



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: August 11th, 2022 (Thursday)
TIME: 6:30 PM
PLACE: Via Zoom conference call (access details
below)

Remote Participation

As a result of the COVID-19 public health emergency and pursuant to Assembly Bill 361 (2021), there will be no physical location for the Board Meeting. Board members will attend via teleconference and members of the public are invited to attend the meeting and participate remotely. Pursuant to Assembly Bill 361 (2021), Board members: Aleida Andrino-Chavez, Dion Bailey, Tiffany Grimsley, Tom Hansen, Norma Martinez-Rubin, Maureen Toms, and Maureen Powers may be attending this meeting via teleconference, as may WCCTA Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

The public may observe and address the WCCTA Board in the following ways.

Remote Viewing/Listening Webinar

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link to join the webinar at the noticed meeting time:

Topic: August 2022 Regular Board Meeting
Time: August 11th, 2022, 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/88578398743>

Meeting ID: 885 7839 8743
One tap mobile
+16699006833,,87285727097# US (San Jose)

Public Comment via Teleconference

Members of the public may address the Board during the initial public comment portion of the meeting or during the comment period for agenda items. Participants may use the chat function on Zoom or physically raise their hands to be recognized.

Public comments may be submitted via email to info@westcat.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

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 before the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangement can be made to provide accessibility to the meeting or service.

AGENDA

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. The time limit is 3 minutes and is subject to modification by the Chair.

1.0 CONSENT CALENDAR

- 1.1 Approval of Expenditures of July, 2022. *
- 1.2 Receive Contractors Monthly Management Report, May and June 2022. *
[Action Requested: Approve Items 1.1 and Receive Item 1.2]

2.0 CLOSED SESSION (Pursuant to Section 54956.9(b) of the Ralph M. Brown Act)

Conference with Legal Counsel - Anticipated Legislation
Significant Exposure to Litigation Pursuant Government Code Section 54956.9(b).^^

3.0 RECONVENE TO OPEN SESSION

Report of Actions Taken During Closed Session

4.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 4.1 Adoption of Resolution 2022-15, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent

Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning August 13th, 2022, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2022-15] ***

- 4.2 Presentation of Staffing Changes and Updated Organizational Chart **[Action Requested: Information Only.] ***
- 4.3 Approval of WCCTA Publicly Available Pay Schedule **[Action Requested: Retroactively Formally Approve and Adopt WCCTA Publicly Available Pay Schedules for FY16-17, FY17-18, FY18-19, FY19-20, FY20-21, FY21-22, and Formally Approve and Adopt the WCCTA Publicly Available Pay Schedule for FY22-23.] ***
- 4.4 Consideration of Free-Fare Promotion Throughout October 2022. **[Action Requested: Formal Authorization to Offer Free Rides Throughout the Month of October 2022.] ***
- 4.5 Presentation and Discussion of Final Report: Fiscal Year 2022 Triennial Review for Federal Transit Administration Region IX. **[Action Requested: Receive and File.] ***
- 4.6 Authorization to Release Request for Proposal (RFP) for the development of a Zero Emission Bus Rollout Plan **[Action Requested: Formal Authorization for General Manager to Release RFP for Competitive Bid] ***

5.0 COMMITTEE REPORTS

- 5.1 General Manager's Report. **[No Action: Information Only]**
- 5.2 WCCTAC Representative Report. **[No Action: Information Only]**

6.0 CORRESPONDENCE

7.0 BOARD COMMUNICATION

8.0 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). This information will also be uploaded and posted to the website before the meeting and made available at this link [WestCAT Board of Directors](#). 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 September 8th 2022

WCCTA Board meetings are prerecorded and posted for public viewing on the Authority's website at this link: [WestCAT Board of Directors](#).

Agenda Item 1.1

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
6/29/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4927aa	Shop supplies (4 Dozen cases of broom) Daglow Janitorial & Medical Supply	489.27	489.27
5/24/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D912605	Vehicle parts (unit 201) NorCal Kenworth	38.39	38.39
				527.66	527.66
				527.66	527.66

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7/6/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	72206	Vehicle repair (unit 205) Arctic Woolf & Cub	2,808.47	 2,808.47
7/13/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000018490942	June & July phone service June & July phone service AT&T	91.31 45.66	 136.97
7/28/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	135048	Vehicle parts Chuck's Brake & Wheel	2,561.97	 2,561.97
7/28/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	135049	Vehicle parts Chuck's Brake & Wheel	3,072.66	 3,072.66
7/21/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4126055366	July uniforms Cintas Corporation	512.12	 512.12
7/28/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4126740446	July uniforms Cintas Corporation	512.12	 512.12
7/27/22	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	2330	Fire equipment installation - (TDA) Contra Costa Fire Equipment	654.11	 654.11
7/18/22	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	11227	July LTD BCC	762.32	 762.32
7/22/22	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	11267	August LTD & Supplemental life Ins. AUGust LTD & Supplemental life ins. BCC	698.79 197.60	 896.39
7/5/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	58331	Vehicle parts Diesel Marine Electric	2,409.01	 2,409.01
7/18/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	58334	Vehicle parts Diesel Marine Electric	2,957.76	 2,957.76
7/12/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-581609	Anti-freeze Flyers Energy, LLC (RCP)	302.94	 302.94
7/12/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-581610	DEF Flyers Energy, LLC (RCP)	950.72	 950.72
7/19/22	50401-10 Fuel & Lubricants	22-587968	DEF & Mobil	1,499.46	

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	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,499.46
7/28/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-596671	Anti-freeze Flyers Energy, LLC (RCP)	432.87	432.87
7/27/22	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	0000011526	Bus wash additional CM & design svc (TDA) Gannett Fleming, Inc.	21.53	21.53
7/27/22	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	0000011527	Bus wash scope - Task order 5 (TDA) Gannett Fleming, Inc.	10,690.31	10,690.31
7/14/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	40938905	Vehicle parts Gillig LLC	2.14	2.14
7/19/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	40939967	Vehicle parts (unit 406) Gillig LLC	213.44	213.44
7/19/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	40942173	Vehicle parts (unit 405) Gillig LLC	316.97	316.97
7/28/22	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	40943052	Vehicle parts (unit 409) d.o.a 7.14.22 Gillig LLC	11,426.54	11,426.54
7/18/22	50300-60 Outside Services, Admin 20100 Accounts Payable	1324766	June Legal services Hanson Bridgett LPP	1,050.00	1,050.00
7/19/22	50402-10 Tires & Tubes 20100 Accounts Payable	150686	July tires J & O's Commercial Tire Center	3,835.78	3,835.78
7/29/22	50402-10 Tires & Tubes 20100 Accounts Payable	150963	July tires J & O's Commercial Tire Center	2,653.50	2,653.50
8/1/22	50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	7522988874	Aug medical insurance (Rob Petty) Aug medical insurance (Admin Staff) Kaiser Foundation Health Plan, Inc.	1,134.79 9,864.61	10,999.40
9/1/22	50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	75229889006-1 (A)	September medical insurance (Rob Petty) September medical insurance (Admin Staff) Kaiser Foundation Health Plan, Inc.	1,134.79 9,443.57	10,578.36
7/13/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	2344	Service call for lift inspection Makai Solutions	1,190.89	1,190.89

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7/19/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921075	Vehicle parts (unit 204) NorCal Kenworth	220.69	220.69
7/19/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921094	Vehicle parts (Unit 405) NorCal Kenworth	805.50	805.50
7/20/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921305	Vehicle parts (unit 408) NorCal Kenworth	2,891.39	2,891.39
7/22/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921792	Vehicle parts (unit 167) NorCal Kenworth	1,391.45	1,391.45
7/22/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921804	Vehicle parts (unit 165) NorCal Kenworth	246.38	246.38
7/22/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D922209	Vehicle parts (unit 167) NorCal Kenworth	362.71	362.71
7/25/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921965	Vehicle parts (unit 771) NorCal Kenworth	800.40	800.40
7/25/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D921984	Vehicle parts (unit 408) NorCal Kenworth	128.09	128.09
7/26/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D922182	Vehicle parts (unit 167) NorCal Kenworth	271.61	271.61
7/26/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D922276	Vehicle pasrts (unit 408) NorCal Kenworth	13.26	13.26
7/27/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D913394	Vehicle parts (unit 164) NorCal Kenworth	4.82	4.82
7/27/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D922421	Vehicle parts (unit 157) NorCal Kenworth	148.01	148.01
7/28/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D922676	Vehicle parts (Unit 408) NorCal Kenworth	142.37	142.37
7/29/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D922928	Vehicle parts NorCal Kenworth	120.99	120.99

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7/13/22	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	202206-Westcat	June pillot program Central Contra Costa Transit Authority	1,828.14	1,828.14
7/25/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	77093829	August copier & fees Pacific Office Automation/Lease	357.79	357.79
7/1/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6917159-00 R	sales tax balance due on original invoice Pacific Power Group, LLC	10.53	10.53
7/29/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6917495-00	Vehicle repair (unit 166) Pacific Power Group, LLC	3,018.95	3,018.95
7/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	61786	July landscaping Pacific Site Management	591.34	591.34
7/19/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	7/2022	July gas & electric (6/12 - 7/13/2022) July gas & electric (6/12 - 7/13/2022) PG & E	3,555.58 1,777.79	5,333.37
7/21/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	7/2022	July gas & electric (6/12 - 7/13/2022) July gas & electric (6/12 - 7/13/2022) Pacific Gas & Electric	9.65 4.83	14.48
7/26/22	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	BP18-0088	Final bill for fire construction -Bus wash - (TDA) Pinole Fire Department	219.00	219.00
7/20/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	39524	Replace & fix radio for buses (4) Precision Wireless Service	1,010.00	1,010.00
7/31/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	105734G	Sliding gate repair (back gate) R & S Erection of Richmond, Inc.	585.00	585.00
7/25/22	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	144288	Bike rack replacement (unit 206) d.o.a 7/12/2022 Sportsworks Global LLC	5,689.43	5,689.43
7/25/22	50300-10 Outside Services, Operations 20100 Accounts Payable	7/2022	July DAR, Tablets & phones T-MOBILE	2,246.33	2,246.33
7/19/22	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001027	July maintenance & support TransTrack Systems, Inc.	4,137.50	4,137.50
7/21/22	50300-10 Outside Services, Operations	9911647903	Juy cell phone (7/22 - 8/21/22)	57.43	

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	20100 Accounts Payable		Verizon Wireless		57.43
7/13/22	50300-10 Outside Services, Operations	25432921	July pest control maintenance	120.87	
	50300-60 Outside Services, Admin		July pest control maintenance	60.43	
	20100 Accounts Payable		Western Exterminator Co.		181.30
7/11/22	50401-10 Fuel & Lubricants	829547	Gas	13,605.39	
	20100 Accounts Payable		World Oil Environmental Services		13,605.39
7/15/22	50401-10 Fuel & Lubricants	829700	Diesel	39,156.06	
	20100 Accounts Payable		World Oil Environmental Services		39,156.06
7/26/22	50401-10 Fuel & Lubricants	829990	Diesel	37,465.40	
	20100 Accounts Payable		World Oil Environmental Services		37,465.40
				196,503.86	196,503.86
				196,503.86	196,503.86



System & Program Summary

	May FY 21/22	May FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	54,373	30,809	76.5	484,425	306,489	58.1
Revenue Passengers	48,502	26,973	79.8	432,694	98,594	338.9
Weekday Total Passengers	51,117	27,759	84.1	452,942	279,007	62.3
Saturday Total Passengers	1,742	1,957	-11.0	20,036	18,264	9.7
Sunday Total Passengers	1,514	1,093	38.5	11,447	9,218	24.2
Weekday Average Passengers	2,434	1,388	75.4	1,944	1,213	60.3
Saturday Average Passengers	436	391	11.5	401	351	14.2
Sunday Average Passengers	252	182	38.5	212	171	24.0
Vehicle Revenue Hours	6,776.05	5,910.21	14.6	72,052.52	65,174.83	10.6
Total Vehicle Hours	7,197.40	6,224.82	15.6	76,568.49	68,900.35	11.1
Revenue Vehicle Miles	113,120.5	95,681.5	18.2	1,188,165.7	1,064,564.5	11.6
Total Miles	134,246.0	117,523.0	14.2	1,414,779.9	1,284,194.4	10.2
Dial-A-Ride Program						
Number of Weekdays	21	20	5.0	231	229	0.9
Number of Saturdays	4	5	-20.0	50	52	-3.8
Total Passengers	1,782	1,215	46.7	17,416	11,482	51.7
Revenue Passengers	1,712	1,126	52.0	16,657	4,254	291.6
Weekday Total Passengers	1,623	1,039	56.2	15,464	10,067	53.6
Saturday Total Passengers	159	176	-9.7	1,952	1,415	38.0
Weekday Average Passengers	77	52	48.1	67	44	52.3
Saturday Average Passengers	40	35	14.3	39	27	44.4
Vehicle Revenue Hours	932.42	714.01	30.6	9,316.59	7,011.34	32.9
Total Vehicle Hours	973.58	760.44	28.0	9,891.99	7,696.73	28.5
Productivity	1.91	1.70	12.4	1.87	1.64	14.0
Revenue Vehicle Miles	10,058.0	6,860.9	46.6	93,164.3	69,478.5	34.1
Total Miles	11,160.5	7,817.6	42.8	105,223.7	80,272.6	31.1
Express Routes Program						
Number of Weekdays	21	20	5.0	231	229	0.9
Number of Saturdays	4	5	-20.0	50	52	-3.8
Number of Sundays	6	6	0.0	54	54	0.0
Total Passengers	23,410	13,744	70.3	200,609	135,282	48.3
Revenue Passengers	20,847	12,266	70.0	180,206	44,381	306.0
Weekday Total Passengers	20,790	11,329	83.5	175,692	113,426	54.9
Saturday Total Passengers	1,106	1,322	-16.3	13,470	12,638	6.6
Sunday Total Passengers	1,514	1,093	38.5	11,447	9,218	24.2
Weekday Average Passengers	990	566	74.9	761	495	53.7
Saturday Average Passengers	277	264	4.9	269	243	10.7
Sunday Average Passengers	252	182	38.5	212	171	24.0
Vehicle Revenue Hours	2,202.48	1,965.02	12.1	23,341.17	21,701.19	7.6
Total Vehicle Hours	2,347.58	2,056.45	14.2	24,824.22	22,717.79	9.3
Productivity	10.63	6.99	52.1	8.59	6.23	37.9
Revenue Vehicle Miles	34,406.1	27,037.2	27.3	352,854.6	298,634.1	18.2
Total Miles	37,010.9	28,681.2	29.0	379,549.4	316,908.7	19.8



