



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: April 14, 2022 (Thursday)
TIME: 6:30 PM
PLACE: Via Zoom conference call (access details
below)

Remote Participation

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

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

Remote Viewing/Listening Webinar

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

Topic: April 2022 Regular Board Meeting

Time: April 14, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84644633938>

Meeting ID: 846 4463 3938

One tap mobile

+16699006833,,84644633938# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 846 4463 3938

Find your local number: <https://us02web.zoom.us/u/kH3CqsLkG>

Public Comment via Teleconference

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

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

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

AGENDA

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

B. APPROVAL OF AGENDA

C. PUBLIC COMMUNICATIONS

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

1.0 CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meeting of March, 2022. *
- 1.2 Approval of Expenditures of March, 2022. *
- 1.3 Receive Contractors Monthly Management Report, January & February 2022. *
[Action Requested: Approve Items 1.1 and 1.2 and Receive Item 1.3]

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Adoption of Resolution 2022-04, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning April 14, 2022, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2022-08]** *

- 2.2 Discussion of Options for Conducting Future Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority. **[Action Requested: Discussion and Direction to Staff].**
- 2.3 Presentation of Task Order No.5 to On-Call Engineering Services Agreement between WCCTA and Gannett Fleming Inc.to Provide for Additional Construction Management Support for WCCTA Bus Wash Replacement Project. **[Action Requested: Authorization for the General Manager to Execute Task Order No. 5 with Gannett Fleming Inc, and to Submit an Amended Capital Claim to MTC in the Amount of \$81,268 to be Funded from WCCTA Transportation Development Act Reserves.] ***
- 2.4 Presentation and Initial Board Discussion of WCCTA Short Range Transit Plan FY22-23. **[Action Requested: Discussion and 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

6.0 CLOSED SESSION (Pursuant to Section 54957(b) of the Ralph M. Brown Act)

Closed Session—Public Employment (Gov. Code §54957(b))
Position: General Manager

7.0 RECONVENE TO OPEN SESSION

Report of Actions Taken During Closed Session

8.0 ADJOURNMENT

- * Enclosures
- ^^ To Be Distributed Separately

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). This information will also be uploaded and posted to the website before the meeting and made available at this link [WestCAT Board of Directors](#). The posting of SB 343 information on this website is in addition to the posting of the information at the legally required locations specified above.

Next Board Meeting May 12, 2022

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

MEETING MINUTES

March 10, 2022

Regular Meeting

6:30 P.M. via Zoom Conference Call

The Board of Directors Meeting was held via teleconference due to COVID-19. Members of the public did not attend this meeting in person. Directors, staff, and the public participated remotely.

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

Chair Andrino-Chavez called the meeting to order at 6:33 PM and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Tom Hansen, Maureen Toms, Maureen Powers, Tiffany Grimsley, and Vice-Chair Dion Bailey

Alternate Director Devin Murphey (7:16 PM)

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Chief Financial Officer, Debora Harris, Accounting Analyst, Rob Petty, IT Manager, Andramica McFadden, Administrative Services Coordinator

B. APPROVAL OF AGENDA

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

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

Ayes: 6—Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

C. PUBLIC COMMUNICATIONS

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

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

DUE TO COVID-19, The public was notified in advance of the meeting that public comments could be submitted via email to info@westcat.org, and comments submitted before the meeting would be provided to the Directors before or during the meeting. Any comments submitted after the meeting was called to order would be included in correspondence that would be provided to the full Board.

NONE.

1) **CONSENT CALENDAR**

Chair Andrino-Chavez introduced the item. General Manager Anderson provided some additional explanation regarding Item 1.3.

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

MOTION: A motion was made by Director Powers, seconded by Vice-Chair Bailey to approve Consent Calendar Items 1.1 and 1.2, and Receive Item 1.3. The motion was carried by the following vote:

Ayes: 6—Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

2) **ITEMS FOR BOARD ACTION / DISCUSSION**

- 2.1 Adoption of Resolution 2022-04, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning March 14, 2022, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2022-04

Chair Andrino-Chavez introduced the item. General Manager Anderson provided a brief report.

MOTION: A motion was made by Director Toms, seconded by Vice-Chair Bailey to Adopt Resolution 2022-04. The motion was carried by the following vote:

Ayes: 6—Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

- 2.2 Consideration and Adoption of Resolution 2022-05 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Allocation of Transportation Development Act / State Transit Assistance Funds / Net Bridge Toll Revenues / Feeder Bus Funds and Regional Measure 2 Operating Funds for Fiscal Year 2022/23.** Action Requested: Formal Adoption of Resolution 2022-05

Chair Andrino-Chavez introduced the item. General Manager Anderson called on Assistant General Manager Thompson to present the item.

Assistant General Manager Thompson provided a brief report, explaining that this is a resolution that we bring to the Board annually for us to apply for all of the fund sources that flow directly through MTC. It's the standard language provided to all of the operators by MTC and once approved we can start the process of applying for the available funds for the upcoming fiscal year as part of our budget process. Staff is seeking formal adoption of the resolution tonight.

Chair Andrino-Chavez requested Assistant General Manager Thompson to remind the Board of what these funds are used for, and for the public to know as well.

Assistant General Manager replied that all of these funds we use for operations. These are the funds

that help us provide the service that is out there on the street. Some of them have designated uses (Net Bridge Toll Revenues, Feeder Bus Funds, and Regional Measure 2 Operating Funds), which he explained. He also explained that the STA funds are our general operating funds, and the TDA funds are a mix of both operational and capital funds.

MOTION: A motion was made by Director Grimsley, seconded by Director Hansen to Adopt Resolution 2022-05. The motion was carried by the following vote:

Ayes: 6–Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

2.3 Consideration and Adoption of Resolution 2022-06 Authorizing the Execution of Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) Free System-Wide Rides for Western Contra Costa Residents, \$305,073. Action Requested: Formal Adoption of Resolution 2022-06

Chair Andrino-Chavez introduced the item. General Manager Anderson called on Transit Grants and Compliance Manager Furnary to present the next two items.

Mr. Furnary provided some background on the Low Carbon Transit Operations Program (LCTOP) and said that this year WestCAT is applying for a free fare program as identified in the agenda, offering free rides on all WestCAT routes at various times throughout the next year, possibly two, depending on the popularity of the program, how long funds last and the potential inclusion in another region-wide incentive program. There is currently a discussion amongst Bay Area transit operators about again developing and participating in another incentive program designed to get riders back on transit post-COVID.

He further explained the benefits of a free ride program utilizing LCTOP funds and said that for the program for free fares staff is recommending the adoption of the resolution for our application of LCTOP funds to support the program again this year in the amount of \$305,073.

Director Toms asked a question. Transit Grants and Compliance Manager Furnary responded.

MOTION: A motion was made by Director Toms seconded by Director Powers to Adopt Resolution 2022-06. The motion was carried by the following vote:

Ayes: 6–Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

2.4 Consideration and Adoption of Resolution 2022-07 Authorizing the Filing of an Application for FTA Formula Program and Surface Transportation Programs Funding for Vehicle Replacements, Preventative Maintenance, and ADA Set-Aside and Committing the Necessary Local Match for the Project(s) and Stating the Assurance of WCCTA to Complete the Project. Action Requested: Formal Adoption of Resolution 2022-07

Chair Andrino-Chavez introduced the item. Transit Grants and Compliance Manager Furnary presented the item.

Mr. Furnary explained that this is another standard language resolution that is provided by MTC to present to the Board. He then provided some background on what it is that staff are asking for with the resolution. He said usually, the call for projects is for a period of time between 1-4 years, but this current one is a 3-year call for projects from 2022-2024.

During this period, staff look at projects that we have planned including our cycle for vehicle replacements, and identify what our needs are for that project period. For the 3 years in this plan, WestCAT has projects that include vehicle replacements, ADA operations assistance, and preventative maintenance.

In the next three years, for vehicle replacements, we have six vehicles that will be at the end of their useful life and will require replacement. Normally, we'd replace vehicles at a 1:1 ratio, but the current plan is for us to replace four existing vehicles with two double-deckers. We're not able to replace double-deckers on a 1:1 basis with our existing vehicles because they're much more expensive. However, the benefits of a double-decker vehicle outweigh those of a traditional bus, and it is less expensive to purchase one double-decker as opposed to two 40 ft. or 45 ft. traditional buses. Thus, our funding request is lower, and we were able to request some of these *saved* funds to fund preventative maintenance projects, which might not otherwise get funded and we have been successful in getting that approved by MTC.

Mr. Furnary concluded that the program of projects approved by MTC identifies the funding that has been approved for WestCAT as well as the local match obligation for us to achieve the plan over the next three years. Thus, the staff is requesting the Board to approve our 3-year program of projects allowing us to submit the necessary grant applications to receive federal funds to achieve that plan. The amounts we're requesting permission to apply for are \$4,089,339 in federal funds, with a local match requirement of \$1,994,139.

Board members made comments and asked questions. Transit Grants and Compliance Manager Furnary and Assistant General Manager Thompson responded to the questions.

MOTION: A motion was made by Director Powers seconded by Vice-Chair Bailey to Adopt Resolution 2022-07. The motion was carried by the following vote:

Ayes: 6—Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

2.5 Authorization to Release Request for Proposal (RFP) for Independent Financial Auditor Services. [Action Requested: Formal Authorization for General Manager to Release RFP for Competitive Bid]. Action Requested: Formal Authorization for General Manager to Release RFP for Competitive Bid

Chair Andrino-Chavez introduced the item. General Manager Anderson presented the item.

General Manager Anderson reported that we are required to do an annual financial audit, which necessitates an independent financial auditor to overlook the financial statements that we prepare. We have been using an auditor that was awarded the contract five years ago, but that contract has now expired, and the auditor that was involved in that last procurement has now retired, so we are going back out to the market.

Our circumstances have changed a little bit because for years we have contracted with an outside accountant to prepare the financial reports and that accountant has also retired. So, we are right now restructuring the RFP to include the possibility of us acquiring some additional services from the audit firm. Not from the auditors themselves, but from the firm that is selected and that would be part of the RFP for proposing firms to bid on not only performing the audit but also, assisting with certain more difficult and technical things like the GASB 68 calculation of pension liabilities, as an example. We are preparing the RFP right now, but we are coming to the Board now for authorization to release it, and then it would go out for competitive bid and be brought back to the Board for contract award.

Director Hanson asked a question regarding the number of years that would be laid out in the contract award.

General Manager Anderson replied that we would probably have an initial 3-year term and additional option years that we can exercise beyond that. To a certain point, it is up to the agency concerning the number of years to assign to the contract, but we would not want to go with 7 years, which is typically what the practice is in the industry. However, we will find somewhere in that range that makes the most sense for us as an agency.

General Manager Anderson clarified for Vice-Chair Bailey, that the standard is not to exceed 7 years.

In response to the Chair's question about the timeframe for the release of the RFP, Mr. Anderson said that the RFP is still under development and there is still work to do before it is ready to go out, but we will probably release it out for about three weeks or so, for a firm to return their proposals. There would then be a review process before we come back to the Board. He clarified, that this is for the audit of the fiscal year that ends June 30, 2022. Essentially, the auditors do not get involved in that work until August. Hence, we have plenty of time to review the proposals, make the award, and get the successful firm to work in time to complete the audits.

General Manager Anderson agreed with Chair Andrino-Chavez that conducting remote or in-person interviews of potential firms would be a possibility. We will check references and rely on our agency peers in the area for their recommendations about the audit firms that are familiar with transit and good to work with, and it may also involve an interview process if this is not clear from the proposals.

