



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
February 16, 2023 @ 9:15 AM

[Zoom](#)

Meeting ID: 864 2620 3262

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. Closed Session: Employee Appointment (Government Code Section 54957(b))
Position: Executive Director (Contractor)
4. Approval of the Minutes of the January 19th, 2022, Board of Directors Meeting
(Attachment)
5. Executive Directors Report
 - A. Ridership Reporting (*Attachment*)
 - B. On-time Performance Reporting (*Attachment*)
6. Business Items
 - A. Review and Consider Approval of Resolution 23-02 Declaring Board Meetings will be held via Teleconference (*Attachment*)
 - B. Review of 4th Quarter Financial Reports (*Attachment*)
7. Confirm date of Next Meeting – March 16th, 2023
8. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

January 19th, 2023

LOCATION: VIDEO CONFERENCE

Directors Present: Bobby Lee, Chair
Andrew Allen, Vice Chair
Betsy Cooley, Secretary
Geoffrey Sears, Treasurer
Peter Schreiber, Director
Colin Osborne, Director

Others Present: Roni Hatstrup, Executive Director
Karen Boggs, Operations Director
Debi Lawrence, Executive Assistant
Navarre Oaks, City of Emeryville
Bill Zenoni, City of Emeryville

1. Call to Order

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

2. Public Comment

No comments

3. Approval of the Minutes of the December 15th, 2022 Board of Directors Meeting

Andrew Allen motioned for approval of the meeting minutes of the December 15th, 2022 Board of Directors Meeting. Geoffrey Sears seconded the motion.

This item was approved by a unanimous vote.

Yes: 5

No: 0

Abstain: 0

4. Executive Director's Report

A. Ridership Reporting

Roni reviewed the Ridership – weekdays are running about 34% of Pre-Covid, weekends are running about 57% of Pre-Covid, overall 37%.

B. On-time Performance Reporting

On-time Performance is running about 91% overall.

Roni raised the concerns from some riders about the lack of lighting and sense of security at the BART stop. Roni advised that the TMA will continue to follow up with BART on the status of their lighting project, but will look at temporary solutions for access to more secure areas. Bobby and Roni to follow up offline.

No formal action required.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

January 19th, 2023

5. Business Items

- A. Review and Consider Approval of Resolution 23-01 Declaring Board Meetings Will be Held Via Teleconference

Geoffrey Sears motioned for approval of Resolution 23-01. Betsy Cooley seconded the motion.

This item was approved by a unanimous vote.

Yes: 5

No: 0

Abstain: 0

- B. Review of 3rd Quarter Financial Reports

Roni reviewed the 3rd Quarter Financial Reports.

No formal action required.

- C. Closed Session: Employee Appointment (Government Code Section 54957(b)) Position: Executive Director (Contractor)

The Directors joined in a closed session for discussion on the Executive Director position. No formal decision was made.

- D. Review and Discuss City of Emeryville's Active Transportation Plan

Navarre Oaks with the City of Emeryville presented a Public Draft Transportation Plan on behalf of the city, with proposed improvements related to pedestrian/bicycle projects.

No formal action required.

6. Confirm Date of Next Meeting –

The meeting date was confirmed for February 16th, 2023 at 9:15am.

