



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: May 9, 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. Notifying the Authority staff at least 48 hours before the meeting or when services are needed will assist them 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 March 8, 2024. **[Action Requested: Approval of Minutes] ***
- 1.2 Approval Expenditures for March 2024 **[Action Requested: Approval of Expenditures] ***
- 1.3 Receive Contractors' Monthly Management Reports for January, February, and March 2024. **[Action Requested: Receive and File] ***

601 Walter Ave.
Pinole, CA 94564

Fax (510) | 724-5551 * Phone (510) 724-3331

- 1.4 WestCAT Marketing Update **[Action Requested: Information Only]** *
- 1.5 Consideration and Adoption of Resolution 2024-01 Authorizing the Execution of Certifications and Assurances and the Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) Local Match for Zero-Emission Bus Purchase. **[Formal Adoption of Resolution 2024-01]** *
- 1.6 Approval of Updated WCCTAC Joint Powers Agreement **[Action Requested: Formal Adoption Updated WCCTAC Joint Powers Agreement]** *

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Proclamation Honoring Michael West as the MV Transportation National Katherine McClary Operator of the Year Award Winner for 2023 **[Action Requested: Formal Approval and Adoption of Proclamation]** *
- 2.2 Consideration and Approval of Amendment 2 to the Agreement for Public Transit Services between WCCTA and MV Transportation to Extend the Agreement term through June 20, 2025, and Establish a New Variable and Fixed Rate. **[Action Requested: Formal Approval of Amendment 2 Between WCCTA and MV Transportation]** *
- 2.3 Presentation and Discussion of 3rd Quarter Financial Data Report **[Action Requested: Information Only]** *
- 2.4 Presentation and Adoption of FY23-24 Adjusted Operations Budget and Proposed FY24-25 Capital and Operations Budget **[Action Requested: Formal Adoption of Adjusted FY23-24 and Proposed FY24-25 Operations and Capital Budget or Direction to Staff]** *
- 2.5 Consideration and Adoption of Resolution 2024-02 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Allocation of Transportations Development Act / State Transit Assistance / Net Bridge Toll Revenues / Feeder Bus Funds / Regional Measure 2 Operating Funds and Regional Measure 3 Operating Funds for Fiscal Year 2024-25 **[Action Requested: Formal Adoption of Resolution 2024-02]** *
- 2.6 Consideration and Adoption of Resolution 2024-03, WCCTA Workplace Violence Prevention Plan **[Action Requested: Formal Approval and Adoption of Resolution 2024-03]** *
- 2.7 State Legislative Advocacy Update **[Action Requested: Information Only]***
- 2.8 Discussion Regarding Start Time of 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 regular 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, June 13

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

March 14, 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

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

DIRECTORS PRESENT

Vice Chair Tom Hansen, Jerry Parsons, Tiffany Grimsley, Chris Kelley

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

GUESTS PRESENT

Treslyian Edwards, MV Transportation General Manager, Sydney Kruger KTC Consultants, Henry Espinoza KTC Consulting, Phoebe Deza – Intern to Cameron Sasai

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 Parsons, seconded by Director Kelley, to Approve the Agenda. The motion was carried by the following vote:

Ayes: 4 – (Hansen, Parsons, Grimsley, Kelley)

C. PUBLIC COMMUNICATIONS

NONE.

1) **CONSENT CALENDAR**

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

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

Ayes: 4– (Hansen, Parsons, Grimsley, Kelley)

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

2.1 Presentation by KTC Consulting on Hydrogen Conversion and Proposed Grant Opportunities [Action Requested – Direction to Staff]

GM Thompson introduced Sydney Kruger and Henry Espinoza from KTC Consulting, who explained their experience in the hydrogen field helping transit agencies throughout the United States. They went on to describe their experience in helping develop grant opportunities for transit agencies.

Board Members asked questions about potential grant opportunities for clean hydrogen and the development timeline for WestCAT.

GM Thompson asked the Board to direct staff to continue working with KTC Consulting to pursue hydrogen funding opportunities.

MOTION: A motion was made by Director Kelley, seconded by Director Parsons, to Approve the Staff Direction. The motion was carried by the following vote:

Ayes: 4– (Hansen, Parsons, Grimsley, Kelley)

2.2 Presentation and Discussion of 2nd Quarter Financial Data Report [Action Requested: Information Only]

GM Thompson introduced Chief Financial Officer Yvonne Morrow. CFO Morrow reviewed the 2nd Quarter Financial Data Report, highlighting expenses and revenues compared to the Board Adopted Budget. CFO Morrow indicated the current surplus after the second quarter and asked the Board if they had any clarifying questions.

CFO Morrow and GM Thompson addressed Director Kelley's question regarding current finances.

No action was required on this item.

2.3 WestCAT Schedule Update [Action Requested: Information Only]

GM Thompson introduced WestCAT Transit Planner, Finn Wurtz, who went on to explain some of the upcoming proposed changes, highlighting the importance of connections to the BART system and work to reduce some unproductive time to increase the efficiency of the service on the street. He went on to highlight some of the specific changes to routes.

GM Thompson added that looking at ridership across routes and weekends influenced some of the decisions that were made.

Directors asked about schedule coordination throughout the region and when the schedule will be implemented. Staff replied.

2.4 State Legislative Advocacy Update [Action Requested: Information Only]

GM Thompson spoke of the formation of the East Bay Small Operator Coalition with County Connection, Tri Delta, and LAVTA, who have hired a lobbyist firm to help advocate in Sacramento on our behalf. GM Thompson went on to talk about the newly introduced SB1031 (Weiner) and the potential implications that could result if the bill was passed into law in its current format.

Directors made comments and asked questions about the potential language in the bill.

2.5 Discussion Regarding Start Time for Board Meeting [Action Requested: Direction to Staff]

The Board determined that this item would be held until the next board meeting so that as many directors as possible could contribute to the discussion.

3) COMMITTEE REPORTS

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

GM Thompson updated the Board on a potential new accounting platform currently being evaluated by staff and that staff is anticipating a new service schedule that will likely be implemented in September with potential service changes. He concluded his report mentioning the upcoming retirement of Karen DeRosa after 39 years working for our contractor; she has been a constant support to WestCAT staff over the years, and staff wanted to thank her for her commitment and dedication to both MV Transportation and WestCAT.

Board members thanked Karen DeRosa for all of the support she has provided over her long career.

3.2 WCCTAC Representative Report. No Action: Information Only.

Director Kelley gave an update on the WCCTAC meeting, mentioning that Tim Haille from CCTA gave an update on potential changes to the county-wide TDM program.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

Director Parsons thanked Mica McFadden for how she set up the Board packets for the Board members.

6) ADJOURNMENT

Vice Chair Hansen adjourned the meeting at 7:35 PM. The next meeting is scheduled for April 10, 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
3/1/24	50499-10 Other Mat & Supplies, Oper	17DR-VKNN-6V9W	Materials & supplies (see invoice fro description)	39.93	
	50499-42 Other Mat&Suppl, Non-Veh		Maintenance supplies (see invoice for description)	208.92	
	50499-43 OtherMat&Sup-Non-Veh, Co		IT supplies	479.06	
	11104 Facility Repairs		Facilities Maintenance & Modernization Project FY24 (see receipt for description) - TDA	1,178.46	
	11107 Communication/Information S		Communication/Information system (Debora's printer, Computer parts) - (TDA)	973.99	
	50903-60 Fees, Admin		Shipping & Handling, taxes, promotions	245.41	
	20100 Accounts Payable		Amazon Capital Services, Inc.		3,125.77
3/1/24	50300-41 Outside Service, Vehicle Main	85283	Repair (re-key) Fareboxes on DAR vehicles.	945.11	
	20100 Accounts Payable		Armor Locksmith Services		945.11
2/13/24	50501-10 Telephone, Operations	000021267809	Jan & Feb phone service	115.26	
	50501-60 Telephone, Admin		Jan & Feb phone service	57.63	
	20100 Accounts Payable		AT&T		172.89
3/7/24	10204 A/R Accrual - MV Liability In	14-2024-February	February insurance & admin fee	366.02	
	20100 Accounts Payable		CalTIP		366.02
3/2/24	50499-42 Other Mat&Suppl, Non-Veh	8711529	Janitorial supply	256.08	
	20100 Accounts Payable		Brady Industries		256.08
3/13/24	50499-42 Other Mat&Suppl, Non-Veh	8643118	Janitorial supplies	665.05	
	20100 Accounts Payable		Brady Industries		665.05
2/28/24	50499-41 Other Mat & Supplies,Veh Ma	140129	Vehicle parts	2,279.38	
	20100 Accounts Payable		Chuck's Brake & Wheel		2,279.38
2/26/24	50499-42 Other Mat&Suppl, Non-Veh	1634	Maintenance supplies	1,093.66	
	20100 Accounts Payable		Cinchem LLC		1,093.66
2/19/24	50499-41 Other Mat & Supplies,Veh Ma	4183062937	February uniform	728.81	
	20100 Accounts Payable		Cintas Corporation		728.81
2/19/24	50499-41 Other Mat & Supplies,Veh Ma	4183800327	February uniform	728.81	
	20100 Accounts Payable		Cintas Corporation		728.81
2/26/24	50499-41 Other Mat & Supplies,Veh Ma	4184524988	February uniform	728.81	
	20100 Accounts Payable		Cintas Corporation		728.81
2/16/24	50300-41 Outside Service, Vehicle Main	03690495	DPF cleaning (Bus 412)	627.07	

**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
	20100 Accounts Payable		COAST COUNTIES TRUCK & EQUIPMENT CO.		627.07
2/20/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03179220P	Vehicle parts (Bus 174)	552.98	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		552.98
2/22/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03179321P	Vehicle parts (Bus 201)	2,111.10	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		2,111.10
2/23/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03179469P	Vehicle parts (Bus 408)	1,017.82	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		1,017.82
2/23/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	03691325	DPF cleaning (Bus 205)	573.31	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		573.31
2/28/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03179859P	Vehicle parts (Bus 416)	906.95	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		906.95
3/4/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03180049P	Vehicle parts	1,402.32	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		1,402.32
3/5/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	0369255S	DPF cleaning (Bus 205)	608.47	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		608.47
3/6/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	0369255S.02	DPF cleaning (Bus 171)	608.47	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		608.47
3/11/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03180733P	Vehicle parts	1,488.30	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		1,488.30
3/11/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03180753P	Vehicle parts (Bus 167)	2,263.31	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		2,263.31
3/14/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03181095P	Vehicle parts	283.12	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		283.12
3/1/24	50501-10 Telephone, Operations	001001133440	March fiber network (3/1 - 3/31/24)	1,112.24	
	50501-60 Telephone, Admin		March fiber network (3/1 - 3/31/24)	556.12	
	20100 Accounts Payable		Comcast Business		1,668.36
3/4/24	50215-60 Fringe Benefits, Admin	14214	March LTD	938.16	
	20200 Accrued Payroll Liabilities		March Supplemental insurance	209.41	
	20100 Accounts Payable		BCC		1,147.57

**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
2/29/24	50500-10 Utilities, Operations	529260 12/21	Water service (12/21/23 - 2/26/24)	608.27	
	50500-60 Utilities, Admin		Water service (12/21/23 - 2/26/24)	304.13	
	20100 Accounts Payable		East Bay Municipal Utility District		912.40
2/29/24	50500-10 Utilities, Operations	529339 12/21	Water service (12/21/23 -2/26/24)	701.85	
	50500-60 Utilities, Admin		Water service (12/21/23 -2/26/24)	350.93	
	20100 Accounts Payable		East Bay Municipal Utility District		1,052.78
2/26/24	50401-10 Fuel & Lubricants	24-036254	Mobil	1,316.66	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,316.66
3/13/24	50401-10 Fuel & Lubricants	24-048850	Anti-Freeze	425.06	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		425.06
3/21/24	50401-10 Fuel & Lubricants	24-032892	DEF	1,143.73	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,143.73
2/21/24	50499-41 Other Mat & Supplies, Veh Ma	311580	Vehicle parts (DAR 34)	101.34	
	20100 Accounts Payable		Future Ford of Concord, LLC		101.34
2/22/24	50499-41 Other Mat & Supplies, Veh Ma	311688	Vehicle parts (break cable)	101.34	
	20100 Accounts Payable		Future Ford of Concord, LLC		101.34
3/1/24	50300-42 Outside Service, Non-Veh Mai	INV0285	February cleaning services	2,658.00	
	20100 Accounts Payable		GCI JANITORIAL SERVICES		2,658.00
2/20/24	50499-41 Other Mat & Supplies, Veh Ma	41142572	Vehicle parts	301.15	
	20100 Accounts Payable		Gillig LLC		301.15
3/13/24	50499-41 Other Mat & Supplies, Veh Ma	41152297	Vehicle parts	1,968.98	
	20100 Accounts Payable		Gillig LLC		1,968.98
3/14/24	50499-41 Other Mat & Supplies, Veh Ma	41148911	Vehicle parts	2,542.23	
	20100 Accounts Payable		Gillig LLC		2,542.23
3/11/24	50300-60 Outside Services, Admin	1371121	February legal services	2,333.75	
	20100 Accounts Payable		Hanson Bridgett LPP		2,333.75
3/1/24	50215-42 Fringe Benefits, Non-Veh Mai	346055	March dental insurance	214.21	
	50215-43 Fringe Benefits, Non-Veh, Co		March dental insurance	54.52	
	50215-60 Fringe Benefits, Admin		March dental insurance	673.52	

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
	20100 Accounts Payable		Health Care Dental		942.25
2/26/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	360307FOW	Vehicle parts Hilltop Ford	88.90	88.90
2/29/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	360523FOW	Vehicle parts Hilltop Ford	281.53	281.53
3/7/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	360699FOW	Vehicle parts Hilltop Ford	594.08	594.08
3/11/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	360802FOW	Vehicle parts Hilltop Ford	18.99	18.99
3/12/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	360851FOW	Vehicle parts Hilltop Ford	51.52	51.52
3/12/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	360914FOW	Vehicle parts Hilltop Ford	2.41	2.41
2/16/24	50402-10 Tires & Tubes 20100 Accounts Payable	163862	February tire J & O's Commercial Tire Center	3,542.30	3,542.30
2/29/24	50402-10 Tires & Tubes 20100 Accounts Payable	164148	February tire J & O's Commercial Tire Center	2,875.76	2,875.76
3/8/24	50402-10 Tires & Tubes 20100 Accounts Payable	164312	March tire J & O's Commercial Tire Center	4,464.78	4,464.78
4/1/24	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	4/2024	April medical insurance April medical insurance April medical insurance Kaiser Foundation Health Plan, Inc.	3,473.89 501.77 10,906.10	14,881.76
3/6/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11901	Ceiling inspection & hung heater Kurt's Plumbing & Heating	300.00	300.00
2/24/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	454899	Vehicle Parts Lim Automotive Supply Inc.	5,559.20	5,559.20
3/5/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	455457	Vehicle parts Lim Automotive Supply Inc.	1,673.69	1,673.69

