

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting November 17, 2022 @ 9:15 AM

Zoom

Meeting ID: 854 3638 6941

Chair Bobby Lee, At-Large

Residential Member

Vice Chair Andrew Allen

At-Large Business

Member

Secretary

Betsy Cooley, At-Large Residential 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. <u>Approval of the Minutes of the October 20th, 2022, Board of Directors Meeting (Attachment)</u>

4. Executive Directors Report

- A. Calendar of Actions Overview (Attachment)
- B. Ridership Reporting (Attachment)
- C. On-time Performance Reporting (Attachment)

5. Business Items

- A. Review and Consider Approval of Resolution 22-11 Declaring Board Meetings will be held via Teleconference (Attachment)
- B. Status Update on Request for Proposals for Executive Director Services
- C. Review of Detailed Ridership Reports (Attachment)
- D. Review and Consider Approval Pricing Proposal from MV Transportation for 2023 Shuttle Operation & Maintenance Services (Attachments Forthcoming)
- E. Discuss Service Extension for The Emery Express
- 6. Confirm date of Next Meeting December 15th, 2022
- 7. Adjournment

EMERYVILLE TRANSPORATATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting October 20th, 2022

LOCATION: VIDEO CONFERENCE

Directors Present: Bobby Lee, Chair

Betsy Cooley, Secretary Geoffrey Sears, Treasurer Peter Schreiber, Director Colin Osborne, Director

Kassandra Kappelos, Director

Others Present: Roni Hattrup, Executive Director

Karen Boggs, Operations Director Debi Lawrence, Executive Assistant Pedro Jimenez, City of Emeryville

Christine Moon, Bluespace

Fei Ye, Bluespace

1. Call to Order

Bobby Lee called the Board of Director's meeting to order at 9:19 AM.

2. Public Comment

Bluespace joined the call to give some information about the company and offer autonomy software solutions to the TMA as needed. The Board advised that it may be better to reconnect the early part of next year, since there are a number of major projects at this time.

3. Approval of the Minutes of the September 15th, 2022 Board of Directors Meeting *Geoffrey Sears motioned for approval of the meeting minutes of the September 15th, 2022 Board of Directors Meeting. Peter Schreiber seconded the motion.*

This item was approved by a unanimous vote.

Yes: 6 No: 0 Abstain: 0

4. Executive Director's Report

A. Calendar of Actions Overview Roni reviewed the current Calendar of Action.

B. Ridership Reporting

Karen reviewed the Ridership – weekdays are running about 31% of Pre-Covid, weekends are running about 38% of Pre-Covid, overall 32%.

C. On-time Performance Reporting On-time Performance is running about 90% overall.

EMERYVILLE TRANSPORATATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting October 20th, 2022

5. Business Items

A. Review and Consider Approval of Resolution 22-10 Declaring Board Meetings Will be Held Via Teleconference

Betsy Cooley motioned for approval of Resolution 22-10. Colin Osborne seconded the motion.

This item was approved by a unanimous vote.

Yes: 5 No: 0 Abstain: 0

B. Review of 2023 Draft Budget

Geoffrey Sears motioned to adopt the 2023 Draft Budget. Peter Schreiber seconded the motion.

This item was approved by a unanimous vote.

Yes: 5 No: 0 Abstain: 0

C. Status Update on Bus Yard Repair

Roni advised that the Alameda County Flood Control has informed the TMA that they would prefer to update the hatch and concrete vault themselves, instead of the TMA moving forward with doing that. In doing this, the only work left would be to have BKF redesign the engineering plans based on ACFC's improvements and would bring down the total cost of the repair project by \$14,000.

No formal action was required.

D. Review and Consider Approval of Amendment 9 to Professional Services Agreement with BKF Engineers for Increased Compensation of \$2,500 for Out-of-Scope Work Bobby Lee motioned for approval of Amendment 9 to Professional Services Agreement with BKF Engineers for Increased Compensation of \$2,500 for Out-of-Scope Work. Colin Osborne seconded the motion.

This item was approved by a unanimous vote.

Yes: 5 No: 0 Abstain: 0

6. Confirm Date of Next Meeting –

The meeting date was confirmed for November 17th at 9:15am.

7. Adjournment

The meeting adjourned at approx. 10:31AM.

Emeryville TMA 2022 Calendar of Activities

Month/Date	Description									
Jan 18 th	Board Actions/Information Items									
	1. 4 th Quarter Financial Report									
	2. Transportation Agreement w/ BGTMA – Amend to extend through December 31st, 2022.									
	<u>Other</u>									
	1. City to provide the ETMA with the 1 st installment of the PBID Funds by January 15 th .									
	2. Draft 2023 Preliminary Budget.									
Feb 17 th	Board Actions/Information Items									
	1. No Scheduled Actions.									
	Other									
	1. City Budget & Financing Meeting – date to be confirmed.									
	a. ETMA Budget Forecasting Review with Chair & Treasurer									
Mar 17 th	Board Actions/Information Items									
	1. Adopt Resolution to set Annual Membership Meeting – (May 19 th)									
	2. Review of Request for Proposals for Accounting & Bookkeeping Services.									
	3. Appoint audit committee – 3 Directors (Treasurer exempt)									
	4. Authorize Audit Services Engagement.									
	5. Discuss Shuttle Service Partnership with Lennar									
	<u>Other</u>									
Apr 21st	Board Actions/Information Items									
	 Appoint Consultant Selection Committee – Bookkeeping & Tax Prep Services 									
	2. Authorized RFP Distribution – Bookkeeping & Tax Prep Services									
	3. Appoint Procurement Committee – Shuttle Operations & Maintenance Services.									
	<u>Other</u>									
	1. Prepare 2021 Annual Report.									
	2. Distribute Nominations Forms to Employer & Business Members – NLT April 15 th									
	3. Post Annual Membership Meeting Invite – NLT April 15 th									
	4. Provide City with Annual Financial and Operations Report (Annual Report) by the 30 th									
	5. Conduct Annual Audit Review Committee (prior to Board May meeting).									
	6. Develop Social Media Strategy.									
na. 40th	7. Prepare RFP for Shuttle Operations & Maintenance Services.									
May 19 th	Annual Membership Meeting									
	1. Election of Employer Member.									
	2. Election of Business Members.									
	3. Appointment of Corporate Members.									
	4. City Appointment of Residential Members.									
	Board Actions/Information Items									
	1. Election of Officers									
	2. Bylaws – Director Meeting Attendance									
	3. Accept the Independent Auditor's Report on the financial statements.									
	4. Authorize signing and the filing of the TMA's Federal Tax Return and State Annual Information									
	Return.									
	5. ETMA Bus Yard Repair Proposal.									
	6. 1st Quarter Financial & Performance Reports.									
	Other 1. Proposals for Assounting & Bookkooping Sorvices Due NLT May 21st									
	1. Proposals for Accounting & Bookkeeping Services Due NLT May 31 st .									
	2. Tax Filings - due May 15 ^{th.}									