Monthly Management Report Summary

May, FY 21/22

System & Program Summary

	May FY 21/22	May FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	21	20	5.0	231	229	0.9
Number of Saturdays	4	5	-20.0	50	52	-3.8
Total Passengers	15,581	9,178	69.8	152,494	90,248	69.0
Revenue Passengers	12,558	7,085	77.2	124,305	25,547	386.6
Weekday Total Passengers	15,104	8,719	73.2	147,880	86,037	71.9
Saturday Total Passengers	477	459	3.9	4,614	4,211	9.6
Weekday Average Passengers	719	436	64.9	640	376	70.2
Saturday Average Passengers	119	92	29.3	92	81	13.6
Vehicle Revenue Hours	2,576.22	2,389.23	7.8	28,220.48	27,166.21	3.9
Total Vehicle Hours	2,713.66	2,495.98	8.7	29,662.45	28,381.75	4.5
Productivity	6.05	3.84	57.6	5.40	3.32	62.7
Revenue Vehicle Miles	36,715.3	37,858.5	-3.0	413,248.9	431,773.0	-4.3
Total Miles	39,317.4	40,044.5	-1.8	441,031.5	456,647.4	-3.4
Transbay Lynx Program						
Number of Weekdays	21	20	5.0	233	231	0.9
Total Passengers	13,600	6,672	103.8	113,906	69,477	63.9
Revenue Passengers	13,385	6,496	106.0	111,526	24,412	356.8
Weekday Total Passengers	13,600	6,672	103.8	113,906	69,477	63.9
Weekday Average Passengers	648	334	94.0	489	301	62.5
Vehicle Revenue Hours	1,064.93	841.95	26.5	11,174.28	9,296.09	20.2
Total Vehicle Hours	1,162.58	911.95	27.5	12,189.83	10,104.08	20.6
Productivity	12.77	7.92	61.2	10.19	7.47	36.4
Revenue Vehicle Miles	31,941.0	23,925.0	33.5	328,897.9	264,678.9	24.3
Total Miles	33,723.9	25,381.0	32.9	347,929.2	281,486.1	23.6

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- May 2022

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 14,672.00	\$ 126,183.25	\$ -	\$ 6,387.50	\$ 8,284.50
Cash Fare - Senior & Disabled	\$ 3,553.75	\$ 31,171.00	\$ 1,121.25	\$ 616.00	\$ 1,816.50
Cash Fare - Transfers	\$ 1,123.25	\$ 11,081.00	\$ 22.50	\$ 17.75	\$ 1,083.00
Cash Fare - Regional Paratransit	\$ 450.00	\$ 3,969.00	\$ 450.00		
Cash Fare - Local Day Pass Sales	\$ 1,834.50	\$ 16,366.00		\$ 11.50	\$ 1,823.00
Total Estimated Cash (a)	\$ 21,633.50	\$ 188,770.25	\$ 1,593.75	\$ 7,032.75	\$ 13,007.00
Over/(Short) Cash Count	\$ 1.28	\$ 12.89	\$ 0.12	\$ (0.38)	\$ 1.54
Bank Deposit Corrections	\$ -	\$ -			
Subtotal Cash Fare Deposit	\$ 21,634.78	\$ 188,783.14	\$ 1,593.87	\$ 7,032.37	\$ 13,008.54
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 580.00	\$ 4,500.00	\$ 580.00		
Clipper Sales	\$ 263.00	\$ 798.00		\$ 200.00	\$ 63.00
Lynx 31-Day Pass Sales	\$ 2,100.00	\$ 14,530.00		\$ 2,100.00	
Lynx Stored Ride Pass Sales	\$ 380.00	\$ 2,020.00		\$ 380.00	
Local 31-Day Pass Sales	\$ 900.00	\$ 33,345.00			\$ 900.00
Local Stored Value Pass Sales	\$ -	\$ 7.50			
Local Day Pass Sales (In-house)	\$ -	\$ 87.50			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (280.00)			
Subtotal Prepaid Sales Deposit	\$ 4,223.00	\$ 55,008.00	\$ 580.00	\$ 2,680.00	\$ 963.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
511 Contra Costa (JPX Promo)	\$ -	\$ -			
CCC Nutrition Tickets	\$ 87.00	\$ 929.00	\$ 87.00		
Lynx B1G1F	\$ -	\$ 1,610.00			
Wage Works	\$ 940.00	\$ 8,770.00		\$ 940.00	
Capital Corridor Vouchers	\$ -	\$ -			
WWCCTAC (S/D Clipper)	\$ -	\$ -			
John Swett USD	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (37.00 SBPP)	\$ 7,400.00	\$ 48,000.00			\$ 7,400.00
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 78.38	\$ 486.89			\$ 78.38
HTC Parking Combos	\$ -	\$ -			
MTC(Clipper Start Program)	\$ -	\$ 271.62			
Clipper	\$ 70,354.73	\$ 558,121.73		\$ 49,271.95	\$ 21,082.78
*Other	\$ -	\$ 1,400.00			
*Other LCTOP Fare Subsidy	\$ -	\$ 116,304.75			
*Other Pass 2 Class Program	\$ -	\$ 40,000.00			
Subtotal Billings	\$ 78,860.11	\$ 775,893.99	\$ 87.00	\$ 50,211.95	\$ 28,561.16
Total Passenger Revenue	\$ 104,717.89	\$ 1,019,685.13	\$ 2,260.87	\$ 59,924.32	\$ 42,532.70

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ 53,126.81	\$ 197,114.07

Preventable Accidents per Miles Driven in 12 Month Period

May-22

	Miles	Accidents	Frequency 12 Month Period
FR	1,341,513	6	223,586
DAR	145,692	3	48,564

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	2	1	9	3	0	2	8	15
DAR	0	0	3	2	1	0	3	2



Passenger & Productivity Statistical Report

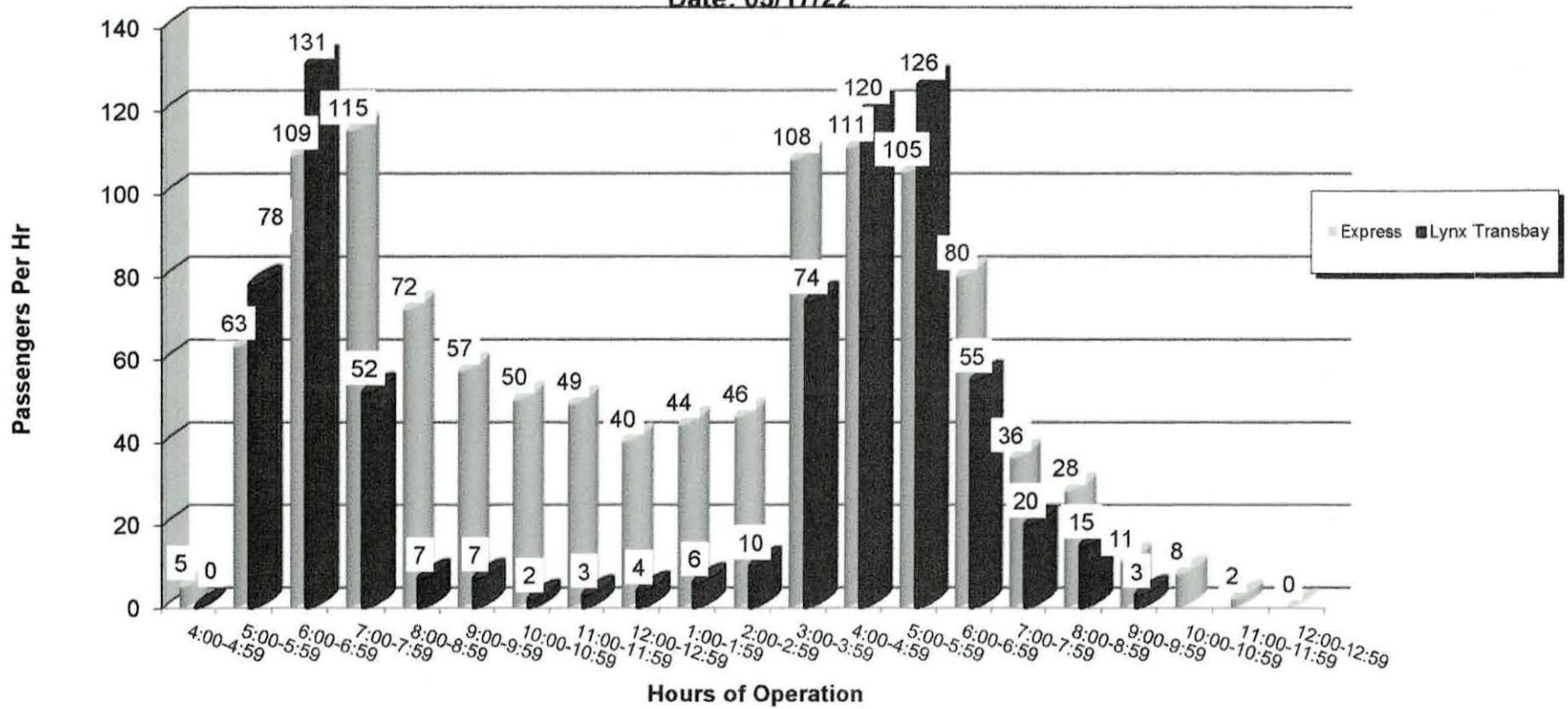
May, FY 21/22

System

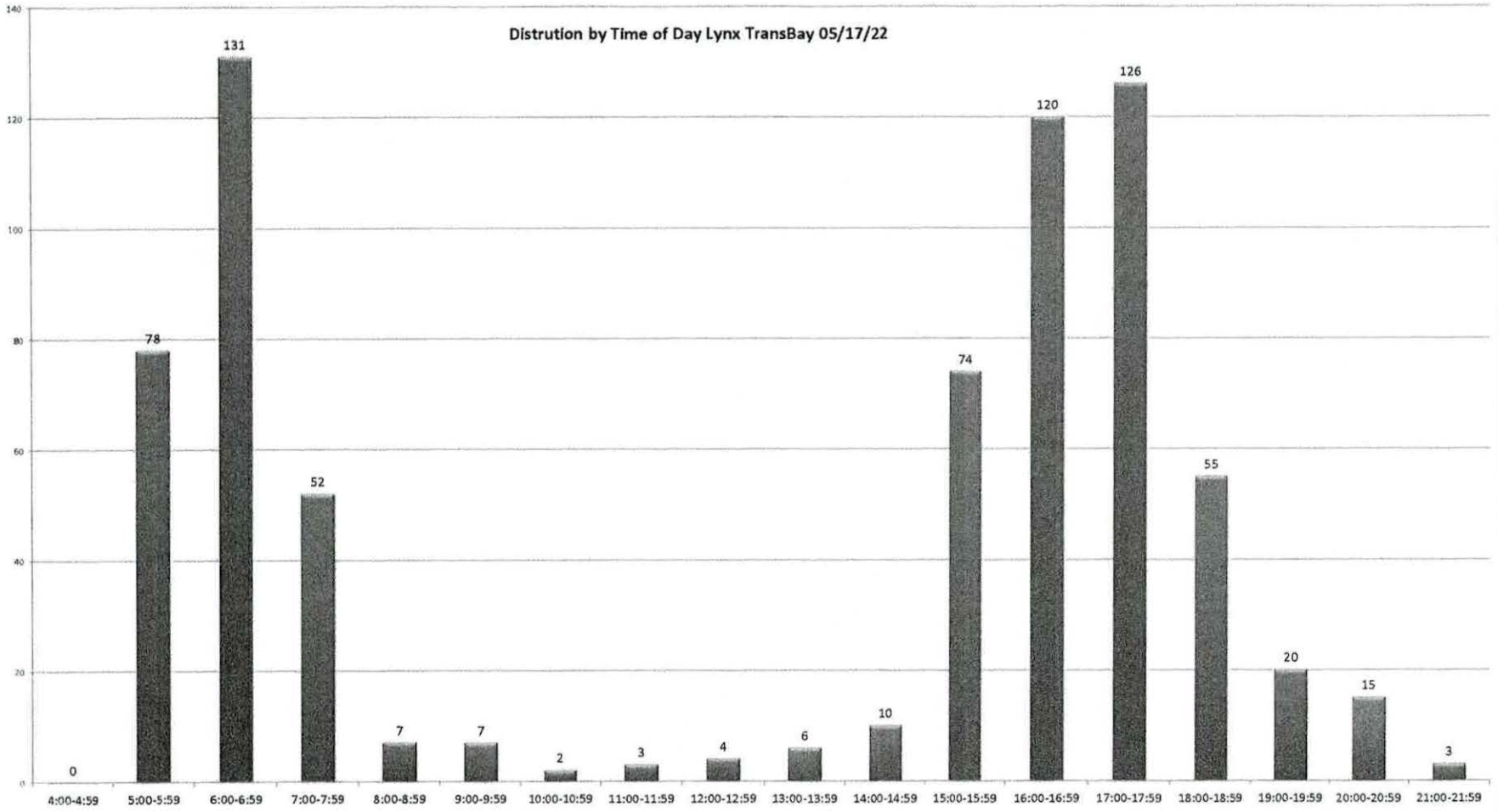
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	May			Fiscal Year To Date			May			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	665	1,897	185.3	6,332	16,299	157.4	3.7	6.6	77.6	3.1	5.7	82.5
Route 11 Weekday	1,606	2,360	46.9	16,379	25,699	56.9	5.0	6.8	35.4	4.5	6.7	49.9
Route 11 Saturday	198	243	22.7	2,132	2,355	10.5	3.3	5.0	53.2	3.4	3.9	14.7
Route 11 Total	1,804	2,603	44.3	18,511	28,054	51.6	4.7	6.6	38.7	4.3	6.3	46.5
Route 12 Weekday	686	1,945	183.5	6,884	15,752	128.8	3.2	7.1	119.5	2.9	5.5	91.3
Route 15 Weekday	657	1,069	62.7	6,173	9,870	59.9	3.0	6.0	96.5	2.5	4.7	88.8
Route 16 Weekday	2,298	3,317	44.3	19,990	35,785	79.0	4.1	5.6	37.6	3.1	5.5	77.4
Route 19 Saturday	261	234	-10.3	2,079	2,259	8.7	4.0	4.5	11.1	3.1	3.5	12.2
Route 30Z Weekday	534	1,145	114.4	5,991	9,098	51.9	2.0	4.2	116.0	1.9	3.1	58.0
Route C3 Weekday	2,273	3,371	48.3	24,288	35,377	45.7	4.5	6.4	41.1	4.2	6.1	44.3
Route DAR Weekday	1,039	1,623	56.2	10,067	15,464	53.6	1.7	1.9	13.9	1.6	1.8	14.5
Route DAR Saturday	176	159	-9.7	1,415	1,952	38.0	1.9	2.0	4.9	1.9	2.2	12.9
Route DAR Total	1,215	1,782	46.7	11,482	17,416	51.7	1.7	1.9	12.3	1.6	1.9	14.1
Route J Weekday	6,463	11,780	82.3	64,311	102,861	59.9	6.5	9.5	46.8	5.7	7.9	39.5
Route J Saturday	1,322	1,106	-16.3	12,638	13,470	6.6	7.7	8.2	7.2	6.9	8.0	15.4
Route J Sunday	1,093	1,514	38.5	9,218	11,447	24.2	5.3	7.5	40.8	5.0	6.3	25.7
Route J Total	8,878	14,400	62.2	86,167	127,778	48.3	6.5	9.2	41.6	5.7	7.7	34.8
Route JPX Weekday	4,866	9,010	85.2	49,115	72,831	48.3	8.2	14.3	74.0	7.3	10.7	45.3
Route LYNX Weekday	6,672	13,600	103.8	69,477	113,906	63.9	7.9	12.8	61.2	7.5	10.2	36.4
Total System-Wide	30,809	54,373	76.5	306,489	484,425	58.1	5.2	8.0	53.9	4.7	6.7	43.0

