



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
January 20th, 2022 @ 9:15 AM

[Zoom](#)

Meeting ID: 854 3638 6941

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

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the December 16th, 2021, Board of Directors Meeting (Attachment)
4. Executive Directors Report
 - A. Status Update on Bus Yard
 - B. EGR Ridership & Performance (Attachment)
5. Business Items
 - A. Review and Consider Approval of Resolution 22-01 Declaring Board Meetings will be held via Teleconference (Attachment)
 - B. Review & Consider Approval of Amendment 5 to Transportation Agreement with Berkeley Gateway TMA for continued operation of the West Berkeley Shuttle (Attachment)
 - C. Review and Consider Approval of Amendment to Professional Services Agreement with Zoon Engineering
 - D. 4th Quarter Financial Report (Attachment)
 - E. Overview of Upcoming Schedule Revisions – February 1st, 2022
 - F. Review 2022 Calendar of Activities (Attachment)
6. Confirm date of Next Meeting – March 17th, 2022
7. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

December 16th, 2021

LOCATION: VIDEO CONFERENCE

Directors Present: Bobby Lee, Chair
Betsy Cooley, Vice Chair
Geoffrey Sears, Treasurer
Colin Osborne, Director

Others Present: Roni Hatstrup, Executive Director
Karen Boggs, Operations Director
Debi Lawrence, Project Analyst
Christine Daniel, City of Emeryville
John Scheuerman, Bike/Ped Committee
Mohamed Alaoui, Emeryville Public Works

1. Call to Order

Bobby Lee called the meeting to order at 9:18 AM.

2. Public Comment

There were no comments from the public.

3. Approval of the Minutes of the October 21st, 2021 Board of Directors Meeting

Geoffrey Sears motioned for approval of the meeting minutes. Betsy Cooley seconded the motion.

This item was approved by a unanimous vote.

Yes: 4

No: 0

Abstain: 0

4. Executive Directors Report

A. Status Update on Bus Yard

Roni advised the Board that there was an issue on the site with an underground storm water drainage access hatch that feeds into the Alameda County Storm Pump Station. During the recent large rainfall, the hatch blew from the pressure and there was quite a bit of damage to the new asphalt. Roni added that the County Flood Control have repaired their system. The TMA is working with all related parties for a path forward for repairs on the Bus Yard. Roni stated that there is a recommendation for design and fabrication of a steel plate, then re-grading the damaged area. Roni informed the Board that the final change order is being worked on.

B. EGR Ridership & Performance

Karen reviewed the Ridership information, stating we are at about 30% of Pre-Covid numbers, continuing to increase slightly. Karen added that the Shellmound/Powell route is running about 75% and Hollis is 95% for on-time performance. Roni added that the TMA

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

December 16th, 2021

has a survey that can be put out soon to try to get anticipated return to work and travel patterns.

There was no formal action required.

5. Business Items

- A. Review and Consider Approval of Resolution 21-02 Declaring Board Meetings Will be Held Via Teleconference

Geoffrey Sears motioned for approval of Resolution 21-02 to continue Board Meetings to be held via Teleconference. Betsy Cooley seconded.

This item was approved by a unanimous vote.

Yes: 4

No: 0

Abstain: 0

- B. Review & discuss Re-Imagine Emery Go-Round Outline

Roni provided an outline of "Re-Imagine Emery Go-Round" discussion topics. These would be a combination of ideas that have come up over time and what the transit infrastructure looks like going forward. There were a few comments from the public for recommendations to add to this list. The Board has suggested to create a sub-committee to review and act on topics moving forward. The sub-committee will include Bobby Lee and Geoffrey Sears.

- C. Discuss Autonomous Vehicle Feasibility Study

Roni advised that the Emeryville Public Works Director has reached out to the TMA about an Autonomous Vehicle concept and feasibility. Roni provided an informal potential scope of work and is looking to see if the Board wishes to partner with the City of Emeryville to do a feasibility study and move forward from there. Bobby Lee asked if there was a Deadline on Grant funding and what would be the Fiscal Impact. Roni and the Board agreed to add this to the Re-Imagine of EGR sub-committee, where these topics and questions can be vetted further as needed.

