



Western Contra Costa
Transit Authority

NOTICE OF MEETING

The Regular Meeting of the WCCTA Board of Directors
will be held:

DATE: January 17, 2019 (Thursday)
TIME: 6:30 PM
PLACE: Pinole City Council Chambers
2131 Pear Street, Pinole, CA

AGENDA

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a WCCTA Board Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the WestCAT Administrative Office at (510) 724-3331. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

B. APPROVAL OF AGENDA

C. PUBLIC COMMUNICATIONS

This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with provisions of the Brown Act, the Board will automatically refer to staff any matters that are brought before them at this time, and the matter may be placed on a future agenda. Time limit is 3 minutes and is subject to modification by the Chair.

1.0 CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meetings of Oct. 11, 2018 and Nov.8, 2018. *
- 1.2 Approval of Expenditures of December, 2018.
- 1.3 Receive Contractors Monthly Management Reports for November, 2018.*
[Action Requested: Approve Item 1.1 and 1.2 and Receive Item 1.3]

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Election of Vice Chair for Remainder of FY18/19 Term. **[Action Requested: Solicitation of Nominations and Election of Vice Chair Position for FY 18/19 Term Expiring June 30, 2019]. ***
- 2.2 Consideration and Approval of WCCTA Annual Statement of Investment Policy. **[Action Requested: Formal Approval of Statement of Investment Policy].***
- 2.3 Adopt Resolution 2019-01 Waiving Sections 3.3 and 4.2 of the Authority's Procurement Policy and Authorize the General Manager to Enter into Agreement

with Ross and White Company for the Delivery of a Modified, 16' Clearance Bus Wash and Reclaim System at a Cost Not to Exceed \$350,000. **[Action Requested: Approve One-Time Waiver of Sections 3.3 and 4.2 of WCCTA Procurement Policy and Authorize the General Manager to Enter into Agreement with Ross and White Company for Procurement of Specialized Bus Wash and Water Reclaim System Equipment at a Cost Not to Exceed \$350,000].^^**

2.4 Status Report on Salesforce Transit Center Bus Deck Closure. **[No Action: Information Only].**

3.0 COMMITTEE REPORTS

3.1 General Manager's Report. **[No Action: Information Only]**

4.0 CORRESPONDENCE

*Thank you letter from the Food Bank of Contra Costa & Solano regarding WestCAT Stuff-A-Bus food drive.

5.0 BOARD COMMUNICATION

6.0 ADJOURNMENT

* Enclosures
^^ To Be Distributed Separately

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). If time allows, this information will also be uploaded and posted to the website prior to the meeting and made available at this link <http://www.westcat.org/administration/agendas.html>. The posting of SB 343 information on this website is in addition to the posting of the information at the legally required locations specified above.

Next Board Meeting: Thursday, February 14, 2019

WCCTA BOARD MEETINGS ARE PRERECORDED FOR BROADCAST ON CHANNEL 26. The Community TV Channel 26 schedule is published on the City of Pinole's website at www.ci.pinole.ca.us.



Western Contra Costa
Transit Authority

**WCCTA BOARD OF DIRECTORS
REGULAR MEETING
MINUTES
October 11, 2018**

CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE

The Regular WCCTA Board of Directors Meeting was held in the Pinole City Council Chambers, 2131 Pear Street, Pinole, California. Chair Kelley called the meeting to order at 6:30 PM, and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Myrna de Vera, Debbie Long, Tom Hansen, and Vice-Chair Tim Banuelos arrived at 6:43 PM

STAFF PRESENT

Charles Anderson, Rob Thompson, Yvonne Morrow, and Donesha McKinley

GUESTS PRESENT

Karen DeRosa, General Manager, MV Transportation Pinole Division

Director Chavez was absent excused. Director Powers was absent. The voting record reflects their absence.

APPROVAL OF AGENDA

ACTION: Motion by Directors Long/de Vera to Approve the Agenda

Vote:	Passed:	4-0
	Ayes:	Long, de Vera, Kelley, Hansen
	Noes:	None
	Abstain:	None
	Absent:	Powers, Chavez, Banuelos

PUBLIC COMMUNICATIONS None

CONSENT CALENDAR

ACTION: Motion by Directors Long/de Vera to Approve Consent Calendar Item 1.1, 1.2 and receive 1.3

Debbie Long, Director, asked to pull Item 1.3 for a question. She said that the Board had noticed a decrease in revenue month over month and year over year, and inquired as to when they could expect the July and August monthly management reports.

General Manager Anderson replied that some correction of data was required for these monthly reports and there is also a substantial delay in our receipt of Clipper revenue, which is included in the monthly report. It is now approximately 6-weeks after the close of each month before we actually see the Clipper revenue. There is a structural delay that is worse than it used to be.

Director Long suggested that when that occurs, an asterisk could be added to the report to reflect the fact that the revenues do not include anticipated amounts from Clipper, etc.

Chair Kelley piggybacked on Director Long's question inquiring as to whether it is always like this now with Clipper.

At this point, Yvonne Morrow, WCCTA Manager of Administrative Services, requested to speak on the item. She clarified that in the June monthly management report the revenues are actually higher in both the month over month, and year over year comparisons (FY17/18 compared to FY16/17) and that all of the Clipper revenues had been accounted for by fiscal year end (June 30). She suggested that maybe the confusion is in the way that the revenue sheet is formatted.

Director Long, acknowledged this correction, but expressed some concerns regarding the miles on the Lynx. She stated that there is a decline in the miles compared to FY16/17.

Yvonne replied that there was a considerable decrease in ridership, miles, and hours on most of the express routes, including the Lynx during the months where we had a severe driver shortage, which required system-wide adjustments and cancelations of trips. In fact, the JX had to be discontinued entirely at the end of January 2018 and did not resume service until July 2018. We are just now beginning to show signs of recovery.

Director Long, suggested that for any significant changes, it would be helpful to add comments or notes to the monthly report for clarification. This would assist the Board in doing their jobs.

Yvonne acknowledged Director Long's advice, and responded that it would be no problem for staff to follow her recommendation.

Vote:	Passed:	4-0
	Ayes:	Long, de Vera, Kelley, Hansen
	Noes:	None
	Abstain:	None
	Absent:	Powers, Chavez, Banuelos

ITEMS FOR BOARD ACTION / DISCUSSION

2.1. Presentation and Discussion of FY2018 4th Quarter Financial and Operating Data Report.

Charles Anderson, General Manager, stated that this report is in the standard format for the 4th quarter of FY18. Year-end results are what we like to see, with a balance remaining in all of the expense categories at the end of the year, and no uncollected revenue on the funding side. In fact, the farebox is approximately \$290,000 higher than the budgeted amount. In addition, we're showing a \$965,000 surplus, which is largely due to the fuel contingency we put into the budget each year. Also reflected is the fact that we operated less service this year due to the discontinuation of the JX service, which affects other expense categories. We did achieve a higher surplus than we would have, had we operated the JX throughout the entire year.

Per Director Long's request, General Manager Anderson provided some detail on the operating data contained in the report. He reported that not achieving our budgeted numbers in terms of ridership is due,

in part, to the service cancellation, and that will show up in both the "revenue passengers" line item and "total passengers" line item. He confirmed that we did operate fewer vehicle miles and hours than had been budgeted for during the year, which is also a reflection of the service cancellation.

Director Long asked whether the General Manager thought that we are now back on track with those numbers, since July through September data has not been distributed.

General Manager Anderson explained that they are probably reflective of the national trend of transit losing ridership. We're seeing some of those effects on the local services. With respect to the Lynx service, we're seeing increases now, particularly since the new Salesforce Transit Center was open briefly. Those numbers are continuing to increase, but we will have to gauge that over the next few months once the transit center reopens. We are continuing to monitor systemwide boardings, but we are probably going to see a slight loss in ridership continuing into the first quarter of this fiscal year.

In answer to a question posed by Director de Vera regarding the farebox recovery ratio, General Manager Anderson replied that the 18% she is questioning is actually the budgeted number. He clarified that the actual farebox recovery ratio is slightly above 20%. He added that it is also important to note that this figure includes all of the modes of service that we have, including paratransit, which operates at a considerably lower farebox recovery ratio.

Vice-Chair Tim Banuelos arrived at 6:43 PM.

2.2. Presentation and Discussion of WCCTA Audited Financial Statements for the Year Ended June 30, 2018.

Charles Anderson, General Manager, stated that this evening the Board will be treated to a number of oversight reports. This is the first one. An annual financial audit is a requirement of our receipt of the Transportation Development Act (TDA) monies. This will be followed by two other reports for monitoring other aspects of our services that are required by and conducted by our funding agencies.

General Manager Anderson noted that this was a clean audit with no findings. This also audits our compliance with the federal requirements, as well as the TDA requirements. This year's audit report includes a couple things that he would like to highlight. He directed the Board's attention to the Summary of Net Position in the audit, which documents the long-term liability from our Certificates of Participation. He explained that at the end of FY17, there was still an outstanding balance on the bonding that we issued for expanding our facility in 1998. This remaining principal balance was retired this year. Therefore, the \$590,000 outstanding mortgage on that property is now completely removed from our balance sheet. That money is carried throughout other expense line items, and reconciled. That is a good move that the Board was able to make during the year.

The Management Discussion and Analysis provides a lot of detail about the current conditions that we are facing and highlights some revenues from different sources that may be in jeopardy. For example, it specifically references Senate Bill 1 money that is at risk this November, because of the Proposition 6 on the November ballot. We will see what the voters do with that, but the potential financial impact of the passage of Proposition 6 is quantified in the report.

He concluded by calling attention to the item in the audit showing the amount refundable to the Metropolitan Transportation Commission (MTC), which is essentially the amount of TDA money that MTC allocated to us that was not required to pay for our expenses during the year. The resulting surplus is classified as TDA money and, by statute, it is returned to MTC, but it is held for us in our reserve account.

Director Long asked whether that money is restricted for operations, or can it also be used for capital needs.

General Manager Anderson confirmed that it is not restricted, and therefore, it can be used for both. He further confirmed for Director Long that because of the GASB requirements, the full net pension liability must be stated in the financials, but it is not an amount owed to anyone at this time. It is more like a mortgage.

Director Long interjected that it is money that is owed, and it is going to grow every year. Thus, she was wondering if there has been any thought given to a pension reserve account. She added that the City of Pinole created a Section 115 Trust, where they deposited some funds, and it is restricted only to pay off their pension debt. No one can change that until all of those funds are paid down. She continued by asking why WestCAT shouldn't be doing that with some of this remaining surplus, because that is an unfunded liability that is going to begin rearing its head going forward and well into 2036. Therefore, instead of scrambling every year on your budget, you could draw the difference. If you budgeted "x" amount because of your employees, and you know what the employer contribution is and if that increases 10%, you would have this trust that is earning interest (she is sure that the monies held by MTC are not earning any interest for us), and you could draw out that money to offset the increases that are coming through. At some point you will probably be eating into your pension, WestCAT is small compared to a lot of entities, but it certainly is a hedge against those types of issues.

The other thing she mentioned was regarding a disaster relief fund, but she does not know how much WestCAT would be impacted by that, because a lot of our assets are limited to the buses. However, we still have our facility and it may be different for transportation, but if you have a disaster reserve, FEMA can come through and say that you must spend down your disaster reserve account first before they will assist. However, if you don't have that, they will look at every reserve account that you have, including your general reserve. Thus, she asked, would it be prudent to start some of those reserve accounts.

Vice-Chair Banuelos added that the City of Pinole began with a small reserve, and are now projecting that over time it will grow to nearly \$13 Million. That is a good amount of money to put toward their unfunded liability. As Director Long mentioned, the magnitude of what WestCAT is going to have to face with regards to pensions is going to be a lot smaller than some of the larger entities, but it is still a big piece. Thus, it may be that doing something like what Director Long is suggesting would mean that WestCAT would not have to put so much away right off. As the cities have been told that in 2020-2021 there is going to be a big bump and then by 2036 it will level off, but we'll all be affected by that, as well as this entity.