Emeryville TMA 2022 Calendar of Activities

	2. C'I to an ideal of FTMA. Whith 2 disability of of the DDID 5 and the dath									
	3. City to provide the ETMA with the 2nd installment of the PBID Funds by the 15 ^{th.}									
	 City to notify TMA of any changes the identity of property owners or amounts of assessments on PBID properties in May. 									
Jun 16 th	Board Actions/Information Items									
	1. Review of 2023 Preliminary Budget for recommendation to City for 2022-2023 PBID Levy.									
	2. Review & Consider Approval of 8 to Go Agreement Extension.									
	 Amendment to Professional Services Agreement with John Tounger to extend services through September 30th, 2022. 									
	4. Lennar Shuttle Partnership Agreement – Pilot Program									
	5. Service Agreement Amendments – Lennar Shuttle									
	a. MV Transportation									
	b. Gray Bowen Scott									
	Consider engagement with East Bay Community Energy for EV Fleet Charging Infrastructure and Transition.									
	7. Review of proposed workplan for Funding Strategy White Paper.									
	<u>Other</u>									
	 Committee selection of top ranked accounting firm (prior to Board meeting). 									
	2. Provide City with prior year audit, receipts and expenditures by the 30 th .									
	3. Provide City with prior year annual financial and operations report.									
	4. Provide City with the preliminary budget and proposed PBID levy for the following year by the 30 th									
	5. Conduct a marketing program regarding the Shuttle to PBID property owners including, one annual summary report to be posted the EGR website by the 30 th .									
	6. 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 21st	Board Actions/Information Items									
	1. No Scheduled Actions.									
	<u>Other</u>									
	City Council Meeting to adopt Assessment Levy.									
Aug 18 th	Board Actions/Information Items									
	1. Review of Proposals for Accounting & Bookkeeping Services – Consultant Selection.									
	2. Second Quarter Financial & Performance Reports.									
	3. Appoint Finance Committee.									
	4. Appoint Shuttle Procurement Committee									
	Other									
	1. Finance Committee – In Depth review of Financials & PBID Assessment scenarios and Evaluate									
	Cost/Funding Risks. Develop Draft 2023 Budget.									
	2. Develop draft RFP for Shuttle Operations.									
Cont 1Fth	3. Launch of The Emery Shuttle service for Lennar (target date is September 12, 2022). Roard Actions (Information Items)									
Sept 15 th	Board Actions/Information Items 1. Paview & Discuss Draft Budget for 2023 (final action scheduled for October meeting)									
	 Review & Discuss Draft Budget for 2023 (final action scheduled for October meeting). Review & Consider Approval of Professional Services Agreement for Accounting & Bookkeeping 									
	Services.									
	<u>Other</u>									
	1. Committee Review of first draft RFP for Shuttle Operations.									
	2.—Develop Agreement Boilerplate for Reimbursable Shuttle Services.									

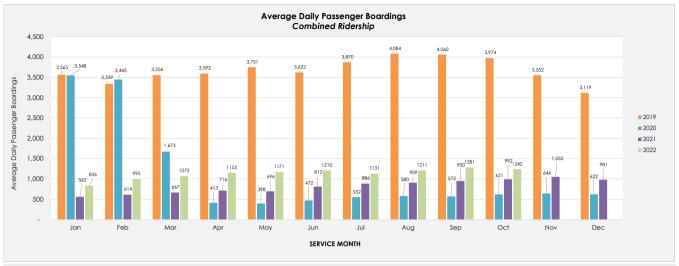
Emeryville TMA 2022 Calendar of Activities

