



# EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

## AGENDA

Board of Directors Meeting  
September 16<sup>th</sup>, 2021 @ 9:15 AM

[Zoom](#)

Meeting ID: 885 6484 1695

### **Chair**

*Bobby Lee, At-Large*

*Residential Member*

### **Vice Chair**

*Betsy Cooley, At-Large*

*Residential Member*

### **Secretary**

*Andrew Allen*

*At-Large Business*

*Member*

### **Treasurer**

*Geoffrey Sears,*

*Wareham Development*

### **Directors**

*Peter Schreiber,*

*Pixar*

*Colin Osborne*

*At-Large Business*

*Member*

*Kassandra Kappelos*

*Public Market*

*Zack McGahey*

*Zymergen*

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the August 19<sup>th</sup>, 2021, Board of Directors Meeting (Attachment)
4. Executive Directors Report
  - A. Status Update on Bus Yard
    - i. Budget vs. Cost Report
    - ii. Security Systems Installation
    - iii. On-site Security Services
5. Business Items
  - A. Appoint Audit Review Committee (Attachment)
  - B. Shuttle Performance Reports (Attachments)
    - i. Ridership
    - ii. On-time Performance
  - C. 2<sup>nd</sup> Quarter Financial Report (Attachment)
6. Confirm date of Next Meeting – October 21<sup>st</sup>, 2021
7. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

August 19, 2021

**LOCATION: VIDEO CONFERENCE**

*Directors Present:* Bobby Lee, Chair (Residential Member)  
Andrew Allen, Vice Chair (Residential Member)  
Betsy Cooley, Secretary (Residential Member)  
Peter Schreiber (Pixar)  
Colin Osborne (Novartis)

*Others Present:* Roni Hatstrup, Executive Director  
Karen Boggs, Operations Director  
Debi Lawrence, Administrator

1. Call to Order

*Bobby Lee called the meeting to order at 9:25 AM.*

2. Public Comment

*There were no comments from the public.*

3. Approval of the Minutes of the June 17<sup>th</sup>, 2021 Board of Directors Meeting

*Bobby Lee motioned for approval of the meeting minutes. Betsy Cooley seconded the motion.*

*This item was approved by a unanimous vote.*

*Yes: 5*

*No: 0*

*Abstain: 0*

4. Executive Directors Report

A. Status Update on Mandela Site

- i. Progress report – Roni stated that there has been a lot of activity – the office has been completed, the operations team has been fully relocated, and the lease with Wareham has ended. Roni followed that there were a few things left still to be fully completed, such as the Internet. Roni is hopeful to kick off services with the video monitoring company soon and added that the team was looking into coded entry door locks, so the office can remain locked throughout the day. Roni is also recommending for the 24/7 security guard to remain onsite for the near future, given the recent trespassing that occurred. Bobby Lee was in agreement about keeping the onsite security.*

*Roni updated the Board about upcoming change orders needed to satisfy the City of Oakland after the walk-through, including repaving of the bike lane and striping the turn-pocket, among other items.*

*Roni suggested that due to the overwhelming support that was needed during and after the office move, and being short-staffed, we send a gift card to John Kelly who has been working overtime to keep up the operations.*

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**ACTION SUMMARY MINUTES**

Board of Directors Meeting

August 19, 2021

ii. *Budget vs. Cost report – Roni provided an overview of the project budget, noting that the costs were still within budget and that a contingency of over \$400,000 remained.*

B. *Ridership Review – Roni advised that due to some repairs to the automated passenger counters, done by Syncromatics, the APC counts were off for the month of July. Karen stated that the ridership levels are slowly rising, about 61% since this time last year, but down about 77% from pre-pandemic levels. Karen added that we are running about 23% of service from pre-Covid levels. Roni added that the team will get a survey from some larger employers and business for an expected return to office timeframe. Bobby asked about the city's automatic activation buttons that were changed at the beginning of the pandemic and this might be affecting traffic and the on-time performance for some of the shuttles. Roni advised that we could probably schedule a meeting with the Public Works department to look further into before adding more busses.*

*Pixar announced that they are looking at a return-to-work date in January for all employees. They have about 60% capacity for parking onsite currently.*

*Novartis announced that they are allowing people back in – around 90%, with the flexibility for those that can work at home.*

5. Business Items

A. *Review and Consider Approval of Amendment 3 to Professional Services Agreement with Zoon Engineering for Continued Construction Management and Project Closeout Activities*  
*Roni advised that due to the additional needs for the site to wrap things up, Zoon has been required to put more time into their project services. Roni reviewed the last remaining items that will be required by Zoon and the final close out duties with the breakdown of costs. The proposed budget augmentation was already approved by the Committee since there was no formal Board meeting in July and we need the formal ratification of the amendment. The budget is still within the contingency budget allotted.*

*Bobby Lee motioned for approval of Amendment 3 for Zoon Engineering. Andrew Allen seconded the motion.*

*This item was approved by a unanimous vote.*

*Yes: 5*

*No: 0*

*Abstain: 0*

B. *Review and Consider Staff Recommendation for the Relinquishment of Retired Shuttles*

*Roni advised that due to capacity constraints at the new bus yard, there was a need to retire two busses that were no longer being used. Roni has stated that the team has looked into donating or selling these busses. Roni advised that MV Transportation has shown an interest in one of the busses to use for training purposes for air brake certification and recommended one bus be donated to them. Roni presented an option of donating the other bus to a church group that could use it for transporting passengers. The Board agreed on donating the one*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

August 19, 2021

*bus to MV Transportation for training. The Board suggested to investigate further information in donating the other bus.*