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
2/6/24	50903-10 Clipper/Shopify/mtot fees, Op 20100 Accounts Payable	AR034498	Oct - Dec 2023 RTC Clipper fee Metropolitan Transportation Commission	1,405.05	 1,405.05
2/29/24	50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 20100 Accounts Payable	2/2024	February liability & insurance February maintenance February service Less: February estimate Less: Credit for Rd. Supervisors MV Transportation	17,802.79 84,223.58 676,372.13 731,855.42 2,604.77	 43,938.31
3/4/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	128339	Estimated March service MV Transportation	756,882.29	 756,882.29
3/4/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-19995	Towing service Olivers Tow	1,870.45	 1,870.45
3/4/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-19998	Towing service Olivers Tow	1,984.19	 1,984.19
3/9/24	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	82114321	March copier Pacific Office Automation/Lease	326.80	 326.80
2/29/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-22024	February phone service February phone service STREAMS	756.69 378.34	 1,135.03
2/16/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	2/2024	Feb gas & electric Feb gas & electric PG & E	4,130.07 2,065.04	 6,195.11
2/21/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	2/2024	Feb gas & electric Feb gas & electric Pacific Gas & Electric	12.39 6.20	 18.59
2/29/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-155087522	February garbage February garbage Republic Services #851	673.95 336.97	 1,010.92
2/25/24	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	7000139310	Office supplies Staples	237.11	 237.11

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/23	50401-10 Fuel & Lubricants 20100 Accounts Payable	044-002477 12/2023	Oct - Dec Underground tank storage State Board of Equalization	1,814.34	1,814.34
12/31/23	50401-10 Fuel & Lubricants 20100 Accounts Payable	057-416014 12/2023	Oct - Dec Diesel report State Board of Equalization	819.06	819.06
2/21/24	50300-10 Outside Services, Operations 20100 Accounts Payable	2/2024	February DAR Phone & Tablet T-MOBILE	2,405.08	2,405.08
1/30/24	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001540	February maintenance & support TransTrack Systems, Inc.	4,758.13	4,758.13
2/16/24	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001571	March maintenance & support TransTrack Systems, Inc.	4,758.13	4,758.13
2/20/24	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	1140	Vehicle repair (Bus 416) DOA 6/21/23 Walker's Auto Body	6,212.08	6,212.08
2/16/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	847016	Diesel Western States Oil CO.	21,976.55	21,976.55
2/27/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	847237	Diesel Western States Oil CO.	34,262.58	34,262.58
3/7/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	847493	Diesel Western States Oil CO.	31,498.93	31,498.93
3/4/24	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	58415767	March pest control March pest control Western Exterminator Co.	136.00 68.00	204.00
2/23/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-01033716	Waste pickup & admin fee Asbury Environmental Services	50.00	50.00
2/28/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-01035191	Waste, drum pickup & admin fee Asbury Environmental Services	329.02	329.02
				1,735,036.07	1,735,036.07

AGENDA ITEM 1.2 cont.

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
3/20/24	11102 Maintenance Equipment	JA-20102010	Fitting system pro windshield repair (TDA)	13,450.00	
	20100 Accounts Payable		JAAGS LLC		13,450.00
				13,450.00	13,450.00

AGENDA ITEM 1.2 cont.

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
4/1/24	11105 Oper, Maint & Admin Facility	1MGG-H6CD-X7GR	Facility Equipment - TDA	54.00	
	50401-10 Fuel & Lubricants		Shop fluids	58.96	
	50499-41 Other Mat & Supplies,Veh Ma		Vehicle parts	473.48	
	50499-42 Other Mat&Suppl, Non-Veh		Facility supplies	1,490.70	
	50499-43 OtherMat&Sup-Non-Veh, Co		IT supplies	19.99	
	50499-60 Other Mat & Supplies, Admin		Office Supplies	285.07	
	50903-60 Fees, Admin		Less: Promotion		2.99
	50903-60 Fees, Admin		Shipping handling & taxes	252.95	
	20100 Accounts Payable		Amazon Capital Services, Inc.		2,632.16
3/13/24	50501-10 Telephone, Operations	000021415134	Feb & Mar phone service	115.31	
	50501-60 Telephone, Admin		Feb & Mar phone service	57.66	
	20100 Accounts Payable		AT&T		172.97
3/1/24	50499-60 Other Mat & Supplies, Admin	Stmt 3/1/24	Michael's Store (office supplies)	71.30	
	50908-10 Marketing & Advertising, Ope		Upwork (Social Media Marketing)	52.50	
	20100 Accounts Payable		Bank of America Commerical CC		123.80
4/4/24	50300-10 Outside Services, Operations	21339078	Monitoring fee (5/1/24 - 7/31/24)	432.76	
	50300-60 Outside Services, Admin		Monitoring fee (5/1/24 - 7/31/24)	216.38	
	20100 Accounts Payable		Bay Alarm Company		649.14
3/2/24	50300-10 Outside Services, Operations	T168073	Annual permit renewal	492.00	
	20100 Accounts Payable		Bay Area Air Quality Management		492.00
3/21/24	50499-41 Other Mat & Supplies,Veh Ma	C64121	Vehicle parts	2,060.38	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		2,060.38
3/27/24	50499-41 Other Mat & Supplies,Veh Ma	C64147	Vehicle parts	4,932.90	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		4,932.90
3/29/24	50499-41 Other Mat & Supplies,Veh Ma	C64157	Vehicle parts	934.85	
	20100 Accounts Payable		Buchanan Auto Electric Inc.		934.85
3/4/24	50499-43 OtherMat&Sup-Non-Veh, Co	Stmt 2/5 - 3/4/24	Walmart (Tech supplies)	500.72	
	11107 Communication/Information S		Walmart (APC replacement battery) -TDA	756.00	
	50499-41 Other Mat & Supplies,Veh Ma		Amazon (vehicle parts)	366.55	
	50908-10 Marketing & Advertising, Ope		Twilio (Emergency messaging software for ridership	150.49	
	50499-41 Other Mat & Supplies,Veh Ma		Walmart (vehicle parts)	498.17	
	50499-41		Walmart (vehicle parts)	539.40	

WCCTA - WestCAT Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Other Mat & Supplies,Veh Ma 50903-60		Walmart (express delivery fee)	98.42	
	Fees, Admin 50499-41		Walmart (Vehicle parts)	245.14	
	Other Mat & Supplies,Veh Ma 50902-60		Shell Oil (Shopping for Road Supervisor's car)	88.36	
	Travel Expense, Admin 50901-60		Amazon (Prime membership renewal)	152.55	
	Dues & Subscriptions, Admin 50908-10		Twilio (Emergency messaging software for ridership)	150.93	
	Marketing & Advertising, Ope 50300-43		Dropbox (recurring monthly billing for 8 licenses)	240.00	
	O/S Service, Non-Veh, Compu 50499-42		Harbor Freight Tools (Building maintenance)	120.15	
	Other Mat&Suppl, Non-Veh 50300-43		Zoom (recurring monthly billing)	14.68	
	O/S Service, Non-Veh, Compu 50300-43		Microsoft (Office 365 Business premium monthly fee for additional support)	5.00	
	O/S Service, Non-Veh, Compu 50499-42		Harbor Freight Tools (Building maintenance)	4.14	
	Other Mat&Suppl, Non-Veh 50300-43		Sage software (Accounting software renewal monthly payment plan)	166.51	
	O/S Service, Non-Veh, Compu 11102		Dennis Kirk (Maintenance tool) -TDA	378.58	
	Maintenance Equipment 11102		Dennis Kirk (Maintenance tools) - TDA	230.42	
	Maintenance Equipment 50499-42		Parts Giant (vehicle supplies)	139.95	
	Other Mat&Suppl, Non-Veh 11102		Parts Giant (Maintenance tool) - TDA	466.05	
	Maintenance Equipment 50300-41		Contra Costa transfer station (waste disposal)	84.50	
	Outside Service, Vehicle Main 50300-41		Golden Bear transfer(waste disposal)	138.10	
	Outside Service, Vehicle Main 50300-41		Contra Costa transfer station (waste disposal)	63.50	
	Outside Service, Vehicle Main 50908-10		Upwork (Social media Marketing)	52.50	
	Marketing & Advertising, Ope 50410-10		USPS stamps (March stamps)	33.33	
	Postage, Operations 50410-60		USPS stamps (March stamps)	16.67	
	Postage, Admin 50410-10		USPS stamps (March stamps)	16.67	
	Postage, Operations 50410-60		USPS stamps (March stamps)	8.33	
	Postage, Admin 50908-10		Upwork (social media marketing)	52.50	
	Marketing & Advertising, Ope 50410-10		Stamps.com (recurring monthly service charge)	19.99	
	Postage, Operations 50410-60		Stamps.com (recurring monthly service charge)	10.00	
	Postage, Admin 50908-10		Upwork (Social media marketing)	52.50	
	Marketing & Advertising, Ope 50410-10		USPS stamps (April stamps)	33.33	
	Postage, Operations 50410-60		USPS stamps (April stamps)	16.67	
	Postage, Admin 50300-60		Diablo paper shred (paper shredding)	1,260.00	
	Outside Services, Admin 20100		Bank of America Business Card		7,170.80
	Accounts Payable				
4/8/24	10204 A/R Accrual - MV Liability In 20100	14-2024-March	March insurance & admin fee CalTIP	14,083.15	 14,083.15
	Accounts Payable				

**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
3/28/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	OS-WC_2024-01	January pilot Central Contra Costa Transit Authority	3,582.01	3,582.01
3/28/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	140238	Vehicle parts Chuck's Brake & Wheel	2,439.41	2,439.41
3/4/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4185243279	March uniform Cintas Corporation	728.81	728.81
3/11/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4185957787	March uniform Cintas Corporation	728.81	728.81
3/18/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4186686782	March uniform Cintas Corporation	728.81	728.81
3/25/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4187444936	March uniform Cintas Corporation	728.81	728.81
3/18/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03180960P	Vehicle parts (Bus 601) COAST COUNTIES TRUCK & EQUIPMENT CO.	9,838.41	9,838.41
3/19/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	0369375S	Vehicle parts (Bus 206) COAST COUNTIES TRUCK & EQUIPMENT CO.	314.67	314.67
3/26/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03181960P	Vehicle parts (Bus 601) COAST COUNTIES TRUCK & EQUIPMENT CO.	186.51	186.51
3/27/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03182067P	Vehicle parts (Bus 163) COAST COUNTIES TRUCK & EQUIPMENT CO.	6,070.51	6,070.51
4/1/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	03182440P	Vehicle parts (Bus 416) COAST COUNTIES TRUCK & EQUIPMENT CO.	801.50	801.50
4/1/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001001179038	April fiber network April fiber network Comcast Business	1,112.24 556.12	1,668.36
2/22/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	241753	Feb inspection ECO-CHEK Compliance, Inc.	130.00	130.00
2/22/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	241754	March inspection ECO-CHEK Compliance, Inc.	130.00	130.00

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
3/15/24	50300-10 Outside Services, Operations 20100 Accounts Payable	8-438-71830	Shipping parts to Hanover display Federal Express Corporation	94.61	94.61
3/18/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-051871	Mobil & DEF Flyers Energy, LLC (RCP)	2,905.88	2,905.88
3/25/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-056796	Anti-Freeze Flyers Energy, LLC (RCP)	413.44	413.44
3/25/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-056797	DEF Flyers Energy, LLC (RCP)	1,143.73	1,143.73
4/1/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-061988	Mobil Flyers Energy, LLC (RCP)	1,618.32	1,618.32
4/5/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0293	March cleaning services GCI JANITORIAL SERVICES	2,658.00	2,658.00
3/18/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	41154126	Vehicle parts Gillig LLC	703.29	703.29
3/19/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	41154597	Vehicle parts Gillig LLC	1,029.08	1,029.08
3/21/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	41155689	Vehicle parts Gillig LLC	167.44	167.44
3/21/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	41155690	Vehicle parts Gillig LLC	1,020.00	1,020.00
3/25/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	41156804	Vehicle parts Gillig LLC	424.31	424.31
4/1/24	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	347647	April dental insurance April dental insurance April dental insurance Health Care Dental	214.21 54.52 673.52	942.25
10/26/23	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	356290FOW (A)	Balance due on inv# 356290FOW Hilltop Ford	99.16	99.16
2/27/24	50499-41	FOCS394184	Vehicle parts	63.59	

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
	Other Mat & Supplies,Veh Ma 50300-41		Vehicle repair	1,589.70	
	Outside Service, Vehicle Main 20100		Hilltop Ford		1,653.29
	Accounts Payable				
3/13/24	50499-42	Stmt 3/13/24	Facilities supplies (see receipt for description)	91.16	
	Other Mat&Suppl, Non-Veh 11104		Facilities Maintenance & Modernization Project (see receipt for description) - TDA	249.45	
	Facility Repairs		Facilities supplies (see receipt for description)	13.82	
	50499-42		Facilities supplies (see receipt for description)	96.01	
	Other Mat&Suppl, Non-Veh 50499-42		Facilities supplies (see receipt for description)	18.39	
	Other Mat&Suppl, Non-Veh 50499-41		Shop equipment (see receipt for description)	138.62	
	Other Mat & Supplies,Veh Ma 50499-42		Facilities supplies (see receipt for description)	78.95	
	Other Mat&Suppl, Non-Veh 20100		Home Depot Credit Services		686.40
	Accounts Payable				
3/20/24	50402-10	164539	March tire	5,401.52	
	Tires & Tubes 20100		J & O's Commercial Tire Center		5,401.52
	Accounts Payable				
3/28/24	50402-10	164738	March tires	6,435.19	
	Tires & Tubes 20100		J & O's Commercial Tire Center		6,435.19
	Accounts Payable				
5/1/24	50215-42	5/2024	May medical insurance	3,473.89	
	Fringe Benefits, Non-Veh Mai 50215-43		May medical insurance	501.77	
	Fringe Benefits, Non-Veh, Co 50215-60		May medical insurance	10,906.10	
	Fringe Benefits, Admin 20100		Kaiser Foundation Health Plan, Inc.		14,881.76
	Accounts Payable				
3/18/24	50499-41	102025541	Vehicle parts	428.80	
	Other Mat & Supplies,Veh Ma 20100		Kimball Midwest		428.80
	Accounts Payable				
3/25/24	50499-41	102048421	Vehicle parts	299.96	
	Other Mat & Supplies,Veh Ma 20100		Kimball Midwest		299.96
	Accounts Payable				
3/30/24	50499-41	457037	Vehicle parts	8,847.19	
	Other Mat & Supplies,Veh Ma 20100		Lim Automotive Supply Inc.		8,847.19
	Accounts Payable				
3/31/24	50600-10	3/2024	March liability	18,338.04	
	Insurance, Operations 50800-41		March maintenance	84,223.58	
	Purchased Transp, Veh Maint 50800-10		March service	710,663.72	
	Purchased Transportation, Ope 50800-10		Less: March estimate		756,882.29
	Purchased Transportation, Ope 50800-10		Less: CR for Road Supervisors		2,467.47
	Purchased Transportation, Ope 20100		MV Transportation		53,875.58
	Accounts Payable				

