



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
Bay Street Conference Room
5616 Bay Street

Emeryville, CA 94608

October 17th, 2019 @ 9:15 AM

Chair

Geoffrey Sears,
Wareham Development

Vice Chair

Betsy Cooley, At-Large
Residential Member

Secretary

Julie Cai,
Bay Street

Treasurer

Andrew Allen
At-Large Business
Member

Directors

Peter Schreiber,
Pixar

Colin Osborne
At-Large Business
Member

Kassandra Kappelos
Public Market

Bobby Lee, At-Large
Residential Member

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the August 15th, 2019 Board of Directors Meeting (Attachment)
4. Executive Directors Report
 - A. Status Update on EGR Bus Yard at Mandela Parkway
 - i. Cost Estimates
 - ii. Airspace Lease
 - B. Status Update on Marina Parking Lot Access
5. Business Items
 - A. Review of Third Quarter Financial Reports (Attachment)
 - B. Review of Third Quarter Performance Reports (Attachment)
 - C. Appoint Committee for Executive Director Performance Evaluation & 2020 Scope of Work
6. Suggestions/Requests from Board Members
7. Confirm date of Next Meeting – November 21st, 2019 @ 9:15 AM
8. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

August 15th, 2019

1. Call to Order

The meeting was called to order at 9:14AM by Geoffrey Sears.

Directors Present: Geoffrey Sears, Betsy Cooley, Bobby Lee, Julie Cai, Kassandra Kappelos, Andrew Allen

Staff Present: Roni Hatstrup, Karen Boggs, Brian Stewart

Others: Diana Keena, Associate Planner, Charlie Bryant, Community Development Director, City of Emeryville, Bill Dertouzas, Emeryville Marina

2. Public Comment

No public comment.

3. Approval of Minutes of the July 18th, 2019 Board of Directors Meeting

Betsy Cooley motioned for approval. Andrew Allen seconded the motion.

This item was approved by a unanimous vote.

AYE: 6

NAY: 0

ABSTAIN: 0

4. Executive Director's Report

A. Status update on EGR Bus Yard at Mandela Parkway

Brian Stewart provided a status update on the project, noting that the team was in the process of responding the Caltrans comments from the first package submittal. Brian further noted that the submittal to the City of Oakland for the turn-pocket and driveway cuts would be submitted mid-October.

Roni noted that the lease had been slightly delayed and that she and Geoff would meet with the Caltrans Airspace lease representative to go over the comments shown in the lease mark-up. Geoff expressed concern with several items, including the re-evaluation of rent term and the tenant's responsibility for hazardous material removal.

Brian indicated that soil testing had been completed and that he would follow-up on the results of the testing and report to the bus yard committee.

5. Business Items

A. Status Update by the City of Emeryville on Access at the Marina Parking Lot and Discuss Long Term Access to the Peninsula.

Charlie Bryant from the City, provided a status update on the permitting for the marina tenant and introduced Bill Dertouzas as the representative of Safe Harbor Marinas. Bill provided an update on their plan to collect parking revenue at the marina parking lot and their need to install access gates to collect revenue. Bill expressed his dissatisfaction for the Emery Go-Round impacting their ability to implement their parking plan. Roni provided clarification on the matter, noting that the Emery Go-Round does not have the authority to disapprove of any changes to their site, however noted that the proposed changes would result in a significant impact to service at the peninsula, which is a concern of the City and the residential community.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

August 15th, 2019

Geoff Sears suggested they look at options for how they can accommodate both needs. Roni noted that even if the issue of maneuverability was resolved, requiring the Emery Go-Round to access the parking lot through pay gates would still likely impact service, although not as significantly.

Bill agreed to continue working with the City and Emery Go-Round Operations on options. This item required no action.

B. Vehicle Acquisition

i. Review and Consider Approval of the Buyers Order Contract for the Acquisition of Three (3) 40' Starcraft Allstar Cutaway Shuttles

ii. Discuss Fleet Financing Options

Roni presented her recommendation to the Board to acquire three new Starcraft AllStar shuttles. Roni also presented the vehicle comparison matrix, prepared by Karen Boggs, to demonstrate the cost differential with alternative fuel vehicles.

Lastly, Roni presented the proposed financing option with Bank of America at a rate of 4.25% and noted that the rate could increase depending on the timing of acquisition.

Andrew Allen motioned for approval of the acquisition of the recommended three (3) shuttles at an interest rate not to exceed 4.25%. Betsy Cooley seconded.

This item was approved by a unanimous vote.

AYE: 6

NAY: 0

ABSTAIN: 0

6. Closed Session: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8

The Board met in closed session to discuss the draft terms of the airspace lease with Caltrans.

No action was taken.

7. Suggestions/Requests from Board Members

There were no suggestions or requests.

8. Confirm Date of Next Meeting

The meeting date of October 17th, 2019 was confirmed.