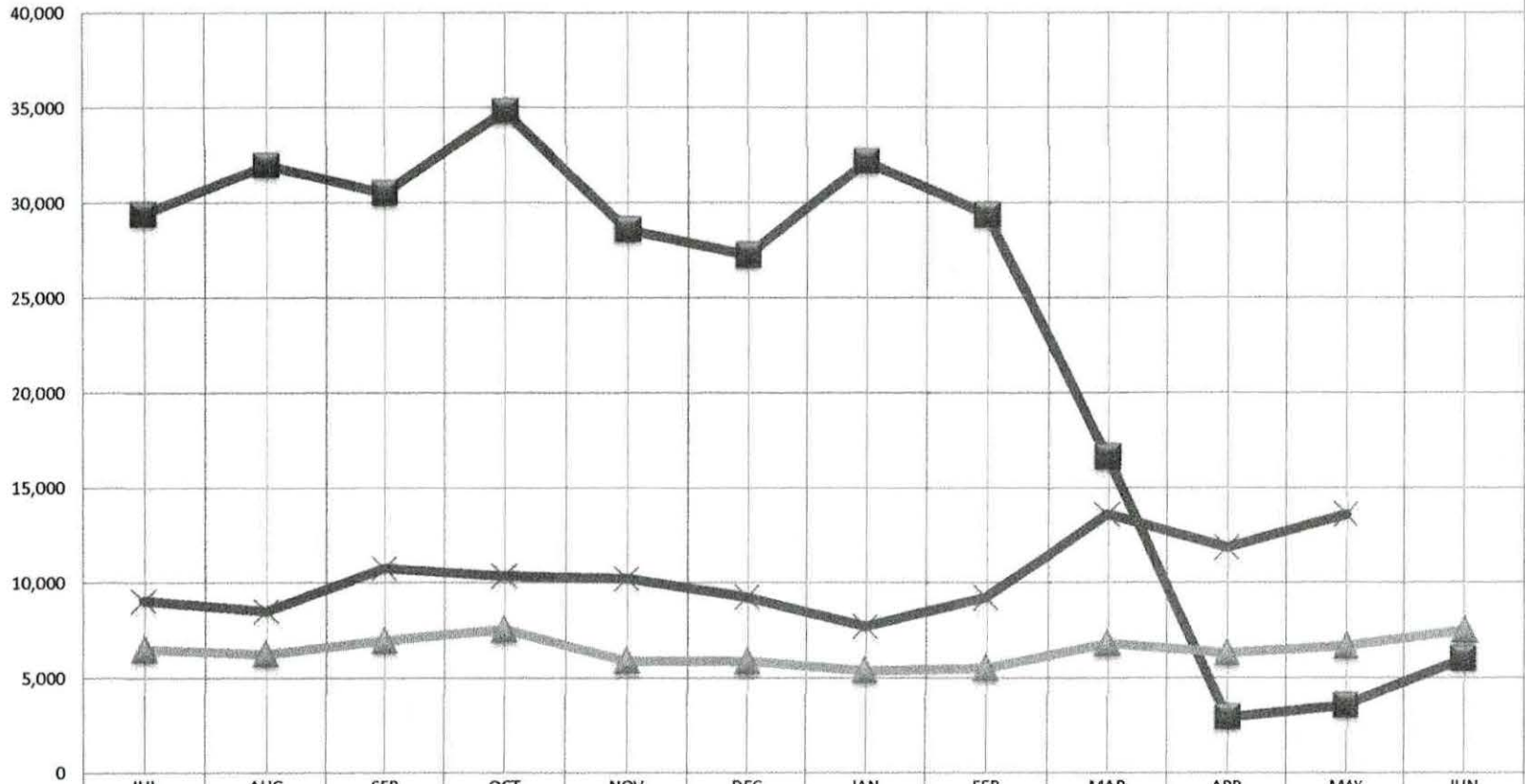
**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date: 05/17/22**



Distrution by Time of Day Lynx TransBay 05/17/22



WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 19-20	29,377	31,950	30,473	34,801	28,565	27,211	32,156	29,354	16,590	2,903	3,523	5,998
ridership 20-21	6,469	6,233	6,937	7,520	5,877	5,835	5,358	5,489	6,788	6,299	6,672	7,482
ridership 21-22	9,025	8,469	10,738	10,338	10,205	9,225	7,688	9,191	13,566	11,861	13,600	

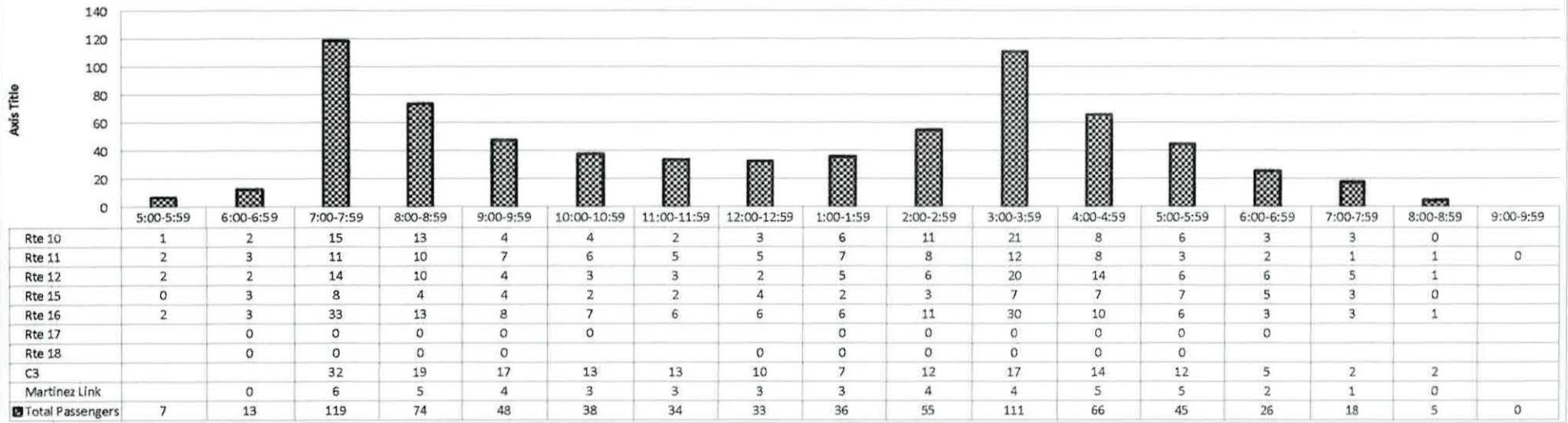
Distribution by Time of Day - Fixed Route

Date: 5/17/2022

	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	1	2	15	13	4	4	2	3	6	11	21	8	6	3	3	0	
Rte 11	2	3	11	10	7	6	5	5	7	8	12	8	3	2	1	1	0
Rte 12	2	2	14	10	4	3	3	2	5	6	20	14	6	6	5	1	
Rte 15	0	3	8	4	4	2	2	4	2	3	7	7	7	5	3	0	
Rte 16	2	3	33	13	8	7	6	6	6	11	30	10	6	3	3	1	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			32	19	17	13	13	10	7	12	17	14	12	5	2	2	
Martinez Link		0	6	5	4	3	3	3	3	4	4	5	5	2	1	0	
Total Passengers	7	13	119	74	48	38	34	33	36	55	111	66	45	26	18	5	0

Total Route 10	102
Total Route 11	91
Total Route 12	103
Total Route 15	61
Total Route 16	148
Total Route 17	0
Total Route 18	0
Total C3	175
Martinez Link	48
Total	728

Distrubution By Time Of Day Fixed Route 05/17/22



Distribution by Time of Day - WestCAT Express

Date: 5/17/2022

	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		0	0	0	0							0	0	0	0	0	
JPX		30	55	45	28	25	20	21	15	22	21	33	50	45	35	15	10
J	5	33	54	70	44	32	30	28	25	22	25	75	61	60	45	21	18
Total Passengers	5	63	109	115	72	57	50	49	40	44	46	108	111	105	80	36	28

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	11	8	2	0
Total Passengers	11	8	2	0

JX	0
JPX	470
J	669
Total	1139

Distribution by Time of Day -Lynx Transbay

Date: 5/17/2022

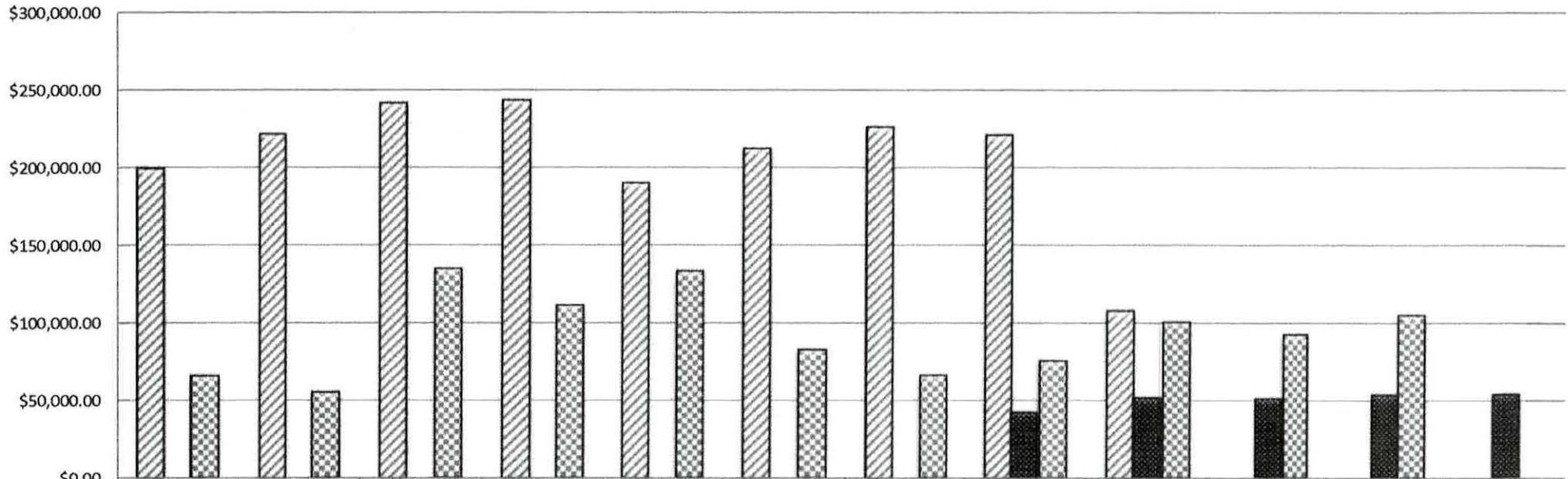
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	78	131	52	7	7	2	3	4	6	10	74	120	126	55	20	15
Total Passengers	0	78	131	52	7	7	2	3	4	6	10	74	120	126	55	20	15

	21:00-21:59
TransBay LYNX	3
Total Passengers	3

Total Lynx	713
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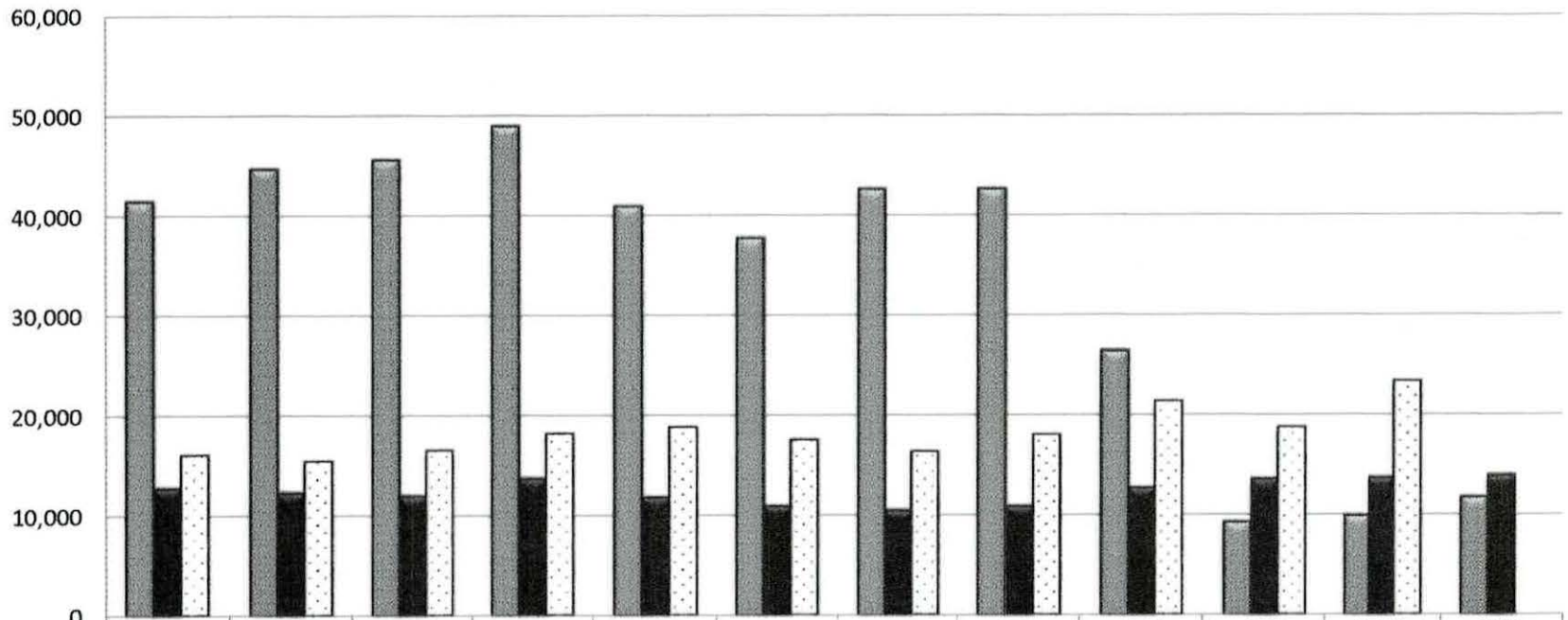
WESTCAT FAREBOX REVENUE



