



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
Bay Street Conference Room

5616 Bay Street

Emeryville, CA 94608

October 18, 2018

Chair

Tim Bacon,
City Center Realty Partners

Vice Chair

Geoff Sears, Wareham
Development

Secretary

Betsy Cooley,
At-Large Residential

Treasurer

Andrew Allen
At-Large Business

Directors

Max Frankel,
Bay Street

Peter Schreiber,
Pixar

Colin Osborne
At-Large Employer
Member

Ron Silberman,
At-Large Business Member

Bobby Lee,
At-Large Residential
Member

1. Call to Order
2. Public Comment
3. Appointment of new Board Chair
4. Approval of the Minutes of the August 16th, 2018 Board of Directors Meeting (Attachment)
5. Executive Directors Report
 - A. Status Update on EGR Bus Yard at Mandela Parkway (Attachment)
6. Business Items
 - A. Review and Consider Approval of the 2019 Budget (Attachment)
 - B. Review of Third Quarter Financial Report (Attachment)
 - C. Review of Third Quarter Ridership Report (Attachment)
 - D. Review of Third Quarter On-Time Performance Reports
7. Suggestions/Requests from Board Members
8. Confirm date of Next Meeting - November 15, 2018
9. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

August 16th, 2018

1. Call to Order

The meeting was called to order at 9:17AM am by Chair, Geoff Sears

Directors Present: Tim Bacon, Geoff Sears, Betsy Cooley, Bobby Lee, Max Frankel, Ron Silberman, Andrew Allen

Staff present: Roni Hatstrup, Mary Grinbergs, (Gray-Bowen-Scott)

Others: Diana Keena, City of Emeryville, Andrew Kraus (Public Works Director, Emeryville), Ryan O'Connell (City Engineer, Emeryville)

2. Public Comments

None

3. Approval of the Minutes of the May 17th, 2018 Board of Directors Meeting (Attachment)

Vice Chair, Geoff Sears motioned for approval of the minutes. Betsy Cooley seconded.

This item was approved by a unanimous vote.

AYE: 7

NAY: 0

ABSTAIN: 0

4. Executive Director's Report

A. Status update on EGR Bus Yard at Mandela Parkway (Attachment)

Roni introduced Brian Stewart as the Project Manager for the Mandela site project. Brian provided a status update to the Board, noting the recent coordination efforts with Caltrans and an overview of the draft milestone schedule.

B. City Council Approval of Recommended 3% PBID Increase

Roni noted that the City approved the recommended 3% increase to the PBID levy. She further noted that Mayor Bauters had informed Council that he had established a repayment agreement with the Emeryville Unified School District to repay the outstanding PBID balance.

C. Status Update on Horton Site & Storm Water Pollution Prevention Plan

York engineering created and embedded a storm water pollution plan, including best practices, into the ETMA bus yard policy. Buses can now be washed on-site.

D. Review of 2018-2030 ETMA Budget Forecast (Attachment)

In response to Chair Tim Bacon's request at the prior Board meeting, Roni presented a budget forecast through 2030 to show the anticipated cost and revenue projections through the end of the current PBID.

6. Business Items

A. Annual Citywide paving project (City Handout)

Roni introduced Ryan O'Connell (City Engineer) and Andrew Klauss (City Public Works Director) for a presentation on the City's paving project.

B. Review and Consider Approval of Amendment 8 to Fueling Agreement with AC Transit (Attachment)

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

August 16th, 2018

Vice Chair, Geoff Sears motioned for approval. Betsy Cooley seconded.

This item was approved by a unanimous vote.

AYE: 7

NAY: 0

ABSTAIN: 0

- C. Review and Consider Approval of Professional Services Agreement with Yorke Engineering for 2018-2019 Storm Water Monitoring and Reporting services (Attachment)

Vice Chair, Geoff Sears motioned for approval. Andrew Allen seconded.

This item was approved by a unanimous vote.

AYE: 7

NAY: 0

ABSTAIN: 0

- D. Review and consider approval of proposal from Gray Bowen Scott for Project Delivery Oversight Services related to the Bus Yard Site Development at Mandela Parkway and Authorize Chair to execute an amendment to include the proposed scope of work and budget (Attachment)

Roni presented the proposed scope of work for the project management of the Mandela site project. The Board requested that all large strategic impacts to the project be brought to the subcommittee before decisions are made. The Board also directed staff to provide monthly progress report on status of project.

Vice Chair, Geoff Sears motioned for approval. Bobby Lee seconded.

This item was approved by a unanimous vote.

AYE: 7

NAY: 0

ABSTAIN: 0

- E. Review and Consider Approval of Amendment 5 with BKF Engineering, Inc. for Site Design and Environmental Services related to the Bus Yard Site Development at Mandela Parkway (Attachment)

Vice Chair Geoff Sears suggested only a portion of the scope and budget be authorized, until further details are determined with Caltrans and the City of Oakland.