*There was no formal action required.*

- C. Review and Consider Approval of Professional Services Agreement with City of Emeryville for the Continued Operation of the 8 to Go Paratransit Shuttle Program  
*Roni presented the new professional services agreement for 8 to Go paratransit operations through June 2022.*

*Bobby Lee motioned for approval of the Professional Services Agreement from the City of Emeryville for Continued Operation of the 8 to Go Paratransit Shuttle Program. Andrew Allen seconded the motion.*

*This item was approved by a unanimous vote of the Board.*

*Yes: 5*

*No: 0*

*Abstain: 0*

- D. Discuss Continued COVID Safety Measures and Mask Requirement  
*Roni informed the Board of the current safety measures and requirements related to COVID, noting masks are still required, which signs refer to. Roni inquired about whether the vaccines should be mandated for Emery Go Round operations staff. The Board felt it would be best to check with MV Transportation on their union regulations, and to determine the requirements for other transit agencies.*

*Roni advised that there was a passenger noted to have their mask down below their nose and was eating and a fellow passenger was concerned that the driver had not seen this situation. Roni advised that there is a mask mandate and there are signs. Karen advised that the team has reached out to the operations team to remind the drivers to continue enforcing the mask mandate to the best of their ability. Roni further noted that the busses are still being disinfected regularly and the mask mandate signage will be refreshed.*

*This item required no formal action.*

- E. Additional Topics:  
*Roni informed the Board of a safety concern regarding bicyclists use of shared bike lanes, noting that, bicycles will often come up next to a bus in the shared lane and in a drivers blind spot. Roni informed the Board of a recent incident where a bicyclist pulled up next to the bus (in their blind spot) in a shared lane and when the bus proceeded through the intersection and began to approach the curb at the bus stop, the driver could not see the bicyclist and there was a near collision. Therefore, Roni suggested signage be added to the side of the bus informing others that they may be in a blind spot. The Board agreed.*

*This item required no formal action.*

6. Confirm date of Next Meeting – September 16<sup>th</sup>, 2021  
*The meeting date was confirmed for September 16<sup>th</sup>, 2021.*
7. Adjournment  
*The meeting adjourned at approx. 11:05 AM.*

**Mandela Site - Project Budget Status**

Date: 9/13/21 (costs to date through July 2021)

| Project Management Oversight                      | Project Budget       | Total Authorized Budget | Cost to Date         | Remaining Balance  | % of Work Completed | % of Budget Expended |
|---|----------------------|-------------------------|----------------------|--------------------|---------------------|----------------------|
| Gray Bowen Scott - Through PS&E Completion        |                      | \$ 133,000.00           | \$ 134,196.86        | \$ (1,196.86)      | 100%                | 101%                 |
| Gray Bowen Scott - Owners Rep During Construction |                      | \$ 49,000.00            | \$ 48,325.77         | \$ 674.23          | 100%                | 99%                  |
| <b>Total Project Management Oversight</b>         | <b>\$ 173,000.00</b> | <b>\$ 182,000.00</b>    | <b>\$ 182,522.63</b> | <b>\$ (522.63)</b> |                     |                      |
|   | <i>Balance</i>       | \$ (9,000.00)           | \$ (522.63)          |                    |                     |                      |

| Project Engineering & Permitting                  | Project Budget       | Total Authorized Budget | Cost to Date         | Remaining Balance   | % of Work Completed | % of Budget Expended |
|---|----------------------|-------------------------|----------------------|---------------------|---------------------|----------------------|
| Feasibility Study - Mandela Turn Pocket           |                      | \$ 5,000.00             | \$ 4,995.77          | \$ 4.23             | 100%                | 100%                 |
| Conceptual Site Plan                              |                      | \$ 48,771.00            | \$ 46,036.35         | \$ 2,734.65         | 100%                | 94%                  |
| Design & Environmental                            |                      | \$ 270,752.00           | \$ 266,868.51        | \$ 3,883.49         | 100%                | 99%                  |
| Design Support During Construction                |                      | \$ 29,500.00            | \$ 12,582.00         | \$ 16,918.00        | 82%                 | 43%                  |
| Permitting & Other Expenses (see breakdown below) |                      | \$ 189,105.20           | \$ 151,500.27        | \$ 37,604.93        | 90%                 | 100%                 |
| <b>Total Project Engineering</b>                  | <b>\$ 400,000.00</b> | <b>\$ 543,128.20</b>    | <b>\$ 481,982.90</b> | <b>\$ 61,145.30</b> |                     |                      |
|   | <i>Balance</i>       | \$ (143,128.20)         | \$ 61,145.30         |                     |                     |                      |

| Construction Oversight - Zoon Engineering | Project Budget       | Total Authorized Budget | Costs to Date        | Remaining Balance   | % of Work Completed | % of Budget Expended |
|---|----------------------|-------------------------|----------------------|---------------------|---------------------|----------------------|
| Construction Oversight & Inspections      |                      | \$ 300,980.00           | \$ 279,810.00        | \$ 21,170.00        | 90%                 | 93%                  |
| <b>Total Construction Oversight</b>       | <b>\$ 190,000.00</b> | <b>\$ 300,980.00</b>    | <b>\$ 279,810.00</b> | <b>\$ 21,170.00</b> |                     |                      |
|   | <i>Balance</i>       | \$ (110,980.00)         | \$ 21,170.00         |                     |                     |                      |

|   |                      |                        |
|---|----------------------|------------------------|
| <b>Total Management &amp; Engineering Costs</b> | <b>\$ 590,000.00</b> | <b>\$ 1,026,108.20</b> |
|---|----------------------|------------------------|