MOTION: A motion was made by Director Toms seconded by Director Grimsley to Authorize General Manager to Release RFP for Competitive Bid. The motion was carried by the following vote:

Ayes: 6—Andrino-Chavez, Hansen, Toms, Powers, Grimsley, Bailey

3) **COMMITTEE REPORTS**

3.1 **General Manager's Report**

General Manager Anderson called on Assistant General Manager Thompson to provide a report on the following:

1. The federal mask mandate for transit was extended today to April 18, 2022
 - a. We are updating all of the signage and social media pages to reflect this change
2. With the increase in gas prices and the recent call from San Francisco leaders to work with downtown employers to roll out back to work plans,
 - a. We're continuing to monitor ridership on all of our routes for any potential increases
 - b. Historically, with a rise in gas prices, we do see ridership increases
 - c. While ridership on the Lynx has been our slowest to recover, we are staying updated on any ridership increases and working with MV to ensure we have additional capacity on vehicles
 - d. As to when we might need to implement changes, currently, we are not seeing large changes in daily ridership, but we do continue to track and monitor things as things move forward
3. Related to monitoring ridership, a few meetings ago staff had mentioned starting work on a strategic planning exercise of the Board, which would be done in conjunction with the work on our Short Range Transit Plan (SRTP) that is due to MTC towards the end of this year
 - a. MTC just started to work on the financial projections we use as part of the SRTP
 - b. As we await those projections, we continue to monitor ridership across the system all in preparation to bring some kind of planning activities to the Board to discuss
 - c. At the moment, we are seeking a little more certainty on ridership trends and where ridership may be going in the coming months, and longer-term
 - d. Also, we hope to receive the funding outlook from MTC in the next few weeks
 - e. Once we get that, we can delve into some service-related scenarios that the Board can consider as part of the planning exercise

Assistant General Manager Thompson concluded that we haven't forgotten about the strategic

planning exercise, it is just a work in progress as we wait for a little more clarification.

General Manager Anderson advised the Board that the staff plan to bring the budget later in the spring, possibly even as late as June. There are several big issues that we have mentioned before involving express bus funding, and the discussions with BART about the prospect of continued funding of those services are just getting underway. Until that is resolved we are somewhat hesitant to bring a budget forward that may need revision for the upcoming fiscal year. If any changes are warranted, we are not sure they would be implemented in the fiscal year 2023, but we are taking a cautious approach in preparing the budget, pending at least the initial discussions with BART about that. It is a sensitive and big issue, but there is no progress to report other than a meeting that the staff had with MTC staff about the issues that are to be discussed in that negotiation with BART.

Chair Andrino-Chavez thanked Mr. Anderson and confirmed that staff will keep the Board updated on the express bus negotiations.

3.2 WCCTAC Report

Director Powers stated that she was unable to attend the recent WCCTAC meeting due to her husband's funeral, but she thanked the staff and the Board for their sympathy, it was appreciated. She will attend this month, and will hopefully have an update for the Board on what happened at last month's meeting as well.

4) ADJOURN TO CLOSED SESSION (Pursuant to Section 54957 of the Ralph M. Brown Act)

Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors to a closed session at 7:13 PM to conduct a discussion of public employee term of employment. Title: General Manager

Alternate Director Devin Murphey joined the regular meeting at 7:16 PM and proceeded to join the closed session at that time.

5) RECONVENE TO OPEN SESSION

5.1 Report of Actions Taken During Closed Session

Chair Andrino-Chavez reconvened to open session at 7:49 PM and reported that there were no reportable actions taken during the closed session.

6) CORRESPONDENCE

NONE.

7) BOARD COMMUNICATION

NONE.

8) **ADJOURNMENT**

At 7:50 PM, Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors of March 10, 2022.

Aleida Andrino-Chavez, Chair

Date

Charles Anderson, Secretary

Date

AGENDA ITEM 1.2WCCTA - 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
3/24/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	48398	March inspection Afforda-Test	100.00	100.00
4/1/22	11103 Office Equipment & Furniture 20100 Accounts Payable	1VH6-JDXJ-HH74	Computer equipment & supplies (TDA) Amazon Capital Services, Inc.	2,383.16	2,383.16
3/30/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	55589	Repair door lock (MV Front door) Armor Locksmith Services	295.84	295.84
3/13/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000017917467	February & March phone service February & March phone service AT&T	105.95 52.98	158.93
4/2/22	50300-41 Outside Service, Vehicle Main 50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	48323	Vehicle repair (unit 61) Vehicle parts (unit 61) Bay Air Services	504.00 487.36	991.36
3/21/22	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	IN02981595	Janitorial supplies CCP Industries Inc.	203.45	203.45
4/1/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	4/22	April cell phone reimbursement April cell phone reimbursement Charles Anderson	40.00 20.00	60.00
3/29/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	133700	Vehicle parts Chuck's Brake & Wheel	6,023.37	6,023.37
4/3/22	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1312	Janitorial supplies Cinchem LLC	943.61	943.61
3/17/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4113758853	April uniforms Cintas Corporation	469.32	469.32
3/24/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4114447451	April uniforms Cintas Corporation	469.32	469.32
3/31/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4115130410	April uniforms Cintas Corporation	528.71	528.71
4/1/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100	001000299564	April fiber optic network April fiber optic network Comcast Business	1,050.67 525.33	1,576.00

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
5/1/22	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	5/22	May LTD May supplemental life insurance BCC	927.48 446.01	 1,373.49
3/19/22	50300-41 Outside Service, Vehicle Main 50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	Y5-67607	Vehicle repair (unit 207) Vehicle parts (unit 207) Cummins Pacific LLC	6,784.40 22,046.28	 28,830.68
3/23/22	50300-41 Outside Service, Vehicle Main 50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	Y5-67802	Vehicle repair (unit 158) Vehicle parts (unit 158) Cummins Pacific LLC	8,490.40 4,770.41	 13,260.81
3/16/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6530	Vehicle repair (unit 200) Delta Auto Glass, Inc.	250.00	 250.00
3/16/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6531	Vehicle repair (unit 207) Delta Auto Glass, Inc.	250.00	 250.00
3/15/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	58188	Vehicle parts Diesel Marine Electric	2,030.38	 2,030.38
3/3/22	50500-10 Utilities, Operations 20100 Accounts Payable	2/28	Water service (12/22/21 - 2/28/2022) EBMUD	1,282.71	 1,282.71
3/14/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	3-474-6572	shipping parts (James) Federal Express Corporation	42.23	 42.23
3/9/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	94522570	Vehicle parts FleetPride	1,383.95	 1,383.95
3/14/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-488387	Anti-Freeze Flyers Energy, LLC (RCP)	204.78	 204.78
3/14/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-488388	DEF & Mobil Oil Flyers Energy, LLC (RCP)	2,875.94	 2,875.94
3/21/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-492226	DEF Flyers Energy, LLC (RCP)	1,087.62	 1,087.62
3/28/22	50401-10 Fuel & Lubricants 20100	22-496608	Anti-freeze Flyers Energy, LLC (RCP)	379.41	 379.41

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
4/4/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-500603	DEF & Mobil Oil Flyers Energy, LLC (RCP)	1,893.03	1,893.03
8/13/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936.04*120308	Additional CM & Design services (TDA) Gannett Fleming, Inc.	6,225.08	6,225.08
3/2/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40895785	Vehicle parts (unit 164) Gillig LLC	212.49	212.49
3/14/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40899591	Vehicle parts (unit 404) Gillig LLC	251.81	251.81
3/16/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40900560	Vehicle parts Gillig LLC	1,062.43	1,062.43
3/18/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40901561	Vehicle parts (unit 410) Gillig LLC	251.81	251.81
3/23/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40901962	Vehicle parts (unit 157) Gillig LLC	187.68	187.68
3/23/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40902920	Vehicle parts Gillig LLC	256.60	256.60
3/24/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40903397	Vehicle parts Gillig LLC	269.36	269.36
3/25/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40903807	Vehicle parts (unit 401) Gillig LLC	1,040.20	1,040.20
3/31/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40905732	Vehicle parts Gillig LLC	163.49	163.49
3/16/22	50300-60 Outside Services, Admin 20100 Accounts Payable	1314741	Certification & Assurance review Hanson Bridgett LPP	70.00	70.00
5/1/22	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	5/22	May Dental Insurance Health Care Dental	864.10	864.10
3/18/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	335149	Vehicle parts Hilltop Ford	190.86	190.86

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
3/25/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	335301	Vehicle parts Hilltop Ford	35.07	35.07
3/14/22	50402-10 Tires & Tubes 20100 Accounts Payable	147750	March Tires J & O's Commercial Tire Center	2,912.98	2,912.98
3/17/22	50402-10 Tires & Tubes 20100 Accounts Payable	147860	March Tires J & O's Commercial Tire Center	3,968.19	3,968.19
3/30/22	50402-10 Tires & Tubes 20100 Accounts Payable	148170	March Tires J & O's Commercial Tire Center	1,883.42	1,883.42
5/1/22	50215-41 Fringe Benefits, Veh Maint 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	5/22	May medical insurance (James Grimes) May medical insurance (Robert Petty) May medical insurance (Admin Staff) Kaiser Foundation Health Plan, Inc.	1,535.16 1,134.79 9,864.61	12,534.56
3/21/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	9729145	Vehicle parts Kimball Midwest	344.11	344.11
1/6/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11465	Repairs to main water line Kurt's Plumbing & Heating	1,500.00	1,500.00
3/31/22	50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 50800-10 Purchased Transportation, Ope 20100 Accounts Payable	3/2022	March service March maintenance March liability maintenance Less: March estimate MV Transportation	632,434.96 68,817.00 17,141.03	682,114.07 36,278.92
4/4/22	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	118033	April estimated service MV Transportation	656,025.50	656,025.50
3/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D901517	Vehicle parts (unit 167) NorCal Waste Equipment Co	1,145.09	1,145.09
3/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D901518	Vehicle parts (unit 167) NorCal Waste Equipment Co	447.78	447.78
3/22/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D902148	Vehicle parts NorCal Waste Equipment Co	563.96	563.96

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
3/24/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D902576	Vehicle parts NorCal Waste Equipment Co	174.41	174.41
3/24/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D902622	Vehicle parts (unit 601) NorCal Waste Equipment Co	5,748.47	5,748.47
3/24/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D902623	Vehicle parts (unit 601) NorCal Waste Equipment Co	823.13	823.13
3/28/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	G105393	DPF cleaning (unit 407) NorCal Waste Equipment Co	482.13	482.13
3/29/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D903212	Vehicle parts (unit 168) NorCal Waste Equipment Co	311.82	311.82
4/4/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D904331	Vehicle parts NorCal Waste Equipment Co	279.74	279.74
4/6/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D904778	Vehicle parts NorCal Waste Equipment Co	2,405.50	2,405.50
3/23/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	75855742	April copier Pacific Office Automation/Lease	368.34	368.34
3/18/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	61453	Sprinkler system repair Pacific Site Management	750.00	750.00
4/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	61493	April Landscaping Pacific Site Management	591.34	591.34
3/28/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	255845	AC Condensor repair (Unit 206) Pankey's Radiator Shop, Inc.	750.00	750.00
3/18/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	3/2022	March gas & electric (2/11/22 - 3/14/22) March gas & electric (2/11/22 - 3/14/22) PG & E	2,677.00 1,338.50	4,015.50
3/22/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	3/22/2022	March electric (2/15/22 - 3/16/22) March Electric (2/15/22 - 3/16/22) PG & E	9.55 4.77	14.32
3/31/22	50500-10 Utilities, Operations	0851-154450136	March service	587.46	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50500-60 Utilities, Admin 20100 Accounts Payable		March service Republic Services #851	293.73	881.19
3/31/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SW0013143-1	Vehicle repair (unit 200) SONSRAY FLEET SERVICES	494.21	494.21
3/18/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	179460	Diesel & Gas Spartan Tank Lines, Inc.	37,660.34	37,660.34
3/29/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	179805	Diesel Spartan Tank Lines, Inc.	44,079.94	44,079.94
3/16/22	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	3041621811	Office Supples Staples	68.01	68.01
3/21/22	50300-10 Outside Services, Operations 20100 Accounts Payable	3/2022	March DAR, Tablets & Phones T-MOBILE	4,004.06	4,004.06
3/29/22	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000000937	March maintenance & support TransTrack Systems, Inc.	4,017.00	4,017.00
3/25/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	2103P	Vehicle parts Veritech	1,955.00	1,955.00
3/21/22	50300-10 Outside Services, Operations 20100 Accounts Payable	9902341379	March cell phones (3/22 - 4/21/22) Verizon Wireless	55.41	55.41
3/21/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	200522	Lift inspection Walkers Hydraulics, Inc.	780.96	780.96
3/10/22	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	14667331	March pest control maintenance March pest control maintenance Western Exterminator Co.	120.87 60.43	181.30
3/14/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-00806046	Waste pickup World Oil Environmental Services	302.68	302.68
3/14/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-00806138	Waste pickup World Oil Environmental Services	55.00	55.00
3/17/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-00806804	Waste pickup World Oil Environmental Services	45.00	45.00

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
				1,591,442.46	1,591,442.46