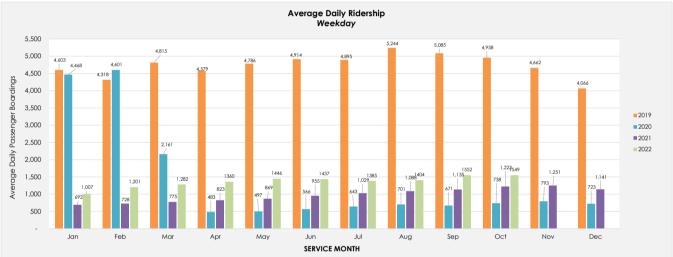
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	3. Conduct ED Performance Review Committee, if applicable. — Prior to BoD Meeting.									
	I. Kick-off Executive Director Transition Activities with Committee.									
	5. Committee Review of Financials and 2023 Preliminary Budget.									
	6. Request Contract Extension for Shuttle Operations.									
	7. 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 30 th .									
	8. File California Statement of Information Form (Form SI – 100) https://businessfilings.sos.ca.gov									
Oct 20 th	Board Actions/Information Items									
	1. Review and Discuss 2023 Draft Annual Budget & Forecasting.									
	2. BKF Amendment 9.									
	3. Review & Discuss Draft Boilerplate Agreement for Reimbursable Shuttle Services (final									
	action scheduled for Nov Board Meeting).									
	4. Board Review of Draft RFP for Shuttle Operations.									
	Other									
	1.—Finalize & Distribute RFP for Shuttle Operations.									
	2.—Transition of Accounting Services, if applicable.									
	•									
	3. Develop Social Media Strategy for Public Communications and Promotion of EGR.									
	4. Evaluate Lennar Shuttle Pilot Program & Determine Course of Action.									
	5. Continue Executive Director Transition Activities with Committee.									
Nov 17 th	Board Actions/Information Items									
1100 17	1. Consider Approval of Boilerplate Agreement for Reimbursable Shuttle Services.									
	2. Consider Approval of Amendment to extend Shuttle Operations & Maintenance Agreement									
	through March 30 th , 2023.									
	3. Review of Detailed Ridership Reports									
	4. Status update on operator pricing									
	5. Status update on RFP for Executive Director									
	6. Determine Course of Action – Lennar Shuttle Pilot Program									
	Other									
	7. Committee Review of Operator Bids & Interviews (if necessary). Committee Selection of top									
	ranked Operator for recommendation to Board.									
	1. Provide City with a final budget for the follow year by the 30 th .									
	Committee Review of Operations Pricing for Contract Extension.									
	2. Committee Neview of Operations Fricing for Contract Extension.									
Dec 15 th	Board Actions/Information Items									
	1. Operator Selection & Contract Approval by Board of Directors.									
	Consider Approval of Contract Extension & Modified Pricing for Shuttle Operations									
	Consider Approval of Professional Service Agreement Renewals.									
	a. Gallen Associates, Inc.									
	4. Consider Approval of Services Agreement with West Berkeley Shuttle, LLC.									
	5. Consider Approval of Services Agreement or Extension with Lennar.									
	6. Consider Approval of Contract Extension with Gray Bowen Scott.									
	7. 3 rd Quarter Financial & Performance Reports.									
	8. Executive Director Proposal Reviews & Selection									
	Other 1. Evenutive Direction Transition Activities with Committee 8, new Evenutive Director									
	Executive Direction Transition Activities with Committee & new Executive Director.									

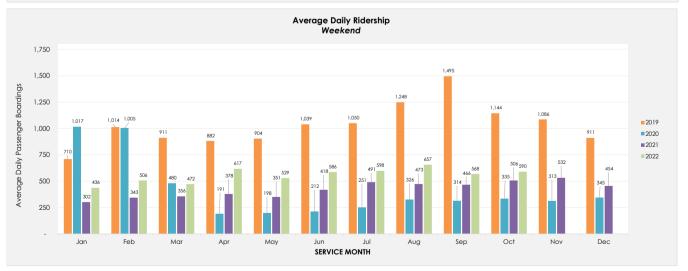


				WI	EEKDAY RII	DERSHIP							
2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Weekday Ridership	21,145	22,820	29,494	28,551	30,375	31,616	29,076	32,285	32,599	32,530			290,491
# of Operating Days	21	19	23	21	21	22	21	23	21	21			213
Average Daily Ridership	1007	1201	1282	1360	1446	1437	1385	1404	1552	1549			1,364
% Increase/Decrease from Prior Month	-12%	19%	7%	6%	6%	-1%	-4%	1%	11%	0%			
% Increase/Decrease from Prior Year	46%	65%	65%	65%	66%	50%	35%	29%	37%	27%			
% of Pre COVID Baseline	22%	28%	27%	30%	30%	29%	28%	27%	31%	31%			29%
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
				W	EEKEND RII	DERSHIP							
2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Weekend Ridership	3,927	4,051	3,779	4,935	4,762	4,691	5,977	5,252	4,544	5,895			47,813
# of Operating Days	9	8	8	8	9	8	10	8	8	10			86
Average Daily Ridership	436	506	472	617	529	586	598	657	568	590			556
% Increase/Decrease from Prior Month	-4%	16%	-7%	31%	-14%	11%	2%	10%	-13%	4%			
% Increase/Decrease from Prior Year	45%	48%	33%	63%	51%	40%	22%	39%	22%	16%			
% of Pre COVID Baseline	61%	50%	52%	70%	59%	56%	57%	53%	38%	52%	0%	0%	
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
				CO	MBINED RI	DERSHIP							
2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Ridership	25,072	26,871	33,273	33,486	35,137	36,307	35,053	37,537	37,143	38,425	-	-	338,304
# of Operating Days	30	27	31	29	30	30	31	31	29	31	-	-	299
Average Daily Ridership	836	995	1,073	1,155	1,171	1,210	1,131	1,211	1,281	1,240			1,131
% Increase/Decrease from Prior Month	-15%	19%	8%	8%	1%	3%	-7%	7%	6%	-3%			
% Increase/Decrease from Prior Year	49%	62%	61%	61%	68%	49%	28%	33%	35%	25%			
% of Pre COVID Baseline	23%	30%	30%	32%	31%	33%	29%	30%	32%	31%	0%	0%	
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



