

NOTICE OF MEETING

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

DATE: March 14, 2024 (Thursday)
TIME: 6:30 PM
PLACE: City of Pinole Council Chambers
2131 Pear Street, Pinole CA

**Attend in Person in Pinole Council Chambers or via
Zoom ID: 862 0063 0753
<https://us02web.zoom.us/j/86200630753>
Zoom Phone Number: 1-669-900-6833
Meeting Number - 862 0063 0753**

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 arrangements 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 the 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

If a Board member would like to discuss any item listed, it may be pulled from the Consent Calendar. **Recommend Approval of all Items on the Consent Agenda as follows:**

- 1.1 Approval of Minutes of Regular Board Meeting of January 18, 2024. **[Action Requested: Approval of Minutes] ***
- 1.2 Approval Expenditures for January and February 2024 **[Action Requested: Approval of Expenditures] ***
- 1.3 Receive Contractors' Monthly Management Reports for December 2023. **[Action Requested: Receive and File] ***

- 1.4 WestCAT Marketing Update **[Action Requested: Information Only] ***
- 1.5 Approval of WCCTA Annual Statement of Investment Policy **[Formal Approval of WCCTA Investment Policy] ***
- 1.6 Receive Western Contra Costa Transit Authority Single Audit Report **[Action Requested: Receive and File] ***
- 1.7 Receive California State Controller's Annual Special Districts Transactions Report and the Annual Transit Operator Financial Transaction Report of the Western Contra Costa Transit Authority as of June 30, 2023 **[Action Requested: Receive and File] ***

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Presentation by KTC Consulting on Hydrogen Conversion and Proposed Grant Opportunities **[Action Requested – Direction to Staff] ***
- 2.2 Presentation and Discussion of 2nd Quarter Financial Report **[Action Requested: Information Only] ***
- 2.3 WestCAT Schedule Update **[Action Requested: Information Only] ***
- 2.4 State Legislative Advocacy Update **[Action Requested: Information Only] ***
- 2.5 Discussion Regarding Start Time for Board Meeting **[Action Requested: Direction to Staff] ***

3.0 COMMITTEE REPORTS

- 3.1 General Manager's Report **[No Action: Information Only]**
- 3.2 WCCTAC Representative Report **[No Action: Information Only]**

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

6.0 ADJOURNMENT

* Enclosures

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 Thursday, April 11

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



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

January 18, 2024

Regular Meeting

6:30 PM Pinole City Council Chambers

The Board of Directors Meeting was held in person.

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

Chair Toms called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Maureen Toms, Vice Chair Tom Hansen, Dion Bailey, Cameron Sasai, Tiffany Grimsley,

STAFF PRESENT

Rob Thompson, General Manager, Rob Petty, General Services Manager, Yvonne Morrow, Chief Financial Officer, Mica McFadden, Executive Assistant/Clerk to the Board, Debora Harris, Finance Manager, Finn Wurtz, Transit Planner.

GUESTS PRESENT

Alternate Director Kelley, Treslyian Edwards, MV Transportation General Manager, David Alvey, Maze & Associates

B. APPROVAL OF AGENDA

Following an inquiry to the Board, the Board reported no conflicts with any items on the agenda.

MOTION: A motion was made by Director Grimsley, seconded by Director Sasai to Approve the Agenda. The motion was carried by the following vote:

Ayes: 5– (Toms, Bailey, Hansen, Sasai, Grimsley)

C. PUBLIC COMMUNICATIONS

NONE.

1) CONSENT CALENDAR

Following an inquiry to the Board, the Board reported no conflicts with any of the items on the Consent Calendar.

MOTION: A motion was made by Director Bailey, seconded by Director Hansen to Approve the Consent Calendar. The motion was carried by the following vote:

Ayes: 5– (Toms, Bailey, Hansen, Sasai, Grimsley)

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1 **Presentation and Discussion of WCCTA Audited Financial Statements for the Year Ending June 30, 2023** [Action Requested – Receive and File]

GM Thompson introduced Mr. David Alvey from Maze Associates who performed the WCCTA Audit. Mr. Alvey gave an overview of the audit process, indicating that the audit opinion was unmodified or clean. Mr. Avery went on to highlight the Memorandum on Internal Controls, which contained no items or concerns.

Board Members did not have any additional questions, and Chair Toms indicated the audit would be received and filed.

Director Bailey thanked the staff for their work in successfully completing the audit process.

2.2 **Presentation and Discussion of 1st Quarter Financial and Operating Data Report** [Action Requested: Information Only]

GM Thompson introduced Chief Financial Officer Yvonne Morrow. CFO Morrow went over the 1st Quarter Financial reports, highlighting both expenses and revenues in comparison to the Board Adopted Budget. CFO Morrow indicated the current surplus after the first quarter and asked the Board if they had any clarifying questions.

The Board had no questions, and no action was required regarding this item.

3) COMMITTEE REPORTS

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

GM Thompson gave an update on the CA vs Hate campaign, the county-wide means-based fare Low-Income Fare Equity (LIFE) Program, the filming of a promotional video highlighting the program, and discussions relating to the potential regional funding measure in 2026 and recent legislative bills that had been introduced.

GM Thompson went on to inform the Board that the four East Bay operators are planning to engage with a Sacramento lobbying firm to help tell our story in Sacramento.

GM Thompson introduced Finn Wurtz as the WCCTA Transit Planner.

Board members asked some clarifying questions on the legislative bills that have been introduced and the Low-Income Fare Equity (LIFE) Program.

Alternate Director Kelley made a public comment on the potential regional funding measure and ongoing consolidation conversation.

3.2 WCCTAC Representative Report. No Action: Information Only.

Director Bailey and Vice Chair Hansen updated the Board on items related to discussions of STMP fees (development fees), as well as Richmond Ferry updates.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

NONE.

6) ADJOURNMENT

Chair Toms adjourned the meeting at 6:58 PM. The next meeting is scheduled for February 8, 2024.

Tom Hansen, Vice Chair

Date

Robert Thompson, Secretary

Date

Agenda Item 1.2

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
1/3/24	51200-10 Rentals & Leases, Operations 20100 Accounts Payable	ARO0002226	Jan - Mar TC Bus Bay rental AC Transit	26,516.17	 26,516.17
1/1/24	50499-41 Other Mat & Supplies,Veh Maint 50499-42 Other Mat&Suppl, Non-Veh Maint 50499-43 OtherMat&Sup-Non-Veh, Computer 50499-60 Other Mat & Supplies, Admin 11103 Office Equipment & Furniture 11105 Oper, Maint & Admin Facility 11107 Communication/Information Syst 50903-60 Fees, Admin 20100 Accounts Payable	1P11-QJ4C-WGLQ	Vehicle parts Facilities supplies IT supplies Office supplies Office upgrade (Furniture) - TDA Facilities Maintenance & Modernization Project FY24 (see invoice for description) - TDA Wireless key board & mouse, 4-Pack High-Yield Toner Cartridge - TDA Shipping/handling & taxes Amazon Capital Services, Inc.	1,151.55 172.54 180.75 59.77 233.58 317.19 1,041.06 301.48	 3,457.92
1/3/24	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	21122882	Monitoring fee- Fire (2/1 - 4/30/24) Monitoring fee- Fire (2/1 - 4/30/24) Bay Alarm Company	432.76 216.38	 649.14
1/6/24	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	2024-10	2024 Membership renewal Bay Front Chamber of Commerce	200.00	 200.00
1/10/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	C63856	Vehicle parts Buchanan Auto Electric Inc.	2,060.81	 2,060.81
1/4/24	50499-41 Other Mat & Supplies,Veh Maint 50499-42 Other Mat&Suppl, Non-Veh Maint 50499-42 Other Mat&Suppl, Non-Veh Maint 50499-42 Other Mat&Suppl, Non-Veh Maint 50499-42 Other Mat&Suppl, Non-Veh Maint 50903-60 Fees, Admin 11102 Maintenance Equipment 11107 Communication/Information Syst 50499-42 Other Mat&Suppl, Non-Veh Maint 11105 Oper, Maint & Admin Facility 11105 Oper, Maint & Admin Facility	Stmt 120523 - 010424	Amazon (Vehicle parts) Amazon (Building maintenance- supplies) Amazon (Building maintenance-supplies) Amazon (Building maintenance - supplies) Amazon (Building maintenance - supplies) Amazon (Taxes) Walmart.com (Maintenance Equipment: Automotive smoke machine built-in Air Compressor)-TDA Walmart.com (Communication/Information equipment-see receipt for description) - TDA Harbor Freight Tools (Building maintenance supplies) Amazon (Facilities Maintenance & Modernization Project FY24 (see receipt for description)-TDA Walmart.com (Facilities Maintenance & Modernization Project FY24 - see receipt for	124.99 13.98 12.98 12.98 46.02 15.00 398.47 2,874.34 56.75 828.09 368.29	

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Purchase Journal

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	50499-41 Other Mat & Supplies,Veh Maint		description) - TDA Amazon (vehicle parts)	1,299.00	
	50300-43 O/S Service, Non-Veh, Computer		Dropbox (recurring monthly billing for 8 licenses)	240.00	
	11105 Oper, Maint & Admin Facility		Walmart.com (Facilities Maintenance & Modernization Project FY24 - see receipt for description) - TDA	889.46	
	50300-43 O/S Service, Non-Veh, Computer		Sage software: (Accounting software renewal - monthly payment plan)	166.51	
	50300-43 O/S Service, Non-Veh, Computer		Zoom (recurring monthly billing)	14.68	
	50300-43 O/S Service, Non-Veh, Computer		Microsoft (Office 365 Business Premium mthly fee for additional support)	5.00	
	50499-41 Other Mat & Supplies,Veh Maint		Amazon (Vehicle parts - DAR 12)	27.38	
	50499-43 OtherMat&Sup-Non-Veh, Computer		Amazon (IT supplies)	67.14	
	50908-10 Marketing & Advertising, Oper		Upwork (Social Media Marketing)	254.95	
	50902-60 Travel Expense, Admin		IMPARK (Parking: Transit Priority Policy workshop).	28.00	
	50908-10 Marketing & Advertising, Oper		Twilio (Emergency messaging software for ridership)	150.29	
	50410-10 Postage, Operations		Stamps.com (recurring mthly service charge)	19.99	
	50410-60 Postage, Admin		Stamps.com (recurring mthly service charge)	10.00	
	20100 Accounts Payable		Bank of America Business Card		7,924.29
1/10/24	10204 A/R Accrual - MV Liability Ins	14-2023-December	Dec ins & admin fee	2,023.17	
	20100 Accounts Payable		CalTIP		2,023.17
1/28/24	50499-41 Other Mat & Supplies,Veh Maint	139815	Vehicle parts	3,154.77	
	20100 Accounts Payable		Chuck's Brake & Wheel		3,154.77
12/19/23	50499-41 Other Mat & Supplies,Veh Maint	1606	Maintenance supplies (mechanics)	1,166.34	
	20100 Accounts Payable		Cinchem LLC		1,166.34
12/11/23	50499-41 Other Mat & Supplies,Veh Maint	4176612284	December uniform	711.31	
	20100 Accounts Payable		Cintas Corporation		711.31
12/18/23	50499-41 Other Mat & Supplies,Veh Maint	4177335252	December uniform	724.09	
	20100 Accounts Payable		Cintas Corporation		724.09
12/18/23	50499-41 Other Mat & Supplies,Veh Maint	4178088414	December uniform	724.09	
	20100 Accounts Payable		Cintas Corporation		724.09
1/2/24	50499-41 Other Mat & Supplies,Veh Maint	4178808280	January uniform	724.09	
	20100 Accounts Payable		Cintas Corporation		724.09
1/4/24	50499-41 Other Mat & Supplies,Veh Maint	4175905658	December uniform	711.31	

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	20100 Accounts Payable		Cintas Corporation		711.31
1/8/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	4179479234	January uniform Cintas Corporation	724.09	724.09
1/17/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001001038052	January fiber network (1/1 - 1/31/24) January Fiber network (1/1 -1/31/24) Comcast Business	1,112.24 556.12	1,668.36
12/31/23	50300-42 Outside Service, Non-Veh Maint 20100 Accounts Payable	3737	Annual inspection & new fire extinguishers (5) Contra Costa Fire Equipment	2,529.52	2,529.52
1/5/24	50800-10 Purchased Transportation, Oper 20100 Accounts Payable	OS-WC_2023-11	November Pilot Central Contra Costa Transit Authority	3,258.45	3,258.45
1/8/24	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	13911	Jan LTD Jan Supplemental insurance BCC	938.16 209.41	1,147.57
12/29/23	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	529260 12/2023	Water service (10/20 - 12/21/23) Water service (10/20 - 12/21/23) East Bay Municipal Utility District	453.83 226.91	680.74
12/29/23	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	529339 12/23	Water service (10/20 - 12/21/23) Water service (10/20 - 12/21/23) East Bay Municipal Utility District	701.85 350.93	1,052.78
12/26/23	50401-10 Fuel & Lubricants 20100 Accounts Payable	23-994758	Mobil Flyers Energy, LLC (RCP)	1,861.90	1,861.90
1/2/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-998708	DEF Flyers Energy, LLC (RCP)	1,139.34	1,139.34
1/10/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-004454	Anti-Freeze Flyers Energy, LLC (RCP)	289.24	289.24
1/10/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-004455	Mobil Flyers Energy, LLC (RCP)	2,688.19	2,688.19
2/28/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	23-994757	Anti-Freeze Flyers Energy, LLC (RCP)	351.83	351.83

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12/11/23	11104 Facility Repairs	90196672	Freight charge for vault repair equip. (see original invoice# 90188483) for details) - TDA	695.00	
	20100 Accounts Payable		GENFARE/ SPX Corporation		695.00
12/1/23	50499-41 Other Mat & Supplies,Veh Maint	41123803	Vehicle parts	306.72	
	20100 Accounts Payable		Gillig LLC		306.72
12/27/23	50499-41 Other Mat & Supplies,Veh Maint	41122716	Vehicle parts	318.45	
	20100 Accounts Payable		Gillig LLC		318.45
1/9/24	50300-60 Outside Services, Admin	1366386	Dec legal services	6,285.85	
	20100 Accounts Payable		Hanson Bridgett LPP		6,285.85
1/1/24	50215-42 Fringe Benefits, Non-Veh Maint	342929	Jan dental ins	214.21	
	50215-43 Fringe Benefits, Non-Veh, Comp		Jan dental ins	54.52	
	50215-60 Fringe Benefits, Admin		Jan dental ins	619.00	
	20100 Accounts Payable		Health Care Dental		887.73
1/12/24	11105 Oper, Maint & Admin Facility	Stmt 1/12/2024	Facilities Maintenance & Modernization Project FY24 (see receipts for description) - TDA	1,998.37	
	50499-42 Other Mat&Suppl, Non-Veh Maint		Facilities supplies (see receipts for description)	529.94	
	20100 Accounts Payable		Home Depot Credit Services		2,528.31
12/18/23	50300-41 Outside Service, Vehicle Maint	162670	Tire repair	1,119.45	
	20100 Accounts Payable		J & O's Commercial Tire Center		1,119.45
12/26/23	50402-10 Tires & Tubes	162829	December tires	5,637.14	
	20100 Accounts Payable		J & O's Commercial Tire Center		5,637.14
1/2/24	50402-10 Tires & Tubes	162924	December tires	2,722.13	
	20100 Accounts Payable		J & O's Commercial Tire Center		2,722.13
2/1/24	50215-42 Fringe Benefits, Non-Veh Maint	2/2024	Feb medical insurance	3,061.78	
	50215-43 Fringe Benefits, Non-Veh, Comp		Feb medical insurance	913.88	
	50215-60 Fringe Benefits, Admin		Feb medical insurance	11,438.75	
	20100 Accounts Payable		Kaiser Foundation Health Plan, Inc.		15,414.41
1/2/24	50499-41 Other Mat & Supplies,Veh Maint	101777209	Vehicle parts	364.39	
	20100 Accounts Payable		Kimball Midwest		364.39
1/2/24	50300-42 Outside Service, Non-Veh Maint	11865	Qtrly hydro-jet drain cleaning	575.00	
	20100 Accounts Payable		Kurt's Plumbing & Heating		575.00

