



# EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

## AGENDA

Board of Directors Meeting  
Bay Street Conference Room  
5616 Bay Street

Emeryville, CA 94608

August 15<sup>th</sup>, 2019 @ 9:15 AM

### **Chair**

Geoffrey Sears,  
Wareham Development

### **Vice Chair**

Betsy Cooley, At-Large  
Residential Member

### **Secretary**

Julie Cai,  
Bay Street

### **Treasurer**

Andrew Allen  
At-Large Business  
Member

### **Directors**

Peter Schreiber,  
Pixar

Colin Osborne

At-Large Business  
Member

Kassandra Kappelos

Public Market

Bobby Lee, At-Large

Residential Member

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the July 18<sup>th</sup>, 2019 Board of Directors Meeting (Attachment)
4. Executive Directors Report
  - A. Status Update on EGR Bus Yard at Mandela Parkway.
5. Business Items
  - A. Status Update by City of Emeryville on Access at the Marina Parking Lot and Discuss Long Term Access to the Peninsula.
  - B. Vehicle Acquisition
    1. Review and Consider Approval of the Buyers Order Contract for the Acquisition of three (3) 40' Starcraft AllStar Cutaway Shuttles. (Attachment)
    2. Discuss Fleet Financing Options.
6. Closed Session: Conference with Real Property Negotiators (Geoffrey Sears and Andrew Allen) pursuant to Government Code Section 54956.8.  
  
Property Location and Parties: Property at Mandela Parkway at Interstate 580, Post Mile 46.26, California Department of Transportation.  
  
Under negotiation: Price and terms of contract.
7. Suggestions/Requests from Board Members
8. Confirm date of Next Meeting – October 17<sup>th</sup>, 2019 @ 9:15 AM
9. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

July 18<sup>th</sup>, 2019

1. Call to Order

*The meeting was called to order at 9:14AM by Geoffrey Sears.*

*Directors Present: Geoffrey Sears, Betsy Cooley, Bobby Lee, Julie Cai, Cassandra Kappelos, Colin Osborn*

*Staff Present: Roni Hatstrup, Mary Grinbergs*

*Others: Diana Keena, Associate Planner, Charlie Bryant, Community Development Director, City of Emeryville*

2. Public Comment

*Charlie Bryant announced that there is an open position on the Planning Commission. Interested parties must be either a resident or business owner in the City of Emeryville and the target timeframe to fill the position is September 2019.*

3. Approval of Minutes of the June 25<sup>th</sup>, 2019 Board of Directors Meeting

*Betsy Cooley motioned for approval. Kasandra Seconded the motion.*

*This item was approved by a unanimous vote.*

*AYE: 6*

*NAY: 0*

*ABSTAIN: 0*

4. Executive Director's Report

A. Status update on EGR Bus Yard at Mandela Parkway

*Roni informed the Board of the initial design package, which was submitted to Caltrans in June. Comments are expected back sometime in August. Roni noted that she is also working on the lease agreement and noted that she had engaged a real estate attorney for review and comment on the lease language. Roni further noted that the final draft lease must be submitted to CTC in August, in order to make the October CTC agenda for the lease approval.*

*The Board requested a status on communications with the new landlord of the current bus yard. Roni informed the Board of recent issues with the chain-link fence being cut at the parking facility, but that no other damage or theft had been identified. The Board recommended that Roni notify police and make report.*

B. Emery Go-Round Access to Peninsula and Marina

*Roni informed the Board of the recent Emery Go-Round access issues at the Marina parking lot, due to the tenant installing unpermitted improvements, including an concrete island and parking bollards. As a result, the EGR shuttles are not able to use this location as a turnaround point. As a short-term solution, shuttle operators are using the end of Powell Street as a turnaround point, which is adding approximately 5 minutes of travel time. Roni also made note of the issues with turning the buses around in the tight turnabout. Roni noted that the operator's safety manager was going to train drivers on how to use the turnabout safely. Roni informed the Board of the travel time impacts and noted that she would need to consider schedule adjustments and added service, should marina access be permanently impacted. The Board requested support from the City to resolve the access issue. Roni noted that she would report back to the Board in August with a recommendation for service adjustments, if needed.*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