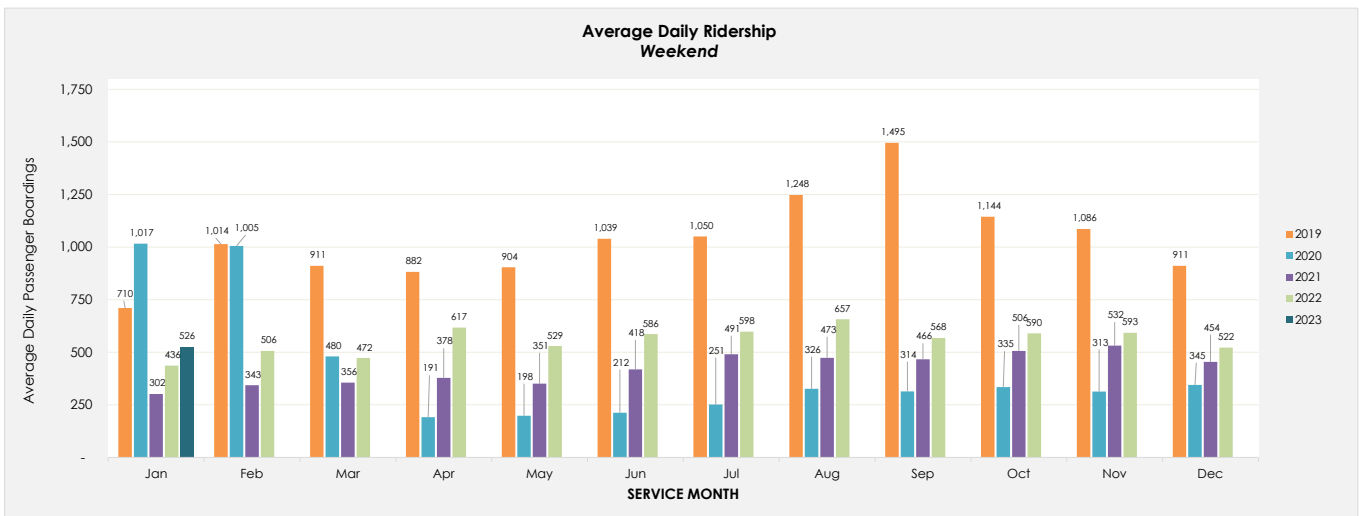
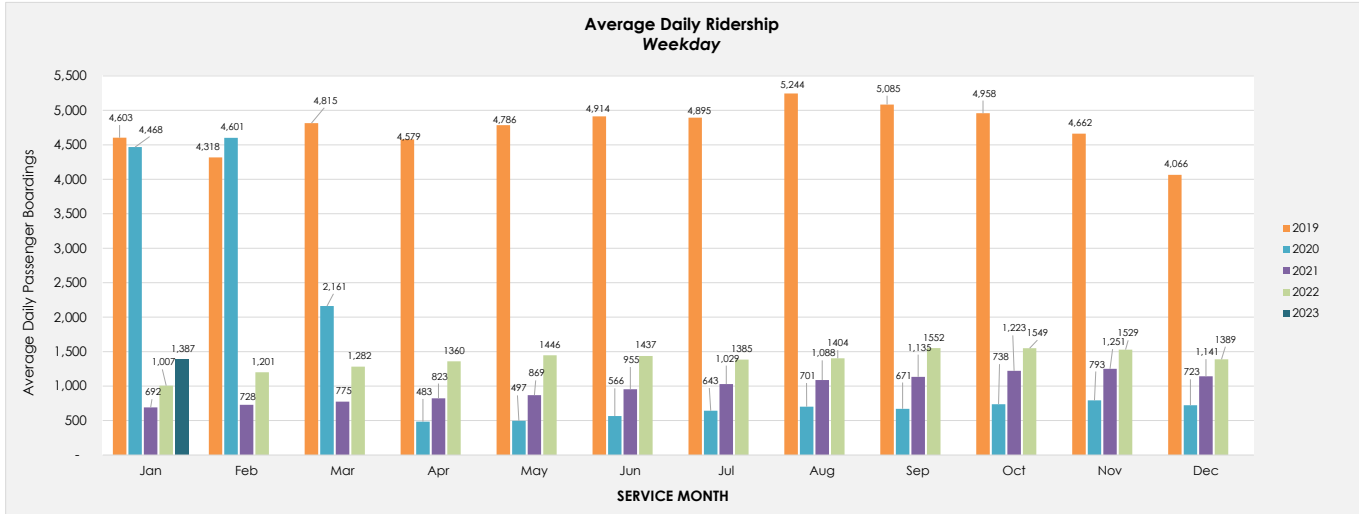