- D. Review and Discuss Shuttle Monitoring Proposal Provided by Altrans and Consider Authorization to Enter into a Professional Services Agreement

Roni stated that the Mountain View TMA uses Altrans for periodic monitoring of the shuttles and services. The results provided help outline what issues need to be addressed and improved. Roni has provided a proposal and scope of work from Altrans for the Emery Go-Round shuttle monitoring. Roni and the Board agreed to add this to the Re-Imagine of EGR sub-committee.

- E. Review and Consider Approval of Proposal from Gray-Bowen-Scott for Continued Agency Management and Administration Services and Authorize Chair to Execute Professional Services Agreement

Roni provided a Scope of Work and Proposal for the Gray-Bowen-Scott Agency services for 2022.

Bobby Lee motioned for approval of the Gray-Bowen-Scott Scope of Work and Proposal for 2022. Betsy Cooley seconded.

This item was approved by a unanimous vote.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

December 16th, 2021

Yes: 3

No: 0

Abstain: 1, Colin Osborne

- F. Review and Consider Approval of Amendment 5 to Professional Services Agreement with John S Tounger for Continued Bookkeeping and Accounting Services
Roni provided Amendment 5 for John Tounger's Accounting Services. The Board agreed to approve the Amendment for 6 months and move forward with RFPs for market rates/proposals.

Bobby Lee motioned for approval of a 6-month extension to the Amendment and go out for RFPs. Geoffrey Sears seconded.

This item was approved by a unanimous vote.