**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
4/1/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4648681-41	Maintenance supplies New Pig Corp.	280.61	 280.61
3/20/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	14533725	Vehicle parts Pape Kenworth	2,392.55	 2,392.55
3/25/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	14541621	Vehicle parts Pape Kenworth	814.69	 814.69
3/26/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	14541629	Vehicle parts Pape Kenworth	912.36	 912.36
3/27/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	14548676	Vehicle parts (Bus 206) Pape Kenworth	345.71	 345.71
4/1/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	14556163	Vehicle parts Pape Kenworth	36.29	 36.29
3/7/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20147	Towing service Olivers Tow	2,370.26	 2,370.26
3/7/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20149	Towing service Olivers Tow	2,319.08	 2,319.08
3/8/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20174	Towing service (Bus 201) Olivers Tow	1,023.75	 1,023.75
3/13/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20227	Towing service (Bus 160) Olivers Tow	1,711.19	 1,711.19
3/14/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20226	Towing service (Bus 155) Olivers Tow	1,756.67	 1,756.67
3/14/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20238	Towing service (Bus 157) Olivers Tow	1,591.75	 1,591.75
3/15/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20241	Towing service (Bus 158) Olivers Tow	2,075.20	 2,075.20
3/16/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20259	Towing service (Bus 34) Olivers Tow	255.94	 255.94
3/1/24	50300-42	4212223	March landscaping	591.34	

**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
	Outside Service, Non-Veh Mai 20100 Accounts Payable		Pacific Site Management		591.34
4/1/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	4212305	April landscaping	591.34	
			Pacific Site Management		591.34
3/19/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	262499	Remove & replace radiator core	2,198.75	
			Pankey's Radiator Shop, Inc.		2,198.75
3/31/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	Inv-20460-32024	March phone service	755.13	
			March phone service	377.57	
			STREAMS		1,132.70
3/19/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	3/2024	March gas & electric	3,422.10	
			March gas & electric	1,711.05	
			PG & E		5,133.15
3/21/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	3/2024	March gas & electric	12.41	
			March gas & electric	6.21	
			Pacific Gas & Electric		18.62
4/8/24	50300-60 Outside Services, Admin 20100 Accounts Payable	2024-03	March consulting services	2,500.00	
			Politico Group Inc.		2,500.00
4/5/24	50300-10 Outside Services, Operations 20100 Accounts Payable	41282	Airtime (April - June)	7,767.68	
			Precision Wireless Service		7,767.68
3/29/24	50300-10 Outside Services, Operations 20100 Accounts Payable	91863	English & Spanish comment cards	1,393.00	
			Prestige Printing & Graphics		1,393.00
3/31/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-155110903	March garabage	605.35	
			March garabage	302.68	
			Republic Services #851		908.03
3/26/24	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	7000208584	Office supplies	131.14	
			Staples		131.14
4/3/24	50500-10 Utilities, Operations 20100 Accounts Payable	SW-0287840	Annual storm water permit	1,673.00	
			State Water Resource Control Board		1,673.00
3/21/24	50300-10 Outside Services, Operations 20100 Accounts Payable	3/2024	March DAR, phone & Tablets	2,405.08	
			T-MOBILE		2,405.08

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
3/25/24	50300-10 Outside Services, Operations 20100 Accounts Payable	Inv0000001589	April maintenance & support TransTrack Systems, Inc.	4,758.13	4,758.13
3/29/24	50300-10 Outside Services, Operations 20100 Accounts Payable	Inv0000000613	Maintenance & support (Task 593-1) TransTrack Systems, Inc.	1,083.00	1,083.00
3/15/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	847693	Diesel Western States Oil CO.	31,498.53	31,498.53
3/20/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	847828	Gas Western States Oil CO.	18,321.49	18,321.49
3/26/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	847929	Diesel Western States Oil CO.	31,236.95	31,236.95
4/4/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	848197	Diesel Western States Oil CO.	32,441.85	32,441.85
4/3/24	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	59471054	April pest control April pest control Western Exterminator Co.	136.00 68.00	204.00
3/25/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	I500-01045922	Waste pickup & admin fee Asbury Environmental Services	50.00	50.00
				1,090,334.55	1,090,334.55

AGENDA ITEM 1.2 cont.

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
4/9/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	C64196	Vehicle parts (Bus 601) Buchanan Auto Electric Inc.	2,060.81	2,060.81
4/11/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	OS-WC_2024-02	February Pilot Central Contra Costa Transit Authority	3,776.94	3,776.94
4/9/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-068027	DEF Flyers Energy, LLC (RCP)	869.38	869.38
4/9/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-068028	Mobil Flyers Energy, LLC (RCP)	3,006.42	3,006.42
4/12/24	50300-60 Outside Services, Admin 20100 Accounts Payable	2024030142	2024 Base compensation study Gallagher Benefit Services Inc.	8,970.00	8,970.00
4/12/24	50300-60 Outside Services, Admin 20100 Accounts Payable	1370496	March legal services Hanson Bridgett LPP	746.15	746.15
4/12/24	50300-60 Outside Services, Admin 20100 Accounts Payable	1374095	March legal services Hanson Bridgett LPP	490.00	490.00
4/12/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	362065FOW	Vehicle parts Hilltop Ford	282.76	282.76
4/12/24	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	362066FOW	Vehicle parts Hilltop Ford	91.64	91.64
4/10/24	50402-10 Tires & Tubes 20100 Accounts Payable	164998	April tire J & O's Commercial Tire Center	6,472.88	6,472.88
4/11/24	50500-10 Utilities, Operations 20100 Accounts Payable	2404365	Water analysis McC Campbell Analytical Services	158.00	158.00
4/12/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	SH65009	6 month fire suppression svc NVB Equipment Inc.	165.00	165.00
4/11/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-20540	Towing service (Bus 168) Olivers Tow	739.39	739.39
4/6/24	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	82342965	April copier Pacific Office Automation/Lease	326.80	326.80
3/15/24	10202	2141	Vehicle repair - Bus# 38 DOA	4,652.38	

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
	A/R Accrual - MV & Insuranc 20100		5/5/23. Walker's Auto Body		4,652.38
	Accounts Payable			32,808.55	32,808.55



Monthly Management Report Summary

January, FY 23/24

System & Program Summary

	January FY 23/24	January FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
System Total						
Total Passengers	57,585	51,198	12.5	390,900	376,917	3.7
Revenue Passengers	52,178	44,709	16.7	346,526	270,223	28.2
Weekday Total Passengers	53,741	47,500	13.1	361,428	350,292	3.2
Saturday Total Passengers	2,361	2,466	-4.3	17,939	17,339	3.5
Sunday Total Passengers	1,483	1,232	20.4	11,533	9,286	24.2
Weekday Average Passengers	2,443	2,159	13.2	2,459	2,367	3.9
Saturday Average Passengers	472	411	14.8	528	495	6.7
Sunday Average Passengers	297	246	20.7	320	265	20.8
Vehicle Revenue Hours	7,297.45	6,541.36	11.6	49,072.91	46,000.96	6.7
Total Vehicle Hours	7,771.64	6,955.47	11.7	52,185.50	48,868.43	6.8
Revenue Vehicle Miles	121,067.2	110,502.6	9.6	820,346.5	776,618.4	5.6
Total Miles	149,372.0	130,759.0	14.2	995,085.0	900,357.9	10.5
Dial-A-Ride Program						
Number of Weekdays	21	20	5.0	145	145	0.0
Number of Saturdays	5	6	-16.7	34	35	-2.9
Total Passengers	1,615	1,457	10.8	11,522	11,160	3.2
Revenue Passengers	1,542	1,393	10.7	10,938	8,909	22.8
Weekday Total Passengers	1,450	1,262	14.9	10,138	9,870	2.7
Saturday Total Passengers	165	195	-15.4	1,384	1,290	7.3
Weekday Average Passengers	69	63	9.5	70	68	2.9
Saturday Average Passengers	33	33	0.0	41	37	10.8
Vehicle Revenue Hours	1,015.02	804.14	26.2	6,239.11	5,675.63	9.9
Total Vehicle Hours	1,054.89	845.54	24.8	6,489.88	5,995.05	8.3
Productivity	1.59	1.81	-12.2	1.85	1.97	-6.1
Revenue Vehicle Miles	8,413.3	8,223.5	2.3	55,180.5	61,025.5	-9.6
Total Miles	9,472.5	9,243.9	2.5	61,580.8	68,374.0	-9.9
Express Routes Program						
Number of Weekdays	21	20	5.0	145	145	0.0
Number of Saturdays	5	6	-16.7	34	35	-2.9
Number of Sundays	5	5	0.0	36	35	2.9
Total Passengers	24,856	21,118	17.7	169,937	156,978	8.3
Revenue Passengers	22,910	18,601	23.2	153,204	114,777	33.5
Weekday Total Passengers	21,639	18,144	19.3	145,730	135,424	7.6
Saturday Total Passengers	1,734	1,742	-0.5	12,674	12,268	3.3
Sunday Total Passengers	1,483	1,232	20.4	11,533	9,286	24.2
Weekday Average Passengers	1,030	907	13.6	1,005	934	7.6
Saturday Average Passengers	347	290	19.7	373	351	6.3
Sunday Average Passengers	297	246	20.7	320	265	20.8
Vehicle Revenue Hours	2,558.89	2,138.90	19.6	17,552.52	15,067.64	16.5
Total Vehicle Hours	2,752.80	2,278.33	20.8	18,826.49	16,021.20	17.5
Productivity	9.71	9.87	-1.6	9.68	10.42	-7.1
Revenue Vehicle Miles	42,093.3	33,568.3	25.4	287,937.7	235,883.1	22.1
Total Miles	46,725.2	36,067.8	29.5	318,762.7	253,030.9	26.0



Monthly Management Report Summary

January, FY 23/24

System & Program Summary

	January FY 23/24	January FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
Local Fixed Routes Program						
Number of Weekdays	21	20	5.0	145	145	0.0
Number of Saturdays	5	6	-16.7	34	35	-2.9
Total Passengers	18,885	15,921	18.6	124,971	118,106	5.8
Revenue Passengers	15,935	12,401	28.5	101,030	74,944	34.8
Weekday Total Passengers	18,423	15,392	19.7	121,090	114,325	5.9
Saturday Total Passengers	462	529	-12.7	3,881	3,781	2.6
Weekday Average Passengers	877	770	13.9	835	788	6.0
Saturday Average Passengers	92	88	4.5	114	108	5.6
Vehicle Revenue Hours	2,592.87	2,494.51	3.9	17,717.67	17,751.97	-0.2
Total Vehicle Hours	2,730.98	2,626.81	4.0	18,621.97	18,659.58	-0.2
Productivity	7.28	6.38	14.1	7.05	6.65	6.0
Revenue Vehicle Miles	37,098.6	35,762.7	3.7	254,289.0	255,115.8	-0.3
Total Miles	39,718.7	38,279.4	3.8	271,654.8	272,538.2	-0.3
Transbay Lynx Program						
Number of Weekdays	22	22	0.0	147	148	-0.7
Total Passengers	12,229	12,702	-3.7	84,470	90,673	-6.8
Revenue Passengers	11,791	12,314	-4.2	81,354	71,593	13.6
Weekday Total Passengers	12,229	12,702	-3.7	84,470	90,673	-6.8
Weekday Average Passengers	556	577	-3.6	575	613	-6.2
Vehicle Revenue Hours	1,130.67	1,103.81	2.4	7,563.61	7,505.72	0.8
Total Vehicle Hours	1,232.97	1,204.79	2.3	8,247.16	8,192.60	0.7
Productivity	10.82	11.51	-6.0	11.17	12.08	-7.5
Revenue Vehicle Miles	33,462.0	32,948.0	1.6	222,939.2	224,594.0	-0.7
Total Miles	35,329.8	34,790.2	1.6	235,419.5	237,133.6	-0.7

Preventable Accidents per Miles Driven in 12 Month Period

January-24

	Miles	Accidents	Frequency 12 Month Period
FR	1,482,561	9	164,729
DAR	136,685	1	136,685

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	0	0	0	5	0	1	6	6
DAR	0	0	0	0	1	0	1	0