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenue 19-20	\$199,206.18	\$221,340.72	\$241,336.85	\$243,362.84	\$190,009.53	\$212,229.82	\$226,083.56	\$220,936.01	\$107,779.19	\$0.00	\$0.00	\$0.00
Revenue 20-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,085.62	\$51,271.54	\$50,630.10	\$53,126.81	\$53,382.71
Revenue 21-22	\$65,568.28	\$54,882.12	\$134,681.42	\$110,941.80	\$133,041.12	\$82,347.87	\$65,795.54	\$75,238.49	\$100,239.41	\$92,231.19	\$104,717.89	



WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



ridership 19-20	41,469	44,659	45,626	48,958	40,948	37,767	42,598	42,632	26,430	9,304	9,946	11,773
ridership 20-21	12,788	12,338	11,991	13,743	11,855	10,982	10,523	10,939	12,768	13,611	13,744	13,954
ridership 21-22	16,075	15,456	16,516	18,189	18,856	17,543	16,357	18,045	21,393	18,769	23,410	



Monthly Management Report Summary

June, FY 21/22

System & Program Summary

	June FY 21/22	June FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	48,846	32,899	48.5	533,271	339,388	57.1
Revenue Passengers	43,349	25,970	66.9	476,043	124,564	282.2
Weekday Total Passengers	45,977	30,425	51.1	498,919	309,432	61.2
Saturday Total Passengers	1,813	1,589	14.1	21,849	19,853	10.1
Sunday Total Passengers	1,056	885	19.3	12,503	10,103	23.8
Weekday Average Passengers	2,090	1,383	51.1	1,957	1,228	59.4
Saturday Average Passengers	453	397	14.1	405	355	14.1
Sunday Average Passengers	264	221	19.5	216	174	24.1
Vehicle Revenue Hours	6,793.57	6,255.45	8.6	78,846.09	71,430.28	10.4
Total Vehicle Hours	7,201.45	6,595.66	9.2	83,769.94	75,496.01	11.0
Revenue Vehicle Miles	114,693.6	99,530.8	15.2	1,302,859.2	1,164,095.3	11.9
Total Miles	134,023.0	120,302.0	11.4	1,548,803.0	1,404,496.3	10.3
Dial-A-Ride Program						
Number of Weekdays	22	22	0.0	253	251	0.8
Number of Saturdays	4	4	0.0	54	56	-3.6
Total Passengers	1,642	1,342	22.4	19,058	12,824	48.6
Revenue Passengers	1,586	1,247	27.2	18,243	5,501	231.6
Weekday Total Passengers	1,501	1,201	25.0	16,965	11,268	50.6
Saturday Total Passengers	141	141	0.0	2,093	1,556	34.5
Weekday Average Passengers	68	55	23.6	67	45	48.9
Saturday Average Passengers	35	35	0.0	39	28	39.3
Vehicle Revenue Hours	879.26	789.21	11.4	10,195.85	7,800.55	30.7
Total Vehicle Hours	932.04	840.88	10.8	10,824.03	8,537.61	26.8
Productivity	1.87	1.70	10.0	1.87	1.64	14.0
Revenue Vehicle Miles	9,228.6	7,005.1	31.7	102,392.9	76,483.6	33.9
Total Miles	10,389.6	7,994.3	30.0	115,613.3	88,266.9	31.0
Express Routes Program						
Number of Weekdays	22	22	0.0	253	251	0.8
Number of Saturdays	4	4	0.0	54	56	-3.6
Number of Sundays	4	4	0.0	58	58	0.0
Total Passengers	20,881	13,954	49.6	221,490	149,236	48.4
Revenue Passengers	18,558	10,291	80.3	198,764	54,672	263.6
Weekday Total Passengers	18,659	11,974	55.8	194,351	125,400	55.0
Saturday Total Passengers	1,166	1,095	6.5	14,636	13,733	6.6
Sunday Total Passengers	1,056	885	19.3	12,503	10,103	23.8
Weekday Average Passengers	848	544	55.9	768	500	53.6
Saturday Average Passengers	292	274	6.6	271	245	10.6
Sunday Average Passengers	264	221	19.5	216	174	24.1
Vehicle Revenue Hours	2,174.62	1,976.14	10.0	25,515.79	23,677.33	7.8
Total Vehicle Hours	2,303.30	2,071.26	11.2	27,127.52	24,789.05	9.4
Productivity	9.60	7.06	36.0	8.68	6.30	37.8
Revenue Vehicle Miles	33,938.2	26,389.5	28.6	386,792.9	325,023.7	19.0
Total Miles	36,265.2	28,099.5	29.1	415,814.7	345,008.3	20.5



Monthly Management Report Summary

June, FY 21/22

System & Program Summary

	June FY 21/22	June FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	22	22	0.0	253	251	0.8
Number of Saturdays	4	4	0.0	54	56	-3.6
Total Passengers	13,233	10,121	30.7	165,727	100,369	65.1
Revenue Passengers	10,437	7,737	34.9	134,742	33,284	304.8
Weekday Total Passengers	12,727	9,768	30.3	160,607	95,805	67.6
Saturday Total Passengers	506	353	43.3	5,120	4,564	12.2
Weekday Average Passengers	579	444	30.4	635	382	66.2
Saturday Average Passengers	127	88	44.3	95	82	15.9
Vehicle Revenue Hours	2,626.59	2,595.35	1.2	30,847.07	29,761.56	3.6
Total Vehicle Hours	2,750.71	2,711.77	1.4	32,413.16	31,093.52	4.2
Productivity	5.04	3.90	29.2	5.37	3.37	59.3
Revenue Vehicle Miles	38,064.7	41,069.4	-7.3	451,313.6	472,842.3	-4.6
Total Miles	40,498.7	43,447.0	-6.8	481,530.2	500,094.3	-3.7
Transbay Lynx Program						
Number of Weekdays	22	22	0.0	255	253	0.8
Total Passengers	13,090	7,482	75.0	126,996	76,959	65.0
Revenue Passengers	12,768	6,695	90.7	124,294	31,107	299.6
Weekday Total Passengers	13,090	7,482	75.0	126,996	76,959	65.0
Weekday Average Passengers	595	340	75.0	498	304	63.8
Vehicle Revenue Hours	1,113.10	894.75	24.4	12,287.38	10,190.84	20.6
Total Vehicle Hours	1,215.40	971.75	25.1	13,405.23	11,075.83	21.0
Productivity	11.76	8.36	40.7	10.34	7.55	37.0
Revenue Vehicle Miles	33,462.0	25,066.8	33.5	362,359.9	289,745.7	25.1
Total Miles	35,329.8	26,668.4	32.5	383,259.0	308,154.5	24.4

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- June 2022

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 14,474.00	\$ 140,657.25	\$ -	\$ 7,185.25	\$ 7,288.75
Cash Fare - Senior & Disabled	\$ 3,535.25	\$ 34,706.25	\$ 1,015.00	\$ 784.00	\$ 1,736.25
Cash Fare - Transfers	\$ 1,114.75	\$ 12,195.75	\$ 18.00	\$ 41.75	\$ 1,055.00
Cash Fare - Regional Paratransit	\$ 363.00	\$ 4,332.00	\$ 363.00		
Cash Fare - Local Day Pass Sales	\$ 1,990.50	\$ 18,356.50		\$ 1.50	\$ 1,989.00
Total Estimated Cash (a)	\$ 21,477.50	\$ 210,247.75	\$ 1,396.00	\$ 8,012.50	\$ 12,069.00
Over/(Short) Cash Count	\$ 1.86	\$ 14.75	\$ 0.04	\$ 0.63	\$ 1.19
Bank Deposit Corrections	\$ -	\$ -			
Subtotal Cash Fare Deposit	\$ 21,479.36	\$ 210,262.50	\$ 1,396.04	\$ 8,013.13	\$ 12,070.19
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 715.00	\$ 5,215.00	\$ 715.00		
Clipper Sales	\$ 411.25	\$ 1,209.25		\$ 411.25	
Lynx 31-Day Pass Sales	\$ 1,470.00	\$ 16,000.00		\$ 1,470.00	
Lynx Stored Ride Pass Sales	\$ 90.00	\$ 2,110.00		\$ 90.00	
Local 31-Day Pass Sales	\$ 1,060.00	\$ 34,405.00			\$ 1,060.00
Local Stored Value Pass Sales	\$ -	\$ 7.50			
Local Day Pass Sales (In-house)	\$ 35.00	\$ 122.50			\$ 35.00
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (280.00)			
Subtotal Prepaid Sales Deposit	\$ 3,781.25	\$ 58,789.25	\$ 715.00	\$ 1,971.25	\$ 1,095.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
511 Contra Costa (JPX Promo)	\$ -	\$ -			
CCC Nutrition Tickets	\$ 72.00	\$ 1,001.00	\$ 72.00		
Lynx B1G1F	\$ 140.00	\$ 1,750.00		\$ 140.00	
Wage Works	\$ 1,330.00	\$ 10,100.00		\$ 1,330.00	
CCJPA(Transfers)	\$ 679.50	\$ 679.50			\$ 679.50
WWCCTAC (S/D Clipper)	\$ -	\$ -			
John Swett USD	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (37.00 SBPP)	\$ -	\$ 48,000.00			
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 57.75	\$ 544.64			\$ 57.75
HTC Parking Combos	\$ -	\$ -			
MTC(Clipper Start Program)	\$ -	\$ 271.62			
Clipper	\$ 65,981.30	\$ 624,103.03		\$ 46,909.90	\$ 19,071.40
*Other: Contra Costa Health Services	\$ -	\$ 1,400.00			
*Other LCTOP Fare Subsidy	\$ -	\$ 116,304.75			
*Other Pass 2 Class Program	\$ -	\$ 40,000.00			
Subtotal Billings	\$ 68,260.55	\$ 844,154.54	\$ 72.00	\$ 48,379.90	\$ 19,808.65
Total Passenger Revenue	\$ 93,521.16	\$ 1,113,206.29	\$ 2,183.04	\$ 58,364.28	\$ 32,973.84

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ 53,382.71	\$ 250,496.78

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

June-22

	Miles	Accidents	Frequency 12 Month Period
FR	1,354,651	8	169,331
DAR	147,070	2	73,535

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	0	0	9	3	2	0	10	13
DAR	0	0	3	2	0	1	2	2



