other noncapital revenue	<u>33,003</u>	<u>23,780</u>
Net Cash Provided by Noncapital Financing Activities	<u>31,670,080</u>	<u>29,412,051</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital contributions	3,258,978	3,918,590
Proceeds from the sale of capital assets	43,760	-
Purchase of capital assets	(2,347,681)	(5,031,466)
Debt payment on long-term debt	<u>(68,277)</u>	<u>(67,625)</u>
Net Cash Flows Used in Capital and Related Financing Activities	<u>886,780</u>	<u>(1,180,501)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	785,688	(2,239,536)
Cash and Cash Equivalents, Beginning of Year	<u>5,559,821</u>	<u>7,799,357</u>
Cash and Cash Equivalents, End of Year	<u>\$ 6,345,509</u>	<u>\$ 5,559,821</u>
Cash and Cash Equivalents, Unrestricted	\$ 3,634,078	\$ 2,472,999
Cash and Cash Equivalents, Restricted	<u>2,711,431</u>	<u>3,086,822</u>
Total Cash and Cash Equivalents, End of Year	<u>\$ 6,345,509</u>	<u>\$ 5,559,821</u>

The accompanying notes are an integral part of these basic financial statements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS (Continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024 (WITH COMPARATIVE TOTALS)

	2024	2023
RECONCILIATION OF OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES		
Operating Loss	\$ (35,588,676)	\$ (35,094,524)
Adjustments to Reconcile Operating Loss to Net Cash Used in Operating Activities:		
Depreciation	4,090,118	4,234,785
Changes in assets and liabilities:		
(Increase) Decrease in receivables	(25,409)	(77,801)
(Increase) in inventory	(32,105)	(110,812)
Increase (Decrease) in prepaid expenses	(133,336)	46,385
Increase (Decrease) in accounts payable	(176,858)	570,863
Increase (Decrease) in net OPEB liability	-	-
Increase (Decrease) in other liabilities	95,094	(39,982)
Net Cash Used in Operating Activities	\$ (31,771,172)	\$ (30,471,086)

The accompanying notes are an integral part of these basic financial statements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – GENERAL

The Eastern Contra Costa Transit Authority (Authority), also known as Tri Delta Transit, was created August 3, 1976, under a joint exercise of powers agreement between the cities of Antioch, Pittsburg, Brentwood and Contra Costa County, for the purpose of meeting the public transportation needs in Eastern Contra Costa County. The Authority is governed by a Board of Directors composed of representatives of the member jurisdictions. The joint exercise of powers agreement was amended on April 26, 2000, to include the recently incorporated City of Oakley.

The Authority's reporting entity includes all activities of the Authority.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies of the Authority, which conform with accounting principles generally accepted in the United States of America applicable to governments in the United States of America.

A. Enterprise Fund Accounting

The Authority is accounted for as an enterprise fund. This fund is a set of self-balancing accounts, which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses.

B. Basis of Accounting

Basis of accounting refers to *when* revenues and expenses are recognized. The Authority is accounted for using the accrual basis of accounting, under which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Non-exchange transactions, in which the Authority gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On an accrual basis of accounting, revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

C. Basis of Presentation

The Authority's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. The principal operating revenues of the Authority are charges to customers for farebox revenues. The Authority's *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the Authority. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on assets. All revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Cash Equivalents

The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

E. Risk Management

The Authority requires its operations contractor, First Transit, Inc., to provide general liability coverage. First Transit, Inc., provides insurance with primary coverage of \$1,000,000 in aggregate. In addition, the Authority is insured for premises and operational bodily injury and property damage up to a limit of \$13,400,000, with a deductible of \$10,000.

F. Compensated Absences

Full-time permanent employees are granted paid time off (PTO) benefits in varying amounts to specified maximums, depending on their tenure with the Authority. PTO accrues to employees upon being hired to specified maximums and available to use after ninety days of service. The estimated current portion of the liability for PTO benefits is recorded as an expenditure with a corresponding liability.

G. Net Position

Net position is the excess of all the Authority's assets and deferred outflows of resources over all its liabilities and deferred inflows of resources. Net Position is divided into three classifications and applies only to net position as described below:

Net Investment in Capital Assets describes the portion of net position which is represented by the current net book value of the Authority's capital assets.

Restricted describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Authority cannot unilaterally alter. The Authority's restricted net position is for unexpended funds received from the Low Carbon Transit Operation Program (LCTOP).

Unrestricted describes the portion of net position which is not restricted to use.

The Authority will apply restricted resources before unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

I. Inventory

Inventory is stated at cost. Inventory held by the Authority is material and supplies that are consumed by the Authority and are not for resale purposes.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Authority categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within Level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

K. New Accounting Pronouncements – Implemented

GASB Statement No. 99 – *Omnibus 2022*. The requirements of this statement are effective as follows:

- The requirements related to the extension of the use of London Interbank Offered Rate (LIBOR), accounting for Supplemental Nutrition Assistance Program (SNAP) distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in GASB Statement No. 34, as amended, and terminology updates related to GASB Statement No. 53 and GASB Statement No. 63 are effective upon issuance.
- The requirements related to leases, public-private and public-public partnerships (PPPs), and subscription-based information technology arrangements (SBITAs) are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 100 – *Accounting Changes and Error Corrections*. The requirements of this statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Future Accounting Pronouncements

GASB Statement No. 101 – *Compensated Absences*. The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 101 if and when applicable.

GASB Statement No. 102 – *Certain Risk Disclosures*. The requirements of this statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 102 if and when applicable.

GASB Statement No. 103 – *Financial Reporting Model Improvements*. The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 103 if and when applicable.

NOTE 3 – CASH AND CASH EQUIVALENTS

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Authority's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Authority's name and places the Authority ahead of general creditors of the institution.

A. Cash and Cash Equivalents

The Authority's unrestricted cash consists of time and demand deposits and petty cash held at the Authority's administrative office.

The Authority's restricted assets, which consist of certificates of deposit with Bank of Agriculture and Commerce, are carried at fair value, as required by accounting principles generally accepted in the United States of America. The Authority adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

Cash and cash equivalents consisted of the following as of June 30, 2024:

Unrestricted cash and cash equivalents:	
Deposits in financial institutions	\$ 3,633,526
Cash on hand at Authority	552
	<hr/>
Total unrestricted cash and equivalents	3,634,078
	<hr/>
Restricted cash and cash equivalents:	
LCTOP reserve certificates of deposit	2,711,431
	<hr/>
Total restricted cash and equivalents	2,711,431
	<hr/>
Total cash and cash equivalents	\$ 6,345,509
	<hr/>

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

B. Fair Value Hierarchy

The Authority categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

In the fiscal year ended June 30, 2024, the Authority had investments in Money Market accounts of \$2,897,330 and Certificates of Deposit of \$2,711,431, which are exempt from fair value measurements.

C. LCTOP

The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2015 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. The LCTOP was passed and adopted by the Authority in January 2016. The Authority is applying these funds to enhance service on Route 201 (Concord, California).

D. Custodian Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision made for deposits: The California Government Code requires that a financial institution secure deposits made by state and local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of pledged securities must equal at least 110% of the total amount deposited by public agencies.

GASB Statement No. 40 requires that the following disclosure be made with respect to custodial credit risk relating to deposits and investments: \$8,042,211 of the Authority's deposits with financial institutions were in excess of the Federal Deposit Insurance Corporation limits and were held in collateralized accounts as of June 30, 2024.

NOTE 4 – CAPITAL ASSETS

Capital assets of the Authority consist of land, transit and service vehicles, buildings and improvements, and equipment. Capital assets are recorded at cost and depreciated over their estimated useful lives. The Authority's policy is to capitalize assets when the article of property being purchased has a useful life of more than one year.

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Authority has assigned the useful lives as follows:

Building and improvements	5-30 years
Transit vehicles	4-14 years
Shop office and other equipment	5-10 years

NOTE 4 – CAPITAL ASSETS (Continued)A. Capital Assets Activity

Capital assets activity during the fiscal year ended June 30, 2024, is as follows:

	Balance June 30, 2023	Acquisitions	Reclassifications and Dispositions	Balance June 30, 2024
Capital Assets Not Being Depreciated:				
Land	\$ 2,456,985	\$ -	\$ -	\$ 2,456,985
Construction in Progress	-	-	-	-
Total Capital Assets Not Being Depreciated	<u>2,456,985</u>	<u>-</u>	<u>-</u>	<u>2,456,985</u>
Capital Assets Being Depreciated:				
Buildings and improvements	21,201,476	496,648	-	21,698,124
Transit vehicles	42,878,170	1,700,908	(3,419,336)	41,159,742
Equipment	5,359,551	150,125	-	5,509,676
Total Capital Assets Being Depreciated	<u>69,439,197</u>	<u>2,347,681</u>	<u>(3,419,336)</u>	<u>68,367,542</u>
Less Accumulated Depreciation for:				
Buildings and improvements	11,054,398	-	-	11,054,398
Transit vehicles	26,363,284	4,090,118	(3,419,336)	27,034,066
Equipment	4,840,501	-	-	4,840,501
Total Accumulated Depreciation	<u>42,258,183</u>	<u>4,090,118</u>	<u>(3,419,336)</u>	<u>42,928,965</u>
Total Capital Assets Being Depreciated, Net	<u>27,181,014</u>	<u>(1,742,437)</u>	<u>-</u>	<u>25,438,577</u>
Total Capital Assets, Net	<u>\$ 29,637,999</u>	<u>\$ (1,742,437)</u>	<u>\$ -</u>	<u>\$ 27,895,562</u>

Depreciation expense was \$4,090,118 as of June 30, 2024.

B. Capital Contributions

The Authority has grant contracts with the U.S. Department of Transportation through the Federal Transit Administration (FTA) for certain capital improvements. FTA funds are used to replace and improve the Authority's buses and transit facilities. The Authority also has contracts under the Transportation Development Act of 1971 (TDA) and State Transit Assistance (STA) funds, which are used to match FTA grants or to fund transit improvement projects. Capital funding provided under government grants is considered earned as the allowable expenditures are incurred.

Grants for capital assets acquisition and facility development and rehabilitation are reported in the Statement of Revenues, Expenses, and Changes in Net Position, after non-operating revenues and expenses as capital contributions.

NOTE 5 – OPERATING GRANTS

The Authority records operating assistance grants as revenue when earned.

A. TDA and STA Operating Assistance

The Authority receives allocations of local transportation funds pursuant to the TDA and STA funds. These funds are generated within Contra Costa County and are allocated based on annual claims filed by the Authority and approved by the Metropolitan Transportation Commission (MTC). Generally, the maximum annual TDA assistance the Authority can receive is limited to its actual operating costs (excluding depreciation) less fare revenues received and other local operating assistance (including interest income).

NOTE 5 – OPERATING GRANTS (Continued)

A. TDA and STA Operating Assistance (Continued)

For the fiscal year ended June 30, 2024, the maximum TDA operating assistance eligibility was \$19,505,980. During the fiscal year ended June 30, 2024, the TDA operating funds had a receivable of \$3,131,182 due to timing of receipt and a payable of \$5,526,083, which represents the surplus of TDA operations grants received by the Authority that have not yet been spent (See Note 8).

B. Inter-Operator Agreements

The Authority receives funding through an arrangement with Bay Area Rapid Transit (BART) for operating assistance applied to certain “feeder bus” services to the Pittsburg/Bay Point BART station. The Authority took over and incorporated such services from BART in 1997 (as detailed in the schedule below).

C. Measure J

On November 2, 2004, Contra Costa County voters approved Measure J, which extended the half-percent local transportation sales tax first established by Measure C in 1988 for another 25 years. These revenues were to be used for the construction and improvement of state highways, the construction, maintenance, improvement, and operation of local streets, roads, and highways, and the construction, improvement, and operation of public transit systems including paratransit services. Specifically, the Authority receives Measure J funding from the following Measure J Programs:

- Program 14 - Bus Services
- Program 15 - Transportation for Seniors & People with Disabilities
- Program 16 - Express Bus

D. Regional Measure 2 Funds

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in Senate Bill 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding. The Bay Area Toll Authority (BATA) is responsible for the collection of the bridge tolls and MTC is responsible for administering the RM2 Program. As an eligible recipient the Authority was allocated RM2 funds of \$392,404 and received \$400,863 in RM2 funding during the fiscal year ended June 30, 2024. The Authority utilized the RM2 funds as operating assistance on a specific, express bus route per the program’s requirements.

E. Regional Measure 3

Approved by voters, Regional Measure 3 (RM3) raised tolls on the region’s state-owned toll bridges by \$1 beginning January 1, 2019. Tolls were increased by another \$1 in January 2022 with another \$1 increase set for January 2025. Toll revenues will be used to finance a \$4.45 billion slate of highway and transit improvements in the toll bridge corridors and their approach routes. The Regional Measure faced legal challenges but they were ultimately dismissed by the California Supreme Court in January 2023. In order to disburse funds in a timely manner, MTC allocated the Authority \$526,491 and received \$239,613 in RM3 to be used for the same purposes as RM2 in FY2024. MTC is still in process of developing the framework for the eligibility of future RM3 operating funds.

NOTE 5 – OPERATING GRANTS (Continued)

Operating assistance for the fiscal year ended June 30, 2024, is summarized as follows:

	<u>2024</u>
Federal Transit Administration	\$ 1,714,064
Transportation Development Act	16,623,828
State Transit Assistance	6,099,401
Inter-Operator Agreements (BART)	2,532,085
Measure J	2,287,241
Regional Measure 2	392,404
Regional Measure 3	526,491
Low Carbon Transit Operations Program (LCTOP)	<u>1,246,285</u>
Total Operating Assistance	<u>\$ 31,421,799</u>

NOTE 6 – CAPITAL GRANTS

The Authority has received grants from the FTA and grants of local transportation funds pursuant to the TDA for the purchase of buses, facility improvements, furniture and fixtures, and supporting equipment.

Expenditures of capital grant funds are allocated based on annual claims filed by the Authority and approved by the MTC. The Authority's management believes that the remaining grants available will be approved in full. These grants (excluding Measure J), less the related amortization, are included in capital contributions.

The Authority's capital contributions for the fiscal year ended June 30, 2024, are as follows:

	<u>2024</u>
U.S. Department of Transportation grant awards	\$ 3,296,208
Less: funds used for operating costs	<u>(1,714,064)</u>
Subtotal	1,582,144
State grants	482,456
Other	<u>173,521</u>
Total capital contributions	<u>\$ 2,238,121</u>

NOTE 7 – MEASURE J

In November 2004, Contra Costa County voters approved Measure J which provided for the continuation of a County half-cent transportation sales tax for 25 more years beyond the original expiration date of 2009 (Measure C). Measure J funding is administered by the Contra Costa Transportation Authority (CCTA). The Authority records Contra Costa County Measure J grants for operations and for capital projects as revenue and capital contributions, respectively, as received.

The Authority is an eligible recipient of Measure J funds and received \$2,320,132 in Measure J operating assistance during the fiscal year ended June 30, 2024, of which \$2,287,241 was applied to specific fixed route and para-transit bus services per CCTA's approved program. The amount of \$202,965 of Measure J funds for 2024 were "passed through" to the Central Contra Costa Transit Authority (CCCTA) according to an inter-operator agreement that all three agencies entered into to provide Countywide express bus services.

NOTE 8 – TDA RECEIVABLE AND PAYABLE

The Authority applies for TDA funds for operating purposes prior to the start of each fiscal year. The application is based on the Authority’s annual budget and thus contains an estimate of the Authority’s annual operating expenditures and revenues for the next fiscal year. After completion of the annual audit, whereby any unapplied funds or funding shortfalls are determined, the Authority either returns TDA funds in excess of those used during the fiscal year or applies for additional TDA funding for the prior fiscal year to make up the shortfall.

A TDA Operating Receivable represents the amount of TDA operations grants pending to be received by the Authority. As of the fiscal year ended June 30, 2024, the Authority was pending the amount of \$3,131,182 from MTC.

A TDA Payable represents the surplus of TDA operations grants received by the Authority that have not yet been spent. Such surpluses must be returned to the County Local Transportation Fund. The amount of TDA payable at year end is a provision that the Authority makes to return such TDA funds. At the end of the fiscal year ended June 30, 2024, the Authority owed the County Local Transportation Fund the amount of \$5,526,083.

NOTE 9 – GRANT ADVANCES

The Authority receives allocations from other governmental agencies to fund transit operations and capital purchases. Allocations are considered earned when they are properly spent for operations or capital acquisitions. Allocations received but not earned are recorded as unearned revenues. The Authority had received the following allocations which are considered to be unearned revenue as of June 30, 2024:

	<u>2024</u>
LCTOP	\$ 2,711,431
State of Good Repair (SGR)	<u>131,753</u>
Total grant advances	<u><u>\$ 2,843,184</u></u>

NOTE 10 – EMPLOYEE RETIREMENT PLANS

The Authority offers two retirement plans – a 401(a) and a 457(b) plan. Participation in the plans is optional.

A. Employees’ Retirement Plan

The Authority offers a 401(a) defined contribution pension plan, administered by the Financial Decision group, through Charles Schwab. All full-time employees are eligible for this voluntary program upon successful completion of his or her probation. In order to participate in this voluntary program, an employee must participate in the 457(b) deferred compensation plan (see Note 10B), and contribute a minimum of 4% of his or her gross salary, up to the federally allowed maximum amount of his or her gross compensation.

The Authority makes contributions to the 401(a) plan for each participant depending on the participant’s years of service with the Authority as follows:

Less than 10 years	12% of gross salary
10-20 years	13% of gross salary
20-30 years	14% of gross salary
More than 30 years	15% of gross salary

NOTE 10 – EMPLOYEE RETIREMENT PLANS (Continued)

A. Employees’ Retirement Plan (Continued)

Any changes to the plan and/or contribution requirements must be approved by the Authority’s Board of Directors. During the fiscal year ended June 30, 2024, the Authority contributed \$468,118 to the 401(a) plan on behalf of its participants.

B. Deferred Compensation Plan

The Authority’s employees may defer a portion of their compensation under an Authority sponsored Deferred Compensation Plan, administered by Ameritas, created in accordance with Internal Revenue Code Section 457. Under this plan, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death, or in an emergency as defined by the plan. Employees also have the option make contributions to a 457 Roth plan. With this plan, they will pay taxes upfront when contributions are made to the plan and will have the benefit of tax-free withdrawals when the time comes.

The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Authority’s property and are not subject to Authority control, they have been excluded from these financial statements.

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. General Information about the OPEB Plan

Plan Description

The Authority provides postretirement health care benefits at retirement to full time employees who have been an employee for at least 20 years and must be 62 years or older at retirement until they reach the age 65.

Benefits Provided

The Authority will pay the entire Consolidated Omnibus Budget Reconciliation Act (COBRA) Kaiser Health Savings Account (HSA) plan premium for the retired employee and their eligible dependents until the retired employee reaches age 65, at which time they will qualify for Medicare. The Authority will pay the equivalent of the Kaiser HSA plan premium towards another health insurance policy selected by the employee in place of this plan.

Employees Covered by Benefit Terms

As of June 30, 2024, the benefit terms covered the following employees:

Retirees and survivors currently receiving benefits	4
Active employees	42
Total	<u>46</u>

B. Net OPEB Liability

The Authority’s net OPEB liability was measured as of June 30, 2024, using the Alternative Measurement Method (AMM). This method is similar to an actuarial valuation, but with simplifications of several assumptions permitted per GASB guidelines.

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

Actuarial Assumptions

The total OPEB liability in the June 30, 2024, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	June 30, 2024
Age Adjustment Factor	2.233368
Average Retirement Age	68
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll
Bond Yield	3.76%
Discount Rate	3.76%
Participants valued	Only current active employees, retired participants, and covered dependents are valued. No future entrants are considered in this valuation.
Projected Salary Increases	4.00% per year
Mortality	Pub-2010 Public Retirement Plans Mortality Tables, with mortality improvement projected for 10 years.
Healthcare Cost Trend	The cost trend numbers used were developed consistent with the Getzen model promulgated by the Society of Actuaries for use in long-term trend projection. The ACA excise tax will ultimately affect all plans. Due to the variability of the ACA excise tax plan, healthcare trends could raise an average of 0.5% or more in each year.