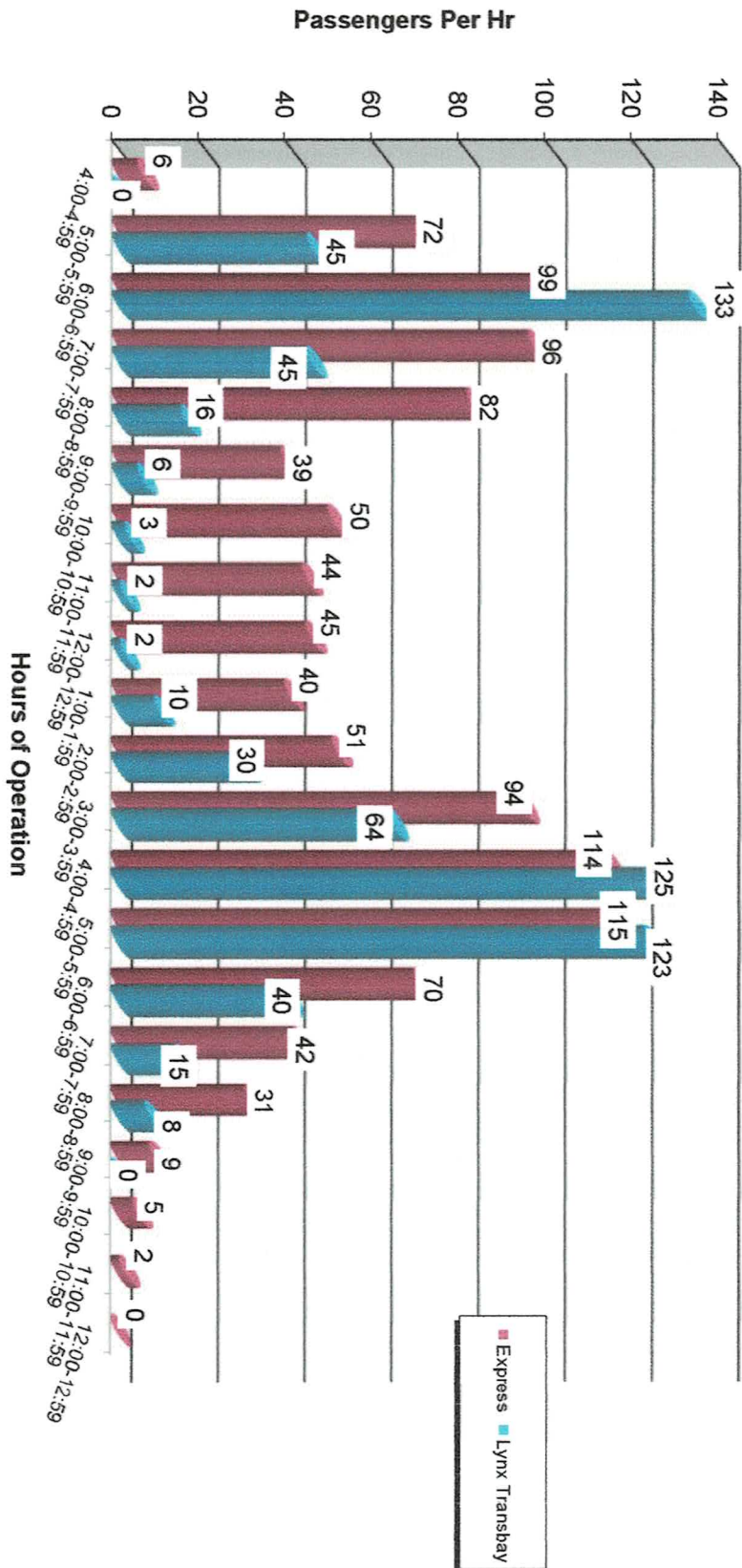


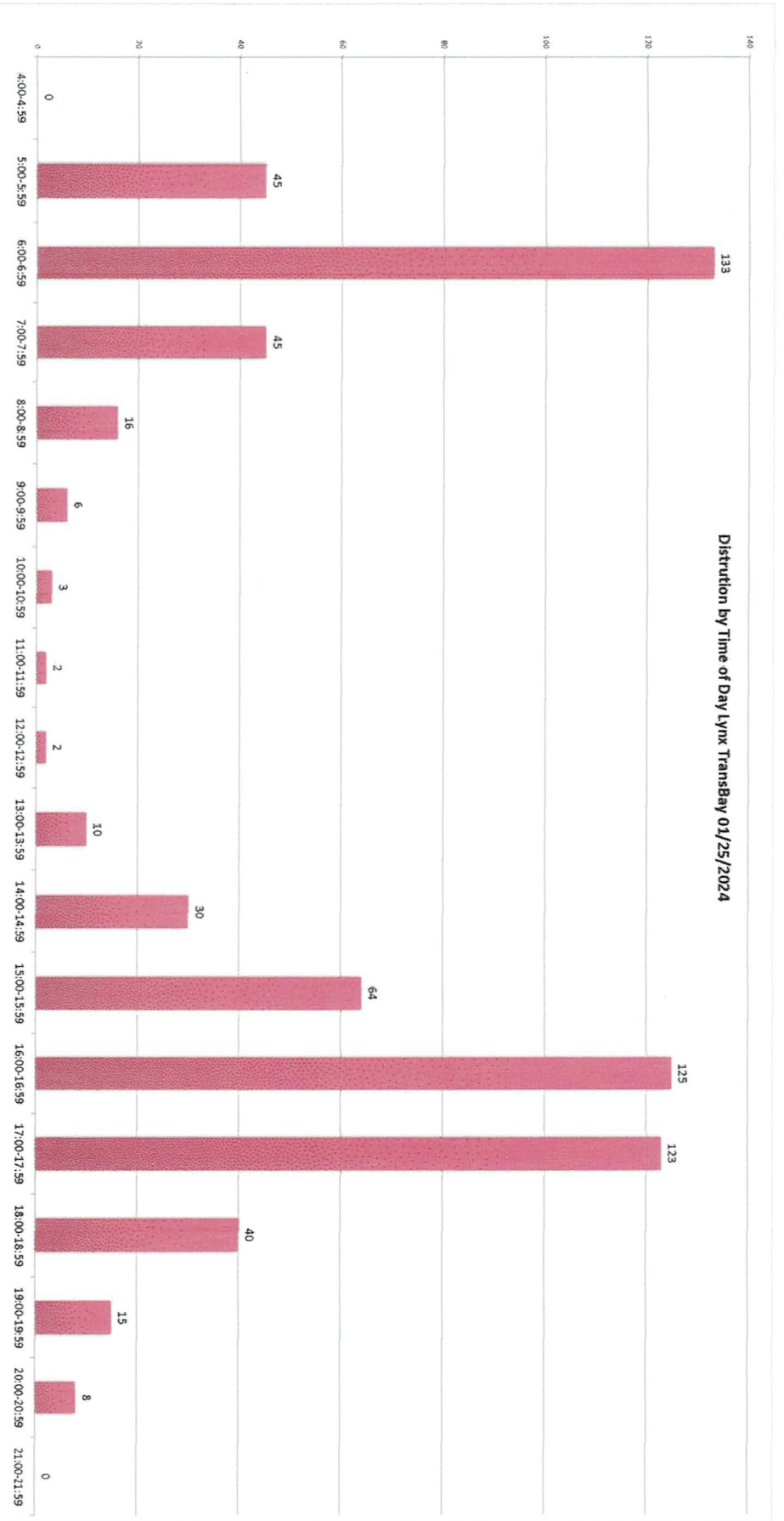
Passenger & Productivity Statistical Report

January, FY 23/24
System
All Routes

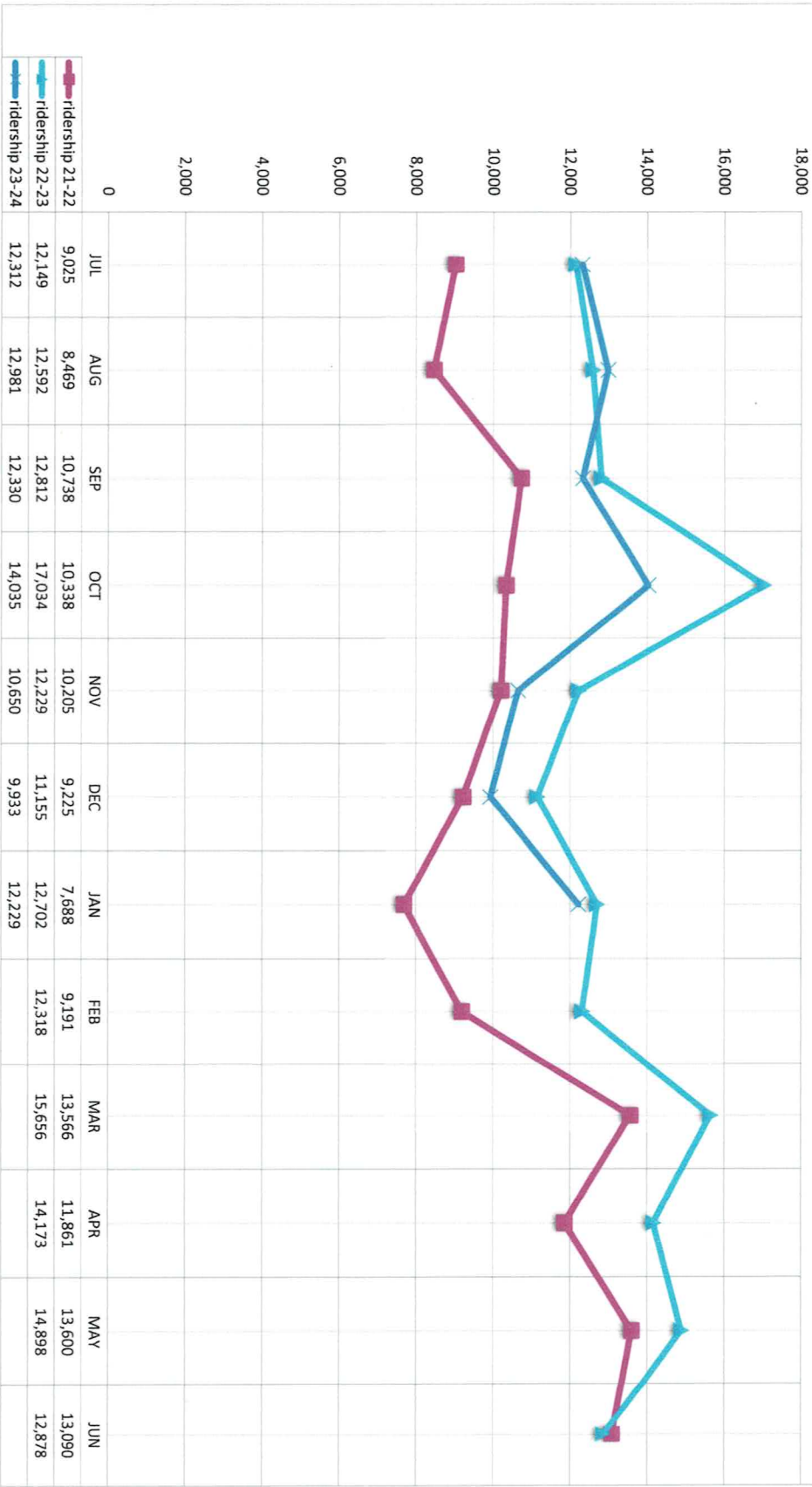
Route by Day Type & System	Passengers				Passengers Per Revenue Hour				
	January			Fiscal Year To Date	January			Fiscal Year To Date	
	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change
Route 10 Weekday	1,919	2,009	4.7	13,158	12,667	-3.7	7.1	7.0	-1.0
Route 11 Weekday	2,534	2,615	3.2	20,337	20,318	-0.1	7.7	7.5	-2.3
Route 11 Saturday	274	232	-15.3	1,910	1,962	2.7	3.8	3.9	1.5
Route 11 Total	2,808	2,847	1.4	22,247	22,280	0.1	7.0	7.0	-0.2
Route 12 Weekday	1,806	2,272	25.8	12,869	12,818	-0.4	6.8	8.2	20.5
Route 15 Weekday	1,011	1,489	47.3	8,061	8,673	7.6	5.9	8.3	41.5
Route 16 Weekday	3,286	4,352	32.4	24,454	28,455	16.4	5.8	7.4	26.1
Route 19 Saturday	255	230	-9.8	1,871	1,919	2.6	3.3	3.6	8.1
Route 30Z Weekday	1,110	1,232	11.0	7,843	8,278	5.5	4.4	4.6	5.3
Route C3 Weekday	3,726	4,454	19.5	27,603	29,881	8.3	7.6	8.5	13.0
Route DAR Weekday	1,262	1,450	14.9	9,870	10,138	2.7	1.8	1.6	-11.2
Route DAR Saturday	195	165	-15.4	1,290	1,384	7.3	1.8	1.5	-19.7
Route DAR Total	1,457	1,615	10.8	11,160	11,522	3.2	1.8	1.6	-12.2
Route J Weekday	11,122	13,274	19.3	81,833	86,564	5.8	9.5	10.8	13.7
Route J Saturday	1,742	1,734	-0.5	12,268	12,674	3.3	8.6	10.3	19.3
Route J Sunday	1,232	1,483	20.4	9,286	11,533	24.2	7.3	8.9	20.8
Route J Total	14,096	16,491	17.0	103,387	110,771	7.1	9.1	10.5	15.2
Route JPY Weekday	7,022	6,565	-6.5	53,591	46,609	-13.0	11.7	10.5	-10.6
Route JX Weekday		1,800			12,557			4.9	
Route LYNX Weekday	12,702	12,229	-3.7	90,673	84,470	-6.8	11.5	10.8	-6.0
Total System-Wide	51,198	57,585	12.5	376,917	390,900	3.7	7.8	7.9	0.8
							8.2	8.0	-2.8

Express Routes (J, JX, JPX), and Lynx Transbay Ridership by Time of Day Date:01/25/2024





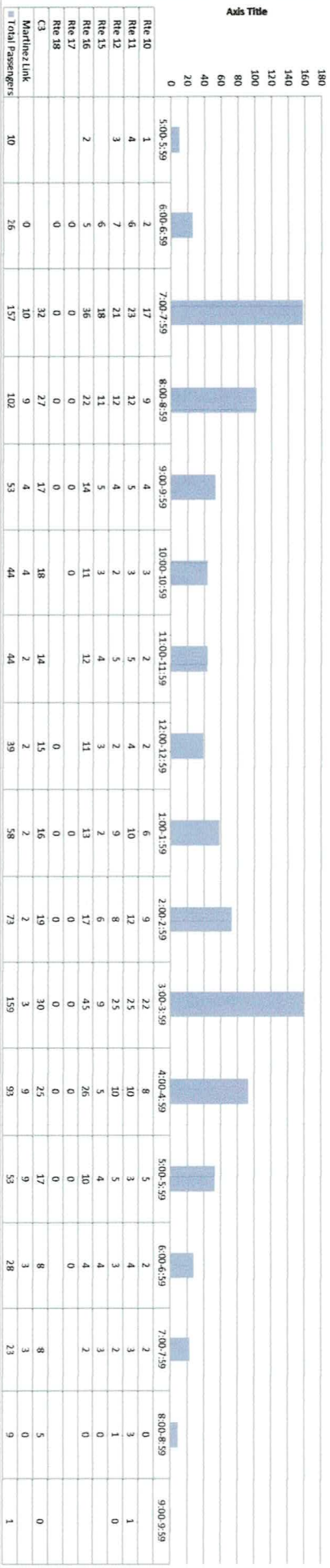
WESCAT LYNX TRANSBAY 3YR STATS



4/25/2024

[illegible]