July 18<sup>th</sup>, 2019

*Charlie noted that he would be attending the review meeting for the requested permit and would address the EGR shuttle issues surrounding the requested work.*

C. Status Update on Emery Go-Round Service to Emeryville Center for Community Life (ECCL)

*Roni noted that she, Geoffrey Sears, Betsy Cooley and Bobby Lee met with Councilman Bauters regarding the ECCL's request for a shuttle stop during the commute route period. Roni informed the Board of the financial impacts with the PBID and General Benefit Contribution, should EGR service be extended. Roni recommended the ETMA hold off on a pilot service to ECCL until the City and School District have resolution on if and how they mitigate for the financial impacts to property owners and the City general benefit contribution. The Board agreed with the recommended approach.*

5. Business Items

A. Review and Consider Approval of First Amendment to Professional services Agreement with City of Emeryville for continued Paratransit Services

*Roni presented the first amendment to professional services agreement with the City of Emeryville for the continued operational services of the 8 to Go Shuttle program. Roni noted that the amendment included a two-year extension through June of 2021 and the costs to the TMA were fully reimbursed by the City.*

*Bobby motioned for approval. Betsy Seconded the motion.*

*This item was approved by a unanimous vote.*

*AYE: 6*

*NAY: 0*

*ABSTAIN: 0*

B. Review and Consider Approval of Amendment 1 to Professional Services Agreement with Yorke Engineering for Continued Stormwater Assistance at the Emery G-Round Parking facility (Attachment)

*Roni presented Amendment 1 to professional services agreement with Yorke Engineering for continued storm water assistance and reporting for the Horton Street parking facility. The amendment would extend the term through June 2020.*

*Geoff motioned for approval. Bobby Seconded the motion.*

*This item was approved by a unanimous vote.*

*AYE: 6*

*NAY: 0*

*ABSTAIN: 0*

6. Suggestions/Requests from Board Members

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

July 18<sup>th</sup>, 2019

*Geoffrey Sears inquired about the items for the next Board meeting. Roni noted that the priority item would be the Caltrans Airspace Lease for the Mandela site.*

*Roni also noted that she would be attending the City Council Meeting the following week to give a presentation on the preliminary 2020 budget and the recommended 5% PBID increase.*

7. Confirm Date of Next Meeting

*The meeting date of August 15<sup>th</sup>, 2019 was confirmed.*

8. Adjournment

*The meeting was adjourned at 9:57AM.*



Creative Bus Sales

Creative Bus Sales  
14740 Ramona Avenue  
Chino, CA 91710

Phone: 909.465.5528  
Fax: 909.465.5529  
[www.creativebussales.com](http://www.creativebussales.com)