Monthly Management Report Summary

January, FY 21/22

System & Program Summary

	January FY 21/22	January FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	38,474	23,387	64.5	287,475	191,885	49.8
Revenue Passengers	33,765	0		257,401	0	
Weekday Total Passengers	35,354	20,719	70.6	267,685	174,077	53.8
Saturday Total Passengers	1,998	1,789	11.7	12,653	11,691	8.2
Sunday Total Passengers	1,122	879	27.6	7,137	6,117	16.7
Weekday Average Passengers	1,684	1,036	62.5	1,797	1,192	50.8
Saturday Average Passengers	400	298	34.2	395	344	14.8
Sunday Average Passengers	187	147	27.2	198	170	16.5
Vehicle Revenue Hours	6,367.15	5,554.35	14.6	45,235.35	41,360.12	9.4
Total Vehicle Hours	6,785.94	5,861.08	15.8	48,064.75	43,787.33	9.8
Revenue Vehicle Miles	108,078.2	90,513.7	19.4	741,351.0	678,063.8	9.3
Total Miles	127,709.0	108,998.0	17.2	881,077.0	818,932.3	7.6
Dial-A-Ride Program						
Number of Weekdays	20	19	5.3	147	145	1.4
Number of Saturdays	5	6	-16.7	32	34	-5.9
Total Passengers	1,308	913	43.3	10,789	6,908	56.2
Revenue Passengers	1,240			10,257	0	
Weekday Total Passengers	1,184	760	55.8	9,479	6,058	56.5
Saturday Total Passengers	124	153	-19.0	1,310	850	54.1
Weekday Average Passengers	59	40	47.5	64	42	52.4
Saturday Average Passengers	25	26	-3.8	41	25	64.0
Vehicle Revenue Hours	699.54	593.52	17.9	5,724.11	4,367.38	31.1
Total Vehicle Hours	748.96	640.10	17.0	6,111.10	4,864.56	25.6
Productivity	1.87	1.54	21.4	1.88	1.58	19.0
Revenue Vehicle Miles	7,127.1	5,801.6	22.8	56,620.0	43,667.2	29.7
Total Miles	8,181.7	6,587.1	24.2	64,309.4	50,802.9	26.6
Express Routes Program						
Number of Weekdays	20	19	5.3	147	145	1.4
Number of Saturdays	5	6	-16.7	32	34	-5.9
Number of Sundays	6	6	0.0	36	36	0.0
Total Passengers	16,357	10,523	55.4	118,992	84,220	41.3
Revenue Passengers	14,659	0		107,350	0	
Weekday Total Passengers	13,803	8,460	63.2	103,294	69,884	47.8
Saturday Total Passengers	1,432	1,184	20.9	8,561	8,219	4.2
Sunday Total Passengers	1,122	879	27.6	7,137	6,117	16.7
Weekday Average Passengers	690	445	55.1	703	482	45.9
Saturday Average Passengers	286	197	45.2	268	242	10.7
Sunday Average Passengers	187	147	27.2	198	170	16.5
Vehicle Revenue Hours	2,134.10	1,879.09	13.6	14,702.88	13,856.21	6.1
Total Vehicle Hours	2,274.19	1,967.33	15.6	15,620.23	14,502.54	7.7
Productivity	7.66	5.60	36.8	8.09	6.08	33.1
Revenue Vehicle Miles	33,587.8	25,914.5	29.6	217,798.9	191,516.9	13.7
Total Miles	36,102.9	27,500.7	31.3	234,330.8	203,134.7	15.4



Monthly Management Report Summary

January, FY 21/22

System & Program Summary

	January FY 21/22	January FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	20	19	5.3	147	145	1.4
Number of Saturdays	5	6	-16.7	32	34	-5.9
Total Passengers	13,121	6,593	99.0	92,006	56,528	62.8
Revenue Passengers	10,371	0		75,590	0	
Weekday Total Passengers	12,679	6,141	106.5	89,224	53,906	65.5
Saturday Total Passengers	442	452	-2.2	2,782	2,622	6.1
Weekday Average Passengers	634	323	96.3	607	372	63.2
Saturday Average Passengers	88	75	17.3	87	77	13.0
Vehicle Revenue Hours	2,470.29	2,293.34	7.7	17,909.37	17,222.25	4.0
Total Vehicle Hours	2,601.92	2,395.25	8.6	18,809.48	17,991.96	4.5
Productivity	5.31	2.87	85.0	5.14	3.28	56.7
Revenue Vehicle Miles	35,422.3	36,454.6	-2.8	265,798.2	273,906.4	-3.0
Total Miles	37,921.0	38,547.4	-1.6	283,271.5	289,663.2	-2.2
Transbay Lynx Program						
Number of Weekdays	21	20	5.0	149	147	1.4
Total Passengers	7,688	5,358	43.5	65,688	44,229	48.5
Revenue Passengers	7,495	0		64,204	0	
Weekday Total Passengers	7,688	5,358	43.5	65,688	44,229	48.5
Weekday Average Passengers	366	268	36.6	441	301	46.5
Vehicle Revenue Hours	1,063.22	788.40	34.9	6,898.99	5,914.28	16.6
Total Vehicle Hours	1,160.87	858.40	35.2	7,523.94	6,428.27	17.0
Productivity	7.23	6.80	6.3	9.52	7.48	27.3
Revenue Vehicle Miles	31,941.0	22,343.0	43.0	201,133.9	168,973.3	19.0
Total Miles	33,723.9	23,799.0	41.7	213,033.6	179,665.3	18.6

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation
Month & Fiscal Year- January 2022

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 10,792.50	\$ 71,575.25	\$ -	\$ 3,827.50	\$ 6,965.00
Cash Fare - Senior & Disabled	\$ 2,854.50	\$ 17,618.00	\$ 885.00	\$ 491.25	\$ 1,478.25
Cash Fare - Transfers	\$ 1,040.25	\$ 6,225.50	\$ 9.50	\$ 21.25	\$ 1,009.50
Cash Fare - Regional Paratransit	\$ 402.00	\$ 2,133.00	\$ 402.00		
Cash Fare - Local Day Pass Sales	\$ 1,577.50	\$ 9,352.00		\$ 5.00	\$ 1,572.50
Total Estimated Cash (a)	\$ 16,666.75	\$ 106,903.75	\$ 1,296.50	\$ 4,345.00	\$ 11,025.25
Over/(Short) Cash Count	\$ 1.29	\$ 10.14	\$ 0.67	\$ 0.15	\$ 0.47
Bank Deposit Corrections	\$ -	\$ -			
Subtotal Cash Fare Deposit	\$ 16,668.04	\$ 106,913.89	\$ 1,297.17	\$ 4,345.15	\$ 11,025.72
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 345.00	\$ 2,115.00	\$ 345.00		
Clipper Sales	\$ -	\$ -			
Lynx 31-Day Pass Sales	\$ 1,930.00	\$ 7,950.00		\$ 1,930.00	
Lynx Stored Ride Pass Sales	\$ 50.00	\$ 880.00		\$ 50.00	
Local 31-Day Pass Sales	\$ 780.00	\$ 29,985.00			\$ 780.00
Local Stored Value Pass Sales	\$ -	\$ 7.50			
Local Day Pass Sales (In-house)	\$ -	\$ 87.50			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (280.00)			
Subtotal Prepaid Sales Deposit	\$ 3,105.00	\$ 40,745.00	\$ 345.00	\$ 1,980.00	\$ 780.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 93.00	\$ 548.00	\$ 93.00		
Lynx B1G1F	\$ -	\$ 1,610.00			
Wage Works	\$ 1,230.00	\$ 5,020.00		\$ 1,230.00	
Capital Corridor Vouchers	\$ -	\$ -			
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (37.00 SBPP)	\$ -	\$ 36,900.00			
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 24.75	\$ 302.63			\$ 24.75
HTC Parking Combos	\$ -	\$ -			
Cole Vocational	\$ -	\$ -			
Clipper	\$ 44,674.75	\$ 298,913.88		\$ 28,167.78	\$ 16,506.97
*Other	\$ -	\$ -			
*Other LCTOP Fare Subsidy	\$ -	\$ 116,304.75			
*Other Pass 2 Class Program	\$ -	\$ 40,000.00			
Subtotal Billings	\$ 46,022.50	\$ 459,599.26	\$ 93.00	\$ 29,397.78	\$ 16,531.72
Total Passenger Revenue	\$ 65,795.54	\$ 607,258.15	\$ 1,735.17	\$ 35,722.93	\$ 28,337.44

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ -	\$ -

Preventable Accidents per Miles Driven in 12 Month
Period

January-22

	Miles	Accidents	Frequency 12 Month Period
FR	1,276,152	8	159,519
DAR	146,193	2	73,097

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	1	1	5	0	2	3	10
DAR	1	0	4	3	0	1	1	2