General Manager Anderson clarified that WestCAT differs from a lot of agencies in that we do not offer a healthcare benefit to retirees. In our annual calculations, there are various factors that go into those calculations and they're stated in GASB format about inflows and outflows of resources that are detailed in the audit itself. There are calculations that affect the overall PERS pension retirement fund, and those are factored into the annual calculation and included in the financial statements. We are not expecting significant increases (because we do not offer OPEB, or "Other Postemployment Benefits"). The big unfunded calculation in the statements is a calculation of our total pension obligation if we completely stopped all payments to CalPERS. In practice, however, CalPERS annually recalculates rates that are actuarially sufficient to meet our current pension obligations. Those rates were presented in the audit, and totaled roughly \$89,000 for FY18.

Director Long clarified with General Manager Anderson that since WestCAT began offering CalPERS, and because of the smaller staff, the agency has been able to keep up annually with what is owed. Therefore, the agency is really not in the hole.

General Manager Anderson agreed with Director Long's assessment of WestCAT's pension obligations, but explained that the GASB format does require an annual presentation of the ultimate pension liability in the financial statements. From a staff perspective, we're not worried about it because the total amount that we pay to CalPERS is around \$90,000 annually. Thus, even if the discount factor that they choose to use in that year goes up, we're still able to cover any adjustment in rates within our available revenues. Where agencies run into trouble is the medical care benefits, which are huge and growing.

Director de Vera asked General Manager Anderson if the agency has an accounting of the amount that has been returned to MTC for our reserves.

General Manager Anderson replied that that is tracked separately on an annual fund distribution worksheet prepared by MTC at the beginning of each budget cycle, which shows how much is remaining in our Local Transportation Fund. Essentially, this is the "reserve account" that he has been referring to. The amounts that are due and payable to MTC are also contained within our financial statements. It is tracked carefully, and as part of our budget preparation process we show all of our available revenues for that year and prior years that the Board has decision-making authority over. It is not accounted for in the financial statements.

Director de Vera stated that it must be a large amount now.

General Manager Anderson replied that it is approximately \$4.5 Million at present.

Director Long asked if that is \$4.5 Million on paper, and is MTC required to keep it in the bank, or is it like Social Security, where they borrow from it as they have other projects, figuring that they would pay it back. She wondered if they would then be required to pay it back including any interest, and does General Manager Anderson know how it is handled at MTC and what the legal requirements are.

General Manager Anderson answered that the funding is actually held by our county's Auditor-Controller's office. MTC gives direction to the Auditor-Controller's office to either hold or release the money, but it's held and invested according to the investment policies of the County. That's a bit of a problem, because it is being held at a very low rate of return. We have asked the County about other options that are still secure investments, but that would return more. The fact is that they do have other accounts that they can invest in, but not one that they can invest this money in. However, we're confident that all of our money is secure, and there is legal precedent for MTC having to maintain these accounts on behalf of the operators who have contributed them.

Director Long noted the increase in the total operating expenses in FY17-18 and added that they will likely continue to increase for FY18-19, which won't reflect the 5% decrease that MTC was requesting. She wondered if that has been regarded differently since we last spoke with MTC Commissioner Amy Worth.

General Manager Anderson replied that there are discussions going on right now between MTC staff and all of the affected operators. There is a meeting of the staff-to-staff liaison group on the 7th of November to propose an alternative to what the Commission has adopted. Right now the Commission has adopted a requirement that we reduce our operating costs by 5%. That is the requirement, until the Commission takes action to revise or eliminate it. We're trying a number of different approaches and there are discussions going on in each county between the MTC Commissioners and the operators.

Director Long asked if they are expecting then that WestCAT also have at least 5% less in revenue. She wondered whether they were looking at both expenses and revenues at the same time.

General Manager Anderson replied that he does not think that they are looking at this in a logical, realistic way for transit operations. As operators, we're trying to propose something that meets their objectives but that is achievable. It is a bit of a challenging conversation at the moment, but at least there is unanimity amongst the operators that the current Commission adopted policy needs to be amended or changed.

Lastly, Director Long inquired as to whether this report reflects the purchase of the property or the bus wash project at the end of FY17-18, or has that not been completed and will instead appear in the FY18-19 report as an asset.

General Manager Anderson answered that the transaction was not complete by the end of FY17-18, so it will show up in next year's audit. However, some money was expended in FY17-18 for the work on the bus wash itself, and the costs of moving that project forward did appear in that year, but no constructions costs.

ACTION: Motion by Directors de Vera/Banuelos to Receive and File the WCCTA Audited Financial Statements for the Year Ended June 30, 2018.

Vote: **Passed:** **5-0**
 Ayes: **de Vera, Banuelos, Kelley, Long, and Hansen**
 Noes: **None**
 Abstain: **None**
 Absent: **Powers, Chavez**

2.3. Presentation and Discussion of MTC Final Report of Triennial Performance Audit for Fiscal Years 2015, 2016, and 2017.

Charles Anderson, General Manager, began by thanking the WestCAT staff, particularly Rob Thompson, and Yvonne Morrow who shepherded a lot of this through with interactions with the auditors, and when reading through the documents the Board may have noticed the complexity of this and the amount of information that the auditors were looking at in both cases. This was a time where there were a number of other things going on and we were one full staff position down as well. Given that, the results that we had in both of these audits is something that he would like to commend the staff for achieving.

He began his report by explaining that this is an audit that is done every three years by MTC as a condition of their oversight of the Transportation Development Act monies. There are specific measures and indicators included in TDA law requires MTC to assess every three years.

MTC hired the outside firm, Pierlott & Associates, who are experienced in these matters and who have been doing these audits for a long time. Among the things that they look at is compliance with Public Utilities Commission regulations and with the reporting and data collection requirements. The consultants have also done a six year look at major indicators. They don't just look at the three year audit period, they look backwards three years to identify any trends over a six year time horizon. They will then provide information in the report if they observe any major variances or positive or negative trends, and comment on those. No major changes were required to the draft report and we were pleased with their final report.

It is a fairly extensive report and he did not go into great detail, but he did note for the Board that WestCAT was in compliance with all of the requirements, PUC standards, and applicable standards. In addition, the performance trends over the six year period were very stable and it showed that, after correcting for inflation, we had actually achieved a reduction in hourly costs over the six year period.

One of the things that they look at in the report is prior audit recommendations, but there were no recommendations at that time. This time they highlighted two things for recommendations going forward; tracking our on time performance both on the fixed route and paratransit sides. Right now, on the fixed route side we have an obsolescent system for our real-time tracking, so we've taken initiative to try out a system that we think could replace the existing system to give us the tools to comply with this recommendation. On the paratransit side, we implemented a different tracking method, which gave us more accurate information about our on time performance on the Dial-A-Ride system. That showed a drop in on time performance. To address that, we've made some investments in technology; tracking tools and so on that will give our dispatchers a better real-time picture of where our vehicles are and better track on any trips running behind schedule, etc. Thus, we'll give them the tools to address this concern that the auditors have.

He concluded that staff are pleased with the lack of findings in the report and our overall performance as it is reported here in this report.

Director Long inquired as to the geographic coverage area of the Dial-A-Ride and how far it extends.

General Manager Anderson replied that as a starting point, it is essentially the area within our service area boundaries, extending from Port Costa down to the Richmond border just south of us. The line is drawn at the Pinole and Hercules city limits. However, on top of that, we run limited regional services into Richmond and San Pablo, and also make regional connections with County Connection in Martinez. However, the bulk of the service is here within our service area boundaries.

Director Long asked if any of the delays have to do with any of the construction areas that they have to pass through. She realizes that he cannot give a definitive answer, but there is a lot going on with the roads, as well as the metering lights.

General Manager Anderson replied that clearly is a factor and we also have meet times scheduled with our regional providers, and those tend to run late because some of the connecting buses are coming into the meet locations from I-80. Thus, they can run behind and that has a cascading effect on our services.

Director Long went on to mention something that she had heard a while back on the news, having to do with disabled minors being picked up and the trip taking four and five hours. She wanted to confirm for the record that that had nothing to do with the services that we provide.

General Manager Anderson confirmed that that had nothing to do WestCAT.

Director Long added that she wanted to assure people of that, because they sometimes assume that we are all one agency.

General Manager Anderson agreed with Director Long's conclusion that while we may be late on occasion due to situations beyond our control, our passengers overall are happy with the service that we provide. He concluded his comments by referencing the performance audit again, adding that the number of complaints that we get is very low.

Lastly, Director Long questioned that when MTC reads this and sees that our costs have gone up by 4% and labor costs have gone up by 5% and they are expecting us to decrease our expenses by 5%, are they considering inflation in that number as well.

General Manager Anderson replied that MTC wanted a 5% reduction of real costs, and then they wanted future increases held to the CPI, which we've made the case to them that the CPI does not measure the things that are the cost-drivers for us. Therefore, we're trying to get a reconsideration on that. They do consider inflation to that extent, but that is only after we've met the initial 5% reduction target.

Director Long wondered whether once they see this report and they see the costs have gone up, if that is a red flag for them. She does not know how they respond to these reports.

General Manager Anderson replied that, by and large, they receive and file, unless there's a major finding. They do not get into the detail of this report.

Chair Kelley suggested that perhaps we should highlight some of this for them.

Director de Vera reiterated Director Long's points about the increases in costs, but asked whether this also explains about the increase in service that we have. She wondered if that was factored in, and is there a way for us to explain some of these points that they have made in the report.

General Manager Anderson replied that what's tricky about the measures is that you're dealing with a numerator and a denominator. To some extent, if you increase your number of hours, you're increasing

those numbers at the marginal cost rate and, as a consequence of that, some of your fixed costs are reduced, and you're spreading and lowering your costs per hour. However, it hasn't been necessary to make those trade-offs to achieve a particular target. We've actually reduced our costs in key areas. He concluded that they look at the cost per unit or the cost per passenger. There are various ways that they structure the measures and it is a little bit complicated.

Director de Vera reiterated the two recommendations regarding on time performance data. She agrees, because people won't ride transit if it's not on time. She continued by relaying some of her own experiences while waiting with other passengers for WestCAT, and what some of these passengers have said to her about the service leaving too early or arriving late.

General Manager Anderson responded that if Director de Vera speaks with them again that she please ask them to call or email him directly with all of the details (bus number, route, time of day, day of week), because we do follow-up and try to correct any issues. We have had some other issues where, because of the traffic on an earlier trip, we have a chronically late bus. We and our contractor have just been dealing with that. The more information that we have the better, and we can deal with the issues as they come up.

Chair Kelley added that she has heard that there are other bus systems that have an app for their riders that will tell them when the bus is actually going to show up. That is very useful, and she has one on her own phone for AC Transit. Hence, if a bus is late she can look at her phone and maybe not leave work so early. She'll just wait a few more minutes and then go to the bus stop. If that would be part of this new CAD AVL system, she thinks that it is going to be absolutely essential, because otherwise people are just going to give up on transit. She believes that this should be a priority for us, not just for the report, but for our customers.

Vice-Chair Banuelos stated that that would be good, especially at peak rush hour times, because like everyone else, the buses get stuck in traffic. For example, there was construction last night and a wreck, so getting from El Cerrito to here between 7pm-8pm was extremely slow. There was a lot of confusion on the part of the riders as to where the JX and JPX routes were. The bus driver did confirm that it was due to these issues, but an app would be a big help in cases such as these, because there is nothing more infuriating than looking at a digital sign for the next bus and having the arrival time be incorrect.

Chair Kelley added to that, having been a commuter. Everyone knows that there is traffic on I-80 and the bridge, but if we can really know when the bus will arrive and the information is accurate, that makes waiting so much easier.

ACTION: Motion by Directors Long/Hansen to Receive and File MTC's Final Report of Triennial Performance Audit for Fiscal Years 2015, 2016, and 2017

Vote:	Passed:	5-0
	Ayes:	Long, Hansen, de Vera, Banuelos, Kelley
	Noes:	None
	Abstain:	None
	Absent:	Powers, Chavez

2.4. Presentation and Discussion of Final Report: Fiscal Year 2018 Triennial Review for Federal Transit Administration Region IX.