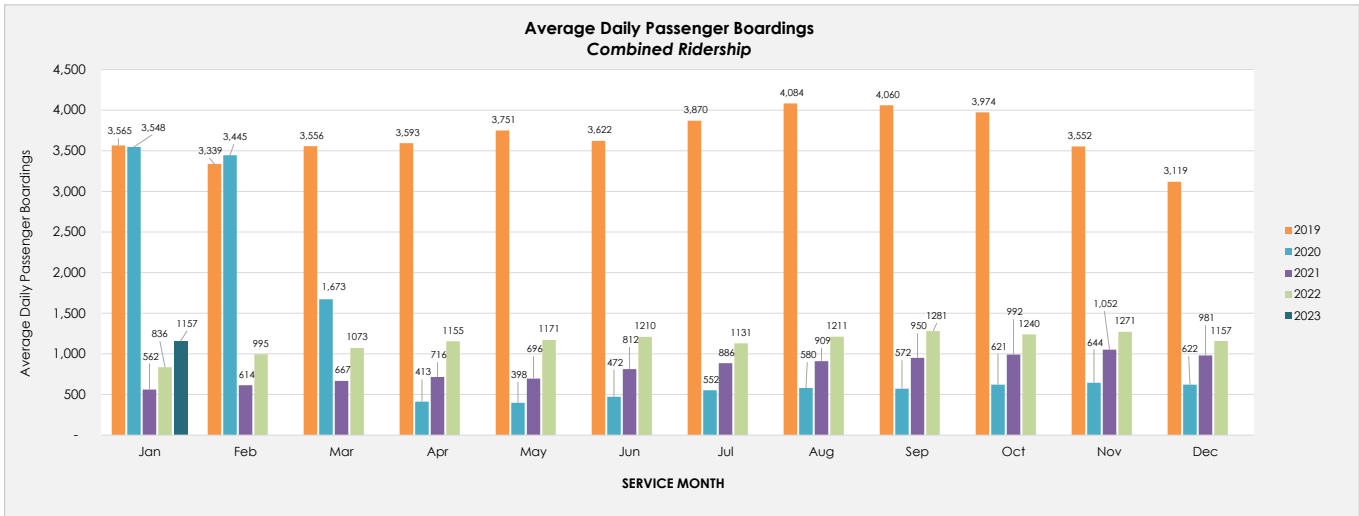
7. Adjournment