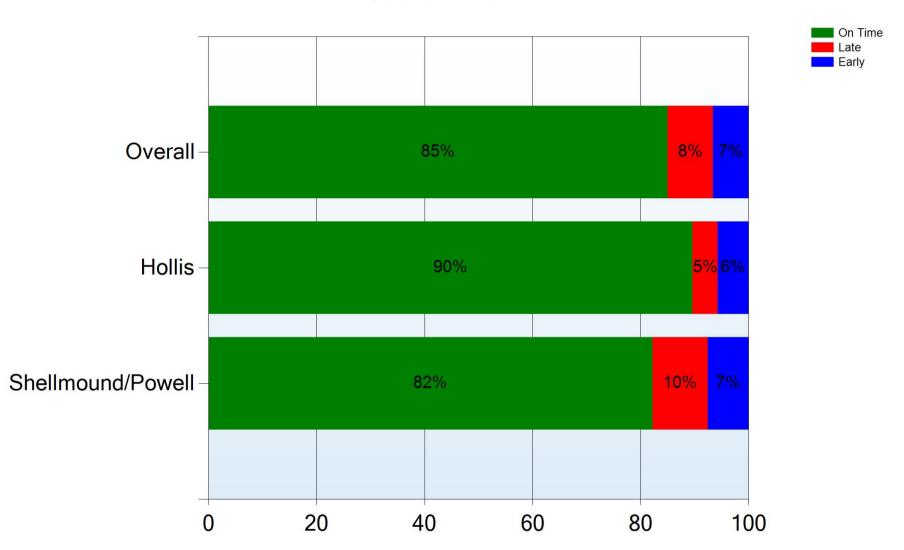






Route Overall Performance





RESOLUTION NO. 2022-11

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

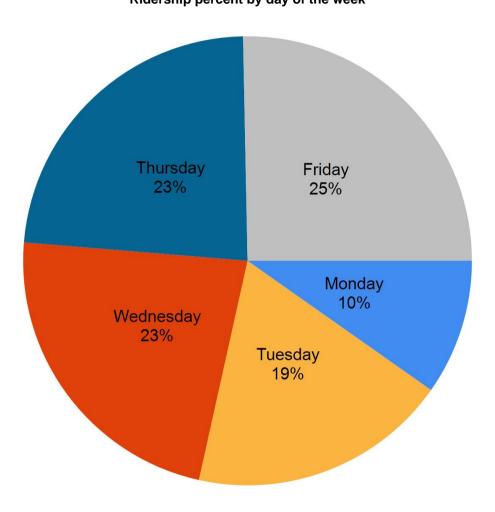
WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law as urgency legislation that went into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency where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

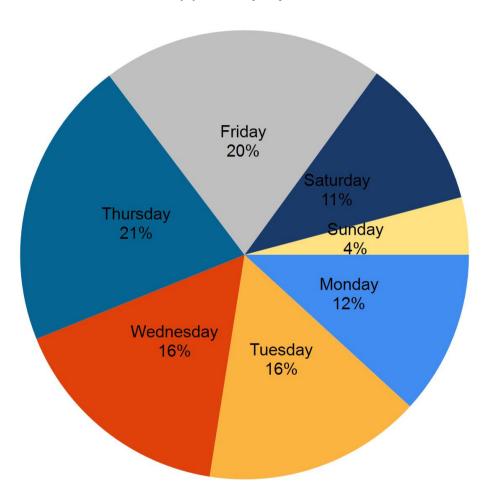
WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the California Department of Public Health and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing.

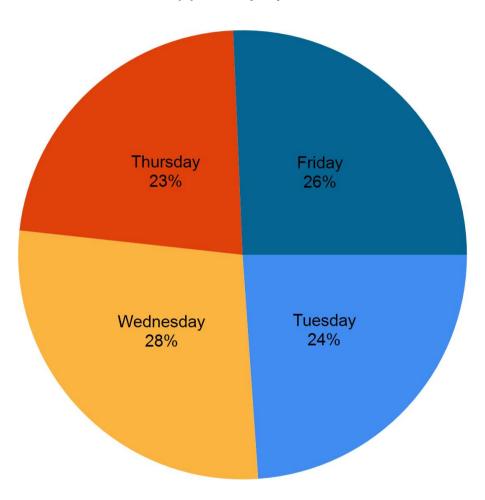
NOW, THEREFORE, BE IT RESOLVED that, in order to ensure the health and safety of the public, meetings of the Board of Directors of the Emeryville Transportation Management Association will be held via teleconference in accordance with Assembly Bill 361 and provisions of Government Code Section 54953(e); 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 adop	oted this 17 th day of November, 2022.
AYES:	
NOES:	
ABSENT:	
	Chair, Emeryville Transportation Management Association