Charles Anderson, General Manager stated that WCCTA Assistant General Manager Rob Thompson will present this item.

Assistant General Manager Thompson reported that every three years the FTA carries out an extensive review of all agencies who receive federal funding. This review looks into a variety of different tasks that we perform to ensure that we are fully compliant with all of the federal rules and regulations. The review

goes over all of the documentation for the previous three years. The full list of the 20 review areas is contained within the Board packet. Some of the major focus areas that they look at are things such as procurements, maintenance, finance, and civil rights.

The review is conducted in two parts. We complete an in-depth set of questions and submit supporting documents in the weeks before the site review. The onsite visit lasts for three days where they go over each of the 20 review areas to make sure that we're compliant.

One of the things that we wanted to note is that we had no repeat deficiencies from the 2015 review. We had a few items that we had to resolve at the time, and we resolved all of those.

He went on to report that of the 20 review areas that were looked at this time, one area was found to have some deficiencies. That was in the area of financial management and capacity. The two notes that the reviewer made in this area had to do with how we document the process, and not the actual process itself. We were asked to clarify in our policies and procedures the allowability of costs, timely distribution of funds, and the segregation of financial duties within the agency. We worked to update our policies and procedures to include and expand these areas, and conducted an overview of our overall financial policies.

We circulated the document to our reviewer and she gave us a few additional comments that we incorporated in the document. We then submitted the updated material to the Federal Transit Administration last week. We're hopeful that they will close that item. We are currently just waiting to hear back from them in that respect. He confirmed that the deadline for submitting our response was met.

ACTION: Motion by Directors Long/Hansen to Receive and File the Final Report: Fiscal Year 2018 Triennial Review for Federal Transit Administration Region IX

Vote:	Passed:	5-0
	Ayes:	Hansen, Long, de Vera, Banuelos, Kelley
	Noes:	None
	Abstain:	None
	Absent:	Powers, Chavez

2.5. Status Report on Salesforce Transit Center Bus Deck Closure.

Charles Anderson, General Manager stated that this was something unexpected that happened while he was on vacation. He reported that the staff here had to respond to the discovery of two load bearing beams that are located in the bus deck portion of the new Salesforce Transit Center. In response, the Transbay Joint Powers Authority (TJPA) acted to immediately close the transit center while they investigated, and the entire facility has been closed since the end of September.

Today, the TJPA reported to their Board the latest timeline for taking care of this problem. The first thing that they are doing is a 2-week period of sampling and testing to see if there are other similar weaknesses in the structure. They have identified a time when the streets under the structure will be opened. That will happen Wednesday, but until the actual center reopens, we will be serving the previous Temporary Transbay Terminal. Fortunately, they had not yet decommissioned that, so it was available for a backup.

After the 2-week testing period, they then have to identify what caused the problem and come up with a design solution. Also, there is an additional step where they have a peer review process conducted by MTC to make sure that that is the appropriate way of dealing with this, and then they have to implement a permanent fix and have that work carried out. Once that's completed the transit center will reopen, but they first have to get to the bottom of how severe this problem is, and they did discover fissures on two of the support beams and there may be others. As a result, they're doing a thorough review to make sure that it has been completely addressed and is a safe facility, which he has confidence that they will do. We've had a lot of inquires as to when it will reopen, but until they discover the actual cause and effect, they won't be

able to put a fix in place, so we don't have a timeline. However, staff are keeping a close eye on this, and will update the Board on any new information and announcements.

COMMITTEE REPORTS

3.1. General Manager's Report

Charles Anderson, General Manager, reported that staff have made three site visits during the course of the construction of the double deck vehicles. Most recently our Maintenance Manager went back October 3rd, went through the first vehicle, which is now close to being finished. However, he noticed a number of things that he felt needed to be addressed before the bus left the factory and he provided a list to our sales engineer at the factory. Those are being corrected now. He is going back again on the 23rd to do the final sign-off and release for that vehicle. He felt that that should be sufficient time for the manufacturer to address all of the issues. At that time, there may be a second vehicle ready for his inspection, and then there is a third one following probably ten days behind that.

Staff thinks that the first vehicle will likely arrive toward the end of October, and will hopefully be in service by the time the transit center reopens. Both the interior and exterior of the buses are looking beautiful and we think that the passengers will love them when they are placed into service.

Chair Kelley said that it sounds wonderful, and they are really looking forward to it.

General Manager Anderson added that it was also great that four members of the maintenance crew had an opportunity to go back to Indiana and observe the bus under construction, and to really get a sense of what is structurally under the skin of the vehicle.

He then moved on to an update on the bus wash project. The bus wash project is still pending final approval by the City of Pinole. We had our engineers submit all of the revised documents, but we're waiting for the stamped final plans to come back to us. We can then put those out to bid, since the Board already authorized us to do so. As soon as that hurdle is cleared, we will begin that process. It looks like an award may be toward Christmas time.

Director Long reminded General Manager Anderson that "the squeaky wheel gets the grease". Sometimes things are shuffled around and things fall through the cracks. We went through this a couple of months ago, and it was definitely on both sides. The designers and whoever else had been working on this also had their challenges. She believes that that has all been worked out, and added that she had also made some recommendations on how that process should take place to ensure that there was better communication between all of the parties. That's why she believes that rather than assume, be that squeaky wheel.

General Manager Anderson replied that he will make that call tomorrow.

He then moved on to the third item in his report. He reported that the purchase of the parcel located at San Pablo Avenue and Pinole Shores Drive is now complete and we've taken title. That was an objective of his for a number of years and we actually finally have it behind us.

Director Long asked since we've taken title, whether we can announce what the purchase price was.

General Manager Anderson replied that it was \$450,000. That money was available in large part through the amounts that we had set aside in Measure J for exactly that purpose.

He reported that now that we have the parcel and the three expansion vehicles coming to an already crowded site, we're interested in moving forward with the development of the parcel as an additional bus operations yard. Fortunately, this project, the expansion of our operations facility, was named in the Regional Measure 3 legislation as an eligible project. The process is underway, whereby CCTA is

coordinating preparation of the required initial project reports for a number of projects, which are then going to be forwarded to MTC for a funding strategy and inclusion in the RM3 program.

As part of that, we'll need to update the construction estimates, which we may need a consultant's assistance with. We did have a preliminary site plan done for that parcel and an original estimate of construction costs at that time. However, the market has changed quite a bit since then and it needs to be updated. We also need to better understand what the City's expectations are for developing that parcel. Since it is a very visible parcel, they may have some ideas about what they would like to see included in the project. All of that is going to be required before the initial project reports are due to MTC the first week of December. Thus, the Board may be seeing an item for an additional task order with the consultant's and engineer's fees at the November meeting.

Director Hansen asked whether there had been anymore talk about the ability to cross the easement. He knows that we went back and forth with the East Bay Municipal Utilities District (EBMUD) at one time, about having to leave the property and then drive back in through another gate. He wondered where that conversation is now.

General Manager Anderson replied that there has been no resolution. EBMUD actually came up with an annual lease fee, which he thought was excessive. Because this is a major aqueduct that serves the northern communities here, there will also need to be clarification, which we were unable to get earlier, of what they will require relating to coverage and weight bearing over the aqueduct. There are further discussions to have now with EBMUD.

Director Long inquired as to whether EBMUD owned this little slice, or do they have an easement.

General Manager Anderson concluded that it is a fee owned portion and it separates the southern edge of our operations yard from this parcel.

He then went on to the next item of discussion, that of Proposition 6, which is on the November ballot. As he mentioned previously, the fiscal audit identified the impact in terms of loss of revenue to WestCAT if Senate Bill 1 (SB 1) is repelled. If that happens we will be short approximately \$250K-\$300K annually. That money has been used to support some of the expanded service that we offer and some of the improvements that we've made to our weekend service.

In addition, we currently receive about \$90K in capital support annually through SB 1, which is particularly critical now because the Proposition 1B money that funded a lot of our local match for vehicle purchases and other capital needs has now sunsetted. We have a small amount of capital reserve money, but not enough to fully fund the local match on the major replacement of a large segment of our fleet that's coming up in a few years. Thus, we're watching this very closely and will report back in November on what adjustments might be necessary should Prop 6 pass.

Lastly, he noted that BART will be doing earthquake retrofits on the transbay tube and that project is scheduled to start in February. The means of doing a lot of the work will be at night when the BART system is shut down, and so they are proposing to shut down the first hour of service across the BART system to give the workers in the tube an additional hour to work. The BART system currently opens at 4am, so beginning in February it will open at 5am. BART has been doing a lot work and outreach to see if the demand can be met by the bus operators.

Director Long requested that if General Manager Anderson talks with BART that he ask that their outreach should actually be through some of the business communities and the local trades that use this service into San Francisco, so people can plan and the impact won't be quite as great.

General Manager Anderson replied that the BART staff came up with a network of services and preliminary schedules taking into account where people are going at that hour of the morning. A big focus of theirs has

been getting people to the San Francisco airport, because a lot of the airline maintenance staff go to work at that hour of the morning. However, they are also trying to have the fares for the replacement services be equal to or less than the BART fare for that trip. Hence, they are proposing to adopt each individual operator's base fares or transbay fare.

There are a lot of moving parts in this, but they did come up with a plan, which BART staff presented to the BART Board at a meeting today. They had discussions with us as well to see if we're in a position to help them out and offer services in that 4am-5am window. We've been in contact with our contractor's General Manager Karen DeRosa to see if that is a possibility. We have agreed to consider having a service from the El Cerrito del Norte BART station into 19th Street in Oakland where there are other options for people to transfer rather than making the transbay trip, and other operators are also filling in and providing that service.

We have yet to have an agreement to bring to the Board or a final proposal or even the discussions about what the revenue implications might be. We will be bringing that item as soon as we have an opportunity to meet with the BART staff and hear their thoughts and see what they're proposing.

In answer to Director Long's question about BART's timeline for completing this work, General Manager Anderson replied that they're anticipating 3 years.

At this point, there was some additional discussion between board members expressing their concerns and exasperation at BART's proposed timeline and the possible implications to patrons.

General Manager Anderson chimed in that the other thing that they discussed with us was that there is a major power supply replacement project that they're eyeing as well, that could significantly extend the construction schedule or the closures. We haven't seen details on that plan yet.

Director Long stated that she doesn't deny the need, but it's just the planning and the outreach that should have already been discussed at a lot of Councils. BART should have been attending their meetings, and informing the Councils of what's going on, because the more people that can talk about this, the more ideas and solutions can be generated. The people that live it are probably the people who can help with some of the solutions.

She would hope that we might be able to provide a more localized service, originating in either Pinole or Hercules and going to 19th Street, and maybe even another drop off area that would be agreeable. She hopes that there are a lot more people involved in the decision making process than just a few people, but she does know that the Pinole members will be bringing this to their Council, who will probably reach out to one of the elected officials on the BART board.

Director de Vera recommended that BART have a presentation, but added that this should have really been done six months ago.

General Manager Anderson said that he will provide the members of the Board with the staff report that BART staff took to their Board today.

CORRESPONDENCE

Charles Anderson, General Manager, reported on the September 13, 2018 letter from Special Districts Risk Management Authority presenting WCCTA with the President's Special Acknowledgement Award-Workers' Compensation Program. He explained that this award is in recognition of no workers' compensation claims filed over the past 5 years by any of the Authority's covered employees, which includes the Maintenance Manager.

Director Long stated that this is really great and she suggested that there be a day of celebration and that the General Manager should bring lunch in for the staff.

The General Manager and other members of the Board agreed with Director Long's suggestion.

Director de Vera stated that this is great and as an insurance agent she knows that that is something that is really important, because the premiums are going to go down and you get extra credit. Therefore, everyone deserves a treat for that.

General Manager Anderson added that this insurance pool is very good at providing information and doing trainings. We had a CPR class that was funded through some of the credits that we had earned by participating in the activities. He thinks that it also speaks to the quality of the people that we have working here. He thanked the staff.