The meeting adjourned at approx. 10:37 AM.

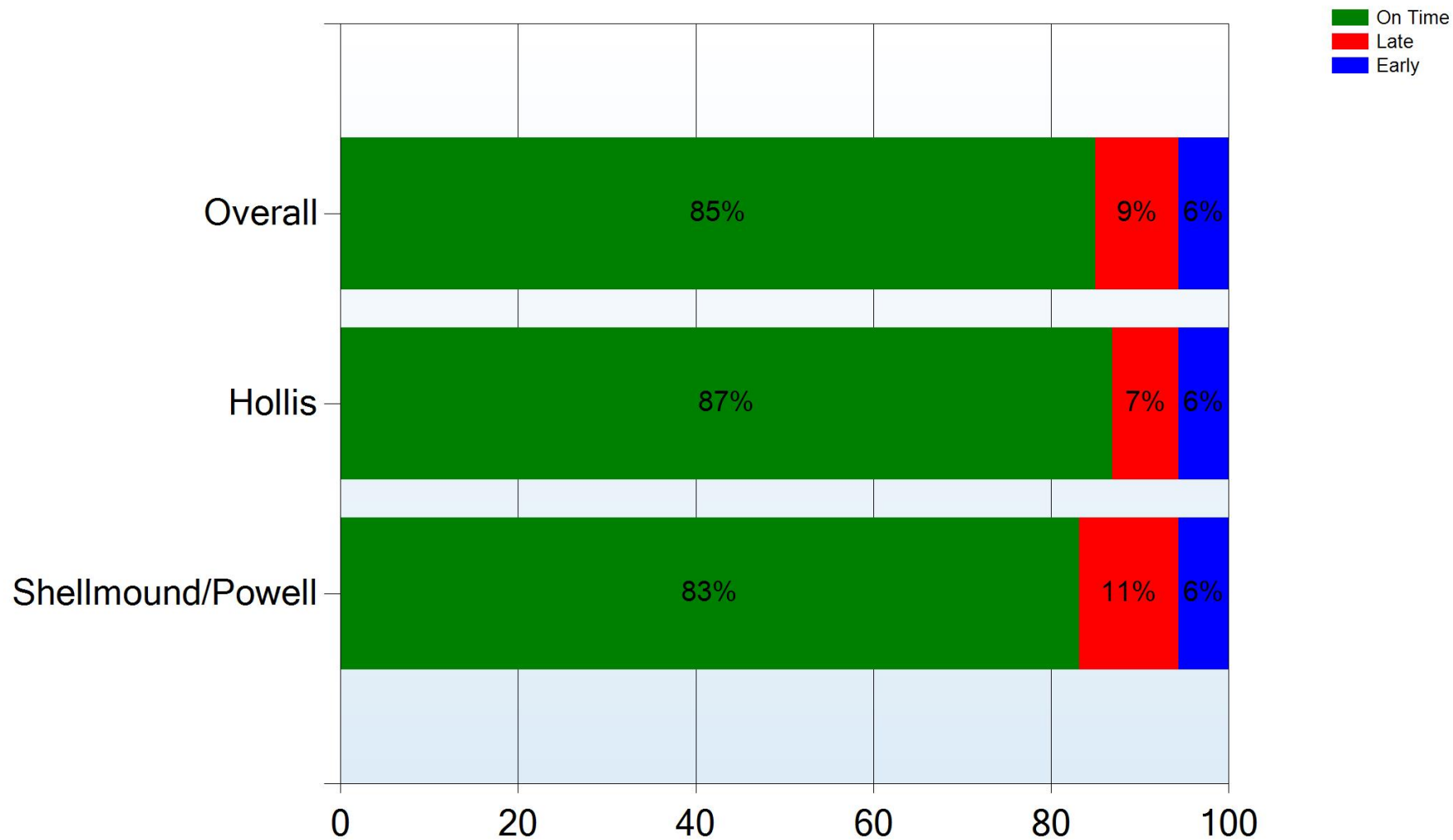


ANNUAL RIDERSHIP SUMMARY (YTD)/COMPARISON

WEEKDAY RIDERSHIP		
2023	Jan	Total to Date
Total Monthly Weekday Ridership	30,511	30,511
# of Operating Days	22	22
Average Daily Ridership	1387	1,387
% Increase/Decrease from Prior Month	0%	
% Increase/Decrease from Prior Year	38%	
% of Pre COVID Baseline	30%	
2019	Jan	Total
Total Monthly Ridership	101,269	1,206,173
# of Operating Days	22	254
Average Daily Ridership	4603	4,749
WEEKEND RIDERSHIP		
2023	Jan	Total to Date
Total Monthly Weekend Ridership	4209	4209
# of Operating Days	8	8
Average Daily Ridership	526	526
% Increase/Decrease from Prior Month	1%	
% Increase/Decrease from Prior Year	21%	
% of Pre COVID Baseline	74%	
2019	Jan	Total
Total Monthly Ridership	5681	106,301
# of Operating Days	8	103
Average Daily Ridership	710	1,032
COMBINED RIDERSHIP		
2023	Jan	Total to Date
Total Monthly Ridership	34,720	34,720
# of Operating Days	30	30
Average Daily Ridership	1,157	1,157
% Increase/Decrease from Prior Month	0%	
% Increase/Decrease from Prior Year	38%	
% of Pre COVID Baseline	32%	
2019	Jan	Total
Total Monthly Ridership	106,950	1,312,474
# of Operating Days	30	357
Average Daily Ridership	3,565	3,676



Overall Performance



RESOLUTION NO. 2023-02

BOARD OF DIRECTORS

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

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**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 February, 2023.