Discount Rate

The discount rate used to measure the total OPEB liability was 3.76%. For OPEB plans that are not prefunded and are paying for OPEB on a pay-as-you-go basis, the discount rate is based on the 20-year tax exempt municipal bond yield which was 3.76% as of June 30, 2024.

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Change in Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2023	\$ -	\$ -	\$ -
Changes in the Year:			
Service Cost	-	-	-
Interest	-	-	-
Effects of Economic/Demographic Gains or Losses	-	-	-
Effects of Assumptions Changes or Inputs	-	-	-
Benefit Payments	-	-	-
Employer Contributions	-	-	-
Net Changes	-	-	-
Balance at June 30, 2024	\$ -	\$ -	\$ -

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The net OPEB liability of the Authority, as well as what the Authority's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.76%) or one percentage point higher (4.76%), follows:

	1% Decrease 2.76%	Discount Rate 3.76%	1% Increase 4.76%
Net OPEB Liability	\$ -	\$ -	\$ -

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

As of June 30, 2024, the Authority's healthcare cost trend rate baseline was:

	Medical	Pharmacy	Dental	Vision
Year 1	4.70%	5.20%	3.50%	3.00%
Year 2	4.80%	4.80%	3.50%	3.00%
Year 3	4.70%	4.70%	3.00%	3.00%
Year 4	4.60%	4.60%	3.00%	3.00%
Year 5	4.50%	4.50%	3.00%	3.00%
Year 6	4.40%	4.40%	3.00%	3.00%
Year 7	4.30%	4.30%	3.00%	3.00%
Year 8	4.20%	4.20%	3.00%	3.00%
Year 9	4.20%	4.20%	3.00%	3.00%
Year 10+	4.20%	4.20%	3.00%	3.00%

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)B. Net OPEB Liability (Continued)**Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates**
(Continued)

The net OPEB liability of the Authority, as well as what the Authority's net OPEB liability would be if it were calculated using Healthcare Cost Trend Rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates, follows:

	<u>1% Decrease</u>	<u>Baseline Trend</u>	<u>1% Increase</u>
Net OPEB Liability	\$ -	\$ -	\$ -

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the fiscal year ended June 30, 2024, the Authority recognized an OPEB expense of \$0. At June 30, 2024, the Authority reported no deferred outflows of resources and deferred inflows of resources related to OPEB as the plan does not hold assets in a trust.

NOTE 12 – NOTE PAYABLE

On February 4, 2016, the Authority entered into an agreement with California Energy Resources Conservation and Development Commission (California Energy Resources) for \$1,308,104, with a one percent (1% per annum) interest rate. The project consists of installing roof and parking structures mounted with photovoltaic (PV) panels at the Authority's main office, located in Antioch, California. Principal and interest payments are payable semiannually with the first repayment due on December 22, 2018, and final installment due on December 22, 2036.

The following is a summary of the note payable for the fiscal year ended June 30, 2024:

	<u>Original Issue Amount</u>	<u>Balance June 30, 2023</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance June 30, 2024</u>	<u>Due Within One Year</u>
California Energy Resources Loan Agreement	<u>\$ 1,308,104</u>	<u>\$ 982,078</u>	<u>\$ -</u>	<u>\$ 68,277</u>	<u>\$ 913,801</u>	<u>\$ 68,277</u>
Total long-term debt		<u>\$ 982,078</u>	<u>\$ -</u>	<u>\$ 68,277</u>	<u>\$ 913,801</u>	<u>\$ 68,277</u>

The annual payment requirements to mature the loan outstanding at June 30, 2024, were as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	68,987	8,967	77,954
2026	69,679	8,275	77,954
2027	70,377	7,576	77,953
2028	71,065	6,889	77,954
2029-2033	366,236	23,533	389,769
2034-2037	<u>267,457</u>	<u>5,380</u>	<u>272,837</u>
Total	<u>\$ 913,801</u>	<u>\$ 60,620</u>	<u>\$ 974,421</u>

NOTE 13 – COMMITMENT AND CONTINGENT LIABILITIES

The Authority is subject to litigation arising in the normal course of business. In the opinion of the Authority's legal counsel, there is no pending litigation which is likely to have a material adverse effect on the financial position of the Authority.

The Authority participates in Federal and State grant programs. These programs have been audited by the Authority's independent auditors in accordance with the provisions of the Uniform Guidance, and applicable State requirements. No cost disallowances were proposed as a result of these audits; however, these programs are still subject to further examination by the grantors and the amount, if any, of expenses which may be disallowed by the granting agencies cannot be determined at this time. The Authority expects such amounts, if any, to be immaterial.

The Authority made a prepayment to Pacific Gas and Electric (PG&E) for a 10-year refundable electric option and will perform the construction services for the project using the loan proceeds. The option payment of \$6,148 for the fiscal year ended June 30, 2024, is reported as a prepaid asset on the Statement of Net Position.

Contractor

The Authority has an agreement dated May 2, 2016, with First Transit, Inc., a private transit firm, to provide transportation management and operations services on behalf of the Authority through June 30, 2024. Expenses recorded under this contract amounted to \$19,178,822 for fiscal year ended June 30, 2024, and are recorded under purchased transportation and casualty and liability costs. The contracted with County Connection for their one seat pilot program and incurred \$335,803 in expenses. The Authority is also contracted with Transit Network Companies (TNCs) Uber, Lyft, and United Taxi. Purchased Transportation Expense for these three TNCs amounted to \$942,184.

NOTE 14 – SENATE BILL 1 (SB 1) – STATE OF GOOD REPAIR

The Road Repair and Accountability Act of 2017, SB 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair (SGR) program. This program provides funding of approximately \$105 million annually to the State Transit Assistant Account. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

In the fiscal year ended June 30, 2024, the Authority received SGR funds of \$62,941. As of June 30, 2024, the Authority has a total of \$131,754 unearned SGR revenue comprised of fiscal year 2024 SGR funds for Authority's parking lot repairs.

NOTE 15 – SUBSEQUENT EVENTS

Subsequent events were evaluated through October 15, 2024, which is the date the basic financial statements were available to be issued. There were no subsequent events with a material effect on the basic financial statements or note disclosures that took place after June 30, 2024.

REQUIRED SUPPLEMENTARY INFORMATION

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF CHANGES IN THE NET OTHER POSTEMPLOYMENT
BENEFITS (OPEB) LIABILITY AND RELATED RATIOS
JUNE 30, 2024
LAST 10 FISCAL YEARS***

Measurement Period	<u>June 30, 2024</u>	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>
Total OPEB Liability					
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ 355,782
Interest on Total OPEB Liability	-	-	1,440	2,541	38,398
Effect of Economic/Demographic Gains or Losses	-	-	(67,507)	(43,574)	(596,797)
Effects of Assumptions Changes or Inputs	-	-	-	-	-
Benefit Payments	-	-	-	(18,862)	(27,203)
Net Change in Total OPEB Liability	-	-	(66,067)	(59,895)	(229,820)
Total OPEB Liability - Beginning	-	-	66,067	125,962	355,782
Total OPEB Liability - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,067</u>	<u>\$ 125,962</u>
OPEB Plan Fiduciary Net Position					
Contributions - Employer	\$ -	\$ -	\$ -	\$ 18,862	\$ 27,000
Benefit Payments	-	-	-	(18,862)	(27,000)
Net Change in OPEB Plan Fiduciary Net Position	-	-	-	-	-
OPEB Plan Fiduciary Net Position - Beginning	-	-	-	-	-
OPEB Plan Fiduciary Net Position - Ending	<u>\$ -</u>				
Net OPEB Liability	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,067</u>	<u>\$ 125,962</u>
OPEB Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.00%	0.00%	0.00%	0.00%	0.00%
Covered Payroll	\$ 3,949,977	\$ 4,223,580	\$ 3,383,440	\$ 3,163,263	\$ 2,975,409
Net OPEB Liability as a Percentage of Covered Payroll	0.00%	0.00%	0.00%	2.09%	4.23%

Notes to Schedule:

* When information is available, the required 10 years will be shown. The fiscal year ended June 30, 2020, is the first year of implementation of GASB Statement No. 75 in accordance using the Alternative Measurement Method.

OTHER REPORT

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE WITH THE
TRANSPORTATION DEVELOPMENT ACT AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Eastern Contra Costa Transit Authority
Antioch, California

We have audited, 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, the basic financial statements of the Eastern Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2024, and related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated October 15, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the basic financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. Our procedures included the applicable audit procedures contained in §6667 of Title 21 of California Code of Regulations and tests of compliance with the applicable provisions of the Transportation Development Act and the allocation instructions and resolutions of the Metropolitan Transportation Commission. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other audit matters that are required to be reported under *Government Auditing Standards*, the Transportation Development Act, and the Metropolitan Transportation Commission.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the management, Board of Directors, others within the Authority, and federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive style and is positioned below the printed name of the firm.

Stockton, California
October 15, 2024

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2024**

None.

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATUS OF PRIOR YEAR OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2024**

Finding 2023-001 – Reporting of Schedule of Expenditures of Federal Awards.

CONDITION

The Authority did not initially prepare a complete and accurate Schedule of Expenditures of Federal Awards. Expenditures occurred in the period covered by the Authority's financial statements were not properly reported on the Schedule of Expenditures of Federal Awards in that period.

CRITERIA

2 CFR Part 200, Subpart F (Uniform Guidance) Section 200.502 requires the auditee to prepare an accurate Schedule of Expenditures of Federal Awards for the period covered by the auditee's financial statements.

CAUSE OF CONDITION

Inconsistent treatment of accruals at year-end resulted in misstatements on the Schedule of Expenditures of Federal Awards.

POTENTIAL EFFECT OF CONDITION

The Authority's Schedule of Expenditures of Federal Awards was initially materially misstated and therefore not in compliance with Federal regulations. This noncompliance could impact the Authority's eligibility to receive federal awards.

RECOMMENDATION

We recommend that the Authority develop a reconciliation process to verify all expenditures incurred through the fiscal year at hand and paid with federal funding are included in the Schedule of Expenditures of Federal Awards, with specific emphasis on accrued payables and receivables. All worksheets that are currently used to track expenditures paid with Federal funding are properly reviewed at yearend and traced to inclusion on Schedule of Expenditures of Federal Awards. The reconciliation process should be reviewed by an individual familiar with the general ledger and independent of the preparer.

MANAGEMENT RESPONSE

The Authority will develop a reconciliation and review process to ensure that all Federal expenditures and accrued Federal expenditures are included in the Schedule of Expenditures of Federal Awards.

CURRENT YEAR STATUS

Implemented.

**EASTERN CONTRA COSTA
TRANSIT AUTHORITY**

**SINGLE AUDIT REPORT
(UNIFORM GUIDANCE)**

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2024**

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
SINGLE AUDIT REPORT (UNIFORM GUIDANCE)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

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REPORT

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Eastern Contra Costa Transit Authority's (Authority) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have direct and material effect on each of the Authority's major federal programs for the fiscal year ended June 30, 2024. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

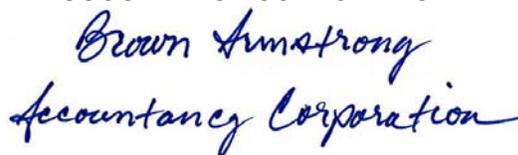
Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Authority as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated October 15, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for the purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive style and is positioned below the printed name of the firm.

Stockton, California
October 15, 2024

SCHEDULE

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Federal Grantor/Office/Pass-Through Grantor/ Program or Cluster Title/Project Name	Assistance Listing Number	Pass-Through Entity Identifying Number or Direct Grant Number	Federal Expenditures	Passed- Through To Subrecipients
U.S. Department of Transportation /				
Federal Transit Administration (FTA)				
Federal Transit Cluster				
<i>Federal Transit Formula Grants (Section 5307)</i>				
ECCTA 5307 - Operating Assistance	20.507	CA-2023-150-01	\$ 1,509,960	\$ -
ECCTA 5307 - Operating Assistance	20.507	CA-2023-166-01	<u>104,415</u>	<u>-</u>
Total Federal Transit Formula Grants (Section 5307)			<u>1,614,375</u>	<u>-</u>
<i>Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs (Section 5339)</i>				
ECCTA 5339 - Transit Bus Replacements	20.526	CA-2022-095	1,337,143	-
ECCTA 5339 - Oakley Park and Ride	20.526	CA-2017-164-02	<u>245,001</u>	<u>-</u>
Total Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs (Section 5339)			<u>1,582,144</u>	<u>-</u>
Total Federal Transit Cluster			<u>3,196,519</u>	<u>-</u>
Other Programs				
Formula Grants For Rural Areas (Section 5311)				
<i>Passed Through California Department of Transportation</i>				
ECCTA 5311 - Preventive Maintenance	20.509	CA-2023-038	<u>99,689</u>	<u>-</u>
Total Formula Grants For Rural Areas (Section 5311)			<u>99,689</u>	<u>-</u>
Total U.S. Department of Transportation / FTA			<u>3,296,208</u>	<u>-</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u><u>\$ 3,296,208</u></u>	<u><u>\$ -</u></u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

NOTE 1 – REPORTING ENTITY

The Schedule of Expenditure of Federal Awards (the Schedule) includes expenditures of federal awards for the Eastern Contra Costa Transit Authority (Authority).

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting refers to *when* revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. All proprietary funds are accounted for using the accrual basis of accounting. Expenditures of Federal Awards reported on the Schedule are recognized when incurred.

NOTE 3 – INDIRECT COST ELECTION

The Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 – REPORTING OF PRIOR YEAR EXPENDITURES FOR DOT GRANT

During the fiscal year ended June 30, 2024, the Authority received reimbursement from the Department of Transportation (DOT) under the Federal Transit Administration Grant (ALN No. 20.507) for eligible operating assistance cost incurred in the prior fiscal year related to the operations of the Authority. Although the expenditures were incurred in the fiscal year ended June 30, 2021, the grant award and related reimbursement were not received until fiscal year ended June 30, 2024.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

- | | | | | |
|---|-----|------------|-----|----|
| 1. Type of auditor's report issued: | | Unmodified | | |
| 2. Internal control over financial reporting: | | | | |
| a. Material weakness identified? | ___ | Yes | _X_ | No |
| b. Significant deficiencies identified
not considered to be material weaknesses? | ___ | Yes | _X_ | No |
| 3. Noncompliance material to financial statements noted? | ___ | Yes | _X_ | No |

Federal Awards

- | | | | | |
|--|-----|-----|-----|------------|
| 1. Internal control over major federal programs: | | | | |
| a. Material weakness identified? | ___ | Yes | _X_ | No |
| b. Significant deficiencies identified
not considered to be material weaknesses? | ___ | Yes | _X_ | No |
| 2. Type of auditor's report issued on compliance
for major programs: | | | | Unmodified |
| 3. Any audit findings disclosed that are required to be
reported in accordance with the Uniform Guidance? | ___ | Yes | _X_ | No |

4. Identification of major programs:

<u>Assistance Listing Numbers</u>	<u>Name of Federal Program or Cluster</u>
20.507/20.526	Federal Transit Cluster

- | | | | | |
|--|-----|-----------|-----|----|
| 5. Dollar threshold used to distinguish between Type A and
Type B programs: | | \$750,000 | | |
| 6. Auditee qualified as low-risk auditee under the Uniform
Guidance? | ___ | Yes | _X_ | No |

II. FINANCIAL STATEMENT FINDINGS

None reported.

III. FEDERAL AWARD FINDINGS AND QUESTION COSTS

None reported.

**EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

FINANCIAL STATEMENT FINDINGS

Finding 2023-001 – Reporting of Schedule of Expenditures of Federal Awards.

CONDITION

The Authority did not initially prepare a complete and accurate Schedule of Expenditures of Federal Awards. Expenditures occurred in the period covered by the Authority's financial statements were not properly reported on the Schedule of Expenditures of Federal Awards in that period.

CRITERIA

2 CFR Part 200, Subpart F (Uniform Guidance) Section 200.502 requires the auditee to prepare an accurate Schedule of Expenditures of Federal Awards for the period covered by the auditee's financial statements.

CAUSE OF CONDITION

Inconsistent treatment of accruals at year-end resulted in misstatements on the Schedule of Expenditures of Federal Awards.

POTENTIAL EFFECT OF CONDITION

The Authority's Schedule of Expenditures of Federal Awards was initially materially misstated and therefore not in compliance with Federal regulations. This noncompliance could impact the Authority's eligibility to receive federal awards.

RECOMMENDATION

We recommend that the Authority develop a reconciliation process to verify all expenditures incurred through the fiscal year at hand and paid with federal funding are included in the Schedule of Expenditures of Federal Awards, with specific emphasis on accrued payables and receivables. All worksheets that are currently used to track expenditures paid with federal funding are properly reviewed at yearend and traced to inclusion on Schedule of Expenditures of Federal Awards. The reconciliation process should be reviewed by an individual familiar with the general ledger and independent of the preparer.

MANAGEMENT RESPONSE

The Authority will develop a reconciliation and review process to ensure that all Federal expenditures and accrued Federal expenditures are included in the Schedule of Expenditures of Federal Awards.

CURRENT YEAR STATUS

Implemented.

EASTERN CONTRA COSTA TRANSIT AUTHORITY

**REPORTS TO THE BOARD
OF DIRECTORS**

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2024**

EASTERN CONTRA COSTA TRANSIT AUTHORITY

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**REQUIRED COMMUNICATION AT THE CONCLUSION OF AN
AUDIT TO THE BOARD OF DIRECTORS IN ACCORDANCE
WITH PROFESSIONAL STANDARDS (SAS 114)**

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

We have audited the basic financial statements of the Eastern Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 15, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2, Summary of Significant Accounting Policies, to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2024. We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- *Estimate of Depreciation:* Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 4 to the basic financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.
- *Estimated Net Other Postemployment Benefits (OPEB) Liability:* Management's estimate of the net OPEB liability is disclosed in Note 11 to the basic financial statements and is based on management's estimates. We evaluated the key factors and assumptions used to develop the net OPEB liability estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

We evaluated the key factors and assumptions used to develop the accounting estimates used in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were related to the useful lives of capital assets and depreciation, net OPEB liability, and related deferred inflows of resources and deferred outflows of resources in Notes 4 and 11, respectively, of the basic financial statements.

The financial statements disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 15, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each fiscal year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and schedule of changes in the net OPEB liability and related ratios, which are required supplementary information that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

Restriction on Use

This information is intended solely for the information and use of the members of the Board of Directors, and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Stockton, California
October 15, 2024

**AGREED UPON CONDITIONS REPORT DESIGNED TO INCREASE
EFFICIENCY, INTERNAL CONTROLS, AND/OR FINANCIAL REPORTING
(MANAGEMENT LETTER)**

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

In planning and performing our audit of the basic financial statements of the Eastern Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are agreed upon conditions (AUC) and recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiencies.

Management's written responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them. We will review the status of these recommendations during our next audit engagement. We have already discussed these recommendations with various Authority personnel, and we will be pleased to discuss these in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing these recommendations.

Restriction on Use

This report is intended solely for the information and use of management, Board of Directors, others within the Authority, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Stockton, California
October 15, 2024

SCHEDULE OF OTHER MATTERS

AUC-2024-01: Capitalization Policy

Condition

During our review of procedures over capital assets, we reviewed a tools and equipment inventory listing of expenses which was not being reviewed for eligibility of being capitalized. We noticed the tools and equipment inventory list has not been updated or reviewed consistently and no regular inventory was being performed as the items were expensed.

Criteria

Assets with a life expectancy of more than one year or that will extend the useful life of other equipment should be capitalized and depreciated, to allocate the expense across the years of use and benefit associated with such asset. While the policy in place is appropriate, there does not appear to be any formal procedures implemented to ensure all assets in use are being captured.

Recommendation

We recommend the Authority create a formal capitalization policy to ensure the capitalization of tools and equipment is also included. We also recommend an actual inventory count of capital assets be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely.