Vice Chair, Geoff Sears motioned for approval of a notice to proceed with an amount not to exceed \$75,000 to be authorized by the Board Chair. Bobby Lee seconded.

This item was approved by a unanimous vote.

AYE: 7

NAY: 0

ABSTAIN: 0

- F. Review and Consider Approval of Funding Grant Agreement with the City of Emeryville for the distribution of TFCA grant funding (Attachment)

Roni reported on the City and TFCA Agreement. Due to conflicting requirements within the TFC Agreement, Roni will coordinate with the City to work through some of those details before finalizing for signature.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

August 16th, 2018

Bobby Lee motioned for approval. Andrew Allen seconded.

This item was approved by a unanimous vote.

AYE: 7

NAY: 0

ABSTAIN: 0

G. Review of 2nd Quarter Reports (Attachments)

I. 2nd Quarter Financial Report

Roni noted that the ETMA is on target with revenue and trending below on all tasks, with the exception of insurance, which increased due to the requirements with the new bus yard.

II. 2nd Quarter Ridership Report

Roni noted that the ridership continues to trend below the prior year counts.

III. 2nd Quarter On-Time Performance Report

Roni presented the 2nd Quarter On-Time performance report.

No action was required on these information items.

H. Suggestions/Requests from Board Members

Diana Keena notified the Board of upcoming City meetings:

- *August 22, 2018 - City Workshop concerning for the 40th and San Pablo and 40th renovations.*
- *October 16, 2018 - Council meeting*
- *August/September - GPS signalization project kick-off meeting happening in August.*

7. Confirm Date of Next Meeting

The meeting date of September 20th, 2018 at 9:15AM was confirmed.

8. Adjournment

The meeting was adjourned at 11:15AM

2019 Budget

EMERY GO-ROUND

Revenue	2019 Estimated Revenue	Notes
<u>PBID Revenue</u>		
PBID Revenue	3,668,129	1.7% of assessment to County Assessor + \$24,500 to City for legal and administrative fees.
District Related Costs	(86,858)	
<i>Net PBID</i>	<i>3,581,271</i>	
<u>Non-PBID Revenue</u>		
City of Emeryville - General Benefit Contribution	637,728	Assumed 12.29% of total budget.
ETMA Billed Revenue	101,320	
BGTMA Revenue	45,000	
Misc. Revenue (Charter services, NextBus sign Reimbursements, interest income, etc.)	3,000	
Other revenue	-	
<i>Subtotal Non-PBID Revenues</i>	<i>787,048</i>	
Total Revenue	4,368,319	

Expenditures	2019 Proposed Budget	Assumptions
<u>Direct Costs</u>		
Bus Leases/Purchases	500,000	Acquisition of 3 new vehicles (2 replacement/1 new)
Maintenance	340,000	No change in level of service.
Operations Contract	2,300,000	
Fuel	300,000	Real time tracking system, driver radios and new automated passenger counters.
Communications	180,000	
Miscellaneous Operating Costs	15,000	
<i>Subtotal Direct Costs</i>	<i>3,635,000</i>	
<u>Indirect Costs</u>		
Professional Services	490,000	Includes management, accounting, website maintenance, storm water inspections and reporting, Bus yard and operations office lease, utilities, yard maintenance, etc.
Occupancy	150,000	
Site Development - Long Term Bus Yard	850,000	Allowance for site design, agency coordination, permits, and beginning of construction.
Membership Outreach/Marketing Materials	15,000	Annual Reports, Annual Meeting Invitations, election
Pilot Projects and Research	25,000	
TMA Insurance	20,000	
Conferences, Conventions, Meetings	4,000	
<i>Subtotal Indirect Costs</i>	<i>1,554,000</i>	
Total - 2019 Budget	5,189,000	
<i>2019 Estimated Overrun</i>	<i>(820,681)</i>	

Cash Balance Summary	2019	Notes
Estimated Carryover Cash Balance (as of Jan 1, 2019)	2,415,261	Minimum cash balance of 15% required, per ETMA policies. \$1M designated for bus yard.
2019 Estimated Overrun	(820,681)	
Total Estimated Cash Balance (on Dec 31, 2019)	1,594,580	

**ETMA 2018 - 3rd Quarter Financial Reports
(Cash Basis)**

10/12/2018

EMERY GO-ROUND

(Cash Basis)