Yes: 3

No: 0

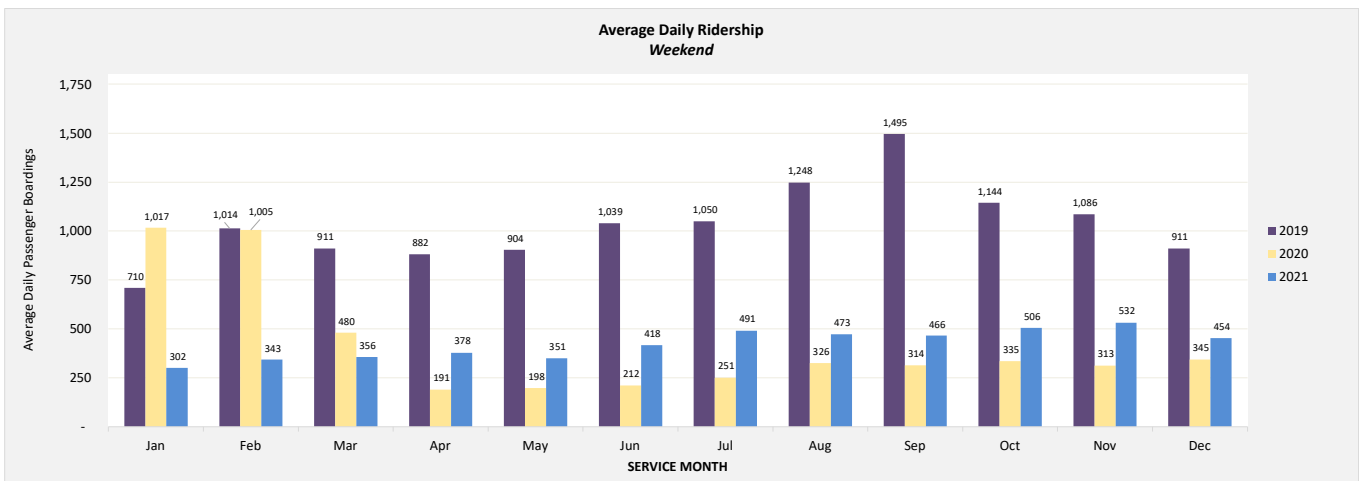
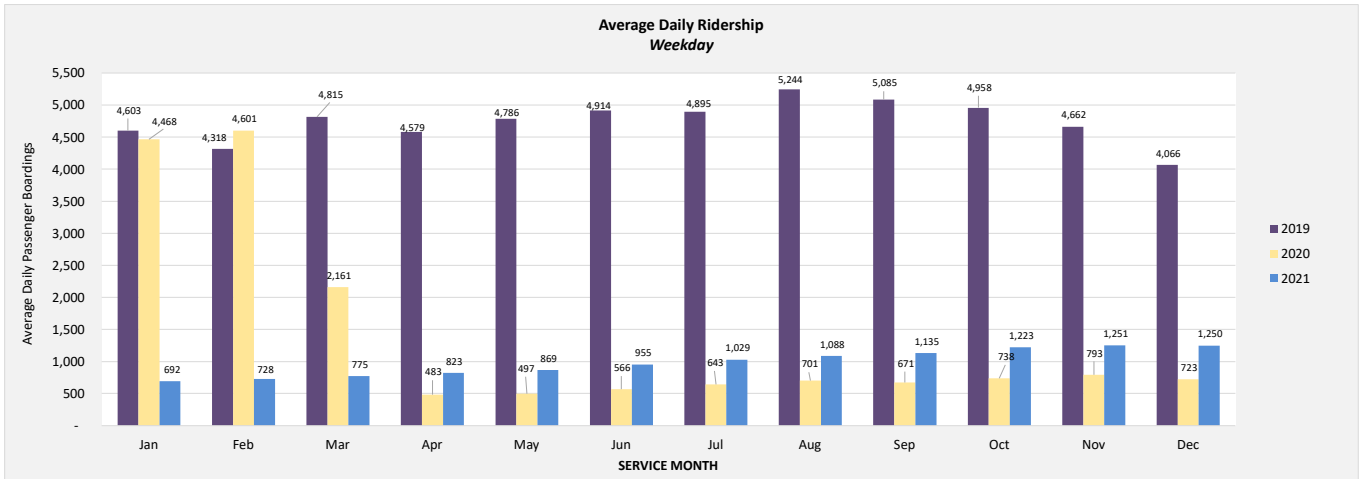
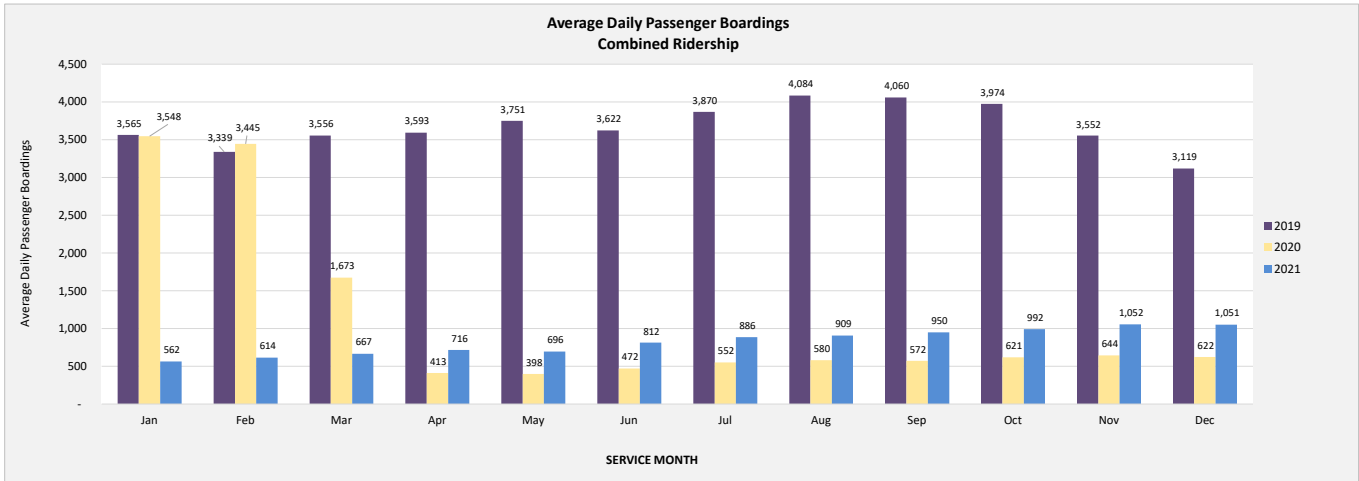
Abstain: 1, Colin Osborne

6. Confirm date of Next Meeting – January 20th, 2022
The meeting date was confirmed for January 20th, 2022.
7. Adjournment
The meeting adjourned at approx. 10:15 AM.