Management Response

The Authority will create a formal capitalization policy which will include the process for an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely. The Authority required additional time to create a formal capitalization policy and to determine obsolete assets to be removed from the capital assets inventory.

CURRENT YEAR STATUS OF PRIOR YEAR OTHER MATTERS

AUC-2023-01: Information Technology (IT) – IT Strategic Plan

Condition

During our review of IT controls, we noted that the Authority does not currently have a strategic plan outlining its current and future IT projects.

Criteria

Governments should have an IT strategic plan detailing current and planned technology projects. A well-developed IT strategic plan will help the Authority in budget planning and ensure that the Authority's technology sustains and assists the entity in achieving its long-term goals.

Recommendation

We recommend that the Authority include an evaluation of IT plans and priorities in its discussion of the budget each year.

Management Response

The Authority has brought on board a part-time IT Specialist. The Authority will work with the IT Specialist on the development of an IT Strategic Plan. Due to the uncertainty of available funding and technology needs, in lieu of an IT strategic plan, the Authority will work with the IT Specialist to include an evaluation of IT plans and priorities in its discussion of the budget each year.

Current Year Status

Implemented.

AUC-2023-02: Capitalization Policy

Condition

During our review of procedures over capital assets, we reviewed a tools and equipment inventory listing of expenses which was not being reviewed for eligibility of being capitalized. We noticed the tools and equipment inventory list has not been updated or reviewed consistently and no regular inventory was being performed as the items were expensed.

Criteria

Assets with a life expectancy of more than one year or that will extend the useful life of other equipment should be capitalized and depreciated, to allocate the expense across the years of use and benefit associated with such asset. While the policy in place is appropriate, there does not appear to be any formal procedures implemented to ensure all assets in use are being captured.

Recommendation

We recommend the Authority create a formal capitalization policy to ensure the capitalization of tools and equipment is also included. We also recommend an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely.

Management Response

The Authority will create a formal capitalization policy which will include the process for an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely. The Authority plans to begin identifying and removing obsolete assets in fiscal year 2023.

Current Year Status

See reissuance of recommendation at AUC-2024-01.

TAB 5

Agenda Item #7c
DISCUSSION ITEM: Comprehensive
Operational Analysis Update

Board of Directors Meeting

Wednesday October 23, 2024

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

Staff Report to ECCTA Board of Directors

Meeting Date: October 23, 2024

Agenda Item: Comprehensive Operational Analysis Update – Agenda Item #7c

Lead Staff: Toan Tran, Chief Operating Officer

Approved: Rashidi Barnes, Chief Executive Officer

Background

In February 2024, a contract was awarded to Nelson\Nygaard Consulting Associates, Inc. to conduct a Comprehensive Operational Analysis (COA) of ECCTA's overall transit system. The primary purpose of the COA is to address the significant decline in ridership that has not recovered post-COVID despite restoring service to pre-pandemic levels. The scope of work for the COA covers planning, scheduling, outreach, development of various service scenarios, and implementation support of a newly redesigned public transportation mobility network in response to the ever-changing landscape and travel patterns in eastern Contra Costa County.

A kick-off meeting took place on April 18, 2024, with ECCTA staff and the Nelson\Nygaard project management team. The COA will be conducted over a 16-month period, and the recommended service plan for the system redesign will be implemented in the Summer/Fall of 2025.

Discussion

The team has made a lot of progress since the last update in June. ECCTA staff and the project management team from Nelson\Nygaard will present some of the key highlights as well as the draft of the service alternatives.

Requested Action

This is an information item. No action is needed at this time.

TAB 6

Agenda Item #7d

**ACTION ITEM: 2024 Agency Safety
Plan**

Board of Directors Meeting

Wednesday October 23, 2024

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 23, 2024
Agenda Item: 2024 Agency Safety Plan- Agenda Item #7d
Lead Staff: Tania Babcock, Compliance Manager
Approved: Rashidi Barnes, Chief Executive Officer

Background

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which required operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The PTASP rule became effective on July 19, 2019. Transit operators were originally required to certify they had a safety plan in place meeting the requirements of the rule by July 20, 2020, but due to the COVID-19 pandemic, FTA extended the compliance deadline to July 20, 2021.

On November 15, 2021, President Biden signed into law the Bipartisan Infrastructure Law, which amended FTA's safety program at 49 U.S.C. § 5329(d) by adding to the PTASP requirements.

FTA published the first major update to the PTASP regulation incorporating Bipartisan Infrastructure Law requirements to make transit safer for both transit workers and passengers. The updated PTASP final rule became effective on May 13, 2024, and amends the PTASP regulation at 49 CFR Part 673.

Discussion

ECCTA's Public Transportation Agency Safety Plan must be reviewed, updated as needed, and certified annually. ECCTA updated the 2024 Agency Safety Plan to be compliant with 49 CFR Part 673.

Agenda Item #7d
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 23, 2024*

The updated PTASP final rule includes new requirements for the public transportation agency safety plan, new requirements for the safety committee, cooperation with frontline transit worker representatives in the development of the public transportation agency safety plan, a safety risk reduction program, new safety performance targets and de-escalation training for transit workers.

The updates include the following:

- Transit agency information was updated to include the current list of all FTA funding types and removed reference to the BART early bird service that was previously operated on behalf of BART.
- There are seven new safety performance measures required for all transit providers subject to the PTASP regulation. These changes doubled the number of safety performance targets required for transit providers to set for their modes of public transportation.
- There are eight new safety performance measures required for safety risk reduction programs in the PTASP regulation.
- Calendar year 2025 safety performance targets were set by the safety committee based on a review of ECCTA's National Transit Database (NTD) data for calendar year 2021, 2022 and 2023. The safety performance targets represent ECCTA's safety performance goals for the upcoming calendar year.
- ECCTA will transmit safety performance targets to Caltrans and MTC annually by December 31. The MTC contact information was updated.
- The Safety Management Policy Statement was updated.
- Authorities, Accountabilities, and Responsibilities were updated in compliance with new requirements.
- Updates were made, clarifying the safety committee procedures and activities.
- Safety risk mitigation to reduce visibility impairments for bus operators and safety risk mitigation for assaults on transit workers was documented.
- When the safety committee recommends a safety risk mitigation unrelated to the safety risk reduction program and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive will prepare a written statement and present the explanation to the safety committee and Board of Directors.
- Safety training curricula for the Safety Manager and SMS Executive were detailed.
- Definitions were updated.
- Tri Delta Transit's organizational chart was updated.
- The training matrix was updated to reflect training changes: De-escalation and Workplace Violence Prevention Plan training.

The updated regulation requires ECCTA's safety committee to approve the Public Transportation Agency Safety Plan prior to approval by the Board of Directors. ECCTA's safety committee approved the Public Transportation Agency Safety Plan on September 24, 2024.

ECCTA is required to communicate the Safety Management Policy Statement throughout the organization and to the Board of Directors. The Safety Management Policy Statement is the SMS component that frames the fundamentals upon which ECCTA operates its SMS and was updated to align with the new regulation.

ECCTA's Safety Management Policy Statement:

Safety is everyone's responsibility and is ECCTA's first priority. Safety takes a prominent role in our decision making. To support this priority, ECCTA has a Safety Management System (SMS) that encourages open sharing of information on all safety issues. ECCTA's Public Transportation Agency Safety Plan documents the details of the agency's SMS.

Safety Objective

ECCTA's overall safety objective is to proactively manage hazards and their associated risk to ensure the safety of our transportation system. Monitoring safety performance against our annual safety performance targets helps us measure the overall effectiveness of our processes and activities to ensure we meet our safety objective. We will review our Public Transportation Agency Safety Plan, including our safety performance targets, annually to identify how well we met our safety performance targets.

Safety Accountability and Responsibility

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledge at all times that safety is paramount. All levels of management and all transit workers are accountable for the highest level of our safety performance. Each manager is responsible for implementing the SMS in their area of responsibility and is accountable for performing SMS activities. All transit workers support safety performance by identifying and reporting safety concerns. Our Executive Team leads a culture that promotes safe operations and provides appropriate resources to support SMS, which includes fostering safe practices, encouraging effective transit worker safety reporting and communicating openly about safety.

Safety Communication

Agenda Item #7d
Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 23, 2024

The Safety Management Policy statement is communicated throughout ECCTA. Communication systems are in place to promote safety communication up, down, and across the organization, including bulletin boards, toolbox talks, and safety meetings.

Safety Committee

We have established a joint labor-management safety committee consisting of an equal number of management and frontline transit workers. The frontline transit workers represented by a labor organization are selected by the labor organization representing the plurality of the frontline workforce.

Transit Worker Safety Reporting Program

We have established and implemented a process that allows transit workers to report safety concerns, including assaults on transit workers, near-misses, and unsafe acts and conditions to senior management, that includes protections for transit workers who report and a description of transit worker behaviors that may result in disciplinary action.

We appreciate everyone's contributions to enhancing the safety of our transit workers, riders, and the public.

Financial Impact

ECCTA is required to allocate a safety set aside of at least 0.75% of section 5307 funds. If ECCTA does not meet a safety performance target for the risk reduction program in its Public Transportation Agency Safety Plan, ECCTA is required to allocate the safety set aside in the following fiscal year to safety-related projects that are likely to assist ECCTA in meeting the safety performance target in the future. The safety set-aside requirement exists whether ECCTA misses a safety performance target under the safety risk reduction program or not. If ECCTA does meet the safety performance targets established under the safety risk reduction program, ECCTA may direct the set-aside funds to any safety-related purpose, including ongoing initiatives and new safety projects.

Requested Action

Approve Resolution #241023D approving Eastern Contra Costa Transit Authority's 2024 Public Transportation Agency Safety Plan.

Attachment:

ECCTA 2024 Public Transportation Agency Safety Plan

Agenda Item #7d
Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 23, 2024



TRI DELTA TRANSIT

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

RESOLUTION #241023D EASTERN CONTRA COSTA TRANSIT AUTHORITY (TRI DELTA TRANSIT) PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Resolution #241023D approves Eastern Contra Costa Transit Authority's 2024 Public Transportation Agency Safety Plan.

WHEREAS, in accordance with the Federal Transit Administration's (FTA) Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which became effective on July 19, 2019; and

WHEREAS, on November 15, 2021 President Biden signed into law the Bipartisan Infrastructure Law which amended FTA's safety program at 49 U.S.C. § 5329(d) by adding to the PTASP requirements; and

WHEREAS, FTA published the first major update to the PTASP regulation as part of a continuing effort to improve transit safety performance on federally supported transit systems; and

WHEREAS, the updated PTASP final rule became effective on May 13, 2024 and amends the PTASP regulation at 49 CFR Part 673 with new requirements that implement statutory changes in the Bipartisan Infrastructure Law to make transit safer for both transit workers and passengers; and

WHEREAS, ECCTA's 2024 Public Transportation Agency Safety Plan is updated in compliance with the PTASP Final Rule (49 CFR Part 673); and

WHEREAS, ECCTA's safety committee set safety performance targets based on the safety performance measures established under FTA's April 2024 National Public Transportation Safety Plan by reviewing National Transit Database (NTD) data for ECCTA based on a three-year rolling average for calendar year 2021, 2022 and 2023; and

WHEREAS, ECCTA's safety committee approved ECCTA's 2024 Public Transportation Agency Safety Plan on September 24, 2024, and

WHEREAS, ECCTA identifies the Chief Executive Officer as the Accountable Executive responsible for ensuring that SMS is effectively implemented throughout the agency and the Chief Executive Officer designates the Compliance Manager as the SMS Executive, and

WHEREAS, ECCTA communicated the Safety Management Policy Statement to the Board of Directors and throughout the agency.



TRI DELTA TRANSIT

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

RESOLUTION #241023D
EASTERN CONTRA COSTA TRANSIT AUTHORITY (TRI DELTA TRANSIT)
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #241023D approving ECCTA’s 2024 Public Transportation Agency Safety Plan.

PASSED AND ADOPTED THIS 23rd day of October 2024, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Diane Burgis, Chair

Rashidi Barnes, Chief Executive Officer

AYES: _____
NOES: _____

ABSENT: _____
ABSTENTIONS: _____

Eastern Contra Costa Transit Authority (Tri Delta Transit) Public Transportation Agency Safety Plan



Eastern Contra Costa Transit Authority

801 Wilbur Avenue
Antioch, CA 94509
1-925-754-6622

Revised October 2024

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Eastern Contra Costa Transit Authority (Tri Delta Transit)

Public Transportation Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	Eastern Contra Costa Transit Authority (ECCTA) doing business as Tri Delta Transit			
Transit Agency Address	801 Wilbur Avenue, Antioch, CA 94509			
Name and Title of Accountable Executive	Rashidi Barnes, Chief Executive Officer (CEO)			
Name of SMS Executive	Tania Babcock, Compliance Manager			
Mode of Service Covered by This Plan	Fixed Route Bus; Non-Fixed Route Bus	List All FTA Funding Types	5307, 5310, 5311, 5339	
Mode of Service Provided by the Transit Agency	ECCTA contracts with Transdev (First Transit was acquired by Transdev in March 2023) to operate fixed route and ADA/paratransit bus service. ECCTA operates 15 local bus routes on weekdays, 6 local bus routes on weekends and holidays, on-demand shared-ride shuttle service, and ADA/paratransit bus service. ECCTA provides the vehicles, maintenance, and administration staff. Transdev provides the operations staff.			
Does the Transit Agency Provide Transit Services on Behalf of Another Transit Agency or Entity?	Yes	No X	Description of Arrangement	N/A
Name and Address of Transit Agency or Entity for Which Service Is Provided	N/A			



2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	ECCTA			
Signature by the Accountable Executive	Signature of Accountable Executive		Date of Signature	
	 Rashidi Barnes, CEO		9/24/2024	
Approval by the Safety Committee	Name of Entity That Approved This Plan		Date of Approval	
	Safety Solutions Team		9/24/2024	
Approval by the Board of Directors	Name of Entity That Approved This Plan		Date of Approval	
	ECCTA Board of Directors		10/23/2024	
	Relevant Documentation (title and location)			
	Resolution #241023D Eastern Contra Costa Transit Authority (Tri Delta Transit) Public Transportation Agency Safety Plan; Located in ECCTA CEO's office at 801 Wilbur Avenue, Antioch, CA 94509			
Certification of Compliance	Name of Individual That Certified This Plan		Date of Certification	
	Rashidi Barnes, CEO		2024; annual certification	
	Relevant Documentation (title and location)			
	Certifications and Assurances for ECCTA submitted in TrAMS (www.transit.dot.gov/trams)- Category 02- Public Transportation Agency Safety Plans. ECCTA's Public Transportation Agency Safety Plan addresses all applicable requirements and standards as set forth in 49 CFR Part 673.			
Version Number and Updates				
Version Number	Section/Pages Affected	Reason for Change	Date Issued	Resolution
1	N/A	Initial release of Public Transportation Agency Safety Plan	12/11/2019	#191211F
2	All Sections	Updated plan at annual review	9/23/2020	#200923B
3	All Sections	Updated plan at annual review	9/22/2021	#210922B



4	All Sections	Updated plan for Bipartisan Infrastructure Law of 11/15/2021	9/28/2022	#220928D
5	All Sections	Updated plan at annual review	10/25/2023	#231025D
6	All Sections	Updated plan for Public Transportation Agency Safety Plan (PTASP) Final Rule effective 5/13/2024	10/23/2024	#241023D

Annual Review and Update of the Public Transportation Agency Safety Plan

ECCTA’s Public Transportation Agency Safety Plan is a “living document” and must address issues associated with system safety on a timely and proactive basis. The Public Transportation Agency Safety Plan will be updated at any point when ECCTA determines that its SMS approach to safety has identified a need for change. In addition, an annual review of the Public Transportation Agency Safety Plan will be conducted by the Accountable Executive, SMS Executive, transit agency leadership/executive management, and safety committee (Safety Solutions Team) by September 30. During the annual review, if changes are needed, ECCTA will revise the Public Transportation Agency Safety Plan to reflect the changes. The Accountable Executive will approve and sign the revised Public Transportation Agency Safety Plan. The Public Transportation Agency Safety Plan will be presented to ECCTA’s safety committee, the Safety Solutions Team, for approval and then presented to the Board of Directors for approval. ECCTA’s Accountable Executive annually certifies SMS compliance with 49 CFR Part 673.



3. Safety Performance Targets

ECCTA's safety committee sets safety performance targets based on the safety performance measures established under FTA's National Public Transportation Safety Plan. Safety performance targets are set annually at the annual review of ECCTA's Public Transportation Agency Safety Plan based on data entered into the National Transit Database (NTD). The safety performance targets represent ECCTA's safety performance goals for the coming calendar year.

The safety committee reviewed NTD data for calendar year 2021, 2022 and 2023 to set performance targets for calendar year 2025. In reviewing the data to set safety performance targets for calendar year 2025, the safety committee recognized that calendar year 2021 was impacted by the COVID-19 pandemic, therefore there were less vehicle revenue miles driven and less ridership, which resulted in data variabilities that are potentially not indicative of regular events and/or service.

ECCTA is currently undergoing a comprehensive organizational analysis and in calendar year 2025 expects to decrease fixed route vehicle revenue mileage to the level of fixed route vehicle revenue mileage operated in calendar year 2021, yet maintain the level of demand response vehicle revenue mileage operated in calendar year 2023. ECCTA estimates fixed route vehicle revenue mileage to be 1,745,000 and demand response vehicle revenue mileage to be 1,353,000 in calendar year 2025.

For safety performance targets in the Safety Risk Reduction Program, the safety committee will set safety performance targets that reflect an annual reduction in safety risk, therefore the safety performance targets are set below the three-year rolling average of data reported to the NTD.