Passenger & Productivity Statistical Report

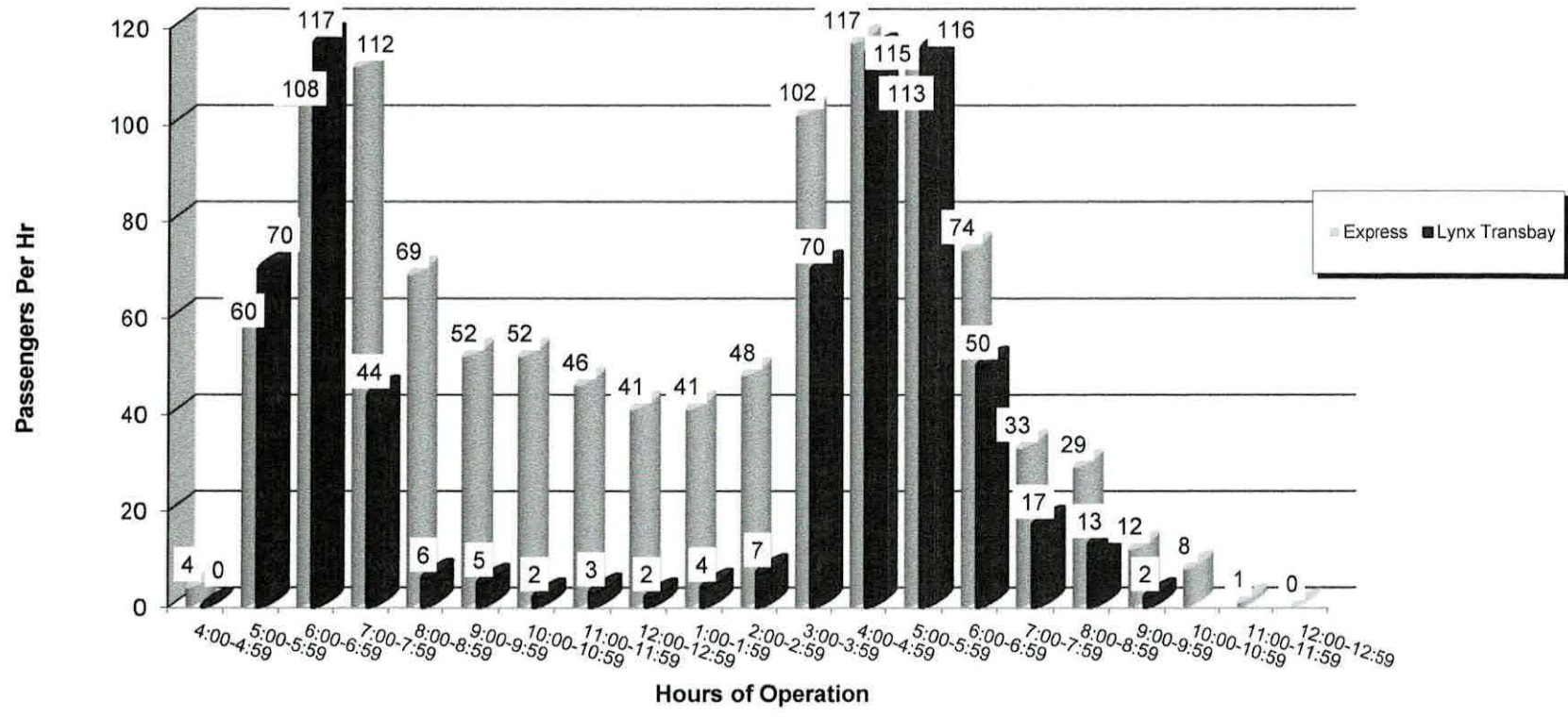
June, FY 21/22

System

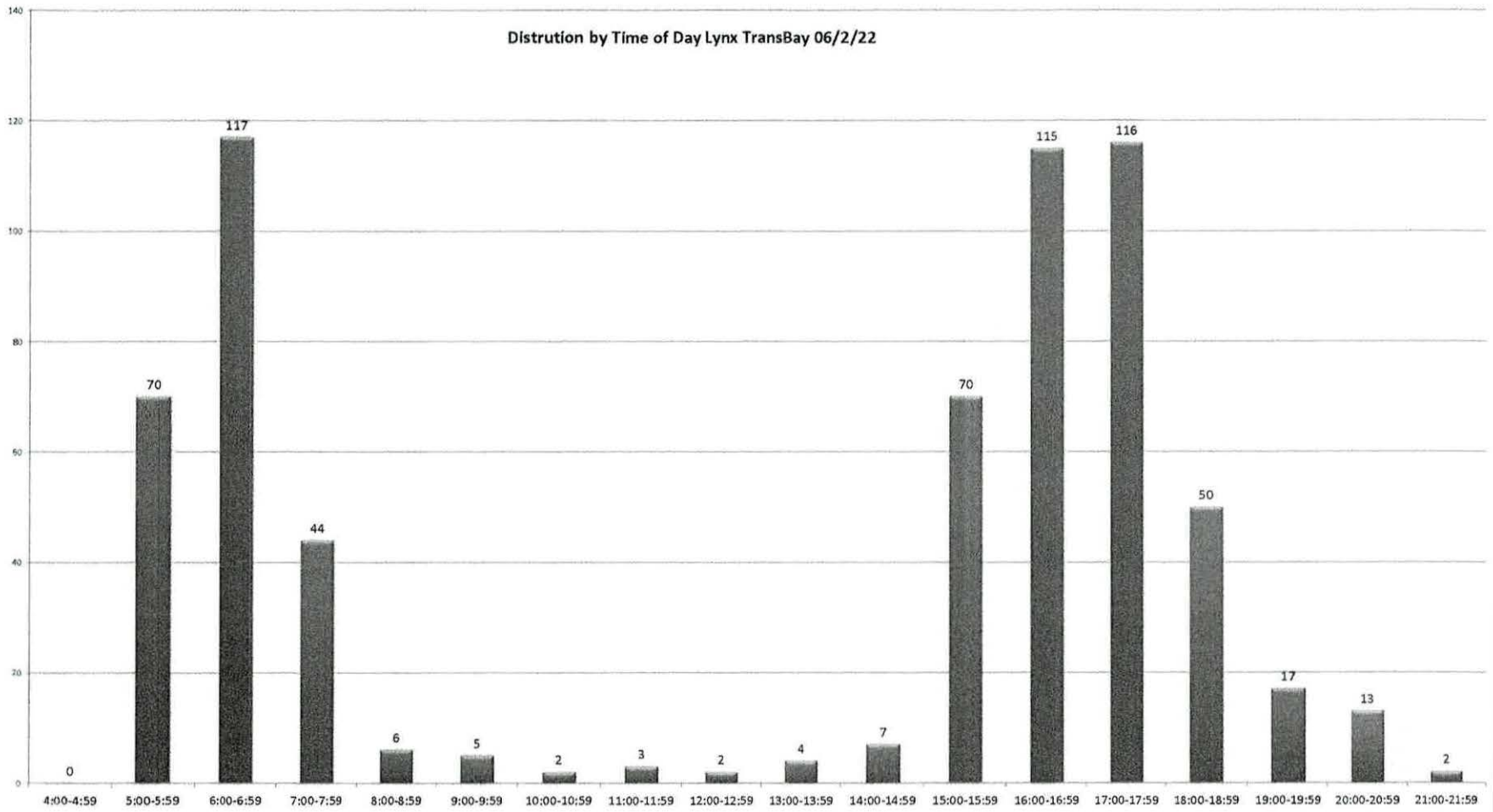
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	June			Fiscal Year To Date			June			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	727	1,355	86.4	7,059	17,654	150.1	3.7	5.1	38.6	3.1	5.6	78.1
Route 11 Weekday	1,599	2,101	31.4	17,978	27,800	54.6	4.5	5.7	27.9	4.5	6.6	48.0
Route 11 Saturday	173	248	43.4	2,305	2,603	12.9	3.6	5.2	42.5	3.4	4.0	16.9
Route 11 Total	1,772	2,349	32.6	20,283	30,403	49.9	4.4	5.7	29.3	4.3	6.3	45.0
Route 12 Weekday	756	1,489	97.0	7,640	17,241	125.7	3.3	5.8	77.2	2.9	5.5	89.8
Route 15 Weekday	726	965	32.9	6,899	10,835	57.1	3.1	5.2	68.6	2.5	4.8	86.6
Route 16 Weekday	2,438	2,912	19.4	22,428	38,697	72.5	3.9	4.7	19.8	3.2	5.4	71.1
Route 19 Saturday	180	258	43.3	2,259	2,517	11.4	3.5	4.9	41.2	3.1	3.6	14.6
Route 30Z Weekday	645	1,115	72.9	6,636	10,213	53.9	2.2	4.0	84.9	2.0	3.1	60.5
Route C3 Weekday	2,877	2,790	-3.0	27,165	38,167	40.5	5.2	5.1	-2.6	4.3	6.0	39.3
Route DAR Weekday	1,201	1,501	25.0	11,268	16,965	50.6	1.6	1.8	11.2	1.6	1.8	14.2
Route DAR Saturday	141	141	0.0	1,556	2,093	34.5	2.5	2.5	1.6	2.0	2.2	11.6
Route DAR Total	1,342	1,642	22.4	12,824	19,058	48.6	1.7	1.9	9.8	1.6	1.9	13.7
Route J Weekday	6,894	10,584	53.5	71,205	113,445	59.3	6.5	8.5	31.1	5.7	8.0	38.7
Route J Saturday	1,095	1,166	6.5	13,733	14,636	6.6	8.1	8.7	8.0	7.0	8.1	14.8
Route J Sunday	885	1,056	19.3	10,103	12,503	23.8	6.5	7.9	20.7	5.1	6.4	25.2
Route J Total	8,874	12,806	44.3	95,041	140,584	47.9	6.6	8.5	27.3	5.8	7.8	34.1
Route JPX Weekday	5,080	8,075	59.0	54,195	80,906	49.3	7.9	12.2	54.3	7.4	10.8	46.2
Route LYNX Weekday	7,482	13,090	75.0	76,959	126,996	65.0	8.4	11.8	40.6	7.6	10.3	36.9
Total System-Wide	32,899	48,846	48.5	339,388	533,271	57.1	5.3	7.2	36.7	4.8	6.8	42.3

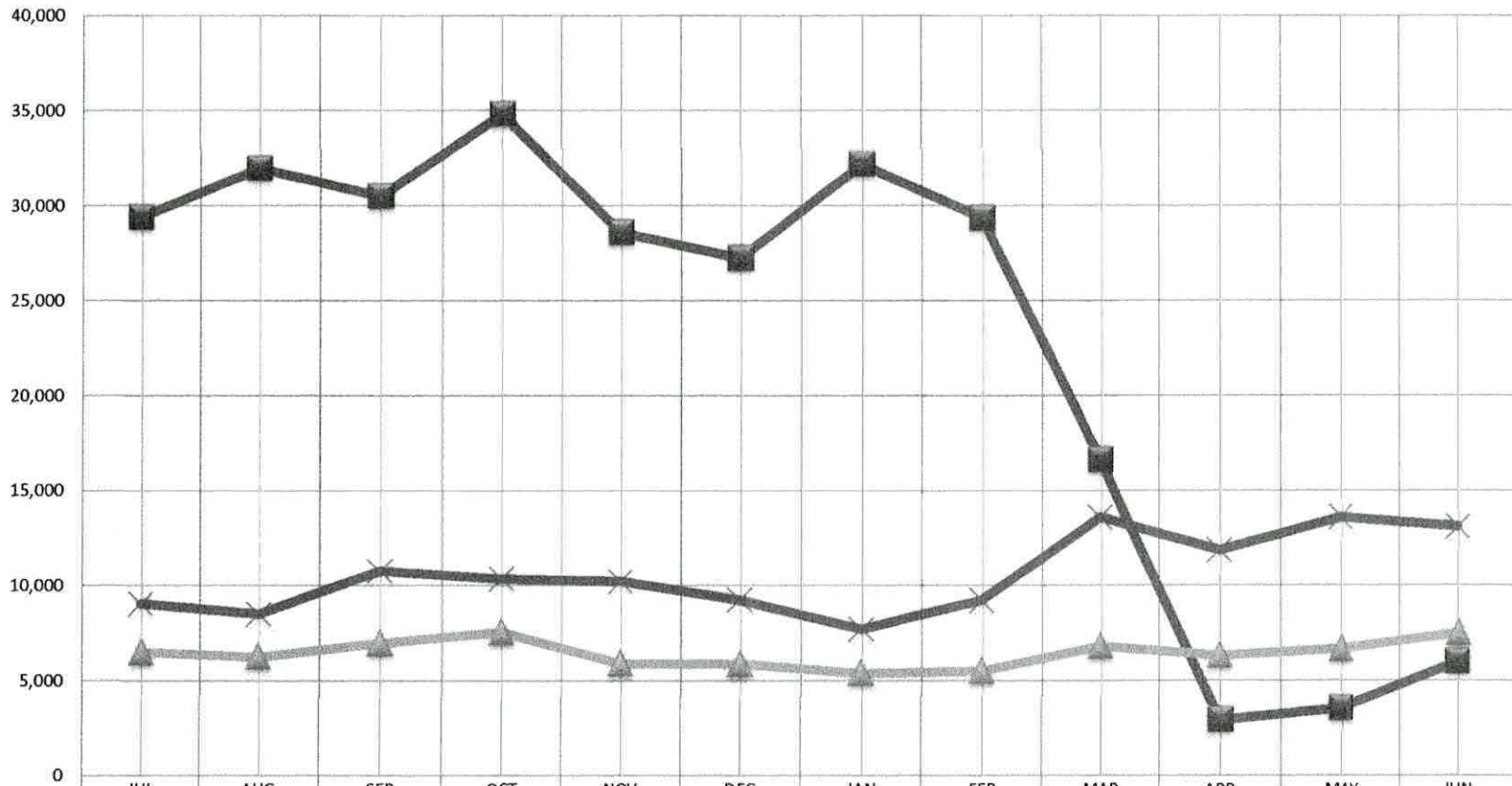
**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date: 06/2/22**



Distrution by Time of Day Lynx TransBay 06/2/22



WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 19-20	29,377	31,950	30,473	34,801	28,565	27,211	32,156	29,354	16,590	2,903	3,523	5,998
ridership 20-21	6,469	6,233	6,937	7,520	5,877	5,835	5,358	5,489	6,788	6,299	6,672	7,482
ridership 21-22	9,025	8,469	10,738	10,338	10,205	9,225	7,688	9,191	13,566	11,861	13,600	13,090

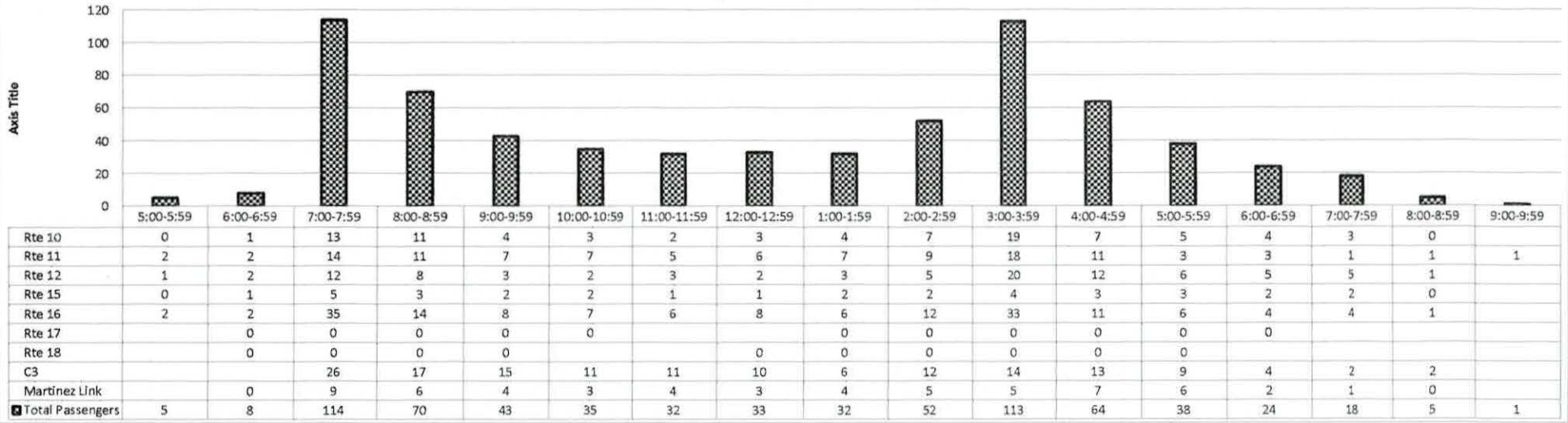
Distribution by Time of Day - Fixed Route

Date: 6/2/2022

	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	0	1	13	11	4	3	2	3	4	7	19	7	5	4	3	0	
Rte 11	2	2	14	11	7	7	5	6	7	9	18	11	3	3	1	1	1
Rte 12	1	2	12	8	3	2	3	2	3	5	20	12	6	5	5	1	
Rte 15	0	1	5	3	2	2	1	1	2	2	4	3	3	2	2	0	
Rte 16	2	2	35	14	8	7	6	8	6	12	33	11	6	4	4	1	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			26	17	15	11	11	10	6	12	14	13	9	4	2	2	
Martinez Link		0	9	6	4	3	4	3	4	5	5	7	6	2	1	0	
Total Passengers	5	8	114	70	43	35	32	33	32	52	113	64	38	24	18	5	1

Total Route 10	86
Total Route 11	108
Total Route 12	90
Total Route 15	33
Total Route 16	159
Total Route 17	0
Total Route 18	0
Total C3	152
Martinez Link	59
Total	687

Distribution By Time Of Day Fixed Route 06/2/22



Distribution by Time of Day - WestCAT Express

Date: 6/2/2022

	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		0	0	0	0							0	0	0	0	0	
JPX		30	57	45	28	22	23	20	16	20	23	31	52	50	32	13	10
J	4	30	51	67	41	30	29	26	25	21	25	71	65	63	42	20	19
Total Passengers	4	60	108	112	69	52	52	46	41	41	48	102	117	113	74	33	29

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	12	8	1	0
Total Passengers	12	8	1	0