9. Adjournment

The meeting was adjourned at 10:45 AM.

ETMA 2019 - 3rd Quarter Financial Reports
(Cash Basis)

10/9/2019

EMERY GO-ROUND

(Cash Basis)

3rd Quarter Financials					
	2019 Budget	Actual Revenue Rec'd to Date	Variance	% of revenue received	Notes
Revenue					
<u>PBID Revenue</u>					
Net PBID Revenue	3,581,271	3,581,271	895,318	100%	
<u>Non-PBID Revenue</u>					
City - General Benefit Contribution	637,728	637,728	159,432	100%	
ETMA Billed Revenue	101,320	104,283	28,293	103%	
BGTMA (Net balance of WBS revenue)	45,000	58,610	24,860	130%	
Other Revenue	3,000	69,651	67,401	2322%	Grant Reimbursement from 2018 & Interest Income.
Subtotal Non-PBID Revenues	787,048	870,272	279,986	111%	
Total Revenue	4,368,319	4,451,543	3,359,463	102%	
Expenditures					
<u>Direct Costs</u>					
Bus Leases/Purchases	500,000	296,909	(78,091)	59%	
Maintenance	340,000	212,226	(42,774)	62%	
Operations Contract	2,300,000	1,629,046	(95,954)	71%	
Fuel	300,000	170,730	(54,270)	57%	
Communications	180,000	6,831	(128,169)	4%	
Miscellaneous Operating Costs	15,000	-	(11,250)	0%	
Subtotal Direct Costs	3,635,000	2,315,742	(410,508)	64%	
<u>Indirect Costs</u>					
Professional Services	490,000	231,625	(135,875)	47%	
Occupancy (site lease, utilities, etc.)	150,000	112,659	159	75%	
Bus Yard (Site Development & Relocation)	850,000	199,285	(438,215)	23%	
Membership/Public Outreach Expenses	15,000	7,145	(4,105)	48%	
Pilot Projects and Research	25,000	-	(18,750)	0%	
TMA Insurance	20,000	31,233	16,233	156%	
Meeting expenses, supplies, licenses, fees, etc.	4,000	865	(2,135)	22%	
Subtotal Indirect Costs	1,554,000	582,813	(582,687)	38%	
<u>Replenishment of Cash Reserve</u>					
Estimated Revenue Shortfall	-	-	-		
Cash Reserve Replenishment	-	-	-	N/A	
Subtotal Cash Reserve Replenishment	-	-	-	N/A	
Total TMA Expenditures	5,189,000	2,898,554	(993,196)	56%	

2019 Revenue vs. Expenditures Balance: (820,681) 1,552,988

**ETMA 2019 - 3rd Quarter Financial Reports
(Cash Basis)**

10/9/2019

WEST BERKELY SHUTTLE

3rd Quarter Financials					
	2019 Budget	Actual Revenue Rec'd to Date	Variance	% of Revenue Received	Notes
Revenue					
BGTMA & Bayer	345,000	259,667	917	75%	
Total Revenue - West Berkeley	345,000	259,667	917	75%	
	2019 Budget	Actual Costs to Date	Variance	% Expended	Notes
Expenditures					
Shuttle Operations	285,000	199,375	(14,375)	70%	
Professional Service Contracts	15,000	1,682	(9,568)	11%	
Total Expenditures - West Berkeley	300,000	201,057	(23,943)	67%	

Balance

45,000

58,610

Balance of revenue shown as ETMA revenue above.

City of Emeryville - 8 to Go Paratransit

3rd Quarter Financials					
	2019 Budget	Actual Revenue Rec'd to Date	Variance	% of Revenue Received	Notes
Revenue					
City of Emeryville - 8 to Go Paratransit	106,000	52,499	(27,001)	50%	
Total Revenue - City	106,000	52,499	(27,001)	50%	
	2019 Budget	Actual Costs to Date	Variance	% Expended	Notes
Expenditures					
Shuttle Operations & Maintenance	92,500	48,758	(20,617)	53%	
Fuel	3,500	1,726	(899)	49%	
Communications	1,000	565	(185)	56%	
Professional Service Contracts	9,000	3,522	(3,228)	39%	
Total Expenditures - City	106,000	54,571	(24,929)	51%	

Balance

(2,072)

Total Passenger Boardings per Year/Quarter						
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	% inc/dec from prior year
2019 Ridership	307,328	328,986	356,366		992,680	
2018 Ridership	339,458	343,628	342,100	325,897	1,351,083	-1.9%
2017 Ridership	348,530	348,438	345,946	334,970	1,377,884	-10.1%
2016 Ridership	371,644	398,192	388,902	374,593	1,533,331	-7.7%
2015 Ridership	387,583	403,515	448,244	421,174	1,660,516	-1.2%
2014 Ridership	381,216	425,010	457,239	416,392	1,679,857	