Safety Performance Targets					
<i>Specify safety performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>					
	Safety Performance Measure	Description	Baseline 3-year Average (CY21-23)	Target CY25	
	Relevant Documentation: NTD data.		3-year Average Total Vehicle Revenue Miles 1,857,333.41 Rate= per 100,000 VRM	Based on Estimated CY25 Total Vehicle Revenue Miles of 1,745,000	
Mode of Transit Service: Fixed Route Bus	1	Measure 1a – Major Events	This includes all safety and security major events as defined by the NTD.	5.00	≤4.00
	2	Measure 1b- Major Event Rate Per 100,000 Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	.27 (5.00/1,857,333.41 x 100,000)	≤.23 (4.00/1,745,000 x 100,000)
	3	Measure 1.1- Collision Rate Per 100,000 Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	.22 (4.00/1,857,333.41 x 100,000)	≤.17 (3.00/1,745,000 x 100,000)
	4	Measure 1.1.1- Pedestrian Collision Rate Per 100,000 Revenue Miles	This includes all collisions “with a person,” as defined by the NTD, divided by VRM.	0 (0/1,857,333.41 x 100,000)	0 (0/1,745,000 x 100,000)
	5	Measure 1.1.2-Vehicular Collision Rate Per 100,000 Revenue Miles	This includes all collisions “with a motor vehicle,” as defined by the NTD, divided by VRM.	.20 (3.67/1,857,333.41 x 100,000)	≤.15 (2.67/1,745,000 x 100,000)
	6	Measure 2a- Fatalities	This includes all fatalities as defined by the NTD.	0	0
	7	Measure 2b- Fatality Rate Per 100,000 Revenue Miles	This includes all fatalities as defined by the NTD, divided by VRM.	0 (0/1,857,333.41 x 100,000)	0 (0/1,745,000 x 100,000)
	8	Measure 2.1- Transit Worker Fatality Rate Per 100,000 Revenue Miles	This includes all fatalities as defined by the NTD, divided by VRM.	0 (0/1,857,333.41 x 100,000)	0 (0/1,745,000 x 100,000)
	9	Measure 3a- Injuries	This includes all injuries as defined by the NTD.	13.0	≤12.0
	10	Measure 3b- Injury Rate Per 100,000 Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	.70 (13.0/1,857,333.41 x 100,000)	≤.69 (12.0/1,745,000 x 100,000)
	11	Measure 3.1- Transit Worker Injury Rate Per 100,000 Revenue Miles	This includes all transit worker injuries as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.	N/A*	N/A*
	12	Measure 4a- Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*.	N/A*	N/A*
	13	Measure 4b- Rate of Assaults on Transit Workers Per 100,000 Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	N/A*	N/A*
	14	Measure 5b- System Reliability	This includes Major Mechanical System failures as defined by the NTD.	64.33**	63.33**



Safety Performance Measure		Description	Baseline 3-year Average (CY21-23)	Target CY25
			3-year Average Total Vehicle Revenue Miles 1,034,787.02 Rate= per 100,000 VRM	Based on Estimated CY25 Total Vehicle Revenue Miles of 1,353,000
1	Measure 1a – Major Events	This includes all safety and security major events as defined by the NTD.	.67	0
2	Measure 1b- Major Event Rate Per 100,000 Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	.06 (=.67/1,034,787.02 VRM x 100,000	0 (=0/1,353,000 VRM x 100,000
3	Measure 1.1- Collision Rate Per 100,000 Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	.06 (=.67/1,034,787.02 VRM x 100,000	0 (=0 /1,353,000 VRM x 100,000
4	Measure 1.1.1- Pedestrian Collision Rate Per 100,000 Revenue Miles	This includes all collisions “with a person,” as defined by the NTD, divided by VRM.	0 (=0 /1,034,787.02 VRM x 100,000	0 (=0 /1,353,000 VRM x 100,000
5	Measure 1.1.2-Vehicular Collision Rate Per 100,000 Revenue Miles	This includes all collisions “with a motor vehicle,” as defined by the NTD, divided by VRM.	.03 (=.33/1,034,787.02 VRM x 100,000	0 (=0 /1,353,000 VRM x 100,000
6	Measure 2a- Fatalities	This includes all fatalities as defined by the NTD.	0 (=0 /1,034,787.02 VRM x 100,000	0 (=0 /1,353,000 VRM x 100,000
7	Measure 2b- Fatality Rate Per 100,000 Revenue Miles	This includes all fatalities as defined by the NTD, divided by VRM.	0 (=0 /1,034,787.02 VRM x 100,000	0 (=0 /1,353,000 VRM x 100,000
8	Measure 2.1- Transit Worker Fatality Rate Per 100,000 Revenue Miles	This includes all transit worker fatalities as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.	0 (=0 /1,034,787.02 VRM x 100,000	0 (=0 /1,353,000 VRM x 100,000
9	Measure 3a- Injuries	This includes all injuries as defined by the NTD.	2.67	≤1.67
10	Measure 3b- Injury Rate Per 100,000 Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	.26 (=2.67/1,034,787.02 VRM x 100,000	≤.12 (=1.67/1,353,000 VRM x 100,000
11	Measure 3.1- Transit Worker Injury Rate Per 100,000 Revenue Miles	This includes all transit worker injuries as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.	N/A*	N/A*
12	Measure 4a- Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*.	N/A*	N/A*
13	Measure 4b- Rate of Assaults on Transit Workers Per 100,000 Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	N/A*	N/A*
14	Measure 5b- System Reliability	This includes Major Mechanical System failures as defined by the NTD.	5.67**	4.67**

Mode of
Transit
Service:
Non-Fixed
Route Bus
(Demand
Response)



Safety Risk Reduction Program Safety Performance Targets

Specify safety performance targets for the safety risk reduction program based on the safety risk reduction program performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service: Fixed Route Bus	Safety Risk Reduction Program Safety Performance Measure	Description	Baseline 3-year Average (CY21-23)	Target CY25	
	Relevant Documentation: NTD data.		3-year Average Total Vehicle Revenue Miles 1,857,333.41 Rate= per 100,000 VRM	Based on Estimated CY25 Total Vehicle Revenue Miles of 1,745,000	
	1	Major Events	This includes all safety and security major events as defined by the NTD.	5.00	≤4.00
	2	Major Event Rate Per 100,000 Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	.27 (5.00/1,857,333.41 x 100,000)	≤.23 (4.00/1,745,000x 100,000)
	3	Collisions	This includes all collisions reported to the NTD.	4.00	≤3.00
	4	Collision Rate Per 100,000 Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	.22 (4.00/1,857,333.41 x 100,000)	≤.17 (3.00/1,745,000x 100,000)
	5	Injuries	This includes all injuries as defined by the NTD.	13.0	≤12.0
	6	Injury Rate Per 100,000 Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	.70 (13.0/1,857,333.41 x 100,000)	≤.69 (12.0/1,745,000x 100,000)
	7	Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*	N/A*	N/A*
8	Rate of Assaults on Transit Workers Per 100,000 Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	N/A*	N/A*	



Mode of Transit Service: Non-Fixed Route Bus (Demand Response)	Safety Risk Reduction Program Safety Performance Measure	Description	Baseline 3-year Average (CY21-23)	Target CY25	
			3-year Average Total Vehicle Revenue Miles 1,034,787.02 Rate= per 100,000 VRM	Based on Estimated CY25 Total Vehicle Revenue Miles of 1,353,000	
	1	Major Events	This includes all safety and security major events as defined by the NTD.	.67	0
	2	Major Event Rate Per 100,000 Revenue Miles	This includes all safety and security major events as defined by the NTD, divided by VRM.	.06 (=.67/1,034,787.02 VRM x 100,000)	0 (=0/1,353,000 VRM x 100,000)
	3	Collisions	This includes all collisions reported to the NTD.	.67	0
	4	Collision Rate Per 100,000 Revenue Miles	This includes all collisions reported to the NTD, divided by VRM.	.06 (=.67/1,034,787.02 VRM x 100,000)	0 (=0/1,353,000 VRM x 100,000)
	5	Injuries	This includes all injuries as defined by the NTD.	2.67	≤1.67
	6	Injury Rate Per 100,000 Revenue Miles	This includes all injuries as defined by the NTD, divided by VRM.	.26 (=2.67/1,034,787.02 VRM x 100,000)	≤.12 (=1.67/1,353,000 VRM x 100,000)
	7	Assaults on Transit Workers	This includes all assaults on transit workers as defined by the NTD*.	N/A*	N/A*
8	Rate of Assaults on Transit Workers Per 100,000 Revenue Miles	This includes all assaults on transit workers as defined by the NTD*, divided by VRM.	N/A*	N/A*	

*Historically, assaults on transit workers were not collected in the NTD as a separate category from other assaults and were not reported if they did not result in a fatality, injury, or other major event threshold. Additionally, the term transit worker previously only included paid employees and contractors, and excluded volunteers. On February 23, 2023, FTA finalized new NTD reporting requirements that collect data on all assaults on all transit workers, regardless of injury. Some of these reporting requirements took effect in calendar year 2023, while others took effect in NTD report year 2023. Due to this new reporting requirement, ECCTA will not have assault on transit worker data or transit worker injury data for a 3 year rolling average until the end of calendar year 2026. ECCTA is unable to set a performance target for assaults on transit workers, the rate of assaults on transit workers, or the transit worker injury rate until ECCTA's Public Transportation Agency Safety Plan is updated in 2027.

**Due to a change in calendar year 2023 in how ECCTA reports major mechanical failures according to NTD requirements, ECCTA will have a more accurate 3-year rolling average for system reliability at the end of calendar year 2026.



ECCTA's safety committee, the Safety Solutions Team (SST) will monitor safety performance against annual safety performance targets set by the safety committee for the safety risk reduction program. If ECCTA does not meet an established annual safety performance target set by the safety committee for the risk reduction program, the safety committee will:

- Assess associated safety risk using the methods or processes established under §673.25(c);
- Mitigate associated safety risk based on the results of a safety risk assessment using the methods or processes established under §673.25(d) and include the mitigations in the Public Transportation Agency Safety Plan; and
- Allocate ECCTA's safety set-aside in the following federal fiscal year to safety-related projects eligible under 49 U.S.C.5307 that are reasonably likely to assist ECCTA in meeting the safety performance target in the future.

When identifying safety risk mitigations for the safety risk reduction program related to vehicular and pedestrian safety events involving transit vehicles, including to address a missed safety performance target set by the safety committee under § 673.19(d)(2), the safety committee will consider mitigations to reduce visibility impairments for transit vehicle operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.

When identifying safety risk mitigations for the safety risk reduction program related to assaults on transit workers, including to address a missed safety performance target set by the safety committee under § 673.19(d)(2), the safety committee will consider deployment of assault mitigation infrastructure and technology on transit vehicles and in transit facilities. Assault mitigation infrastructure and technology includes barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.

When the safety committee identifies and recommends under § 673.19(c)(6) safety risk mitigations, including mitigations relating to vehicular and pedestrian safety events involving transit vehicles or assaults on transit workers, based on a safety risk assessment conducted under § 673.25(c), ECCTA will include or incorporate by reference these safety risk mitigations in the Public Transportation Agency Safety Plan pursuant to § 673.11(a)(7)(iv).

When the safety committee recommends a safety risk mitigation unrelated to the safety risk reduction program, and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive will prepare a written statement explaining their decision, pursuant to recordkeeping requirements at § 673.31. The Accountable Executive will submit and present this explanation to the safety committee and Board of Directors.



Safety Performance Target Coordination

ECCTA will transmit safety performance targets to Caltrans Division of Rail and Mass Transit (Caltrans) and to Metropolitan Transportation Commission (MTC). Safety performance targets will be transmitted to Caltrans and to MTC after the annual review of the Public Transportation Agency Safety Plan. The targets will be transmitted annually by December 31. FTA requires ECCTA to coordinate with Caltrans and MTC to the maximum extent practicable. Safety performance targets will be transmitted to help Caltrans and MTC with the planning process for the future and for developing investment priorities for upcoming transit projects.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Caltrans (Transmitted in writing to Safety Management System contact: Brian Travis: brian.travis@dot.ca.gov)	Annually by December 31
Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	MTC (Transmitted in writing to Safety Management System contact: Craig Bosman: cbosman@bayareametro.gov)	Annually by December 31



4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

Safety is everyone's responsibility and is ECCTA's first priority. Safety takes a prominent role in our decision making. To support this priority, ECCTA has a Safety Management System (SMS) that encourages open sharing of information on all safety issues. ECCTA's Public Transportation Agency Safety Plan documents the details of the agency's SMS.

Safety Objective

ECCTA's overall safety objective is to proactively manage hazards and their associated risk to ensure the safety of our transportation system. Monitoring safety performance against our annual safety performance targets helps us measure the overall effectiveness of our processes and activities to ensure we meet our safety objective. We will review our Public Transportation Agency Safety Plan, including our safety performance targets, annually to identify how well we met our safety performance targets.

Safety Accountability and Responsibility

We will develop and embed a safety culture in all our activities that recognize the importance and value of effective safety management and acknowledges at all times that safety is paramount. All levels of management and all transit workers are accountable for the highest level of our safety performance. Each manager is responsible for implementing the SMS in their area of responsibility and accountable for performing SMS activities. All transit workers support safety performance by identifying and reporting safety concerns. Our Executive Team leads a culture that promotes safe operations and provides appropriate resources to support SMS, which includes fostering safe practices, encouraging effective transit worker safety reporting and communicating openly about safety.

Safety Communication

The Safety Management Policy statement is communicated throughout ECCTA. Communication systems are in place to promote safety communication up, down, and across the organization, including bulletin boards, toolbox talks, and safety meetings.

Safety Committee

We have established a joint labor-management safety committee consisting of an equal number of management and frontline transit workers. The frontline transit workers represented by a labor organization are selected by the labor organization representing the plurality of the frontline workforce.

Transit Worker Safety Reporting Program

We have established and implemented a process that allows transit workers to report safety concerns, including assaults on transit workers, near-misses, and unsafe acts and conditions to senior management, that includes protections for transit workers who report and a description of transit worker behaviors that may result in disciplinary action.

We appreciate everyone's contributions to enhance the safety of our transit workers, riders, and the public.



Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the transit agency's organization. Include dates where applicable.

ECCTA's Safety Management Policy Statement is communicated to all transit workers and the Board of Directors. The statement is posted on the communication board near the maintenance computer station, on the safety communication board in the driver's room, and on the communication board in the administration break room. The statement is reviewed annually with Transdev transit workers at an operations safety meeting that focuses training on safety concern identification and reporting. The statement is reviewed with ECCTA employees at the annual "Hazard Communication", "Safety Management System", "De-escalation and Workplace Violence Prevention Plan" maintenance and administration safety training classes, and upon hire at employee orientation. The statement is communicated to the Board of Directors after the annual review of the Public Transportation Agency Safety Plan, when any changes are made to the Public Transportation Agency Safety Plan.



Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

<p>Accountable Executive</p>	<p>The CEO is the Accountable Executive. The Accountable Executive meets all the requirements in §673.5 and §673.23(d)(1)(i)(ii) in that this position is ultimately responsible for:</p> <ul style="list-style-type: none"> • Carrying out the Public Transportation Agency Safety Plan and the Transit Asset Management (TAM) Plan. • Controlling or directing the human and capital resources needed to develop and maintain the Public Transportation Agency Safety Plan and the TAM Plan. • Ensuring that ECCTA's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in ECCTA's SMS. • Implementing safety risk mitigations for the safety risk reduction program that are included in the Public Transportation Agency Safety Plan under §673.11(a)(7)(iv). • Receives and considers all other safety risk mitigations recommended by the safety committee, consistent with requirements in §673.19(d) and §673.25(d)(6). <p>Roles include:</p> <ul style="list-style-type: none"> • Decision-making about resources to support asset management, SMS activities, and capital investments • Annually certifying SMS compliance with 49 C.F.R. Part 673 • Communicating the Safety Management Policy Statement to ECCTA's Board of Directors and throughout the transit agency • Endorsing SMS implementation team and SMS processes • Providing guidance to the Safety Solutions Team on recommended SMS actions/SMS decision making • Preparing a written statement explaining the decision not to implement a safety risk mitigation recommended by the safety committee for a safety risk mitigation unrelated to the safety risk reduction program, submitting and presenting the explanation to the safety committee and Board of Directors
<p>SMS Executive</p>	<p>The SMS Executive reports directly to the Accountable Executive as shown in the organizational chart. The SMS Executive is trained in the Public Transportation Safety Certification Training Program curriculum for the bus track. For the Public Transportation Safety Certification Training Program, the refresher training required every 2 years is the Transportation Safety Institute's SMS Safety Assurance training course. The SMS Executive has the authority and responsibility for implementation and operation of ECCTA's SMS. Roles include:</p> <ul style="list-style-type: none"> • Developing and maintaining SMS documentation • Directing safety risk management activities • Briefing the Accountable Executive on SMS • Assisting with safety management training • Reviewing the Public Transportation Agency Safety Plan on an annual basis with the Accountable Executive, transit agency leadership/executive management, and Safety Solutions Team



	<ul style="list-style-type: none"> • Transmitting safety performance targets to Caltrans and to MTC on an annual basis • Ensuring the Safety Management Policy Statement is communicated throughout the transit agency • Ensuring the administration, maintenance and operations safety communication boards are updated and that required SMS communication is posted
<p>Transit Agency Leadership and Executive Management</p>	<p>Other members of ECCTA's leadership and executive management with authority and responsibility for implementation and operation of the agency's SMS include:</p> <ul style="list-style-type: none"> • Chief Operating Officer (COO) <ul style="list-style-type: none"> ○ Assisting with identification of safety concerns and hazards ○ Assessing safety risk mitigation through safety risk management ○ SMS decision making • Contract General Manager <ul style="list-style-type: none"> ○ Assisting with identification of safety concerns and hazards ○ Assessing safety risk mitigation through safety risk management ○ Overseeing Transdev transit worker safety reporting program; communicating program to transit workers ○ Ensuring each accident/injury is investigated and documented ○ Ensuring provision of adequate and appropriate occupational safety and health training for Transdev transit workers ○ Ensuring that safety devices are properly maintained and available and that Transdev transit workers are properly trained in their use • Director of Maintenance <ul style="list-style-type: none"> ○ Assisting with identification of safety concerns and hazards ○ Assessing safety risk mitigation through safety risk management ○ Ensuring that safety devices are properly maintained and available and that ECCTA transit workers are properly trained in their use • Manager of Administrative Services <ul style="list-style-type: none"> ○ Assisting with identification of safety concerns and hazards ○ Assessing safety risk mitigation through safety risk management ○ Communicating ECCTA transit worker safety reporting program and Safety Management Policy Statement to new ECCTA transit workers ○ Ensuring provision of adequate and appropriate occupational safety and health training for ECCTA transit workers



	<ul style="list-style-type: none"> ○ Ensuring that safety devices are properly maintained and available and that ECCTA transit workers are properly trained in their use
<ul style="list-style-type: none"> • Key Staff 	<p>Safety Committee: Safety Solutions Team (SST)- The SST is a joint labor-management safety committee comprised of a facilitator, 5 managers and 5 frontline transit workers, including 1 mechanic and 4 bus operators. There are 10 voting members.</p> <p>The SMS Executive facilitates the SST meetings, with the Safety Manager designated as the back-up facilitator. SST membership includes:</p> <ul style="list-style-type: none"> • Chief Operating Officer (alternate Accessible Services Manager) • Contract General Manager (alternate Contract Assistant General Manager) • Safety Manager (alternate Training Manager) • Director of Maintenance (alternate Facilities Supervisor) • Manager of Administrative Services (alternate Manager of Planning and Grants) • 1 Mechanic (with alternate) selected by peers • 4 Bus Operators (with alternates) selected by the labor organization representing the Bus Operators <p>SST meetings are scheduled for the second Wednesday of the month, unless a scheduling conflict requires the SMS Executive to re-schedule the meeting. Advance notice will be provided if an SST meeting is re-scheduled. Meeting information is shared electronically with SST members who have a company email address, posted on the safety bulletin board in the operator’s room, and placed in the mechanic’s inbox. The SMS Executive develops the SST meeting agendas based on information entered into ECCTA’s TransTrack Systems Hazards electronic database, any new business that needs discussed/any safety concerns from SST members, and safety assurance processes. Agenda items may include: review of open/in-progress hazards in TransTrack, follow-up discussion on recently closed hazards in TransTrack, discussion of new hazards in TransTrack, new business, and safety assurance review of closed hazards in TransTrack.</p> <p>Discussion is open for each agenda item. Items requiring action are voted on by SST members. The alternate serves in a voting capacity in the event of a representative voting member absence. If there is a dispute or tie-vote, the SMS Executive will share the information with the Chief Financial Officer who will act as a neutral third party and make a final decision. Decisions for each hazard discussed are input into TransTrack’s Systems Hazards Sheet by the SMS Executive.</p> <p>The Executive Assistant records and maintains the meeting minutes and then provides the meeting minutes to the SMS Executive who reviews and posts the current meeting minutes in the operator’s room and places the meeting minutes in SST Binders in designated accessible locations in administration, maintenance and operations. The SMS Executive also distributes a printed copy of the meeting minutes to each SST member.</p>



	<p>The SMS Executive communicates with the Accountable Executive regarding SST deliberations, decisions and recommendations after each safety meeting, as needed. If a technical expert is needed to assist with SST deliberations, the SMS Executive will discuss the need with the Accountable Executive. The SMS Executive will work with SST members to provide any transit agency information, resources, or tools needed to assist in safety risk assessment of safety concerns and hazards or as requested by SST members.</p> <p>The SMS Executive communicates with the Board of Directors at the annual review of the Public Transportation Agency Safety Plan and on an as needed basis.</p> <p>ECCTA and Transdev salaried transit workers are not provided any additional compensation for participating in safety meetings. ECCTA mechanics, Transdev supervisors and Transdev operators are paid their regular hourly wage for participating in safety meetings.</p> <p>SST is a key element to ensure the safety of transit workers, customers and the public. The SST carries out the responsibilities outlined below during SST meetings. The SST is responsible for:</p> <ul style="list-style-type: none">• Reviewing and approving the Public Transportation Agency Safety Plan and any updates to the Public Transportation Agency Safety Plan prior to approval by the Board of Directors. The Public Transportation Agency Safety Plan annual review is an agenda item discussed by the SST. The Public Transportation Agency Safety Plan is approved by the SST during a safety meeting. The SMS Executive presents the approved Public Transportation Agency Safety Plan to the Board of Directors after approval by the SST.• Setting annual safety performance targets for ECCTA's safety risk reduction program using a three-year rolling average of the data submitted to the National Transit Database (NTD)* The safety performance targets are monitored and discussed during the annual review of the Public Transportation Agency Safety Plan and approved by the SST as part of the Public Transportation Agency Safety Plan approval process.• Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through safety risk assessment, including safety risk mitigations associated with any instance where ECCTA did not meet an annual safety performance target in the safety risk reduction program* Each identified hazard is an agenda item discussed by the SST. The SST performs a safety risk assessment for each identified hazard.• Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where ECCTA did not meet an annual safety performance target in the safety risk reduction program* The SST discusses this during the Safety Assurance agenda item, or at the annual safety plan review for safety performance targets.
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- Identifying safety deficiencies for purposes of continuous improvement, including any instance where ECCTA did not meet an annual safety performance target in the safety risk reduction program* The SST discusses this during the Safety Assurance agenda item, or at the annual safety plan review for safety performance targets.
- Communicating follow up information on identified hazards reported through the transit worker safety reporting programs and results of actions taken by the SST through posted SST minutes.