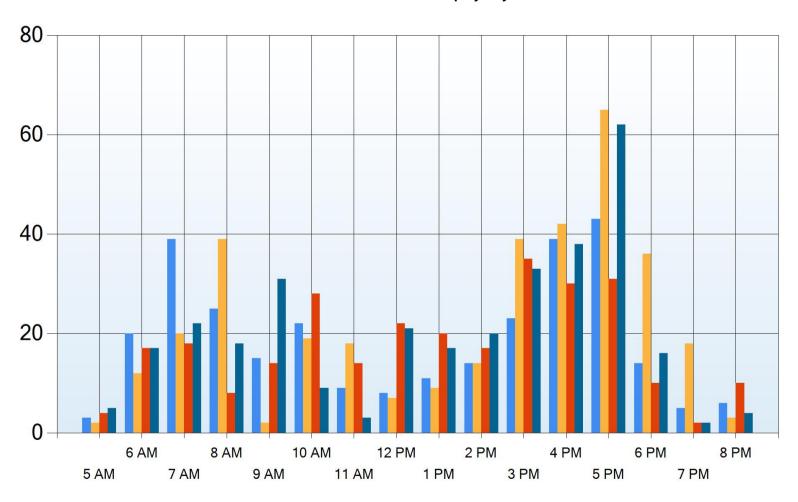


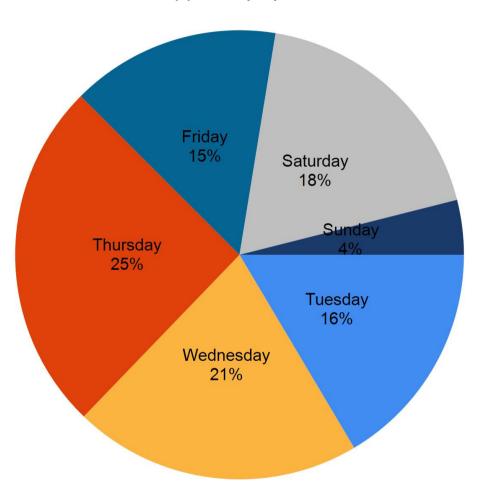




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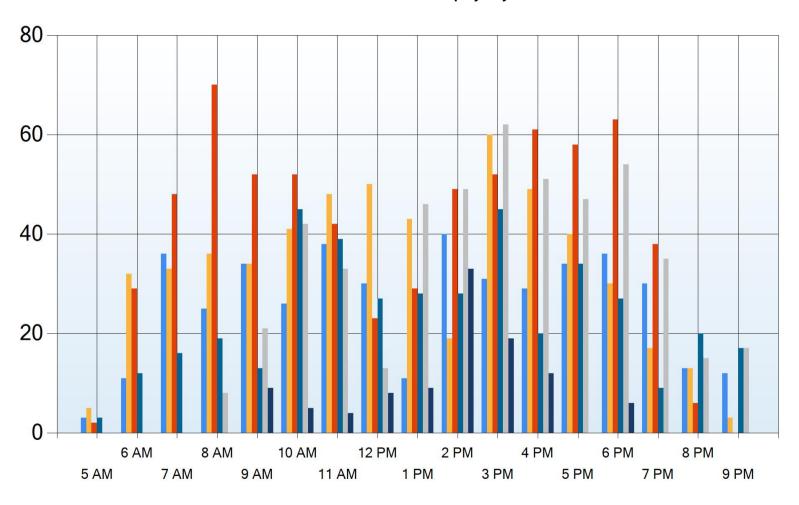
Total Ridership by Day / Hour

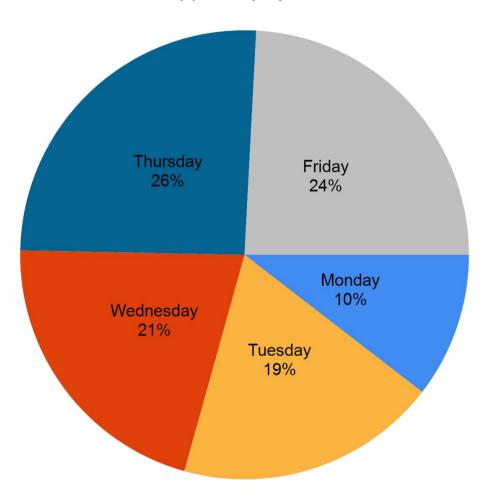




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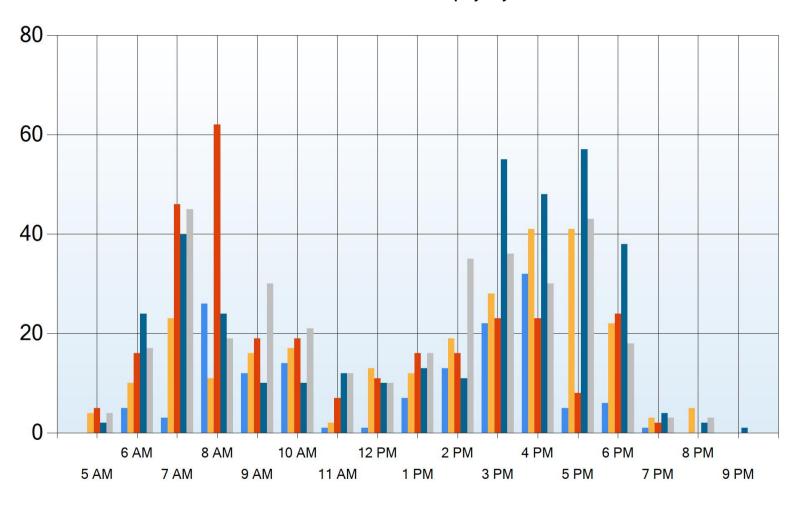
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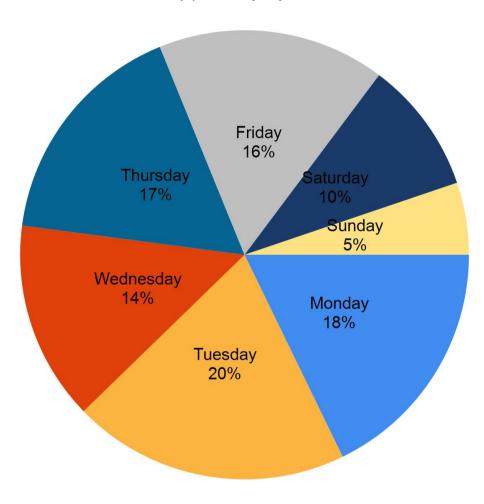