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12/30/23	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	451663	Vehicle parts Lim Automotive Supply Inc.	5,868.91	5,868.91
12/28/23	50300-10 Outside Services, Operations 20100 Accounts Payable	452614-04	1st Qtr svc Monterey Mechanical	1,170.25	1,170.25
12/31/23	50600-10 Insurance, Operations 50800-41 Purchased Transp, Veh Maint 50800-10 Purchased Transportation, Oper 50800-10 Purchased Transportation, Oper 50800-10 Purchased Transportation, Oper 20100 Accounts Payable	12/2023	December liability & insurance December maintenance December service Less: December estimate Less: Credit for Rd Supervisors & Dispatchers MV Transportation	17,088.88 90,512.00 635,308.59	695,450.30 4,104.72 43,354.45
1/3/24	50800-10 Purchased Transportation, Oper 20100 Accounts Payable	127199	Estimated January service MV Transportation	732,972.90	732,972.90
1/2/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	4648681-40	Maintenance supplies New Pig Corp.	280.61	280.61
12/18/23	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14350174	Vehicle parts Pape Kenworth	169.85	169.85
12/28/23	50300-41 Outside Service, Vehicle Maint 20100 Accounts Payable	10001929	DPF cleaning (Bus 172) Pape Kenworth	339.87	339.87
1/4/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14382371	Vehicle parts Pape Kenworth	1,667.06	1,667.06
1/8/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14387107	Vehicle parts (Bus 164) Pape Kenworth	267.77	267.77
1/8/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14387278	Vehicle parts (Bus 404) Pape Kenworth	2,948.06	2,948.06
1/9/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14387271	Vehicle parts (Bus 404) Pape Kenworth	5,037.20	5,037.20
1/9/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14390809	Vehicle parts (Bus 164) Pape Kenworth	1,696.72	1,696.72
1/12/24	50499-41 Other Mat & Supplies,Veh Maint	14397175	Vehicle parts (Bus 170)	1,768.52	

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	20100 Accounts Payable		Pape Kenworth		1,768.52
1/12/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14397188	Vehicle parts (Bus 170) Pape Kenworth	266.53	266.53
1/12/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14397579	Vehicle parts (Bus 164) Pape Kenworth	90.24	90.24
1/16/24	50499-41 Other Mat & Supplies,Veh Maint 20100 Accounts Payable	14402991	Vehicle parts (Bus 164) Pape Kenworth	8,063.50	8,063.50
1/3/24	50300-41 Outside Service, Vehicle Maint 20100 Accounts Payable	24-19498	Towing service (Bus 203) Olivers Tow	1,528.50	1,528.50
1/4/24	50300-41 Outside Service, Vehicle Maint 20100 Accounts Payable	24-19508	Towing service (Bus 204) Olivers Tow	1,279.63	1,279.63
1/6/24	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	81713655	January copier Pacific Office Automation/Lease	320.77	320.77
1/1/24	50300-42 Outside Service, Non-Veh Maint 20100 Accounts Payable	4212047	January landscaping Pacific Site Management	591.34	591.34
12/31/23	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-122023	December phone service December phone service STREAMS	756.69 378.34	1,135.03
12/18/23	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/23	Dec gas & electric Dec gas & electric PG & E	3,398.07 1,699.03	5,097.10
12/20/23	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/23	Dec gas & electric Dec gas & electric Pacific Gas & Electric	11.04 5.52	16.56
1/5/24	50300-10 Outside Services, Operations 20100 Accounts Payable	41059	Airtime (Jan - Mar) Precision Wireless Service	7,767.68	7,767.68
12/18/23	50300-60 Outside Services, Admin 20100 Accounts Payable	90355	Business cards: Debora Harris & Finn Wurtz Prestige Printing & Graphics	179.93	179.93
1/16/24	50499-41 Other Mat & Supplies,Veh Maint	902337720	Vehicle parts (Bus 206)	4,741.20	

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	20100 Accounts Payable		Prevost Car (US) Inc.		4,741.20
12/25/23	50500-10 Utilities, Operations	0851-155029519	December garbage	588.48	
	50500-60 Utilities, Admin		December garbage	294.24	
	20100 Accounts Payable		Republic Services #851		882.72
12/19/23	50499-41 Other Mat & Supplies,Veh Maint	1012	Vehicle parts	733.54	
	50300-41 Outside Service, Vehicle Maint		Vehicle repair (Engine, valve, fuel tank & cylinder)	3,161.43	
	20100 Accounts Payable		Solano Diesel Repair		3,894.97
9/12/23	50300-41 Outside Service, Vehicle Maint	SWO086515-1	Vehicle repair (Bus 207)	1,012.31	
	20100 Accounts Payable		SONSRAY FLEET SERVICES		1,012.31
9/12/23	50300-41 Outside Service, Vehicle Maint	SWO090633-1	Vehicle repair (Bus 173)	1,143.55	
	20100 Accounts Payable		SONSRAY FLEET SERVICES		1,143.55
12/25/23	50499-60 Other Mat & Supplies, Admin	1653213703	Office supplies	182.22	
	20100 Accounts Payable		Staples		182.22
12/21/23	50300-10 Outside Services, Operations	12/2023	December DAR, Tablet & phone	2,410.50	
	20100 Accounts Payable		T-MOBILE		2,410.50
12/20/23	50499-41 Other Mat & Supplies,Veh Maint	83240775	Vehicle parts (Bus 203)	143.34	
	20100 Accounts Payable		The Aftermarket Parts Company, LLC		143.34
11/30/23	50300-10 Outside Services, Operations	INV0000001517	December maintenance & support	4,758.13	
	20100 Accounts Payable		TransTrack Systems, Inc.		4,758.13
12/29/23	50300-10 Outside Services, Operations	INV0000001534	January maintenance & support	4,758.13	
	20100 Accounts Payable		TransTrack Systems, Inc.		4,758.13
12/23/23	50401-10 Fuel & Lubricants	845717	Diesel	32,637.64	
	20100 Accounts Payable		Western States Oil CO.		32,637.64
1/3/24	50401-10 Fuel & Lubricants	845866	Diesel	31,809.53	
	20100 Accounts Payable		Western States Oil CO.		31,809.53
1/13/24	50401-10 Fuel & Lubricants	846169	Diesel	32,768.38	
	20100 Accounts Payable		Western States Oil CO.		32,768.38
1/8/24	50300-10 Outside Services, Operations	56387503	January pest control	120.87	
	50300-60 Outside Services, Admin		January pest control	60.43	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Western Exterminator Co.		181.30
				1,749,752.01	1,749,752.01

Agenda Item 1.2 cont.

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/1/24	50499-41 Other Mat & Supplies, Veh Ma	1F19-NKFR-CQH9	Vehicle parts	761.08	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies	824.02	
	50499-43 OtherMat&Sup-Non-Veh, Co		IT Supplies	617.94	
	50499-60 Other Mat & Supplies, Admin		Return item (see invoice for description)		6.43
	11105 Oper, Maint & Admin Facility		Office Equipment & Furniture - TDA	598.00	
	11107 Communication/Information S		Comupter Supplies (Debora Harris monitor) - TDA	150.00	
	50903-60 Fees, Admin		Shipping/Handling & Taxes	343.88	
	20100 Accounts Payable		Amazon Capital Services, Inc.		3,288.49
1/13/24	50501-10 Telephone, Operations	000021120578	Dec & Jan phone service	115.10	
	50501-60 Telephone, Admin		Dec & Jan phone service	57.55	
	20100 Accounts Payable		AT&T		172.65
2/3/24	50300-10 Outside Services, Operations	21199590	Security monitoring (3/1 - 5/31/24)	89.36	
	50300-60 Outside Services, Admin		Security monitoring (3/1 - 5/31/24)	44.68	
	20100 Accounts Payable		Bay Alarm Company		134.04
2/5/24	50499-41 Other Mat & Supplies, Veh Ma	C63950	Vehicle parts	2,060.81	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		2,060.81
2/4/24	50300-43 O/S Service, Non-Veh, Compu	Stmt 1/05 - 2/4/24	Dropbox (recurring mthly billing for 8 licenses).	240.00	
	50300-43 O/S Service, Non-Veh, Compu		Zoom (recurring monthly billing)	14.68	
	50300-43 O/S Service, Non-Veh, Compu		Microsoft (Bi-annual fee)	101.71	
	50300-43 O/S Service, Non-Veh, Compu		Microsoft (Office 365 Business Premium monthly fee for additional support)	5.00	
	50300-43 O/S Service, Non-Veh, Compu		Sage Software (monthly plan for Accounting software)	166.51	
	50401-10 Fuel & Lubricants		Oliver's Hardware (Fuel for forklift)	81.37	
	50300-41 Outside Service, Vehicle Main		Contra Costa Transfer Station (Waste disposal)	63.50	
	50499-42 Other Mat&Suppl, Non-Veh		Rubenstein Supply Company (Facility supplies)	51.04	
	50499-41 Other Mat & Supplies, Veh Ma		Amazon (Vehicle parts - DAR 37)	236.98	
	50499-42 Other Mat&Suppl, Non-Veh		Amazon (Facilities supplies)	21.99	
	50903-60 Fees, Admin		Amazon (taxes)	12.08	
	50499-41 Other Mat & Supplies, Veh Ma		Walmart (Vehicle parts - DAR 37)	1,538.44	
	50901-60 Dues & Subscriptions, Admin		Shopify (Annual subscription)	348.00	
	50908-10 Marketing & Advertising, Ope		Upwork (Social Media marketing)	52.50	
	50902-60 Travel Expense, Admin		CTA (2024 Spring Legislative Conf. Rob T & Finn Wurtz).	480.00	
	50410-10 Postage, Operations		USPS Stamps (January stamps)	16.67	
	50410-60 Postage, Admin		USPS Stamps (January stamps)	8.33	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50908-10 Marketing & Advertising, Ope		UpWork (Social Media marketing)	52.50	
	50908-10 Marketing & Advertising, Ope		U Printing (Postcards for Life Program)	316.97	
	50410-10 Postage, Operations		Stamps.com (Recurring monthly service charge)	19.99	
	50410-60 Postage, Admin		Stamps.com (Recurring monthly service charge)	10.00	
	50999-60 Miscellaneous Exp, Admin		Creative Dimensions (Miscellaneous exp: Rob Thompson)	92.80	
	50908-10 Marketing & Advertising, Ope		Twilio (Emergency messaging software for ridership)	150.09	
	50908-10 Marketing & Advertising, Ope		UPwork (Social Media Marketing)	52.50	
	50410-10 Postage, Operations		USPS Stamps (February stamps)	33.33	
	50410-60 Postage, Admin		USPS Stamps (February Stamps)	16.67	
	50999-60 Miscellaneous Exp, Admin		All City Embroidery (Embroidery: Alex P. Jacket)	10.00	
	50908-10 Marketing & Advertising, Ope		Upwork (Social Media Marketing)	52.50	
	50300-41 Outside Service, Vehicle Main		California Air Resource Board (Compliance fee)	1,266.78	
	20100 Accounts Payable		Bank of America Business Card		5,512.93
2/1/24	50901-60 Dues & Subscriptions, Admin	2024-312	2024 CALACT membership renewal	1,120.00	
	20100 Accounts Payable		CALACT		1,120.00
2/13/24	10204 A/R Accrual - MV Liability In	14-2024-January	Jan ins & admin fee	321.64	
	20100 Accounts Payable		CalTIP		321.64
1/16/24	50499-42 Other Mat&Suppl, Non-Veh	8574318	Janitorial supplies	1,567.65	
	20100 Accounts Payable		Brady Industries		1,567.65
1/30/24	50499-41 Other Mat & Supplies,Veh Ma	139893	Vehicle parts	2,569.79	
	20100 Accounts Payable		Chuck's Brake & Wheel		2,569.79
2/13/24	50499-41 Other Mat & Supplies,Veh Ma	1632	Maintenance supplies	1,504.37	
	20100 Accounts Payable		Cinchem LLC		1,504.37
1/15/24	50499-41 Other Mat & Supplies,Veh Ma	4180224652	January uniform	728.81	
	20100 Accounts Payable		Cintas Corporation		728.81
1/22/24	50499-41 Other Mat & Supplies,Veh Ma	4180909563	January uniform	728.81	
	20100 Accounts Payable		Cintas Corporation		728.81
1/29/24	50499-41 Other Mat & Supplies,Veh Ma	4181634351	January uniform	728.81	
	20100 Accounts Payable		Cintas Corporation		728.81
2/5/24	50499-41 Other Mat & Supplies,Veh Ma	4182343809	February uniform	728.81	
	20100		Cintas Corporation		728.81

WCCTA - WestCAT
Purchase Journal

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	Accounts Payable				
2/8/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03178434P	Filter kit (Bus 169) COAST COUNTIES TRUCK & EQUIPMENT CO.	2,263.31	2,263.31
2/9/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	0368900S	DPF cleaning (Bus 410) COAST COUNTIES TRUCK & EQUIPMENT CO.	582.87	582.87
2/9/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	0368972S	DPF cleaning (Bus 200) COAST COUNTIES TRUCK & EQUIPMENT CO.	489.95	489.95
2/13/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03178746P	Gasket (DPF filter) COAST COUNTIES TRUCK & EQUIPMENT CO.	74.80	74.80
2/14/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03178784P	Vehicle parts (Bus 200) COAST COUNTIES TRUCK & EQUIPMENT CO.	2,464.63	2,464.63
2/15/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03178918P	Vehicle parts COAST COUNTIES TRUCK & EQUIPMENT CO.	702.10	702.10
2/15/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03178936P	Vehicle parts (Bus 166) COAST COUNTIES TRUCK & EQUIPMENT CO.	100.04	100.04
2/18/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03178440P	Filter COAST COUNTIES TRUCK & EQUIPMENT CO.	287.24	287.24
2/2/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001001097599	February fiber network February fiber network Comcast Business	1,112.24 556.12	1,668.36
2/14/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	OS-WC_2023-12	December Pilot Central Contra Costa Transit Authority	3,215.28	3,215.28
2/5/24	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	14049	February LTD February Supplemental ins BCC	938.16 209.41	1,147.57
2/7/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	240414	Jan inspections ECO-CHEK Compliance, Inc.	130.00	130.00
12/18/23	50401-10 Fuel & Lubricants 20100 Accounts Payable	23-989479	DEF Flyers Energy, LLC (RCP)	950.72	950.72

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/18/23	50401-10 Fuel & Lubricants 20100 Accounts Payable	23-989480	Mobil & Anti-Freeze Flyers Energy, LLC (RCP)	2,971.63	2,971.63
1/29/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-016774	Anti-Freeze Flyers Energy, LLC (RCP)	477.00	477.00
1/29/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-016775	DEF Flyers Energy, LLC (RCP)	950.72	950.72
2/5/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-021718	DEF Flyers Energy, LLC (RCP)	1,143.73	1,143.73
2/12/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-026470	Anti-freeze Flyers Energy, LLC (RCP)	351.21	351.21
2/12/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-026471	Mobil Flyers Energy, LLC (RCP)	2,453.58	2,453.58
1/26/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0275	January cleaning services GCI JANITORIAL SERVICES	2,658.00	2,658.00
1/9/24	50300-60 Outside Services, Admin 20100 Accounts Payable	1366385	December legal services Hanson Bridgett LPP	630.00	630.00
2/7/24	50300-60 Outside Services, Admin 20100 Accounts Payable	1368329	January legal services Hanson Bridgett LPP	875.00	875.00
2/7/24	50300-60 Outside Services, Admin 20100 Accounts Payable	1368330	January legal services Hanson Bridgett LPP	1,710.25	1,710.25
2/1/24	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	344719	February dental ins February dental ins February dental ins Health Care Dental	214.21 54.52 728.04	996.77
1/22/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	359172FOW	Vehicle parts Hilltop Ford	18.93	18.93
1/23/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	359173FOW	Vehicle parts Hilltop Ford	94.66	94.66
1/23/24	50499-41 Other Mat & Supplies, Veh Ma	359224FOW	Vehicle parts	552.87	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Hilltop Ford		552.87
1/26/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	359319FOW	Vehicle parts Hilltop Ford	712.00	712.00
1/30/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	359391FOW	Vehicle parts Hilltop Ford	135.14	135.14
2/9/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	359782FOW	Vehicle parts Hilltop Ford	216.76	216.76
2/13/24	11105 Oper, Maint & Admin Facility	Stmt 2/13/2024	Facilities Maintenance & Modernization project FY24. (see receipt for description) - TDA	191.28	
	50499-42 Other Mat&Suppl, Non-Veh 11105 Oper, Maint & Admin Facility		Facilities supplies (see receipt for description) Facilities Maintenance & Modernization Project FY24. (see receipt for description) - TDA	162.78 127.04	
	11105 Oper, Maint & Admin Facility		Facilities Maintenance & Modernization Project FY24. (see receipt for description)- TDA	48.02	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description).	109.74	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	103.59	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	82.69	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	12.00	
	11105 Oper, Maint & Admin Facility		Facilities Maintenance & Modernizarion project FY24. (see receipt for description) - TDA	81.19	
	50499-42 Other Mat&Suppl, Non-Veh 11105 Oper, Maint & Admin Facility		Facilities supplies (see receipt for description) Facilities Maintenance & Modernization project FY24 . (see receipt for description) - TDA	80.00 53.64	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description).	903.73	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	117.75	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	104.74	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	77.92	
	11105 Oper, Maint & Admin Facility		Facilities Maintenance & Modernization Project FY24. (see receipt for description). - TDA	41.39	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	40.23	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	53.36	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	14.33	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	5.36	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	85.65	
	50499-42 Other Mat&Suppl, Non-Veh		Facilities supplies (see receipt for description)	9.80	
	50499-42 Other Mat&Suppl, Non-Veh		Return credit (see receipt for description)		43.55
	20100		Home Depot Credit Services		2,462.68