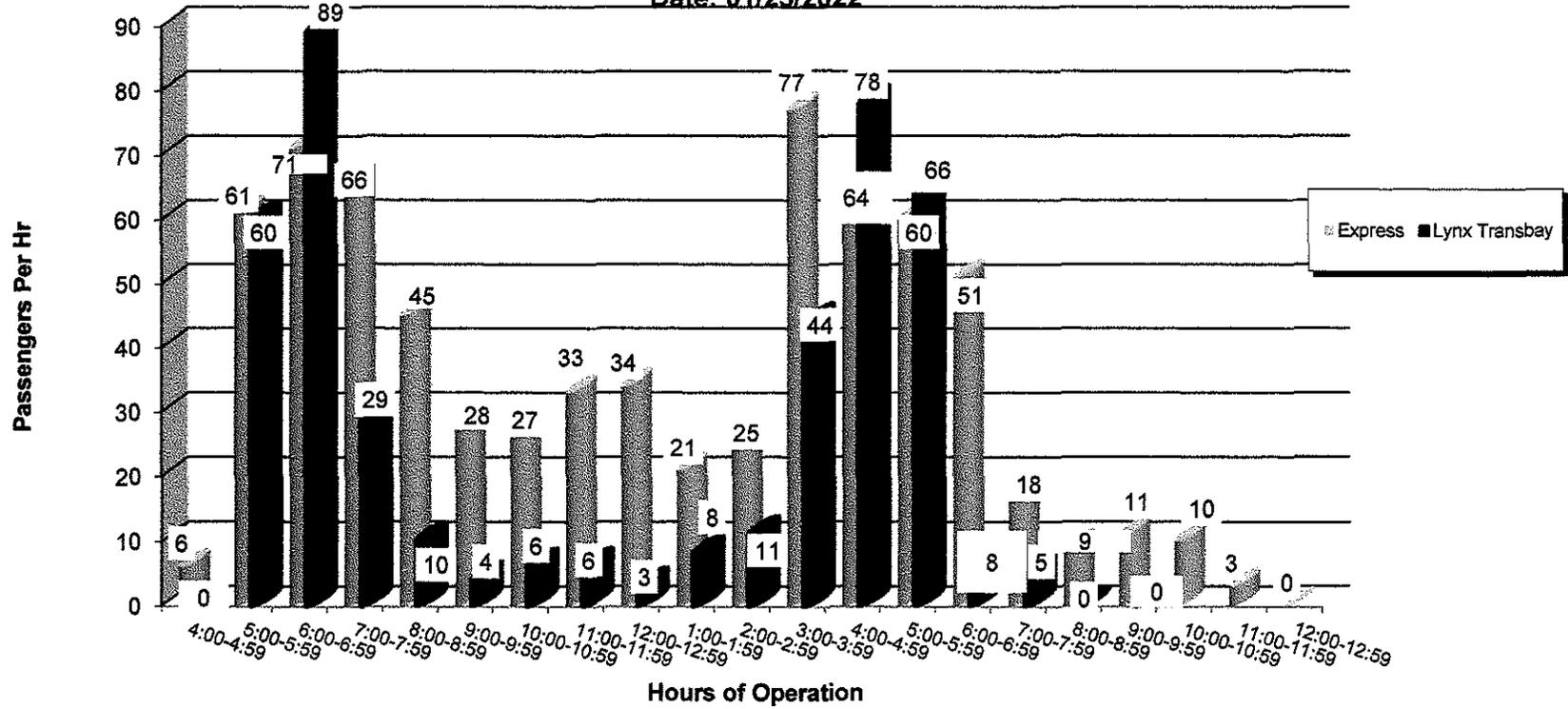


Passenger & Productivity Statistical Report
January, FY 21/22
System
All Routes

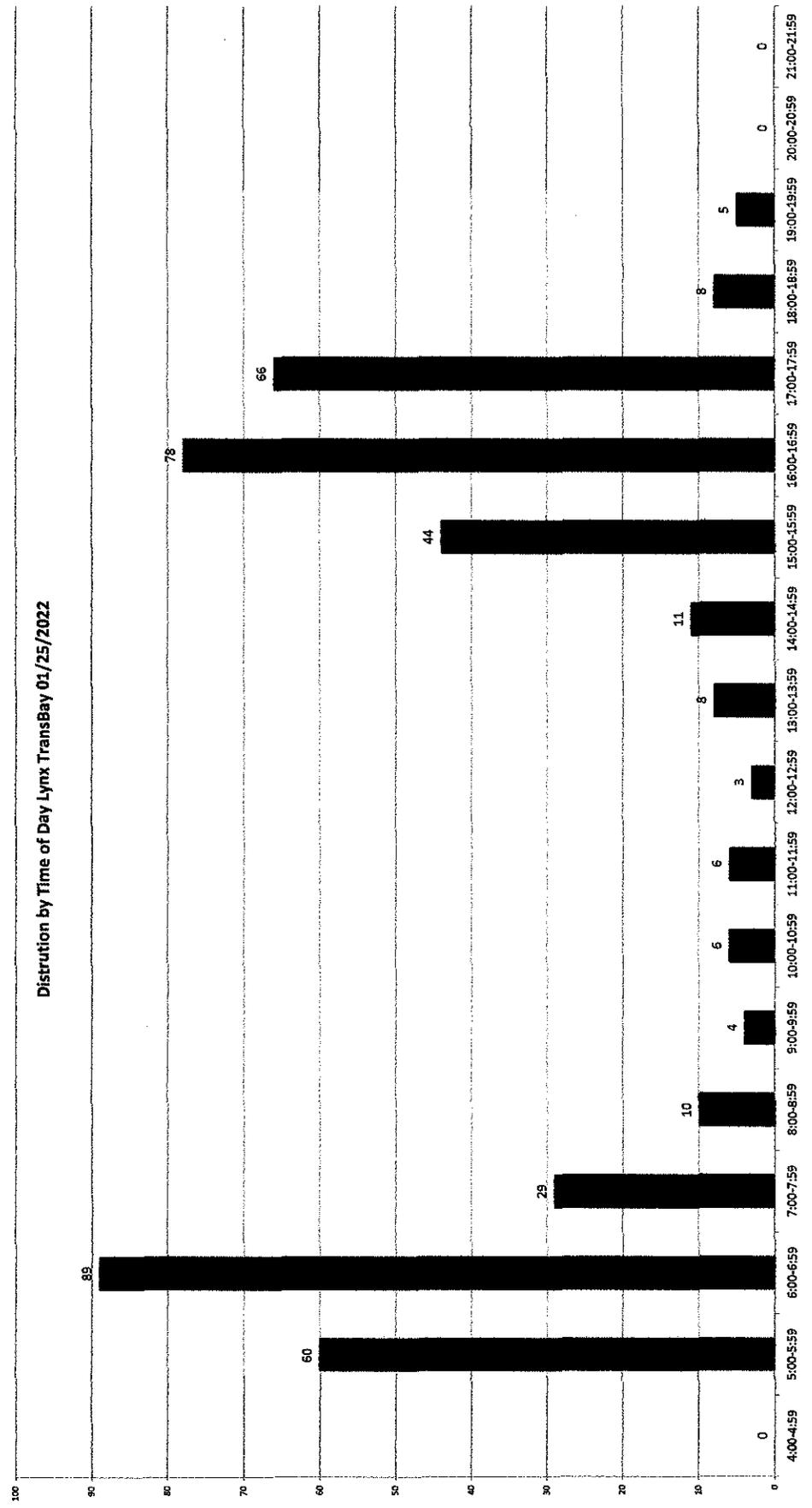
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	January			Fiscal Year To Date			January			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	478	1,519	217.8	3,692	9,344	153.1	2.8	5.6	99.3	2.9	5.3	86.5
Route 11 Weekday	1,036	2,297	121.7	10,562	16,207	53.4	3.4	6.9	103.3	4.6	6.6	46.0
Route 11 Saturday	199	235	18.1	1,328	1,439	8.4	2.8	3.9	41.5	3.3	3.8	15.1
Route 11 Total	1,235	2,532	105.0	11,890	17,646	48.4	3.3	6.5	96.8	4.4	6.3	43.4
Route 12 Weekday	543	1,286	136.8	4,088	8,785	114.9	2.7	4.9	81.7	2.7	4.9	82.1
Route 15 Weekday	493	771	56.4	3,620	5,793	60.0	2.4	4.5	88.8	2.3	4.2	81.8
Route 16 Weekday	1,464	3,158	115.7	12,240	22,201	81.4	2.7	5.6	104.9	3.0	5.4	78.8
Route 19 Saturday	253	207	-18.2	1,294	1,343	3.8	3.3	3.2	-2.7	3.0	3.2	9.5
Route 30Z Weekday	417	788	89.0	3,834	5,148	34.3	1.6	3.1	92.0	2.0	2.7	37.7
Route C3 Weekday	1,710	2,860	67.3	15,870	21,746	37.0	3.6	5.8	59.5	4.4	5.9	35.0
Route DAR Weekday	760	1,184	55.8	6,058	9,479	56.5	1.5	1.9	24.7	1.5	1.8	18.7
Route DAR Saturday	153	124	-19.0	850	1,310	54.1	1.7	1.8	4.0	1.9	2.4	23.7
Route DAR Total	913	1,308	43.3	6,908	10,789	56.2	1.5	1.9	21.6	1.6	1.9	19.2
Route J Weekday	4,761	8,798	84.8	40,014	61,077	52.6	5.2	7.5	45.4	5.6	7.5	35.6
Route J Saturday	1,184	1,432	20.9	8,219	8,561	4.2	5.7	8.5	49.7	6.9	7.9	16.0
Route J Sunday	879	1,122	27.6	6,117	7,137	16.7	4.3	5.6	29.1	5.0	5.9	18.3
Route J Total	6,824	11,352	66.4	54,350	76,775	41.3	5.1	7.4	44.0	5.6	7.4	30.9
Route JPX Weekday	3,699	5,005	35.3	29,870	42,217	41.3	6.7	8.4	24.3	7.1	9.8	38.6
Route LYNX Weekday	5,358	7,688	43.5	44,229	65,688	48.5	6.8	7.2	6.4	7.5	9.5	27.3
Total System-Wide	23,387	38,474	64.5	191,885	287,475	49.8	4.2	6.0	43.5	4.6	6.4	37.0

Express Routes (J, JX, JPX), and Lynx Transbay Ridership by Time of Day

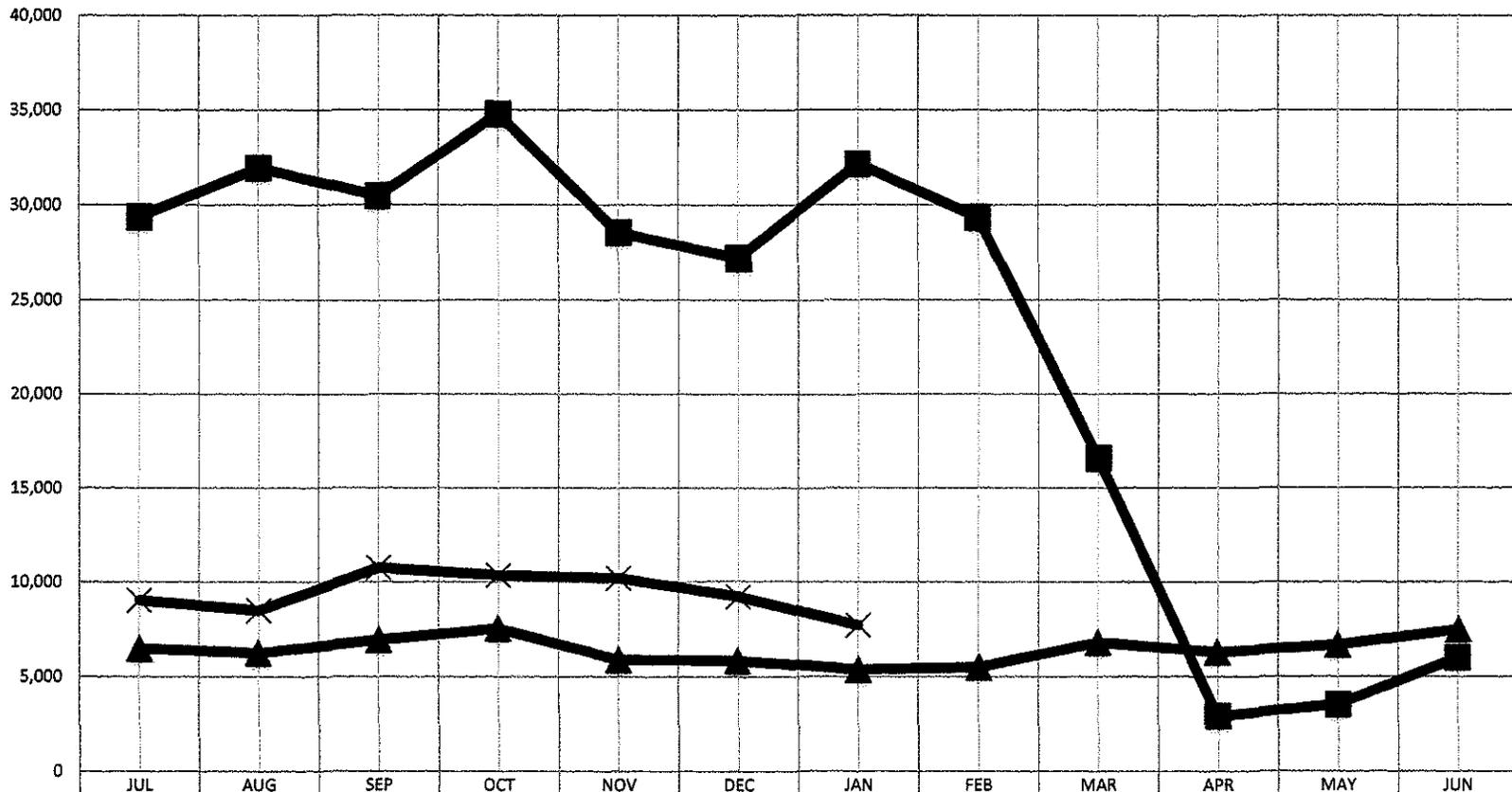
Date: 01/25/2022



Distribution by Time of Day Lynx TransBay 01/25/2022



WESCAT LYNX TRANSBAY 3YR STATS



ridership 19-20	29,377	31,950	30,473	34,801	28,565	27,211	32,156	29,354	16,590	2,903	3,523	5,998
ridership 20-21	6,469	6,233	6,937	7,520	5,877	5,835	5,358	5,489	6,788	6,299	6,672	7,482
ridership 21-22	9,025	8,469	10,738	10,338	10,205	9,225	7,688					