*after ECCTA has NTD data to support a three-year rolling average to develop the safety risk reduction program safety performance targets

As part of the safety risk reduction program, the SST is responsible for assisting with safety risk mitigation of measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.

Safety risk mitigation to reduce visibility impairments for bus operators that contribute to accidents include the following mitigations: marked and trained on the designated location where fixed route operators stop for coolant at maintenance bay 1; retrofitted the plexiglass driver protection barrier hinge and closure design on all revenue vehicles; marked and trained on the mirror station in the yard; re-striped vehicle parking stalls in the yard as needed; re-located the farebox to a consistent location on Tri MyRide to ensure the farebox did not block mirrors.

Safety risk mitigation to reduce visibility impairments for bus operators that includes retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments include the following mitigations: vehicle specs and designs will be shared with SST members for review; selected SST members will walk thru and sit in the operator's seat of a new vehicle type prior to revenue service to assess for visibility impairments.

The SST is also responsible for assisting with safety risk mitigation of assaults on transit workers by performing a safety risk assessment on the deployment of assault mitigation infrastructure and technology in transit facilities.

Safety risk mitigation for assaults on transit workers include the following mitigations for the deployment of assault mitigation infrastructure and technology in facilities: a manufactured driver protection barrier was planned to be installed on all buses ordered as of 2023; the panic button on revenue vehicles will be inspected in preventive maintenance inspections and operators/dispatchers will be trained on using the panic button.

ECCTA has also implemented the following measures to protect transit workers from assault:

- Radios
- Video and Audio Surveillance
- Automatic Vehicle Location



	<ul style="list-style-type: none">• Emergency Operations Procedures• Communication Protocols• De-escalation Training• Workplace Violence Prevention Plan and Training• Emergency Alarms• Rider Code of Conduct• Adequate Lighting (in and around facility)• Secure Areas Where Workers Work• Provide Resources for Victims of Assaults• Provide Law Enforcement With Data/Video Surveillance
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Transit Worker Safety Reporting Program

Describe the process and protections for transit workers to report safety concerns, including assaults on transit workers, near-misses, and unsafe acts and conditions to senior management that includes protections for transit workers who report. Describe transit worker behaviors that may result in disciplinary action (and therefore, are excluded from protection).

Safety is a core value at ECCTA. ECCTA is committed to providing a safe work environment for transit workers. Transit workers are the eyes and ears of the organization and a source of safety management information for ECCTA. Any transit worker discovering an unsafe condition is expected to eliminate the situation if it is safe for them to do so and within their authorization to act. Imminent hazards that may be life threatening or cause serious injury must be immediately reported to a supervisor. Any transit worker who has the authority and ability to abate and/or resolve a hazard safely should do so until the issue is fully resolved. For injury prevention and hazard identification, ECCTA and the operations contractor, Transdev, have established various transit worker safety reporting programs.

Operations

Near Miss and Hazard Reporting

ECCTA contracts with Transdev to operate ECCTA's demand response and fixed route bus service. Each Transdev transit worker is issued a Near Miss and Hazard Reporting pad to document and report safety, route, and security concerns. Transit workers are asked to report anything they determine to be a hazard. Each transit worker is also encouraged to report any near miss incidents and hazards. For near miss and hazard reporting purposes, Transdev defines a near miss as "an event you witnessed where no harm was caused, but there was the potential to cause injury or ill health; a dangerous occurrence." And hazard is defined as "anything that may cause harm in the near future." In addition to each Transdev transit worker being issued a Near Miss and Hazard Reporting pad, the reporting pads are also located in the operator's room, next to the safety suggestion box. Transit workers may choose to identify themselves by name or to provide an anonymous report. The program functions as follows:

- 1) If the safety or security hazard requires immediate attention, dispatch is notified immediately. If immediate attention is not required, the transit worker is encouraged to submit the information to management by the end of their workday. The transit worker completes the Near Miss and Hazard Reporting form and gives the form to management or places the form in the safety suggestion box located in the operator's room.
- 2) Safety Manager reviews the report, meets with transit worker if necessary, and has the authority to take immediate and appropriate action to correct the hazardous conditions or unsafe work practices and procedures, and to establish rules of safety as soon as they are identified. If necessary, assistance may be obtained through Transdev's Region Safety Manager.
- 3) For hazards that cannot be immediately corrected due to reasons such as the availability of needed equipment, materials and/or personnel; time for delivery, installation, modification, or construction; training periods; etc., protection shall be provided in the interim to transit workers who need it while correction of hazard is proceeding.
- 4) Safety Manager records an identified hazard in ECCTA's Systems Hazards electronic database. The reported information is shared with the Safety Solutions Team (SST), where the information is reviewed, addressed and documented. Safety concerns reported through the transit worker safety reporting program will include follow up with the transit worker by Transdev. In addition, identified hazards receive follow up through posted SST minutes.
- 5) Positive reinforcement and recognition are given to transit workers who demonstrate correct procedures and actions through Near Miss and Hazard Reporting. In addition,



one winner is randomly selected from all reports at each safety meeting held once a month. Each winner receives a \$25 gift card.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, transit workers immediately call 911, local police, or other law enforcement.

Tri Delta Watch app

Tri Delta Watch is a free downloadable app with a Transit Worker Safety Reporting Program component. Transit workers may report safety concerns and hazards through TWRP in the app. To report a safety concern or hazard in the Tri Delta Watch app, the transit worker will:

- 1) Download the free Tri Delta Watch app
- 2) Click “Settings” on the bottom navigator to set up an account
- 3) Enter their information
- 4) Toggle “Employee of the Organization?” button
- 5) Fill in “Enter ORG Group Code” as TDT
- 6) Select “Report a Problem”
- 7) Select “Report Type”
- 8) Select “TWRP”
- 9) Select the category for the safety concern
- 10) If it is safe to do so, attach an image, report the location, and information on the safety concern

The Manager of Marketing and Customer Service will review the submitted Tri Delta Watch TWRP and forward to the appropriate manager to review and address the safety concern. If an identified hazard is reported through Tri Delta Watch TWRP, the hazard information is recorded in ECCTA’s Systems Hazards electronic database. The reported hazard is shared with the Safety Solutions Team (SST), where the information is reviewed, addressed and documented. Safety concerns reported through Tri Delta Watch TWRP will include a follow up message to the transit worker. In addition, identified hazards receive follow up through posted SST minutes.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, transit workers immediately call 911, local police, or other law enforcement.

The “Near Miss and Hazard Reporting” form and Tri Delta Watch app are shown in the Appendix.

The following information is from *First Transit’s Public Transportation Agency Safety Plan “Employee Safety Reporting Program”, pages 16-24 and applies to Transdev transit workers. Transdev acquired First Transit in March 2023 and currently operates ECCTA’s location following First Transit policies and procedures.*

Conditions that protect a reporting transit worker from discipline or enforcement action
Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities; or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint.

In other words, transit workers are protected for speaking up in good faith under this Policy. Any manager, or co-worker who retaliates against a complaining transit worker or anyone involved in an investigation of a complaint is subject to discipline and/or termination.



Managers are charged with assuring that they and their staff comply with the whistleblower protections and that no retaliation occurs because of a reported safety related issue.

Possible Disciplinary Actions

Reporting unsafe practices, policy violations, violations of the law, etc. is encouraged, and in some instances required, of all transit workers. The primary goal is to be able to identify areas where risk of injury to personnel or customers, or destruction of property may exist; and develop measures to mitigate those risks.

Unless the transit worker's action or in-action is egregious, disciplinary action is not warranted.

Transit workers that fail to report mandatory items, such as:

- Failure to report defective equipment
- Failure to report a hazard
- Failure to procure necessary information for an accident report or
- Submitting an inaccurate or incomplete report

that could lead to serious harm, are subjected to the disciplinary process describe later in this section.

Duty to Report Wrongdoing

All good faith claims of wrongdoing are investigated so that corrective action may be taken. To that purpose, any transit worker, contractor or vendor is encouraged to report wrongdoing or illegal acts to location management so long as they are not believed to be involved in the fraud, waste or abuse being reported. Management ensures the matter is reported to Group Security and it will be investigated and appropriate steps taken to correct the wrongdoing or potential violation.

Self-Reporting

Self-reporting is also encouraged. Anyone who reports his/her own violation will receive due consideration regarding disciplinary action that may be taken.

Open-Door Policy

A workplace where transit workers are treated with respect and one that is responsive to their concerns is important to each of us. Transit workers may have suggestions for improving the workplace, as well as complaints about the workplace. We feel that the most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with a transit worker's manager. Each transit worker is encouraged to do so.

If the matter cannot be resolved with one's immediate manager, the transit worker may:

- Speak with their Location General Manager or Region Safety Manager who will attempt to facilitate a solution.
- If a transit worker is unable to resolve the matter through the management chain of command in their location, the transit worker may choose to speak directly to anyone in division management or Human Resources.

The Open-Door Policy also allows transit workers to voice their concerns anonymously.

- If a transit worker would like to submit an anonymous concern, they may contact Transdev's confidential Ethics and Compliance Hotline at 1-866-850-3033.

This Open-Door Policy applies to every transit worker not covered by a collective bargaining agreement. It also extends to contractors and subcontractors.



In situations involving discrimination or harassment, transit workers should follow the Complaint Procedure described in the Discrimination, Harassment and Retaliation Reporting Procedure section of the Employee Handbook without fear of reprisal and should not follow this Open-Door Policy complaint process.

In situations requiring immediate attention, a transit worker may bypass the chain of command, which begins with his or her manager, and contact any level of management or Human Resources directly, without fear of reprisal, and without the need to follow this Open-Door Policy complaint process.

- This may be done in person, by direct contact, phone call, letter, or email message or by utilizing Transdev's confidential Ethics and Compliance Hotline at 1-866-850-3033.

Transit workers are REQUIRED to report the following. Failure to do so WILL lead to disciplinary action.

Accidents/Incidents

Accidents and incidents are a very serious matter and a valuable learning opportunity to improve safety. **SOP #700 – Accident & Safety Data Acquisition and Reporting**, and the supporting **SOP's, 700a – Auto and General Liability Claim Form; 700b – Courtesy Card; 700c – Operator Incident Report**; ensure that the appropriate actions happen at the scene for the safety and security of passengers and transit workers; and that the appropriate data is collected to evaluate the incident, determine culpability; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

Accidents

Accidents are considered to be any collision that occurs while an Operator is on duty. Operators are to report all accidents and collisions to Dispatch immediately upon occurrence. When reporting to Dispatch, the transit worker must state that he or she is reporting an accident and then answer any questions asked by Dispatch.

Additionally, **SOP #700c – Operator Incident Report** and **SOP #700a – Auto & General Liability Claim Form**, must be completed by the Operator involved and location management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report. To help ensure that this deadline is met, transit workers are paid to complete the form.

Transit workers who fail to report an accident may be subject to disciplinary action up to and including termination.

Transit workers must provide transit management with any additional accident information immediately upon request.

Incidents

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to Dispatch immediately; and require a **SOP #700a – Auto & General Liability Claim Form** to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to Dispatch upon return to the yard.

The following are examples of incidents that must be reported:

- Broken or cracked windows from unknown causes,
- Cut seats,



- Service delays,
- Passing up passengers,
- Insufficient or excessive running time in schedule,
- Overloads, etc.

If in doubt, immediately contact Dispatch.

Operators Witnessing an Accident shall notify Dispatch immediately, even though their vehicle may not be involved.

Required Courtesy Cards

In the event of an accident or an incident, Operators must distribute **SOP #700b – Courtesy Cards** then retrieve as many as possible from passengers and persons in the immediate area of the accident or incident who may have witnessed the event.

Duty to Report Law Enforcement Actions

Transit workers are required to report any arrests, indictments or convictions to their immediate manager or Human Resources immediately, but no later than prior to the next scheduled work shift, to the extent permitted by applicable law. If the circumstances and the offense charged, in our judgment, present a potential risk to the safety and/or security of our customers, transit workers, premises and/or property, such events may result in disciplinary or other appropriate action to the extent permitted by applicable law.

Operators and safety sensitive employees are required to report all Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) related charges, vehicular collisions, and any moving violation citations received in any vehicle immediately if possible, but no later than prior to their next scheduled work shift, consistent with applicable law.

Possible Disciplinary Actions

A tiered approach is used to determine possible disciplinary actions. Infractions that lead to disciplinary action are categorized into four categories;

- Class 1 – Dischargeable Offenses, the most serious and unacceptable behavior
- Class 2 – Serious violations of the performance code
- Class 3 – Secondary violations of the performance code
- Class 4 – Lesser violations of the performance code that may result in disciplinary action depending on the circumstances or repeated violations

Examples of **Class 1 Dischargeable Offenses** include:

- Convictions and imprisonment for such offenses as DUI, DWI, child abuse, etc.
- Safety; some offenses are of such a serious nature that termination is appropriate for the first offense. Those include but are not limited to:
 - Failure to properly secure mobility devices
 - Cell phone use while operating a company vehicle
 - Striking a pedestrian
 - Colliding into the rear of another vehicle or stationary object
 - Running a red light or stop sign
 - Entering a railroad crossing when the lights are flashing
- Violation of the Drug & Alcohol Policy
- Dishonesty



- Stealing/Theft
- Unauthorized Use or Removal of Company / Client Property or Vehicle
- Violence / Fighting / Threats
- Harassment
- Insubordination
- Security
- Sleeping on the Job
- Destruction of Property
- Failure to Return to Work
- Leaving Bus or Passengers
- Failure to Follow Sleeping Passenger Rules

Examples of **Class 2 Infractions** considered to be serious violations of the performance code include:

- Abusing or misusing sick leave
- Exchanging work assignments (trade) without proper authority
- Stopping work prior to the end of any shift without management's permission
- Excessive absenteeism, tardiness, starting work late after on the clock, or a pattern of unexcused absences unless otherwise permitted by law
- Reporting for work in an unfit condition
- Failing to obtain permission to leave work during normal working hours
- Discourteous or inappropriate attitude or behavior toward passengers or other members of the public
- Failure to comply with PPE directives
- Failure to wear a High Visibility Safety Vest, Reflective Safety Vest, or Company issued High Visibility Uniform Shirt according to Company policies
- Failure to wear Safety Glasses in compliance with PPE directives
- Failure to wear Company Assigned Shoe Grips when directed to do so
- Violation of vehicle operating regulations
- Failure to observe safety, sanitation, or disciplinary policies of the client or Company, or laws and regulations of Local, State, or Federal governments
- Failure to comply with the Risk Assessment policy
- Working more than an employee's regularly scheduled hours without advance approval of the Company
- Failure to operate a Company vehicle according to assigned route or timetable
- Failure of any Operator, Safety Sensitive Employee or employee required to be licensed for driving, to renew and maintain a valid, appropriate driver's license with required endorsements and a medical certificate for driving a Company vehicle



- Failure to wait for connections or passing up passengers
- Transport of unauthorized persons
- Attempting to enter, entering or assisting any person to enter, or attempt to enter a Company location or restricted areas without proper authority

Examples of **Class 3 Infractions**, considered to be secondary violations of the performance code, include:

- Mandatory Reporting failure including:
 - Failure to report defective equipment
 - Failure to report a hazard
 - Failure to procure necessary information for an accident report or submitting an inaccurate or incomplete report
 - Failure to report law enforcement actions
- Posting, circulating or distributing written or printed material during working times and in working areas
- Failure to adhere to the Company Reverse Parking policy for Company vehicles and personal vehicles
- Use of a Company-owned radio or cell phone for non-Company business during working time
- Failure of any Operator to have in his or her possession a valid, appropriate driver's license with required endorsements and a medical certificate while driving a Company vehicle

Examples of **Class 4 Infractions**, considered to be lesser violations of the performance code that may result in disciplinary action depending on the circumstances or repeated violations, include:

- Failure to comply with the dress code, uniform policy, cleanliness, personal hygiene, personal grooming habits, or other requirements established by the client or Company
- Reporting for duty in an improper uniform, presenting an untidy, unkept or dirty appearance of person or uniform, or improperly displaying uniform articles, Company emblem, or authorized pins and badges
- Parking a personal vehicle in a restricted area at a Company location
- Neglect of job duties and responsibilities, or lack of application or effort on the job
- Incompetence or failure to meet reasonable standards of efficiency or effectiveness
- Failure to provide a current address or telephone number
- Failure to inform of changes in status of dependents for insurance coverage
- Littering the employee lounge area, restrooms, or any other Company property
- Failure to read notices and bulletins and not making an effort to stay informed

Applying Disciplinary Actions

Although employment may be terminated at-will by either the transit worker or



Transdev at any time in accordance with applicable law, without following any formal system of discipline or warning, Transdev may exercise discretion to utilize forms of discipline that are less severe than termination.

Whenever a transit worker is subject to discipline, the employee’s work record, including violations occurring in the relevant time period, is reviewed before determining penalty.

The chart below describes how disciplinary actions are applied.

Class of Infraction	Discharge	Suspension	Written Warning
1	1st Offense	-----	-----
2	2nd Offense*	1st Offense	-----
3	3rd Offense*	2nd Offense*	1st Offense
4	4th Offense*	3rd Offense*	1st & 2nd Offense*

*Within 12 months of first offense, 36 months for safety

Additionally, the following criteria may be used to determine discipline specific to any type of traffic violation or preventable accident.

Major Offenses	Action
One violation	Discharge
Serious Violations	Action
One violation	Written warning
Two violations within any 36-month period	Discharge
Moving Violations	Action
Two violations within any 36-month period	Three-day Suspension
Three violations within any 36-month period	Discharge
Two violations within any 12-month period	Discharge
Preventable Vehicle Accidents	Action
One preventable accident	Written warning
Two preventable accidents within any 36-month period	Five-day Suspension
Three preventable accidents within any 36-month period	Discharge
Two preventable accidents within any 12-month period	Discharge

Details of the reporting requirements, infractions of company policy, and disciplinary actions that may be taken are described in more detail in *the Transdev Employee Handbook*.

Facilities

ECCTA maintenance and administration transit workers are encouraged to report anything believed to be a hazardous condition or practice that may cause injury to people, property, or the environment. In addition, transit workers are encouraged to share any suggestions to improve safety in the workplace. All injuries, accidents and near misses must be reported.



Unsafe Conditions Report

ECCTA maintenance and administration transit workers use the Unsafe Conditions Report to communicate any safety concerns or hazards. Forms are available in the administration hallway filing cabinet and in the maintenance work station. Transit workers may choose to identify themselves by name or to provide an anonymous report. The program functions as follows:

- 1) ECCTA transit worker completes the Unsafe Conditions Report and gives the form to their supervisor or to the Manager of Administrative Services (in person or in mailbox), or places it in the Administration Communications Confidential Mailbox located in the maintenance computer station. The Manager of Administrative Services reviews the report, meets with the transit worker if necessary, and has authority to take immediate and appropriate action to correct the hazardous conditions or unsafe work practices and procedures, and to establish rules of safety as soon as they are identified.
- 2) For hazards that cannot be immediately corrected due to reasons such as the availability of needed equipment, materials and/or personnel; time for delivery, installation, modification, or construction; training periods; etc., protection shall be provided in the interim to transit workers who need it while correction of hazard is proceeding.
- 3) The Manager of Administrative Services notes any corrective action or the reason for no action taken on the Unsafe Conditions Report and submits a copy to the transit worker.
- 4) The Manager of Administrative Services records identified hazard information in ECCTA's Systems Hazards electronic database. The reported information is shared with the Safety Solutions Team (SST), where the information is reviewed, addressed and documented. Safety concerns reported through the ECCTA transit worker safety reporting program will include follow up with the ECCTA transit worker. In addition, identified hazards receive follow up through posted SST minutes.
- 5) The Manager of Administrative Services saves the Unsafe Conditions Report in a binder.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, transit workers immediately call 911, local police, or other law enforcement.