	3rd Quarter Financials				Notes
	2018 Budget	Actual Revenue Rec'd to Date	Variance	% of revenue received	
Revenue					
<u>PBID Revenue</u>					
Net PBID Revenue	3,476,248	3,476,248	869,062	100%	
<u>Non-PBID Revenue</u>					
City - General Benefit Contribution	547,397	547,397	136,850	100%	
ETMA Billed Revenue	98,369	95,592	21,816	97%	
BGTMA (Net balance of WBS revenue)	45,000	87,450	53,700	194%	Includes delayed reimbursements from 2017.
Other Revenue	3,000	1,492	(758)	50%	
Subtotal Non-PBID Revenues	693,765	731,931	211,607	106%	
Total Revenue	4,170,013	4,208,179	2,123,173	101%	
Expenditures					
<u>Direct Costs</u>					
Bus Leases/Purchases	500,000	298,793	(76,207)	60%	
Maintenance	340,000	194,488	(60,512)	57%	
Operations Contract	2,100,000	1,350,514	(224,486)	64%	
Fuel	275,000	171,536	(34,714)	62%	
Communications	180,000	6,948	(128,052)	4%	
Miscellaneous Operating Costs	15,000	1,540	(9,710)	10%	
Subtotal Direct Costs	3,410,000	2,023,817	(533,683)	59%	
<u>Indirect Costs</u>					
Professional Services	490,000	309,454	(58,046)	63%	
Occupancy (site lease, utilities, etc.)	175,000	143,130	11,880	82%	
Bus Yard (Site Development & Relocation)	325,000	55,816	(187,934)	17%	
Membership/Public Outreach Expenses	15,000	5,840	(5,410)	39%	
Pilot Projects and Research	25,000	-	(18,750)	0%	
TMA Insurance	10,000	12,448	4,948	124%	
Meeting expenses, supplies, licenses, fees, etc.	4,000	754	(2,246)	19%	
Subtotal Indirect Costs	1,044,000	527,442	(255,558)	51%	
<u>Replenishment of Cash Reserve</u>					
Estimated Revenue Shortfall	-	-	-		
Cash Reserve Replenishment	-	-	-	N/A	
Subtotal Cash Reserve Replenishment	-	-	-	N/A	
Total TMA Expenditures	4,454,000	2,551,260	(789,240)	57%	

2018 Revenue vs. Expenditures Balance: (283,987) 1,656,920

**ETMA 2018 - 3rd Quarter Financial Reports
(Cash Basis)**

10/12/2018

WEST BERKELY SHUTTLE

		3rd Quarter Financials				
		2018 Budget	Actual Revenue Rec'd to Date	Variance	% of Revenue Received	Notes
Revenue						
BGTMA & Bayer		405,000	310,463	6,713	77%	Reimbursements through June 2018.
Total Revenue - West Berkeley		405,000	310,463	6,713	77%	
Expenditures						
Shuttle Operations		335,000	208,765	(42,485)	62%	
Professional Service Contracts		25,000	14,248	(4,502)	57%	
Total Expenditures - West Berkeley		360,000	223,013	43,013	62%	

Balance 45,000 87,450 *Balance of revenue shown as ETMA revenue above.*

City of Emeryville - 8 to Go Paratransit

		3rd Quarter Financials				
		2018 Budget	Actual Revenue Rec'd to Date	Variance	% of Revenue Received	Notes
Revenue						
City of Emeryville - 8 to Go Paratransit		97,500	60,377	(12,748)	62%	Reimbursements through June.
Total Revenue - City		97,500	60,377	(12,748)	62%	
Expenditures						
Shuttle Operations & Maintenance		86,300	57,285	(7,440)	66%	
Fuel		4,000	2,360	(640)	59%	
Communications		600	479	29	80%	
Professional Service Contracts		6,600	5,644	694	86%	
Total Expenditures - City		97,500	65,768	(7,357)	67%	

Balance (5,391)

EMERY GO-ROUND ANNUAL RIDERSHIP SUMMARY

2018	QTR 1			QTR 2			QTR 3			TOTAL (YTD)
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
Hollis	11,081	9,894	11,078	11,355	10,165	9,969	10,027	12,077	8,956	94,602
Shellmound/Powell	19,111	17,890	20,519	19,089	19,771	19,958	19,801	23,582	16,704	176,425
Subtotal Weekday Standard Ridership	30,192	27,784	31,597	30,444	29,936	29,927	29,828	35,659	25,660	271,027
North Hollis	15,531	14,850	15,839	14,819	14,995	15,828	15,981	15,964	14,038	137,845
South Hollis	15,333	14,289	15,909	14,601	15,939	15,434	14,126	17,472	13,905	137,008
North Shellmound	9,657	8,051	9,170	8,814	9,017	8,782	8,986	11,456	7,669	81,602
South Shellmound/Powell	18,217	16,697	17,128	17,335	17,839	17,296	19,553	21,812	14,256	160,133
Watergate Express	16,464	16,402	19,183	17,691	19,379	18,733	17,881	13,205	16,817	155,755
Subtotal Weekday Commute Ridership	75,202	70,289	77,229	73,260	77,169	76,073	76,527	79,909	66,685	672,343
Weekend Shellmound/Powell	9,085	8,375	9,705	8,902	8,741	9,176	9,142	9,638	9,052	81,816
Total	114,479	106,448	118,531	112,606	115,846	115,176	115,497	125,206	101,397	1,025,186

Total Passenger Boardings per Year/Quarter						
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	% inc/dec from prior year
2018 Ridership	339,458	343,628	342,100		1,025,186	-2.6%
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	