Distribution By Time Of Day Fixed Route 01/25/2024



Rte 10	1	2	17	9	4	3	2	2	6	9	22	8	5	4	2	3	0
Rte 11	4	6	23	12	5	3	5	4	10	12	25	10	3	4	3	3	1
Rte 12	3	7	21	12	4	2	5	2	9	8	25	10	5	3	2	1	0
Rte 15		6	18	11	5	3	4	3	2	6	9	5	4	4	3	0	
Rte 16	2	5	36	22	14	11	12	11	13	17	45	26	10	4	2	0	
Rte 17		0	0	0	0	0		0	0	0	0	0	0	0			
Rte 18		0	0	0	0	0		0	0	0	0	0	0	0			
C3			32	27	17	18	14	0	16	19	30	25	17	8	8	5	0
Marinez Link		0	10	9	4	4	2	2	2	2	3	9	9	3	3	0	
Total Passengers	10	26	157	102	53	44	44	39	58	73	159	93	53	28	23	9	1

Distribution by Time of Day - WestCAT Express

Date: 1/25/2024

	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		12	15	8	4							9	14	16	6	2	
JPX		20	22	31	13	14	13	16	15	15	22	35	40	37	21	15	11
J	6	40	62	57	65	25	37	28	30	25	29	50	60	62	43	25	20
Total Passengers	6	72	99	96	82	39	50	44	45	40	51	94	114	115	70	42	31

JX	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JPX				
J				

Total Passengers	9	5	2	0
------------------	---	---	---	---

JX	86
JPX	340
J	680
Total	1106

Distribution by Time of Day - Lynx Transbay

Date: 1/25/2024

	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		45	133	45	16	6	3	2	2	10	30	64	125	123	40	15	8
Total Passengers	0	45	133	45	16	6	3	2	2	10	30	64	125	123	40	15	8

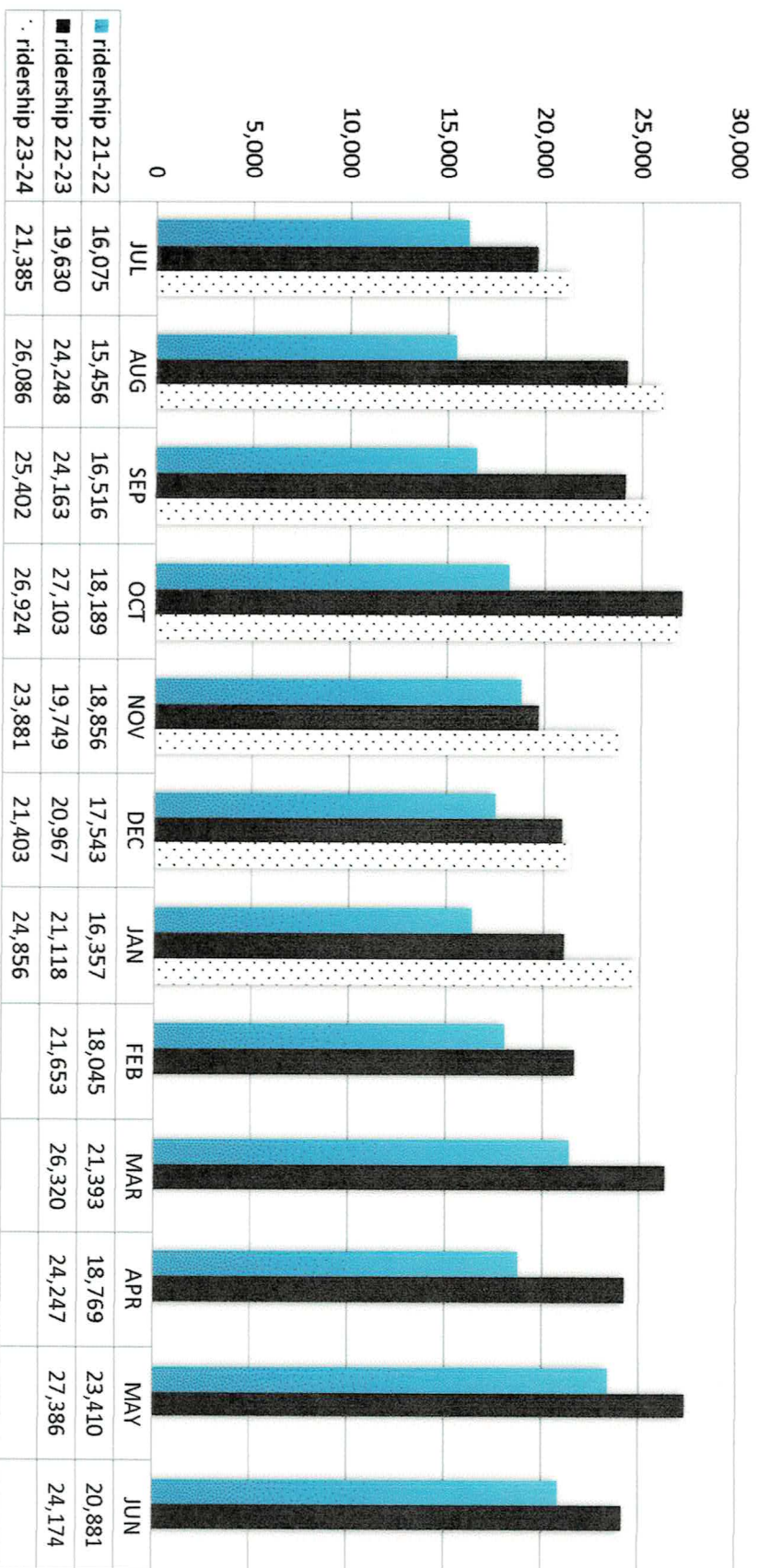
TransBay LYNX	21:00-21:59
Total Passengers	0

Total Lynx	667
------------	-----



WESTCAT EXPRESS RIDERSHIP

Includes Routes J, JX and JPX





Monthly Management Report Summary

February, FY 23/24

System & Program Summary

	February FY 23/24	February FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
System Total						
Total Passengers	55,258	51,445	7.4	446,274	428,362	4.2
Revenue Passengers	50,833	45,034	12.9	397,466	315,257	26.1
Weekday Total Passengers	51,763	47,863	8.1	413,266	398,155	3.8
Saturday Total Passengers	2,284	2,552	-10.5	20,264	19,891	1.9
Sunday Total Passengers	1,211	1,030	17.6	12,744	10,316	23.5
Weekday Average Passengers	2,588	2,519	2.7	2,475	2,384	3.8
Saturday Average Passengers	457	510	-10.4	520	497	4.6
Sunday Average Passengers	303	258	17.4	319	265	20.4
Vehicle Revenue Hours	6,904.39	6,031.36	14.5	55,977.29	52,032.32	7.6
Total Vehicle Hours	7,345.93	6,410.60	14.6	59,531.43	55,279.03	7.7
Revenue Vehicle Miles	113,934.2	101,158.0	12.6	934,280.6	877,776.4	6.4
Total Miles	141,292.0	123,543.0	14.4	1,136,377.0	1,023,900.8	11.0
Dial-A-Ride Program						
Number of Weekdays	20	19	5.3	165	164	0.6
Number of Saturdays	5	5	0.0	39	40	-2.5
Total Passengers	1,628	1,422	14.5	13,150	12,582	4.5
Revenue Passengers	1,584	1,335	18.7	12,522	10,244	22.2
Weekday Total Passengers	1,437	1,259	14.1	11,575	11,129	4.0
Saturday Total Passengers	191	163	17.2	1,575	1,453	8.4
Weekday Average Passengers	72	66	9.1	70	68	2.9
Saturday Average Passengers	38	33	15.2	40	36	11.1
Vehicle Revenue Hours	994.06	734.18	35.4	7,233.16	6,409.81	12.8
Total Vehicle Hours	1,034.72	777.14	33.1	7,524.60	6,772.19	11.1
Productivity	1.64	1.94	-15.5	1.82	1.96	-7.1
Revenue Vehicle Miles	8,505.2	7,671.2	10.9	63,685.8	68,696.7	-7.3
Total Miles	9,562.9	8,539.7	12.0	71,143.6	76,913.7	-7.5
Express Routes Program						
Number of Weekdays	20	19	5.3	165	164	0.6
Number of Saturdays	5	5	0.0	39	40	-2.5
Number of Sundays	4	4	0.0	40	39	2.6
Total Passengers	23,945	21,653	10.6	193,962	178,631	8.6
Revenue Passengers	22,297	18,974	17.5	175,574	133,751	31.3
Weekday Total Passengers	21,049	18,700	12.6	166,818	154,124	8.2
Saturday Total Passengers	1,685	1,923	-12.4	14,400	14,191	1.5
Sunday Total Passengers	1,211	1,030	17.6	12,744	10,316	23.5
Weekday Average Passengers	1,052	984	6.9	1,011	940	7.6
Saturday Average Passengers	337	385	-12.5	369	355	3.9
Sunday Average Passengers	303	258	17.4	319	265	20.4
Vehicle Revenue Hours	2,418.03	1,981.63	22.0	19,970.55	17,049.27	17.1
Total Vehicle Hours	2,598.24	2,108.37	23.2	21,424.73	18,129.57	18.2
Productivity	9.90	10.93	-9.4	9.71	10.48	-7.3
Revenue Vehicle Miles	39,661.8	30,942.5	28.2	327,599.5	266,825.6	22.8
Total Miles	43,998.2	33,219.4	32.4	362,760.9	286,250.3	26.7



Monthly Management Report Summary

February, FY 23/24

System & Program Summary

	February FY 23/24	February 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	19	5.3	165	164	0.6
Number of Saturdays	5	5	0.0	39	40	-2.5
Total Passengers	16,869	16,052	5.1	141,845	134,158	5.7
Revenue Passengers	14,412	12,801	12.6	115,446	87,745	31.6
Weekday Total Passengers	16,461	15,586	5.6	137,556	129,911	5.9
Saturday Total Passengers	408	466	-12.4	4,289	4,247	1.0
Weekday Average Passengers	823	820	0.4	834	792	5.3
Saturday Average Passengers	82	93	-11.8	110	106	3.8
Vehicle Revenue Hours	2,461.85	2,346.95	4.9	20,179.52	20,098.92	0.4
Total Vehicle Hours	2,589.52	2,468.14	4.9	21,211.49	21,127.72	0.4
Productivity	6.85	6.84	0.1	7.03	6.67	5.4
Revenue Vehicle Miles	35,343.2	33,645.4	5.0	289,632.2	288,761.1	0.3
Total Miles	37,784.0	35,964.8	5.1	309,438.8	308,502.9	0.3
Transbay Lynx Program						
Number of Weekdays	20	19	5.3	167	167	0.0
Total Passengers	12,816	12,318	4.0	97,317	102,991	-5.5
Revenue Passengers	12,540	11,924	5.2	93,924	83,517	12.5
Weekday Total Passengers	12,816	12,318	4.0	97,317	102,991	-5.5
Weekday Average Passengers	641	648	-1.1	583	617	-5.5
Vehicle Revenue Hours	1,030.45	968.60	6.4	8,594.06	8,474.32	1.4
Total Vehicle Hours	1,123.45	1,056.95	6.3	9,370.61	9,249.55	1.3
Productivity	12.44	12.72	-2.2	11.32	12.15	-6.8
Revenue Vehicle Miles	30,424.0	28,899.0	5.3	253,363.2	253,493.0	-0.1
Total Miles	32,122.0	30,512.1	5.3	267,541.5	267,645.7	0.0

Preventable Accidents per Miles Driven in 12 Month Period

February-24

	Miles	Accidents	Frequency 12 Month Period
FR	1,497,955	8	187,244
DAR	139,314	1	139,314

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	0	1	5	0	1	6	7
DAR	0	0	0	0	0	0	1	0