BOARD COMMUNICATION

Myrna de Vera, Director, inquired as to whether drivers are getting their flu shots, she remembered last year that a lot of them got the flu.

Administrative Services Manager Morrow, responded that the WestCAT staff began a health and wellness program recently, because we have sedentary jobs in the office and to encourage everyone to move and to eat healthy and part of that is encouraging people to get their flu shots. We've involved our contractor's staff as well and we have a bulletin board in the hallway now with various information about exercises that people can do who sit for long periods of time, and healthy recipes, etc. We've also replaced a lot of our office chairs for ergonomic chairs and equipment. We're using the bulletin board to remind people to get up and move, and to eat better. We've also initiated a healthy staff/driver lunch every Friday. There have been a lot of good ideas circulating in the office about how to encourage each other stay healthy and active.

Vice-Chair Banuelos communicated that as a rider himself he has noticed that the JPX schedule seems a little haphazard lately, which he believes has a lot to do with the traffic. Leaving El Cerrito del Norte BART, the buses usually arrive in a certain order and everyone gets used to that. However, something is happening where you'll get two JPXs or JXs arriving at the same time, and maybe one or the other hasn't arrived yet, and the line gets longer and people get testier. Ever since the JX began service again, the system has never quite settled down. Especially at night, but again a lot of it is due to the traffic.

He reiterated his earlier comments about the issues from the previous night, which caused a lot of confusion amongst the riders. He mentioned that he emailed the General Manager about it and he had replied that staff are aware of the issues and are looking into them. He added that the bus drivers appear to be happy, although they get frustrated like everyone else in these situations, but for the most part they're just happy that both lines are back and they roll with it.

He then asked for confirmation that the digital signs at the bus stops show the published schedules and not actual arrival times, because they almost never arrive at those times. He concluded that other than that, things are moving along. He just wanted to bring that up, so that those things can just be tweaked a little bit.

General Manager Anderson responded that the phenomenon that Vice-Chair Banuelos is seeing is when a bus doesn't log in and is not establishing communication with our real-time system, it defaults to the scheduled time. Regardless as to whether the bus is actually in service or not. That is another reason for the urgency behind getting the real-time system replaced, because there are more and more buses that can't establish that connection.

The other thing to mention, is that there is still quite a bit of construction still going on at the del Norte BART station, and because of the different phases of construction and how they've proposed to move the stops around the station, AC Transit and ourselves decided that the best alternative was to locate the stops for the duration of construction off site. This will be just to the north of the station itself. It is going to be disruptive, because we've had quite a bit of disruption over the past couple of years due to the different phases of the project. He just wanted to make everyone aware that that is a proposal that has not be finalized yet, but is probably coming soon.

Vice-Chair Banuelos added that as long as they put up some signs letting people know that the stops are moving, that will help everyone go where they are supposed to go.

General Manager Anderson replied that there is some urgency as well in coordinating the signage and the wayfinding with the project managers on the BART side, because that has been an issue.

Lastly, Vice-Chair Banuelos asked whether the bus drivers have control of their head signs to change them as they change routes, because they've told riders that they don't. There is a lot of confusion about that, because drivers will have one route on their head sign, but they will say that they are another route entirely.

General Manager Anderson replied that in an ideal world, the real-time system would change the head sign automatically when the bus passes a trigger point, such as the transit center. However, when the bus can't log in, two things can happen. One is that it will come in with the wrong information on it, and drivers should be able to interact with that. The second thing that can happen is that the system is compromised and the driver sometimes is unable to make changes to the headsigns. There still should be a method for doing it, but often times the older equipment just won't work properly.

Director Long suggested that in such cases, they should have a sign that they can display in the window that would at least signify the change.

ADOURNMENT

At 8:06 PM, Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of October 11, 2018.

Chris Kelley, Chair

Date

Charles Anderson, Secretary

Date

WESTERN CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES

November 8, 2018

City Council Chambers, 2131 Pear Street, Pinole

REGULAR MEETING -6:30 P.M.

A. CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE

Chair Kelley called the meeting to order at 6:32 p.m., and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Directors Myrna de Vera, Debbie Long, Tom Hansen, and Aleida Chavez arrived at 6:42 p.m., Vice-Chair Tim Banuelos arrived at 6:45 p.m.

STAFF PRESENT

Charles Anderson, Rob Thompson, Yvonne Morrow, Mica McFadden, James Grimes, and Mike Furnary

GUESTS PRESENT

Karen DeRosa, General Manager, MV Transportation Pinole Division, Treslyian Edwards Operations Manager, MV Transportation Pinole Division, and Electra Jeter

B. APPROVAL OF AGENDA

MOTION: A motion was made by Director Long, seconded by Director de Vera to approve the agenda. The motion was carried by the following vote:

Ayes: 4 - Long, de Vera, Kelley, Hansen

C. PUBLIC COMMUNICATIONS None

General Manager Anderson, welcomed retired MV Transit General Manager, Electra Jeter, and introduced Trez Edwards, MV Transit's new Operations Manager at our location, and the Authority's new Transit Grants and Compliance Manager, Mike Furnary.

1.0 CONSENT CALENDAR

MOTION: A motion was made by Director Long, seconded by Director Hansen to approve Consent Calendar Item 1.1 and Receive Item 1.2. The motion was carried by the following vote:

Ayes: 4 - Long, de Vera, Kelley, Hansen

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

2.1. Approval of WestCAT Administration and Operations Holiday Schedule for 2019
Recommendation: Formal Approval of Schedule.

General Manager Anderson, introduced the item, noting that the only changes from the 2018 holiday schedule were the observed dates and days of the week where holidays fall in 2019.

MOTION: A motion was made by Director de Vera, seconded by Director Hansen to approve the Administration and Operations Holiday Schedule for 2019. The motion was carried by the following vote:

Ayes: 4- de Vera, Hansen, Long, Kelley

Director Chavez arrived at the meeting at 6:42 p.m.

2.2. Presentation and Discussion of JPX Route Performance Issues
Recommendation: Discussion and Direction to Staff.

General Manager Anderson, presented the item. There have been some concerns expressed both to the Authority and local elected officials here in Pinole, about some service related issues we have been having with the JPX route.

He provided some background on the item and some of the factors that have been affecting the routes, the steps WestCAT staff and MV Transportation have taken to address performance issues, and some foreseeable changes that the JPX will face in 2019.

2.3. Report on November 6 California Election Results & Discussion of Recommended Next Steps in Event of Passage of Proposition 6
Recommendation: Discussion and Direction to Staff.

General Manager Anderson, reported that this was a placeholder in the event that voters had passed Prop 6, which he had last discussed with the Board in October. Prop 6 was defeated in the November election, so we do not need to discuss modifications or reduction to our services.

2.4. Update on WCCTA Bus Wash Replacement Project and Facility Expansion Project
Recommendation: Discussion and Direction to Staff.

General Manager Anderson, provided an update on the bus wash replacement project and the facility expansion project.

Board Members asked questions and made comments.

2.5. Presentation and Discussion of FY2019 1st Quarter Financial and Operating Data Report
Recommendation: Discussion and Direction to Staff.

General Manager Anderson, introduced the item and provided a staff report.

2.6. Report on BART "Early Bird Express" Transbay Tube Earthquake Safety Service Plan
Recommendation: Discussion and Direction to Staff.

Assistant General Manager Thompson, reported that BART plans to delay the start of its service from 4:00 a.m. until 5:00 a.m. in order to do the work on the seismic retrofit of the Transbay Tube, and they have asked WestCAT to help provide some of the alternative bus service they are planning for the 4 a.m. hour.

BART is requesting that WestCAT operate two trips that will leave del Norte in the 4:00 a.m. hour, doing the route to MacArthur Bart Station, 19th Street, and then to the San Francisco Salesforce Transit Center.

WestCAT will need to coordinate with AC Transit and other operators to determine safe and practical stop locations in Oakland, and at the Salesforce Transit Center. At this time, this is the information and details we have. Staff will return to the Board with a complete plan and agreement hopefully at the December meeting. There is a lot of work to be done to put this service in place for February 11th.

Board Members asked questions and made comments.

General Manager Anderson, concluded that we are quite sensitive in making sure that we are adequately reimbursed, so there is no impact to our operating budget.

2.7. Status Report on Salesforce Transit Center Bus Deck Closure
Recommendation: Informational Only.

General Manager Anderson, introduced the item and provided an update. The TJPA are still in the problem assessment phase, so it is likely to be a longer closure than had initially been forecast. There is also no new information about an opening date.

3.0 COMMITTEE REPORTS

3.1. General Manager's Report

General Manager Anderson, reported that the first of the double decker buses has been received, but we have not completed our post-delivery inspection and acceptance process. However, the major issue before placing it in service is that it has to be equipped with Clipper equipment, and there is a problem with that. The wrong cable was furnished for the prewire, one that is not compatible with the equipment that we have. Responsibility for this error has not yet been determined. The correct wiring must be installed before the vehicles go into service. We are waiting for a supply line estimate about how long it will take to get the harness that is compatible with our equipment, and MTC is forcing the issue and expediting that process, but we still do not know yet how quickly this will be resolved. We are intending to put the vehicles into service as quickly as we can.

The second vehicle has left the factory, and should be here in 4-5 days. The third vehicle's release date from the production line is about 10 days out. It is an unfortunate delay, but we will keep the Board updated. There will also be a press release when the vehicles are actually put into service.

Board Members provided remarks on the new double deck bus.

4.0 CORRESPONDENCE None

5.0 BOARD COMMUNICATION

Board Members made announcements of upcoming events.

Director Long announced as of November 4th she will no longer be on the Pinole City Council, she has termed out. She expressed her pleasure at serving on this committee for so long, and shared some of her thoughts and experiences. She is pleased to have been a part of the many new projects and plans for the agency. She is impressed at how well the agency is run. She conveyed her appreciation for the staff and for the other Board members. She concluded by extending her sincere thanks to everyone.

Director de Vera announced her last day on the Hercules City Council is December 11th. She expressed her pleasure at serving for the last 8 years, and shared some of her thoughts and experiences. Also, as a user of the Lynx service she has been able to experience the benefits of public transit first hand, and she is looking forward to future expansions of service. She concluded by thanking all of the staff for their good work, and expressed her appreciation for her fellow Board members.

Vice-Chair Banuelos announced his last day on the Pinole City Council is December 4th. He expressed his delight at how smoothly and how well this Board is run. He has really enjoyed coming here and being a part of this Board. He has also really enjoyed using the bus himself, it is a massive stress relief. WestCAT is going through some growing pains now, but it is on the cusp of a lot of new growth and expansion of services. He is also looking forward to WestCAT providing this new service for BART. He complemented the management, staff, and the drivers. He concluded by extending his thanks to everyone.

Members of the WCCTA Board of Directors each provided comments to outgoing Directors Long, de Vera, and Banuelos.

General Manager Anderson provided comments and expressed sincere thanks to all of the outgoing Directors.

6.0 ADJOURNMENT

At 8:00 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of November 8, 2018.