Suggestion Box

ECCTA maintenance and administration transit workers may also report any suggestions through a Suggestion Box. Transit workers may choose to identify themselves by name or to provide an anonymous suggestion. A suggestion box is located in the maintenance computer station and on top of the administration hallway filing cabinet. The program functions as follows:

- 1) The ECCTA transit worker completes the Suggestion form located next to the Suggestion Box and places the form in the Suggestion Box.
- 2) Suggestions are reviewed monthly by the CEO, COO, Director of Maintenance, and Manager of Administrative Services.
- 3) The Manager of Administrative Services records identified hazard information in ECCTA's Systems Hazards electronic database. The reported information is shared with the Safety Solutions Team (SST). Safety concerns reported through the ECCTA transit worker safety reporting program will include follow up with the ECCTA transit worker. In addition, identified hazards receive follow up through posted SST minutes.

If a transit worker's suggestion is chosen to be implemented and acted upon, the transit worker receives a \$50 check and recognition for their suggestion.



If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, transit workers immediately call 911, local police, or other law enforcement.

Tri Delta Watch app

Tri Delta Watch is a free downloadable app with a Transit Worker Safety Reporting Program component. ECCTA maintenance and administration transit workers may report safety concerns and hazards through TWRP in the app. To report a safety concern or hazard in the Tri Delta Watch app, the transit worker will:

- 1) Download the free Tri Delta Watch app
- 2) Click “Settings” on the bottom navigator to set up an account
- 3) Enter their information
- 4) Toggle “Employee of the Organization?” button
- 5) Fill in “Enter ORG Group Code” as TDT
- 6) Select “Report a Problem”
- 7) Select “Report Type”
- 8) Select “TWRP”
- 9) Select the category for the safety concern
- 10) If it is safe to do so, attach an image, report the location, and information on the safety concern

The Manager of Marketing and Customer Service will review the submitted TWRP and forward to the appropriate manager to review and address the safety concern. If an identified hazard is reported through TWRP, the hazard information is recorded in ECCTA’s Systems Hazards electronic database. The reported hazard is shared with the Safety Solutions Team (SST), where the information is reviewed, addressed and documented. Safety concerns reported through TWRP will include a follow up message to the transit worker. In addition, identified hazards receive follow up through posted SST minutes.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, transit workers immediately call 911, local police, or other law enforcement.

The Unsafe Conditions Report, Suggestion form, and Tri Delta Watch app are shown in the Appendix.

Conditions that protect a reporting transit worker from discipline or enforcement action:

No action will be taken against any ECCTA maintenance or administration transit worker who discloses a safety concern through the ECCTA transit worker safety reporting program, unless disclosure indicates an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.



5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Hazard Identification: The methods or processes to identify hazards and potential consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risk associated with identified hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

ECCTA's Safety Risk Management Process applies to all elements of the transit system.

Hazard Identification

ECCTA desires to identify and address hazards before they cause problems. Many programs, procedures, and reporting forms are in place to assist with hazard identification. A hazard is defined as any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. If a hazard is identified through ECCTA or Transdev's programs, procedures or reporting forms, the worst, credible potential consequence of the hazard is evaluated through the safety risk assessment process and the information is entered in ECCTA's Systems Hazards electronic database. The programs, procedures and reporting forms used for hazard identification include the following:

- **Transit Worker Safety Reporting Program**

Through the ECCTA and Transdev transit worker safety reporting programs, all transit workers are encouraged to report anything believed to be a hazardous condition or unsafe practice that may cause injury to people, property, or the environment. In addition, transit workers are encouraged to share any suggestions to improve safety in the workplace. All injuries, accidents and near misses are to be reported. Hazards identified through the ECCTA and Transdev transit worker safety reporting programs and the worst, credible potential consequence of a hazard are recorded in ECCTA's Systems Hazards electronic database by the Manager of Administrative Services and Safety Manager.

Operations

Upon hire, each Transdev transit worker is provided the Employee Handbook with information on the Transdev transit worker safety reporting program and a Near Miss and Hazard Reporting pad. Additionally, transit workers learn about the Near Miss and Hazard Reporting form at each monthly in-service meeting when positive reinforcement and recognition is given to transit workers who demonstrate correct procedures and actions through Near Miss and Hazard Reporting. Transit workers are also trained on the Safety Management Policy Statement, using the Near Miss and Hazard Reporting pad and Tri Delta Watch app annually at an in-service meeting.

Facilities

Upon hire, ECCTA maintenance and administration transit workers are provided information on the ECCTA transit worker safety reporting program and Safety Management Policy Statement. Additionally, The Safety Management Policy Statement is reviewed and transit workers learn about the reporting forms available to them annually at a "Hazard Communication" and a "Safety Management System" training



class. The reporting forms include: Unsafe Conditions Report, Suggestion form, and the Tri Delta Watch app. ECCTA transit workers are also reminded quarterly about the Suggestion box and Suggestion form when suggestion winners are recognized and rewarded.

- **Facility Inspections**

ECCTA management is responsible for overseeing periodic occupational and operational inspections of facilities and equipment to identify hazards on a proactive basis. Inspection types include safety/health inspections, facility inspections, and preventative equipment inspections. A hazard identified through facility inspections, the worst, credible potential consequence of the hazard, and any corrective action taken are recorded in ECCTA's Systems Hazards electronic database by the Facilities Supervisor and Director of Maintenance.

Operations

Daily Safety and Health Walkthrough and Checklist

A daily routine safety and health walkthrough is performed to promptly identify hazardous conditions at the facility. An identified hazard, the worst, credible potential consequence of a hazard, and any corrective action taken from the Daily Safety and Health Walkthrough are recorded in ECCTA's Systems Hazards electronic database by the Safety Manager. SOP #802- Daily Safety and Health Walkthrough and #802a- Daily Safety and Health Walkthrough Checklist outlines procedures followed.

Facility Parking Risk Management Assessment

Inadequate turning areas, blind corners, and uneven walking surfaces can all cause collisions or employee injury in parking areas. SOP #901- Facility Parking Risk Assessment helps identify and prevent these types of collisions for both buses and personal vehicles. The Contract General Manager must ensure compliance with all provisions of the SOP. The risk of the facility is assessed as follows:

- Annually
- Unscheduled- whenever a significant vehicle collision or a pedestrian strike occurs in the bus yard or on company premises.
- SOP #901a- Facility Parking Risk Assessment Guide and SOP #901b- Facility Parking Risk Assessment Form are tools to help with this assessment.
- An identified hazard, the worst, credible potential consequence of a hazard, and any corrective action taken from the Facility Parking Risk Management Assessment are recorded in ECCTA's Systems Hazards electronic database by the Safety Manager.

Facilities

Administration, Operations & Maintenance Facility Plan

The schedule for daily, weekly, monthly, quarterly and annual facility inspections is outlined in ECCTA's Administration, Operations & Maintenance Facility Plan. An identified hazard, the worst, credible potential consequence of a hazard, and any corrective action taken from the facility inspections are recorded in ECCTA's Systems Hazards electronic database by the Facilities Supervisor and Director of Maintenance.

Stormwater Prevention Plan (SWPP)

As part of ECCTA's SWPP, weekly inspections are performed on the spill covers, storm drains, sump, and sweeper. Monthly inspections are performed on eye wash stations and fire extinguishers. Annual inspections of the facility are performed to review stormwater regulation requirements compliance. Stormwater runoff samples are taken during qualifying storm events and are tested for environmental pollutants. Any identified



deficiencies noted in the inspections, or when individual sample test results either exceed the instantaneous NAL or the average NAL, will be investigated to determine the cause. Deficiencies and test results exceeding either the instantaneous or average NAL caused by an identified hazard will be recorded in ECCTA's Systems Hazards electronic database by the Facilities Supervisor, Manager of Administrative Services, or Director of Maintenance.

Maintenance Plan

ECCTA's Maintenance Plan outlines the schedule for preventative maintenance and vehicle inspections. Vehicle inspections, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle are reviewed. An identified hazard, the worst, credible potential consequence of a hazard, and any corrective action taken is recorded in ECCTA's Systems Hazards electronic database by the Facilities Supervisor and Director of Maintenance.

Injury and Illness Prevention Plan (IIPP)

As documented in ECCTA's IIPP, a Hazard Assessment Checklist for the facility is completed annually. If any item on the checklist is marked "N," then a resolution will be sought as soon as possible. If the status of the item creates a hazard, or if the resolution of the item creates a hazard, that hazard will be recorded in ECCTA's Systems Hazards electronic database by the Facilities Supervisor or Manager of Administrative Services.

- **Positive Check-In Procedures and Reasonable Suspicion**

Positive check-in procedures are to ensure operators reporting are fit-for-duty. SOP #804- Positive Check-In Procedures and Reasonable Suspicion outlines procedures followed.

- **On-Board Video Technology**

SOP #704- On-Board Video Technology provides a summary of the on-board video system and company standards that all operations transit workers must follow when operating a company vehicle equipped with on-board video technology. This technology is a valuable resource that helps operations instill positive driving behaviors by providing opportunities to view recorded driving events, driver history, and company trends. The goal of this in-cab camera technology is to proactively identify unsafe behaviors and improve those identified behaviors through coaching, retraining, and if necessary, disciplinary measures in accordance with the provisions of the Employee Handbook and applicable Collective Bargaining Agreements. A hazard identified through on-board video technology, the worst, credible potential consequence of the hazard, and any corrective action taken is recorded in ECCTA's Systems Hazards electronic database by the Safety Manager.

- **Incident Report and Initial Exposure Incident Report
Operations**

Transdev transit workers document incidents that occur on the road, on the bus, or at the facility through an Incident Report. Incident Reports are for reporting any of the following that occurred: injury to transit worker, dispute between transit workers, dispute between operator/passenger, dispute between operator, motorist, dispute between passengers, operator/passenger victim of assault/theft, intoxicated passenger, passenger illness, vandalism/damage to bus, fire on bus, bus struck animal, witness report, dispute- fare/transfer, missed passenger, object struck bus, off route, other.

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to dispatch immediately and require



SOP #700a– Auto & General Liability Claim Form to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to dispatch upon return to the yard.

If in doubt, operators are to immediately contact dispatch.

If a hazard is identified through the Incident Report, the information is recorded in ECCTA's Systems Hazards electronic database by the Safety Manager. Risk of operator assault is identified and mitigated through incident reporting.

Facilities

ECCTA maintenance and administration transit workers document incidents that occur through an Incident Report. Incident Reports are for reporting any of the following that occurred: transit worker injury, dispute between ECCTA transit workers, property damage, environmental issue, other. If a hazard is identified through the Incident Report, the information is recorded in ECCTA's Systems Hazards electronic database by the Manager of Administrative Services.

ECCTA maintenance and administration transit workers document blood borne pathogen incidents through an Initial Exposure Incident Report. If a hazard is identified through the Initial Exposure Incident Report, the information is recorded in ECCTA's Systems Hazards electronic database by the Facilities Supervisor.

- **Accident Investigation**

Operations

Operator Incident Report

Auto & General Liability Claim Form

Accident & Safety Data Acquisition and Reporting

Courtesy Card

Accidents are considered to be any collision that occurs while an operator is on duty. Operators are to report all accidents and collisions to dispatch immediately upon occurrence. The following SOPs are for accident investigation.

SOP #700c– Operator Incident Report and SOP #700a– Auto & General Liability Claim Form, must be completed by the operator involved and management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report.

SOP #700– Accident & Safety Data Acquisition and Reporting, and the supporting SOP's, 700a– Auto and General Liability Claim Form; 700b- Courtesy Card; 700c– Operator Incident Report; ensure that the appropriate actions happen at the scene for the safety and security of transit workers and passengers; and that the appropriate data is collected to evaluate the incident, determine culpability; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

An identified hazard, the worst, credible potential consequence of the hazard, and any corrective action taken from the accident investigation are recorded in ECCTA's Systems Hazards electronic database by the Safety Manager.



Facilities

Occupational Incident/Injury/Illness Investigation Report

All ECCTA maintenance and administration transit workers are required to immediately report and document accidents, incidents, and occurrences. The Occupational Incident/Injury/Illness Investigation Report is used to investigate reported accidents, incidents, and occurrences. Root cause analysis is documented during the investigation. If a hazard is determined to be a possible causal factor, the hazard will be recorded in ECCTA's Systems Hazards electronic database by the Manager of Administrative Services and evaluated through the Safety Risk Management process.

- **Data and Information Provided by an Oversight Authority, including but not limited to the Federal Transit Administration (FTA) or the State**

ECCTA will monitor data and information provided by an oversight authority for any identified hazards. If the identified hazards are applicable to ECCTA, the SMS Executive will record the information in the Systems Hazards electronic database.

- **Data and information regarding exposure to infectious disease provided by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH)**

Operations

The following SOPs align with the Center for Disease Control & Prevention to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions relative to infectious diseases.

SOP #809 – Infection Control & Response for H1N1 Influenza / MRSA / Coronavirus

SOP #809a – MRSA General Information

SOP #809b – H1N1 Flu General Information

SOP #809c – Coronavirus General Information

SOP#810 – Bus/Work Area Disinfecting

Facilities

ECCTA will monitor data and information provided by the CDC and CDPH for identifying safety risk mitigations or strategies to minimize the exposure of the public, personnel, and property to infectious diseases. If the recommended mitigations or strategies are applicable to ECCTA, the Manager of Administrative Services will record the safety risk mitigations or strategies in the Systems Hazards electronic database.

Injury and Illness Prevention Program (IIPP)

ECCTA follows Cal/Osha regulations and also monitors the CDC and CDPH for information on infectious diseases. ECCTA will evaluate the IIPP, as necessary and in accordance with Cal/Osha regulations, to determine if actions are necessary to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions associated with infectious diseases. A COVID-19 Supplement and a Public Health Policy are included in the IIPP. The Manager of Administrative Services is responsible for updating the IIPP.

- **Safety Concerns Identified Through Safety Assurance Activities**

Any safety concerns the SST identifies through safety assurance activities will be recorded in the Systems Hazards electronic database by the SMS Executive.

- **Safety Risk Reduction Program**

ECCTA's comprehensive Safety Risk Reduction Program to improve safety and assist with mitigation of accidents, injuries, and assaults on transit workers includes reviewing information submitted through various reporting programs to identify, assess, and mitigate hazards associated with accidents, injuries, and transit worker assaults, and



reporting transit worker assaults according to reporting requirements in FTA's National Transit Database.

The reporting programs also assist ECCTA in identifying visibility impairments for bus operators and mitigating visibility impairments. If a visibility impairment is reported, the impairment will be recorded in the Systems Hazards electronic database by the manager assigned to the reporting program.

- **Transit Worker Safety Reporting Program-** Through the ECCTA and Transdev employee safety reporting programs, all employees are encouraged to report anything believed to be a hazardous condition or unsafe practice that may cause injury to people, property, or the environment. In addition, employees are encouraged to share any suggestions to improve safety in the workplace. All injuries, accidents and near misses are to be reported. This includes transit worker assaults and transit worker assault information is reviewed and reported in FTA's National Transit Database according to reporting requirements. Hazards identified through the ECCTA and Transdev transit worker safety reporting programs and the worst, credible potential consequence of a hazard are recorded in ECCTA's Systems Hazards electronic database by the Manager of Administrative Services and Safety Manager
- **Incident Report-** Transdev transit workers document incidents that occur on the road, on the bus, or at the facility through an Incident Report. Incident Reports are for reporting any of the following that occurred: injury to transit worker, dispute between transit workers, dispute between operator/passenger, dispute between operator, motorist, dispute between passengers, operator/passenger victim of assault/theft, intoxicated passenger, passenger illness, vandalism/damage to bus, fire on bus, bus struck animal, witness report, dispute- fare/transfer, missed passenger, object struck bus, off route, other.

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to dispatch immediately and require a SOP #700a– Auto & General Liability Claim Form to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to dispatch upon return to the yard.

If in doubt, operators are to immediately contact dispatch.

Transit worker assault information is reviewed and reported in FTA's National Transit Database according to reporting requirements. If a hazard is identified through the Incident Report, the information is recorded in ECCTA's Systems Hazards electronic database by the Safety Manager.

ECCTA maintenance and administration transit workers document incidents that occur through an Incident Report. Incident Reports are for reporting any of the following that occurred: transit worker injury, dispute between ECCTA transit workers, property damage, environmental issue, other. This includes transit worker assaults and transit worker assault information is reviewed and reported in FTA's National Transit Database according to reporting requirements. If a hazard is identified through the Incident Report, the information is recorded in ECCTA's Systems Hazards electronic database by the Manager of Administrative Services.



- **Accident Investigations-** Accidents are considered to be any collision that occurs while an operator is on duty. Operators are to report all accidents and collisions to dispatch immediately upon occurrence. The following SOPs are for accident investigation.

SOP #700c– Operator Incident Report and SOP #700a– Auto & General Liability Claim Form, must be completed by the operator involved and management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report.

SOP #700– Accident & Safety Data Acquisition and Reporting, SOP 700a– Auto and General Liability Claim Form; 700b- Courtesy Card; 700c– Operator Incident Report; ensure that the appropriate actions happen at the scene for the safety and security of transit workers and passengers; and that the appropriate data is collected to evaluate the incident, determine culpability; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

An identified hazard, the worst, credible potential consequence of the hazard, and any corrective action taken from the accident investigation are recorded in ECCTA's Systems Hazards electronic database by the Safety Manager.

- **Occupational Incident/Injury/Illness Investigation Report-** All ECCTA maintenance and administration transit workers are required to immediately report and document accidents, incidents, and occurrences. The Occupational Incident/Injury/Illness Investigation Report is used to investigate reported accidents, incident, and occurrences. Root cause analysis is documented during the investigation. If a hazard is determined to be a possible causal factor, the hazard will be recorded in ECCTA's Systems Hazards electronic database by the Manager of Administrative Services and evaluated through the Safety Risk Management process.

The Maintenance Plan is located in the Director of Maintenance office. The Administration, Operations & Maintenance Facility Plan and Initial Exposure Incident Report are located in the Facilities Supervisor's office. The SWPP, IIPP, Incident Report, and Occupational Incident/Injury/Illness Investigation Report are located in the Manager of Administrative Services office. The Daily Health and Safety Walkthrough, Daily Health and Safety Walkthrough Checklist, Incident Report, Incident Alert, Auto & General Liability Claim Form, Accident & Safety Data Acquisition and Reporting, and Courtesy Card are located with the Contract General Manager and with the SMS Executive.

Safety Risk Assessment

Systems Hazards electronic database

ECCTA uses a Systems Hazards electronic database to assist with safety risk assessment. When a hazard is identified, a Systems Hazards Sheet is created to measure and analyze the safety risk. The Systems Hazards Sheet is saved in the Systems Hazards electronic database. The safety risk description is documented on the Systems Hazards Sheet. Applicable details such as bus number and location are reported, if available. The safety risk likelihood and safety risk severity are determined taking into account existing safety risk mitigations, then a safety risk assessment is automatically calculated based on the Safety Risk Assessment Matrix. Safety risk impact, safety risk response, and response strategy are documented. A contingency



plan is documented if it is determined necessary. The information is shared and discussed by the Safety Solutions Team. After approval of any additional safety risk mitigation, safety risk mitigation steps are implemented by an assigned manager, then the safety risk index is reviewed.