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
1/22/24	50402-10 Tires & Tubes 20100 Accounts Payable	163295	February tire J & O's Commercial Tire Center	2,144.91	2,144.91
2/5/24	50402-10 Tires & Tubes 20100 Accounts Payable	163630	February tire J & O's Commercial Tire Center	494.05	494.05
3/1/24	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	3/2024	March medical insurance March medical insurance March medical insurance Kaiser Foundation Health Plan, Inc.	3,473.89 501.77 10,906.10	14,881.76
2/6/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	101889735	Vehicle parts Kimball Midwest	388.47	388.47
1/27/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	453199	Vehicle parts Lim Automotive Supply Inc.	4,444.71	4,444.71
1/15/24	50300-60 Outside Services, Admin 20100 Accounts Payable	52965	FY23 SCO report Maze & Associates Accountancy Corp.	2,500.00	2,500.00
1/24/24	50300-60 Outside Services, Admin 20100 Accounts Payable	53022	FY22/23 Single Audit Rpt Maze & Associates Accountancy Corp.	5,250.00	5,250.00
1/29/24	50500-10 Utilities, Operations 20100 Accounts Payable	2401D23	Water analysis McCampbell Analytical Services	158.00	158.00
2/1/24	50903-10 Clipper/Shopify/mtot fees, Op 20100 Accounts Payable	AR034537	2nd qtr administration fee Metropolitan Transportation Commission	1,050.00	1,050.00
1/30/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	124350 (A)	Retro pay for Driver's - July MV Transportation	18,298.74	18,298.74
1/30/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	124841 (A)	Retro pay for Driver's - Aug MV Transportation	21,035.24	21,035.24
1/30/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	125212 (A)	Retro Pay for Driver's - Sept MV Transportation	19,038.62	19,038.62
1/30/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	126007 (A)	Retro pay for Driver's - Nov MV Transportation	26,207.54	26,207.54

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/30/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	126410 (A)	Retro pay for Driver's - Dec MV Transportation	27,162.94	 27,162.94
1/31/24	50600-10 Insurance, Operations 50800-41 Purchased Transp, Veh Maint 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 20100 Accounts Payable	1/2024	January liability & insurance January maintenance January service Less: January estimate Less: Credit for Rd Supervisors MV Transportation	18,820.87 84,223.58 701,122.45	 732,972.90 2,149.99 69,044.01
1/31/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	125597 (A)	Retro pay for Driver's - Oct MV Transportation	20,553.59	 20,553.59
2/2/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	127623	Estimated February service MV Transportation	731,855.42	 731,855.42
1/18/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	10002409	DPF Cleaning (Bus 406) Pape Kenworth	339.87	 339.87
1/18/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	14406878	Vehicle parts (Bus 402) Pape Kenworth	562.23	 562.23
1/19/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	14393630	Vehicle parts (Bus 204) Pape Kenworth	1,256.53	 1,256.53
2/9/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	SH65007	6 month fire suppression service NVB Equipment Inc.	165.00	 165.00
2/9/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	SH65008	6 month fire suppression service NVB Equipment Inc.	327.76	 327.76
2/8/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-19758	Towing service Olivers Tow	290.07	 290.07
2/8/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-19769	Towing service (Bus 168) Olivers Tow	853.13	 853.13
2/10/24	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	81967282	February copier Pacific Office Automation/Lease	326.80	 326.80
2/1/24	50300-42 Outside Service, Non-Veh Mai 20100	4212134	February landscaping Pacific Site Management	591.34	 591.34

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	Accounts Payable				
1/23/24	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	262059	Radiator parts	6,745.57	
			Remove and repair radiator core	575.00	
			Pankey's Radiator Shop, Inc.		7,320.57
1/31/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-12024	January phone service	756.69	
			January phone service	378.34	
			Pankey's Radiator Shop, Inc.		1,135.03
1/18/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	1/2024	Jan gas & electric	3,585.07	
			Jan gas & electric	1,792.54	
			PG & E		5,377.61
1/22/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	1/2024	Jan gas & electric	11.67	
			Jan gas & electric	5.83	
			Pacific Gas & Electric		17.50
1/31/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-155062645	January garbage	605.35	
			January garbage	302.68	
			Republic Services #851		908.03
1/20/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	93685882	Service on transmission tank	3,797.35	
			Safety-Kleen Systems, Inc.		3,797.35
1/25/24	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	1653795127	Office supplies	101.09	
			Staples		101.09
1/21/24	50300-10 Outside Services, Operations 20100 Accounts Payable	1/2024	Jan DAR, Phone & Tablet	2,410.86	
			T-MOBILE		2,410.86
1/17/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	83262141	Vehicle parts (Bus 203)	5,746.99	
			The Aftermarket Parts Company, LLC		5,746.99
1/17/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	83262536	Vehicle parts (Bus 201)	1,614.11	
			The Aftermarket Parts Company, LLC		1,614.11
1/30/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	83274218	Vehicle parts (Bus 601)	16,158.98	
			The Aftermarket Parts Company, LLC		16,158.98
1/24/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	846405	Diesel	30,637.29	
			Western States Oil CO.		30,637.29

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/1/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	846663	Diesel Western States Oil CO.	33,651.64	33,651.64
2/5/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	846756	Gas Western States Oil CO.	15,215.53	15,215.53
2/10/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	846868	Diesel Western States Oil CO.	35,109.16	35,109.16
2/6/24	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	57399305	February pest control February pest control Western Exterminator Co.	120.87 60.43	181.30
1/23/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-01020759	Waste pickup & admin fee Asbury Environmental Services	50.00	50.00
				1,918,482.05	1,918,482.05
				1,918,482.05	1,918,482.05



Monthly Management Report Summary

December, FY 23/24

System & Program Summary

	December FY 23/24	December FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
System Total						
Total Passengers	47,808	48,855	-2.1	333,315	325,719	2.3
Revenue Passengers	42,041	42,361	-0.8	294,348	225,514	30.5
Weekday Total Passengers	43,426	45,487	-4.5	307,687	302,792	1.6
Saturday Total Passengers	2,558	2,021	26.6	15,578	14,873	4.7
Sunday Total Passengers	1,824	1,347	35.4	10,050	8,054	24.8
Weekday Average Passengers	2,171	2,166	0.2	2,461	2,403	2.4
Saturday Average Passengers	512	404	26.7	537	513	4.7
Sunday Average Passengers	304	269	13.0	324	268	20.9
Vehicle Revenue Hours	6,838.52	6,538.89	4.6	41,775.46	39,459.60	5.9
Total Vehicle Hours	7,267.20	6,932.54	4.8	44,413.86	41,912.97	6.0
Revenue Vehicle Miles	113,322.7	110,481.6	2.6	699,279.2	666,115.8	5.0
Total Miles	135,626.0	126,529.0	7.2	845,713.0	769,598.9	9.9
Dial-A-Ride Program						
Number of Weekdays	20	21	-4.8	124	125	-0.8
Number of Saturdays	5	5	0.0	29	29	0.0
Total Passengers	1,537	1,369	12.3	9,907	9,703	2.1
Revenue Passengers	1,484	1,317	12.7	9,396	7,516	25.0
Weekday Total Passengers	1,314	1,227	7.1	8,688	8,608	0.9
Saturday Total Passengers	223	142	57.0	1,219	1,095	11.3
Weekday Average Passengers	66	58	13.8	70	69	1.4
Saturday Average Passengers	45	28	60.7	42	38	10.5
Vehicle Revenue Hours	906.86	748.32	21.2	5,224.09	4,871.49	7.2
Total Vehicle Hours	945.96	783.05	20.8	5,434.99	5,149.52	5.5
Productivity	1.69	1.83	-7.7	1.90	1.99	-4.5
Revenue Vehicle Miles	7,227.0	7,744.2	-6.7	46,767.2	52,802.0	-11.4
Total Miles	8,207.4	8,717.6	-5.9	52,108.3	59,130.1	-11.9
Express Routes Program						
Number of Weekdays	20	21	-4.8	124	125	-0.8
Number of Saturdays	5	5	0.0	29	29	0.0
Number of Sundays	6	5	20.0	31	30	3.3
Total Passengers	21,403	20,967	2.1	145,081	135,860	6.8
Revenue Passengers	19,016	18,489	2.9	130,294	96,176	35.5
Weekday Total Passengers	17,745	18,162	-2.3	124,091	117,280	5.8
Saturday Total Passengers	1,834	1,458	25.8	10,940	10,526	3.9
Sunday Total Passengers	1,824	1,347	35.4	10,050	8,054	24.8
Weekday Average Passengers	887	865	2.5	1,001	938	6.7
Saturday Average Passengers	367	292	25.7	377	363	3.9
Sunday Average Passengers	304	269	13.0	324	268	20.9
Vehicle Revenue Hours	2,463.23	2,171.50	13.4	14,993.63	12,928.74	16.0
Total Vehicle Hours	2,638.74	2,305.22	14.5	16,073.69	13,742.87	17.0
Productivity	8.69	9.66	-10.0	9.68	10.51	-7.9
Revenue Vehicle Miles	40,479.0	33,990.8	19.1	245,844.4	202,314.8	21.5
Total Miles	44,733.3	36,396.8	22.9	272,037.5	216,963.1	25.4



Monthly Management Report Summary

December, FY 23/24

System & Program Summary

	December FY 23/24	December FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
Local Fixed Routes Program						
Number of Weekdays	20	21	-4.8	124	125	-0.8
Number of Saturdays	5	5	0.0	29	29	0.0
Total Passengers	14,935	15,364	-2.8	106,086	102,185	3.8
Revenue Passengers	12,090	11,906	1.5	85,095	62,543	36.1
Weekday Total Passengers	14,434	14,943	-3.4	102,667	98,933	3.8
Saturday Total Passengers	501	421	19.0	3,419	3,252	5.1
Weekday Average Passengers	722	712	1.4	828	791	4.7
Saturday Average Passengers	100	84	19.0	118	112	5.4
Vehicle Revenue Hours	2,440.38	2,549.87	-4.3	15,124.80	15,257.46	-0.9
Total Vehicle Hours	2,561.45	2,677.42	-4.3	15,890.99	16,032.77	-0.9
Productivity	6.12	6.03	1.5	7.01	6.70	4.6
Revenue Vehicle Miles	35,223.2	36,805.6	-4.3	217,190.4	219,353.0	-1.0
Total Miles	37,567.5	39,271.3	-4.3	231,936.1	234,258.7	-1.0
Transbay Lynx Program						
Number of Weekdays	20	21	-4.8	125	126	-0.8
Total Passengers	9,933	11,155	-11.0	72,241	77,971	-7.3
Revenue Passengers	9,451	10,649	-11.2	69,563	59,279	17.3
Weekday Total Passengers	9,933	11,155	-11.0	72,241	77,971	-7.3
Weekday Average Passengers	497	531	-6.4	578	619	-6.6
Vehicle Revenue Hours	1,028.05	1,069.20	-3.8	6,432.94	6,401.91	0.5
Total Vehicle Hours	1,121.05	1,166.85	-3.9	7,014.19	6,987.81	0.4
Productivity	9.66	10.43	-7.4	11.23	12.18	-7.8
Revenue Vehicle Miles	30,393.5	31,941.0	-4.8	189,477.2	191,646.0	-1.1
Total Miles	32,091.5	33,723.9	-4.8	200,089.7	202,343.4	-1.1

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- December 2023 Updated

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - General Public	\$ 9,861.00	\$ 71,278.00	\$ 16.00	\$ 3,163.50	\$ 6,681.50
Cash Fare - Senior & Disabled	\$ 3,233.00	\$ 20,858.50	\$ 812.50	\$ 535.75	\$ 1,884.75
Cash Fare - Transfers	\$ 1,198.75	\$ 7,634.50	\$ 16.00	\$ 28.75	\$ 1,154.00
Cash Fare - Regional Paratransit	\$ 204.00	\$ 1,572.00	\$ 204.00		
Cash Fare - Local Day Pass Sales	\$ 1,546.50	\$ 10,828.00		\$ 39.00	\$ 1,507.50
Total Estimated Cash (a)	\$ 16,043.25	\$ 112,171.00	\$ 1,048.50	\$ 3,767.00	\$ 11,227.75
Over/(Short) Cash Count	\$ 0.29	\$ 3.69	\$ (0.21)	\$ 0.59	\$ (0.09)
Bank Deposit Corrections	\$ -	\$ 35.25			
Subtotal Cash Fare Deposit	\$ 16,043.54	\$ 112,209.94	\$ 1,048.29	\$ 3,767.59	\$ 11,227.66
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 660.00	\$ 3,790.00	\$ 660.00		
Clipper Sales	\$ 525.00	\$ 2,767.00		\$ -	\$ 525.00
Lynx 31-Day Pass Sales - GP	\$ 980.00	\$ 7,980.00		\$ 980.00	
Lynx 31-Day Pass Sales - SNR/DSBLD	\$ 140.00	\$ 1,050.00		\$ 140.00	
Lynx Stored Ride Pass Sales	\$ 360.00	\$ 870.00		\$ 360.00	
Local 31-Day Pass Sales - GP	\$ 520.00	\$ 17,680.00			\$ 520.00
Local 31-Day Pass Sales -SNR/DSBLD	\$ 60.00	\$ 1,420.00			\$ 60.00
Local Stored Value Pass Sales	\$ -	\$ -			\$ -
Local Day Pass Sales (Prepaid)	\$ -	\$ 796.00			\$ -
Shopify (Shipping Fees)	\$ 35.00	\$ 192.00	\$ 11.00	\$ 16.00	\$ 8.00
Over payment	\$ -	\$ -	\$ -	\$ -	\$ -
Returned Checks	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Prepaid Sales Deposit	\$ 3,280.00	\$ 36,545.00	\$ 671.00	\$ 1,496.00	\$ 1,113.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
CCC Nutrition Tickets	\$ 80.00	\$ 619.00	\$ 80.00		
Lynx B1G1F - GP 31-Day Pass	\$ 140.00	\$ 1,120.00		\$ 140.00	
Lynx B1G1F - SNR/DSBLD 31-Day Pass	\$ 70.00	\$ 140.00		\$ 70.00	
Wage Works - Local GP 31-Day Pass	\$ 80.00	\$ 240.00			\$ 80.00
Wage Works - Local SNR/DSBLD -31-Day Pass	\$ -	\$ -			\$ -
Wage Works - Lynx GP 31-Day Pass	\$ 420.00	\$ 2,660.00		\$ 420.00	
Wage Works - Lynx SNR/DSBLD 31-Day Pass	\$ 70.00	\$ 420.00		\$ 70.00	
Wage Works - Lynx Stored Ride Pass	\$ -	\$ 300.00		\$ -	
Wage Works - Local Stored Value Pass	\$ -	\$ -			\$ -
Capital Corridor Vouchers (Annually)	\$ -	\$ -			\$ -
10 Ride LYNX Promo	\$ 550.00	\$ 1,400.00		\$ 550.00	
511 CC Summer Youth Pass	\$ -	\$ 1,152.39			\$ -
WCCUSD (\$37.00 SBPP)	\$ 14,800.00	\$ 70,300.00			\$ 14,800.00
City of Hercules Parking Permit Program	\$ -	\$ 530.76			\$ -
HTC Parking Combos	\$ -	\$ 1,040.00			\$ -
CCTA Summer Youth Pass	\$ -	\$ 1,067.61			\$ -
Clipper	\$ 50,362.30	\$ 372,551.85		\$ 28,961.80	\$ 21,400.50
CCC Health Services	\$ -	\$ -			\$ -
Clipper Start - MTC	\$ -	\$ -		\$ -	\$ -
Pass 2 Class Program	\$ -	\$ 20,520.00			\$ -
*Other	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Billings	\$ 66,572.30	\$ 474,061.61	\$ 80.00	\$ 30,211.80	\$ 36,280.50
Total Passenger Revenue	\$ 85,895.84	\$ 622,816.55	\$ 1,799.29	\$ 35,475.39	\$ 48,621.16