Chris Kelley, Chair

Date

Charles Anderson, Secretary

Date

WCCTA - WestCAT
Purchase Journal

ITEM # 1.2

Filter Criteria includes: 1) Unposted Transactions only; 2) includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/21/18	50300-10 Outside Services, Operations 20100 Accounts Payable	10/18	October DAR tablets T-MOBILE	3,227.07	3,227.07
11/30/18	50300-60 Outside Services, Admin 20100 Accounts Payable	100	Transit consulting Electra McFadden-Jeter	4,000.00	4,000.00
11/30/18	20200 Accrued Payroll Liabilities 20200 Accrued Payroll Liabilities 20100 Accounts Payable	11/2018	November 30th deferred comp 401K loan Vantagepoint Transfer Agents -- 457	2,779.00 108.15	2,887.15
				10,114.22	10,114.22

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Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/17/18	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	50974	DAR tickets (\$1.00 & \$2.50) A 2 Z Printing Center	2,522.89	2,522.89
11/30/18	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	11/18	November phone service November phone service AT&T	555.18 277.59	832.77
12/14/18	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	43643	Vehicle repair unit #32 (orig date 9/26/18) Bay Area Bus Repair, Inc.	1,207.84	1,207.84
11/20/18	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	516549	Forklift repair Big Joe California North	544.73	544.73
11/7/18	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	AAD004316ABO	Employees anniversary jackets Blue Sky Sports	1,093.47	1,093.47
10/2/18	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	7928	Annual membership 1/1/19-1/1/2020 California Transit Association	7,589.00	7,589.00
11/20/18	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-INO2212658	Janitorial supplies CCP Industries Inc.	494.23	494.23
12/7/18	50902-60 Travel Expense, Admin 20100 Accounts Payable	12/18	CalTIP strategic planning and board meeting Charles Anderson	564.19	564.19
11/29/18	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	122100	Vehicle parts Chuck's Brake & Wheel	3,598.72	3,598.72
11/29/18	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-38K186638	Uniform Cintas Corporation	1,352.15	1,352.15
11/15/18	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	72482266	November phone service November phone service Comcast Business	653.02 326.51	979.53
12/1/18	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	73188686	December fiber optic network December fiber optic network Comcast Business	585.04 292.50	877.54
11/29/18	50499-41	16404508	Vehicle parts	33.55	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Other Mat & Supplies,Veh Ma 20100 Accounts Payable		Creative Bus Sales, Inc.		33.55
12/1/18	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	12/18	December LTD	650.27	
			December supplemental life ins.	269.31	
			BCC		919.58
1/1/19	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	1/19	January LTD	650.27	
			January supplemental life ins.	269.31	
			BCC		919.58
11/14/18	10202 A/R Accrual - MV & Insuranc 10202 A/R Accrual - MV & Insuranc 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	14-2018-NOV	Insurance admin fee unit #169 DOA 9/6/17	202.84	
			Insurance admin fee unit #117 DOA 2/6/18	386.36	
			Insurance admin fee unit # ? DOA 8/21/18	48.30	
			California Transit Systems		637.50
11/26/18	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	M-3283300011	Vehicle parts	1,417.22	
			Dentoni's Welding Works Inc.		1,417.22
11/30/18	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11/18	November bus stop shelter maintenance Don Hinkle	676.50	
					676.50
11/27/18	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	CASA157583	Vehicle parts	100.59	
			Fastenal Company		100.59
11/30/18	11101 Transp. Vehicles & Equipment 20100 Accounts Payable	30110601	Double deck bus inspection (start-up) First Transit, Inc.	9,489.00	
					9,489.00
11/20/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	18-807205	Diesel and gas	20,962.21	
			Flyers Energy, LLC (RCP)		20,962.21
11/30/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-18-811224	Motor oil and DEF	2,811.99	
			Flyers Energy, LLC (RCP)		2,811.99
11/29/18	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	M-40522623	Vehicle parts (no MV)	2,537.31	
			Gillig LLC		2,537.31
1/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	1/19	January health ins.	958.07	
			Health Care Dental		958.07

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Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/28/18	50402-10 Tires & Tubes 20100 Accounts Payable	M-116808	November tires J & O's Commercial Tire Center	9,947.15	9,947.15
11/30/18	50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 20100 Accounts Payable	97015	November service November maintenance November liability ins. MV Transportation	515,114.98 71,667.00 15,399.00	602,180.98
11/28/18	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	305635	Vehicle parts Napa Auto Parts Antioch	6,071.64	6,071.64
12/8/18	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	61722133	December copier Pacific Office Automation/Lease	356.16	356.16
12/1/18	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	52311	December landscaping Pacific Site Landscaping	485.10	485.10
12/13/18	50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 50902-60 Travel Expense, Admin 20100 Accounts Payable	12/18	Office supplies Stuff-A-Bus and driver's insentive Bridge toll Petty Cash, WCCTA/Erenia Rivera	7.65 136.44 5.00	149.09
11/13/18	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	11/18	November gas and electric 10/13-11/13/18 November gas and electric 10/13-11/13/18 PG & E	2,175.80 1,087.90	3,263.70
11/15/18	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	11/2018	November electric 10/17-11/15/18 November electric 10/17-11/15/18 PG & E	8.04 4.02	12.06
12/13/18	50902-60 Travel Expense, Admin 20100 Accounts Payable	12/18	November and December meetings Robert Thompson	228.03	228.03
11/2/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	147042	Diesel Spartan Tank Lines, Inc.	24,762.97	24,762.97
11/9/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	147261	Diesel Spartan Tank Lines, Inc.	24,607.40	24,607.40

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/16/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	147459	Diesel Spartan Tank Lines, Inc.	23,734.49	23,734.49
11/29/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	147805	Diesel Spartan Tank Lines, Inc.	20,392.54	20,392.54
11/19/18	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	17608	Posts for bus stop signs The Constructionn Zone	91.24	91.24
11/19/18	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	9762	Vehicle repair unit #9762 DOA 10/11/18 Walker's Auto Body	4,020.80	4,020.80
11/30/18	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	11/18	November service November service Western Exterminator Co.	98.68 49.32	148.00
				783,571.51	783,571.51

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/20/18	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	IN02213417	Janitorial supplies CCP Industries Inc.	129.50	129.50
12/13/18	50300-10 Outside Services, Operations 20100 Accounts Payable	101	Transit consulting Electra McFadden-Jeter	4,000.00	4,000.00
12/15/18	20200 Accrued Payroll Liabilities 20200 Accrued Payroll Liabilities 20100 Accounts Payable	12/18	December 15th deferred comp 401K loan Vantagepoint Transfer Agents -- 457	2,772.97 108.15	2,881.12
11/28/18	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	M- D711404	Vehicle parts Kenworth Pacific Holding	11,512.66	11,512.66
11/20/18	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	6753094	Vehicle parts Kimball Midwest	404.52	404.52
11/28/18	11104 Facility Repairs 50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M- 10704	Facility (janitor's) room renovation (TDA) bathroom repair Kurt's Plumbing & Heating	2,450.00 200.00	2,650.00
11/30/18	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	IN20460-112018	November phone service November phone service STREAMS	667.98 333.99	1,001.97
11/27/18	50300-60 Outside Services, Admin 20100 Accounts Payable	1804	Audit on-site, GASB 68 entry, audit review, 10Qs, police and procedures, and NTD audit, and annual report (8/21-8/27) Patricia A. Raedy	6,607.77	6,607.77
12/13/18	50300-60 Outside Services, Admin 20100 Accounts Payable	1805	1st QTR accounting services Patricia A. Raedy	4,393.75	4,393.75
11/30/18	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153298872	November service November service Republic Services #851	522.38 261.18	783.56
				34,364.85	34,364.85

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/18	20200 Accrued Payroll Liabilities	12/2018	December 31st deferred comp	2,779.00	
	20200 Accrued Payroll Liabilities		401K loan	189.90	
	20100 Accounts Payable		Vantagepoint Transfer Agents -- 457		2,968.90
				2,968.90	2,968.90

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/17/18	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-33345	Sep, Nov, and Dec inspection Afforda-Test	237.00	237.00
11/30/18	50999-10 Miscellaneous Exp, Operation 50410-10 Postage, Operations 50410-60 Postage, Admin 50300-42 Outside Service, Non-Veh Mai 50300-10 Outside Services, Operations 50902-60 Travel Expense, Admin 50300-41 Outside Service, Vehicle Main 11103 Office Equipment & Furniture 11104 Facility Repairs 50908-10 Marketing & Advertising, Ope 50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	11/18	Shop meeting Nov postage Nov postage Data recovery software, and Zello comp software Cell phone wireless charges, modems, wifi antennas, etc. CalAct, and CTA meetings (Rob T.) Smog test units #66 and Toyota Camry New computers (Mike and Electra), network equip/upgrades/server Janitor room renovation Santa's chair, and trophy Shop supplies Bank of America Business Card	43.14 16.66 8.33 444.98 3,113.12 456.86 123.68 1,190.97 128.64 387.55 159.58	6,073.51
12/15/18	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	73799061	December phone service December phone service Comcast Business	653.02 326.51	979.53
12/26/18	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	16404	Vehicle parts Creative Bus Sales, Inc.	39.77	39.77
12/14/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	M- 18-819542	DEF Flyers Energy, LLC (RCP)	515.13	515.13
12/19/18	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936-02*66725	Buswash project task 2 (TDA) Gannett Fleming, Inc.	9,987.51	9,987.51
11/30/18	50300-60 Outside Services, Admin 20100 Accounts Payable	1227775	October legal services Hanson Bridgett LPP	105.00	105.00
11/20/18	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-3724473	Vehicle parts MCI Service Parts, Inc.	453.27	453.27
12/5/18	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	456919-141	Quarterly maintenance Monterey Mechanical	360.00	360.00

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/18/18	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	M-110514346	Promo items National Pen Company	441.76	441.76
11/1/18	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	22610399-00	Vehicle parts New Pig Corp.	256.86	256.86
12/6/18	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	747117	Excess color meter Pacific Office Automation/Service	5.39	5.39
12/12/18	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/18	December gas and electric 11/14-12/12/18 December gas and electric 11/14-12/12/18 PG & E	1,874.80 937.40	2,812.20
12/14/18	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/2018	December electric 11/16-12/14/18 December electric 11/16-12/14/18 PG & E	8.04 4.02	12.06
12/13/18	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	73320C	Shop doors repair R & S Erection of Richmond, Inc.	164.00	164.00
12/14/18	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-78730053	Trans fluid adn waste pick-up Safety-Kleen Systems, Inc.	1,262.66	1,262.66
12/5/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	147975	Renewable diesel Spartan Tank Lines, Inc.	20,875.68	20,875.68
12/12/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	148170	Renewable diesel Spartan Tank Lines, Inc.	20,655.71	20,655.71
12/19/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	148435	Renewable diesel Spartan Tank Lines, Inc.	19,735.30	19,735.30
12/26/18	50401-10 Fuel & Lubricants 20100 Accounts Payable	148596	Renewable diesel Spartan Tank Lines, Inc.	18,485.28	18,485.28
11/23/18	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	5008	Underground tank parts Superior Undergroud Tank Serv.	192.71	192.71
11/21/18	50300-10 Outside Services, Operations 20100	11/18	November DAR tablets T-MOBILE	3,238.98	3,238.98

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
11/21/18	50300-10 Outside Services, Operations 20100 Accounts Payable	9818807277	Cell phones 10/22-11/21/18 Verizon Wireless	596.29	596.29
12/4/18	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	9763	Vehicle repair unit #3 DOA 9/20/18 Walker's Auto Body	6,047.04	6,047.04
				113,532.64	113,532.64