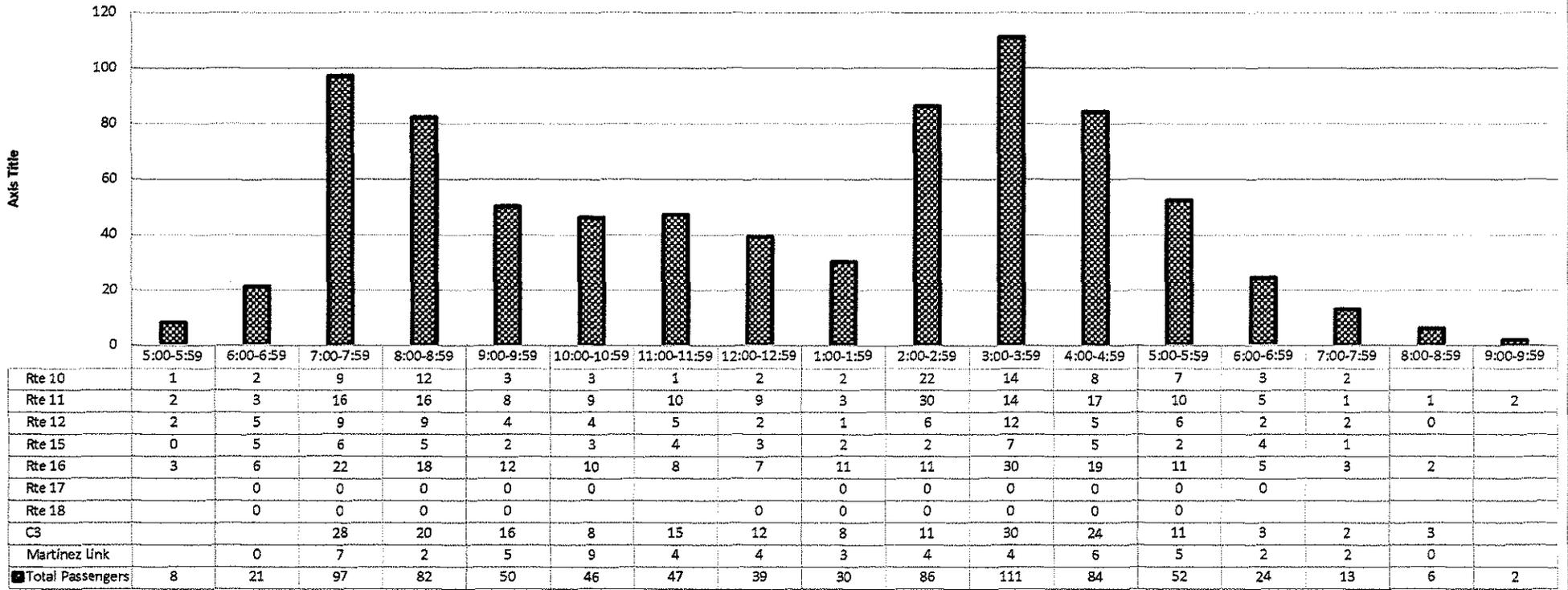
Distrubtion by Time of Day - Fixed Route

Date: 1/25/2022

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	1	2	9	12	3	3	1	2	2	22	14	8	7	3	2		
Rte 11	2	3	16	16	8	9	10	9	3	30	14	17	10	5	1	1	2
Rte 12	2	5	9	9	4	4	5	2	1	6	12	5	6	2	2	0	
Rte 15	0	5	6	5	2	3	4	3	2	2	7	5	2	4	1		
Rte 16	3	6	22	18	12	10	8	7	11	11	30	19	11	5	3	2	
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			28	20	16	8	15	12	8	11	30	24	11	3	2	3	
Martinez Link		0	7	2	5	9	4	4	3	4	4	6	5	2	2	0	
Total Passengers	8	21	97	82	50	46	47	39	30	86	111	84	52	24	13	6	2

Total Route 10	91
Total Route 11	156
Total Route 12	74
Total Route 15	51
Total Route 16	178
Total Route 17	0
Total Route 18	0
Total C3	191
Martinez Link	57
Total	798

Distrubtion By Time Of Day Fixed Route 01/25/2022



Distribution by Time of Day - WestCAT Express

Date: 1/25/2022

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		25	42	26	25	8	12	9	22	8	10	22	31	30	25	3	4
J	6	36	29	40	20	20	15	24	12	13	15	55	33	30	26	15	5
Total Passengers	6	61	71	66	45	28	27	33	34	21	25	77	64	60	51	18	9

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	11	10	3	0
Total Passengers	11	10	3	0

JX	0
JPX	302
J	418
Total	720

Distribution by Time of Day -Lynx Transbay

Date: 1/25/2022

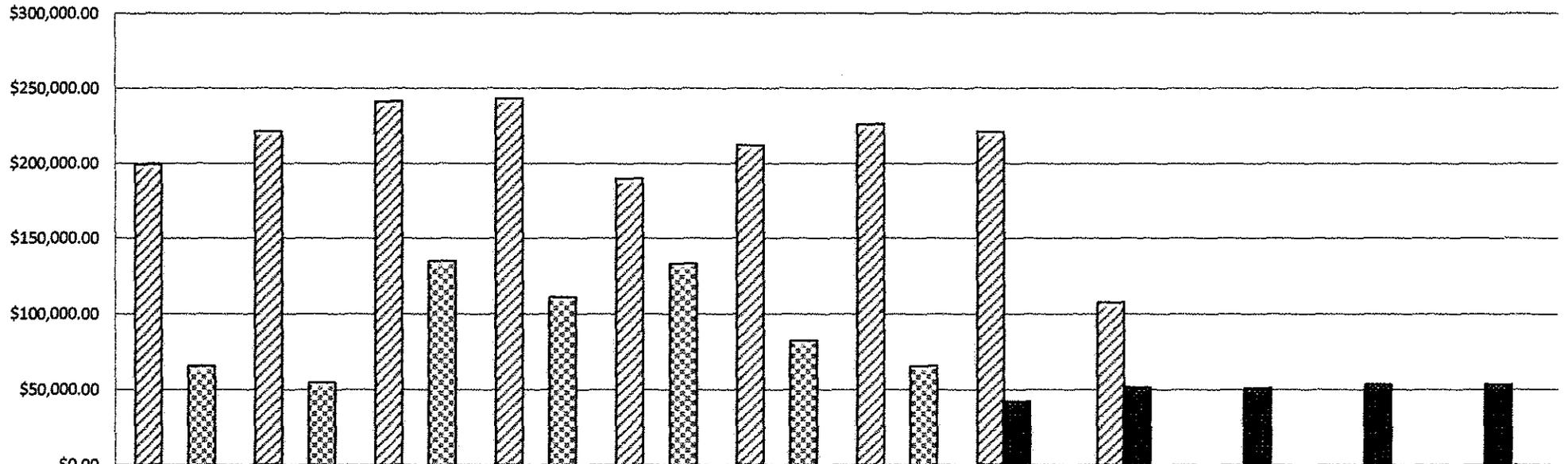
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TransBay LYNX	0	60	89	29	10	4	6	6	3	8	11	44	78	66	8	5	0
Total Passengers	0	60	89	29	10	4	6	6	3	8	11	44	78	66	8	5	0

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

Total Lynx	427
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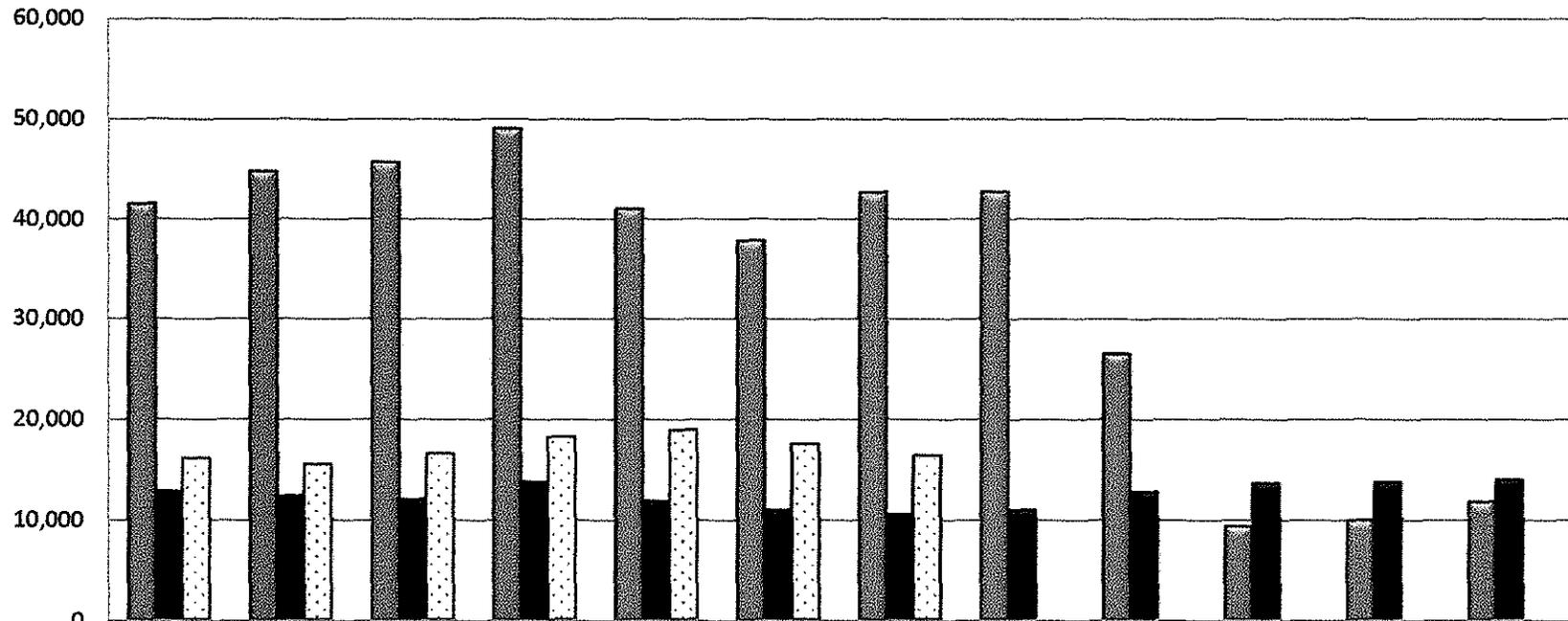
WESTCAT FAREBOX REVENUE



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



WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 19-20	41,469	44,659	45,626	48,958	40,948	37,767	42,598	42,632	26,430	9,304	9,946	11,773
ridership 20-21	12,788	12,338	11,991	13,743	11,855	10,982	10,523	10,939	12,768	13,611	13,744	13,954
ridership 21-22	16,075	15,456	16,516	18,189	18,856	17,543	16,357					



Monthly Management Report Summary

February, FY 21/22

System & Program Summary

	February FY 21/22	February FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	41,767	24,446	70.9	329,242	216,331	52.2
Revenue Passengers	36,935	20,072	84.0	294,336	20,072	1,366.4
Weekday Total Passengers	38,852	22,225	74.8	306,537	196,302	56.2
Saturday Total Passengers	1,920	1,596	20.3	14,573	13,287	9.7
Sunday Total Passengers	995	625	59.2	8,132	6,742	20.6
Weekday Average Passengers	2,045	1,170	74.8	1,825	1,190	53.4
Saturday Average Passengers	384	319	20.4	394	341	15.5
Sunday Average Passengers	249	156	59.6	203	169	20.1
Vehicle Revenue Hours	6,015.72	5,382.86	11.8	51,251.07	46,742.99	9.6
Total Vehicle Hours	6,403.16	5,682.30	12.7	54,467.90	49,469.63	10.1
Revenue Vehicle Miles	100,900.1	87,516.7	15.3	842,251.2	765,580.5	10.0
Total Miles	120,115.0	104,558.0	14.9	1,001,192.0	923,490.3	8.4
Dial-A-Ride Program						
Number of Weekdays	19	19	0.0	166	164	1.2
Number of Saturdays	5	5	0.0	37	39	-5.1
Total Passengers	1,385	1,009	37.3	12,174	7,917	53.8
Revenue Passengers	1,344	924	45.5	11,601	924	1,155.5
Weekday Total Passengers	1,232	866	42.3	10,711	6,924	54.7
Saturday Total Passengers	153	143	7.0	1,463	993	47.3
Weekday Average Passengers	65	46	41.3	65	42	54.8
Saturday Average Passengers	31	29	6.9	40	25	60.0
Vehicle Revenue Hours	724.75	579.36	25.1	6,448.86	4,946.75	30.4
Total Vehicle Hours	775.58	626.13	23.9	6,886.67	5,490.69	25.4
Productivity	1.91	1.74	9.8	1.89	1.60	18.1
Revenue Vehicle Miles	7,368.3	6,047.1	21.8	63,988.3	49,714.3	28.7
Total Miles	8,378.6	6,955.4	20.5	72,688.0	57,758.3	25.8
Express Routes Program						
Number of Weekdays	19	19	0.0	166	164	1.2
Number of Saturdays	5	5	0.0	37	39	-5.1
Number of Sundays	4	4	0.0	40	40	0.0
Total Passengers	18,045	10,939	65.0	137,037	95,159	44.0
Revenue Passengers	16,160	8,854	82.5	123,510	8,854	1,295.0
Weekday Total Passengers	15,738	9,280	69.6	119,032	79,164	50.4
Saturday Total Passengers	1,312	1,034	26.9	9,873	9,253	6.7
Sunday Total Passengers	995	625	59.2	8,132	6,742	20.6
Weekday Average Passengers	828	488	69.7	717	483	48.4
Saturday Average Passengers	262	207	26.6	267	237	12.7
Sunday Average Passengers	249	156	59.6	203	169	20.1
Vehicle Revenue Hours	1,977.85	1,795.45	10.2	16,680.73	15,651.66	6.6
Total Vehicle Hours	2,104.92	1,880.21	12.0	17,725.15	16,382.75	8.2
Productivity	9.12	6.09	49.8	8.22	6.08	35.2
Revenue Vehicle Miles	30,952.4	24,557.1	26.0	248,751.3	216,074.0	15.1
Total Miles	33,237.1	26,080.9	27.4	267,567.9	229,215.6	16.7