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ 91,225.58	\$ 539,201.19



Passenger & Productivity Statistical Report

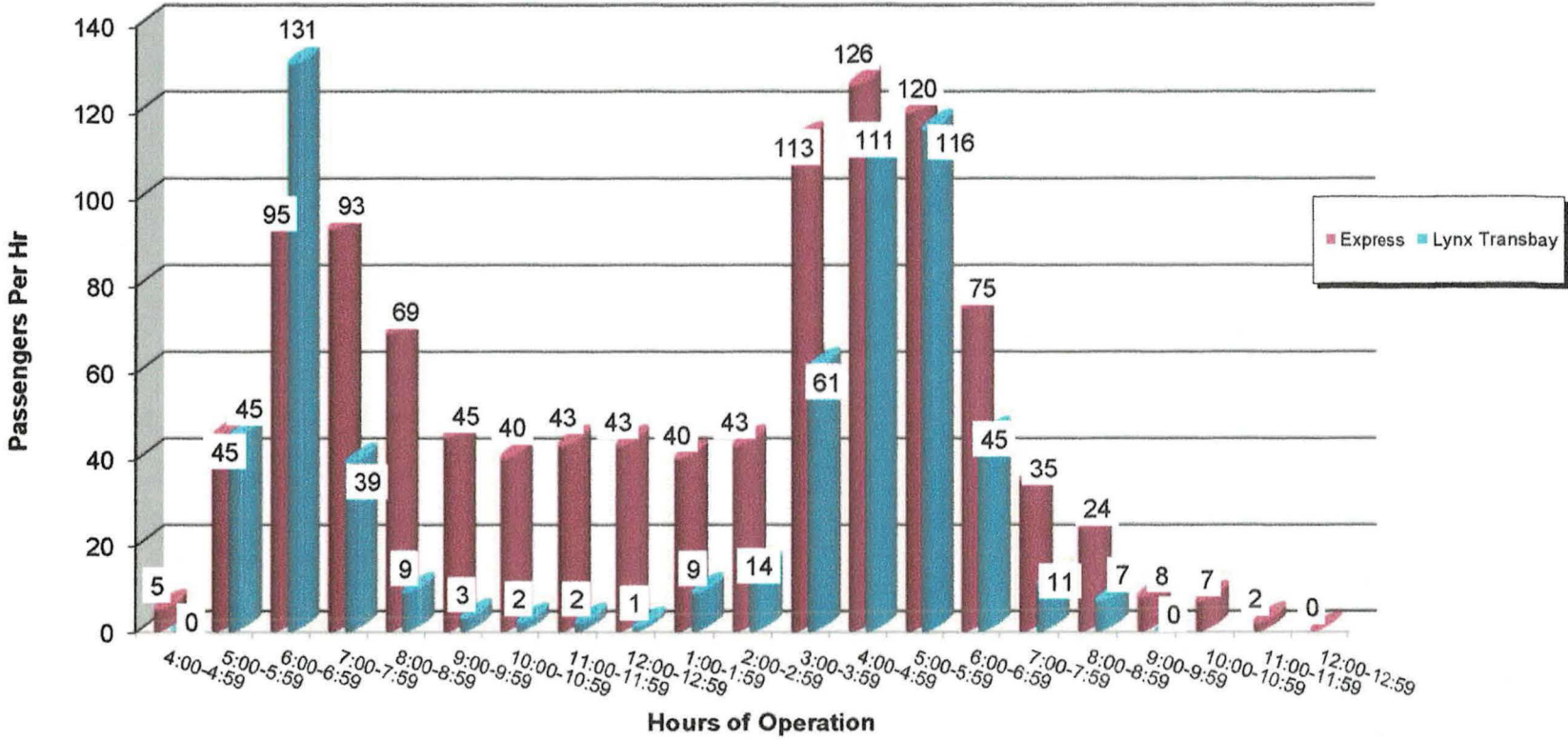
December, FY 23/24

System

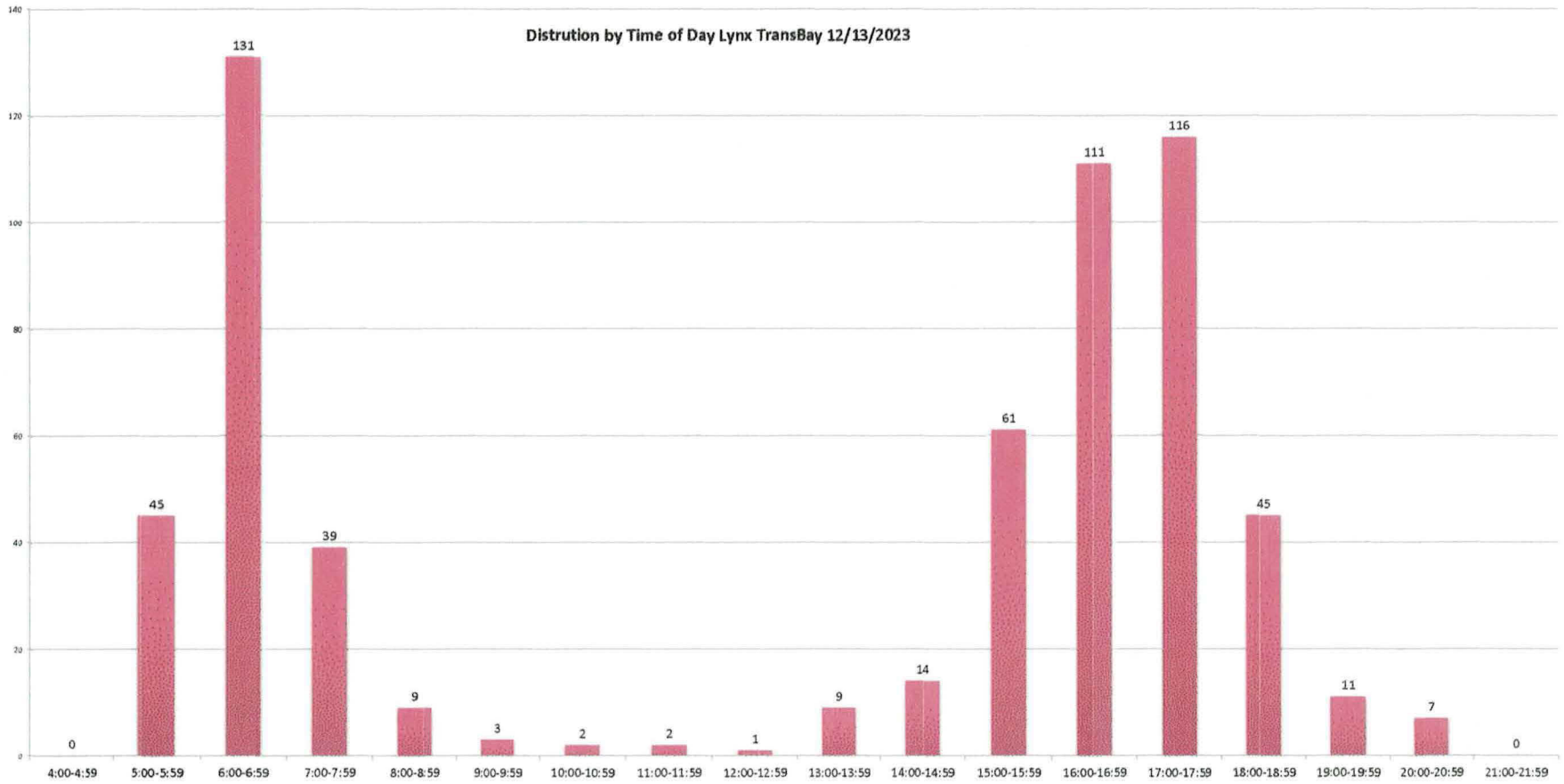
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	December			Fiscal Year To Date			December			Fiscal Year To Date		
	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change
Route 10 Weekday	1,592	1,596	0.3	11,239	10,658	-5.2	6.0	6.3	6.0	6.9	6.7	-4.0
Route 11 Weekday	3,020	2,451	-18.8	17,803	17,703	-0.6	8.7	7.4	-15.9	8.6	8.5	-1.0
Route 11 Saturday	217	257	18.4	1,636	1,730	5.7	3.6	4.3	17.0	4.7	4.9	4.3
Route 11 Total	3,237	2,708	-16.3	19,439	19,433	0.0	8.0	6.9	-13.9	8.0	8.0	-0.6
Route 12 Weekday	1,568	1,724	9.9	11,063	10,546	-4.7	6.0	7.0	17.7	7.0	6.8	-2.9
Route 15 Weekday	1,156	1,236	6.9	7,050	7,184	1.9	6.4	7.3	13.8	6.6	6.8	3.6
Route 16 Weekday	3,150	3,281	4.2	21,168	24,103	13.9	5.3	5.8	9.1	6.0	7.0	15.8
Route 19 Saturday	204	244	19.6	1,616	1,689	4.5	3.2	3.8	19.3	4.3	4.5	3.8
Route 30Z Weekday	1,036	1,021	-1.4	6,733	7,046	4.6	3.9	4.0	2.8	4.2	4.4	4.7
Route C3 Weekday	3,421	3,125	-8.7	23,877	25,427	6.5	6.6	6.3	-5.4	7.7	8.3	7.3
Route DAR Weekday	1,227	1,314	7.1	8,608	8,688	0.9	1.8	1.6	-9.2	2.0	1.9	-4.7
Route DAR Saturday	142	223	57.0	1,095	1,219	11.3	2.0	2.1	3.0	2.3	2.1	-6.9
Route DAR Total	1,369	1,537	12.3	9,703	9,907	2.1	1.8	1.7	-7.4	2.0	1.9	-4.8
Route J Weekday	10,813	10,462	-3.2	70,711	73,290	3.6	9.0	9.1	1.6	9.8	10.3	5.4
Route J Saturday	1,458	1,834	25.8	10,526	10,940	3.9	8.7	10.9	25.7	10.8	11.2	4.1
Route J Sunday	1,347	1,824	35.4	8,054	10,050	24.8	8.0	9.0	12.6	8.2	9.7	18.7
Route J Total	13,618	14,120	3.7	89,291	94,280	5.6	8.8	9.3	5.3	9.7	10.3	6.4
Route JPX Weekday	7,349	5,765	-21.6	46,569	40,044	-14.0	11.7	9.7	-17.0	12.4	10.8	-13.2
Route JX Weekday		1,518			10,757			4.3			5.0	
Route LYNX Weekday	11,155	9,933	-11.0	77,971	72,241	-7.3	10.4	9.7	-7.5	12.2	11.2	-7.9
Total System-Wide	48,855	47,808	-2.1	325,719	333,315	2.3	7.5	7.0	-6.4	8.3	8.0	-3.3

**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date:12/13/2023**



Distrution by Time of Day Lynx TransBay 12/13/2023



WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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
ridership 22-23	12,149	12,592	12,812	17,034	12,229	11,155	12,702	12,318	15,656	14,173	14,898	12,878
ridership 23-24	12,312	12,981	12,330	14,035	10,650	9,933						

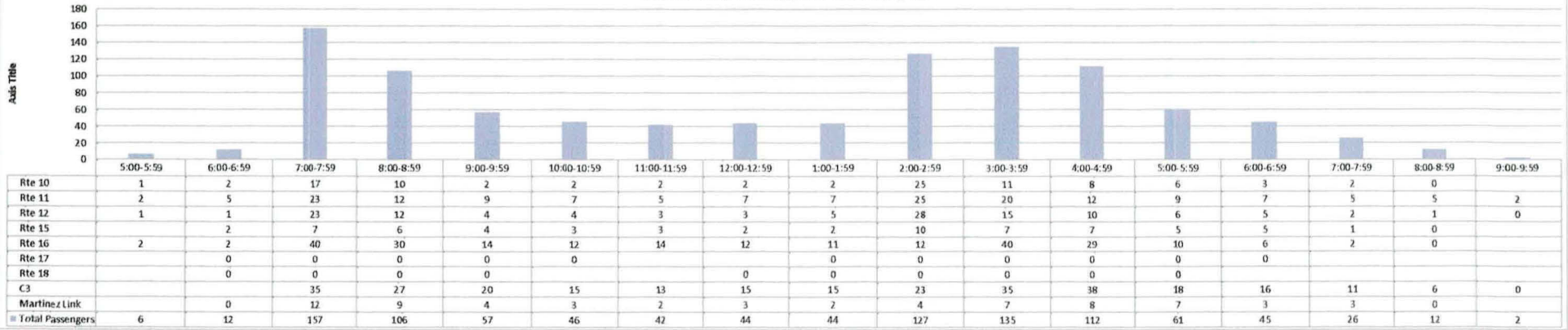
Distribution by Time of Day - Fixed Route

Date: 12/13/2023

	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	17	10	2	2	2	2	2	25	11	8	6	3	2	0	
Rte 11	2	5	23	12	9	7	5	7	7	25	20	12	9	7	5	5	2
Rte 12	1	1	23	12	4	4	3	3	5	28	15	10	6	5	2	1	0
Rte 15		2	7	6	4	3	3	2	2	10	7	7	5	5	1	0	
Rte 16	2	2	40	30	14	12	14	12	11	12	40	29	10	6	2	0	
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			35	27	20	15	13	15	15	23	35	38	18	16	11	6	0
Martinez Link		0	12	9	4	3	2	3	2	4	7	8	7	3	3	0	
Total Passengers	6	12	157	106	57	46	42	44	44	127	135	112	61	45	26	12	2

Total Route 10	95
Total Route 11	162
Total Route 12	123
Total Route 15	64
Total Route 16	236
Total Route 17	0
Total Route 18	0
Total C3	287
Martinez Link	67
Total	1034

Distribution By Time Of Day Fixed Route 12/13/2023





WESTCAT FAREBOX REVENUE



Distribution by Time of Day - WestCAT Express

Date: 12/13/2023

	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		8	15	15	4							10	16	15	7	3	
JPX		12	40	38	28	16	15	17	18	20	22	52	55	55	30	12	9
J	5	25	40	40	37	29	25	26	25	20	21	51	55	50	38	20	15
Total Passengers	5	45	95	93	69	45	40	43	43	40	43	113	126	120	75	35	24

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	8	7	2	0
Total Passengers	8	7	2	0