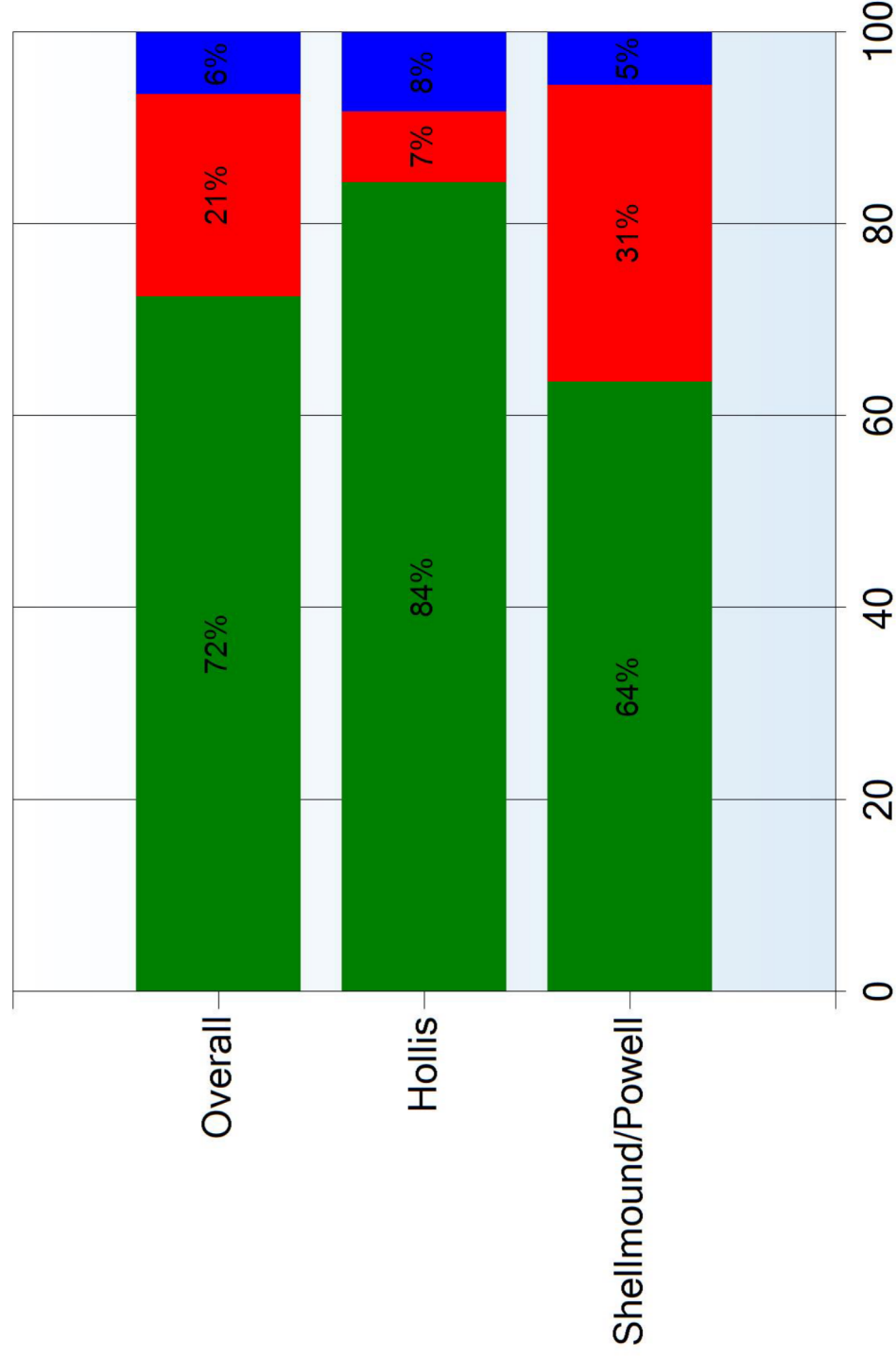
ANNUAL RIDERSHIP SUMMARY (YTD)/COMPARISON

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	23,828	25,673	26,263	26,248	250,563
# of Operating Days	20	19	23	22	20	22	22	22	21	21	21	21	254
Average Daily Ridership	692	728	775	823	869	955	1029	1088	1135	1223	1251	1250	986
% Increase/Decrease from Prior Month	-4%	5%	6%	6%	6%	10%	8%	6%	4%	8%	2%	0%	
% Increase/Decrease from Prior Year	-85%	-84%	-64%	70%	75%	69%	60%	55%	69%	66%	58%	73%	-29%
% Increase/Decrease from 2019 (pre COVID)	-85%	-83%	-84%	-82%	-82%	-81%	-79%	-79%	-78%	-75%	-73%	-69%	-79%
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%	9%	-4%	10%	7%	-9%		
% Increase/Decrease from Prior Year	-3%	7%	-55%	-89%	-90%	-88%	-87%	-87%	-87%	-85%	-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	3,730	5,064	4,254	3,181	42,519
# of Operating Days	10	8	8	7	10	8	8	9	8	10	8	7	101
Average Daily Ridership	302	343	356	378	351	418	491	473	466	506	532	454	421
% Increase/Decrease from Prior Month	-12%	14%	4%	6%	-7%	19%	17%	-4%	-1%	9%	5%	-15%	
% Increase/Decrease from Prior Year	-70%	-66%	-26%	98%	77%	97%	95%	45%	48%	51%	70%	32%	1%
% Increase/Decrease from 2019 (pre COVID)	-58%	-66%	-61%	-57%	-61%	-60%	-53%	-62%	-69%	-56%	-51%	-50%	-59%
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	27,558	30,737	30,517	29,429	293,082
# of Operating Days	30	27	31	29	30	30	30	31	29	31	29	28	355
Average Daily Ridership	562	614	667	716	696	812	886	909	950	992	1,052	1,051	826
% Increase/Decrease from Prior Month	-10%	9%	9%	7%	-3%	17%	9%	3%	4%	4%	6%	0%	
% Increase/Decrease from Prior Year	-84%	-82%	-60%	73%	75%	72%	61%	57%	66%	60%	63%	69%	-26%
% Increase/Decrease from 2019 (pre COVID)	-84%	-82%	-81%	-80%	-81%	-78%	-77%	-78%	-77%	-75%	-70%	-66%	-78%
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

On Time
Late
Early



RESOLUTION NO. 2022-01

BOARD OF DIRECTORS

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

*** * ***

**DECLARING THAT BOARD MEETINGS WILL BE HELD VIA TELECONFERENCE
PURSUANT TO BROWN ACT EMERGENCY PROVISIONS**

WHEREAS, on March 4, 2020, pursuant to Government Code section 8550, et seq., Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting law, Government Code section 54950, et seq. (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law as urgency legislation that went into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency where state or local officials have recommended measures to promote social distancing; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the California Department of Public Health and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED that, in order to ensure the health and safety of the public, meetings of the Board of Directors of the Emeryville Transportation Management Association will be held via teleconference in accordance with Assembly Bill 361 and provisions of Government Code Section 54953(e); and

BE IT FURTHER RESOLVED that that this Resolution will be in effect for the maximum period of time permitted under AB 361 (30 days), and the Board will consider the findings in this Resolution each month and may, by motion, reaffirm these findings.

Regularly passed and adopted this 16th day of December, 2021.