### Buyer's Order Contract

<b>Date:</b>	August 9, 2019	<b>Unit #(s):</b>	
<b>Customer Name:</b>	Emeryville Transportation Management Association		
<b>Contact:</b>	Karen Boggs	<b>Phone:</b>	925-937-0980 Ext. 202
<b>Address:</b>	1676 N. California Blvd., Ste 400	<b>Fax:</b>	
<b>City, State, Zip:</b>	Walnut Creek, CA 94596	<b>E-Mail:</b>	<a href="mailto:Karen@GrayBowenScott.com">Karen@GrayBowenScott.com</a>
<b>Sys2K Entity #:</b>	1087290	<b>Salesperson:</b>	Stewart Pickett
<b>Ship To Address:</b>	Attn: - Emeryville Transportation Management Association - 4555 Horton Street		
<b>Ship To Address Cont'd:</b>	Emeryville, CA 94608		
<b>Ship To Phone:</b>		<b>Ship To Email:</b>	
<b>Finance Source:</b>	Creative Fleet Leasing	<b>Contact:</b>	Mike Stoller
<b>Address:</b>	14740 Ramona Ave	<b>Phone:</b>	909-465-5528
<b>City, State, Zip:</b>	Chino, CA 91710	<b>Fax:</b>	909-465-5529
<b>Description of Vehicle:</b>	New 2019 Starcraft Allstar XL 40 Per Proposal Dated 7/9/2019		
<b>VIN #:</b>			
<b>Engine Type:</b>	Diesel	<b>FOB Terms:</b>	Shipping
<b>Number of Passengers:</b>	42	<b>Wheelchair Positions:</b>	2
<b>Estimated Delivery Date:</b>	60 to 75 Days	<b>Payment Terms:</b>	Finance
		Unit Price	\$ 149,454.00
		Delivery	\$ -
<b>Possession State:</b>	<b>CA</b>	Incentive (Non-Taxable)	\$ -
		Rebates (Taxable)	\$ -
		Doc Prep Fee (Taxable)	\$ 85.00
		<b>Base Selling Price</b>	<b>\$ 149,539.00</b>
		ADA Amount (Non Taxable)	<b>\$ 10,500.00</b>
		Total Taxable Amount	\$ 139,039.00
		<b>Sales Tax</b>	<b>\$ 11,470.72</b>
	<b>8.250%</b>	<b>CA - Walnut Creek</b>	\$ -
			\$ -
			\$ -
		DMV Estimated Fees	\$ -
		DMV Electronic Filing Fee	\$ 30.00
		Tire Fee	\$ 10.50
		<b>Fees Sub-Total</b>	<b>\$ 40.50</b>
		<b>Total Price Per Unit</b>	<b>\$ 161,050.22</b>
		Quantity	3
		<b>Contract Total</b>	<b>\$ 483,150.66</b>
		<b>0.00</b>	
		Customer Net Trade	\$ -
		Customer Deposit	\$ -
			\$ -
		<b>Balance Due</b>	<b>\$ 483,150.66</b>

**Remit To:** Creative Bus Sales, Inc. 14740 Ramona Ave, Chino CA 91710

**Terms:** The deposit if indicated above is due with this signed contract. The balance due indicated above is due before vehicle(s) will be released to the Customer. If the vehicle(s) is not accepted by the Customer, the vehicle will be available for sale to other customers. The vehicle(s) will not be titled to the Customer until the contract total indicated above plus any interest charges indicated herein are paid in full. There is no "cooling off" or other cancellation period for vehicle sales. Therefore, you cannot later cancel this contract without the agreement of the Dealership, or for legal cause. The tax and fees reflected on this agreement are based on the regulations applicable at the time of drafting this contract. The actual amounts due will be based on the regulations applicable at the time title for each vehicle transfer.