Monthly Management Report Summary

November, FY 18/19

System & Program Summary

	November FY 18/19	November FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
System Total						
Total Passengers	92,970	99,028	-6.1	508,810	520,788	-2.3
Revenue Passengers	84,371	88,928	-5.1	461,271	469,379	-1.7
Weekday Total Passengers	87,311	93,043	-6.2	484,097	494,830	-2.2
Saturday Total Passengers	3,996	4,322	-7.5	15,790	17,056	-7.4
Sunday Total Passengers	1,663	1,663	0.0	8,923	8,902	0.2
Weekday Average Passengers	4,366	4,652	-6.1	4,567	4,713	-3.1
Saturday Average Passengers	666	720	-7.5	687	711	-3.4
Sunday Average Passengers	333	333	0.0	357	356	0.3
Vehicle Revenue Hours	8,630.17	8,629.55	0.0	46,204.26	42,490.49	8.7
Total Vehicle Hours	9,218.76	9,166.85	0.6	49,213.89	45,477.66	8.2
Revenue Vehicle Miles	157,376.7	155,657.0	1.1	840,480.8	757,807.6	10.9
Total Miles	171,100.0	168,221.0	1.7	915,259.0	853,228.9	7.3
Dial-A-Ride Program						
Number of Weekdays	19	19	0.0	105	104	1.0
Number of Saturdays	6	6	0.0	23	24	-4.2
Total Passengers	2,855	3,275	-12.8	15,595	18,312	-14.8
Revenue Passengers	2,690	3,092	-13.0	14,579	17,108	-14.8
Weekday Total Passengers	2,637	3,025	-12.8	14,693	17,133	-14.2
Saturday Total Passengers	218	250	-12.8	902	1,179	-23.5
Weekday Average Passengers	139	159	-12.6	140	165	-15.2
Saturday Average Passengers	36	42	-14.3	39	49	-20.4
Vehicle Revenue Hours	1,175.73	1,188.08	-1.0	6,407.77	6,640.10	-3.5
Total Vehicle Hours	1,308.25	1,274.28	2.7	6,987.89	7,112.05	-1.7
Productivity	2.4	2.8	-14.3	2.4	2.8	-14.3
Revenue Vehicle Miles	17,345.0	16,219.4	6.9	91,344.4	91,186.0	0.2
Total Miles	19,169.0	18,201.0	5.3	100,830.0	101,289.0	-0.5
Express Routes Program						
Number of Weekdays	20	20	0.0	106	105	1.0
Number of Saturdays	6	6	0.0	23	24	-4.2
Number of Sundays	5	5	0.0	25	25	0.0
Total Passengers	41,363	46,692	-11.4	225,394	248,073	-9.1
Revenue Passengers	37,782	42,177	-10.4	205,989	225,942	-8.8
Weekday Total Passengers	36,597	41,728	-12.3	204,737	226,517	-9.6
Saturday Total Passengers	3,103	3,301	-6.0	11,734	12,654	-7.3
Sunday Total Passengers	1,663	1,663	0.0	8,923	8,902	0.2
Weekday Average Passengers	1,830	2,086	-12.3	1,931	2,157	-10.5
Saturday Average Passengers	517	550	-6.0	510	527	-3.2
Sunday Average Passengers	333	333	0.0	357	356	0.3
Vehicle Revenue Hours	3,082.11	3,060.33	0.7	16,282.93	14,500.08	12.3
Total Vehicle Hours	3,299.16	3,275.77	0.7	17,436.62	15,687.65	11.1
Productivity	13.4	15.3	-12.4	13.8	17.1	-19.3
Revenue Vehicle Miles	55,872.5	55,343.6	1.0	297,538.2	270,774.5	9.9
Total Miles	59,846.3	59,312.1	0.9	318,953.4	291,523.2	9.4



Monthly Management Report Summary

November, FY 18/19

System & Program Summary

	November FY 18/19	November FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
Local Fixed Routes Program						
Number of Weekdays	19	19	0.0	105	104	1.0
Number of Saturdays	6	6	0.0	23	24	-4.2
Total Passengers	23,181	26,560	-12.7	132,759	134,672	-1.4
Revenue Passengers	18,847	21,452	-12.1	108,440	108,559	-0.1
Weekday Total Passengers	22,506	25,789	-12.7	129,888	131,449	-1.2
Saturday Total Passengers	675	771	-12.5	2,871	3,223	-10.9
Weekday Average Passengers	1,185	1,357	-12.7	1,237	1,264	-2.1
Saturday Average Passengers	113	129	-12.4	125	134	-6.7
Vehicle Revenue Hours	2,861.79	2,859.69	0.1	15,495.49	14,201.86	9.1
Total Vehicle Hours	3,004.85	2,998.04	0.2	16,260.47	14,883.76	9.2
Productivity	8.1	9.3	-12.9	8.6	9.5	-9.5
Revenue Vehicle Miles	43,795.3	43,804.7	0.0	237,669.1	213,523.8	11.3
Total Miles	46,492.9	46,419.1	0.2	252,046.1	225,727.5	11.7
Transbay Lynx Program						
Number of Weekdays	20	20	0.0	106	105	1.0
Number of Saturdays	0	0		1	0	
Total Passengers	25,571	22,501	13.6	135,062	119,731	12.8
Revenue Passengers	25,052	22,207	12.8	132,263	117,770	12.3
Weekday Total Passengers	25,571	22,501	13.6	134,779	119,731	12.6
Saturday Total Passengers				283		
Weekday Average Passengers	1,279	1,125	13.7	1,272	1,140	11.6
Saturday Average Passengers				283		
Vehicle Revenue Hours	1,510.54	1,521.45	-0.7	8,018.07	7,148.45	12.2
Total Vehicle Hours	1,606.50	1,618.76	-0.8	8,528.91	7,794.20	9.4
Productivity	16.9	14.8	14.2	16.8	16.7	0.6
Revenue Vehicle Miles	40,364.0	40,289.3	0.2	213,929.1	182,323.4	17.3
Total Miles	42,259.6	42,213.7	0.1	224,019.3	201,620.1	11.1



Passenger & Productivity Statistical Report

November, FY 18/19

System

All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	November			Fiscal Year To Date			November			Fiscal Year To Date		
	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change
Route 10 Weekday	3,216	2,008	-37.6	13,080	10,410	-20.4	14.1	8.9	-36.5	11.3	8.5	-24.7
Route 11 Weekday	4,371	3,642	-16.7	24,520	23,431	-4.4	11.6	9.7	-16.5	12.3	11.3	-8.3
Route 11 Saturday	393	359	-8.7	1,517	1,465	-3.4	5.3	4.9	-7.6	6.0	5.1	-13.8
Route 11 Total	4,764	4,001	-16.0	26,037	24,896	-4.4	10.6	8.9	-15.7	11.6	10.6	-9.0
Route 12 Weekday	3,158	2,809	-11.1	15,378	15,742	2.4	11.6	10.4	-9.7	11.2	10.8	-3.7
Route 15 Weekday	2,333	1,532	-34.3	11,286	8,526	-24.5	10.9	7.1	-35.2	8.6	7.2	-17.0
Route 16 Weekday	4,798	4,642	-3.3	28,535	25,863	-9.4	8.6	8.2	-4.3	9.6	8.3	-13.1
Route 17 Weekday	532	514	-3.4	2,430	2,899	19.3	4.7	4.6	-2.1	4.2	4.7	13.3
Route 18 Weekday	612	575	-6.0	2,813	3,035	7.9	6.4	6.0	-6.0	5.4	5.8	6.7
Route 19 Saturday	378	316	-16.4	1,706	1,406	-17.6	4.5	3.8	-16.2	5.4	4.4	-18.3
Route 30Z Weekday	1,969	1,925	-2.2	11,748	12,335	5.0	5.3	5.1	-2.8	5.6	5.9	5.9
Route C3 Weekday	4,800	4,859	1.2	21,659	27,647	27.6	10.2	10.3	0.8	13.4	10.6	-21.1
Route DAR Weekday	3,025	2,637	-12.8	17,133	14,693	-14.2	2.8	2.5	-11.7	2.8	2.5	-11.8
Route DAR Saturday	250	218	-12.8	1,179	902	-23.5	2.4	2.0	-14.0	2.4	2.1	-11.7
Route DAR Total	3,275	2,855	-12.8	18,312	15,595	-14.8	2.8	2.4	-11.9	2.8	2.4	-11.7
Route J Weekday	21,810	18,208	-16.5	122,656	102,508	-16.4	16.5	13.6	-17.8	17.4	14.0	-19.7
Route J Saturday	3,301	3,103	-6.0	12,654	11,734	-7.3	11.6	10.9	-5.9	14.3	10.8	-24.2
Route J Sunday	1,663	1,663	0.0	8,902	8,923	0.2	8.4	8.4	0.1	12.0	9.1	-23.6
Route J Total	25,774	22,974	-14.2	144,212	123,165	-14.6	14.9	12.6	-15.2	16.6	13.1	-21.1
Route JPX Weekday	11,607	11,810	1.7	63,090	65,252	3.4	13.9	14.0	1.2	17.5	14.0	-20.0
Route JX Weekday	8,311	6,579	-20.8	48,771	36,977	-9.3	19.6	15.6	-20.2	18.4	16.6	-9.7
Route LYNX Weekday	22,501	25,571	13.6	119,731	134,779	12.6	14.8	16.9	14.5	16.7	16.8	0.5
Route LYNX Saturday					283						21.0	
Route LYNX Total	22,501	25,571	13.6	119,731	135,062	12.8	14.8	16.9	14.5	16.7	16.8	0.6
Total System-Wide	99,028	92,970	-6.1	520,788	508,810	-2.3	11.5	10.8	-6.1	12.3	11.0	-10.2

**Ridership in November 2018 was negatively impacted by the WCCUSD school closures on the Friday before and the week of Thanksgiving. This is atypical for November. One of the main factors was that many people stayed home from work and school due to the poor air quality relating to all of the smoke from fires throughout Northern California.*

Distribution by Time of Day - WestCAT Express

Date: 11/8/2018

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		38	89	53	14							23	53	55	25	16	
JPX		49	53	83	56	38	25	28	23	33	33	50	52	69	32	6	13
J	18	60	80	90	57	54	59	44	33	45	60	118	98	103	76	55	29
Total Passengers	18	147	202	226	127	92	84	72	56	78	93	191	203	227	133	77	42

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	18	19	19	3
Total Passengers	18	19	19	3

JX	346
JPX	643
J	1138
Total	2127

Distribution by Time of Day -Lynx Transbay

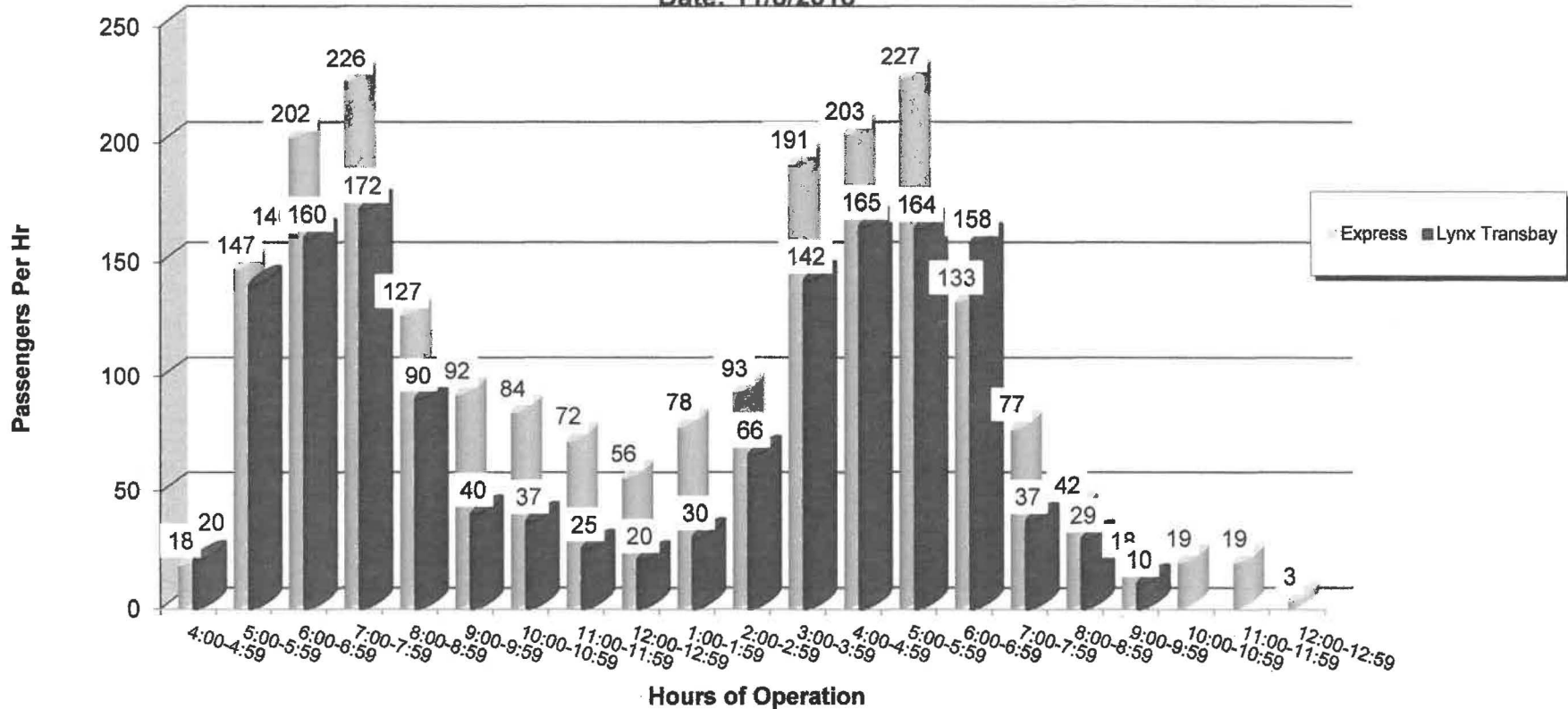
Date: 11/8/2018

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	20	140	160	172	90	40	37	25	20	30	66	142	165	164	158	37	29
Total Passengers	20	140	160	172	90	40	37	25	20	30	66	142	165	164	158	37	29