| Modular Office                                      | Project Budget       | Estimated Budget     | Cost to Date         |
|---|----------------------|----------------------|----------------------|
| Mobile Office Unit, delivery & ADA Ramp (and taxes) |                      | \$ 190,609.27        | \$ 171,197.14        |
| <b>Total</b>  | <b>\$ 175,000.00</b> | <b>\$ 190,609.27</b> | <b>\$ 171,197.14</b> |
|   | <i>Balance</i>       | \$ (15,609.27)       | \$ 19,412.13         |

| Construction Cost  | Project Budget         | Authorized Bid Amount & CCOs | Pending CCO's      | Cost to Date           |
|--|------------------------|------------------------------|--------------------|------------------------|
| OC Jones & Sons - Base Bid Amount  |                        | \$ 1,934,135.00              | \$ -               | \$ 1,931,862.90        |
| Change Order #1 - Debris Removal   |                        | \$ 21,298.00                 | \$ -               | \$ 21,289.89           |
| Change Order #2 -Horizon Extra Work - footing removal @  |                        | \$ 4,285.60                  | \$ -               | \$ 4,285.60            |
| Change Order #3 - Fire Service Plans & Fees  |                        | \$ 4,865.30                  | \$ -               | \$ 4,865.30            |
| Change Order #4 - All 10 foot chain link fence (estimate)  |                        | \$ (33,725.00)               | \$ -               | \$ (33,725.00)         |
| Change Order #5 - Aggregates Previous CCO's  |                        | \$ 28,248.55                 | \$ -               | \$ 28,248.55           |
| Change Order #6 - Irrigation Temp Controller, mulch.   |                        | \$ 8,981.83                  | \$ -               | \$ 8,981.83            |
| Change Order #7 - Gate Change, ADA Path Change, Trailer connections & new circuit, PG&E and Oakland Changes, bollard covers. |                        | \$ 84,854.48                 | \$ -               | \$ 84,854.48           |
| Change Order #8 - Left Turn Pocket striping.   |                        | \$ -                         | \$ 4,950.00        | \$ -                   |
|  |                        | \$ -                         | \$ -               | \$ -                   |
| <i>Retention Held to Date (5%)</i>   |                        | \$ -                         | \$ -               | \$ (102,533.20)        |
| <b>TOTAL</b>   | <b>\$ 2,051,680.00</b> | <b>\$ 2,052,943.76</b>       | <b>\$ 4,950.00</b> | <b>\$ 1,948,130.35</b> |
|  | <i>Balance</i>         | \$ (1,263.76)                | \$ (6,213.76)      | \$ 104,813.41          |

|                                |                      |                      |
|--------------------------------|----------------------|----------------------|
| <b>Contingency (see below)</b> | <b>\$ 600,000.00</b> | <b>\$ 315,068.77</b> |
|--------------------------------|----------------------|----------------------|

|                                  | Project Budget         | Authorized Budget      | Costs to Date          | Remaining Balance    |
|----------------------------------|------------------------|------------------------|------------------------|----------------------|
| <b>TOTAL PROJECT BUDGET/COST</b> | <b>\$ 3,589,680.00</b> | <b>\$ 3,584,730.00</b> | <b>\$ 3,063,643.02</b> | <b>\$ 521,086.98</b> |

| Contingency Summary                       |                      |
|---|----------------------|
| Original Project Contingency              | \$ 600,000.00        |
| Remaining Budget - Construction oversight | \$ (119,980.00)      |
| Remaining Budget - Construction           | \$ (1,263.76)        |
| Permitting & Other Expenses               | \$ (143,128.20)      |
| Office Trailer                            | \$ (15,609.27)       |
| Pending Contract Change Orders            | \$ (4,950.00)        |
| <b>Contingency Balance</b>                | <b>\$ 315,068.77</b> |

| Permitting Fees & Other Site Expenses   | Total Estimated Costs | Actual Costs To Date | Remaining Balance   |
|---|-----------------------|----------------------|---------------------|
| Video Security System   | \$ 70,000.00          | \$ 44,894.81         | \$ 25,105.19        |
| Cable/WiFi  | \$ 10,000.00          | \$ 500.00            | \$ 9,500.00         |
| Office Furniture  | \$ 2,000.00           | \$ -                 | \$ 2,000.00         |
| Water Meter/EBMUD   | \$ 58,448.00          | \$ 58,448.00         | \$ -                |
| PGE Application Fee   | \$ 5,515.58           | \$ 5,515.58          | \$ -                |
| Fire Service  | \$ 2,500.00           | \$ 1,609.74          | \$ 890.26           |
| Sewer Fee   | \$ 1,277.19           | \$ 1,277.19          | \$ -                |
| Other misc expenses (plan printing,etc.)  | \$ 1,500.00           | \$ 1,390.52          | \$ 109.48           |
| Permit Fees (Caltrans, Oakland Planning, Building Permit, Encroachment Permit). |                       | \$ -                 | \$ -                |
| Caltrans Encroachment Permits & Permit Extensions                               | \$ 1,148.00           | \$ 1,148.00          | \$ -                |
| Oakland Planning Permit   | \$ 8,510.52           | \$ 8,510.52          | \$ -                |
| Oakland px Permit   | \$ 28,205.91          | \$ 28,205.91         | \$ -                |
| <b>Subtotal - Other Site Expenses</b>   | <b>\$ 189,105.20</b>  | <b>\$ 151,500.27</b> | <b>\$ 37,604.93</b> |

shall be called by the Chair, or in his or her absence, by the Secretary. A majority of the Executive Committee members shall constitute a quorum. The vote of a majority of the Executive Committee members present at a meeting duly held at which a quorum is present is the act of the Executive Committee.