JX	93
JPX	439
J	539
Total	1071

Distribution by Time of Day -Lynx Transbay

Date: 12/13/2023

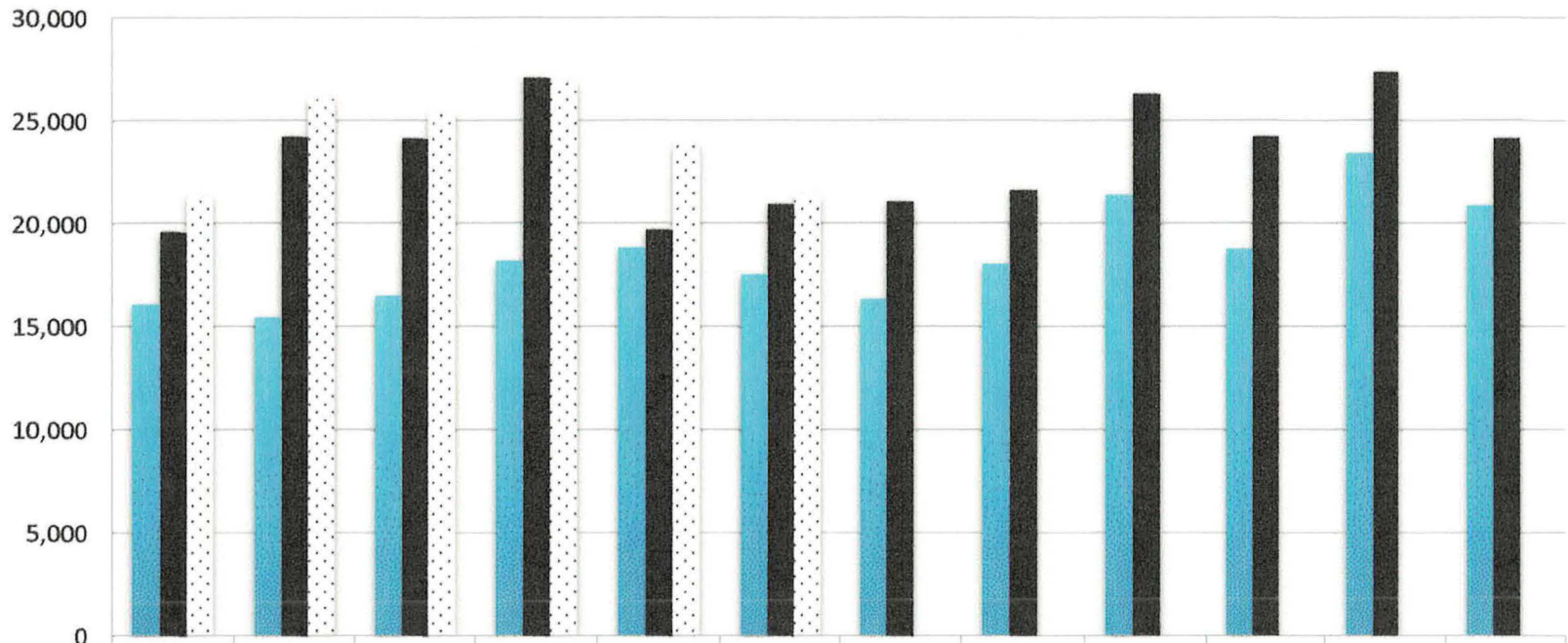
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	45	131	39	9	3	2	2	1	9	14	61	111	116	45	11	7
Total Passengers	0	45	131	39	9	3	2	2	1	9	14	61	111	116	45	11	7

	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx	606
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WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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
ridership 22-23	19,630	24,248	24,163	27,103	19,749	20,967	21,118	21,653	26,320	24,247	27,386	24,174
ridership 23-24	21,385	26,086	25,402	26,924	23,881	21,403						

Transit Equity Day

Last month, WestCAT along with several other transit agencies honored Rosa Parks for her courageous act in helping to make transit more equitable for all. While remembering her on her birthday, which was February 4th. The first seat on every bus was reserved for Ms. Parks.

TRANSIT EQUITY DAY

WESTCAT HONORS ROSE PARKS FOR HER COURAGEOUS ACT IN HELPING TO MAKE TRANSIT MORE EQUITABLE FOR ALL AND REMEMBER HER ON HER BIRTHDAY, WHICH IS FEBRUARY 4TH. THE WORK CONTINUES AND HER LEGACY LIVES ON.

02042024



Each bus was decorated by our
Utility Worker
Ms. Shelia Wheeler



INTRODUCING THE LIFE PROGRAM

The Low Income Fare Equity (LIFE) Program recently launched. Allowing our ADA and Senior passengers 10 free rides each month as long as they qualify as low income. Sponsored by the Contra Costa Transportation Authority.

WESTCAT 

Low Income Fare Equity (LIFE)

Fare subsidy program

NEW!

Subsidize Your Dial-A-Ride

Do you qualify as a low-income
resident of Contra Costa County?*

** Low Income = less than 30% of area median income; call 510-724-3331 ext 113 to see if you qualify*



Riders using WestCAT Dial-A-Ride
may be eligible for FREE Rides!

The LIFE Program is paid for by Contra Costa County Measure X Funding

For more information:

Call 510-724-3331 ext 113
Or email: Life@westcat.org



CONTRA COSTA
transportation
authority

Recently, WestCAT and County Connection spent the day filming a promotional video at Tri Delta Transit. Once completed, the video will highlight the collaboration of the three transit agencies and bring awareness to the new Low Income Fare Equity (LIFE) Program. We look forward to sharing the video once its finalized.



MAKE THE LEAP TO ACCESSIBILITY WORKSHOP

On February 29th, Staff attended the Make a Leap to Accessibility workshop hosted by CCTA. The workshop was created to solve the challenges transportation partners face in the post-pandemic era. Together the group identified mobility issues, shared best practices, and provided transit solutions to facilitate transportation accessibility for those who live and work in Contra Costa.



WESTCAT 

TRANSIT

Driver

*Appreciation
Day!*

COMING SOON

**MONDAY,
MARCH 18TH**

WESTERN CONTRA COSTA TRANSIT AUTHORITY

Statement of Investment Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

Protections for investment to the LAIF pool are as follows:

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

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

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

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

AYES:

NOES:

ABSTAIN:

ATTEST:

Tom Hansen
Vice Chair, Western Contra Costa Transit
Authority Board of Directors

Rob Thompson
Secretary to the Board
of Directors

Date: _____

Date: _____

WESTERN CONTRA COSTA TRANSIT AUTHORITY

**SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2023**

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WESTERN CONTRA COSTA TRANSIT AUTHORITY

**SINGLE AUDIT REPORT
For The Year Ended June 30, 2023**

TABLE OF CONTENTS

	<u>Page</u>
Schedule of Findings and Questioned Costs.....	1
Section I – Summary of Auditor’s Results	1
Section II – Financial Statement Findings	2
Section III – Federal Award Findings and Questioned Costs.....	2
Schedule of Expenditures of Federal Awards.....	3
Notes to the Schedule of Expenditures of Federal Awards	4
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	5
Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	7

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WESTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 2023

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes X No
- Significant deficiency(ies) identified? Yes X None Reported

Noncompliance material to financial statements noted? Yes X No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? Yes X No
- Significant deficiency(ies) identified? Yes X None Reported

Type of auditor’s report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major program(s):

Assistance Listing Number(s)	Name of Federal Program or Cluster
<u>20.507</u>	<u>Federal Transit - Formula Grants</u>

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes X No

SECTION II – FINANCIAL STATEMENT FINDINGS

Our audit did not disclose any significant deficiencies, or material weaknesses or instances of noncompliance material to the basic financial statements. We have also issued a separate Memorandum on Internal Control dated October 24, 2023 which is an integral part of our audits and should be read in conjunction with this report.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Our audit did not disclose any findings or questioned costs required to be reported in accordance with Uniform Guidance.

WESTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2023

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal AL Number	Grant Number	Amount Provided to Subrecipients	Federal Expenditures
U.S. Department of Transportation				
Federal Transit Formula Grants Direct Programs:				
Sec 5307 Capital Assistance	20.507	CA-2021-101-03		\$25,311
Sec 5307 ADA Paratransit Set-Aside:	20.507	CA-2021-101-02		225,957
Sec 5307 Operating Assistance: ARPA	20.507	CA-2021-204-01		2,300,569
Sec 5307 Preventative Maintenance	20.507	CA-2022-185-03		193,600
Subtotal Federal Transit Formula Grants			<u> </u>	<u>2,745,437</u>
Metropolitan Transportation Commission Direct Programs:				
Sec 5303 Planning - SRTP	20.507	unavailable	\$20,000	20,000
Subtotal Metropolitan Transportation Commission Grants			<u>20,000</u>	<u>20,000</u>
Total Department of Transportation and Expenditures of Federal Awards			<u>\$20,000</u>	<u>\$2,765,437</u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards

WESTERN CONTRA COSTA TRANSIT AUTHORITY

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For The Year Ended June 30, 2023**

NOTE 1 – REPORTING ENTITY

The Schedule of Expenditure of Federal Awards (the Schedule) includes expenditures of federal awards for the Western Contra Costa Transit Authority, California as disclosed in the notes to the Basic Financial Statements.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting refers to *when* revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. All proprietary funds are accounted for using the accrual basis of accounting. Expenditures of Federal Awards reported on the Schedule are recognized when incurred.

NOTE 3 – INDIRECT COST ELECTION

The Authority has elected to not use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**INDEPENDENT AUDITOR’S REPORT ON
INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Members of the Board of Directors
Western Contra Costa Transit Authority
Pinole, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Western Contra Costa Transit Authority(Authority) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated October 24, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) as a basis for designing audit procedures audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

We have also issued a separate Memorandum on Internal Control dated October 24, 2023, which is an integral part of our audit and should be ready in conjunction with this report.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Maze + Associates". The signature is written in a cursive, slightly slanted style.

Pleasant Hill, California
October 24, 2023

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND ON REPORT ON INTERNAL CONTROL OVER COMPLIANCE;
AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

To the Honorable Members of the Board of Directors
Western Contra Costa Transit Authority
Pinole, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Western Contra Costa Transit Authority (Authority) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2023. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned the Authority's costs.

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Authority's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the business-type activities of the Authority as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated October 24, 2023, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Maze + Associates

Pleasant Hill, California
January 25, 2024

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January 31, 2024

Yvonne M. Morrow
Western Contra Costa Transit Authority
601 Walter Ave.
Pinole, CA 94564

Dear Yvonne:

We are pleased to enclose the California State Controller's Annual Special Districts Transactions Report for the Western Contra Costa Transit Authority for the fiscal year ended June 30, 2023. We have not audited the data as provided by the District in preparing the report as noted in the enclosed compilation report that is for your records.

Please have the District's Fiscal Officer electronically sign cover page to complete the submission of the report on or before **as soon as possible**. In addition, email a copy of your audited financial statements to **SDSupport@sco.ca.gov**. A copy of the report is also enclosed for your files.

We appreciate this opportunity to serve you. If you have any questions or need additional information, please do not hesitate to call.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Grace Zhang', is written over a light gray rectangular background.

Grace Zhang

GZ :hm

Enclosures

SPECIAL DISTRICTS' FINANCIAL TRANSACTIONS REPORT COVER PAGE

Special District Name: Western Contra Costa Transit Authority

Fiscal Year: **2023**

ID Number: **12500726500**

Certification:

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the special district in accordance with the requirements as prescribed by the California State Controller.

Special District Fiscal Officer

Yvonne Morrow

Chief Financial Officer

Signature

Title

Yvonne Morrow

Name (Please Print)

1/31/2024

Date

Per Government Code section 53891(a), this report is due within seven months after the close of the fiscal year or within the time prescribed by the Controller, whichever is later. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

If submitted manually, please complete, sign, and mail this cover page to either address below:

Mailing Address:

Local Government Reporting Section – Special Districts
Local Government Programs and Services Division
California State Controller's Office
P.O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

Local Government Reporting Section – Special Districts
Local Government Programs and Services Division
California State Controller's Office
3301 C Street, Suite 700
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller's Office on 1/31/2024 9:05:03 AM

Special District Name: Western Contra Costa Transit Authority
 Special Districts' Financial Transactions Report
 General Information

Fiscal Year: 2023

District Mailing Address

Street 1 Has Address Changed?

Street 2

City State Zip

Email

Members of the Governing Body

	First Name	M. I.	Last Name	Title
Member 1	<input type="text" value="Maureen"/>	<input type="text"/>	<input type="text" value="Toms"/>	<input type="text" value="Chair"/>
Member 2	<input type="text" value="Tom"/>	<input type="text"/>	<input type="text" value="Hansen"/>	<input type="text" value="Vice Chair"/>
Member 3	<input type="text" value="Jerrold"/>	<input type="text"/>	<input type="text" value="Parsons"/>	<input type="text" value="Director"/>
Member 4	<input type="text" value="Cameron"/>	<input type="text"/>	<input type="text" value="Sasai"/>	<input type="text" value="Director"/>
Member 5	<input type="text" value="Dion"/>	<input type="text"/>	<input type="text" value="Bailey"/>	<input type="text" value="Director"/>
Member 6	<input type="text" value="Tiffany"/>	<input type="text"/>	<input type="text" value="Grimsley"/>	<input type="text" value="Director"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

District Fiscal Officers

	First Name	M. I.	Last Name	Title	mail
Official 1	<input type="text" value="Rob"/>	<input type="text"/>	<input type="text" value="Thompson"/>	<input type="text" value="General Manager"/>	<input type="text" value="rob@westcat.org"/>
Official 2	<input type="text" value="Yvonne"/>	<input type="text"/>	<input type="text" value="Morrow"/>	<input type="text" value="Chief Financial Administrative Officer"/>	<input type="text" value="yvonne@westcat.org"/>
Officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Prepared By

First Name M. I. Last Name

Telephone Email

Independent Auditor

Firm Name

First Name M. I. Last Name

Telephone

1. Is this district a component unit of a City, County, or Special District (Choose one)? If "Yes", answer question 2. Yes No

2. Is this district a blended component unit (BCU) or a discretely presented component unit (DPCU) of a City, County, or Special District (Choose one)? Refer to the Financial Transactions Report (FTR) instructions for definitions of these terms. If the district is a BCU, answer questions 3 - 5.

BCU DPCU

3. Is financial data of this BCU included in the financial statements or Annual Comprehensive Financial Report (ACFR) of a City, County, or Special District (Choose one)?

City County Special District

4. In which City, County, or Special District financial statements or ACFR is the financial data of this BCU included?

City name:

County name:

Special District name:

5. Is financial data of this BCU included in the City, County, or Special District FTR (Choose one)? Yes No

6. In preparing the District's financial transactions reports for governmental fund type accounts, which basis of accounting was used? (Choose one):

Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

7. In preparing the District's financial transactions reports for proprietary fund type accounts (Internal Service Funds and Enterprise Funds), which basis of accounting was used? (Choose one):

Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

8. In preparing the District's financial transactions reports for fiduciary fund type accounts, which basis of accounting was used? (Choose one):

Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

Special District Name: Western Contra Costa Transit Authority
Special Districts' Financial Transactions Report
Transit Enterprise Fund
Statement of Revenues, Expenses, and Changes in Fund Net Position

Fiscal Year: 2023

Operating Revenues

R01.	Passenger Fares	1,173,474
R01.5	Tolls, Fees, and Fines	
R02.	Transportation Revenues	
R03.	Nontransportation Revenues	
R04.	Other Operating Revenues	49,926
R05.	Total Operating Revenues	\$1,223,400

Operating Expenses

R05.5.	Toll Expenses	
R06	Transportation Purchases	5,395,798
R07.	Personnel Services	1,273,017
R08.	Contractual Services	561,407
R09.	Materials and Supplies	2,121,323
R10.	General and Administrative Expenses	753,860
R11.	Depreciation and Amortization Expenses	2,325,560
R12.	Other Operating Expenses	3,066,535
R13.	Total Operating Expenses	\$15,497,500
R14.	Operating Income (Loss)	\$-14,274,100

Nonoperating Revenues

R15.	Investment Income	63,137
R16.	Rents, Leases, Concessions, and Royalties	
	Taxes and Assessments	
SD17.	Current Secured and Unsecured (1%)	
SD18.	Voter-Approved Taxes	
SD19.	Pass-through Property Taxes (ABX1 26)	
SD20.	Property Assessments	
SD21.	Special Assessments	
SD22.	Special Taxes	
SD23.	Prior-Year Taxes and Assessments	
SD24.	Penalties and Cost of Delinquent Taxes and Assessments	

	Intergovernmental – Federal	
R25.	Aid for Construction	
R26.	Other Intergovernmental – Federal	2,740,124
	Intergovernmental – State	
R27.	State Transit Assistance Funds	1,099,706
R28.	Aid for Construction	
SD29.	Homeowners Property Tax Relief	
SD30.	Timber Yield	
R31.	In-Lieu Taxes	
R32.	Other Intergovernmental – State	177,984
	Intergovernmental – Local	
R33.	Local Assistance	6,960,875
R34.	Local Sales Tax	
R35.	TDA 1/4 Cent Sales Tax	906,715
R36.	Other Intergovernmental – Local	
R37.	Gain on Disposal of Capital Assets	
R38.	Other Nonoperating Revenues	
R39.	Total Nonoperating Revenues	\$11,948,541
	Nonoperating Expenses	
R40.	Interest Expense	
R41.	Loss on Disposal of Capital Assets	
R42.	Other Nonoperating Expenses	
R43.	Total Nonoperating Expenses	\$0
R44.	Income (Loss) Before Capital Contributions, Transfers, and Special and Extraordinary Items	\$-2,325,559
	Capital Contributions	
R45.	Federal	25,311
R46.	State	
R47.	County	
R48.	Other Government	684,208
R49.	Other Capital Contributions	
R50.	Total Capital Contributions	\$709,519
R51.	Transfers In	
R52.	Transfers Out	