JX	0
JPX	472
J	650
Total	1122

Distribution by Time of Day -Lynx Transbay

Date: 6/2/2022

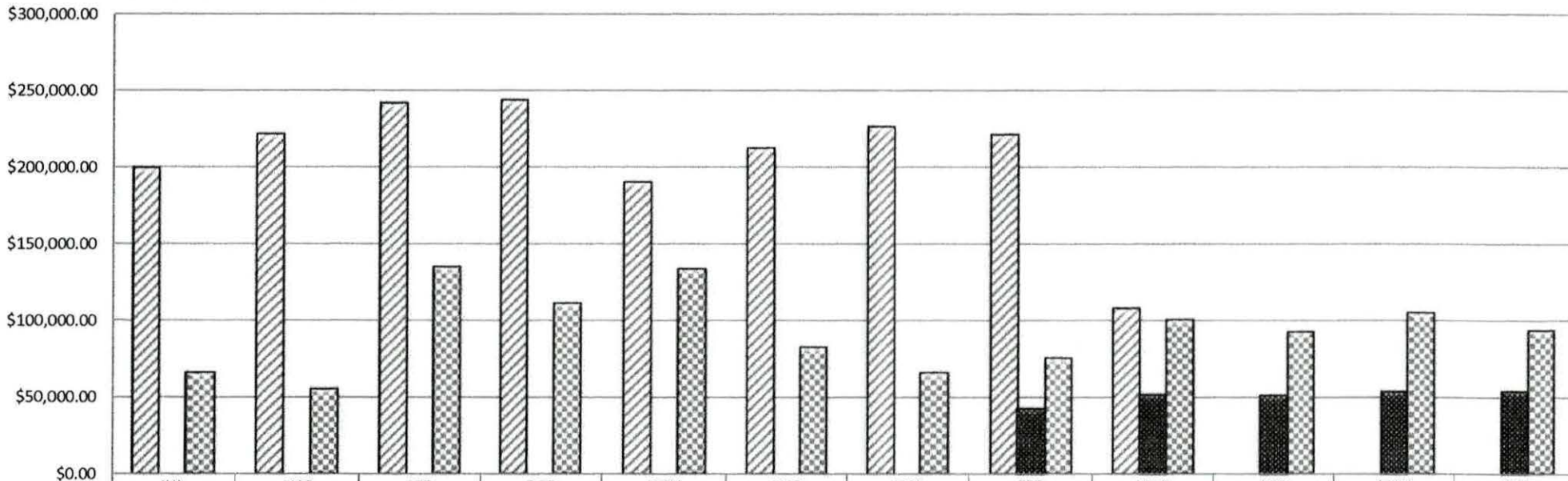
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	70	117	44	6	5	2	3	2	4	7	70	115	116	50	17	13
Total Passengers	0	70	117	44	6	5	2	3	2	4	7	70	115	116	50	17	13

	21:00-21:59
TransBay LYNX	2
Total Passengers	2

Total Lynx	643
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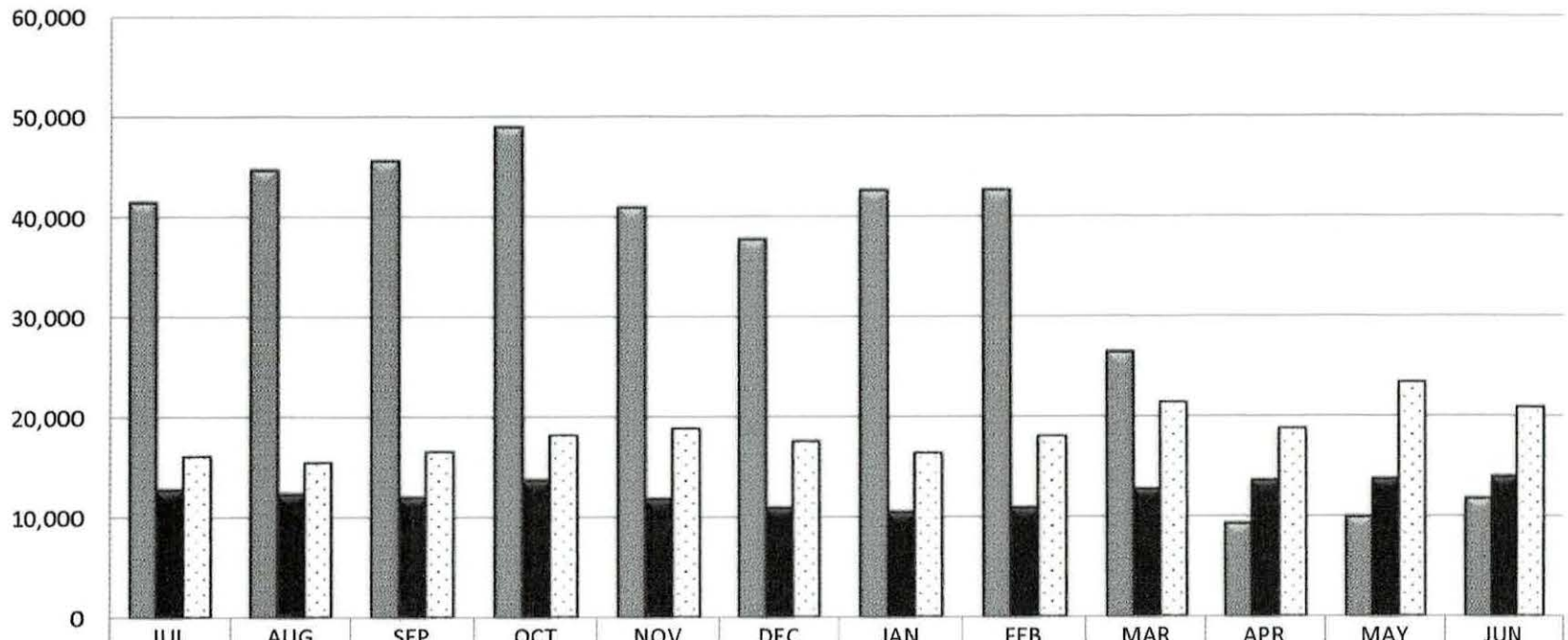
WESTCAT FAREBOX REVENUE



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenue 19-20	\$199,206.18	\$221,340.72	\$241,336.85	\$243,362.84	\$190,009.53	\$212,229.82	\$226,083.56	\$220,936.01	\$107,779.19	\$0.00	\$0.00	\$0.00
Revenue 20-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,085.62	\$51,271.54	\$50,630.10	\$53,126.81	\$53,382.71
Revenue 21-22	\$65,568.28	\$54,882.12	\$134,681.42	\$110,941.80	\$133,041.12	\$82,347.87	\$65,795.54	\$75,238.49	\$100,239.41	\$92,231.19	\$104,717.89	\$93,521.16



WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



ridership 19-20	41,469	44,659	45,626	48,958	40,948	37,767	42,598	42,632	26,430	9,304	9,946	11,773
ridership 20-21	12,788	12,338	11,991	13,743	11,855	10,982	10,523	10,939	12,768	13,611	13,744	13,954
ridership 21-22	16,075	15,456	16,516	18,189	18,856	17,543	16,357	18,045	21,393	18,769	23,410	20,881

AGENDA ITEM 4.1

**WESTERN CONTRA COSTA TRANSIT AUTHORITY
RESOLUTION NO. 2022-15**

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY FOR THE 30-DAY PERIOD BEGINNING August 13th, 2022 PURSUANT TO AB 361

WHEREAS, the Western Contra Costa Transit Authority ("WCCTA") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of Pinole, the City of Hercules, and the County of Contra Costa); and

WHEREAS, all WCCTA meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch WCCTA's legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all WCCTA Board meetings and meetings of all WCCTA legislative bodies; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the WCCTA Board make specified findings. AB 361 (2021) took effect immediately; and

WHEREAS, AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625; and

WHEREAS, AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in WCCTA's jurisdiction, specifically, Governor Newsom has declared a State of Emergency due to COVID-19; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least 6 feet from others outside of the household; and

WHEREAS, because of the rise in cases due to the Delta and Omicron variants of COVID-19, the WCCTA Board of Directors is concerned about the health and safety of all individuals who intend to attend WCCTA Board meetings and meetings of WCCTA's other legislative bodies; and

WHEREAS, the WCCTA Board of Directors hereby finds that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the legislative bodies and staff, should WCCTA's legislative bodies hold in person meetings; and

WHEREAS, WCCTA shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Western Contra Costa Transit Authority as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the WCCTA Board of Directors makes the following findings:
 - a) The WCCTA Board of Directors has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the WCCTA Board of Directors and WCCTA's legislative bodies, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and as a result of the presence of COVID-19 and the increase of cases due to the Delta variant, meeting in person would present imminent risks to the health or safety of attendees, the legislative bodies and staff.
3. The WCCTA Board of Directors and WCCTA's legislative bodies may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The WCCTA Board of Directors will revisit the need to conduct meetings remotely within 30 days of the August 13th, 2022 effective date of this resolution.

Regularly passed and adopted this 11th day of August, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dion Bailey, Chair, Board of Directors

ATTEST: _____
Clerk to the Board

Agenda Item 4.2

Staffing Update and Organizational Chart

There have been a number of staffing changes that have occurred at WCCTA in the previous 12 months, changes in the Accounting functions, the Maintenance oversight, and the recent retirement of the previous General Manager.

The outcome of these changes has resulted in WCCTA dropping from 9 full-time employees (plus an outside part-time accountant) to 7 full-time employees. While current staff have taken on extra responsibilities and shifted some functions additional employees are required to ensure all aspects of the agency's responsibility are fully covered on a long-term basis, the updated organizational chart outlines the new proposed structure and identifies some key positions that will be required to be filled.

While new positions are identified, staff do not anticipate immediately hiring 4 new employees. The updated chart is presented to illustrate the functional needs that have been identified going forward.

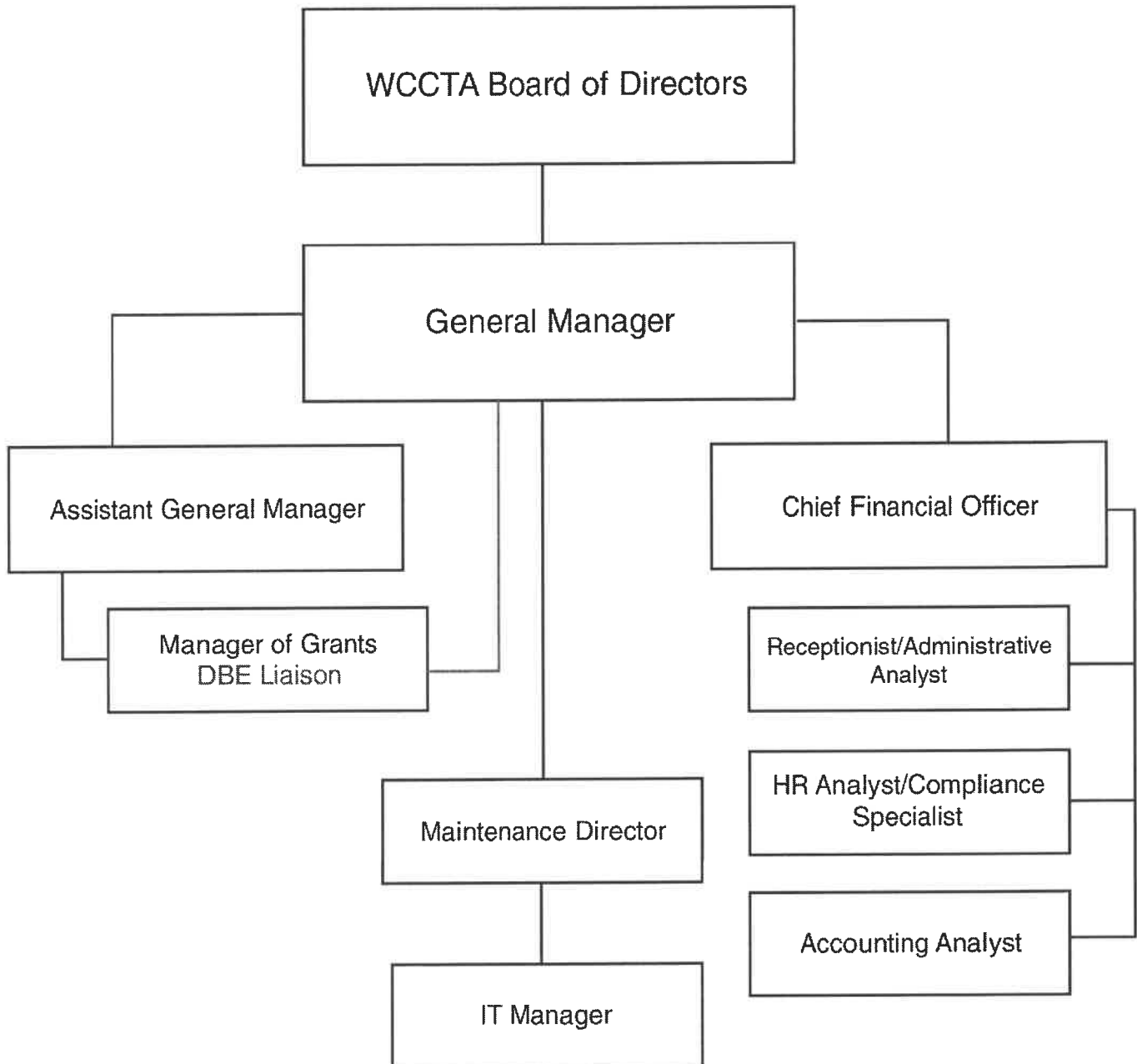
Staff is presenting both the previous organizational chart and the proposed new chart to illustrate the changes that have occurred and are proposed.

Internal discussions are ongoing to permanently shift some responsibilities amongst current staff, particularly in terms of Marketing and Community outreach. And while Planning and Procurement positions are separately identified in the chart, a potential candidate could allow these two positions to be combined.

Recommendation

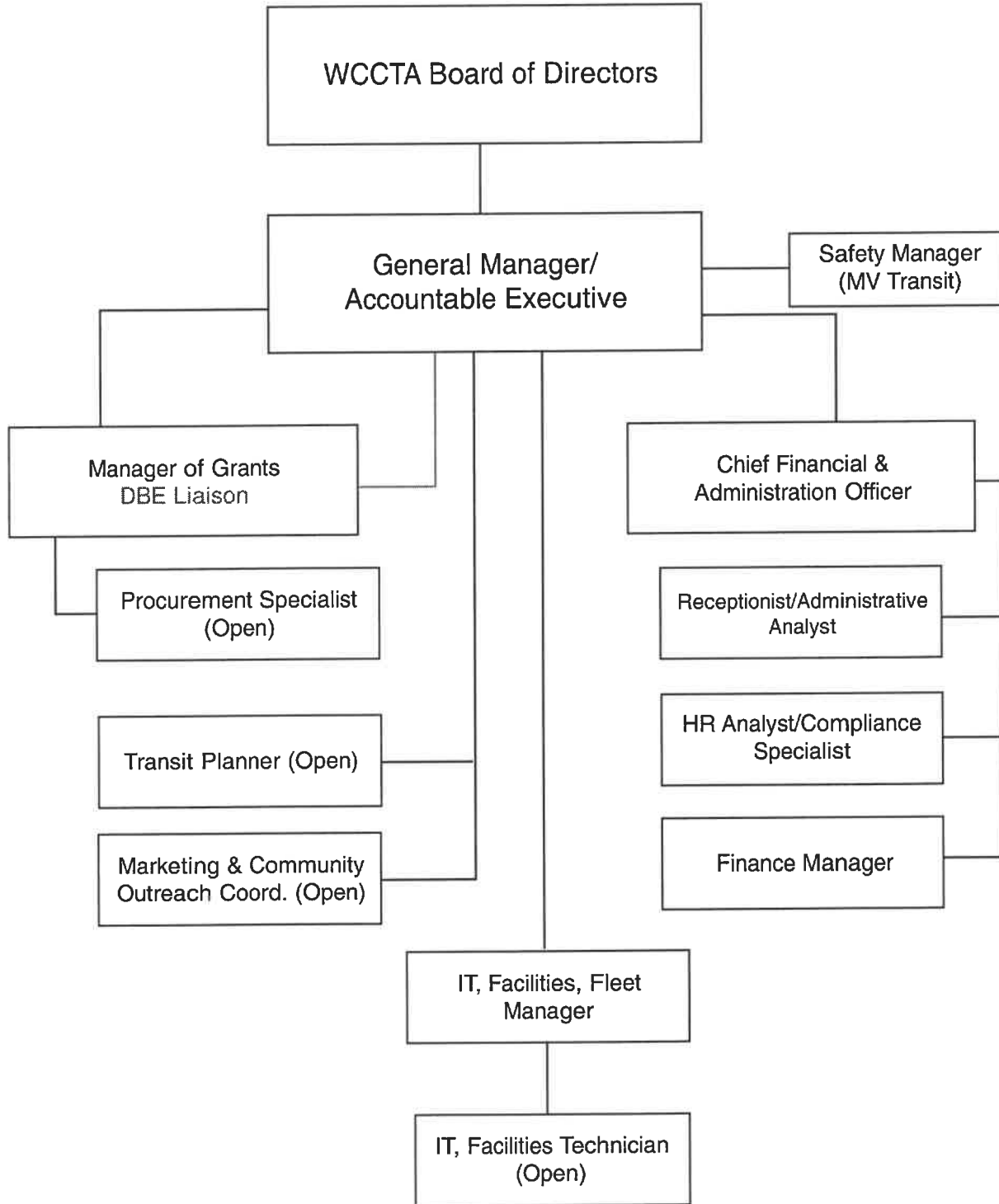
This is an informational item only.