**Buyer's Signature:** \_\_\_\_\_

**Creative Bus Sales:** Stewart Pickett

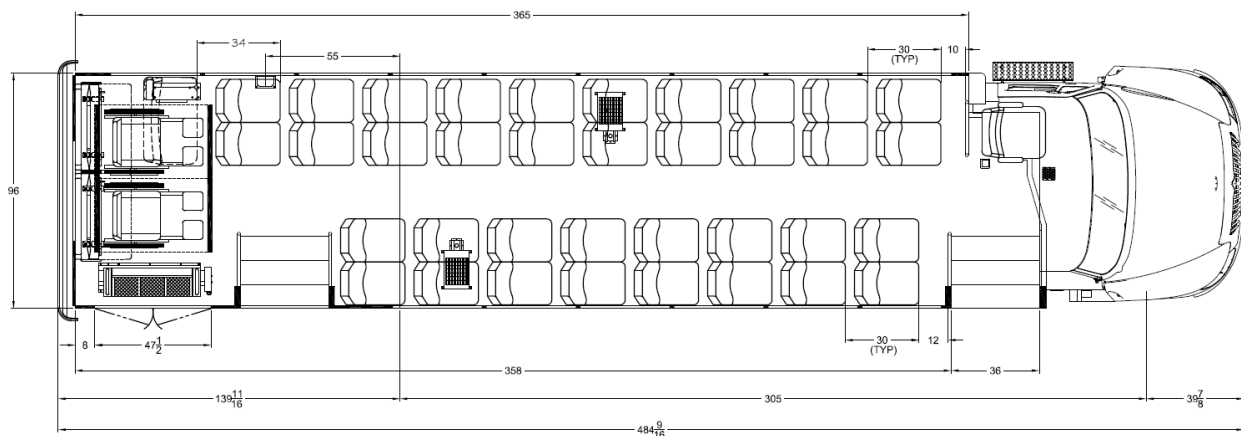
**CBS Signature:** \_\_\_\_\_

8/9/2019



# Creative Bus Sales

7/9/2019



## NEW 2019 ALLSTAR XL IC TC 40' ADA SHUTTLE BUS

- 42 SEATED PASSENGERS OR
- 40 SEATED PASSENGERS AND 1 WHEELCHAIR OR
- 36 SEATED PASSENGERS AND 2 WHEELCHAIRS
- CURRENTLY 7 BUSES AVAILABLE

INTERNATIONAL TC CHASSIS

CUMMINS ISB 6.7L 240HP TURBO DIESEL ENGINE

ALLISON 5 SPEED AUTOMATIC TRANSMISSION

**AIR BRAKES**

REAR AIR SUSPENSION WITH DASH MOUNTED DUMP SWITCH

ALTRO META W/YELLOW STEP NOSING

- FLOOR COLOR: STORM

TA7733 SUPER 13 120K BTU-TWIN TA77 EVAPS, TWIN SMC3L COND, TWIN 13 CID COMP

HOT WATER HEATER, 65K BTU

FRONT PASSENGER ENTRANCE DOOR 36' WITH ELECTRIC OPERATOR

REAR PASSENGER EXIT DOOR 36" WITH ELECTRIC OPERATOR

FRONT & SIDE DESTINATION SIGN PREP PACKAGE

PRIORITY SEATING SIGN \*\*REQUIRED FOR ADA COMPLIANCE\*\*

STARCRAFT CIRCUIT BOARD LIFT INTERLOCK

BACK-UP ALARM SAE TYPE C 97 DBA

CEILING GRAB RAIL (2)

1 1/4" GRAB RAIL PARALLEL TO ENTRANCE STEPS (BOTH SIDES)

MID HIGH DOUBLE SEAT (18)

ANTI-VANDAL GRAB HANDLE, BLACK (18)

- AISLE SIDE ONLY

SEAT BELT, NON-RETRACTABLE (42)

SEAT BELT LOOP - (42)

DELUXE AM/FM / CD /WITH MIC INPUT & CLOCK, 4 SPEAKERS

PA MODULE ADDED TO STEREO SYSTEM

ADDITIONAL SPEAKER (4)

- MOUNT TWO OF THE SPEAKERS IN FRONT BULKHEAD

PADDED VINYL INTERIOR (WALLS AND CEILING)

SEAT COVER - LEVEL 1 OXEN GRAY VINYL (42)

FLIP SEAT, DOUBLE FREEDMAN FEATHERWEIGHT MID HIGH (2)

FOLDAWAY DOUBLE FLIP SEAT (1)

BRAUN CENTURY NCL919-2 WHEELCHAIR LIFT (34"X51") LIMIT SWITCHES

WHEELCHAIR DECAL (INTERNATIONAL SYMBOL OF ACCESSIBILITY)

Q-8301-L MAX RETRCTR TIE DOWN,Q8-6326-A1 COMB LAP/SHLDR,L TRK (2)

DOUBLE WHEELCHAIR DOORS W/ WINDOWS, INTERIOR LIGHTS

SPORTWORKS BIKE RACK - TWO POSITION

HANOVER LED ELECTRONIC DESTINATION SIGNS - FRONT, SIDE, & REAR

PASSENGER PULL CORD STOP REQUEST SYSTEM WITH LIGHT

**PRICING**

Unit Price Emeryville, CA\*

\$149,454\*

\*Prices do not include tax, license, or DMV fees. Price good for 60 days. Buses are in stock and ready for delivery within 8 weeks of order.