Monthly Management Report Summary

February, FY 21/22

System & Program Summary

	February FY 21/22	February FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	19	19	0.0	166	164	1.2
Number of Saturdays	5	5	0.0	37	39	-5.1
Total Passengers	13,146	7,009	87.6	105,152	63,537	65.5
Revenue Passengers	10,501	5,076	106.9	86,091	5,076	1,596.0
Weekday Total Passengers	12,691	6,590	92.6	101,915	60,496	68.5
Saturday Total Passengers	455	419	8.6	3,237	3,041	6.4
Weekday Average Passengers	668	347	92.5	614	369	66.4
Saturday Average Passengers	91	84	8.3	87	78	11.5
Vehicle Revenue Hours	2,343.10	2,270.04	3.2	20,252.47	19,492.29	3.9
Total Vehicle Hours	2,464.29	2,371.45	3.9	21,273.77	20,363.41	4.5
Productivity	5.61	3.09	81.6	5.19	3.26	59.2
Revenue Vehicle Miles	33,680.5	36,072.4	-6.6	299,478.7	309,978.7	-3.4
Total Miles	35,999.9	38,150.4	-5.6	319,271.4	327,813.5	-2.6
Transbay Lynx Program						
Number of Weekdays	19	19	0.0	168	166	1.2
Total Passengers	9,191	5,489	67.4	74,879	49,718	50.6
Revenue Passengers	8,930	5,218	71.1	73,134	5,218	1,301.6
Weekday Total Passengers	9,191	5,489	67.4	74,879	49,718	50.6
Weekday Average Passengers	484	289	67.5	446	300	48.7
Vehicle Revenue Hours	970.02	738.01	31.4	7,869.01	6,652.29	18.3
Total Vehicle Hours	1,058.37	804.51	31.6	8,582.31	7,232.78	18.7
Productivity	9.48	7.44	27.4	9.52	7.47	27.4
Revenue Vehicle Miles	28,899.0	20,840.1	38.7	230,032.9	189,813.4	21.2
Total Miles	30,512.1	22,223.3	37.3	243,545.7	201,888.6	20.6

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- Febuary 2022

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 10,391.00	\$ 81,966.25	\$ -	\$ 3,914.25	\$ 6,476.75
Cash Fare - Senior & Disabled	\$ 2,808.50	\$ 20,426.50	\$ 880.00	\$ 541.00	\$ 1,387.50
Cash Fare - Transfers	\$ 1,157.00	\$ 7,382.50	\$ 6.50	\$ 23.50	\$ 1,127.00
Cash Fare - Regional Paratransit	\$ 468.00	\$ 2,601.00	\$ 468.00		
Cash Fare - Local Day Pass Sales	\$ 1,476.50	\$ 10,828.50		\$ 8.50	\$ 1,468.00
Total Estimated Cash (a)	\$ 16,301.00	\$ 123,204.75	\$ 1,354.50	\$ 4,487.25	\$ 10,459.25
Over/(Short) Cash Count	\$ 0.51	\$ 10.65	\$ (0.36)	\$ 0.60	\$ 0.27
Bank Deposit Corrections	\$ -	\$ -			
Subtotal Cash Fare Deposit	\$ 16,301.51	\$ 123,215.40	\$ 1,354.14	\$ 4,487.85	\$ 10,459.52
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 345.00	\$ 2,460.00	\$ 345.00		
Clipper Sales	\$ -	\$ -			
Lynx 31-Day Pass Sales	\$ 1,330.00	\$ 9,280.00		\$ 1,330.00	
Lynx Stored Ride Pass Sales	\$ 250.00	\$ 1,130.00		\$ 250.00	
Local 31-Day Pass Sales	\$ 540.00	\$ 30,525.00			\$ 540.00
Local Stored Value Pass Sales	\$ -	\$ 7.50			
Local Day Pass Sales (In-house)	\$ -	\$ 87.50			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (280.00)			
Subtotal Prepaid Sales Deposit	\$ 2,465.00	\$ 43,210.00	\$ 345.00	\$ 1,580.00	\$ 540.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
511 Contra Costa (JPX Promo)	\$ -	\$ -			
CCC Nutrition Tickets	\$ 92.00	\$ 640.00	\$ 92.00		
Lynx B1G1F	\$ -	\$ 1,610.00			
Wage Works	\$ 1,240.00	\$ 6,260.00		\$ 1,240.00	
Capital Corridor Vouchers	\$ -	\$ -			
WWCCTAC (S/D Clipper)	\$ -	\$ -			
John Swett USD	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (37.00 SBPP)	\$ 3,700.00	\$ 40,600.00			\$ 3,700.00
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ -	\$ 302.63			
HTC Parking Combos	\$ -	\$ -			
Cole Vocational	\$ -	\$ -			
Clipper	\$ 50,039.98	\$ 348,953.86		\$ 32,715.65	\$ 17,324.33
*Other Contra Costa Health Services	\$ 1,400.00	\$ 1,400.00			\$ 1,400.00
*Other LCTOP Fare Subsidy	\$ -	\$ 116,304.75			
*Other Pass 2 Class Program	\$ -	\$ 40,000.00			
Subtotal Billings	\$ 56,471.98	\$ 556,071.24	\$ 92.00	\$ 33,955.65	\$ 22,424.33
Total Passenger Revenue	\$ 75,238.49	\$ 722,496.64	\$ 1,791.14	\$ 40,023.50	\$ 33,423.85

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ 42,085.62	\$ 42,085.62

Preventable Accidents per Miles Driven in 12 Month Period

February-22

	Miles	Accidents	Frequency 12 Month Period
FR	1,291,094	9	143,455
DAR	143,995	2	71,998

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	2	0	3	7	2	1	5	11
DAR	0	0	4	3	0	0	1	2