Special and Extraordinary Items

R52.5	Special Item	
R52.6	Extraordinary Item	
R52.7	Total Special and Extraordinary Items	\$0
R53.	Change in Net Position	\$-1,616,040
R54.	Net Position (Deficit), Beginning of Fiscal Year	\$16,012,653
R55.	Adjustment	
R56.	Reason for Adjustment	
R57.	Net Position (Deficit), End of Fiscal Year	\$14,396,613
	Net Position (Deficit)	
R58.	Net Investment in Capital Assets	14,881,400
R59.	Restricted	
R60.	Unrestricted	-484,787
R61.	Total Net Position (Deficit)	\$14,396,613

Special District Name: Western Contra Costa Transit Authority
Special Districts' Financial Transactions Report
Statement of Net Position
Proprietary Funds

Fiscal Year: 2023

		Enterprise	Internal Service
Assets			
Current Assets			
Cash and Investments			
R01.	Unrestricted	5,871,648	
R02.	Restricted		
R03.	Accounts Receivable (net)	475,459	
R04.	Taxes Receivable		
R05.	Interest Receivable (net)		
R05.5	Lease Receivable		
R06.	Due from Other Funds		
R07.	Due from Other Governments		
R08.	Inventories		
R09.	Prepaid Items	148,195	
R10.	Other Current Assets 1	2,409,211	
R11.	Other Current Assets 2		
R12.	Total Current Assets	\$8,904,513	\$0
Noncurrent Assets			
R13.	Cash and Investments, Restricted		
R14.	Investments		
R14.5	Lease Receivable		
R15.	Other Loans, Notes, and Contracts Receivable		
Capital Assets			
R16.	Land	452,350	
R17.	Buildings and Improvements	9,312,088	
R18.	Equipment	29,120,064	
R18.5	Infrastructure		
R18.6	Lease Assets (Lessee)		
R19.	Other Intangible Assets – Amortizable		
R20.	Construction in Progress		
R21.	Intangible Assets – Nonamortizable		
R22.	Other Capital Assets		
R23.	Less: Accumulated Depreciation/Amortization	-24,003,102	
R23.5	Net Pension Asset		
R23.6	Net OPEB Asset		
R24.	Other Noncurrent Assets 1		
R25.	Other Noncurrent Assets 2		
R26.	Total Noncurrent Assets	\$14,881,400	\$0
R27.	Total Assets	\$23,785,913	\$0

Deferred Outflows of Resources

R28.	Related to Pensions	584,389	
R28.5	Related to OPEB		
R28.6	Related to Debt Refunding		
R29.	Other Deferred Outflows of Resources		
R30.	Total Deferred Outflows of Resources	\$584,389	\$0
R31.	Total Assets and Deferred Outflows of Resources	\$24,370,302	\$0

Liabilities

Current Liabilities

R32	Accounts Payable	495,242	
R33.	Contracts and Retainage Payable		
R34.	Interest Payable		
R35.	Due to Other Funds		
R36.	Due to Other Governments		
R37.	Deposits and Advances		
R38.	Compensated Absences		
R39.	Long-Term Debt, Due Within One Year	0	0
R40.	Other Long-Term Liabilities, Due Within One Year		
R41.	Other Current Liabilities 1	934,211	
R42.	Other Current Liabilities 2	7,432,836	
R43.	Total Current Liabilities	\$8,862,289	\$0

Noncurrent Liabilities

R44	Deposits and Advances		
R45.	Compensated Absences		
R46.	General Obligation Bonds		
R47.	Revenue Bonds		
R48.	Certificates of Participation		
R49.	Other Bonds		
R50.	Leases (Other Long-Term Debt)		
R51.	Notes (Other Long-Term Debt)		
R52.	Other (Other Long-Term Debt)		
R53.	Construction Financing – Federal		
R54.	Construction Financing – State		
R54.5	Lease Liability		
R55.	Lease-Obligations (Purchase Agreements)		
R56.	Net Pension Liability	894,101	
R57.	Net OPEB Liability		
R58.	Other Noncurrent Liabilities 1	170,653	
R59.	Other Noncurrent Liabilities 2		
R60.	Total Noncurrent Liabilities	\$1,064,754	\$0
R61.	Total Liabilities	\$9,927,043	\$0

Deferred Inflows of Resources

R62. Related to Pensions	46,646	
R62.5 Related to OPEB		
R62.6 Related to Debt Refunding		
R62.7 Related to Leases		
R63. Other Deferred Inflows of Resources		
R64 Total Deferred Inflows of Resources	\$46,646	\$0
R65. Total Liabilities and Deferred Inflows of Resources	\$9,973,689	\$0
R66. Total Net Position (Deficit)	\$14,396,613	\$0
Net Position (Deficit)		
R67. Net Investment in Capital Assets	14,881,400	
R68. Restricted		
R69. Unrestricted	-484,787	
R70 Total Net Position (Deficit)	\$14,396,613	\$0

Special District Name: Western Contra Costa Transit Authority
Special Districts' Financial Transactions Report
Summary

Fiscal Year: 2023

	Governmental Funds	Internal Service Fund	Enterprise Fund	Total
Governmental Revenues				
R01. General				
R02. Special Revenue				
R03. Debt Service				
R04. Capital Projects				
R05. Permanent				
R06. Transportation				
R07. Total Governmental Revenues	\$0			
Internal Service Revenues				
R08. Total Operating Revenues		\$0		
R09. Total Non-Operating Revenues		\$0		
R10. Total Internal Service Revenues		\$0		
Enterprise Revenues				
Operating Revenues				
R11. Airport				
R12. Electric				
R13. Gas				
R14. Harbor and Port				
R15. Hospital				
R16. Sewer				
R17. Solid Waste				
R18. Transit			1,223,400	
R19. Water				
R20. Other Enterprise				
R21. Conduit				
R22. Transportation				
R23. Total Operating Revenues			\$1,223,400	
Non-Operating Revenues				
R24. Airport				
R25. Electric				
R26. Gas				
R27. Harbor and Port				
R28. Hospital				
R29. Sewer				
R30. Solid Waste				
R31. Transit			11,948,541	
R32. Water				
R33. Other Enterprise				
R34. Conduit				
R35. Transportation				
R36. Total Non-Operating Revenues			\$11,948,541	
R36.5 Total Revenues	\$0	\$0	\$13,171,941	\$13,171,941

Governmental Expenditures

R37.	General				
R38.	Special Revenue				
R39.	Debt Service				
R40.	Capital Projects				
R41.	Permanent				
R42.	Transportation				
R43.	Total Governmental Expenditures	\$0			
Internal Service Expenses					
R44.	Total Operating Expenses		\$0		
R45.	Total Non-Operating Expenses		\$0		
R46.	Total Internal Service Expenses		\$0		
Enterprise Expenses					
Operating Expenses					
R47.	Airport				
R48.	Electric				
R49.	Gas				
R50.	Harbor and Port				
R51.	Hospital				
R52.	Sewer				
R53.	Solid Waste				
R54.	Transit			15,497,500	
R55.	Water				
R56.	Other Enterprise				
R57.	Conduit				
R58.	Transportation				
R59.	Total Operating Expenses			\$15,497,500	
Non-Operating Expenses					
R60.	Airport				
R61.	Electric				
R62.	Gas				
R63.	Harbor and Port				
R64.	Hospital				
R65.	Sewer				
R66.	Solid Waste				
R67.	Transit				
R68.	Water				
R69.	Other Enterprise				
R70.	Conduit				
R71.	Transportation				
R72.	Total Non-Operating Expenses			\$0	
R72.5	Total Expenditures/Expenses	\$0	\$0	\$15,497,500	\$15,497,500
R73.	Transfer In				
R74.	Transfer Out				
R75.	Change in Fund Balance/Net Position	\$0	\$0	\$-1,616,040	\$-1,616,040
R76.	Fund Balance/Net Position (Deficit), Beginning of Fiscal Year	\$0	\$0	\$16,012,653	\$16,012,653
R77.	Adjustments				
R78.	Fund Balance/Net Position (Deficit), End of Fiscal Year	\$0	\$0	\$14,396,613	\$14,396,613

Assets

R79.	Total Current Assets			8,904,513	8,904,513
R80.	Total Noncurrent Assets			14,881,400	14,881,400
R81.	otal Assets	\$0	\$0	\$23,785,913	\$23,785,913

Liabilities

R82.	Total Current Liabilities			8,862,289	8,862,289
R83.	Total Noncurrent Liabilities			1,064,754	1,064,754
R84.	otal Liabilities	\$0	\$0	\$9,927,043	\$9,927,043
R85.	Total Fund Balance/Net Position (Deficit)	\$0	\$0	\$14,396,613	\$14,396,613

Special District of Western Contra Costa Transit Authority
Special District Financial Transactions Report
Footnotes

Fiscal Year: 2023		
FORM DES	FIELD NAME	FOOTNOTES
TransitEnterpriseFund	(R02)TransportationRevenue	Advertising Revenue
TransitEnterpriseFund	(R04)OtherOperatingRevenues	Advertising
TransitEnterpriseFund	(R06)TransportationPurchase	\$2,300,567 of expenses were moved to R12 as COVID-19 related expense
TransitEnterpriseFund	(R07)PersonnelServices	Increase due to higher personnel cost for the year
TransitEnterpriseFund	(R08)ContractualServices	Decrease due to lower contractual cost for the year
TransitEnterpriseFund	(R09)MaterialsandSupplies	Due to a decrease in fuel costs in FY23.
TransitEnterpriseFund	(R10)GeneralandAdministrativeExpenses	Decrease due to lower Admin expenses
TransitEnterpriseFund	(R12)OtherOperatingExpense	\$2,300,567 for COVID-19 expenses. Also, marketing and other.
TransitEnterpriseFund	(R26)OtherIntergovernmentalFederal	Due to receipt of Federal CRRSAA and ARPA emergency relief funding in FY23.
TransitEnterpriseFund	(R32)OtherIntergovernmentalState	Due to smaller capital program and corresponding change in State capital funding.
TransitEnterpriseFund	(R35)TDAQuarterCentSalesTax	Increase due to higher TDA Operating assistance
TransitEnterpriseFund	(R48)OtherGovernment	TDA Capital Funds: \$684,208
ProprietaryFunds	R01)Entpr-Unrestrict	Increase in Unrestricted cash investments
ProprietaryFunds	R10)Entpr-OtherCurrentAssets1	Grant Receivable
ProprietaryFunds	R12)Entpr-TotalCurrentAssets	Due to a change in staff with both the agency CPA and Accounting clerk leaving in FY22, two of the major grants that would normally be billed on a quarterly basis, RM2 Lynx & JPX, and TDA Capital, were billed at the end of the fiscal year instead, causing an increase in grants receivable in FY23.
ProprietaryFunds	R41)Entpr-OtherCurrentLiabilities1	Deferred Operating Funds
ProprietaryFunds	R42)Entpr-OtherCurrentLiabilities2	Payable to Metropolitan Transportation Commission
ProprietaryFunds	R43)Entpr-TotalCurrentLiabilities	Due to a fixing of overstated deferred operating expenses and an understatement on federal funding received in FY23.
ProprietaryFunds	R58)Entpr-OtherNoncurrentLiabilities1	Deferred Capital Funds

Total Footnote: 19

ACCOUNTANTS COMPILATION REPORT

Board of Directors
Western Contra Costa Transit Authority
Pinole, California

Management is responsible for the accompanying Annual Financial Transactions Report of the Western Contra Costa Transit Authority, as of and for the year ended June 30, 2023, included in the accompanying prescribed form in accordance with the requirements of Government Code Section 53891 and the California State Controller's Office's Special Districts Financial Transactions Report Instructions dated 11/2023. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial information included in the accompanying Annual Financial Transactions Report prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial information included in the accompanying Annual Financial Transactions Report prescribed form.

The financial information included in the accompanying Annual Financial Transactions Report prescribed form are presented in accordance with the requirements of the California State Controller's Office, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

Management has omitted the disclosures ordinarily included in financial statements prepared in accordance with accounting principles generally accepted in the United States of America, because such disclosures are not a requirement of the Annual Financial Transactions Report prescribed form.

This report is intended solely for the information and use of the District and the California State Controller's Office, and is not intended to be and should not be used by anyone other than these specified parties.

Maze & Associates

Pleasant Hill, California
January 31, 2024

ACCOUNTANTS COMPILATION REPORT

To the Honorable Members of the Board of Directors
Western Contra Costa County Transit Authority
City of Pinole, California

Management is responsible for the accompanying Annual Financial Transactions Report of the Western Contra Costa County Transit Authority, as of and for the year ended June 30, 2023, included in the accompanying prescribed form in accordance with the requirements of Government Code Section 53891 and the California State Controller's Office's Transit Operator Financial Transactions Report Instructions dated 11/2023. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial information included in the accompanying Annual Financial Transactions Report prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial information included in the accompanying Annual Financial Transactions Report prescribed form.

The financial information included in the accompanying Annual Financial Transactions Report prescribed form are presented in accordance with the requirements of the California State Controller's Office, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

Management has omitted the disclosures ordinarily included in financial statements prepared in accordance with accounting principles generally accepted in the United States of America, because such disclosures are not a requirement of the Annual Financial Transactions Report prescribed form.

This report is intended solely for the information and use of the Cities Transit Operator and the California State Controller's Office, and is not intended to be and should not be used by anyone other than these specified parties.

Maze & Associates

Pleasant Hill, California
January 26, 2024

**TRANSIT OPERATOR
FINANCIAL TRANSACTIONS REPORT
COVER PAGE**

Western Contra Costa County Transit Authority


Fiscal Year: **2023**

ID Number: **14500726500**

Certification:

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the agency in accordance with the requirements as prescribed by the California State Controller.

Fiscal Officer:


oBm4OLiOuVYuC...

Signature

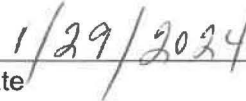
Fiscal Officer

Title

Yvonne Morrow

Name (Please Print)

Date



Per Public Utilities Code Section 99243(a), this report is due within seven months after the end of each fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

Those agencies providing a service to the general public and an exclusive service to the handicapped or elderly must file a separate report for each type of service.

If submitted manually, please complete, sign, and mail this cover page to either address below:

Mailing Address:

Local Government Reporting Section – Transit Operators
Local Government Programs and Services Division
State Controller’s Office
P.O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

Local Government Reporting Section – Transit Operators
Local Government Programs and Services Division
State Controller’s Office
3301 C Street, Suite 700
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller’s Office on 1/26/2024 3:07:49 PM

Agency Name Western Contra Costa County Transit Authority
 Transit Operators' Financial Transactions Report
 General Information

Fiscal Year: 2023

Form #1

Members of the Governing Body

	First Name	M. I.	Last Name	Title
Chairperson	Maureen		Toms	Chair
Member 1	Tom		Hansen	Vice Chair
Member 2	Dion		Bailey	Director
Member 3	Tiffany		Grimsley	Director
Member 4	Cameron		Sasai	Director
Member 5	Jerold		Parsons	Director
Member				

Agency Officials

	First Name	M. I.	Last Name	Title	Telephone	Email
Transit Manager	Rob		Thompson	Transit Manager	(510) 724-3331 ext.110	rob@westcat.org
Secretary	Rob		Thompson	Secretary	(510) 724-3331 ext.110	rob@westcat.org
Fiscal Officer	Yvonne		Morrow	Fiscal Officer	(510) 724-3331 ext.117	yvonne@westcat.org
Independent Auditor	David		Alvey	Partner	(925) 228-2800 ext.510	davida@mazeassociates.com
STA Program Manager	Mike		Furnary	Grants Manager	(510) 724-3331 ext.112	mike@westcat.org

Report Prepared By

Firm Name

First Name M. I. Last Name

Title Telephone

Email Fax No.

Mailing Address

Street 1 Has Address Changed?

Street 2

City State Zip

Type of Service Provided

Check one box only. Those agencies providing a service to the general public and an exclusive service to the elderly or handicapped must file a separate report for each type of service.