### **Section 3      Audit Committee.**

If required by law, the Board shall have an Audit Committee which shall consist of at least three (3) Directors, each of whom shall be free of any relationships that would interfere with his or her exercise of independent judgment. Without limiting the foregoing, the Audit Committee shall include no members of the staff of this corporation and no person with a material financial interest in any entity that does business with this corporation. In addition, the Treasurer of this corporation shall not serve on the Audit Committee, regardless of whether he or she is compensated by the corporation. Furthermore, members of the Finance Committee of this corporation (if any) shall comprise less than one-half of the Audit Committee, and the Audit Committee Chair shall not be a member of the Finance Committee. No member of the Audit Committee shall receive any compensation from this corporation except for compensation that he or she may receive for his or her service on the Board.

Each Audit Committee member shall have a general working knowledge of financial reporting and shall be able to understand and interpret financial statements and supporting schedules.

The Audit Committee shall oversee management's preparation of financial statements and the audit by an independent auditor of the financial statements of this corporation. The Audit Committee shall also comply with and perform all functions specified in its charter, if any, as reviewed and established by the Board from time to time. Without limiting the foregoing, the Audit Committee shall have the following express responsibilities on behalf of this corporation, subject to the supervision of the Board.

- A.**      Recommending to the Board the retention and termination of an independent auditor to prepare financial statements for the corporation;
- B.**      Negotiating the independent auditor's compensation on behalf of the Board;
- C.**      Conferring with the auditor to satisfy Members that the financial affairs of the corporation are in order;
- D.**      Reviewing and determining whether to accept the audit;
- E.**      Assuring that any non-audit services performed by the audit firm conform with the standards for auditors' independence contained in the latest revision of the Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book");
- F.**      Approving the performance of all non-audit services provided by the audit firm;
- G.**      Reviewing major changes to the corporation's accounting principles and practices;

**H.** Reviewing the management letter and the corporation's response with the auditor; and

**I.** Reviewing, approving, and monitoring the corporation's internal audit function and current compliance activities.

The Audit Committee shall report to the Board periodically, but at least once per year in connection with the presentation to the Board of the corporation's audited financial statements and the auditor's report.

#### **Section 4 Advisory Committees.**

The Chair may also create one or more advisory committees to serve at the pleasure of the Chair. Such committees shall not have the authority of the Board and may include both Directors and non-Directors. Non-Directors shall not have voting rights in the committee. Advisory Committees shall comply with the Brown Act, when applicable.

#### **Section 5 Meetings and Action of Committees.**

Meetings and actions of committees of the Board shall be governed by, held and taken in accordance with the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by resolution of the committee of the Board. Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee, provided they are consistent with these Bylaws. In the absence of rules adopted by the Board, the committee may adopt such rules.

## **ARTICLE VII INDEMNIFICATION AND INSURANCE**

### **Section 1 Indemnification of Directors, Officers, Employees and Other Agents.**

To the fullest extent permitted by law, this Corporation shall indemnify its Directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in Corporations Code Section 5238(a), and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in Corporations Code Section 5238(a). "Expenses," as used in this bylaw, shall have the same meaning as in Corporations Code Section 5238(a).