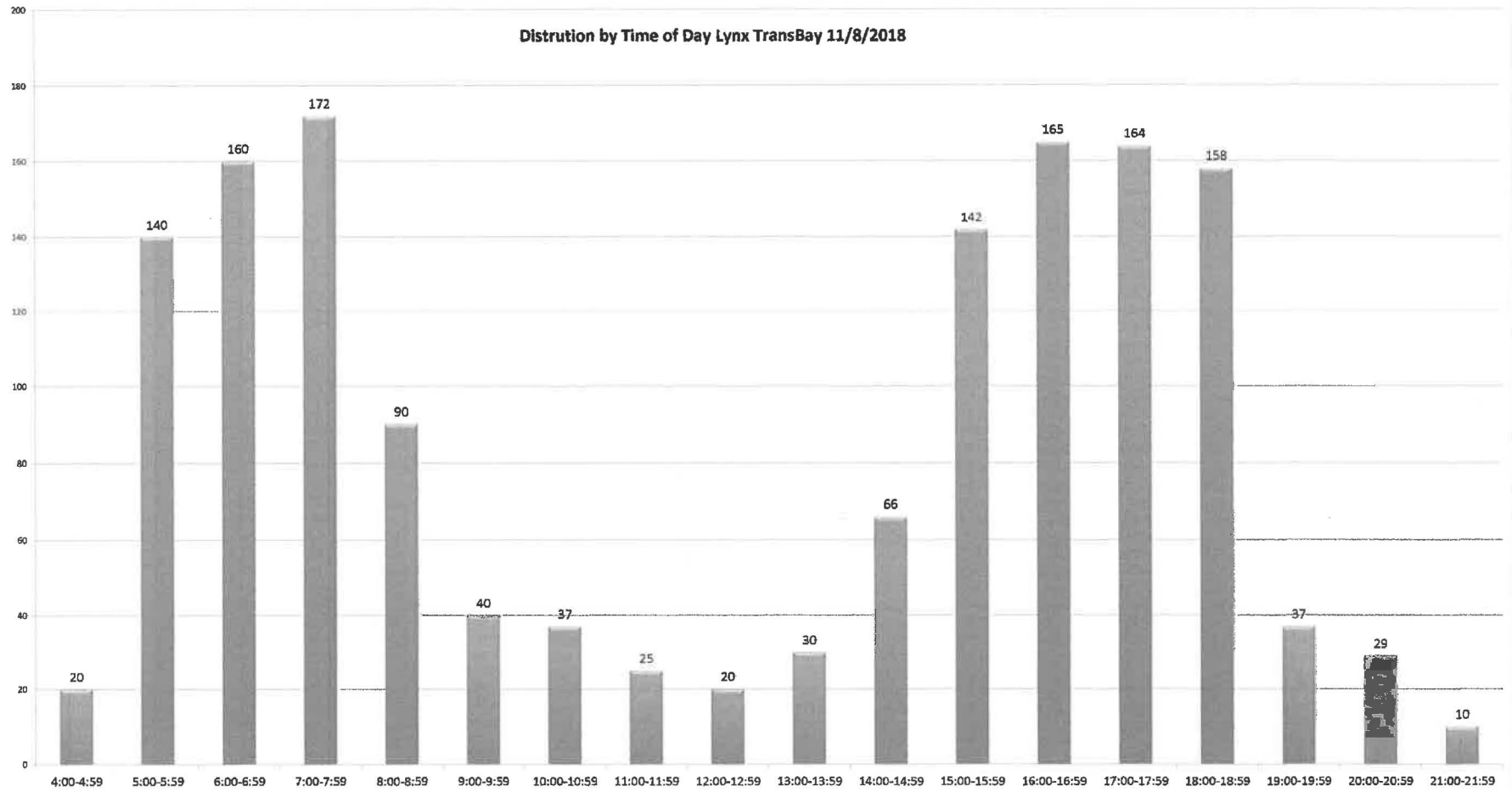
	21:00-21:59
TransBay LYNX	10
Total Passengers	10

Total Lynx	1505
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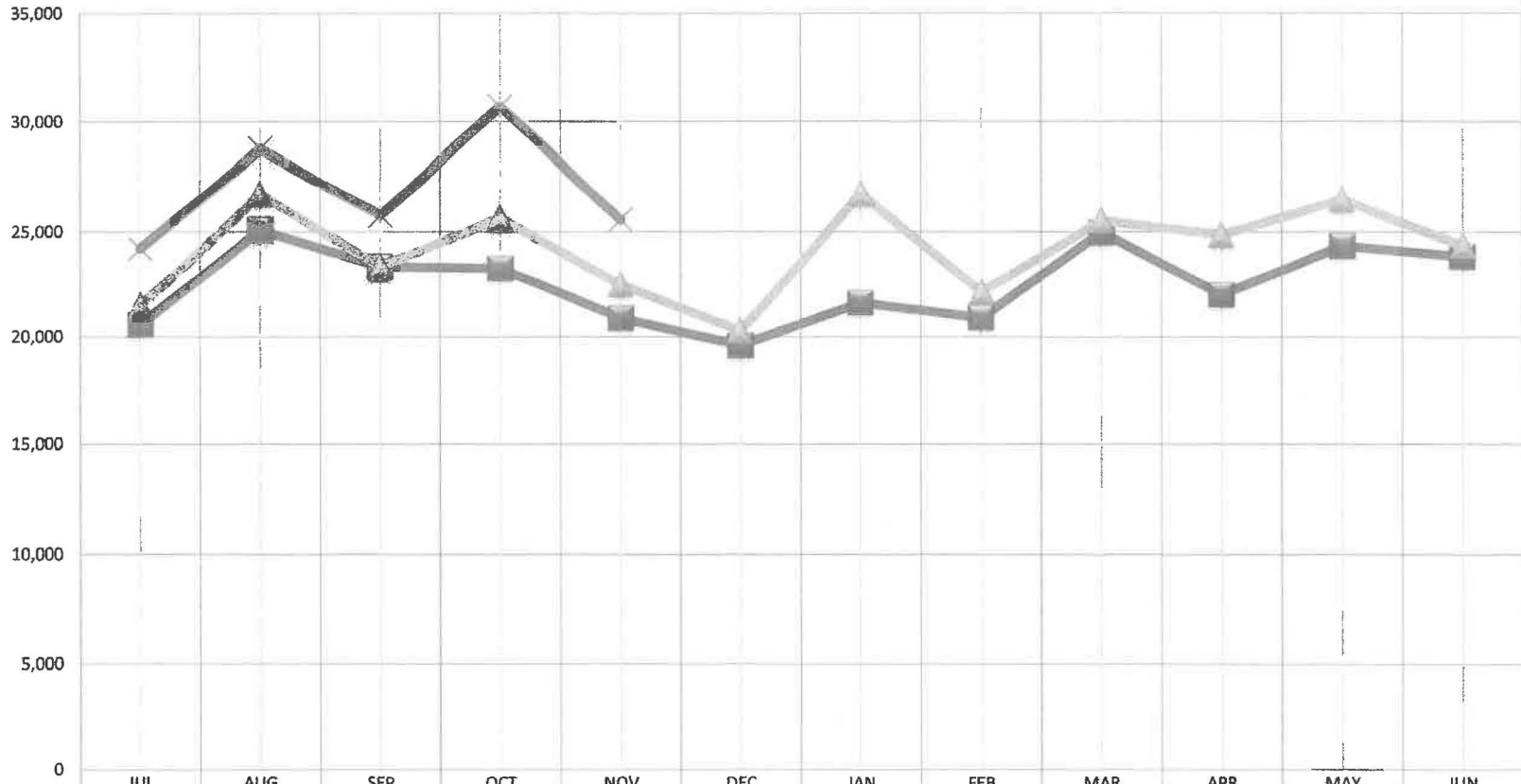
**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date: 11/8/2018**



Distrution by Time of Day Lynx TransBay 11/8/2018



WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 16-17	20,572	25,088	23,362	23,280	20,884	19,596	21,628	20,910	24,989	22,024	24,348	23,854
ridership 17-18	21,476	26,751	23,360	25,643	22,501	20,270	26,787	22,149	25,525	24,862	26,509	24,354
ridership 18-19	24,228	28,770	25,776	30,717	25,571							

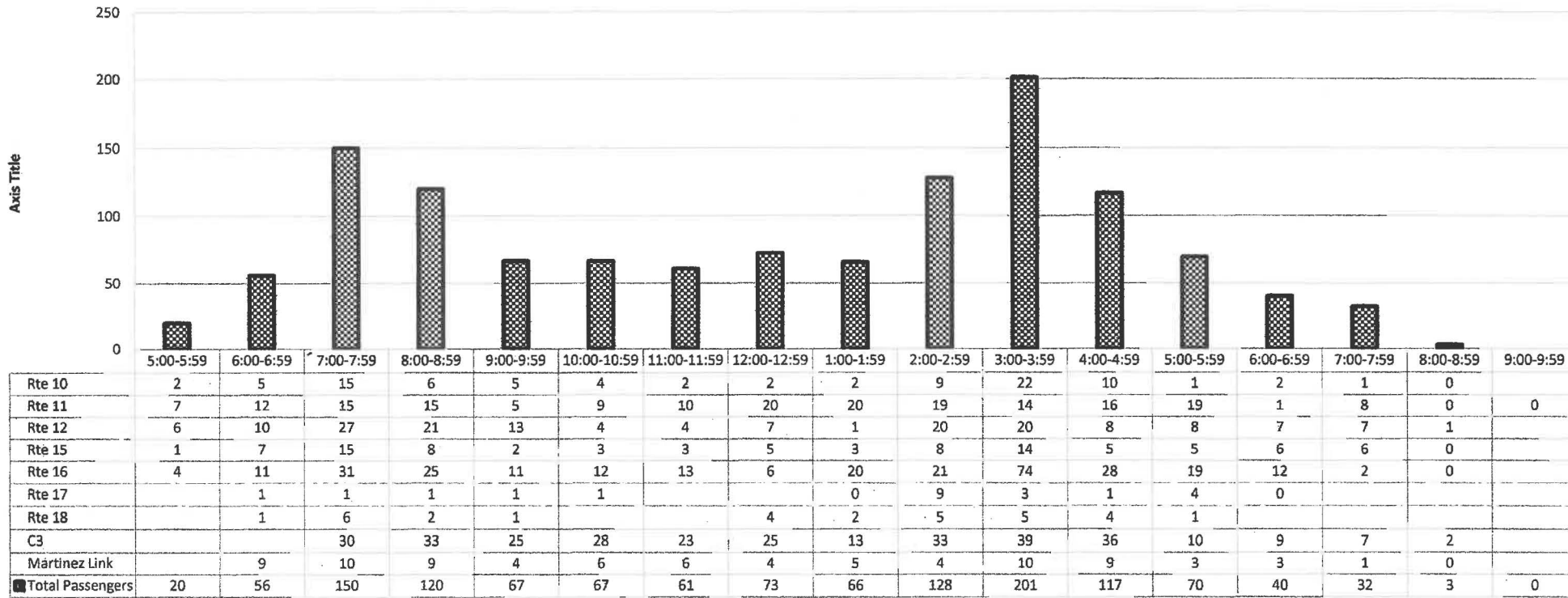
Distribution by Time of Day - Fixed Route