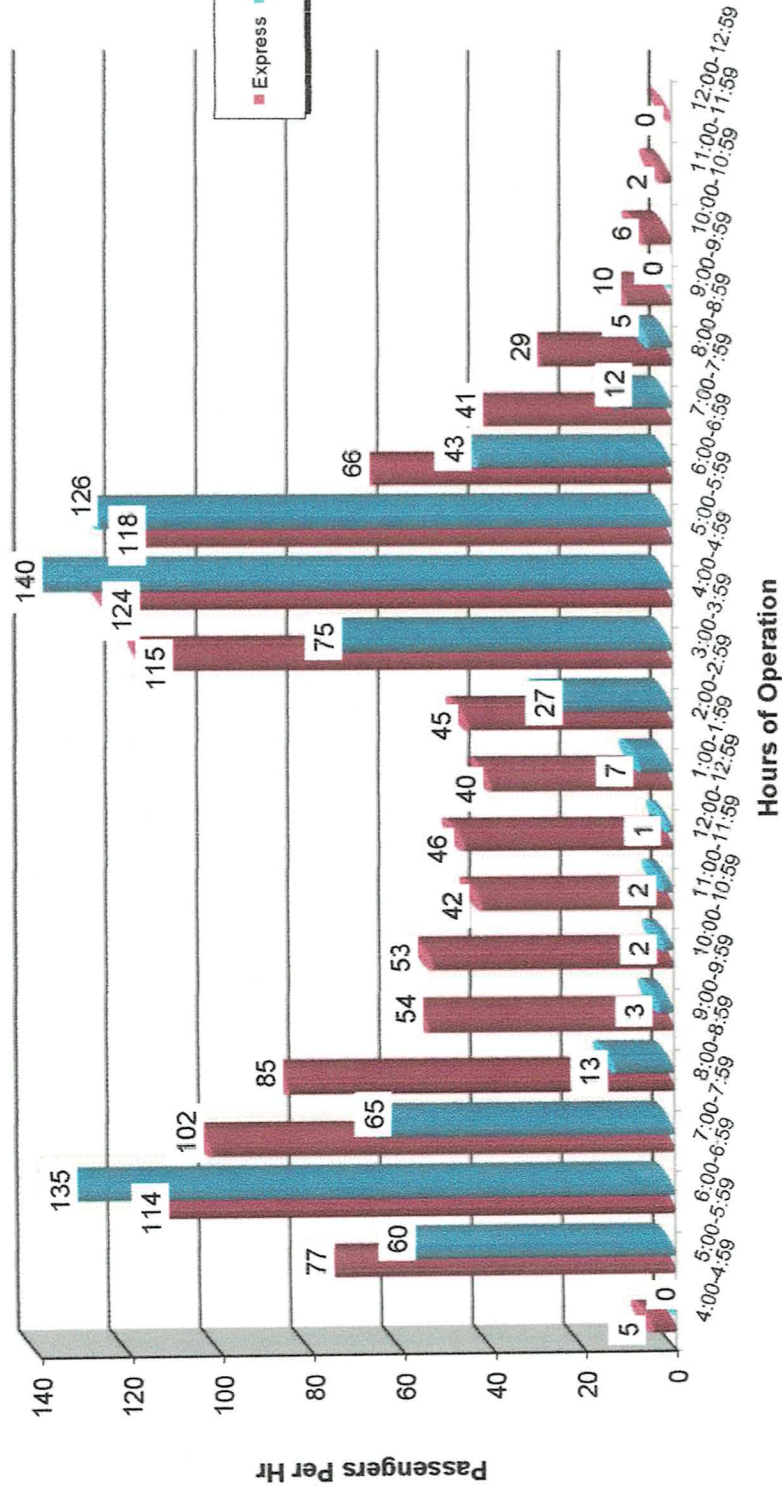
Passenger & Productivity Statistical Report
February, FY 23/24
System
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	February			Fiscal Year To Date			February			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	1,712	1,748	2.1	14,870	14,483	-2.6	6.8	6.6	-3.0	6.9	6.7	-3.0
Route 11 Weekday	2,661	2,479	-6.8	22,998	22,804	-0.8	8.5	7.5	-12.0	8.5	8.3	-2.5
Route 11 Saturday	236	214	-9.3	2,146	2,168	1.0	3.9	3.6	-8.7	4.5	4.6	2.6
Route 11 Total	2,897	2,693	-7.0	25,144	24,972	-0.7	7.8	6.9	-11.3	7.9	7.7	-1.8
Route 12 Weekday	1,693	1,775	4.8	14,562	14,465	-0.7	6.9	7.0	0.2	7.0	7.0	-0.4
Route 15 Weekday	1,155	1,410	22.1	9,216	10,136	10.0	7.1	8.3	17.2	6.6	7.2	10.3
Route 16 Weekday	3,170	3,605	13.7	27,624	32,060	16.1	5.9	6.4	8.1	6.0	6.9	16.1
Route 19 Saturday	230	194	-15.7	2,101	2,121	1.0	3.6	3.0	-15.6	4.1	4.2	3.0
Route 30Z Weekday	1,027	971	-5.5	8,870	9,254	4.3	4.2	3.8	-9.6	4.3	4.4	3.1
Route C3 Weekday	4,168	4,473	7.3	31,771	34,354	8.1	8.8	9.0	1.6	7.8	8.4	7.3
Route DAR Weekday	1,259	1,437	14.1	11,129	11,575	4.0	1.9	1.6	-14.3	1.9	1.8	-7.0
Route DAR Saturday	163	191	17.2	1,453	1,575	8.4	2.1	1.6	-23.6	2.2	1.9	-10.6
Route DAR Total	1,422	1,628	14.5	12,582	13,150	4.5	1.9	1.6	-15.4	2.0	1.8	-7.4
Route J Weekday	11,677	12,812	9.7	93,510	99,612	6.5	10.5	11.0	4.6	9.8	10.5	6.6
Route J Saturday	1,923	1,685	-12.4	14,191	14,400	1.5	11.4	10.0	-11.9	10.5	11.0	4.3
Route J Sunday	1,030	1,211	17.6	10,316	12,744	23.5	7.7	9.0	17.9	8.0	9.5	18.9
Route J Total	14,630	15,708	7.4	118,017	126,756	7.4	10.4	10.7	3.5	9.7	10.4	7.3
Route JPX Weekday	7,023	6,227	-11.3	60,614	52,393	-13.6	12.3	10.4	-15.4	12.3	10.6	-13.9
Route JX Weekday		2,010			14,813			5.6			5.1	
Route LYNX Weekday	12,318	12,816	4.0	102,991	97,317	-5.5	12.7	12.4	-2.2	12.2	11.3	-6.8
Total System-Wide	51,445	55,258	7.4	428,362	446,274	4.2	8.5	8.0	-6.2	8.2	8.0	-3.2

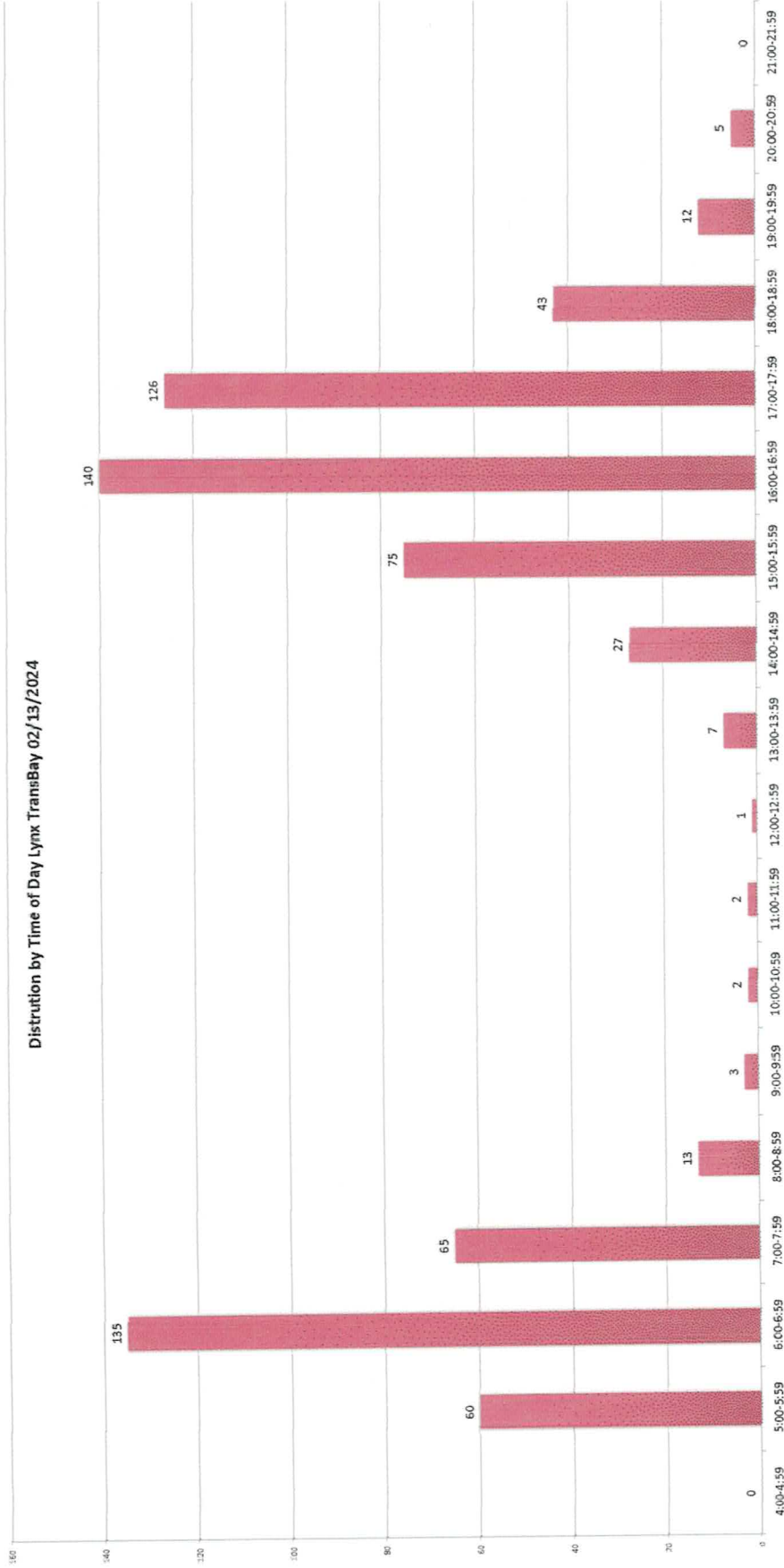
Express Routes (J, JX, JPX), and Lynx Transbay

Ridership by Time of Day

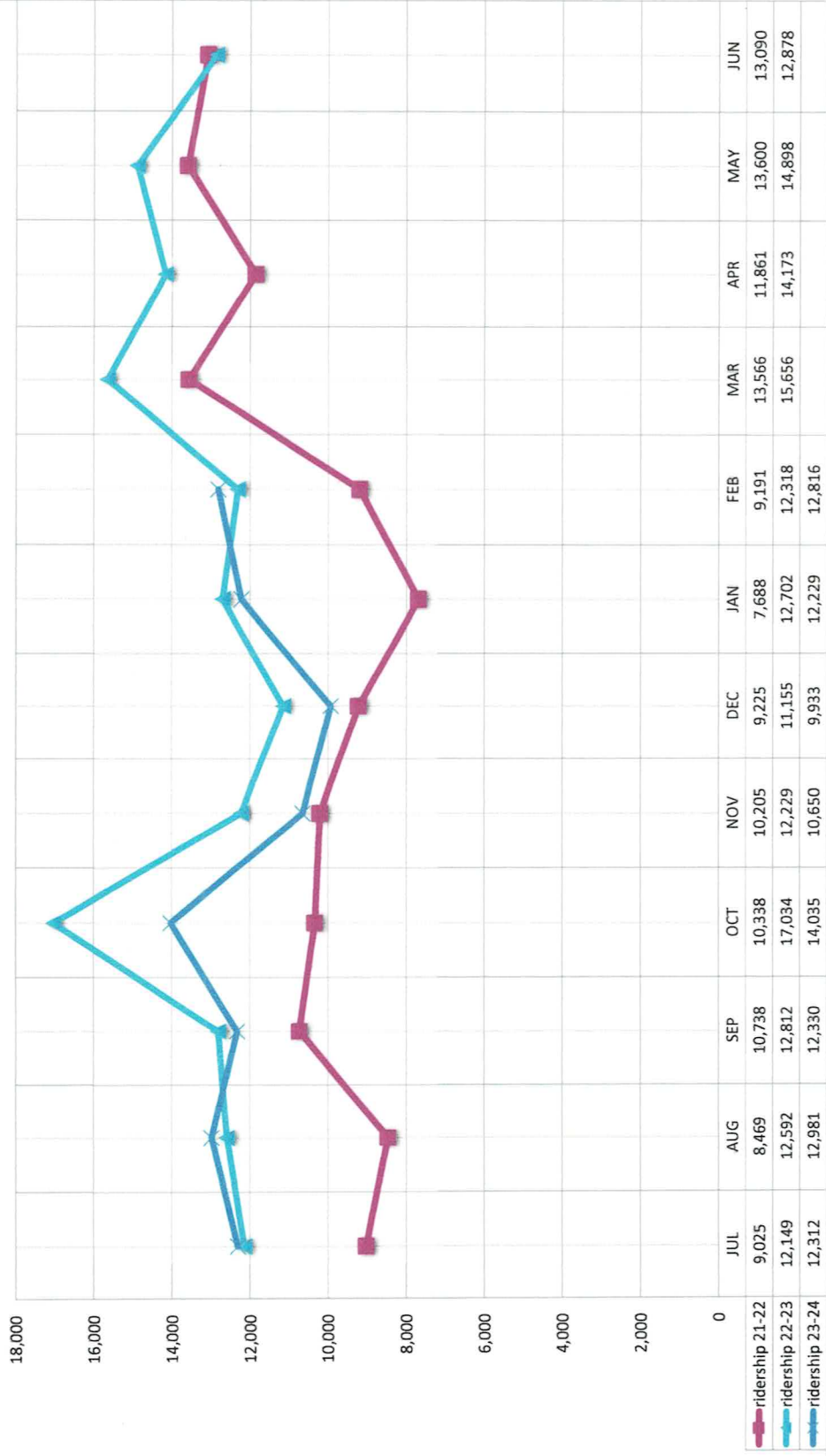
Date: 02/13/2024



Distrution by Time of Day Lynx TransBay 02/13/2024



WESCAT LYNX TRANSBAY 3YR STATS



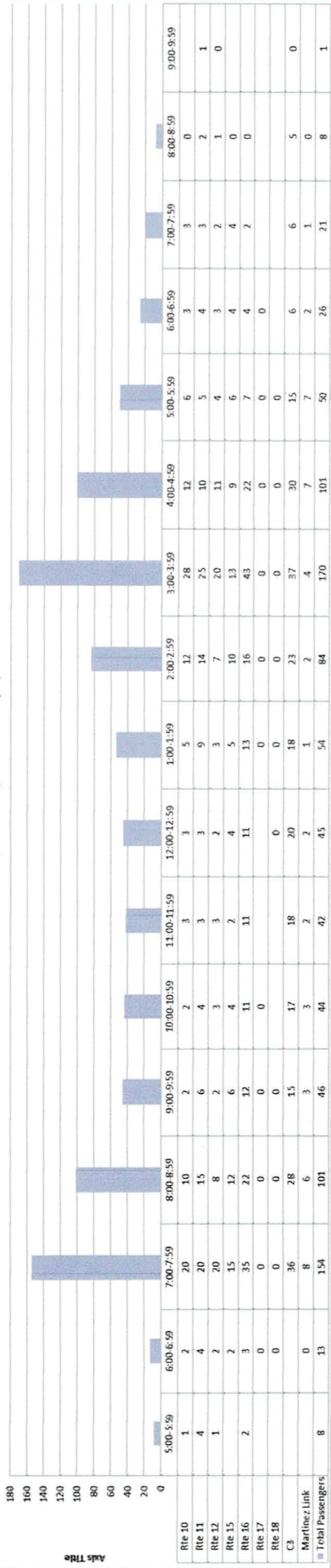
Distribution by Time of Day - Fixed Route

Date: 2/13/2024

	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	20	10	2	2	3	3	5	12	28	12	6	3	3	0	
Rte 11	4	4	20	15	6	4	3	3	9	14	25	10	5	4	3	2	1
Rte 12	1	2	20	8	2	3	3	2	3	7	20	11	4	3	2	1	0
Rte 15		2	15	12	6	4	2	4	5	10	13	9	6	4	4	0	
Rte 16	2	3	35	22	12	11	11	11	13	16	43	22	7	4	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				
C3			36	28	15	17	18	20	18	23	37	30	15	6	6	5	0
Martinez Link		0	8	6	3	3	2	2	1	2	4	7	7	2	1	0	
Total Passengers	8	13	154	101	46	44	42	45	54	84	170	101	50	26	21	8	1