AYES:

NOES:

ABSENT:

Chair, Emeryville Transportation Management Association

**AMENDMENT TO TRANSPORTATION AGREEMENT BETWEEN
BERKELEY GATEWAY TRANSPORTATION MANAGEMENT ASSOCIATION AND EMERYVILLE
TRANSPORTATION MANAGEMENT ASSOCIATION FOR SHUTTLE OPERATION SERVICES**

THIS AMENDMENT NO. 5 to Transportation Agreement executed on December 30th, 2019 between the Berkeley Gateway Transportation Management Association a California non-profit corporation, herein called the “BGTMA “, and the Emeryville Transportation Management Association, also a California non-profit corporation, herein called the “ETMA”

RECITALS

WHEREAS, BGTMA entered into a Transportation Agreement with ETMA to perform shuttle operation services for the West Berkeley Shuttle in Berkeley, California; and

WHEREAS, BGTMA authorized Amendment 1 to modify Section 3 of the agreement to allow for a decrease in shuttle services at a rate of \$90 per service hour.

WHEREAS, ETMA approved updated pricing from the shuttle operations contractor, MV Transportation, Inc., for services through June 30th, 2021; and

WHEREAS, the BGTMA authorized Amendment 2 to modify the Fees and Expenses to a fixed rate per revenue hour of \$85.00 to cover the cost of the increase in shuttle operations pricing and to modify the agreement term ending date to June 30th, 2021, to align with the term of the shuttle operations agreement with MV Transportation; and

WHEREAS, the BGTMA authorized Amendment 3 to modify the Fees and Expenses to a new fixed rate of \$93.00 per revenue hour retroactive to January 1, 2021, to cover the cost of services during the reduced service period and agreed to reduce the fixed hourly rate should services increase more than 5 hours per day; and

WHEREAS, the BGTMA authorized Amendment 4 to revert to the original the term of the agreement through December 31st, 2021.

WHEREAS, the BGTMA wishes to extend the term of the agreement one (1) year to December 31st, 2022 and to establish the following tiers of fixed revenue hour rates based on level of service:

Tier Level	Daily Range of Revenue Hours	Fixed Rate per Revenue Hour
Tier 1	8-13 Hours	\$105.00
Tier 2	14-17 Hours	\$90.00
Tier 3	18-21 Hours	\$85.00

NOW, THEREFORE BE IT MUTUALLY AGREED, that Section 1 of the agreement to extend the term ending date to December 31st, 2022, and Section 3 be amended to a fixed hourly rate per revenue hour, as described in the tiered revenue table above.

IN WITNESS WHEREOF, the BGTMA and ETMA have approved Amendment No. 5 to this Agreement on the ____ of _____, 2022.

BERKELEY GATEWAY TRANSPORTATION
MANAGEMENT ASSOCIATION

By: _____
President

EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION

By: _____
Chair

ETMA 2021 - 4th Quarter Financial Reports
(Cash Basis)

1/16/2022

EMERY GO-ROUND

(Cash Basis)