AYES:

NOES:

ABSENT:

Chair, Emeryville Transportation Management Association

**ETMA 2022 - 4th Quarter Financial Reports
(Cash Basis)**

2/10/2023

EMERY GO-ROUND

(Cash Basis)

	4th Quarter Financials			
	2022 Budget	Actual Revenue Rec'd to Date	Variance	% of revenue received
Revenue				
<u>PBID Revenue</u>				
Net PBID Revenue	4,245,453	4,245,453	1,061,363	100%
<u>Non-PBID Revenue</u>				
City - General Benefit Contribution	564,726	564,726	141,182	100%
ETMA Billed Revenue	109,578	109,764	27,580	100%
BGTMA (Net balance of WBS revenue)	20,000	(36,321)	(51,321)	-182%
Quarterro - Emery Express Revenue	-	(24,986)	(24,986)	N/A
City - IDEA Grant	-	46,654	46,654	N/A
Other Revenue	3,000	1,575	(675)	52%
Subtotal Non-PBID Revenues	697,304	661,412	138,434	95%
Total Revenue	4,942,757	4,906,865	3,671,175	99%
Expenditures				
<u>Direct Costs</u>				
Bus Leases/Purchases	500,000	266,246	(233,754)	53%
Maintenance	300,000	198,062	(101,938)	66%
Operations Contract	2,420,000	2,099,315	(320,685)	87%
Fuel	325,000	262,319	(62,681)	81%
Communications	55,000	47,152	(7,848)	86%
Miscellaneous Operating Costs	5,000	-	(5,000)	0%
Subtotal Direct Costs	3,605,000	2,873,094	(731,906)	80%
<u>Indirect Costs</u>				
Professional Services	550,000	480,418	(69,582)	87%
Occupancy (site lease, utilities, etc.)	365,000	500,360	135,360	137%
Bus Yard (Site Development & Relocation)	-	228,629	228,629	N/A
Membership/Public Outreach Expenses	15,000	3,368	(11,632)	22%
Pilot Projects and Research	25,000	-	(25,000)	0%
TMA Insurance	25,000	49,235	24,235	197%
Meeting expenses, supplies, licenses, fees, etc.	10,000	410	(9,590)	4%
Subtotal Indirect Costs	990,000	1,262,420	272,420	128%
Total TMA Expenditures	4,595,000	4,135,514	(459,486)	90%

2022 Revenue vs. Expenditures Balance: 347,757 771,351

ETMA Reimbursable Programs

WEST BERKELEY SHUTTLE

<u>Revenue</u> BGTMA & Bayer	Actual Revenue Rec'd to Date
	232,498
	232,498
Total Revenue - West Berkeley	
<u>Expenditures</u> Shuttle Operations Professional Service Contracts	Actual Costs to Date
	255,006
	13,813
	268,819
Total Expenditures - West Berkeley	

Balance (36,321)

City of Emeryville - 8 to Go Paratransit

<u>Revenue</u> City of Emeryville - 8 to Go Paratransit	Actual Revenue Rec'd to Date
	113,866
	113,866
Total Revenue - City	
<u>Expenditures</u> Shuttle Operations & Maintenance Fuel Communications Professional Service Contracts	Actual Costs to Date
	98,669
	3,622
	500
	9,784
	112,574
Total Expenditures - City	

Balance 1,291

LENNAR - The Emery Express

<u>Revenue</u> Lennar - The Emery Express	Actual Revenue Rec'd to Date
	56,294
	56,294
Total Revenue - City	
<u>Expenditures</u> Shuttle Operations & Maintenance Communications Professional Service Contracts	Actual Costs to Date
	59,252
	6,755
	15,272
	81,280
Total Expenditures - City	

Balance (24,986)