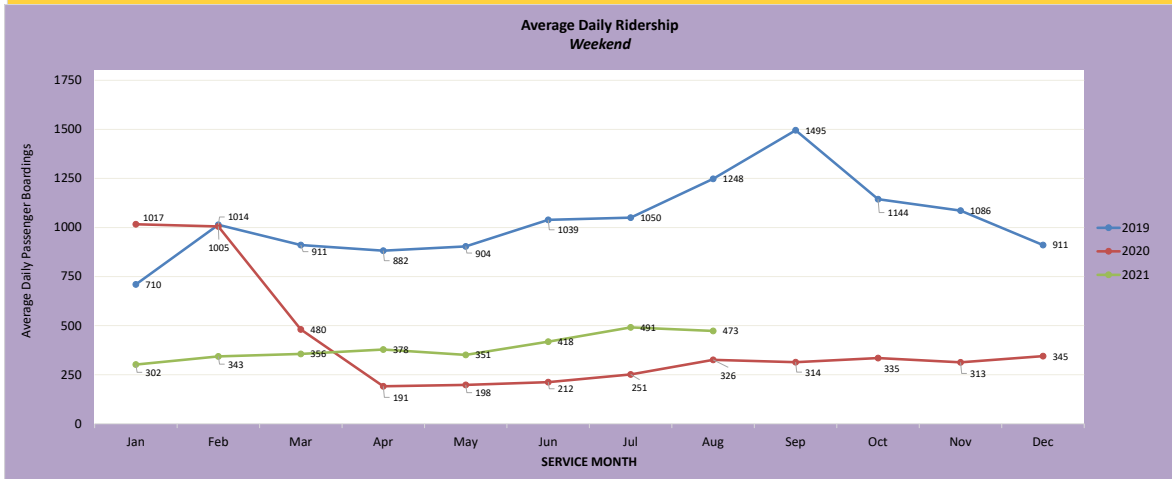
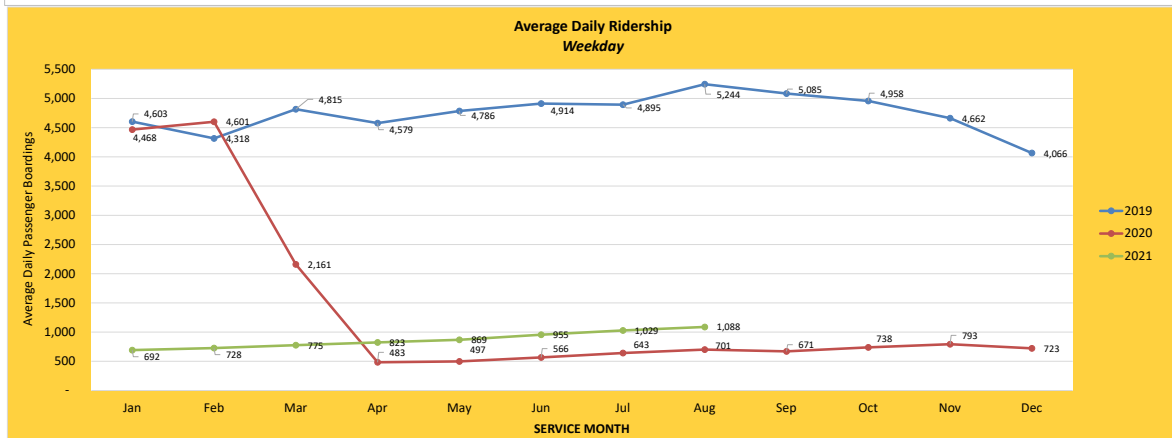
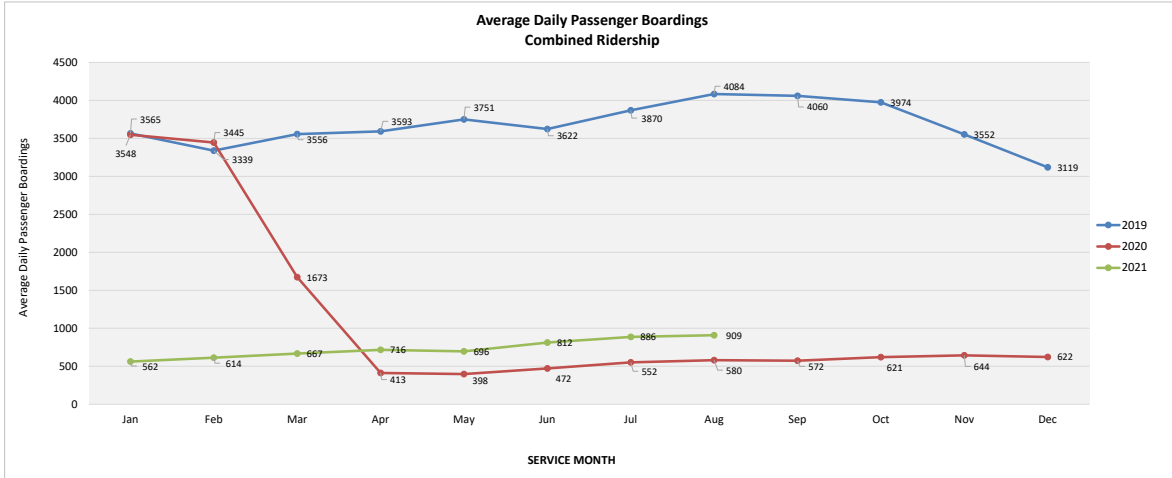
### **Section 2 Approval of Indemnity.**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the Corporations Code, the Board shall promptly determine under