4th Quarter Financials					
Revenue	2021 Budget	Actual Revenue Rec'd to Date	Variance	% of revenue received	Notes
PBID Revenue					
Net PBID Revenue	4,083,012	4,083,012	-	100%	
Non-PBID Revenue					
City - General Benefit Contribution	556,368	556,368	-	100%	
City - Emery Go Round Bus Yard (CIP)	-	-	-		
ETMA Billed Revenue	109,578	109,763	185	100%	
BGTMA (Net balance of WBS revenue)	20,000	33,996	13,996	170%	Includes one additional month revenue.
Other Revenue	3,500	1,847	(1,653)	53%	
Subtotal Non-PBID Revenues	689,446	701,974	12,528	102%	
Total Revenue	4,772,458	4,784,986	12,528	100%	
Expenditures	2021 Budget	Actual Costs to Date	Variance	% of Budget Expended	Notes
Direct Costs					
Bus Leases/Purchases	500,000	391,759	(108,241)	78%	
Maintenance	315,000	243,651	(71,349)	77%	
Operations Contract	2,400,000	1,990,521	(409,479)	83%	
Fuel	300,000	199,206	(100,794)	66%	
Communications	60,000	59,429	(571)	99%	
Miscellaneous Operating Costs	15,000	564	(14,436)	4%	
Subtotal Direct Costs	3,590,000	2,885,131	(704,869)	80%	
Indirect Costs					
Professional Services	515,000	490,897	(24,103)	95%	
Occupancy (site lease, utilities, etc.)	350,000	219,039	(130,961)	63%	
Bus Yard (Site Development & Relocation)	1,200,000	2,487,288	1,287,288	207%	Cost overruns are due to the delay in construction.
Membership/Public Outreach Expenses	25,000	5,403	(19,597)	22%	
Pilot Projects and Research	-	-	-	0%	
TMA Insurance	22,000	21,840	(160)	99%	
Meeting expenses, supplies, licenses, fees, etc.	25,000	143	(24,857)	1%	
Subtotal Indirect Costs	2,137,000	3,224,610	1,087,610	151%	
Total TMA Expenditures	5,727,000	6,109,741	382,741	107%	
2021 Revenue vs. Expenditures Balance:					
	(954,542)	(1,324,755)			

**ETMA 2021 - 4th Quarter Financial Reports
(Cash Basis)**

1/16/2022

WEST BERKELY SHUTTLE		4th Quarter Financials			
<u>Revenue</u>	2021 Budget	Actual Revenue Rec'd to Date	Variance	% of Revenue Received	Notes
BGTMA & Bayer	360,000	225,847	(134,153)	63%	
Total Revenue - West Berkeley	360,000	225,847	(134,153)	63%	
<u>Expenditures</u>	2021 Budget	Actual Costs to Date	Variance	% Expended	Notes
Shuttle Operations	304,000	187,050	(116,950)	62%	
Professional Service Contracts	16,000	4,802	(11,199)	30%	
Total Expenditures - West Berkeley	320,000	191,851	(128,149)	60%	

Balance 40,000 33,996

City of Emeryville - 8 to Go Paratransit		4th Quarter Financials			
<u>Revenue</u>	2021 Budget	Actual Revenue Rec'd to Date	Variance	% of Revenue Received	Notes
City of Emeryville - 8 to Go Paratransit	103,000	107,083	4,083	104%	
Total Revenue - City	103,000	107,083	4,083	104%	
<u>Expenditures</u>	2021 Budget	Actual Costs to Date	Variance	% Expended	Notes
Shuttle Operations & Maintenance	90,500	100,123	9,623	111%	
Professional Service Contracts	9,000	6,061	(2,939)	67%	
Total Expenditures - City	103,000	106,184	4,059	103%	

Balance 899

**Emeryville TMA
2022 Calendar of Activities**

Month/Date	Description
Jan 18th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> 1. 4th Quarter Financial Report 2. Transportation Agreement w/ BGTMA – Amend to extend through December 31st, 2022. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. City to provide the ETMA with the 1st installment of the PBID Funds by January 15th. 2. Draft 2023 Preliminary Budget.
Feb 17th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> 1. No Scheduled Actions. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. City Budget & Financing Meeting – date to be confirmed. <ol style="list-style-type: none"> a. ETMA Budget Forecasting Review with Chair & Treasurer
Mar 17th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> 1. Adopt Resolution to set Annual Membership Meeting – (May 19th) 2. Review of Request for Proposals for Accounting & Bookkeeping Services. 3. Appoint audit committee – 3 Directors (Treasurer exempt) 4. Authorize Audit Services Engagement. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. Prepare 2021 Annual Report. 2. Develop Social Media Strategy. 3. Prepare RFP for Shuttle Operations & Maintenance Services.
Apr 19th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> 1. Accept the Independent Auditor’s Report on the financial statements. 2. Authorize signing and the filing of the TMA’s Federal Tax Return and State Annual Information Return. 3. 1st Quarter Financial & Performance Reports. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. Proposals for Accounting & Bookkeeping Services Due NLT April 30th 2. Distribute Ballot Forms to Employer Members – NLT April 15th 3. Post Annual Membership Meeting Invite – NLT April 15th 4. Provide City with Annual Financial and Operations Report (Annual Report) by the 30th 5. Conduct Annual Audit Review Committee (prior to Board meeting). 6. Notice of Annual Membership Meeting, Residential Member Nomination and Amendment to Bylaws, if Applicable.
May 17th	<p><u>Annual Membership Meeting</u></p> <ol style="list-style-type: none"> 1. Election of Employer Member. 2. Appointment of Corporate Members. <p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> 1. Election of Officers. 2. Review of 2023 preliminary budget for recommendation to City for 2022-2023 PBID Levy. 3. Review of Proposals for Accounting & Bookkeeping Services & Consultant Selection. 4. Review of Social Media Strategy. 5. Review & Approval of RFP for Shuttle Operations & Maintenance Services 6. Appoint Procurement Committee – Shuttle Operations & Maintenance Services. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. Tax Filings - due May 15th.