Total Route 10	112
Total Route 11	132
Total Route 12	92
Total Route 15	96
Total Route 16	214
Total Route 17	0
Total Route 18	0
Total C3	274
Martinez Link	48
Total	968

Distribution By Time Of Day Fixed Route 02/13/2024



Distribution by Time of Day - WestCAT Express

Date: 2/13/2024

	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		15	21	15	6							15	21	25	6	5	
JPX		23	33	30	14	15	14	12	15	15	18	33	37	30	15	8	7
J	5	39	60	57	65	39	39	30	31	25	27	67	66	63	45	28	22
Total Passengers	5	77	114	102	85	54	53	42	46	40	45	115	124	118	66	41	29

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J				

Total Passengers	10	6	2	0
	10	6	2	0

JX	129
JPX	319
J	726
Total	1174

Distribution by Time of Day -Lynx Transbay

Date: 2/13/2024

	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	60	135	65	13	3	2	2	1	7	27	75	140	126	43	12	5
Total Passengers	0	60	135	65	13	3	2	2	1	7	27	75	140	126	43	12	5

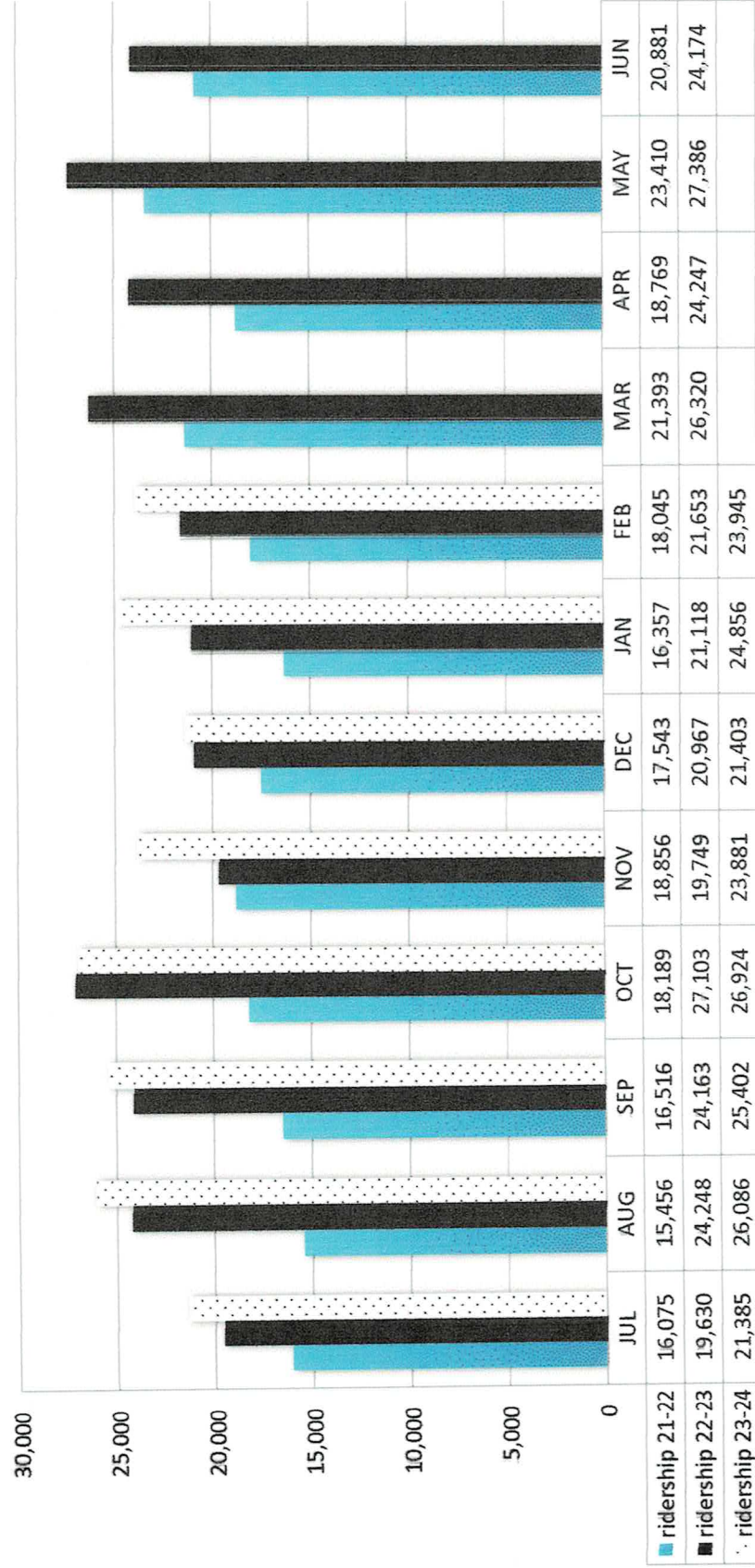
	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx 716



WESTCAT EXPRESS RIDERSHIP

Includes Routes J, JX and JPX





Monthly Management Report Summary

March, FY 23/24

System & Program Summary

	March FY 23/24	March FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
System Total						
Total Passengers	60,394	62,861	-3.9	506,668	491,223	3.1
Revenue Passengers	56,114	54,494	3.0	453,580	369,751	22.7
Weekday Total Passengers	56,001	59,979	-6.6	469,267	458,134	2.4
Saturday Total Passengers	2,555	1,822	40.2	22,819	21,713	5.1
Sunday Total Passengers	1,838	1,060	73.4	14,582	11,376	28.2
Weekday Average Passengers	2,667	2,608	2.3	2,496	2,411	3.5
Saturday Average Passengers	511	456	12.1	519	493	5.3
Sunday Average Passengers	368	265	38.9	324	265	22.3
Vehicle Revenue Hours	7,401.13	7,134.84	3.7	63,378.43	59,167.16	7.1
Total Vehicle Hours	7,875.29	7,590.59	3.8	67,406.72	62,869.62	7.2
Revenue Vehicle Miles	120,911.8	119,673.5	1.0	1,055,192.4	997,449.8	5.8
Total Miles	145,540.0	140,188.0	3.8	1,281,917.0	1,164,088.8	10.1
Dial-A-Ride Program						
Number of Weekdays	21	23	-8.7	186	187	-0.5
Number of Saturdays	5	4	25.0	44	44	0.0
Total Passengers	1,969	1,614	22.0	15,119	14,196	6.5
Revenue Passengers	1,805	1,501	20.3	14,327	11,745	22.0
Weekday Total Passengers	1,764	1,476	19.5	13,339	12,605	5.8
Saturday Total Passengers	205	138	48.6	1,780	1,591	11.9
Weekday Average Passengers	84	64	31.3	72	67	7.5
Saturday Average Passengers	41	35	17.1	40	36	11.1
Vehicle Revenue Hours	1,147.36	843.56	36.0	8,380.53	7,253.37	15.5
Total Vehicle Hours	1,188.86	887.50	34.0	8,713.46	7,659.69	13.8
Productivity	1.72	1.91	-9.9	1.80	1.96	-8.2
Revenue Vehicle Miles	9,750.1	8,790.9	10.9	73,435.9	77,487.6	-5.2
Total Miles	10,866.8	9,734.7	11.6	82,010.4	86,648.5	-5.4
Express Routes Program						
Number of Weekdays	21	23	-8.7	186	187	-0.5
Number of Saturdays	5	4	25.0	44	44	0.0
Number of Sundays	5	4	25.0	45	43	4.7
Total Passengers	26,636	26,320	1.2	220,598	204,951	7.6
Revenue Passengers	25,128	22,842	10.0	200,702	156,593	28.2
Weekday Total Passengers	22,962	23,957	-4.2	189,780	178,081	6.6
Saturday Total Passengers	1,836	1,303	40.9	16,236	15,494	4.8
Sunday Total Passengers	1,838	1,060	73.4	14,582	11,376	28.2
Weekday Average Passengers	1,093	1,042	4.9	1,020	952	7.1
Saturday Average Passengers	367	326	12.6	369	352	4.8
Sunday Average Passengers	368	265	38.9	324	265	22.3
Vehicle Revenue Hours	2,573.92	2,309.27	11.5	22,544.47	19,358.54	16.5
Total Vehicle Hours	2,769.50	2,463.73	12.4	24,194.23	20,593.30	17.5
Productivity	10.35	11.40	-9.2	9.79	10.59	-7.6
Revenue Vehicle Miles	42,151.7	36,006.9	17.1	369,751.2	302,832.5	22.1
Total Miles	46,814.3	38,775.5	20.7	409,575.2	325,025.8	26.0



Monthly Management Report Summary

March, FY 23/24

System & Program Summary

	March FY 23/24	March FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
Local Fixed Routes Program						
Number of Weekdays	21	23	-8.7	186	187	-0.5
Number of Saturdays	5	4	25.0	44	44	0.0
Total Passengers	19,121	19,271	-0.8	160,966	153,429	4.9
Revenue Passengers	16,890	15,030	12.4	132,336	102,775	28.8
Weekday Total Passengers	18,607	18,890	-1.5	156,163	148,801	4.9
Saturday Total Passengers	514	381	34.9	4,803	4,628	3.8
Weekday Average Passengers	886	821	7.9	840	796	5.5
Saturday Average Passengers	103	95	8.4	109	105	3.8
Vehicle Revenue Hours	2,597.20	2,795.09	-7.1	22,776.72	22,894.01	-0.5
Total Vehicle Hours	2,736.63	2,945.49	-7.1	23,948.12	24,073.21	-0.5
Productivity	7.36	6.89	6.8	7.07	6.70	5.5
Revenue Vehicle Miles	37,120.4	39,892.6	-6.9	326,752.6	328,653.7	-0.6
Total Miles	39,759.8	42,737.5	-7.0	349,198.6	351,240.4	-0.6
Transbay Lynx Program						
Number of Weekdays	21	23	-8.7	188	190	-1.1
Total Passengers	12,668	15,656	-19.1	109,985	118,647	-7.3
Revenue Passengers	12,291	15,121	-18.7	106,215	98,638	7.7
Weekday Total Passengers	12,668	15,656	-19.1	109,985	118,647	-7.3
Weekday Average Passengers	603	681	-11.5	585	624	-6.3
Vehicle Revenue Hours	1,082.65	1,186.92	-8.8	9,676.71	9,661.24	0.2
Total Vehicle Hours	1,180.30	1,293.87	-8.8	10,550.91	10,543.42	0.1
Productivity	11.70	13.19	-11.3	11.37	12.28	-7.4
Revenue Vehicle Miles	31,889.6	34,983.0	-8.8	285,252.8	288,476.0	-1.1
Total Miles	33,672.5	36,935.7	-8.8	301,214.0	304,581.4	-1.1

Preventable Accidents per Miles Driven in 12 Month
Period

March-24

Frequency 12		
Miles	Accidents	Month Period
FR 1,504,082	9	167,120
DAR 138,007	2	69,004

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

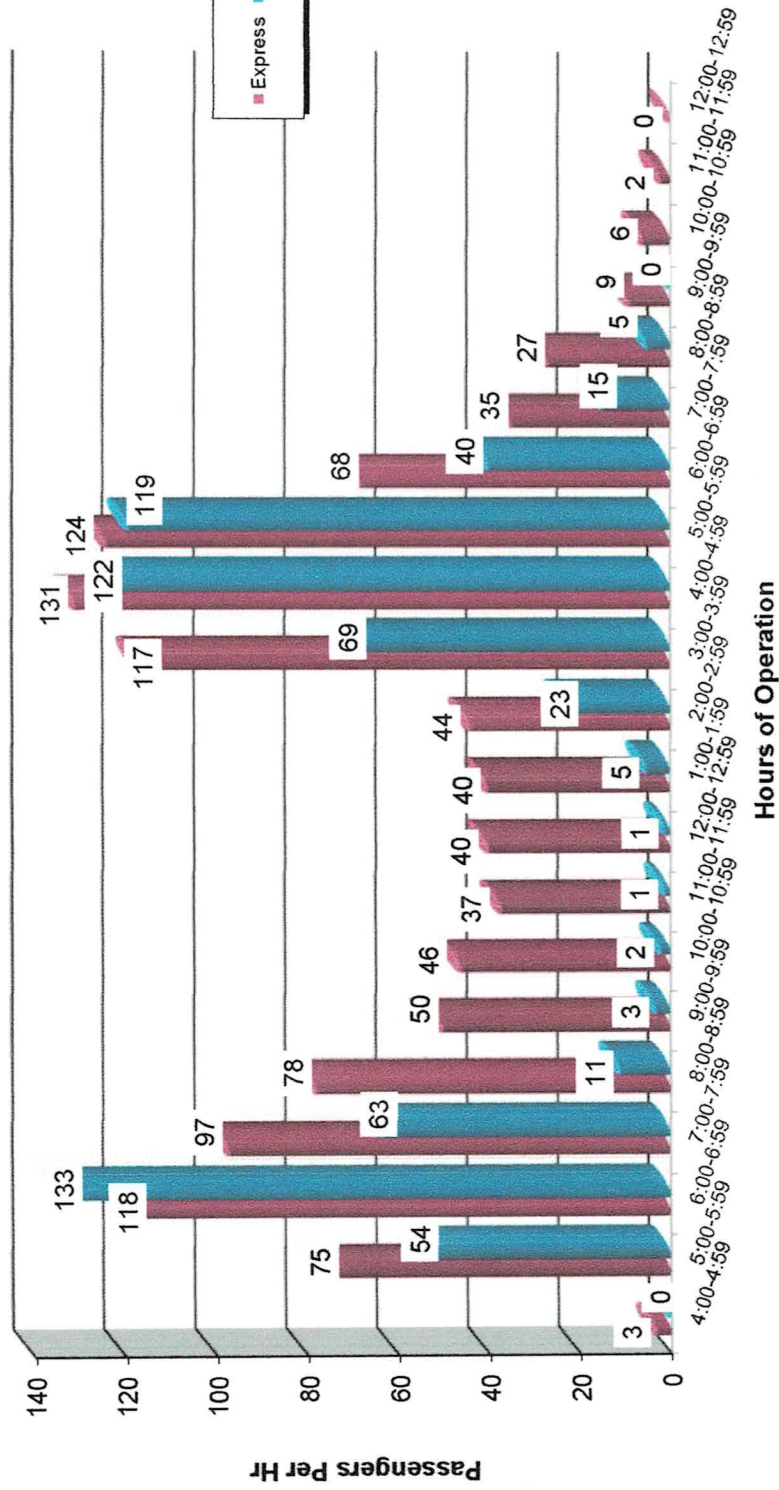
Non-Preventable				Preventable			
Month		FYTD		Month		FYTD	
Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR 0	0	1	5	1	0	7	7
DAR 0	0	0	0	1	0	2	0