1) Safety Risk Likelihood

The definition of safety risk likelihood is how often the potential consequence of the hazard might occur, considering the worst foreseeable- but credible- condition. Determination of safety risk likelihood must take into account existing safety risk mitigations. The subjective measure is ranked as follows:

- A) Frequent-** Will occur frequently in the life of an item; continuously experienced in fleet/inventory
- B) Probable-** Will occur several times in the life of an item; will likely occur in fleet/inventory
- C) Occasional-** Likely to occur sometimes in the life of an item; will occur several times in fleet/inventory
- D) Remote-** Unlikely but possible to occur in life of an item; unlikely, but can be expected to occur in fleet/inventory
- E) Improbable-** So unlikely, occurrence may not be experienced; unlikely to occur, but possible to occur in fleet/inventory
- F) Eliminated-** Safety risk removed/eliminated; will not occur in fleet/inventory

Likelihood Level	Likelihood of event in specific item	Occurrence Description
a Frequent	Will occur frequently	Continuously Experienced
b Probable	Will occur several times	Will likely occur
c Occasional	Likely to occur sometimes	Will occur several times
d Remote	Unlikely but possible to occur	Unlikely, but can be expected to occur
e Improbable	So unlikely, occurrence may not be experienced	Unlikely to occur, but possible
f Eliminated	Safety risk removed / eliminated	Will not occur

2) Safety Risk Severity

Safety risk severity is the anticipated effects of a potential consequence of the hazard, should it materialize. It is a subjective assessment of the damaging potential of the consequence of the hazard under the worst foreseeable- but credible- condition. Determination of safety risk severity must take into account existing safety risk mitigations. Safety risk severity is categorized as follows:

- 1) Catastrophic-** Death or system loss
- 2) Critical-** Severe injury, severe occupational illness, or major system damage
- 3) Marginal-** Minor injury, minor occupational illness, or minor system damage
- 4) Negligible-** Less than minor injury, less than minor occupational illness, or less than minor system damage

Severity	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
Injury	Death	Severe Injury	Minor Injury	Less Than Minor Injury
Occupational Illness	Death	Severe Occupational Illness	Minor Occupational Illness	Less Than Minor Occupational Illness
Service/ Operation	System Loss	Major System Damage	Minor System Damage	Less Than Minor System Damage



3) Safety Risk Assessment Matrix

The Safety Risk Assessment Matrix calculates the safety risk level based on the safety risk likelihood and safety risk severity analysis. The safety risk assessment allows ECCTA to evaluate the acceptability of the safety risk and prioritize safety risk mitigation efforts.

- 1) High
- 2) Serious
- 3) Medium
- 4) Low
- 5) Eliminated

ECCTA SAFETY RISK ASSESSMENT MATRIX

ECCTA Safety Risk Assessment Matrix		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
LIKELIHOOD	a. Frequent	High (1a)	High (2a)	Serious (3a)	Medium (4a)
	b. Probable	High (1b)	High (2b)	Serious (3b)	Medium (4b)
	c. Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)
	d. Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e. Improbable	Medium (1e)	Medium (2e)	Medium (3e)	Low (4e)
	f. Eliminated	Eliminated			
Resolution Requirements					
High		Unacceptable	correction required		
Serious		Undesirable	correction may be required, decision by management		
Medium		Acceptable w/ review	with review and documentation by management		
Low		Acceptable	without review		
Eliminated		Acceptable	no action needed		

Based on Military Standard 882E

4) Safety Risk Impact

Safety risk impact describes the worst, credible potential consequence of a hazard.

5) Safety Risk Response

Safety risk response strategies are the approaches ECCTA can take to manage the safety risk associated with the hazard. Safety risk response is categorized as follows:

- 1) **Acceptance.** Accept the potential consequences of the hazard.
- 2) **Avoidance.** Avoid the potential consequences of the hazard.
- 3) **Contingency.** Backup solution to reduce the likelihood and/or severity of potential consequences of the hazard.
- 4) **Mitigation.** Solution to reduce the likelihood and/or severity of potential consequences of the hazard.
- 5) **Transfer.** Shift the potential consequences of the hazard from one party to another.

The Systems Hazards Sheet is listed in the Appendix.

Safety Risk Mitigation

ECCTA strives to reduce to the lowest level practical, the safety risk associated with an identified hazard. Safety risk mitigation is not synonymous with hazard elimination. ECCTA's transit environment contains some hazards that are impossible to eliminate and others that are highly impractical to eliminate. Accomplishing reduction of safety risk to the lowest practical level occurs in a variety of ways, from protective and warning devices to special procedures. There are, however, some hazards that present unacceptable safety risk requiring reduction or elimination of the safety risk. Part of the safety risk mitigation process is the use of the Safety



Risk Assessment Matrix. The matrix describes if the safety risk level is acceptable, acceptable with review, undesirable, or unacceptable.

ECCTA’s Safety Risk Assessment Matrix is as follows:

ECCTA SAFETY RISK ASSESSMENT MATRIX

ECCTA Safety Risk Assessment Matrix		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
LIKELIHOOD	a. Frequent	High (1a)	High (2a)	Serious (3a)	Medium (4a)
	b. Probable	High (1b)	High (2b)	Serious (3b)	Medium (4b)
	c. Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)
	d. Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e. Improbable	Medium (1e)	Medium (2e)	Medium (3e)	Low (4e)
	f. Eliminated	Eliminated			
Resolution Requirements					
High		Unacceptable	correction required		
Serious		Undesirable	correction may be required, decision by management		
Medium		Acceptable w/ review	with review and documentation by management		
Low		Acceptable	without review		
Eliminated		Acceptable	no action needed		

Based on Military Standard 882E

After the safety risk assessment is complete, resolution requirements indicate if the safety risk level is:

- 1) **High- Unacceptable** with correction required
- 2) **Serious- Undesirable** and correction may be required, decision by management needed
- 3) **Medium- Acceptable with review** and documentation by management
- 4) **Low- Acceptable** without review by management
- 5) **Eliminated- Acceptable** with no action needed

Elimination or reduction of hazards with safety risk in the highest safety risk category in the Safety Risk Assessment Matrix (High: 1a, 1b, 1c, 2a, 2b) occurs until the hazards are in a lower safety risk category and acceptable. Elimination or reduction of hazards with safety risk in the second highest safety risk category in the Safety Risk Assessment Matrix (Serious: 1d, 2c, 3a, 3b) occurs until the hazards are in a lower safety risk category, if possible, and acceptable.

Approach to Hazard Elimination and Safety Risk Mitigation

If the safety risk associated with an identified hazard requires correction, safety risk mitigation efforts will occur, if possible. Safety risk mitigation is a solution that reduces the likelihood and/or severity of potential consequences of the hazard. If safety risk mitigation is recommended, ECCTA uses a hierarchal approach to eliminate or reduce the safety risk associated with the hazard:

- 1) **Design for minimum safety risk**
- 2) **Use of safety devices**
- 3) **Use of warning devices**
- 4) **Provide special procedures and training**
- 5) **Provide Personal Protective Equipment (PPE)**

Design for minimum safety risk

When designing for minimum safety risk, there should be provisions in all designs to identify and eliminate hazards through appropriate safety and security design concepts. To the extent permitted by cost and practicality, identified hazards are eliminated or controlled by the design



of equipment, systems and facilities. Design provides safety risk mitigation to the lowest practical risk level for hazards not eliminated.

Use of safety devices

After design, the use of fixed, automatic, or other protective safety devices may reduce remaining hazards to an acceptable safety risk level. These safety devices are critical system elements and will be inspected and maintained as such.

Use of warning devices

When design and safety devices cannot effectively mitigate hazards, use of warning devices may provide timely detection of the activated hazard and generate adequate warning signals to alert persons of the hazard. Design of warning devices and signage shall minimize the probability of incorrect reaction to the warning by transit workers or other individuals. These warning devices are critical system elements and will be inspected and maintained as such.

Provide special procedures and training

Where it is impossible to adequately provide safety risk mitigation through design, safety devices, or warning devices, written procedures and training are used to either reduce the likelihood of the hazard occurring, reduce the severity of the hazard if it does occur, or both, so that an acceptable safety risk level is achieved.

Provide Personal Protective Equipment (PPE)

When design, safety devices, warning devices, written procedures and training cannot effectively provide safety risk mitigation, PPE may be used to achieve an acceptable safety risk level. The use of PPE ensures transit workers wear the proper protective clothing, gloves, safety glasses, ear protection, etc. for the job.

The documented safety risk response strategy is shared with the safety committee. After concurrence by the safety committee, the safety risk response strategy for a safety risk of high, serious, or medium level is presented to the CEO who may accept, modify, or reject the recommendation. Upon modification or rejection of the recommendation, the safety committee will further analyze, determine strategy and recommend other actions until final approval by the CEO. Referral of the approved safety risk response strategy is directed to the responsible department manager for implementation. The safety risk is re-evaluated by the safety committee for acceptability or the need for further safety risk mitigation.



6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

ECCTA monitors the system for compliance with procedures for operations and maintenance according to the following chart.

Safety Assurance Process	If yes, then....
Procedures Monitoring and Measurement	
Inadequate compliance?	Address non-compliance
Insufficient?	Evaluate hazards through Safety Risk Management

Operations

On-Board Video Technology

On-Board Video Technology is a valuable resource that helps operations instill positive driving behaviors by providing opportunities to view recorded driving events, driver history, and company trends. The goal of this in-cab camera technology is to proactively identify unsafe behaviors and improve those identified behaviors through coaching, retraining, and if necessary, disciplinary measures in accordance with the provisions of Transdev's Employee Handbook and applicable Collective Bargaining Agreements. If monitoring On-Board Video Technology indicates that an operator's recorded driving event needs addressed, the operator is coached and retrained for the event. On-Board Video Technology reports are monitored to determine upcoming in-service agendas and training. The Safety Manager monitors On-Board Video Technology and will evaluate any identified hazards through the Safety Risk Management process.

Performance Audits

Transdev monitors operator performance to identify any non-compliance with procedures or insufficient procedures. If monitoring indicates that transit workers are not complying with procedures, the evaluator will address the non-compliance with re-training. If monitoring indicates that procedures are insufficient, the Safety Manager will evaluate any identified hazards through the Safety Risk Management process.

Maintenance

Mechanical Failures

Through monitoring mechanical failures, ECCTA's Director of Maintenance monitors that ECCTA maintenance transit workers are complying with procedures. If monitoring indicates that maintenance transit workers are not complying with procedures, the Director of Maintenance will address the non-compliance. If monitoring indicates that procedures are insufficient, the Director of Maintenance will evaluate any identified hazards through the Safety Risk Management process.



Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

ECCTA monitors operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended according to the following chart.

Safety Assurance Process	If yes, then....
Safety Risk Mitigation Monitoring and Measurement	
Ineffective?	Evaluate hazards through Safety Risk Management
Inappropriate?	Identify new mitigation under Safety Risk Management
Not implemented?	Address non-compliance

Safety Committee- Safety Solutions Team (SST)

Information reported through ECCTA’s Systems Hazards electronic database is reviewed by the safety committee. The safety committee discusses identified hazards, assesses and performs safety risk mitigation through safety risk management, and then communicates follow up information on identified hazards reported through the transit worker safety reporting programs in posted SST minutes. Throughout this process, SST members also monitor safety risk mitigations. They discuss safety risk mitigations or strategies that may be ineffective, inappropriate, or not implemented as intended and assist in identifying safety deficiencies for continuous improvement. If monitoring identifies any safety risk mitigation that is ineffective, then the hazard will be evaluated through the Safety Risk Management process. If monitoring identifies any safety risk mitigation that is inappropriate, then new safety risk mitigation will be identified under the Safety Risk Management process. If monitoring identifies any safety risk mitigation that was not implemented, then the non-compliance will be addressed.

Describe activities to conduct investigations of safety events to identify causal factors.

A safety event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. ECCTA conducts investigations of safety events to identify causal factors according to the following chart.

Safety Assurance Process	If yes, then....
Safety Event Investigations	
Causal factors identified?	Evaluate hazards through Safety Risk Management
Information collected?	Use to monitor and measure through other Safety Assurance processes

Operations

Elimination of preventable injuries and collisions is the number one goal. Safety events are investigated. Any injury, collision or incident that occurs is investigated to determine preventability or non-preventability. Investigations include all instances in which:

- an ECCTA vehicle was damaged, or causes damage
- an ECCTA vehicle leaves the traveled roadway
- a passenger is injured on or by an ECCTA vehicle
- a transit worker is injured in the workplace
- a pedestrian is injured caused by an ECCTA vehicle



SOP #700-Accident & Safety Data Acquisition describes the data collection process including:

- Defining the Event & What to Do
- Accidents– Defining the Accident
- Rules That Apply to an Accident
- Operator Responsibility
- Accident Investigation Responsibilities

The Safety Manager reviews the data collected to determine if the accident/incident was preventable or non-preventable. If a hazard is determined to be a possible causal factor, the hazard will be recorded in ECCTA’s Systems Hazards electronic database by the Safety Manager and evaluated through the Safety Risk Management process.

Facilities

Occupational Incident/Injury/Illness Investigation Report

All ECCTA maintenance and administration transit workers are required to immediately report and document safety events. The Occupational Incident/Injury/Illness Investigation Report is used to investigate reported safety events. Root cause analysis is documented during the investigation. If a hazard is determined to be a possible causal factor, the hazard will be recorded in ECCTA’s Systems Hazards electronic database by the Manager of Administrative Services and evaluated through the Safety Risk Management process.

Describe activities to monitor information reported through internal safety reporting programs.

ECCTA monitors information reported through internal safety reporting programs according to the following chart.

Safety Assurance Process	If yes, then....
Internal Reporting Programs Monitoring and Measurement	
Safety concerns identified?	Evaluate hazards through Safety Risk Management
Information collected?	Use to monitor and measure through other Safety Assurance processes

Safety Committee-Safety Solutions Team (SST)

Information reported through ECCTA’s Systems Hazards electronic database is reviewed by the safety committee. SST members discuss identified hazards, assess and provide safety risk mitigation through safety risk management, and then communicate follow up information on identified hazards reported through the transit worker safety reporting programs in posted SST minutes. Throughout this process, SST members also monitor safety risk mitigations. They discuss safety risk mitigations or strategies that may be ineffective, inappropriate, or not implemented as intended and assist in identifying safety deficiencies for continuous improvement.

Continuous Improvement

Describe the process to assess safety performance annually and the plan to address any deficiencies identified through the safety performance assessment.

At the annual review of the Public Transportation Agency Safety Plan, ECCTA will assess its safety performance based on data from safety performance targets. The SMS Executive will work with the safety committee and Accountable Executive to address any deficiencies identified.



Management of Change

<i>As a small transit agency, ECCTA is not required to implement a management of change process.</i>
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7. Safety Promotion

Competencies and Training

Describe the safety training program for all transit workers directly responsible for safety.

Safety is a top priority at ECCTA. Safety information and training is provided to all transit workers, both ECCTA transit workers and Transdev transit workers. Transdev provides the training program for all operations transit workers, which includes operators, dispatchers, schedulers, and operations lead staff. ECCTA provides the training program for all maintenance and administration transit workers.

Transdev communicates hazards and safety risks relevant to transit worker's roles and responsibilities for operations transit workers during New Hire Training, as documented below. ECCTA communicates hazards and safety risks relevant to transit worker's roles and responsibilities for maintenance and administration transit workers in its training program, as documented in the Appendix, and in individual job descriptions, as is documented in the employee handbook. Job descriptions are reviewed with maintenance and administration transit workers upon hire, at "Safety Management System" training, and are included in the employee handbook.

ECCTA and Transdev have the following safety training programs:

Operations

Transdev provides the training program for all operations transit workers. Transdev acquired First Transit in March 2023 and currently operates ECCTA's location following First Transit policies and procedures. Training transit workers to assess safety risk and recognize and avoid hazards in the workplace is critical to the overall safety of the workplace. Every Transdev transit worker is trained in "BeSafe" and "Safe Work Methods". "BeSafe" is the company-wide approach to safety management. This program takes safety performance to the next level through behavioral change. "BeSafe" is inclusive, collaborative and focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement such as debriefs, tours, and transit worker engagement. All Transdev transit workers are trained in the principles of "BeSafe." "Safe Work Methods" is designed to educate transit workers on how to identify conditions and actions posing safety risk to their well-being and that of their coworkers. This training is to be used:

- In training new hire transit workers
- In leading supervisors in identifying root causes of workplace injuries
- In retraining injured workers so that re-occurrences are avoided
- To supplement First Occupational Rehabilitation Management (F.O.R.M.) light duty and return to work management program, in controlling workers compensation losses

The "Safe Work Methods" training curriculum includes:

New Hire Training

New hire training is designed to educate the new transit worker to the hazards commonly found in the transportation environments including in vehicle maintenance shops, bus yards, fuel islands, wash bays, and office environments. The program also makes transit workers aware of injuries that can result from physical activities such as entering and exiting vehicles, assisting persons with disabilities, and handling mobility devices.

- PPE program including requirements for appropriate
 - Safety eyewear



- Safety footwear
- Safety hand wear
- Hi-Vis vests
- Disposal contaminated materials
- Safety Risk Assessment and Injury Avoidance
 - Walking and Climbing
 - Lifting, Carrying, Holding, and Lowering Objects
 - Pushing, Pulling, and Twisting
 - Burns, Scalds
 - Exposed Fluids, Chemicals, Smoke
 - Cuts, Punctures, Abrasions, Lacerations
 - Mobility Device Lifts/Ramps

Requirements for Operator Training

Applicants are required to successfully complete a comprehensive training program prior to transporting passengers. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training. The operator training program combines instructor-led sessions, video instruction, facilitated discussion, and opportunities for the trainees to practice what they have learned. Training topics include:

Classroom Training

The first part of operator training, classroom training, begins the process of instilling the safety culture into each operator. Helping the student operators understand the importance of keeping themselves and each passenger safe; and their responsibilities in maintaining a safe environment, is a theme integrated throughout.

- **Unit 1- Introduction**
 - Welcome and Introduction
 - Title VI Civil Rights Act 1964
 - Employee Handbook
 - BeSafe - Making Safety Personal
 - Hazardous Communication
 - Blood borne Pathogens
 - Busing on the Look Out
 - FT Safe Wheels
- **Unit II- Fundamentals**
 - Safe Work Methods
 - Basics of Safety
 - Managing Emergencies
 - Security Awareness
 - Map Reading
 - Communication Devices
 - Navigation and Fare Policies
 - Smith System
- **Unit III- The Operator**
 - Drug and Alcohol Awareness
 - Distracted Driving
 - Fatigue and Sleep Apnea Awareness
 - DriveCam Orientation
- **Unit IV- Transporting Passengers with Disabilities**
 - Transporting Passengers with Disabilities
 - Interacting with Passengers
 - Diffusing Conflict



- Passenger Care While Loading and Unloading
- Mobility Aids and Devices
- **Unit V- Driving Fundamentals**
 - Driving Fundamentals I
 - Driving Fundamentals II
 - Roadway Types
 - Railroad Crossings

Behind-the-Wheel Training

Behind-the-Wheel training is conducted in three phases. Since most people coming to work as a bus operator have not been exposed to driving the types of vehicle used, the first part of behind-the-wheel training takes place on a closed course. This provides the opportunity for the Instructors to evaluate the skill levels of each transit worker; and gives each transit worker the opportunity to make and learn from their mistakes in a safe environment.

The next phase of Behind-the-Wheel training takes place on the road, but in a controlled manner. During the road phase of the training, each student operator works one-on-one with an instructor. The road work begins with the basics; intersections, service stops, and backing. The next advanced stage of the road work addresses roadways, highway driving, and continues the instruction on intersections and service stops. The “Smith Driving System” principles are incorporated throughout the entire Behind-the-Wheel training phase.