- General Public Use Elderly Handicapped

Does the report contain data from audited financial statements? Yes No

1. Is this agency a component unit of a City or County (Choose one)? If "Yes", answer question 2. Yes No

2. Is this agency a blended component unit (BCU) or a discretely presented component unit (DPCU) of a City or County (Choose one)? Refer to the Financial Transactions Report (FTR) instructions for definitions of these terms. If the agency is a BCU, answer questions 3 - 5.
 BCU DPCU

3. Is financial data of this BCU included in the financial statements or Annual Comprehensive Financial Report (ACFR) of a City or County (Choose one)?

City County

4. In which City or County financial statements or ACFR is the financial data of this BCU included?

City name:

County name:

5. Is financial data of this BCU included in the City or County FTR? City County

Agency Name Western Contra Costa County Transit Authority
 Transit Operators' Financial Transactions Report
 Statement of Revenues, Expenses, and Changes in Fund Net Position

Fiscal Year: 2023

Form #3

	Actual FY 2022 - 2023	Budget FY 2023 - 2024
Operating Revenues		
R01. Passenger Fares	1,173,474	1,250,000
R02. Park-and-Ride Parking Revenues		
Nonpublic Transportation Revenues		
R03. School Bus Service Revenues		
R04. Other Nonpublic Transportation Revenues		
R05. Auxiliary Transportation Funds	49,926	30,000
R06. Revenues Accrued through a Purchased Transportation Agreement		
R07. Subsidy from Other Sectors of Operations		
R08. Other Operating Revenues		
R09. Total Operating Revenues	\$1,223,400	\$1,280,000
Operating Expenses		
Labor		
R10. Operators' Salaries and Wages		
R11. Other Salaries and Wages	743,217	1,285,300
R12. Fringe Benefits	504,123	468,100
R13. Services	561,407	716,100
Materials and Supplies		
R14. Fuel and Lubricants	1,442,841	2,219,300
R15. Tires and Tubes	128,944	210,000
R16. Other Materials and Supplies	549,538	716,100
R17. Utilities	123,767	183,375
R18. Casualty and Liability Expenses	630,093	605,521
R19. Taxes		
R20. Purchased Transportation	5,815,353	7,837,856
R21. ADA Expenses		
R22. Depreciation	2,325,560	
R23. Amortization of Intangibles		
R24. Other Operating Expenses	2,672,657	1,064,533
R25. Total Operating Expenses	\$15,497,500	\$15,306,185
R26. Operating Income (Loss)	-14,274,100	-14,026,185

Nonoperating Revenues

R27. Directly Generated Dedicated Funds		
Local Government Funds		
R28. General Revenues of the Local Government		
R29. Local Funds Dedicated to Transit at Their Source	6,960,875	6,741,022
R30. Other Local Government Funds	63,137	30,000
State Government Funds		
R31. General Revenues of the State Government	177,984	144,839
R32. Local Transportation Fund (LTF: TDA 1/4 Cent Sales Tax)	906,715	4,836,593
R33. State Transit Assistance Fund (STA: TDA - Diesel Fuel Sales Tax)	1,099,706	1,496,426
R34. Other State Government Funds		
Federal Funds		
R35. Funds for Operating Assistance	2,300,567	
R36. Funds for Capital Assistance		
R37. Funds for Capital Assistance Spent on Operations	439,557	777,305
R38. Other Federal Funds		
Nonadded Revenues		
R39. Contributed Services		
R40. Voluntary Nonexchange Transactions		
R41. Sales and Disposals of Assets		
R42. Transportation Development Credits		
R43. Other Nonadded Revenues		
R44. Total Recoveries		
R45. Other Nonoperating Revenues		
R46. Total Nonoperating Revenues	\$11,948,541	\$14,026,185
Nonoperating Expenses		
R47. Interest Expense		
R48. Operating Lease Expenses		
R49. Capital Leases		
R50. Related Parties Lease Agreements		
R51. Voluntary Nonexchange Transactions		
R52. Loss on Disposal of Capital Assets		
R53. Other Nonoperating Expenses		
R54. Total Nonoperating Expenses	\$0	\$0
R55. Income (Loss) Before Capital Contributions, Transfers, and Extraordinary and Special Items	\$-2,325,559	\$0
R56. Capital Contributions	709,519	282,000
R57. Transfers In		
R58. Transfers Out		

Extraordinary and Special Items

R59. Directly Generated Funds		
R60. Local Government Funds		
R61. State Government Funds		
R62. Federal Funds		
R63. Other Extraordinary and Special Items		
R64. Total Extraordinary and Special Items	0	0
R65. Change in Net Position	\$-1,616,040	\$282,000
R66. Net Position (Deficit), Beginning of Fiscal Year	16,012,653	14,396,613

Adjustments

R67. Adjustments (Specify)		
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R67a. Add

R68. Net Position (Deficit), End of Fiscal Year	\$14,396,613	\$14,678,613
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Agency Name Western Contra Costa County Transit Authority
Transit Operators' Financial Transactions Report
Appropriations Limit Information

Fiscal Year: 2023

Form #4

R01. Appropriations Limit	<input type="text"/>
R02. Total Annual Appropriations Subject to the Limit	<input type="text"/>
R03. Amount (Over) Under the Appropriations Limit	<input type="text"/>

Agency Name Western Contra Costa County Transit Authority
 Transit Operators' Financial Transactions Report
 Supplemental Operating Data
 Operating Data

Fiscal Year: 2023

Form #5

	Motor Bus	Heavy Rail	Light Rail	Trolley Bus	Ferry Boat
R01. Total Passengers — Annual	649,047				
Actual Vehicle Revenue Hours — Annual					
R02. Weekdays	64,754				
R03. Saturdays	3,340				
R04. Sundays	1,888				
R05. Total Actual Vehicle Revenue Hours — Annual	69,982				
R06. Total Actual Vehicle Revenue Miles	1,240,609				
R07. Revenue Vehicle Inventory	48				
Vehicles In Operation — Weekly					
R08. Weekdays - Middays	17				
R09. Weekdays - Peak	25				
R10. Saturday	4				
R11. Sunday	2				
R13. Total Employees — Public and Contract	96				
R14. Date Service Began Operations (MM/DD/YYYY)	07/01/1986				

	Demand Response Vehicles	Vanpool	Other Transportation Mode (Specify)
R15. Total Passengers — Annual	18,873		
Actual Vehicle Revenue Hours — Annual			
R16. Weekdays	8,630		
R17. Saturdays	936		
R18. Sundays	0		
R19. Total Actual Vehicle Revenue Hours — Annual	9,566		
R20. Total Actual Vehicle Revenue Miles	101,107		
R21. Revenue Vehicle Inventory	10		
Vehicles in Operation — Weekly			
R22. Weekdays - Middays	7		
R23. Weekdays - Peak	7		
R24. Saturday	3		
R25. Sunday	0		
R27. Total Employees — Public and Contract	15		
R28. Date Service Began Operations (MM/DD/YYYY)	09/01/1978		

Agency Name Western Contra Costa County Transit Authority
 Transit Operators' Financial Transactions Report
 Operating Exclusions and Exemptions
 Farebox Recovery Ratio

Fiscal Year: 2023

Form #6

The following statement will assist the State Controller in determining the data necessary for computing the ratio of fare revenues to operating costs. DO NOT enter depreciation or amortization costs on this statement. These costs are deducted automatically before any ratios are calculated.

Expense Exclusions

R01. Charter Service Expenses (PUC 99247(a))	<input type="text"/>
R02. Vehicle Lease Expenses (PUC 99247(a))	<input type="text"/>
R03. Commuter Rail Services Expenses (PUC 99247(a))	<input type="text"/>
R03.5 Principal and Interest Payments on Capital Projects Funded with COP (PUC 99247 (a))	<input type="text"/>

Expense Exemptions

R04. Exempted Services Extension and Ridesharing Expenses (PUC 99268.8 and 99268.16)	<input type="text"/>
R05. Paratransit and Other Exempt Costs (PUC 99268.17)	<input type="text"/>
R06. Total Expense Exclusions and Exemptions	<input type="text"/>

Excluded Revenues – Per Extension of Service

R07. Fare Revenues (California Code of Regulations 6633.8)	<input type="text"/>
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Included Revenues

R08. Fare Revenues Supplemented by Local Funds (PUC 99268.19)	<input type="text"/>
R09. Total Fares	<input type="text" value="\$1,173,474"/>
R10. Total Expenses	<input type="text" value="\$15,497,500"/>
R11. Depreciation and Amortization	<input type="text" value="2,325,560"/>
R12. Total Expenses (Excluding Depreciation and Amortization)	<input type="text" value="\$13,171,940"/>
R13. Total Expense Exclusions and Exemptions	<input type="text" value="\$0"/>
R14. Farebox Recovery Ratio	<input type="text" value="8.91%"/>

Agency Name Western Contra Costa County Transit Authority
 Transit Operators' Financial Transactions Report
 Statement of Net Position

Fiscal Year: 2023

Form #9

Assets

Current Assets

R01.	Cash and Cash Equivalents	5,871,648
R02.	Accounts Receivable	475,459
R03.	Inventory	
R04.	Prepaid Expenses	148,195
R05.	Current Investments and Current Portions of Long-Term Investments	
R06.	Other Current Assets	2,409,211
R07.	Total Current Assets	\$8,904,513

Noncurrent Assets

R08.	Capital Assets	14,881,400
R09.	Intangible Assets	
R10.	Capital Lease Receivable	
R11.	Special Funds	
R12.	Work in Progress	
R13.	Investments	
R13.5	Net Pension Asset	
R13.6	Net OPEB Asset	
R14.	Other Noncurrent Assets	
R15.	Total Noncurrent Assets	\$14,881,400
R16.	Total Assets	\$23,785,913

Deferred Outflows of Resources

R17.	Related to Pensions	584,389
R18.	Related to OPEB	
R19.	Related to Debt Refunding	
R20.	Other Deferred Outflows of Resources	
R21.	Total Deferred Outflows of Resources	\$584,389
R22.	Total Assets and Deferred Outflows of Resources	\$24,370,302

Liabilities

Current Liabilities

R23.	Current Accounts Payable	495,242
R24.	Short-term Debt and Current Portions of Long-Term Debt	
R25.	Accrued Liabilities	
R26.	Other Current Liabilities	8,367,047
R27.	Total Current Liabilities	\$8,862,289

Noncurrent Liabilities

R28.	Long-Term Debt	
R29.	Noncurrent Accounts Payable	
R30.	Capital Lease Obligations	
R31.	Net Pension Liability	894,101

R31.5	Net OPEB Liability	
R32.	Estimated Liabilities	
R33.	Other Noncurrent Liabilities	170,653
R34.	Total Noncurrent Liabilities	\$1,064,754
R35.	Total Liabilities	\$9,927,043
Deferred Inflows of Resources		
R36.	Related to Pensions	46,646
R37.	Related to OPEB	
R38.	Related to Debt Refunding	
R39.	Other Deferred Inflows of Resources	
R40.	Total Deferred Inflows of Resources	\$46,646
R41.	Total Liabilities and Deferred Inflows of Resources	\$9,973,689
R42.	Total Net Position (Deficit)	\$14,396,613
Net Position (Deficit)		
R43.	Net Investment in Capital Assets	14,881,400
R44.	Restricted	
R45.	Unrestricted	-484,787
R46.	Total Net Position (Deficit)	\$14,396,613

Agency Name Western Contra Costa County Transit Authority
 2024-25 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314)
 Source: Statement of Revenues, Expenses, and Changes in Fund Net Position of the 2022-2023
 Transit Operators' Financial Transactions Report

Fiscal Year: 2023

Form #10

Qualifying Revenues ¹		Operating Expenses ²	
Passenger Fares	1,173,474	Operators' Salaries and Wages	
Park-and-Ride Parking Revenues		Other Salaries and Wages	743,217
School Bus Service Revenues		Fringe Benefits	504,123
Other Nonpublic Transportation Revenues		Services	561,407
Auxiliary Transportation Funds	49,926	Fuel and Lubricants	1,442,841
Revenues Accrued through a Purchased Transportation Agreement		Tires and Tubes	128,944
Subsidy from Other Sectors of Operations		Other Materials and Supplies	549,538
Other Operating Revenues		Utilities	123,767
Directly Generated Dedicated Funds		Casualty and Liability Expenses	630,093
General Revenues of the Local Government		Taxes	
Local Funds Dedicated to Transit at Their Source	6,960,875	Purchased Transportation	5,815,353
Other Local Government Funds	63,137	ADA Expenses	
Transfers In that are used for transit operations, except federal and state funds and revenues used for capital expenditures or depreciation		Other Operating Expenses	2,672,657
Total Qualifying Revenues	\$8,247,412	Total Operating Expenses	\$13,171,940

STA REVENUE BASIS SUBJECT TO SCO REVIEW \$8,247,412

¹ Per PUC 99314(b), "qualifying revenue" means fare revenues, including fares generated for community transit services under contract with the STA-eligible operator, and any other funds used by the operator in the delivery of transit service, except federal and state funds. Revenue used for capital expenditures or depreciation shall not constitute qualifying revenue.

² Per PUC 99314(e), operating expenses include, but are not limited to, the direct cost of operating transit service, payments by the STA-eligible operator for community transit service provided by entities that are not eligible to receive funds directly, pursuant to subdivision (a) of Section 99314.3, administrative costs, and routine maintenance. Operating expenses do not include transfers from an operating budget to a capital account.

CERTIFICATION (signed by both the STA Program Manager and the Fiscal Officer):

We hereby certify, to the best of our knowledge and belief, that the above information is accurate. We understand that the numbers on this form will be used by SCO to determine each STA-eligible operator's revenue basis for STA purposes, subject to review/verification/approval by SCO.

STATE TRANSIT ASSISTANCE PROGRAM MANAGER

Yvonne Morrow
Ttulp30TVoWTg...

Signature

Yvonne Morrow

Name (Please Print)

Fiscal Officer

Title

1/29/2024

Date

yvonne@westcat.org

Email

(510) 724-3331 ext.117

Telephone

FISCAL OFFICER

Mike Furnary
nNdNK8vRXDMJ...

Signature

Mike Furnary

Name (Please Print)

Grants Manager

Title

1/29/2024

Date

mike@westcat.org

Email

(510) 724-3331 ext.112

Telephone

If submitting manually, please complete, sign, and mail this form to the address below:

Local Government Reporting Section – Transit Operators
Local Government Programs and Services Division
State Controller's Office
P.O. Box 942850
Sacramento, CA 94250

If you have any questions regarding this form, please contact the LGR Support phone line at (916) 322-9672.

Western Contra Costa County Transit Authority
 Transit Operators Financial Transactions Report
 Footnotes

Fiscal Year: 2023

FORM DESC	FIELD NAME	FOOTNOTES
RevenuesExpenditures	(R01)Act-PassengerFares	WestCat
RevenuesExpenditures	(R11)Act-OtherSalariesandWages	Less wages and paid absences in FY23.
RevenuesExpenditures	(R12)Act-FringeBenefits	PY had a negative pension expense .
RevenuesExpenditures	(R13)Act-Services	Increased outside sources for administration.
RevenuesExpenditures	(R16)Act-OtherMaterialsandSupplies	Increase maintenance costs in FY23.
RevenuesExpenditures	(R20)Act-PurchasedTransportation	MV Transportation.
RevenuesExpenditures	(R24)Act-OtherOperatingExpenses	Dues & Subscriptions, Travel Expenses, Rentals & Leases, Misc. Exp. Also, \$2,300,569 for COVID-19
RevenuesExpenditures	(R30)Act-OtherLocalGovernmentFunds	Interest income
RevenuesExpenditures	(R32)Act-LocalTransportationFund(LTF:TDA1/4CentSalesTax)	Positive TDA revenue in FY23.
RevenuesExpenditures	(R35)Act-FundsforOperatingAssistance	Federal ARPA Funds for operations
AppropriationsLimitInformation	(R01)AppropriationsLimit	N/A
AppropriationsLimitInformation	(R02)TotalAnnualAppropriationsSubjecttotheLimit	N/A
StatementNetPosition	(R06)OtherCurrentAssets	Grants Receivable
StatementNetPosition	(R26)OtherCurrentLiabilities	Deferred Operating Funds - \$934,211 Payable to Metropolitan Transportation Commission - \$7,432,836
StatementNetPosition	(R33)OtherNoncurrentLiabilities	Deferred Capital Funds

Total Footnote: 15

Agenda Item 2.1

Staff Report: Presentation on WestCAT Hydrogen infrastructure partnership with KTC Consulting

WCCTA staff have been meeting regularly with KTC representatives to utilize their knowledge and expertise in potential grant and other funding opportunities. KTC is a project management consulting company in North America. KTC works with clients to commercially advance and deploy hydrogen fuel cell buses and hydrogen fueling infrastructure. KTC's range of experience includes sales and technology development, project management, government relations and grant writing.