WCCTA Administration Organizational Chart



WCCTA Administration Organizational Chart

Updated July 2022



Agenda Item 4.3

Staff Report on WCCTA Publicly Available Pay Schedules

Pursuant to sections 20636 and 20636.1 of the Government Code, WCCTA is required to compile a publicly available pay schedule and to have the document duly approved by the Board of Directors. The schedule must identify the job title for every employee position, and it must present the pay range for each identified position. To comply with the regulation, compensation to employees must conform to the amounts listed on this document.

The board last approved a Pay Schedule in 2020, in preparing an updated Schedule for 2023 and in discussions with CalPERS in regards to the recent retirement of the previous General Manager staff were informed that the Pay Schedule last adopted in 2020 was not fully in compliance. At that time the Board approved a Schedule that was based on Step increases, in conversations with CALPERS it was recommended that WCCTA implement a Range based schedule as salary increases are often based on Cost of Living adjustments and not individual Steps. It was also recommended that the Board retroactively approve scales for the previous 6 Fiscal years and the upcoming year

Staff has prepared the attached documents covering 7 fiscal years, these documents comply with the requirements outlined in the relevant Government Code sections referenced above. Staff has ensured that the salaries received by employees fall within the presented ranges for each fiscal year. Board approval is required to protect both the Authority and its employees from any uncertainty or challenge in the determination of earnable compensation under the Public Employees' Retirement Law.

Staff has also implemented a procedure to ensure that updated Pay Schedules will be presented to the Board each July going forward.

Recommendation

Staff recommends Retroactively formally approving and adopting WCCTA Publicly Available Pay Schedules for FY16-17, FY17-18, FY18-19, FY19-20, FY20-21, FY21-22, and the Formal Approval and adoption of the WCCTA Publicly available Pay Schedule for FY22-23.

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/2016 through 6/30/2017

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$15,000	\$17,000
Accounting Clerk	Non-Exempt	\$5,000	\$7,000
Assistant General Manager/DBE Liaison Officer	Exempt	\$9,000	\$11,000
Manager of Marketing and Administrative Services	Exempt	\$7,000	\$9,000
Receptionist / Administrative Analyst	Non-Exempt	\$4,000	\$6,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$5,000	\$7,000
Maintenance Director	Exempt	\$10,000	\$12,000
IT Manager	Exempt	\$7,000	\$9,000
Transit Planner / Analyst	Exempt	\$5,000	\$7,000

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/2017 through 6/30/2018

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$16,000	\$18,000
Accounting Clerk	Non-Exempt	\$6,000	\$8,000
Assistant General Manager/DBE Liaison Officer	Exempt	\$10,000	\$12,000
Manager of Marketing and Administrative Services	Exempt	\$8,000	\$10,000
Receptionist / Administrative Analyst	Non-Exempt	\$4,000	\$6,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$6,000	\$8,000
Maintenance Director	Exempt	\$11,000	\$13,000
IT Manager	Exempt	\$7,500	\$9,500
Transit Planner / Analyst	Exempt	\$6,000	\$8,000

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/2018 through 6/30/2019

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$16,000	\$18,000
Accounting Clerk	Non-Exempt	\$6,000	\$8,000
Assistant General Manager/ Manager of Marketing and Administrative Services	Exempt	\$10,500	\$12,500
Receptionist / Administrative Analyst	Exempt	\$8,000	\$10,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$4,000	\$6,000
Maintenance Director	Non-Exempt	\$6,000	\$8,000
IT Manager	Exempt	\$11,000	\$13,000
Manager of Grants & Compliance / DBE Liason	Exempt	\$7,500	\$9,500
	Exempt	\$7,500	\$9,500

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/2019 through 6/30/2020

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$17,000	\$19,000
Accounting Clerk	Non-Exempt	\$6,500	\$8,500
Assistant General Manager/ Manager of Marketing and Administrative Services	Exempt	\$11,500	\$12,500
Receptionist / Administrative Analyst	Exempt	\$9,000	\$11,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$5,000	\$7,000
Maintenance Director	Non-Exempt	\$6,500	\$8,500
IT Manager	Exempt	\$11,000	\$13,000
Manager of Grants & Compliance / DBE Liason	Exempt	\$8,000	\$10,000
	Exempt	\$7,500	\$9,500

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/2020 through 6/30/2021

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$17,000	\$19,000
Accounting Clerk	Non-Exempt	\$6,500	\$8,500
Assistant General Manager/ Manager of Marketing and Administrative Services	Exempt	\$11,500	\$12,500
Receptionist / Administrative Analyst	Exempt	\$9,000	\$11,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$5,000	\$7,000
Maintenance Director	Non-Exempt	\$6,500	\$8,500
IT Manager	Exempt	\$11,000	\$13,000
Manager of Grants & Compliance / DBE Liason	Exempt	\$8,000	\$10,000
	Exempt	\$7,500	\$9,500

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/2021 through 9/30/21

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$17,500	\$19,500
Accounting Clerk	Non-Exempt	\$6,500	\$8,500
Assistant General Manager/ Manager of Marketing and Administrative Services	Exempt	\$12,000	\$14,000
Receptionist / Administrative Analyst	Exempt	\$9,000	\$11,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$5,000	\$7,000
Maintenance Director	Non-Exempt	\$6,500	\$8,500
IT Manager	Exempt	\$11,500	\$13,500
Manager of Grants & Compliance / DBE Liason	Exempt	\$8,000	\$10,000
	Exempt	\$7,500	\$9,500

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 10/1/2021 through 6/30/2022

Position Title	Status	Monthly Minimum	Monthly Maximum
General Manager	Exempt	\$17,500	\$19,500
Accounting Clerk	Non-Exempt	\$6,500	\$8,500
Assistant General Manager/ Chief Financial Officer	Exempt	\$12,000	\$14,000
Receptionist / Administrative Analyst	Exempt	\$10,000	\$12,000
Human Resources Analyst / Compliance Specialist	Non-Exempt	\$5,000	\$7,000
Maintenance Director	Non-Exempt	\$7,000	\$9,000
Accounting Analyst	Exempt	\$11,500	\$13,500
IT Manager	Non-Exempt	\$6,500	\$8,500
Manager of Grants & Compliance / DBE Liason	Exempt	\$8,000	\$10,000
	Exempt	\$7,500	\$9,500

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE

WCCTA Salary Range Effective 7/1/22 through 6/30/2023

Position Title	Status	Monthly Minimum	Monthly Maximum
<i>General Manager - Outgoing</i>	<i>Exempt</i>	<i>\$17,500</i>	<i>\$19,500</i>
General Manager - Incoming	Exempt	\$14,000	\$16,000
Finance Manager	Exempt	\$7,500	\$9,500
Chief Financial and Administration Officer	Exempt	\$11,500	\$13,500
Receptionist / Administrative Analyst	Non-Exempt	\$5,000	\$7,000
Administrative Service Coordinator	Non-Exempt	\$7,500	\$9,500
IT, Facility and Fleet Manager	Exempt	\$9,500	\$11,500
Manager of Grants & Compliance / DBE Liason	Exempt	\$9,000	\$11,000
<i>Transit Planner - Open</i>	<i>Exempt</i>	<i>\$7,000</i>	<i>\$9,000</i>
<i>Marketing and Community Outreach Coordinator - Open</i>	<i>Non-Exempt</i>	<i>\$7,000</i>	<i>\$9,000</i>
<i>Procurement Specialist - Open</i>	<i>Exempt</i>	<i>\$7,000</i>	<i>\$9,000</i>
<i>IT & Facilities Technician - Open</i>	<i>Non-Exempt</i>	<i>\$4,000</i>	<i>\$6,000</i>

Agenda Item 4.4

Staff Report on October Free Fare Promotion

In September 2021, WCCTA offered a month of free rides on all routes as part of a regional 'Return to Transit' marketing campaign to encourage transit use. During that month WCCTA saw an increase of around 17% compared to the prior month. Despite a subsequent rise in COVID cases over the following few months' ridership remained steady during late 2021 and into early 2022. As ridership begins to recover again and with funding available through the Low Carbon Transportation Program (LCTOP), staff proposes offering another month of free rides in order to encourage additional transit use. This effort to make transit more accessible aligns well with the goals of the Blue-Ribbon Transit Recovery Task Force and the principles adopted by the Metropolitan Transportation Commission (MTC).

Staff is proposing to offer the free ride promotion during the month of October, this coincides with a similar promotion County Connection is undertaking. October has typically been one of the highest ridership months due to schools being in session and a lack of major holidays. The timing also avoids overlap with the Pass2Class program that is being offered in partnership with WCCTAC/511 Contra Costa and allows students to ride free during the months of August and September. With this additional fare promotion, students can ride WCCTA for free for three consecutive months.

Based on our most up-to-date ridership numbers, the ridership increase seen last September and taking into account that October has traditionally been a high ridership month staff estimates that ridership would increase between 20-25% over the current totals. This would result in an estimated fare revenue loss of approximately \$150,000. WCCTA currently has received \$318,889 in LCTOP funds that are programed and approved to offer Free Fare on our system. This would leave additional funds for a future free fare promotion, perhaps centered around Spare The Air Days.

Recommendation

Staff are requesting the Board authorize free fare rides and the use of LCTOP funds to cover passenger fares during the month of October 2022

Agenda Item 4.5

Staff Report on Federal Transit Administration Triennial Review Final Report

The Triennial Review is one of the Federal Administration's (FTA) management tools for examining grantee performance and adherence to current FTA requirements and policies. The Triennial Review occurs once every three years and examines how recipients of Urbanized Area Formula funds meet statutory and administrative requirements in 23 separate functional areas.

In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA reporting to the Transportation Secretary, Congress and other oversight agencies, and the transit community on the Urbanized Area Formula Program.

The review involved the submittal of extensive documentation for initial evaluation by the review team and a series of follow-up virtual meetings to go over each of the 23 functional areas in detail. During the review, two deficiencies were found with the FTA requirements for Procurement. WCCTA was able to provide the relevant documents of the written procurement history to the FTA to close one deficiency before the review was finalized. The second deficiency required an update to WCCTA's procurement policy to ensure all clauses are correctly included in contracts, and a policy to ensure these Third-Party clauses are updated annually. The required documentation was submitted to the FTA on August 3rd, prior to the August 22nd deadline.

The reviewer did also identify WCCTA's Public Transportation Agency Safety Plan (PTASP) as an example of a plan that the FTA would like to include as party of an Agency Safety Plan Directory, accessible to peers throughout the industry.

Recommendation

Receive and File the Final Report: Fiscal Year 2022 Triennial Review for Federal Transit Administration Region IX.



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
American Samoa,
Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5487
213-202-3950

July 13, 2022

Aleida Andrino-Chavez
Chair, Board of Directors
Western Contra-Costa County Transit Authority
601 Walter Ave
Pinole, CA 94564

Re: FY 2022 Triennial Review – Final Report

Dear Ms. Andrino-Chavez:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other federal requirements. The enclosed final report documents the FTA's Fiscal Year (FY) 2022 Triennial Review of the Western Contra-Costa County Transit Authority (WestCAT) in Pinole, California. Although not an audit, the Triennial Review is the FTA's assessment of WestCAT's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, a virtual site visit was conducted for this Triennial Review. In addition, the review was expanded to address WestCAT's compliance with the administrative relief and flexibilities the FTA granted and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security Act; Coronavirus Response and Relief Supplemental Appropriations Act of 2021; and American Rescue Plan Act of 2021.

The Triennial Review focused on WestCAT's compliance in 23 areas. Deficiencies were found in one area: (i) Procurement. Four (4) other areas were not applicable. WestCAT had no repeat deficiencies from the FY 2018 Triennial Review.

Subsequent to the virtual site visit, WestCAT provided corrective action responses to address one (1) deficiency noted in the Procurement area of this report. This deficiency is closed.

Regulations and Guidance

As WestCAT moves forward with its transit program, the FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

Cybersecurity Certification for Rail Rolling Stock and Operations

The National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, §7613 promulgated the addition of U.S.C. Section 5323(v). This new requirement instructs a recipient that operates a rail fixed guideway public transportation system to certify to the FTA that it established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks. Recipients are to use the approach described in the voluntary standards and best practices developed by the National Institute of Standards and Technology (NIST) and the Secretary of Homeland Security in consultation and coordination with various stakeholders. Recipients are to also identify hardware and software it determines should be tested and analyzed by a third party to mitigate cybersecurity risk.

For the FY 2022 review cycle, the FTA is deploying a “soft launch” in determining, if and how, recipients are developing their plan for identifying and reducing cybersecurity risks. Recipients are to certify in TrAMS by correctly completing Category 20 of the annual Certifications and Assurances to indicate their compliance with this requirement. For the FY 2025 review cycle, this requirement will be reviewed for full compliance.

For additional information about the cybersecurity framework, visit the NIST’s website at <https://www.nist.gov/cyberframework/framework>.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact the assigned FTA oversight Transportation Program Specialist, Philoki Barros, at 415-734-9452 or by email at philoki.barros@dot.gov.