- **Closed Course (Group Work)**
 - Vehicle Orientation
 - Pre-Trip Inspection
 - Seat Adjustment
 - Mirror Adjustment
 - Braking, Accelerating, and Transmission
 - Wheelchair Securement
 - Reference Points
 - Lane Position
 - Right Side / Left Side
 - Backing Point
 - Forward Stop
 - Pivot Points
 - Turning Points
 - Vehicle Control
 - Straight in Lane
 - Left Turn
 - Right Turn
 - Lane Changing- Moving Right or Left
- **One on One Instruction Behind-the-Wheel**
 - **Basic Road Work**
 - “Smith System”
 - Intersections
 - Service Stops
 - Backing
 - **Advanced Road Work**
 - “Smith System” Commentary Driving
 - Roadways
 - Expressway / Highway Driving
 - Intersections
 - Service Stops



- **Final Evaluation**

Upon completion of the training program, before an operator can be placed into service, they must successfully demonstrate their mastery of the skills and practices learned during the training program.

- **Cadet Training**

Once a new operator has been placed into service there is period of observation where an experienced operator, instructor, or supervisor periodically rides-along to ensure the skills learned in training have successfully transferred to providing service. This includes the securement and transportation of a person with a disability.

Requirements for Staff Training

Staff personnel are trained in Safety Leadership and “BeSafe”.

- **Safety Leadership**

This is an interactive CD-ROM course consisting of 5 CD’s and leaders guides which are designed to educate all levels of management on the behaviors surrounding accidents. Every level of management takes the course and successfully pass an online test, found on the Safety Resource Center (SRC), with a passing grade of 90% or better.

The course outline is as follows:

- Safety Leadership
 - Accidents
 - Behavior
 - Leadership
- Supervisor Development
 - The Role of the Supervisor
 - Communication
 - Building Trust
 - Conflict Resolution
 - Performance Management
 - Decisions

- **Additional Safety Training**

- Reasonable Suspicion
- Supervisor’s Report of Reasonable Suspicion
- Code of Conduct
- Customer Service
- OSHA Requirements
- Hazard Abatement FORM– CA Only

- **Safety Manager-** Transdev’s Safety Manager is trained according to the Transit Safety and Security Program (TSSP):

- Transit Bus System Safety (36 hours)
- Fundamentals of Bus Collision Investigation (36 hours)
- Transit System Security (36 hours)
- Effectively Managing Transit Emergencies (32 hours)

Requirements for Continuing Training and Evaluations

Transdev provides ongoing transit worker training and evaluations.

The objective of ongoing evaluations is met through a broad spectrum of regularly scheduled management activities including:



- road observations,
- ride along evaluations, and
- daily safety contacts.

Where evaluations and observations identify unsafe acts or conditions, retraining is provided to improve skill levels in accordance with corporate standards.

Safety Meetings

- Twelve (12) safety meetings are held annually with required topics identified by the location and region safety management
- Each meeting is to be a minimum of one (1) hour in length
- Annual de-escalation training is provided at a safety meeting
- Annual training is provided at a safety meeting on the transit worker safety reporting program, including safety concern identification and safety reporting training
- Attendance is a condition of employment and is mandatory for all operators, management, and operational staff. (*Unless stated otherwise in the Collective Bargaining Agreement.*)
 - Failure to attend all meetings will result in disciplinary actions up to and including termination.

Retraining

Elimination of preventable injuries and collisions is the number one goal. A transit worker involved in a preventable injury or collision is placed on administrative leave pending completion of the investigation and completion of any required retraining.

Facilities

All ECCTA maintenance and administration transit workers participate in an employee orientation on the first day of being hired. The Safety Management Policy Statement and transit worker safety reporting program are discussed at orientation. ECCTA maintenance and administration transit workers receive annual training on the Safety Management Policy Statement and ECCTA transit worker safety reporting program at the “Hazard Communication” and “Safety Management System” training classes. At the “Safety Management System” training class, ECCTA maintenance and administration transit workers receive in-depth training on the transit worker safety reporting program, including safety concern identification and reporting training. ECCTA administration transit workers and maintenance transit workers receive annual “De-escalation” training and “Workplace Violence Prevention Plan” training.

ECCTA has a comprehensive health and safety training program in order to accomplish the agency’s safety objectives. The training program is designed to instruct each ECCTA maintenance and administration transit worker regarding general safety procedures, as well as hazards and safety procedures specific to each transit worker's duty assignment. Training is provided on an annual basis for all permanent ECCTA maintenance and administration transit workers according to the training matrix in **ECCTA’s training program (Appendix)**.

The SMS Executive is trained according to the Public Transportation Safety Certification Training Program (PTSCTP) for the bus track. The curricula include the following Transportation Safety Institute (TSI) courses:

- SMS Awareness (one hour, e-learning)
- Safety Assurance (two hours, e-learning)



- SMS Principles for Transit (20 hours) and
- Transit Safety and Security Program (TSSP)
 - Transit Bus System Safety (36 hours)
 - Fundamentals of Bus Collision Investigation (36 hours)
 - Transit System Security (36 hours)
 - Effectively Managing Transit Emergencies (32 hours)

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Safety and safety performance information is communicated throughout the organization. Information on the ECCTA and Transdev transit worker safety reporting programs and how to communicate safety concerns is communicated upon hire and during trainings.

Operations

In addition to the required OSHA, state and federal posters in the driver's room, Transdev has four main communication boards featuring different safety information. Safety communication content includes safety-related hazards and safety messaging for the operations department. A binder with monthly SST minutes, which includes follow up information on identified hazards reported through the transit worker safety reporting program and results of SST actions, is located in the safety training office.

- **BeFirst-** The BeFirst safety communication board is regularly updated to reflect the number of collision free days, injury free days, and lost work days. There are two safety topics communicated on the BeFirst board. Safety topics are selected by the corporate safety team.
- **In the Spotlight-** In the Spotlight is used to communicate current operational and safety information. Safety department communication, how to report safety concerns, monthly SST minutes which includes follow up information on identified hazards reported through the transit worker safety reporting program, and the Safety Management Policy Statement are posted on this communication board.
- **Hot Spot-** The Hot Spot board is located near the door to the bus yard and displays road safety tips. Road safety tips are updated as needed to focus on the current safety topic.
- **Health & Wellness Board-** The Health & Wellness Board is updated monthly with nutrition, financial, local, safety, fitness, and topic of the month information. This board communicates the health management program to transit workers.

Transdev has individual motivators in place using individual achievement awards to help affect individual safety improvement through the use of personal recognition awards. Currently established safety awards for Transdev transit workers are:

- **Annual Safe Driver Awards**

In addition, the **employee app** is a peer to peer safety communication tool offering safety tips, best practices, recognition, ideas on "What Works", Safety Happenings, and Safety Pep Rallies.



Facilities

The required OSHA, state and federal posters are placed in the maintenance and administration employee break room. In addition, the maintenance department has safety posters at the computer work station and a communication board that is updated as needed. The administration department has a communication board in the break room that is updated as needed. How to report safety concerns, and the Safety Management Policy Statement are posted on the maintenance and administration communication boards. A binder with monthly SST minutes, which includes follow up information on identified hazards reported through the transit worker safety reporting program and results of SST actions, is located in the administration break room and in maintenance near the Safety Data Sheet binder.

ECCTA holds an annual Safety Awards Luncheon for maintenance and administration transit workers to recognize the importance of safety. One maintenance transit worker and one administration transit worker are selected as the "Safety Employee of the Year".



Record Keeping and Supporting Documentation

Supporting Documentation

Include or reference documentation used to implement and carry out the Public Transportation Agency Safety Plan that are not included elsewhere in this Plan.

The following additional documents are used to implement and carry out the Public Transportation Agency Safety Plan. Transdev acquired First Transit in March 2023 and currently operates ECCTA's location following First Transit policies and procedures.

- *First Transit Public Transportation Agency Safety Plan.* The SMS Executive has a copy of the plan.
- *First Transit Employee Handbook.* The SMS Executive has a copy of the employee handbook.
- *Transdev Employee Handbook.* The SMS Executive has a copy of the employee handbook.
- *First Transit Safety Management System SOP #801 and #801a Mobility Device & Mobility Device Occupant Securement- Bus Operator Evaluation.* This document relates to performance audits and Safety Assurance. The SMS Executive has a copy of the SOP.
- *First Transit Safety Management System SOP #803 Safety Solutions Team.* This document describes the operation of the safety committee. The SMS Executive has a copy of the SOP.
- *First Transit SOP #900 Facility Hazard Recognition Manual.* This document outlines Transdev's Safety Management System Policy. The SMS Executive has a copy of the SOP.
- *First Transit System Safety & Security Plan. Injury & Illness Prevention Program- CA only.* This document assists with hazard identification. The Contract General Manager has a copy of the plan.
- *ECCTA Injury Illness and Prevention Plan in the ECCTA Employee Handbook* assists with hazard identification. The Manager of Administrative Services maintains this document.
- *ECCTA Training Program in the Hazardous Materials Business Plan.* This document outlines the safety training program that is a component of Safety Promotion. The Manager of Administrative Services maintains this document.

ECCTA maintains records related to this Public Transportation Agency Safety Plan for a minimum of three years. These documents include, but are not limited to, the results from the SMS processes and activities. ECCTA will make this documentation available upon request to the FTA or other oversight agencies.



Definitions of Special Terms

Term	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C.5326.
Assault on a Transit Worker	A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
CDC	Centers for Disease Control and Prevention of the United States Department of Health and Human Services.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Injury	Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
Joint labor-management process	A formal approach to discuss topics affecting transit workers and the public transportation system.
National Public Transportation Agency Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. chapter 53.
Near-Miss	A narrowly avoided safety event.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Potential Consequence	The effect of a hazard.
Public Transportation Agency Safety Plan	The documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.
Safety Assurance	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.



Safety Event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System (SMS)	The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systemic procedures, practices and policies for managing hazards and safety risk.
Safety Management System (SMS) Executive	A Chief Safety Officer or an equivalent.
Safety Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
Safety Risk Management	A process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety Risk Mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
Safety set-aside	The allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.
Transit Worker	Any employee, contractor, or volunteer working on behalf of the transit agency.



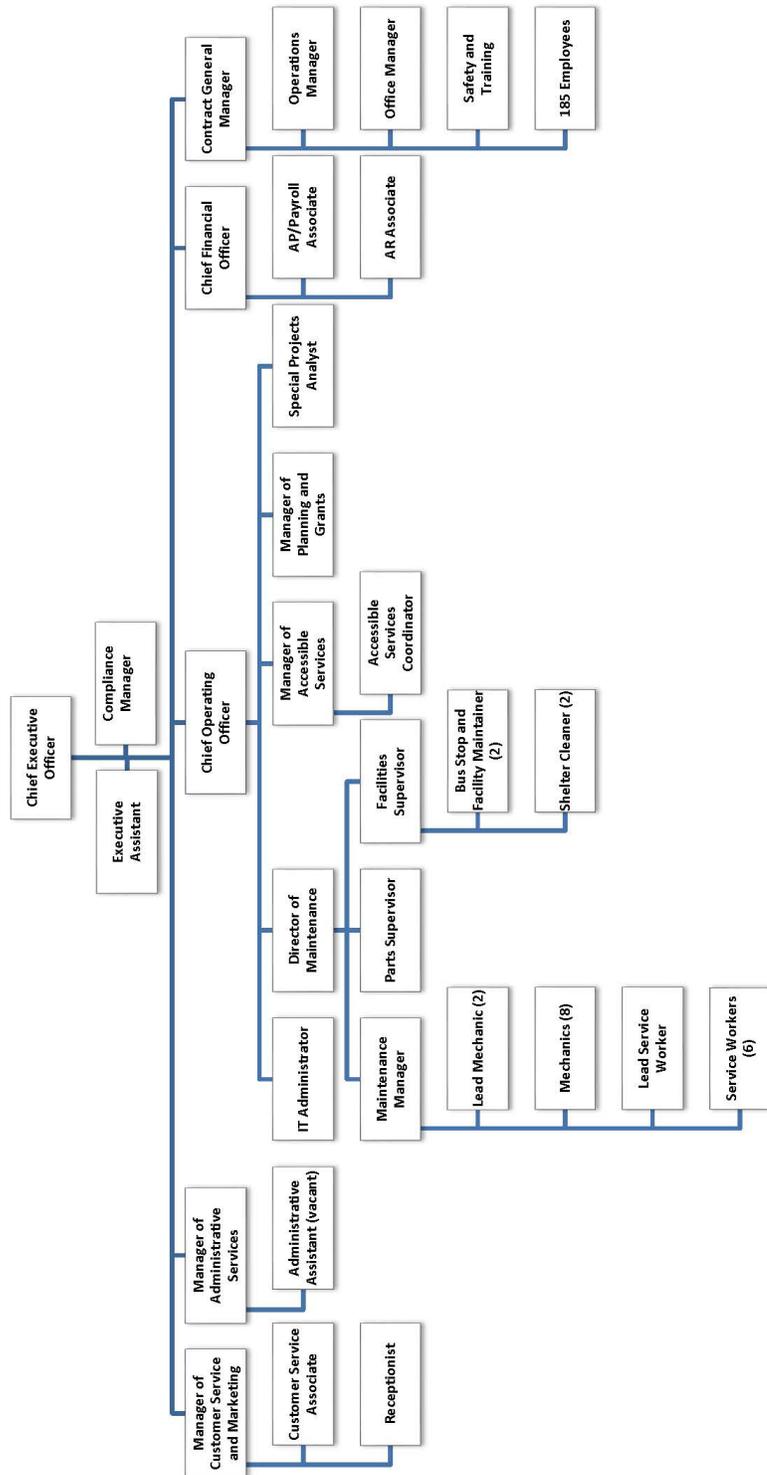
List of Acronyms

Acronym	Word or Phrase
CEO	Chief Executive Officer
COO	Chief Operating Officer
Caltrans	Caltrans Division of Rail and Mass Transit
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
ECCTA	Eastern Contra Costa Transit Authority
FTA	Federal Transit Administration
IIPP	Injury Illness Prevention Plan
MTC	Metropolitan Transportation Commission
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
SMS	Safety Management System
SOP	Standard Operating Procedure
SWPP	Storm Water Prevention Plan
TAM	Transit Asset Management
TSI	Transportation Safety Institute



Organizational Chart

Tri Delta Transit Organizational Chart
Effective 07/2024





Tri Delta Watch

Powered by ELERTS Corp.



Report a Problem



Call Police



Website



Alerts



Settings



More



UNSAFE CONDITIONS REPORT

NAME: <i>OPTIONAL</i>	DATE :
------------------------------	--------

HAS SUPERVISOR BEEN NOTIFIED OF SAFETY CONCERN? YES / NO

IF YES, PLEASE DETAIL ACTIONS TAKEN:

SPECIFIC CONCERN/ HAZARD:	HAZARD TYPE – CIRCLE ONE
	<ul style="list-style-type: none"> • IMMEDIATE THREAT TO LIFE • POTENTIAL THREAT TO LIFE OR SERIOUS INJURY • ERGONOMIC • MINOR HAZARD-INJURY UNLIKELY

RECOMMENDATION FOR CORRECTION:

SUBMIT COMPLETED FORM TO THE MANAGER OF ADMINISTRATIVE SERVICES

ACTION TAKEN:

- () Referred to _____ for investigation
- () Action taken _____
- () No action taken. Why? _____

WHITE COPY – MANAGER OF ADMINISTRATIVE SERVICES

YELLOW COPY – EMPLOYEE

Effective 5/2020

Injury and Illness Prevention Plan



SUGGESTION

Instructions: Write your suggestions clearly indicating exactly what is to be done. If you need more space or it is necessary to draw a sketch use the back of this form or attach a sheet of plain paper.

My
Suggestion
Is... _____

My
Suggestion
Will
Accomplish
The
Following... _____

OPTIONAL

NAME _____
DATE SUBMITTED _____
SIGNATURE _____



Systems Hazards Sheet

D #	<input type="text"/>
Opened Date	<input type="text"/>
Closed Date	<input type="text"/>
Reported By	-- Please Select One --
Risk Description	<input type="text"/>
Bus #	-- Please Select One --
Location	<input type="text"/>
Current Status	(All)
Likelihood of Occurrence	-- Please Select One --
Risk Severity	-- Please Select One --
Risk Assessment	<input type="text"/>
Risk Impact	<input type="text"/>
Risk Area	-- Please Select One --
Notes & Comments	<input type="text"/>
Notes & Comments Doc.	<input type="button" value="Browse..."/> No file selected. No Document Available
Manager Assignment	-- Please Select One --
Manager Comments	<input type="text"/>
Manager Comment Log	<input type="text"/>
<input type="checkbox"/> Manager Review Complete?	<input type="checkbox"/> Employee Review Complete?
Risk Response Strategy	-- Please Select One --
Response Strategy	<input type="text"/>



**ECCTA/Tri Delta Transit
Employee Training Matrix**

Training	Administration	Maintenance	Timing
Fire Extinguisher	X	X	Annually
Hazard Communication	X	X	Annually
Spill Prevention Countermeasure Control Plan		X	Annually
Storm Water Pollution Prevention Plan		X	Annually
Underground Storage Tank Safety Training – including alarms and leaks		X	Annually
Heat Illness Prevention	X	X	Annually
Bloodborne Pathogens	X	X	Annually
Safety Management System (SMS)	X	X	Annually
De-escalation Training and Workplace Violence Prevention Plan	X	X	Annually
Emergency Evacuation Plan	X	X	Biannually
Sexual Harassment	X	X	Every two years
Drug and Alcohol Program	X	X	Every two years



TAB 7

Agenda Item #7e

**ACTION ITEM: Board of Directors Member-
At-Large Appointment**

Board of Directors Meeting

Wednesday October 23, 2024

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 23, 2024

Agenda Item: Board of Directors Member-At-Large Appointment – Agenda Item #7e

Lead Staff: Rashidi Barnes, Chief Executive Officer

Approved: Rashidi Barnes, Chief Executive Officer

Background

The provisions of the bylaws that govern ECCTA pertaining to the Director-at-Large position state:

- The ECCTA Board of Directors has 11 members. Ten board members are appointed by the member jurisdictions of the JPA that formed ECCTA: two each from Antioch, Brentwood, Oakley, Pittsburg, and Contra Costa County. Those ten individuals appoint a Director-at-Large to serve as the 11th board member.
- Each Director is appointed to a two-year term.
- There is no limit to the number of terms a Director may serve.

History of the Director-at-Large position

- October 7, 1976 – December 31, 1986: Delma Webb (resident of Brentwood)
- January 1, 1987 – December 31, 1988: Roger Moore (resident of Brentwood)
- January 1, 1988 – December 31, 2013: Joe Tovar (resident of Oakley)
- January 1, 2014 – December 31, 2022: Ken Gray (resident of Antioch)
 - In mid-2013, Joe Tovar announced his intention to resign halfway into his last two-year term as ECCTA's Director-at-Large. ECCTA's Board of Directors conducted a process to select an individual to serve the remainder of the Director-at-Large term that ended December 31, 2014. Seventeen applications were submitted, and after screening and interviewing, Ken Gray was selected on December 13, 2013, to complete the remaining year of Joe Tovar's term.

- On September 24, 2014, the ECCTA Board of Directors appointed Ken Gray to a full two-year term which ended December 31, 2016.
- On August 31, 2016, the ECCTA Board of Directors appointed Ken Gray to a two-year term which ended December 31, 2018.
- On August 22, 2018, the ECCTA Board of Directors appointed Ken Gary to a two-year term which ends December 31, 2020.
- On August 26, 2020, the ECCTA Board of Directors appointed Ken Gray to a two-year term which ends December 31, 2022.
- On December 14, 2022, the ECCTA Board of Directors appointed Merl Craft to a two-year term which ends December 31, 2024

Discussion

The Board of Directors has three options:

1. Appoint Merl Craft to a two-year term as the Director-at-Large for the term January 1, 2025, through December 31, 2026.
2. Appoint some other individual for the term January 1, 2025, through December 31, 2026.
3. Appoint a subcommittee of the Board of Directors to accept applications, interview applicants, and recommend to the full Board of Directors for a Director-at-Large from January 1, 2025 through December 31, 2026.

Financial Impact

None

Requested Action

Choose the desired action to fill the Director-at-Large position for the term January 1, 2025, through December 31, 2026.

Agenda Item #7e
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 23, 2024*