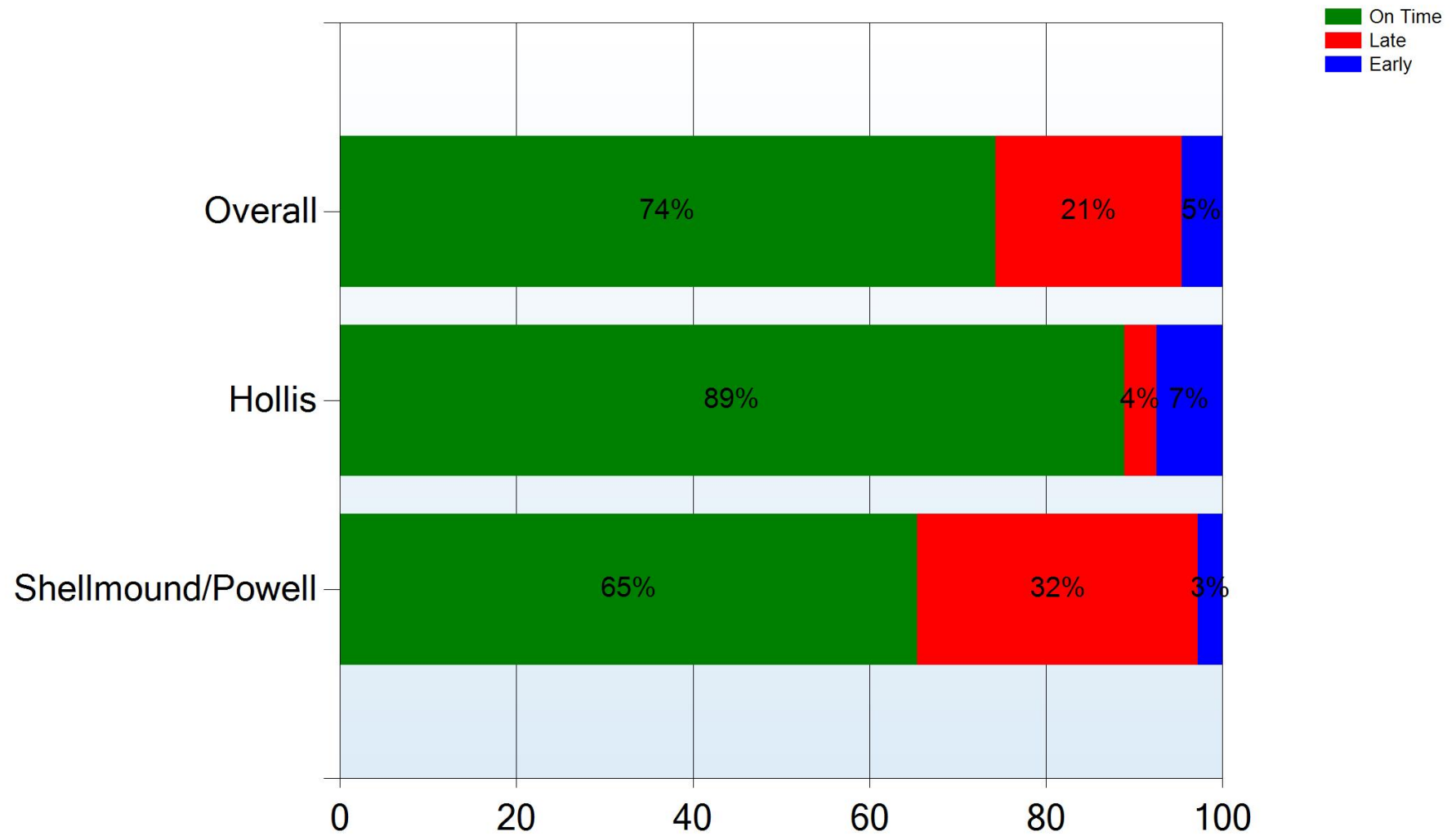


| WEEKDAY RIDERSHIP                         |         |        |         |         |         |         |         |         |         |         |         |        |               |
|---|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------|---------------|
| 2021                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total to Date |
| Total Monthly Weekday Ridership           | 13,836  | 13,825 | 17,822  | 18,108  | 17,377  | 21,009  | 22,640  | 23,934  |         |         |         |        | 148,551       |
| # of Operating Days                       | 20      | 19     | 23      | 22      | 20      | 22      | 22      | 22      |         |         |         |        | 170           |
| Average Daily Ridership                   | 692     | 728    | 775     | 823     | 869     | 955     | 1029    | 1088    |         |         |         |        | 874           |
| % Increase/Decrease from Prior Month      | -4%     | 5%     | 6%      | 6%      | 6%      | 10%     | 8%      | 6%      |         |         |         |        |               |
| % Increase/Decrease from Prior Year       | -85%    | -84%   | -64%    | 70%     | 75%     | 69%     | 60%     | 55%     |         |         |         |        | -37%          |
| % Increase/Decrease from 2019 (pre COVID) | -85%    | -83%   | -84%    | -82%    | -82%    | -81%    | -79%    | -79%    |         |         |         |        | -82%          |
| 2020                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total         |
| Total Monthly Weekday Ridership           | 98,297  | 87,424 | 47,538  | 10,629  | 9,944   | 12,449  | 14,786  | 14,727  | 14,087  | 16,230  | 15,860  | 15,897 | 357,868       |
| # of Operating Days                       | 22      | 19     | 22      | 22      | 20      | 22      | 23      | 21      | 21      | 22      | 20      | 22     | 256           |
| Average Daily Ridership                   | 4468    | 4601   | 2161    | 483     | 497     | 566     | 643     | 701     | 671     | 738     | 793     | 723    | 1,398         |
| % Increase/Decrease from Prior Month      | 10%     | 3%     | -53%    | -78%    | 3%      | 14%     | 14%     | 9%      | -4%     | 10%     | 7%      | -9%    |               |
| % Increase/Decrease from Prior Year       | -3%     | 7%     | -55%    | -89%    | -90%    | -88%    | -87%    | -87%    | -87%    | -85%    | -83%    | -82%   | -71%          |
| 2019                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total         |
| Total Monthly Ridership                   | 101,269 | 82,033 | 101,123 | 100,741 | 105,288 | 98,279  | 107,689 | 115,375 | 101,706 | 114,041 | 93,248  | 85,381 | 1,206,173     |
| # of Operating Days                       | 22      | 19     | 21      | 22      | 22      | 20      | 22      | 22      | 20      | 23      | 20      | 21     | 254           |
| Average Daily Ridership                   | 4603    | 4318   | 4815    | 4579    | 4786    | 4914    | 4895    | 5244    | 5085    | 4958    | 4662    | 4066   | 4,749         |
| WEEKEND RIDERSHIP                         |         |        |         |         |         |         |         |         |         |         |         |        |               |
| 2021                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total to Date |
| Total Monthly Weekend Ridership           | 3,016   | 2,746  | 2,847   | 2,647   | 3,506   | 3,346   | 3,925   | 4,257   |         |         |         |        | 26,290        |
| # of Operating Days                       | 10      | 8      | 8       | 7       | 10      | 8       | 8       | 9       |         |         |         |        | 68            |
| Average Daily Ridership                   | 302     | 343    | 356     | 378     | 351     | 418     | 491     | 473     |         |         |         |        | 387           |
| % Increase/Decrease from Prior Month      | -12%    | 14%    | 4%      | 6%      | -7%     | 19%     | 17%     | -4%     |         |         |         |        |               |
| % Increase/Decrease from Prior Year       | -70%    | -66%   | -26%    | 98%     | 77%     | 97%     | 95%     | 45%     |         |         |         |        | -7%           |
| % Increase/Decrease from 2019 (pre COVID) | -58%    | -66%   | -61%    | -57%    | -61%    | -60%    | -53%    | -62%    |         |         |         |        | -63%          |
| 2020                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total         |
| Total Monthly Weekend Ridership           | 8,132   | 9,048  | 4,324   | 1,337   | 1,981   | 1,698   | 1,759   | 3,258   | 2,512   | 3,011   | 2,816   | 2,756  | 42,632        |
| # of Operating Days                       | 8       | 9      | 9       | 7       | 10      | 8       | 7       | 10      | 8       | 9       | 9       | 8      | 102           |
| Average Daily Ridership                   | 1017    | 1005   | 480     | 191     | 198     | 212     | 251     | 326     | 314     | 335     | 313     | 345    | 418           |
| % Increase/Decrease from Prior Month      | 12%     | -1%    | -52%    | -60%    | 4%      | 7%      | 18%     | 30%     | -4%     | 7%      | -6%     | 10%    |               |
| % Increase/Decrease from Prior Year       | 43%     | -1%    | -47%    | -78%    | -78%    | -80%    | -76%    | -74%    | -79%    | -71%    | -71%    | -62%   | -60%          |
| 2019                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total         |
| Total Monthly Ridership                   | 5681    | 8,112  | 9,110   | 7,055   | 7,230   | 10,393  | 8,402   | 11,231  | 11,963  | 9,153   | 9,774   | 8,197  | 106,301       |
| # of Operating Days                       | 8       | 8      | 10      | 8       | 8       | 10      | 8       | 9       | 8       | 8       | 9       | 9      | 103           |
| Average Daily Ridership                   | 710     | 1014   | 911     | 882     | 904     | 1039    | 1050    | 1248    | 1495    | 1144    | 1086    | 911    | 1,032         |
| COMBINED RIDERSHIP                        |         |        |         |         |         |         |         |         |         |         |         |        |               |
| 2021                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total to Date |
| Total Monthly Ridership                   | 16,852  | 16,571 | 20,669  | 20,755  | 20,883  | 24,355  | 26,565  | 28,191  | -       | -       | -       | -      | 174,841       |
| # of Operating Days                       | 30      | 27     | 31      | 29      | 30      | 30      | 30      | 31      | -       | -       | -       | -      | 238           |
| Average Daily Ridership                   | 562     | 614    | 667     | 716     | 696     | 812     | 886     | 909     |         |         |         |        | 735           |
| % Increase/Decrease from Prior Month      | -10%    | 9%     | 9%      | 7%      | -3%     | 17%     | 9%      | 3%      |         |         |         |        |               |
| % Increase/Decrease from Prior Year       | -84%    | -82%   | -60%    | 73%     | 75%     | 72%     | 61%     | 57%     |         |         |         |        | -34%          |
| % Increase/Decrease from 2019 (pre COVID) | -84%    | -82%   | -81%    | -80%    | -81%    | -78%    | -77%    | -78%    |         |         |         |        | -80%          |
| 2020                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total         |
| Total Monthly Ridership                   | 106,429 | 96,472 | 51,862  | 11,966  | 11,925  | 14,147  | 16,545  | 17,985  | 16,599  | 19,241  | 18,676  | 18,653 | 400,500       |
| # of Operating Days                       | 30      | 28     | 31      | 29      | 30      | 30      | 30      | 31      | 29      | 31      | 29      | 30     | 358           |
| Average Daily Ridership                   | 3,548   | 3,445  | 1,673   | 413     | 398     | 472     | 552     | 580     | 572     | 621     | 644     | 622    | 1,119         |
| % Increase/Decrease from Prior Month      | 14%     | -3%    | -51%    | -75%    | -4%     | 19%     | 17%     | 5%      | -1%     | 8%      | 4%      | -3%    |               |
| % Increase/Decrease from Prior Year       | 0%      | 3%     | -53%    | -89%    | -89%    | -87%    | -86%    | -86%    | -86%    | -84%    | -82%    | -80%   | -70%          |
| 2019                                      | Jan     | Feb    | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec    | Total         |
| Total Monthly Ridership                   | 106,950 | 90,145 | 110,233 | 107,796 | 112,518 | 108,672 | 116,091 | 126,606 | 113,669 | 123,194 | 103,022 | 93,578 | 1,312,474     |
| # of Operating Days                       | 30      | 27     | 31      | 30      | 30      | 30      | 30      | 31      | 28      | 31      | 29      | 30     | 357           |
| Average Daily Ridership                   | 3,565   | 3,339  | 3,556   | 3,593   | 3,751   | 3,622   | 3,870   | 4,084   | 4,060   | 3,974   | 3,552   | 3,119  | 3,676         |