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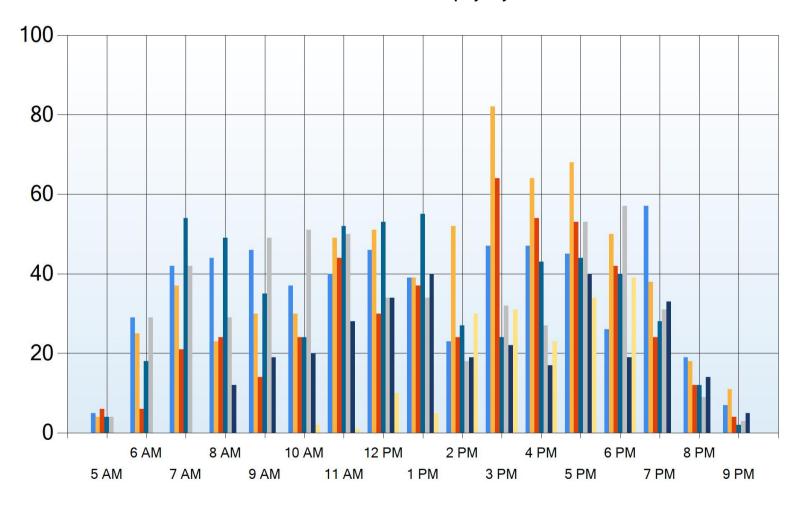
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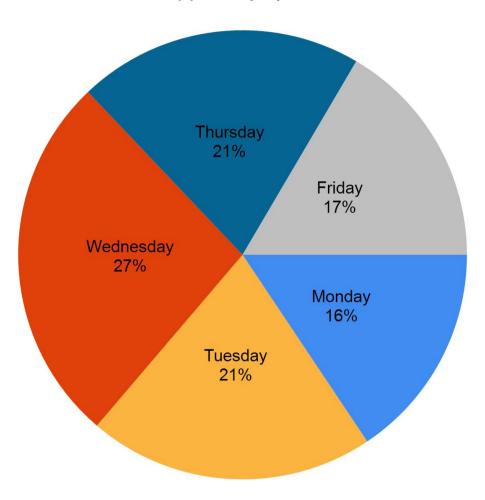




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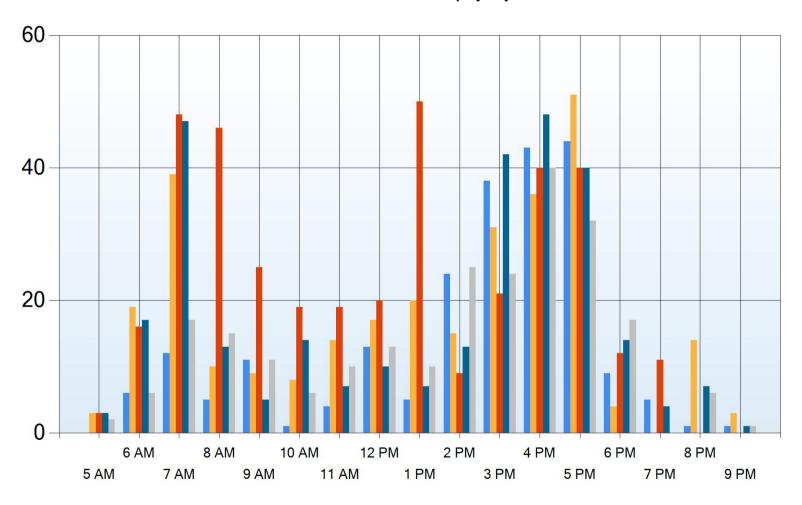


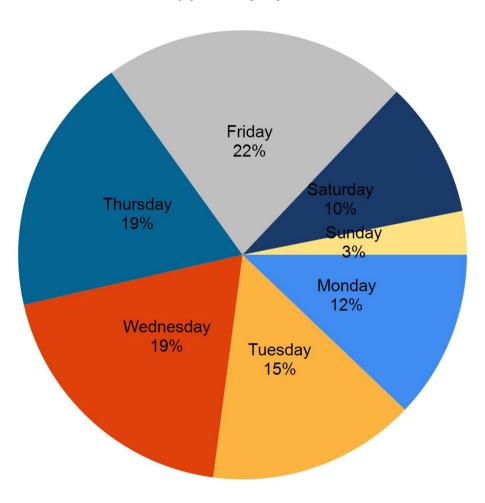


9/17/2022 - 9/23/2022

Monday
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Total Ridership by Day / Hour