Date: 11/8/2018

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	2	5	15	6	5	4	2	2	2	9	22	10	1	2	1	0	
Rte 11	7	12	15	15	5	9	10	20	20	19	14	16	19	1	8	0	0
Rte 12	6	10	27	21	13	4	4	7	1	20	20	8	8	7	7	1	
Rte 15	1	7	15	8	2	3	3	5	3	8	14	5	5	6	6	0	
Rte 16	4	11	31	25	11	12	13	6	20	21	74	28	19	12	2	0	
Rte 17		1	1	1	1	1			0	9	3	1	4	0			
Rte 18		1	6	2	1			4	2	5	5	4	1				
C3			30	33	25	28	23	25	13	33	39	36	10	9	7	2	
Martinez Link		9	10	9	4	6	6	4	5	4	10	9	3	3	1	0	
Total Passengers	20	56	150	120	67	67	61	73	66	128	201	117	70	40	32	3	0

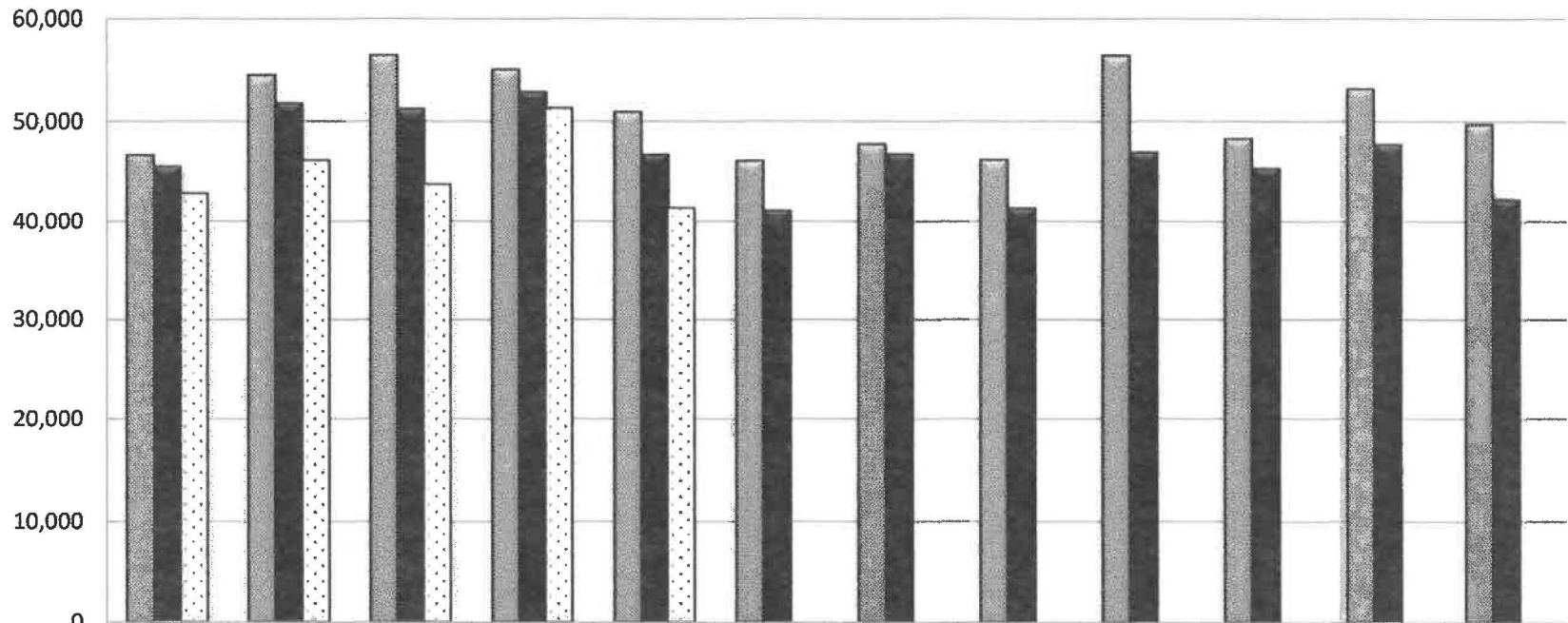
Total Route 10	88
Total Route 11	190
Total Route 12	164
Total Route 15	91
Total Route 16	289
Total Route 17	22
Total Route 18	31
Total C3	313
Martinez Link	83
Total	1271

Distrubution By Time Of Day Fixed Route 11/8/2018





WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 16-17	46,697	54,559	56,514	55,114	50,917	46,115	47,755	46,214	56,481	48,308	53,170	49,729
ridership 17-18	45,561	51,750	51,217	52,853	46,692	41,111	46,780	41,380	46,946	45,332	47,729	42,253
ridership 18-19	42,824	46,152	43,773	51,282	41,363							

**Preventable Accidents per Miles Driven in 12 Month
Period**

November-18

	Miles	Accidents	Frequency 12 Month Period
FR	1,830,494	19	96,342
DAR	234,268	2	117,134

FR=Fixed Route, Martinez Link, Transbay, & Express
DAR=Dial-A-Ride

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	0	5	3	2	0	8	4
DAR	0	0	1	2	0	0	0	2

WESTERN CONTRA COSTA TRANSIT AUTHORITY

Statement of Investment Policy

Western Contra Costa Transit operates solely from the receipt of public funding. The basic premise underlying Western Contra Costa Transit Authority's investment philosophy is to ensure that money is always available when needed while maximizing interest in a secure account.

It is the policy of Western Contra Costa Transit Authority to invest public funds in a manner which will provide the greatest security with the maximum investment return while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds. The authority governing investments for municipal governments is set forth in the California Government Code, Section 53600 et seq.

The safety of principal is the foremost objective of the investment program. Investments of Western Contra Costa Transit Authority shall be undertaken in a manner that seeks to ensure the preservation of operating funds.

Western Contra Costa Transit Authority's investments will remain sufficiently liquid to enable Western Contra Costa Transit Authority to meet all operating and capital requirements that might be reasonably anticipated.

It is intended that this Investment Policy provide guidelines for all funds and investment activities under the direct authority of Western Contra Costa Transit Authority.

Because of limitations in the amount of available funding and the need for flexibility during each quarter of WCCTA's fiscal year, funds available for investing are to be held exclusively in the State Treasurer's Local Agency Investment Fund (LAIF).

Farebox receipts are held in an interest bearing savings account. Savings accounts must be insured by FDIC and will not exceed \$250,000 per account.

Authority to manage Western Contra Costa Transit Authority's investment program is provided by formal action of the Board of Directors as required by State law, and will be reauthorized by Resolution annually as required by law. On April 14, 2004 the Board of Directors delegated responsibility for the investment program to the General Manager or his/her designee, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff. Any new investments (excluding the LAIF transactions) will be reviewed and approved by Western Contra Costa Transit Authority Manager. Annually, the Board of Directors will review and adopt by resolution the updated Investment Policy, in which the Board of Directors will delegate responsibility for the investment program to the General Manager.

Western Contra Costa Transit Authority's investments shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with Western Contra Costa Transit Authority's investment risk constraints and the cash flow characteristics of the funding.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance Western Contra Costa Transit Authority.

Any security type or structure not specifically approved by this policy is hereby specifically prohibited. Specifically, derivatives are not eligible investment instruments. A derivative is defined as any security where the value is linked to, or derived from, an underlying asset or benchmark. Western Contra Costa Transit Authority will not use such derivatives as range notes, dual index notes, inverse floating rate notes, deleveraged notes, or notes linked to lagging indices or to long-term indices, nor will Western Contra Costa Transit Authority invest in interest-only strips that are derived from a pool of mortgages, or any security that could result in zero interest accrual if held to maturity. This policy does not preclude the use of callable securities, as they do not fall within the definition of a derivative as described herein. Investments such as stocks are also prohibited.

Western Contra Costa Transit Authority currently only uses the Local Agency Investment Fund (LAIF) that was established by the State to enable local agency treasurers to place funds in a pool for investments. The investigation of any pool shall include the following:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how interest is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, and what size deposit or withdrawals allowed.
- A schedule for receiving statements.
- A description of how reserves, retained earnings, etc. are utilized by the pool.
- A fee schedule, and when and how they are assessed.
- The eligibility or acceptance of the deposit of bond proceeds.

Protections for investment to the LAIF pool are as follows:

There is no insurance applied to the LAIF pool on individual securities, sectors of the portfolio, or the portfolio in general. However, due to the characteristics of the portfolio, credit risk is minimal. Often insurance is considered a less expensive way of maintaining credit quality, i.e. insuring a single bond to bring it to an AAA rating is less expensive than buying the AAA bond outright. Certain provisions regarding trigger mechanisms for policies to become effective are judged to be improbable. One such provision is the requirement that all investment earnings be exhausted before insurance coverage becomes effective.

The State is self-insured. Any claim against the portfolio would go to the Board of Control. Any fraud assertions would be heard by the Attorney General's office. Any judgment awarded would be appropriated by the Legislature. Risk management controls at third-party designated depositories provide insurance coverage through a combination of blanket bonds and all-risk policies. Since by custom all Pooled Money Investment Accounts (PMIA) investments are domiciled at third-party depositories, losses on these securities due to fraudulent acts or lack of fidelity by officers or employees of these institutions are insured. Risk management controls cover losses ranging up to \$500 million, depending on the incident.

LAIF's Program Description and LAIF Statutes are attached and made a part of this policy.

PASSED AND ADOPTED, by the Board of Directors of the Western Contra Costa Transit Authority, on the ____ day of _____ 2019.

AYES:

NOES:

ABSTAIN:

ATTEST:

Chris Kelley
Chair, Western Contra Costa Transit Authority
Board of Directors

Charles A. Anderson
Secretary to the Board

Date: _____

Date: _____



MAILING ADDRESS
P.O. Box 6324
Concord, CA 94524
www.foodbankccs.org
Federal Tax ID# 94-2418054

CONCORD LOCATION:
4010 Nelson Avenue
Concord, CA 94520
P: (925) 676-7543
F: (925) 671-7933

FAIRFIELD LOCATION:
2339 Courage Drive, Suite F
Fairfield, CA 94533
P: (707) 421-9777
F: (707) 421-0205



December 31, 2018

FOR INFORMATION ONLY

WestCAT
601 Walter Avenue
Pinole, Ca 94564

Thank you for your FANTASTIC 2018 holiday food drive donation of 1,024 pounds of food from the friends and employees of WestCAT! Your donations equate to 853 meals which brightened many faces. We are very appreciative of your continued support of the Food Bank and those in need in our community!

How does your donation help? Kathy cared for their three children while husband Tim worked at a good job. Kathy was on the way to pick up the children from school when she was in a serious car accident. Tim is taking a leave of absence from his job for one year so he can care for his children and his wife. Unfortunately, the accident has put a serious financial strain on this family. Last month, Tim was speaking with a friend who volunteers at the Food Bank and the friend told him the Food Bank could provide food for the family and ease some of his burden. The family now visits one of our monthly food distributions, a food pantry to receive additional nonperishable food (all made possible with the food you collected) and our mobile produce truck (to receive fresh produce every two weeks). Your generosity is what is feeding this wonderful family and they will remember the food you provided that put them back on the road to self-sufficiency.

We serve 178,000 people each month and distribute over 70,000 pounds of food every working day. Those that receive your food donations, whether they are children, seniors, low-income or just hungry, gratefully appreciate your kindness in thinking of them. THANK YOU for providing food to feed Tim and his family. We hope you will continue to support the Food Bank and the new families that come to us for assistance. Together we are ending hunger!

Sincerely,

Joan Tomasini
Food Drive Administrator
925-771-1315
jtomasini@foodbankccs.org
Fed Tax ID 94-2418054