Alternative Fuel Vehicle Comparison

<b>Fleet Dealer</b>	Gillig	Gillig	Gillig	Gillig	Creative	Creative	Creative
<b>Vehicle Make/Model</b>	Gillig/ TBD	Gillig/ TBD	Gillig/ TBD	Gillig/ TBD	Starcraft/Allstar XL 40'	Arboc/Equess 35 Low floor	ENC Axxess 40' low floor
<b>Vehicle Capacity</b>	40' Gillig	40' Gillig	40' Gillig	40' Gillig	42	35' (40 people)	40' (35 seats)
<b>Fuel Type</b>	Diesel	CNG	Hybrid	All Battery	Diesel	CNG	CNG
<b>Vehicle Cost (Estimate)</b>	\$425,000	\$500,000	\$700,000	\$900,000	\$149,454	\$350,730	\$544,740
<b>Life span</b>	12-20 years	12-20 years	12-20 years	12-20 years	10 year	10 year/350,000 miles	12 year/500,000 miles
<b>Infrastructure/Fueling Logistics (need costs)</b>	Filling Station	Fire Detection system install in shop building along with Methane Detection in case of a leak  Also need to have a CNG tank system installed, which requires gas leak sensing system and power to run a compressor that pushes the gas into the tanks	N/A	Depot Chargers (50K-75K each) or Inductive charger on routes	Filling Station	Fire Detection system install in shop building along with Methane Detection in case of a leak  Also need to have a CNG tank system installed, which requires gas leak sensing system and power to run a compressor that pushes the gas into the tanks	Fire Detection system install in shop building along with Methane Detection in case of a leak  Also need to have a CNG tank system installed, which requires gas leak sensing system and power to run a compressor that pushes the gas into the tanks





8/7/2019

### Lease Purchase Proposal

Creative Fleet Leasing is pleased to submit the following lease proposal for your consideration.

Lessee:	Emeryville Transportation Management Association
Equipment:	New Starcraft Allstar XL Shuttle Bus
Balance Financed:	\$149,454.00
Lease Term:	60 Months
Interest Rate:	7.63%
Payment Frequency:	Monthly
Payment Amount:	\$2,985.00
Advance Payment:	1st & last payments

**\*Equipment cost and payments do not include tax, title, license, DMV, etc.**

Location/Delivery:	It is anticipated this equipment will be located in Walnut Creek, CA.
Guarantor(s):	May be required upon completion of credit review.
Mileage:	No mileage cap will be imposed on the units.
Costs and Expenses:	Lessee will be responsible for all costs and expenses incurred by Creative Fleet Leasing in connection with documentation and filing fees necessary to close this transaction.
Depreciation:	Depreciation is available for the account of the Lessee.
Interim Rent:	Interim Rent will be payable for the period between the Equipment acceptance date and the rent commencement date at a daily rate equal to Prime plus 1%.
End of Lease:	At the end of the Lease Purchase term, the Lessee will be required to purchase the equipment for \$1.00.
Net Lease:	This is a net lease whereby insurance, maintenance and taxes are the Lessee's responsibility. Manufacturer's guarantees and warranty will be passed on to the Lessee.
Insurance:	Insurance will be required in accordance with the final drafted lease documents.
Invoicing:	A single invoice will be furnished on a monthly basis.
Required Credit Information:	Completed Creative Fleet Leasing credit application. Additional information may be required pending the initial credit review.

Documentation: Upon receipt of Lessee's request to lease, and upon its acceptance of same, Lessor will prepare all necessary documentation. A \$350 documentation fee will be collected at closing.

**This is a proposal only and is not a commitment for Creative Fleet Leasing to provide funds under the terms of this proposal. Any commitment to lease will be subject to Creative Fleet Leasing's credit review and approval.**

Creative Fleet Leasing would like to thank you for your consideration and allowing us to make this proposal. If you have any questions or would like to discuss other financing options, please feel free to contact us at **888-590-8665**. If you would like to proceed with the final credit review process, please indicate by signing below and returning the completed document along with any additional credit information requested to Creative Fleet Leasing.

Sincerely,

Mike Stoller  
Director of Finance  
Creative Fleet Leasing  
Creative Bus Sales, Inc.

Please proceed with obtaining credit approval in accordance with the terms listed above.

**Emeryville Transportation Management Association**

By: \_\_\_\_\_

Its: \_\_\_\_\_