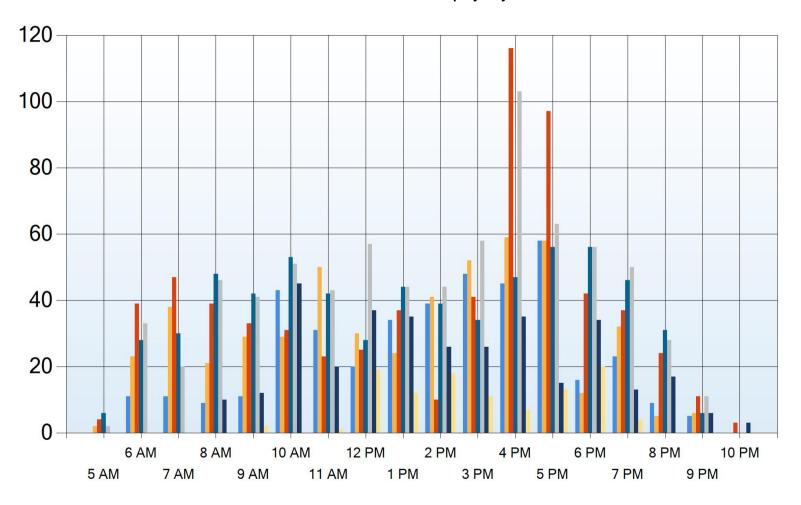


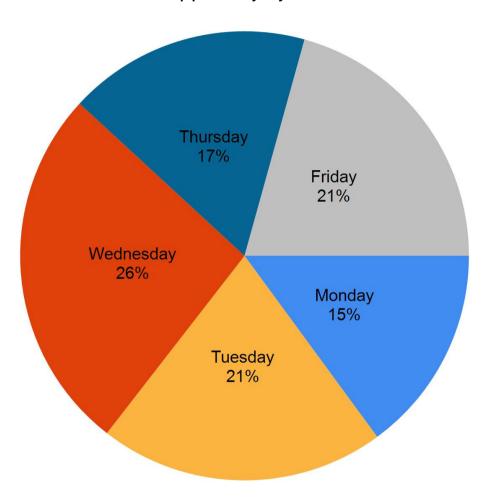


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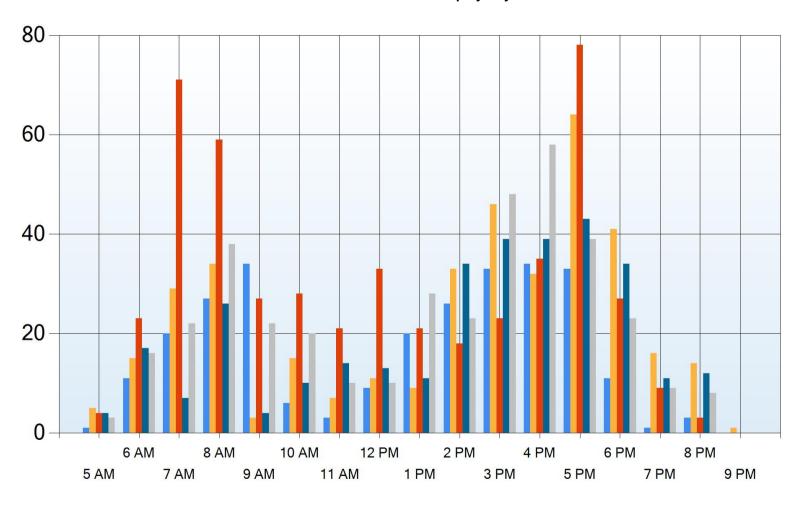
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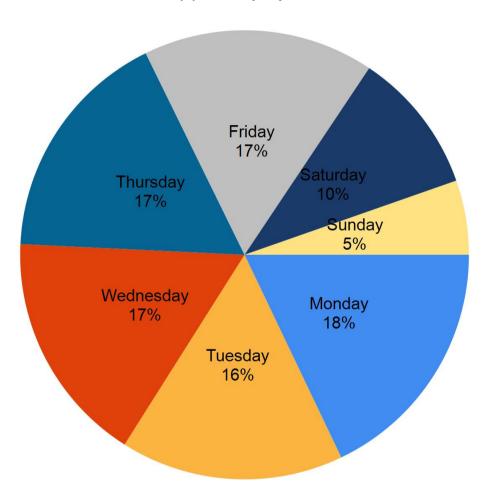




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Total Ridership by Day / Hour

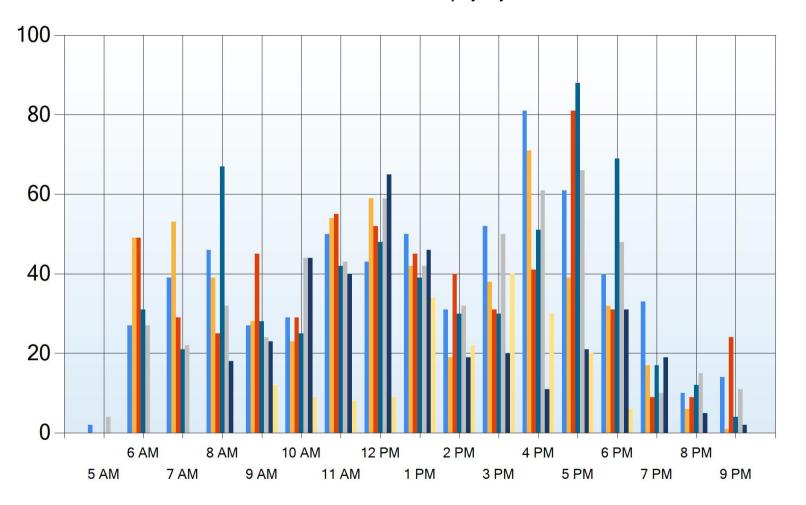


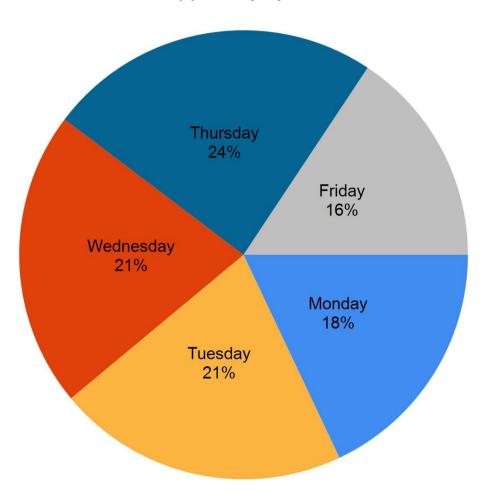


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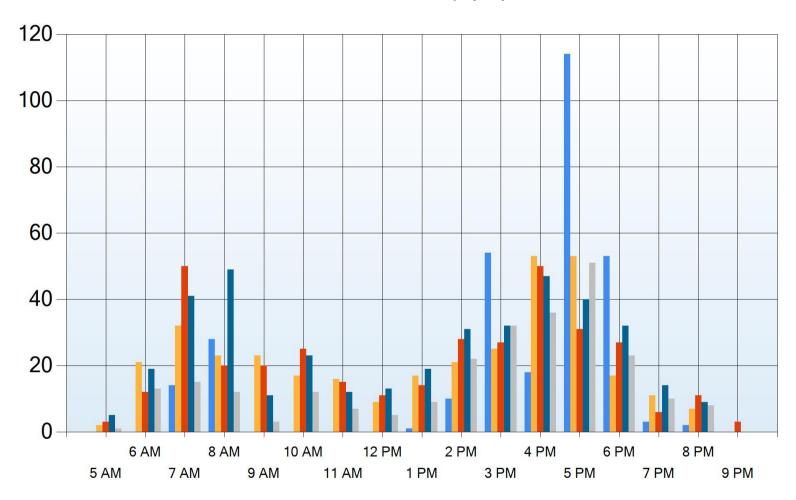
Total Ridership by Day / Hour