KTC and WCCTA are beginning the process of applying for FTA LONO funds to help advance our plans to move to a ZEB fleet in compliance with current CARB regulations.

KTC's Mission is to advance 100% Zero Emissions Clean Transportation in Disadvantaged communities while removing millions of pounds of CO₂. KTC staff will present some background information on potential Hydrogen infrastructure projects that WestCAT could pursue and available programs and grants.

Recommendation – Direction to staff

Agenda Item 2.2

Staff Report: Presentation and Discussion of 2nd Quarter Financial Data Report

The Financial Data Report offers a breakdown of both expenses and revenues across the functional and object class line items in the 2nd Quarter of the Fiscal Year (Oct - Dec) corresponding to those in the adopted FY23-24 Operations Budget. The report documents that both 2nd Quarter Revenues and Expenses are in alignment with the Budget Projections. Staff will present a summary of this information and be available to answer any questions from the Board of Directors.

Recommendation – Information Only

WCCTA - WestCAT
Income Statement
For the Six Months Ending December 31, 2023

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
Marketing & Advertising, Admi	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp, Admin	1,943.79	467.11	1,300.00	832.89	64.07
Rentals & Leases, Admin	1,283.08	1,973.35	6,500.00	4,526.65	69.64
Fees, Admin	3,062.91	4,512.20	15,000.00	10,487.80	69.92
Other Exp, Over/Short, Admin	0.00	0.00	0.00	0.00	0.00
4. General Administration	301,155.96	661,998.12	1,672,025.00	1,010,026.88	60.41
5. Total Expenses	3,374,114.38	7,153,581.92	15,306,185.00	8,152,603.08	53.26
Operating Expenses - Object Class					
Other Salaries, Vehicle Maint	0.00	0.00	0.00	0.00	0.00
Other Salaries, Non-Veh Maint	39,325.19	79,504.30	192,916.00	113,411.70	58.79
Other Salaries, Non-Veh, Comp	13,130.37	27,289.59	54,184.00	26,894.41	49.64
Other Salaries & Wages, Admin	163,785.16	334,044.51	1,038,200.00	704,155.49	67.82
Other Paid Absences, Veh Maint	0.00	0.00	0.00	0.00	0.00
Other Paid Absences, Non-Veh	5,329.92	6,990.64	0.00	(6,990.64)	0.00
Other Paid Abs, Non-Veh, Comp	1,250.40	1,667.20	0.00	(1,667.20)	0.00
Other Paid Absences, Admin	35,441.54	53,889.95	0.00	(53,889.95)	0.00
6. Labor	258,262.58	503,386.19	1,285,300.00	781,913.81	60.84
Pension Benefits, Maint	0.00	0.00	0.00	0.00	0.00
Pension Benefits, Non-Veh Mai	4,423.30	8,846.60	27,346.00	18,499.40	67.65
Pension Benefit, Non-Veh, Com	148.11	148.11	9,154.00	9,005.89	98.38
Pension Benefits, Admin	31,348.32	62,696.64	169,200.00	106,503.36	62.95
Fringe Benefits, Veh Maint	0.00	0.00	0.00	0.00	0.00
Fringe Benefits, Non-Veh Maint	12,391.90	15,565.82	31,916.00	16,350.18	51.23
Fringe Benefits, Non-Veh, Com	2,869.05	5,947.51	11,684.00	5,736.49	49.10
Fringe Benefits, Admin	34,878.08	73,398.88	218,800.00	145,401.12	66.45
7. Fringe Benefits	86,058.76	166,603.56	468,100.00	301,496.44	64.41
<u>Services:</u>					
Outside Services, Operations	32,023.77	68,462.86	182,000.00	113,537.14	62.38
Outside svcs, Bank/Pyroll/Fees	0.00	0.00	0.00	0.00	0.00
Outside svcs, Clipper/Shopify	0.00	0.00	0.00	0.00	0.00
Outside svcs, Over & Short	0.00	0.00	0.00	0.00	0.00
Outside Service, Vehicle Maint	28,547.37	201,182.71	323,000.00	121,817.29	37.71
Outside Service, Non-Veh Maint	12,534.88	29,618.68	63,800.00	34,181.32	53.58
O/S Service, Non-Veh, Compute	14,713.11	15,592.14	66,000.00	50,407.86	76.38
Outside Services, Admin	9,867.74	52,348.36	81,300.00	28,951.64	35.61
8. Services	97,686.87	367,204.75	716,100.00	348,895.25	48.72
9. Fuel/Lubricants	377,615.11	799,623.87	2,219,300.00	1,419,676.13	63.97
10. Tires and Tubes	37,716.32	77,721.32	210,000.00	132,278.68	62.99
<u>Other Materials & Supplies:</u>					
Postage, Operations	201.46	461.44	800.00	338.56	42.32
Postage, Admin	80.01	218.21	650.00	431.79	66.43

WCCTA - WestCAT
Income Statement
For the Six Months Ending December 31, 2023

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
Other Mat & Supplies, Oper	183.36	183.36	2,400.00	2,216.64	92.36
Other Mat & Supplies, Veh Main	82,767.24	287,048.12	350,000.00	62,951.88	17.99
Other Mat&Suppl, Non-Veh Mai	7,127.14	18,563.55	17,000.00	(1,563.55)	(9.20)
OtherMat&Sup-Non-Veh, Comp	3,475.21	12,172.59	10,000.00	(2,172.59)	(21.73)
Other Mat & Supplies, Admin	963.24	1,370.70	4,800.00	3,429.30	71.44
11. Other Materials & Supplie	94,797.66	320,017.97	385,650.00	65,632.03	17.02
<u>Utilities:</u>					
Utilities, Operations	13,470.10	32,969.44	93,200.00	60,230.56	64.63
Utilities, Admin	6,734.96	16,465.83	45,375.00	28,909.17	63.71
Telephone, Operations	5,764.50	11,644.47	30,100.00	18,455.53	61.31
Telephone, Admin	2,882.23	5,822.20	15,000.00	9,177.80	61.19
12. Utilities	28,851.79	66,901.94	183,675.00	116,773.06	63.58
<u>Purchased Transportation:</u>					
Purchased Transportation, Oper	1,921,551.09	3,822,118.44	7,837,856.00	4,015,737.56	51.24
Purchased Transp, Veh Maint	252,670.74	505,341.48	1,010,683.00	505,341.52	50.00
13. Purchased Transportation	2,174,221.83	4,327,459.92	8,848,539.00	4,521,079.08	51.09
<u>Casualty & Liability:</u>					
Insurance, Operations	150,712.39	363,991.96	605,521.00	241,529.04	39.89
Insurance, Admin	3,955.01	7,910.02	13,400.00	5,489.98	40.97
14. Casualty & Liability	154,667.40	371,901.98	618,921.00	247,019.02	39.91
<u>Leases & Rentals:</u>					
Rentals & Leases, Operations	26,516.17	53,032.34	120,000.00	66,967.66	55.81
Rentals & Leases, Veh Maint	0.00	0.00	0.00	0.00	0.00
Rentals & Leases, Admin	1,283.08	1,973.35	6,500.00	4,526.65	69.64
15. Leases & Rentals	27,799.25	55,005.69	126,500.00	71,494.31	56.52
<u>Other Object Class Expense:</u>					
ADA, Sec 15 Data, SRTP, Admi	0.00	0.00	0.00	0.00	0.00
Dues & Subscriptions, Admin	2,219.00	42,573.00	52,500.00	9,927.00	18.91
Travel Expense, Admin	2,710.89	4,307.16	10,000.00	5,692.84	56.93
Clipper/Shopify/mtot fees, Ops	17,828.82	34,235.04	101,100.00	66,864.96	66.14
Fees, Admin	3,062.91	4,512.20	15,000.00	10,487.80	69.92
Other Exp, Over/Short, Admin	0.00	0.00	0.00	0.00	0.00
Marketing & Advertising, Oper	7,218.37	10,207.19	62,500.00	52,292.81	83.67
Marketing & Advertising, Admi	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp, Operations	199.99	199.99	1,200.00	1,000.01	83.33
Miscellaneous Exp, Veh Maint	1,253.04	1,253.04	0.00	(1,253.04)	0.00
Misc. Exp, Non-Veh Maint	0.00	0.00	500.00	500.00	100.00
Miscellaneous Exp, Admin	1,943.79	467.11	1,300.00	832.89	64.07
17. Other Object Class Expen	36,436.81	97,754.73	244,100.00	146,345.27	59.95
18. TOTAL Expenses	3,374,114.38	7,153,581.92	15,306,185.00	8,152,603.08	53.26

REVENUES - OPERATING

WCCTA - WestCAT
Income Statement
For the Six Months Ending December 31, 2023

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
<u>Farebox:</u>					
Passenger Fares, Cash, FR	286,323.52	617,848.53	1,250,000.00	632,151.47	50.57
Passenger Fares, Cash, DAR	5,814.83	10,650.95	0.00	(10,650.95)	0.00
Passenger Fares, Cash, HTX	0.00	0.00	0.00	0.00	0.00
Passenger Fares, Cash, WCX	0.00	0.00	0.00	0.00	0.00
Passenger Fares, Coupons, DAR	320.00	619.00	0.00	(619.00)	0.00
Special Fares, FR	0.00	0.00	0.00	0.00	0.00
Special Fares, DAR	0.00	0.00	0.00	0.00	0.00
Special Fares, WCX	0.00	0.00	0.00	0.00	0.00
21. Farebox	292,458.35	629,118.48	1,250,000.00	620,881.52	49.67
<u>Non-Farebox:</u>					
Advertising Revenues	5,000.00	12,500.00	30,000.00	17,500.00	58.33
Interest Income	19,481.22	45,926.55	30,000.00	(15,926.55)	(53.09)
Misc. Non-Transp. Revenues	0.00	0.00	0.00	0.00	0.00
22. Non-Farebox	24,481.22	58,426.55	60,000.00	1,573.45	2.62
<u>Measure J Operating Funds:</u>					
Measure J Operating Funds, FR	477,327.50	954,655.00	1,749,792.00	795,137.00	45.44
Measure J Operating Funds, DA	151,540.25	303,080.50	552,806.00	249,725.50	45.17
23. Measure J Operating Fun	628,867.75	1,257,735.50	2,302,598.00	1,044,862.50	45.38
<u>TDA Operating Funds:</u>					
TDA Operating Assistance	1,164,965.00	2,329,930.00	4,659,860.00	2,329,930.00	50.00
TDA 4.5 Oper Assist, DAR	44,183.00	88,366.00	176,732.00	88,366.00	50.00
25. TDA Operating Funds	1,209,148.00	2,418,296.00	4,836,592.00	2,418,296.00	50.00
<u>STA Operating Funds:</u>					
STA Operating Assistance	165,083.25	330,166.50	660,333.00	330,166.50	50.00
STA Paratransit Funds	0.00	0.00	0.00	0.00	0.00
STA Lifeline Funds	0.00	0.00	0.00	0.00	0.00
STA County Block Grant	210,898.25	421,796.50	836,093.00	414,296.50	49.55
26. STA Operating Funds	375,981.50	751,963.00	1,496,426.00	744,463.00	49.75
<u>Bridge Tolls</u>					
RM3 Funds	0.00	0.00	1,145,359.00	1,145,359.00	100.00
RM2 Funds	235,258.25	470,516.50	941,033.00	470,516.50	50.00
27. Bridge Tolls	235,258.25	470,516.50	2,086,392.00	1,615,875.50	77.45
<u>FTA Sec 8 (planning) & Sec 9 (operating):</u>					
Federal Sec 5303 (Sec 8) Funds	0.00	0.00	0.00	0.00	0.00
Federal Sec 5307 Prev Maint	0.00	0.00	0.00	0.00	0.00
FTA 5307 Paratransit Set-Aside	230,949.00	230,949.00	777,305.00	546,356.00	70.29
Fed Sec 5307 ARRA Prev Maint	0.00	0.00	0.00	0.00	0.00
Federal Cares Act	0.00	0.00	0.00	0.00	0.00
Federal CRRSAA Act Relief Fu	0.00	0.00	0.00	0.00	0.00
Federal ARP funds	0.00	0.00	0.00	0.00	0.00
28. Federal Operating Funds	230,949.00	230,949.00	777,305.00	546,356.00	70.29

WCCTA - WestCAT
Income Statement
For the Six Months Ending December 31, 2023

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
<u>Other Federal, State, Local Non-Operator Funds:</u>					
Low Carbon Transit Oper Prog	2,861.69	4,172.09	144,839.00	140,666.91	97.12
Federal CMAQ Funds	0.00	0.00	0.00	0.00	0.00
Federal JARC Funds	0.00	0.00	0.00	0.00	0.00
29. Other Fed, State, Local No	2,861.69	4,172.09	144,839.00	140,666.91	97.12
<u>Other Operator Funds:</u>					
BART Feeder Bus Oper. Funds	552,259.00	1,104,518.00	2,352,033.00	1,247,515.00	53.04
30. Other Operator Funds	552,259.00	1,104,518.00	2,352,033.00	1,247,515.00	53.04
TOTAL Revenue	3,552,264.76	6,925,695.12	15,306,185.00	8,380,489.88	54.75
32. Net Operating Surplus (De	178,150.38	(227,886.80)	0.00	227,886.80	0.00

Agenda Item 2.3

Staff Report: Update on WestCAT Schedule

Staff have been working on modifying the current schedule for the past couple of months and anticipate a start date in late April.

The main objectives of the schedule change are as follows -

1. Improve connections between Express Buses and the Regional network at El Cerrito Del Norte BART.
2. Maintain and improve connections between WestCAT local and Express routes.
3. Eliminate and reduce unproductive time within the schedule, particularly excess layover time.

WCCTA staff are working together with MV Transportation to finalize the changes and create driver schedules, as well as to update the various technologies that interface the schedule, including our Vehicle Location software and Real-Time information systems.

Staff will provide additional details at the Board meeting and be able to answer any specific questions the Board may have on the upcoming changes.

Recommendation – Information Only

Agenda Item 2.4

Staff Report: State Legislative Advocacy Update

At previous Board meetings staff shared with the Board that the four East Bay Bus Transit Operators (County Connection, Tri Delta Transit, LAVTA, and WestCAT) were working on a proposal to procure the services of a lobbyist to advocate on our behalf. This plan was undertaken given the current discussions throughout the Bay Area on Regional Network Management, the requirement to convert our fleets to Zero-Emission Vehicles, the challenges obtaining additional operating funding, regulatory constraints, and a general belief that as operators we need to have more of a joint presence and voice in various discussions that occur both locally and on a state level.

To that end, the four agencies agreed to seek State Advocacy Services collectively as the 'East Bay Small Operator Transit Coalition'. LAVTA took the lead in releasing a joint Request for Proposals (RFP) in January 2024. Two proposals were received from Townsend Public Affairs and Politico Group. After the evaluation process, the contract was awarded to Politico Group. The four operators are working to finalize the agreements with Politico so we can begin working collaboratively and set up a legislative agenda for the upcoming year.

Staff will provide additional information at the Board meeting, including the most up-to-date conversations on current legislation that is being proposed concerning the potential Regional Ballot Measure for Transportation funds planned for 2026.

Recommendation – Information Only

Agenda Item 2.5

Staff Report: Discussion on WCCTA Board of Directors Start Time

At the November 9 2023 WCCTA Board of Directors meeting a request was made to allow for a discussion on the start time for future Board Meetings. Historically the Board of Directors had met at 6:00 pm on the 2nd Thursday of the month, in the 2017-18 time frame the then Board requested a later start due to difficulty in arriving on time for a couple of members. At that time the start of the meeting was adjusted to 6:30 pm.

Staff and Pinole TV can accommodate a potential change to a 6:00 pm start time if the Board desires to make that change.

Recommendation – Direction to staff