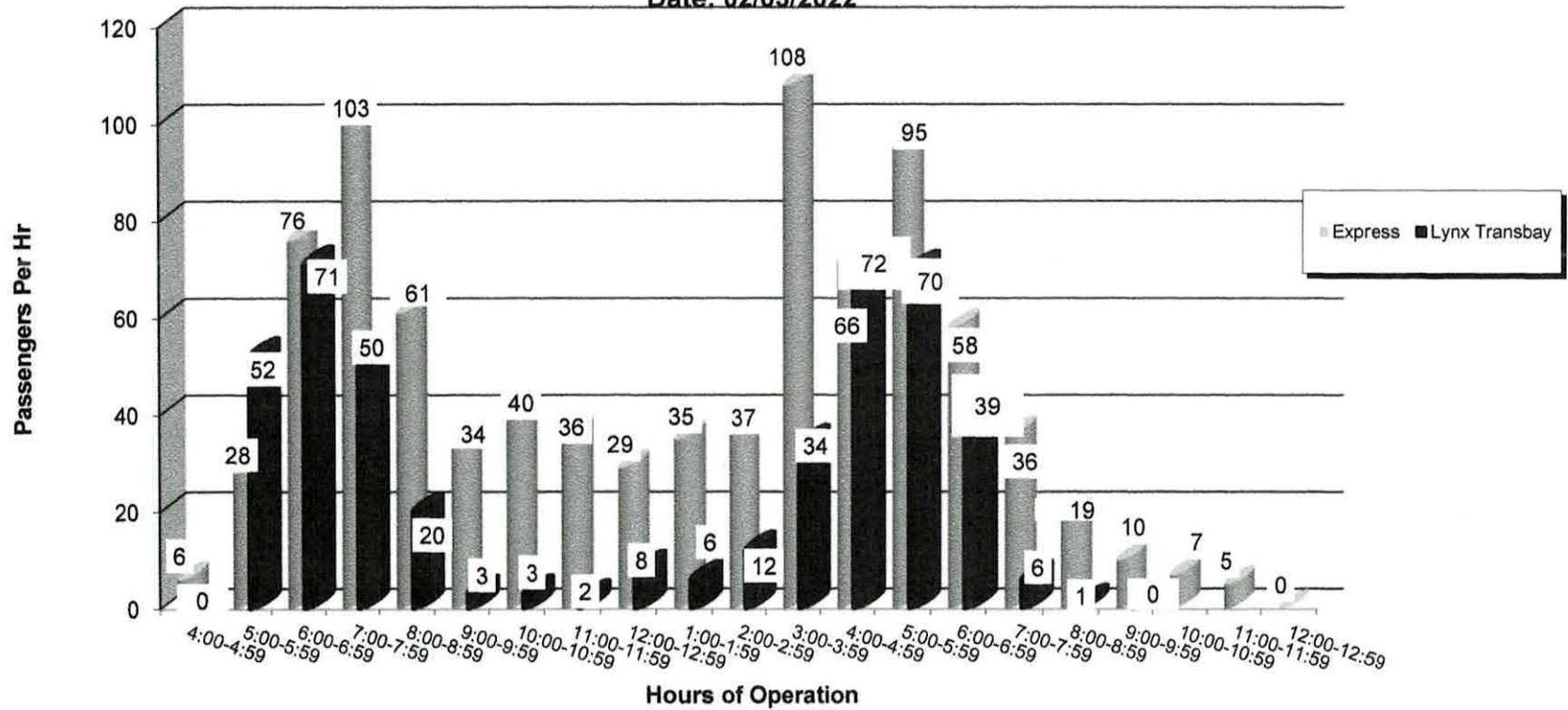


Passenger & Productivity Statistical Report

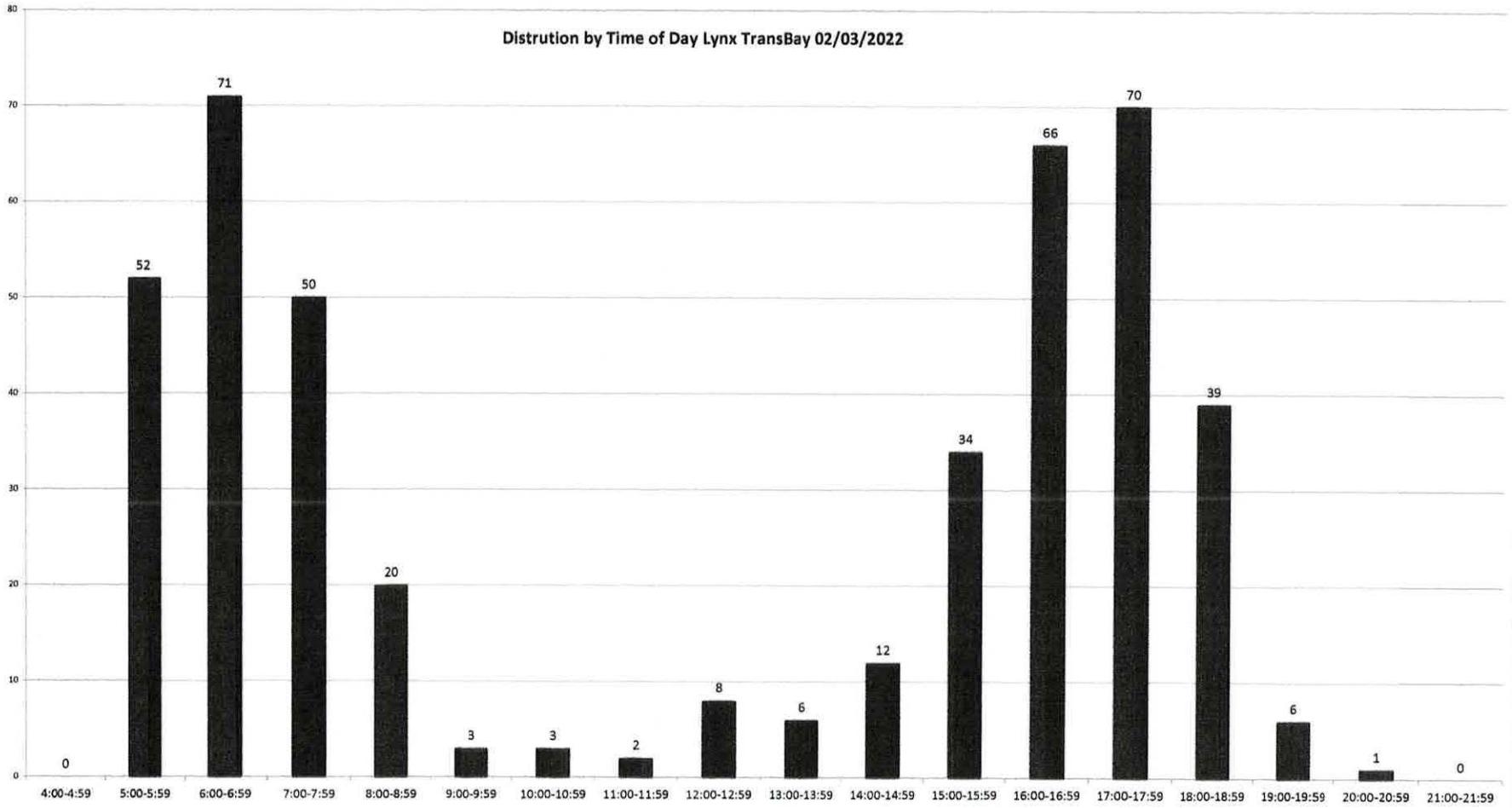
February, FY 21/22
System
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	February			Fiscal Year To Date			February			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	562	1,330	136.7	4,254	10,674	150.9	3.3	5.3	59.5	2.9	5.3	82.9
Route 11 Weekday	1,188	2,396	101.7	11,750	18,603	58.3	3.9	7.6	94.5	4.5	6.8	50.8
Route 11 Saturday	233	231	-0.9	1,561	1,670	7.0	3.9	3.9	-0.9	3.3	3.8	12.7
Route 11 Total	1,421	2,627	84.9	13,311	20,273	52.3	3.9	7.0	79.3	4.3	6.3	47.2
Route 12 Weekday	620	1,284	107.1	4,708	10,069	113.9	3.1	5.3	70.6	2.7	4.9	80.6
Route 15 Weekday	499	801	60.5	4,119	6,594	60.1	2.4	5.0	103.6	2.3	4.3	84.1
Route 16 Weekday	1,456	3,114	113.9	13,696	25,315	84.8	2.7	5.8	113.7	3.0	5.4	82.5
Route 19 Saturday	186	224	20.4	1,480	1,567	5.9	2.9	3.5	20.1	2.9	3.3	10.9
Route 30Z Weekday	459	754	64.3	4,293	5,902	37.5	1.8	3.1	76.2	1.9	2.7	41.7
Route C3 Weekday	1,806	3,012	66.8	17,676	24,758	40.1	3.8	6.4	67.8	4.3	6.0	38.3
Route DAR Weekday	866	1,232	42.3	6,924	10,711	54.7	1.7	1.9	15.2	1.6	1.8	18.2
Route DAR Saturday	143	153	7.0	993	1,463	47.3	2.3	1.8	-22.7	2.0	2.3	16.6
Route DAR Total	1,009	1,385	37.3	7,917	12,174	53.8	1.7	1.9	9.7	1.6	1.9	18.0
Route J Weekday	5,056	9,349	84.9	45,070	70,426	56.3	5.4	8.4	56.1	5.5	7.7	38.0
Route J Saturday	1,034	1,312	26.9	9,253	9,873	6.7	6.0	7.8	29.4	6.7	7.9	17.5
Route J Sunday	625	995	59.2	6,742	8,132	20.6	4.6	7.4	60.4	4.9	6.0	22.2
Route J Total	6,715	11,656	73.6	61,065	88,431	44.8	5.4	8.3	52.9	5.6	7.5	33.4
Route JPX Weekday	4,224	6,389	51.3	34,094	48,606	42.6	7.6	11.2	47.5	7.1	9.9	39.7
Route LYNX Weekday	5,489	9,191	67.4	49,718	74,879	50.6	7.4	9.5	27.4	7.5	9.5	27.3
Total System-Wide	24,446	41,767	70.9	216,331	329,242	52.2	4.5	6.9	52.9	4.6	6.4	38.8

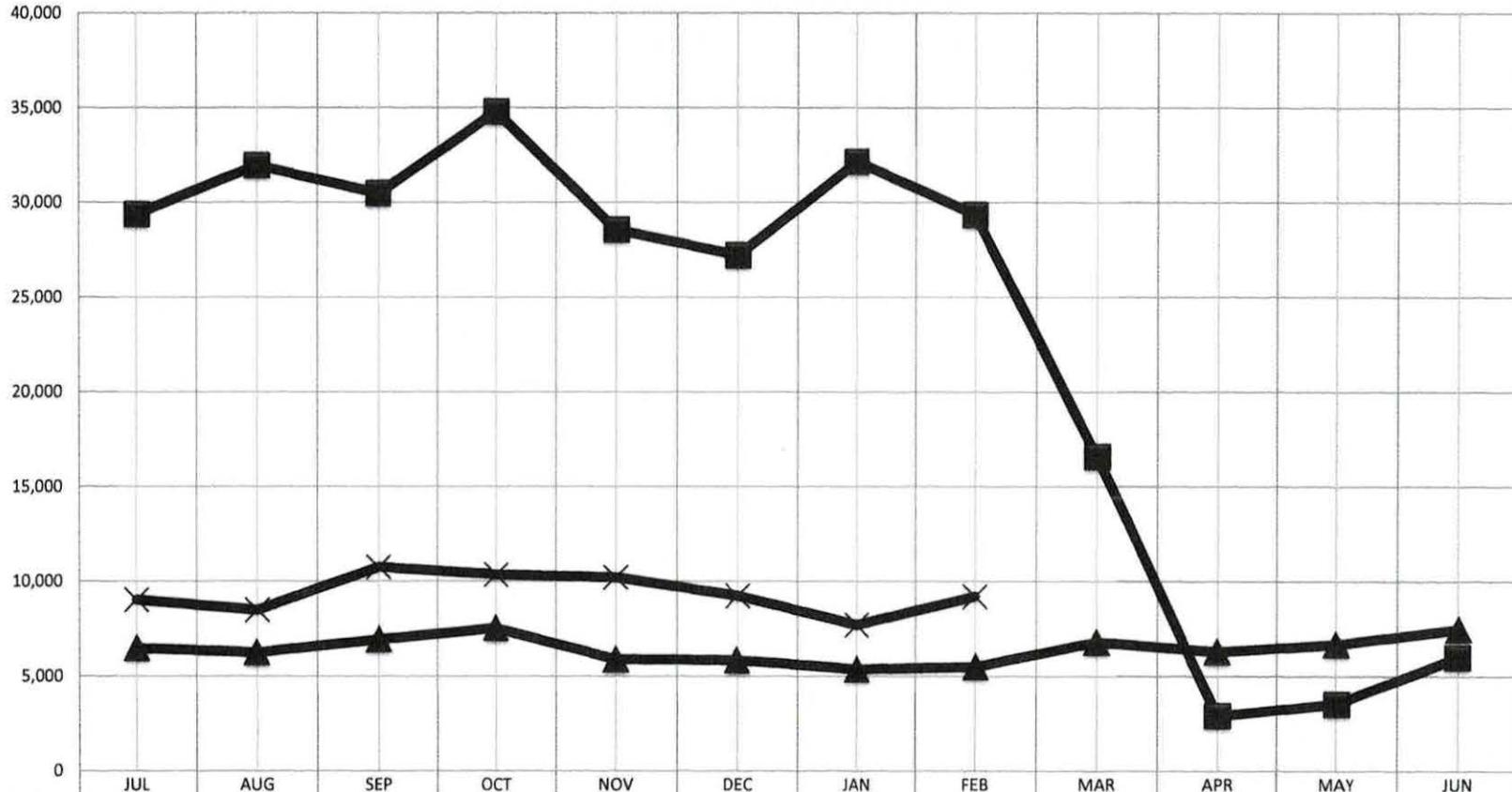
**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date: 02/03/2022**



Distrution by Time of Day Lynx TransBay 02/03/2022



WESCAT LYNX TRANSBAY 3YR STATS



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

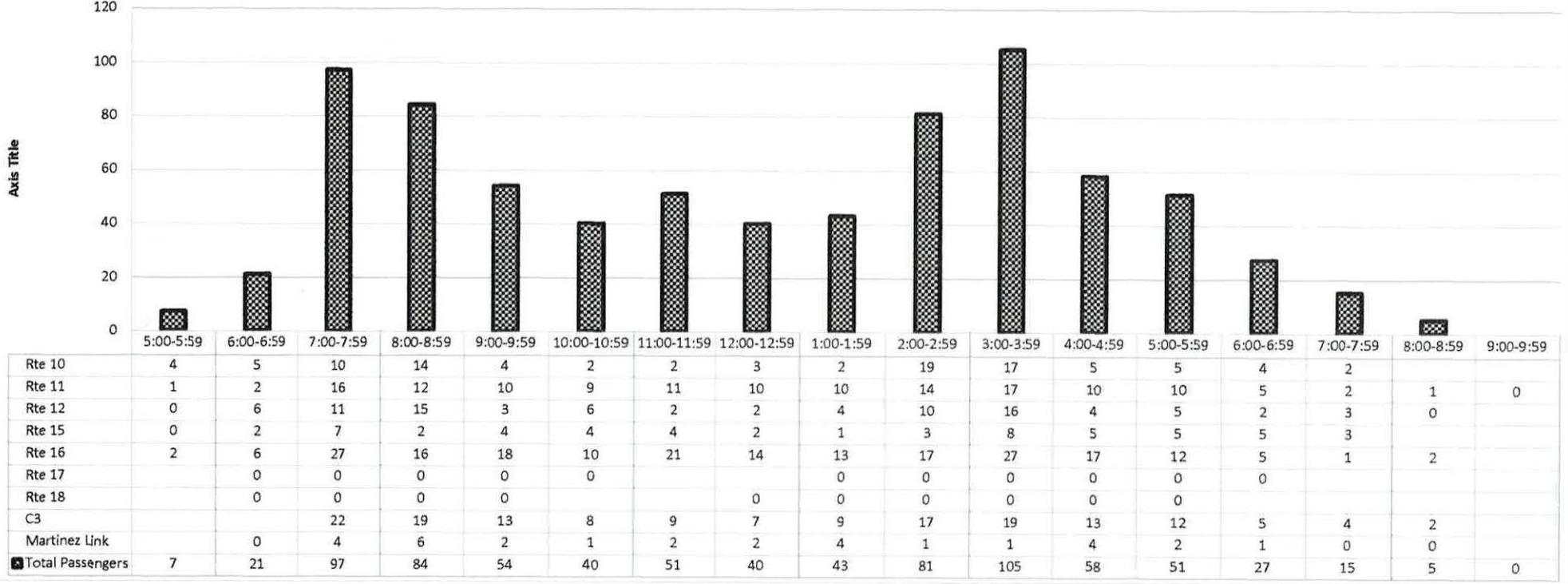
Distribution by Time of Day - Fixed Route

Date: 2/3/2022

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	4	5	10	14	4	2	2	3	2	19	17	5	5	4	2		
Rte 11	1	2	16	12	10	9	11	10	10	14	17	10	10	5	2	1	0
Rte 12	0	6	11	15	3	6	2	2	4	10	16	4	5	2	3	0	
Rte 15	0	2	7	2	4	4	4	2	1	3	8	5	5	5	3		
Rte 16	2	6	27	16	18	10	21	14	13	17	27	17	12	5	1	2	
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			22	19	13	8	9	7	9	17	19	13	12	5	4	2	
Martinez Link		0	4	6	2	1	2	2	4	1	1	4	2	1	0	0	
Total Passengers	7	21	97	84	54	40	51	40	43	81	105	58	51	27	15	5	0

Total Route 10	98
Total Route 11	140
Total Route 12	89
Total Route 15	55
Total Route 16	208
Total Route 17	0
Total Route 18	0
Total C3	159
Martinez Link	30
Total	779