Overall Performance



**ETMA 2021 - 2nd Quarter Financial Reports  
(Cash Basis)**

9/13/2021

**EMERY GO-ROUND**

(Cash Basis)

|                                      | 2nd Quarter Financials |                              |                  |                       | Notes                                  |
|--------------------------------------|------------------------|------------------------------|------------------|-----------------------|--|
|                                      | 2021 Budget            | Actual Revenue Rec'd to Date | Variance         | % of revenue received |  |
| <b>Revenue</b>                       |                        |                              |                  |                       |  |
| <b>PBID Revenue</b>                  |                        |                              |                  |                       |  |
| <b>Net PBID Revenue</b>              | 4,083,012              | 2,041,506                    | -                | 50%                   |  |
| <b>Non-PBID Revenue</b>              |                        |                              |                  |                       |  |
| City - General Benefit Contribution  | 556,368                | 278,184                      | -                | 50%                   |  |
| City - Emery Go Round Bus Yard (CIP) | -                      | -                            | -                |                       |  |
| ETMA Billed Revenue                  | 109,578                | 109,763                      | 54,974           | 100%                  |  |
| BGTMA (Net balance of WBS revenue)   | 20,000                 | 35,795                       | 25,795           | 179%                  | Includes one additional month revenue. |
| Other Revenue                        | 3,500                  | 780                          | (970)            | 22%                   |  |
| <b>Subtotal Non-PBID Revenues</b>    | <b>689,446</b>         | <b>424,522</b>               | <b>79,799</b>    | <b>62%</b>            |  |
| <b>Total Revenue</b>                 | <b>4,772,458</b>       | <b>2,466,028</b>             | <b>1,272,913</b> | <b>52%</b>            |  |