Sincerely,

DARIN J
ALLAN

Digitally signed by DARIN
J ALLAN
Date: 2022.07.13
16:20:03 -07'00'

For Ray Tellis
Regional Administrator

Enclosure

FINAL REPORT

**FISCAL YEAR 2022
TRIENNIAL REVIEW**

of

**Western Contra-Costa County Transit Authority
Pinole, California
ID: 5624**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 9**

Prepared By:

Calyptus Consulting Group, Inc.

**Scoping Meeting Date: March 2, 2022
Site Visit Date: May 10-13, 2022
Draft Report Date: June 13, 2022
Final Report Date: July 13, 2022**

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Western Contra-Costa County Transit Authority (WestCAT) of Pinole, California. The FTA wants to ensure that awards are administered in accordance with the requirements of federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Calyptus Consulting Group, Inc. (Reviewer). During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, a virtual site visit was conducted for this Triennial Review. In addition, the review was expanded to address WestCAT's compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021; and American Rescue Plan (ARP) Act of 2021. WestCAT was also requested to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Triennial Review focused on WestCAT's compliance in 23 areas. Four (4) areas were not applicable. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area.

Deficiencies were found in the area listed below.

Review Area	Deficiencies	
	Code	Description
Procurement (P)	P5-1	Incomplete written documentation of procurement history (closed)
	P11-1	Missing FTA clauses

Subsequent to the virtual site visit, WestCAT provided corrective action responses to address the P5-1 deficiency noted in the Procurement area of this report. This deficiency is closed.

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with the FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review process includes a review of the recipient’s compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the Western Contra-Costa County Transit Authority (WestCAT). The review concentrated on procedures and practices employed since WestCAT’s previous Triennial Review; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available through the FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual site visit. Due to the COVID-19 Public Health Emergency, a virtual site visit was conducted of each recipient. In addition, the review was expanded to address the recipient’s compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 relief funds received through the CARES Act, CRRSAA of 2021, and ARP Act of 2021. Recipients were also requested to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Fiscal Year (FY) 2022 process began with the regional office transmitting a Recipient Information Request (RIR) to WestCAT on November 23, 2021, indicating a review would be conducted. While WestCAT prepared its response to the RIR, the regional office and review team conducted a desk review and scoping meeting on March 2, 2022. Necessary files retained by the regional office were sent to the Reviewer electronically. Following the desk review and scoping meeting, the Reviewer and the recipient corresponded and exchanged information and documentation in preparation for the virtual site visit. As a result of this review, an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted was then sent to WestCAT on April 22, 2022. The virtual site visit occurred May 10-13, 2022.

The virtual site visit portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The Reviewer conducted additional interviews and reviewed documentation to evidence WestCAT's compliance with FTA requirements.

Upon completion of the review, the FTA and the Reviewer provided a summary of findings to WestCAT at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Western-Contra Costa County Transit Authority (WestCAT) was formed in September of 1977 under the provisions of the California Joint Exercise of Powers Act for the purpose of providing public transportation services to the cities of Pinole, Hercules, and the unincorporated communities of Montalvin Manor, Bayview, Tara Hills, Rodeo, Crockett, and Port Costa. The WestCAT service area is located in Western Contra-Costa County approximately 20 miles northeast of San Francisco. It is primarily a suburban residential area with relatively limited commercial/industrial development. Current population of the area is approximately 67,000 people. A seven-member Board of Directors, composed of two elected officials from each city and three members appointed by the Contra Costa County Board of Supervisors, is the sole governing body for WestCAT.

WestCAT operates fixed-route and paratransit service with a network of 14 fixed routes and 12 paratransit vehicles. Service is provided weekdays from 4:30 a.m. to 12:15 a.m., Saturdays from 5:50 a.m. to 11:00 p.m., and Sundays from 7:10 a.m. to 10:00 p.m. WestCAT's complementary ADA service, operates during the same days and hours of service as the fixed routes, being either directly operated, or provided through a cooperative agreement with BART for the East Bay Paratransit Consortium for ADA trips outside of Dial-a-Ride operating hours and on Sunday. WestCAT's Dial-a-Ride service is currently offered beyond ADA-required service levels to include anyone 65-years of age or older. This service is provided throughout the entire WestCAT service area, without being restricted to ¼ mile corridors around fixed routes.

The basic adult fare for fixed-route bus service is \$1.75. A reduced fare of \$0.75 is offered to seniors, persons with disabilities, and Medicare cardholders during all hours. The fare for ADA paratransit service is \$1.25.

WestCAT operates a fleet of 45 buses for fixed route service. Its bus fleet consists of standard 35-foot, 40-foot, and low-floor buses as well as 45-foot transit coaches and double-decker commuter buses. The current peak service requirement is for 30 vehicles. WestCAT also has a fleet of 10 vans and two sedans that are operated by its contractor, MV Transportation, for ADA paratransit service.

WestCAT operates from a single maintenance and administration facility in Pinole at 601 Walter Avenue. WestCAT performs facility maintenance with its own staff and contracts with MV Transportation for vehicle operations and vehicle maintenance. Vehicle maintenance is performed under the direction of an agency-employed Maintenance Director.

WestCAT's National Transit Database submittals for reporting years 2018-2021 have been accepted by the Federal Transit Administration.

2. Award and Project Activity

Below is a list of WestCAT's open awards at the time of the review.

Federal Award Identification Number	Award Amount	Year Executed	Award Name
CA-2019-098-00	\$4,802,296	2019	Vehicle Replacement, Equipment, Fare Boxes, Radio Systems, ADA Set Aside, AVL System
CA-2020-091-00	\$3,079,339	2020	Vehicle Replacement, Fare Boxes, ADA Set Aside
CA-2021-204-00	\$2,896,784	2021	American Rescue Plan (ARP) Section 5307 Operating Assistance
CA-2021-204-01	\$2,201,817	2021	American Rescue Plan (ARP) Section 5307 Operating Assistance
CA-2021-101-00	\$1,214,643	2021	Paratransit Vehicle Replacement, ADA Set Aside, AVL System

WestCAT received supplemental funds for operating assistance in award numbers CA-2021-204-00 and CA-2021-204-01.

Projects Completed

In the past few years, WestCAT completed the following noteworthy projects:

- Replacement of rolling stock, both MB and DR, which was at the end of its useful life (5307).
- Continued operation of ADA-required specialty services partially funded with FTA 5307 funds.
- Installation of AVL system on bus fleet (5307)
- Installation of Bus Wash (not FTA funded)

Ongoing Projects

WestCAT is currently implementing the following noteworthy project:

- Continued replacement of rolling stock, both MB and DR at end of useful life

Future Projects

WestCAT plans to pursue the following noteworthy projects in the next three to five years:

- Continuation of long-term replacement of MB and DR fleet
- Transition of Diesel Fleet to Clean Fuel vehicles
- Implementation of customer-interfaced Real Time Arrival data system

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the U.S. Department of Transportation (US DOT) Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the Federal Transit Administration (FTA) and close awards timely.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/ Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

Finding: FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight are not applicable to WestCAT.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement the Federal Transit Administration (FTA)-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that Federal Transit Administration (FTA)-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, the FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of WestCAT, two (2) deficiencies were found with the FTA requirements for Procurement.

Deficiencies in review of procurement files

During the virtual site visit of WestCAT, three (3) procurement files were reviewed: two (2) rolling stock procurements and one (1) purchased transportation procurement. The table below provides more details about these procurements.

Procurement #	1	2	3
Goods/ Services Procured	Double Decker Buses	Low Floor Buses	Purchased Transportation
Date	2019	2020	2021
Dollar Value	\$2,000,000	\$2,614,055	\$394,513
Type	Rolling Stock	Rolling Stock	Operations/Maintenance of WestCAT services
Method	Piggyback	Piggyback	RFP
New Start or Small Start	No	No	No
Awarded by Contractors or Subrecipients	No	No	No
Change Order	No	No	No
DBE Goal	No	No	No
Protest	No	No	No
Deficiencies	NA	NA	P5-1, P11-1

The P5-1 and P11-1 deficiencies were identified among procurement number 3.

Deficiency Description: Incomplete written documentation of procurement history (P5-1)

A sample of three procurement files were reviewed to verify compliance with third-party procurement requirements as illustrated in the table on page 11. In procurement 3, the contract files did not include written documentation of the procurement history as required.

2 CFR 200.318(i)

The non-Federal entity must maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1)), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

Corrective Action(s) and Schedule: By August 22, 2022, WestCAT must submit to the FTA Region 9 office:

1. Evidence that the deficiencies identified in its record-keeping process have been corrected and that procurement staff have been trained on documenting procurement history.
2. The identified missing documentation for the procurements reviewed to the FTA regional office.
3. For the next non-rolling stock procurement, documentation that all procurement requirements have been met.

On May 19, 2022, WestCAT submitted the written documentation of procurement history that had been identified as missing in its procurement files for procurement 3 in the table on page 11. In addition, WestCAT provided evidence that the deficiency identified in its record-keeping process has been corrected, that procurement staff have been appropriately trained, and submitted documentation to show that procurement requirements have been met for its next non-rolling stock procurement. **As a result of these submissions, all corrective actions listed above have been met and this deficiency is closed.**

Deficiency Description: Missing FTA clauses (P11-1)

The contract files for one procurement did not include a required FTA clause, notice to FTA and U.S. DOT Inspector General of information related to fraud, waste, abuse, or other legal matters required by the FTA Master Agreement and telecommunications restrictions required by 2 CFR 200.216.

FTA Master Agreement (28) Section 39(b).

Notification to FTA; Flow Down Requirement. If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third Party Agreements and must require each Third Party Participant to include an equivalent provision in its

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained

Corrective Action(s) and Schedule: By August 22, 2022, WestCAT must submit to the FTA Region 9 office:

- 1) A revised procedure that addresses the inclusion of all FTA required third party contract clauses including the FTA/DOT IG notice of fraud, and prohibition of certain telecommunications and video surveillance services or equipment.
- 2) A procedure for annually updating its clauses to include all FTA required third party contract clauses,
- 3) Documentation that the required clauses are included in the contract for the next procurement.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the US DOT requirements for DBE.

subagreements at every tier, for any agreement that is a "covered transaction" according to 2 C.F.R. §§ 180.220 and 1200.220.

(1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

(3) Additional Notice to U.S. DOT Inspector General. The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, "promptly" means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Title VI.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the US DOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the US DOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving Federal financial assistance under the Federal transit laws.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the Federal Transit Administration (FTA) Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipient may operate charter only when the service meets a specified exception defined in rule.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from the FTA; therefore, the related requirements are not applicable to the review of WestCAT.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of WestCAT.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

Finding: During this Triennial Review of WestCAT, no deficiencies were found with the FTA requirements for Public Transportation Agency Safety Plan.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

Finding: The FTA requirements for Cybersecurity were not applicable to WestCAT during this Triennial Review.

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
		P11-1 Missing FTA clauses	WestCAT must submit to the FTA Region 9 office: 1. A revised procedure that addresses the inclusion of all FTA required third party contract clauses, including the notification to FTA and DOT Inspector General of information related to fraud, waste, abuse, or other legal matters and prohibition of certain telecommunications and video surveillance services or equipment. 2. A procedure for annually updating its clauses to include all FTA required third party contract clauses. 3. Documentation that the required clauses are included in the contract for the next procurement.	August 22, 2022	
10. Disadvantaged Business Enterprise	ND				
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				
22. Public Transportation Agency Safety Plan	ND				
23. Cybersecurity	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	NA				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	P5-1 Incomplete written documentation of procurement history	<p>WestCAT must submit to the FTA Region 9 office:</p> <ol style="list-style-type: none"> 1. Evidence that the deficiencies identified in its record-keeping process have been corrected and that procurement staff have been trained on documenting procurement history (closed). 2. The identified missing documentation for the procurements reviewed to the FTA regional office (closed). 3. For the next non-rolling stock procurement, documentation that all procurement requirements have been met (closed). <p>On May 19, 2022, WestCAT submitted the written documentation of procurement history that had been identified as missing in its procurement files for procurement 3 in the table on page 11. In addition, WestCAT provided evidence that the deficiency identified in its record-keeping process has been corrected, that procurement staff have been appropriately trained, and submitted documentation to show that procurement requirements have been met for its next non-rolling stock procurement. As a result of these submissions, all corrective actions listed above have been met and this deficiency is closed.</p>	August 22, 2022	May 19, 2022

VI. Participants

Name	Title	Phone Number	E-mail Address
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VII. Appendices

No appendices are included in this report.

Agenda Item 4.6
Staff Report on Zero Emission Roll-Out Plan RFP

The Innovative Clean Transit (ICT) regulation requires each transit agency to submit a Zero-Emission Bus Rollout Plan, approved by its governing body, showing how it plans to achieve a full transition to zero-emission buses (ZEBs) by 2040.

The Rollout Plan lays out the planning approach before the purchase requirements of ICT begin. Careful planning is essential to ensure the synchronization of vehicle procurement, infrastructure build-out, and fuel cost management. Rollout Plans also improve the public, fuel suppliers, and the State's understanding of transit agencies' operations. This understanding could help provide more targeted support in developing incentives, inform fuel providers and utilities about potential infrastructure and electrical upgrades, and engage the general public about the environmental benefits of ZEBs.

WCCTA seeks to hire a qualified consulting firm to conduct a system-wide route analysis comparing its current fleets of buses to zero-emission buses (ZEBs) in response to the California Air Resources Board (CARB) Innovative Clean Transit (ICT) Regulation, which mandates the full conversion of bus fleets to zero-emission by 2040. WCCTA does not have personnel on staff with expertise in the areas associated with this project.

The study will develop a recommended ZEB mode and provide a Zero Emission Bus Rollout Plan for revenue fleet conversion by 2040 (with associated infrastructure and operating plan), as mandated by CARB. This Plan is required to be adopted by the WCCTA Board of Directors and submitted to CARB by June 30, 2023.

The analysis will consider the operational and financial impacts of a full fleet conversion, and examine the difference in the capital and operating costs of new battery-electric or hydrogen fuel cell bus technology versus the current fleet technologies, the capital cost of associated ZEB infrastructure, and the overall operating cost impacts.

The overall goal of the project is to provide WCCTA with an approved Zero Emission Bus Rollout Plan as required by CARB by June 30, 2023. The goals of the analysis are four-fold:

1. Determine which zero-emission fuel type (or combination of fuel types) best support WCCTA's operations;
2. Determine the most cost-effective approach to a 100% bus fleet with zero emission propulsion;
3. Determine capital improvements/infrastructure required to achieve the 100% ZEB fleet and operation; and

4. Provide a purchasing/infrastructure strategy and schedule that allows WCCTA to meet ZEB deadlines

Recommendation

Staff recommends Board approval for the release of an RFP for the development of a complete Zero-Emission Bus Rollout Plan as required by the California Air Resources Board (CARB) Innovative Clean Transit (ICT) Regulation.