**Emeryville TMA
2022 Calendar of Activities**

	<ol style="list-style-type: none"> City to provide the ETMA with the 2nd installment of the PBID Funds by the 15th. City to notify TMA of any changes the identity of property owners or amounts of assessments on PBID properties in May.
Jun 21st	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> Review & Consider Approval of 8 to Go Agreement Extension. Review & Consider Approval of Professional Services Agreement for Accounting & Bookkeeping Services. Appoint Executive Director Performance Review Committee, if desired. <p><u>Other</u></p> <ol style="list-style-type: none"> Provide City with prior year audit, receipts and expenditures by the 30th. Provide City with prior year annual financial and operations report. Provide City with the preliminary budget and proposed PBID levy for the following year by the 30th. Conduct a marketing program regarding the Shuttle to PBID property owners including, one annual summary report to be posted the EGR website by the 30th. City and TMA liaisons to meet on a semi-annual basis to collaborate on City's planning efforts to improve Emery Go-Round mobility access throughout the City.
July 19th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> No Scheduled Actions. <p><u>Other</u></p> <ol style="list-style-type: none"> City Council Meeting to adopt Assessment Levy. Proposals for Shuttle Operations & Maintenance services Due NLT July 30th, 2022.
Aug 16th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> No Scheduled Actions. <p><u>Other</u></p> <ol style="list-style-type: none"> Committee Review of Shuttle Operations & Maintenance Service Proposals. Conduct interviews if necessary.
Sep 20th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> Board Selection of Shuttle Operations & Maintenance Contractor. Second Quarter Financial & Performance Reports. Closed Session: Summary of Executive Director Performance Review. Approval of Resolution to Adopt 2023 Annual Budget. <p><u>Other</u></p> <ol style="list-style-type: none"> Conduct ED Performance Review Committee, if applicable. – Prior to BoD Meeting. City to provide an annual accounting of actual PBID funds received, any PBID late fees/penalties received, any mitigation and/or developer fees or grant funds received to the TMA by the 30th. File California Statement of Information Form (Form SI – 100) https://businessfilings.sos.ca.gov
Oct 18th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> No Scheduled Actions. <p><u>Other</u></p> <ol style="list-style-type: none"> Finalize negotiations with selected shuttle operations & maintenance contractor.
Nov 15th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none"> 3rd Quarter Financial & Performance Reports. Renewal of Professional Service Agreements.

**Emeryville TMA
2022 Calendar of Activities**

	<ol style="list-style-type: none">3. Renewal of Transportation Agreement with Berkeley Gateway TMA.4. Approval of Shuttle Operations & Maintenance Agreement.5. Other Agreements? <p><u>Other</u></p> <ol style="list-style-type: none">1. Provide City with a final budget for the follow year by the 30th.
Dec 20th	<p><u>Board Actions/Information Items</u></p> <ol style="list-style-type: none">1. Renewal of AC Transit Fuel Agreement. (Expires December 31, 2023)2. No Scheduled Actions.