|  | 2nd Quarter Financials |                      |                  |                      | Notes   |
|--|------------------------|----------------------|------------------|----------------------|---|
|  | 2021 Budget            | Actual Costs to Date | Variance         | % of Budget Expended |   |
| <b>Expenditures</b>                              |                        |                      |                  |                      |   |
| <b>Direct Costs</b>                              |                        |                      |                  |                      |   |
| Bus Leases/Purchases                             | 500,000                | 223,703              | (26,297)         | 45%                  |   |
| Maintenance                                      | 315,000                | 161,024              | 3,524            | 51%                  |   |
| Operations Contract                              | 2,400,000              | 967,366              | (232,634)        | 40%                  |   |
| Fuel   | 300,000                | 82,911               | (67,089)         | 28%                  |   |
| Communications                                   | 60,000                 | 11,478               | (18,522)         | 19%                  |   |
| Miscellaneous Operating Costs                    | 15,000                 | 564                  | (6,936)          | 4%                   |   |
| <b>Subtotal Direct Costs</b>                     | <b>3,590,000</b>       | <b>1,447,046</b>     | <b>(347,954)</b> | <b>40%</b>           |   |
| <b>Indirect Costs</b>                            |                        |                      |                  |                      |   |
| Professional Services                            | 515,000                | 201,992              | (55,508)         | 39%                  |   |
| Occupancy (site lease, utilities, etc.)          | 350,000                | 67,582               | (107,418)        | 19%                  |   |
| Bus Yard (Site Development & Relocation)         | 1,200,000              | 1,659,210            | 1,059,210        | 138%                 | Cost overruns are due to the delay in construction. |
| Membership/Public Outreach Expenses              | 25,000                 | 3,843                | (8,657)          | 15%                  |   |
| Pilot Projects and Research                      | -                      | -                    | -                | 0%                   |   |
| TMA Insurance                                    | 22,000                 | 15,512               | 4,512            | 71%                  |   |
| Meeting expenses, supplies, licenses, fees, etc. | 25,000                 | 103                  | (12,397)         | 0%                   |   |
| <b>Subtotal Indirect Costs</b>                   | <b>2,137,000</b>       | <b>1,948,242</b>     | <b>879,742</b>   | <b>91%</b>           |   |
| <b>Total TMA Expenditures</b>                    | <b>5,727,000</b>       | <b>3,395,289</b>     | <b>531,789</b>   | <b>59%</b>           |   |

2021 Revenue vs. Expenditures Balance: (954,542) (929,261)

**ETMA 2021 - 2nd Quarter Financial Reports  
(Cash Basis)**

9/13/2021

| <b>WEST BERKELY SHUTTLE</b>               |  | 2nd Quarter Financials |                                     |                 |                              |   |
|---|--|------------------------|-------------------------------------|-----------------|------------------------------|---|
|   |  | <b>2021 Budget</b>     | <b>Actual Revenue Rec'd to Date</b> | <b>Variance</b> | <i>% of Revenue Received</i> | Notes                                     |
| <b>Revenue</b>                            |  |                        |                                     |                 |                              |   |
| BGTMA & Bayer                             |  | 360,000                | 129,215                             | (50,785)        | 36%                          | Includes one additional month of revenue. |
| <b>Total Revenue - West Berkeley</b>      |  | <b>360,000</b>         | <b>129,215</b>                      | <b>(50,785)</b> | 36%                          |   |
|   |  |                        |                                     |                 |                              |   |
|   |  | <b>2021 Budget</b>     | <b>Actual Costs to Date</b>         | <b>Variance</b> | <i>% Expended</i>            | Notes                                     |
| <b>Expenditures</b>                       |  |                        |                                     |                 |                              |   |
| Shuttle Operations                        |  | 304,000                | 90,400                              | (61,600)        | 30%                          |   |
| Professional Service Contracts            |  | 16,000                 | 3,020                               | (4,980)         | 19%                          |   |
| <b>Total Expenditures - West Berkeley</b> |  | <b>320,000</b>         | <b>93,420</b>                       | <b>(66,580)</b> | 29%                          |   |

*Balance*                      40,000                      35,795

| <b>City of Emeryville - 8 to Go Paratransit</b> |  | 2nd Quarter Financials |                                     |                 |                              |       |
|---|--|------------------------|-------------------------------------|-----------------|------------------------------|-------|
|   |  | <b>2021 Budget</b>     | <b>Actual Revenue Rec'd to Date</b> | <b>Variance</b> | <i>% of Revenue Received</i> | Notes |
| <b>Revenue</b>                                  |  |                        |                                     |                 |                              |       |
| City of Emeryville - 8 to Go Paratransit        |  | 103,000                | 32,114                              | (19,386)        | 31%                          |       |
| <b>Total Revenue - City</b>                     |  | <b>103,000</b>         | <b>32,114</b>                       | <b>(19,386)</b> | 31%                          |       |
|   |  |                        |                                     |                 |                              |       |
|   |  | <b>2021 Budget</b>     | <b>Actual Costs to Date</b>         | <b>Variance</b> | <i>% Expended</i>            | Notes |
| <b>Expenditures</b>                             |  |                        |                                     |                 |                              |       |
| Shuttle Operations & Maintenance                |  | 90,500                 | 37,066                              | (8,184)         | 41%                          |       |
| <b>Total Expenditures - City</b>                |  | <b>103,000</b>         | <b>37,066</b>                       | <b>(17,559)</b> | 36%                          |       |

*Balance*    (4,952)