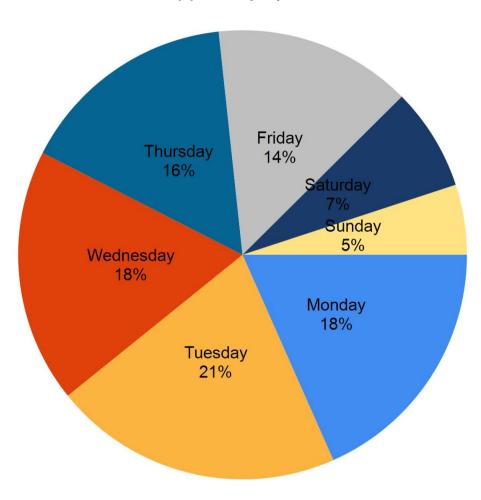




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Total Ridership by Day / Hour

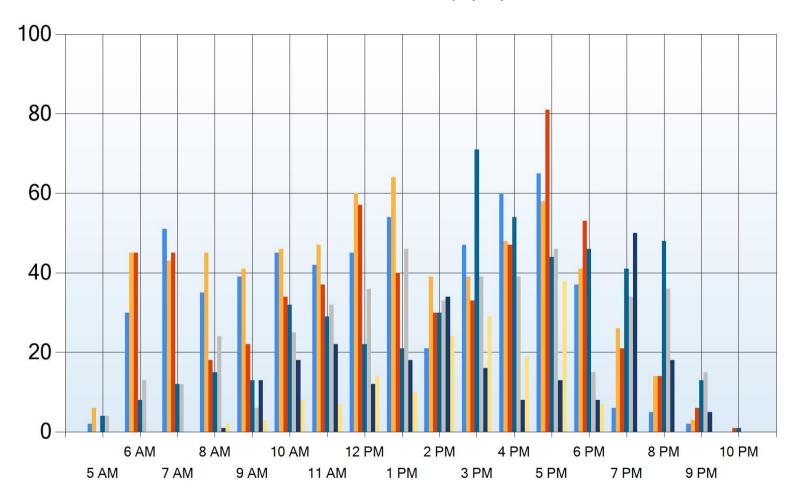


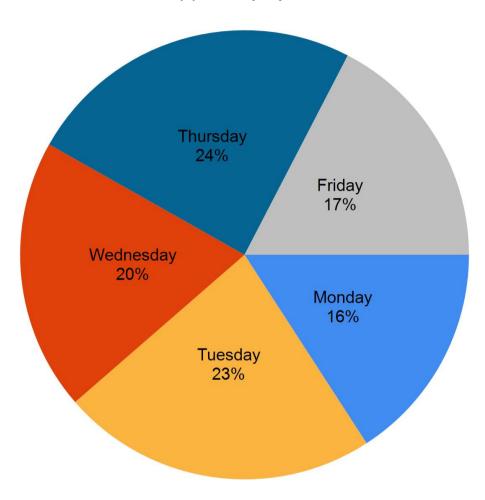


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Sunday

Total Ridership by Day / Hour

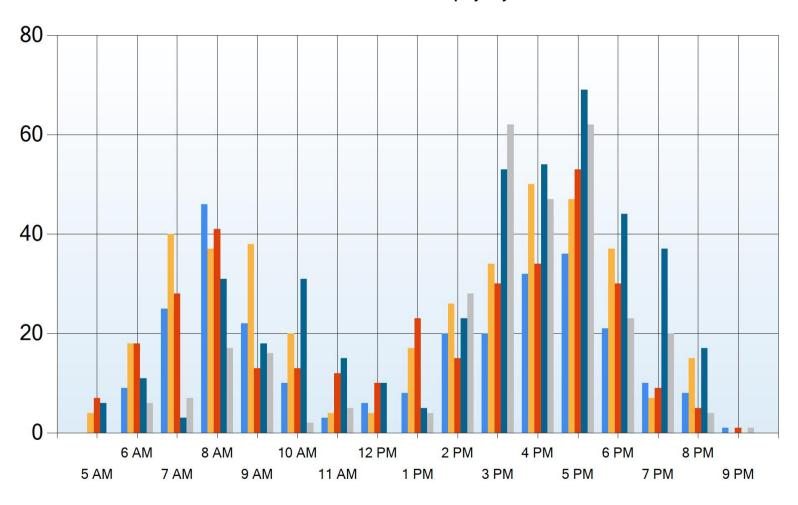


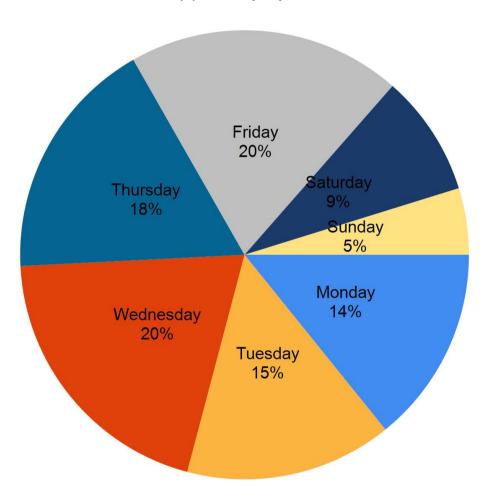


10/8/2022 - 10/14/2022

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Thursday
Friday

Total Ridership by Day / Hour





Monday
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Thursday
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Saturday
Sunday

Total Ridership by Day / Hour