Distrubution By Time Of Day Fixed Route 02/03/2022



Distribution by Time of Day - WestCAT Express

Date: 2/3/2022

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		16	47	35	20	14	15	12	14	15	17	35	41	39	36	14	5
J	6	12	29	68	41	20	25	24	15	20	20	73	31	56	22	22	14
Total Passengers	6	28	76	103	61	34	40	36	29	35	37	108	72	95	58	36	19

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	10	7	5	0
Total Passengers	10	7	5	0

JX	0
JPX	375
J	520
Total	895

Distribution by Time of Day -Lynx Transbay

Date: 2/3/2022

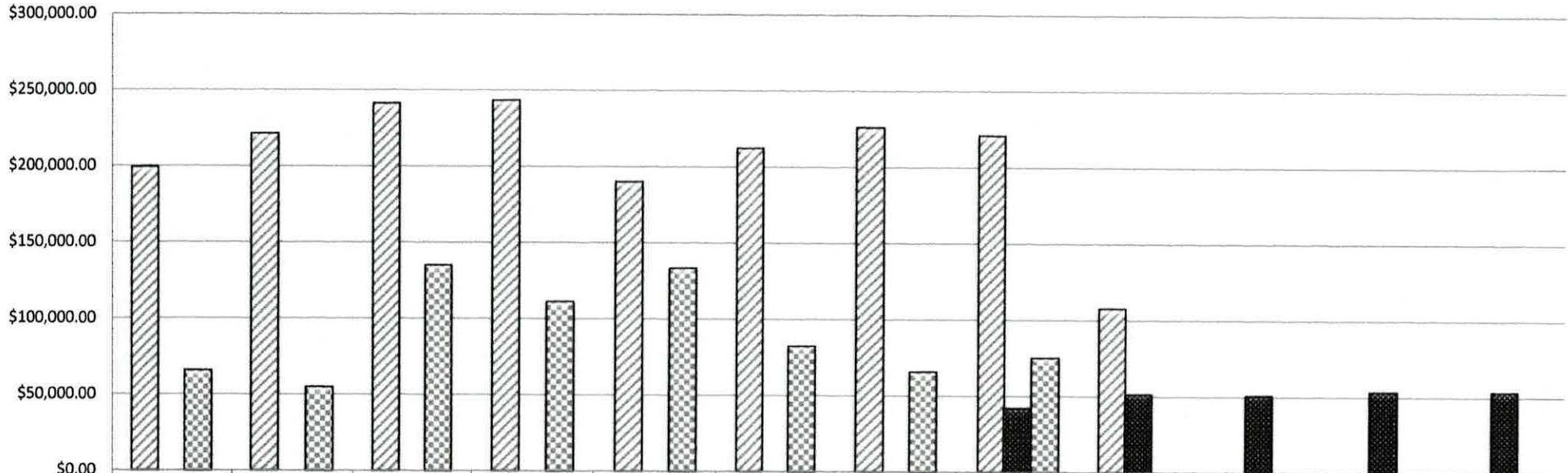
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TransBay LYNX	0	52	71	50	20	3	3	2	8	6	12	34	66	70	39	6	1
Total Passengers	0	52	71	50	20	3	3	2	8	6	12	34	66	70	39	6	1

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

Total Lynx	443
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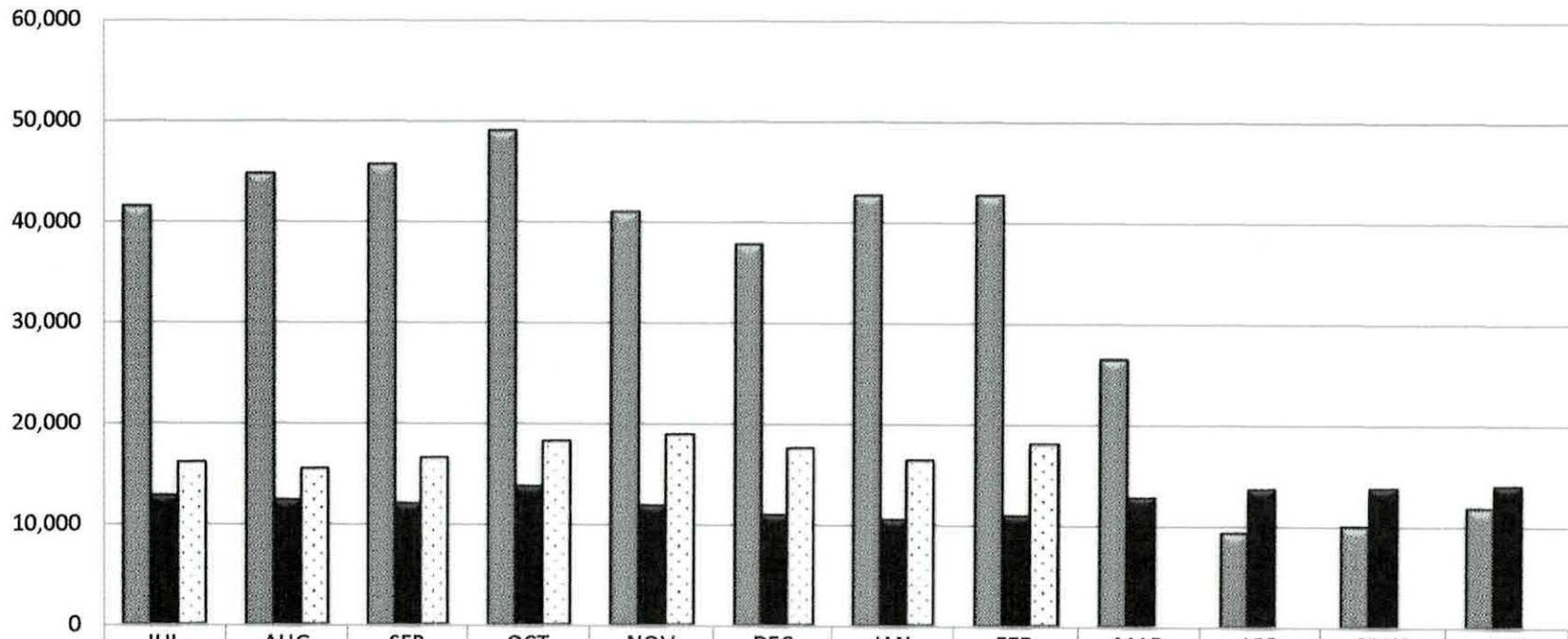
WESTCAT FAREBOX REVENUE



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



WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



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

AGENDA ITEM 2.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY RESOLUTION NO. 2022-08

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY FOR THE 30-DAY PERIOD BEGINNING April 14, 2022 PURSUANT TO AB 361

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. The WCCTA Board of Directors will revisit the need to conduct meetings remotely within 30 days of the April 14, 2022 effective date of this resolution.

Regularly passed and adopted this 14th day of April, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Aleida Andrino-Chavez, Chair, Board of Directors

ATTEST: _____
Clerk to the Board

Agenda Item 2.3
Staff Report on Task Order 5.0 between WCCTA and Gannett Fleming for
Construction Management Services to Complete Bus Wash Project

BACKGROUND

WCCTA has an existing professional services contract with Gannett Fleming, Inc. for on-call engineering services. Gannett Fleming has been the principal consultant responsible for the design and construction management work for WCCTA's Bus Wash Replacement project. As previously reported to the Board, this project was significantly delayed in the City's design review and permitting process, and by the impacts of the COVID-19 pandemic which first surfaced as the general contractor for the project was mobilizing to begin construction.

DISCUSSION

The Board has previously approved task orders 3 and 4 under the master Gannett Fleming contract to cover design, preparation of construction bid documents, and anticipated construction management services for the Bus Wash project. While roughly \$8,900 in budget capacity remains under the two task orders, staff has identified specific construction management assistance that WCCTA will require to ensure that the project is completed and closed out successfully.

The attached Task Order No. 5 (TO 5) contains a detailed list of remaining services Gannett Fleming will provide to the Authority on this project, along with the estimated staff hours and associated costs. Additionally, TO 5 reallocates unused capacity from the existing task orders to the specific Construction Management services detailed under Section 1 of the document. The billing rates for members of the project team are unchanged from those of Task Orders 3 and 4.

Staff Recommendation

Staff is requesting that the Board authorize the General Manager to execute Task Order No. 5, providing additional budgetary capacity of \$81,268 for Construction Management services needed through the end of construction, and to submit an amended capital project claim to MTC for the allocation of this amount from WCCTA Transportation Development Act reserves.

Professional services through the conclusion of the Bus Wash project are estimated at \$90,158, with \$8,900 of this amount covered by reallocated balances from TO 3 and TO 4. This is a worst-case estimate, and staff fully expects that the actual level of professional assistance needed will be below this threshold. Any unexpended funds will revert back to WCCTA's reserves when the project is closed out.

WestCAT On-Call Engineering Services Contract**Task Order 5****Project: Bus Wash Facilities and New Service for Electric Bus****Scope: Remaining Construction Services Tasks for Bus Wash Replacement**

Total Additional Budgetary Estimate \$87,158.30 – This includes a reallocation of budgets totaling \$8,890.35 from Task Orders 3 and 4 and additional budget of \$81,267.95:

1. Additional remaining Construction Management (CM) services for the reference project include the following:
 - a. Coordinate and Manage Change Order 6 for Replacement of plastic glazing with tempered glass.
 - b. Review and Approve Contractor’s Structural Design submission for Change Order 6.
 - c. Collect, Organize, and Distribute Warranties and Maintenance Manuals
 - d. Coordinate and Manage Commissioning of Bus Wash Equipment
 - e. Inspection of Gate Reinforcements
 - f. Coordinate closure of Permits
 - g. Perform As-Built Reviews
 - h. Perform and coordinate Acceptance Inspections
 - i. Develop and manage Zero-Cost Change Order at Project Closure.
 - j. Complete and manage project closure in accordance with Contract Project Manual.
 - k. Conduct project meetings with the contractor and WestCAT through project completion.:
2. It is anticipated that Task Order 5 will be the final task order necessary for construction management of the bus wash replacement project. As such, there are currently some variances in the budgets for Task Orders 3 and 4, which were the previous construction management task orders for the project. As noted in the following table, the sum of the variances is a positive \$8,890.35. We request to apply the balance of these variances to TO#5 in anticipation of closing out this effort.

Category	Budget	Expended	Variance
Gannett Fleming Labor – TO #3	\$170,900	\$171,256.63	(\$356.63)
FMG (Architectural Subconsultant) – TO #3	\$18,900	\$3,190.74	15,709.26
Other Direct Cost – TO#3	\$3,200	\$3,712.98	(\$512.98)
Gannett Fleming Labor – TO #4	113,861.56	123,233.12	(\$9,371.56)
Other Direct Cost – TO #4	\$5,000	\$1,577.74	\$3,422.26
Total Remaining Variance			\$8,890.35

3. Estimated Cost for the tasks listed in Item 1 abover are broken down by responsible staff as noted below:

GF Staff	Hours 12/13/21 to 6/30/22	Base Rate	Total
Kambiz F. Shadan (Principal)	12	\$124.90	\$1,498.80
Byron Dixon (Project Manager)	12	\$82.00	\$984.00
William Saumier (Construction Manager)	325	\$82.00	\$26,650.00
Robert Stanley (Senior Structural Engineer)	4	\$149.87	\$599.48
Aaron Krebs (Staff Structural Engineer)	16	\$70.15	\$1,122.40
Subtotal			\$30,854.68
Overhead 156.8%			\$48,380.14
Profit 10%			\$7,923.48
Other Direct Cost Reimbursements			\$3,000.00
Task Order 5 Anticipated Budget Requirement			\$90,158.30
Budget Variance Remaining from Task Orders 3 and 4			\$8,890.35
Requested Additional Budget for Task Order 5			\$81,267.95

Exclusions:

- Third party Special Inspections contract management.

Task Order and contract Time Extension:

- Extension of contract to July 1, 2022

The work performed under this Task Order shall be subject to all terms and conditions contained in the professional services contract between Western Contra Costa Transit Authority and Gannett Fleming, Inc dated May 12, 2017.

APPROVED BY:

CONSULTANT
GANNETT FLEMING, INC

By _____

Name: Kambiz Shadan

Title: Vice President

Date: 3/10/22

OWNER

WESTERN CONTRA COSTA TRANIST AUTHORITY

By _____

Name: Charles Anderson

Title: General Manager

Date _____