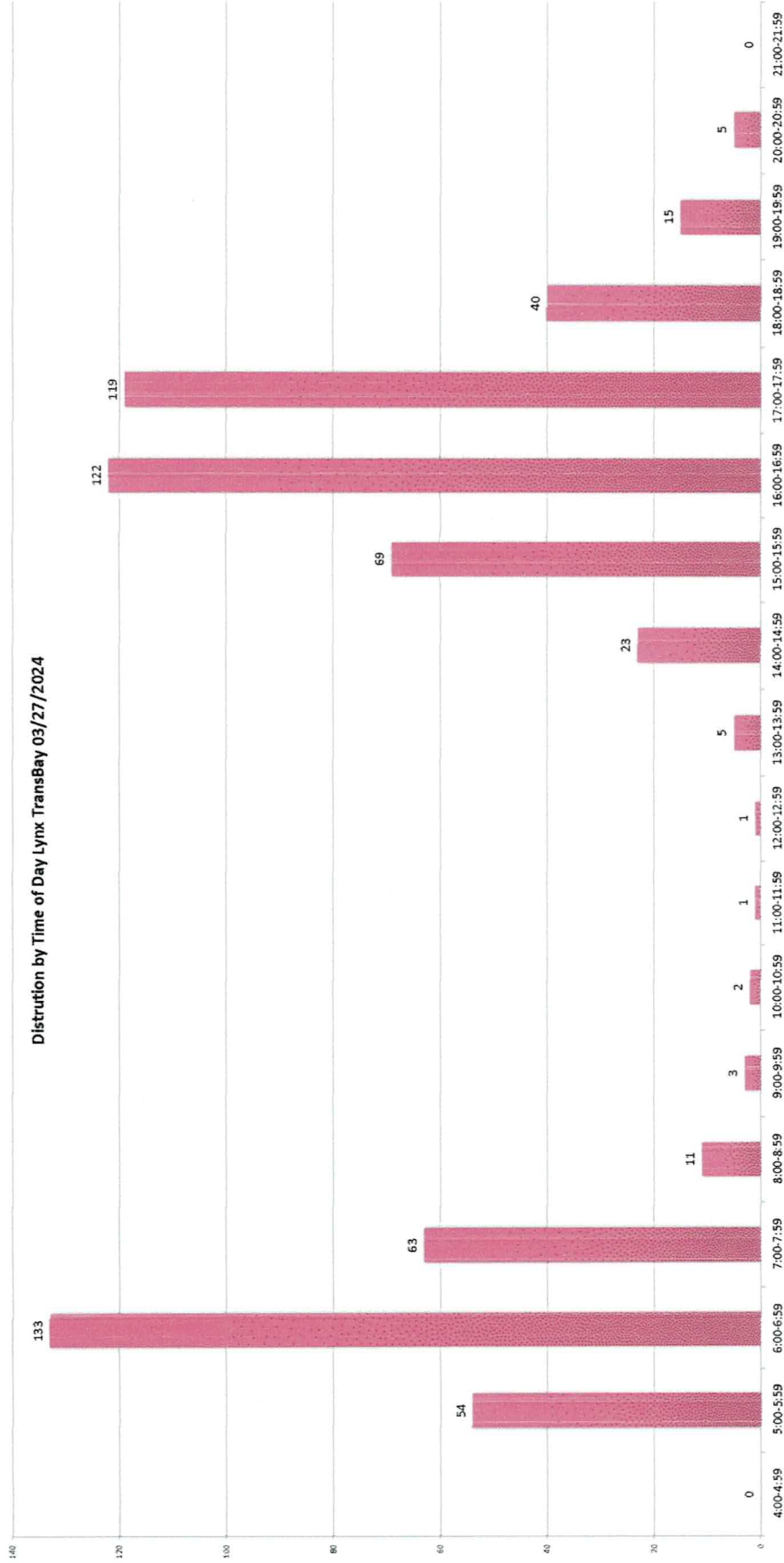
Passenger & Productivity Statistical Report
March, FY 23/24
System
All Routes

Route by Day Type & System	Passengers			Passengers Per Revenue Hour								
	March			Fiscal Year To Date			March			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	2,226	2,227	0.0	17,096	16,710	-2.3	7.1	7.7	8.3	7.0	6.9	-1.7
Route 11 Weekday	3,199	2,857	-10.7	26,197	25,661	-2.0	8.4	8.2	-2.0	8.5	8.3	-2.4
Route 11 Saturday	184	266	44.6	2,330	2,434	4.5	3.8	4.4	16.5	4.4	4.6	3.7
Route 11 Total	3,383	3,123	-7.7	28,527	28,095	-1.5	7.9	7.7	-2.7	7.9	7.7	-1.9
Route 12 Weekday	2,058	2,120	3.0	16,620	16,585	-0.2	6.8	7.6	12.6	7.0	7.0	1.1
Route 15 Weekday	1,263	1,479	17.1	10,479	11,615	10.8	6.4	8.3	30.0	6.5	7.4	12.5
Route 16 Weekday	4,448	4,281	-3.8	32,072	36,341	13.3	6.9	7.2	4.6	6.1	7.0	14.5
Route 19 Saturday	197	248	25.9	2,298	2,369	3.1	3.8	3.9	0.8	4.1	4.2	2.6
Route 30Z Weekday	1,105	1,021	-7.6	9,975	10,275	3.0	3.8	3.8	1.4	4.2	4.3	3.1
Route C3 Weekday	4,591	4,622	0.7	36,362	38,976	7.2	8.1	8.9	8.7	7.9	8.5	7.4
Route DAR Weekday	1,476	1,764	19.5	12,605	13,339	5.8	1.9	1.7	-9.5	1.9	1.8	-7.4
Route DAR Saturday	138	205	48.6	1,591	1,780	11.9	2.2	1.7	-19.4	2.2	1.9	-11.8
Route DAR Total	1,614	1,969	22.0	14,196	15,119	6.5	1.9	1.7	-10.3	2.0	1.8	-7.8
Route J Weekday	14,591	14,123	-3.2	108,101	113,735	5.2	10.8	11.4	5.7	10.0	10.6	6.4
Route J Saturday	1,303	1,836	40.9	15,494	16,236	4.8	9.6	10.9	13.2	10.4	11.0	5.0
Route J Sunday	1,060	1,838	73.4	11,376	14,582	28.2	7.9	11.0	39.7	8.0	9.7	21.2
Route J Total	16,954	17,797	5.0	134,971	144,553	7.1	10.5	11.3	8.2	9.8	10.5	7.4
Route JPX Weekday	9,366	6,602	-29.5	69,980	58,995	-15.7	13.6	10.5	-22.5	12.5	10.6	-15.1
Route JX Weekday		2,237			17,050			6.0			5.2	
Route LYNX Weekday	15,656	12,668	-19.1	118,647	109,985	-7.3	13.2	11.7	-11.3	12.3	11.4	-7.4
Total System-Wide	62,861	60,394	-3.9	491,223	506,668	3.1	8.8	8.2	-7.4	8.3	8.0	-3.7

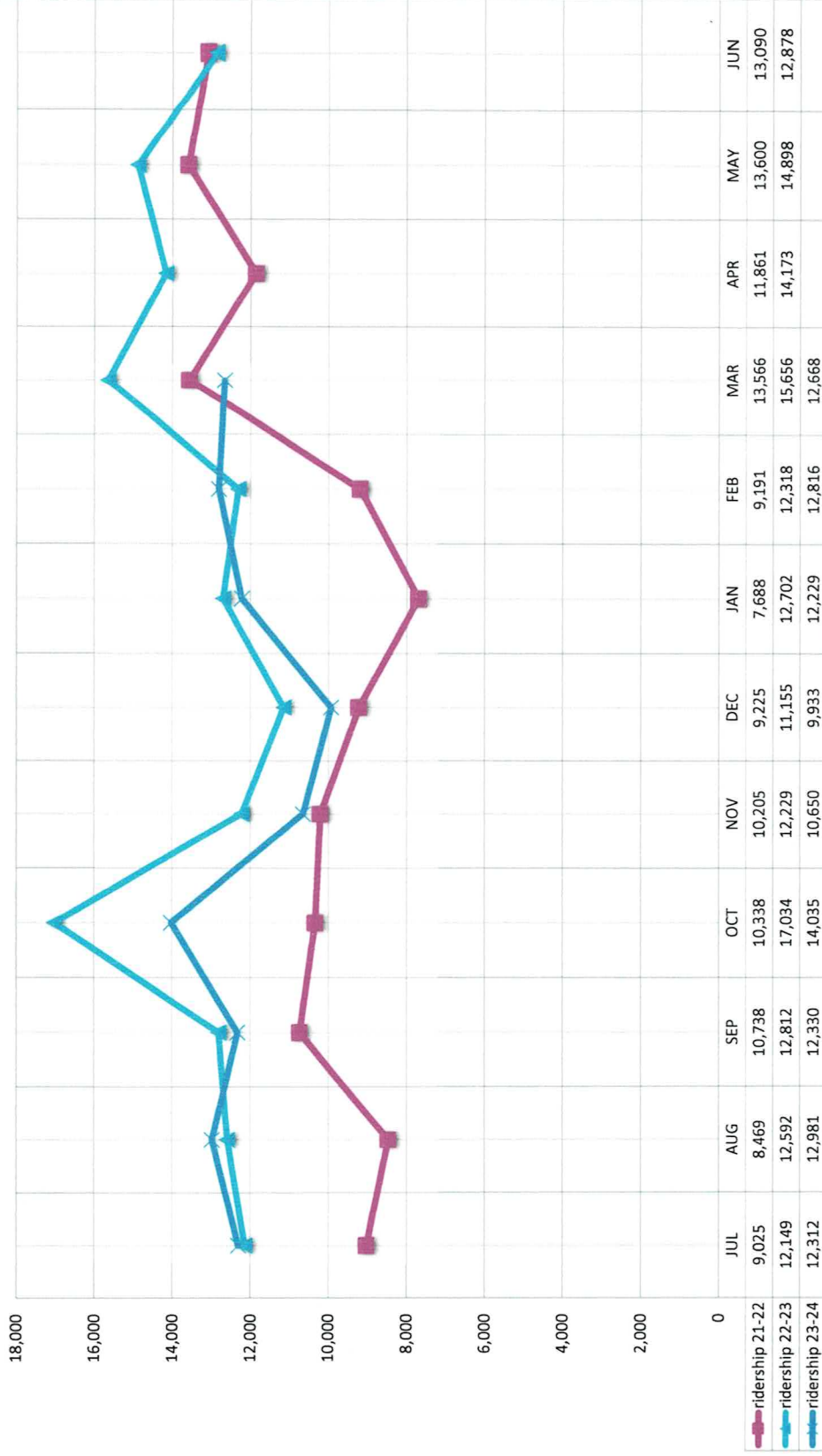
Express Routes (J, JX, JPX), and Lynx Transbay Ridership by Time of Day Date: 03/27/2024



Distrution by Time of Day Lynx TransBay 03/27/2024



WESCAT LYNX TRANSBAY 3YR STATS



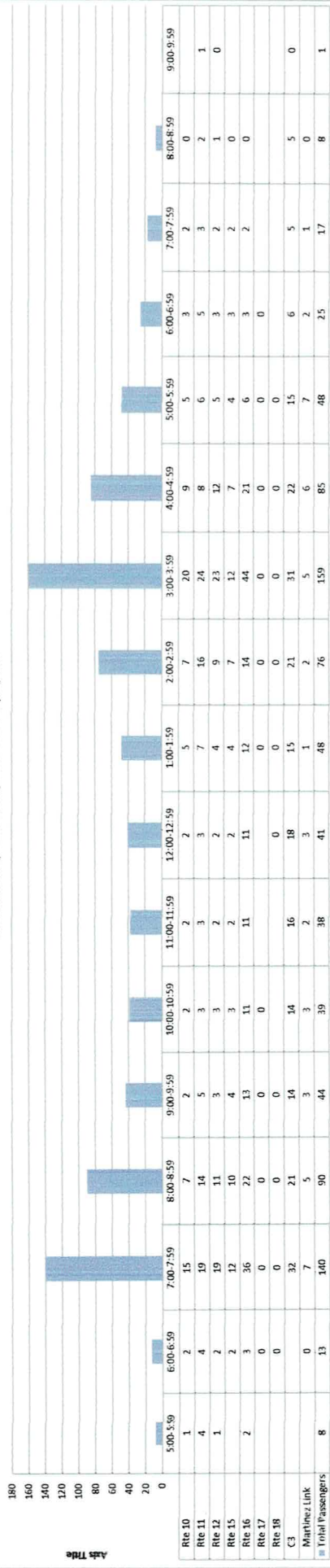
Distribution by Time of Day - Fixed Route

Date: 3/27/2024

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	1	2	15	7	2	2	2	2	5	7	20	9	5	3	2	0	0
Rte 11	4	4	19	14	3	3	3	3	7	16	24	8	6	5	3	2	1
Rte 12	1	2	19	11	3	3	2	2	4	9	23	12	5	3	2	1	0
Rte 15		2	12	10	4	3	2	2	4	7	12	7	4	3	2	0	
Rte 16	2	3	36	22	13	11	11	11	12	14	44	21	6	3	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				
C3			32	21	14	14	16	18	15	21	31	22	15	6	5	5	0
Martinez Link	0	0	7	5	3	3	2	3	1	2	5	6	7	2	1	0	
Total Passengers	8	13	140	90	44	39	38	41	48	76	159	85	48	25	17	8	1

Total Route 10	84
Total Route 11	127
Total Route 12	102
Total Route 15	74
Total Route 16	211
Total Route 17	0
Total Route 18	0
Total C3	235
Martinez Link	47
Total	880

Distribution By Time Of Day Fixed Route 03/27/2024



Distribution by Time of Day - WestCAT Express

Date: 3/27/2024

	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		16	20	14	7							14	22	24	5	5	
JPX		24	48	38	20	17	15	13	15	18	20	39	47	40	22	8	7
J	3	35	50	45	51	33	31	24	25	22	24	64	62	60	41	22	20
Total Passengers	3	75	118	97	78	50	46	37	40	40	44	117	131	124	68	35	27

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				

J	9	6	2	0
Total Passengers	9	6	2	0

JX	127
JPX	391
J	629
Total	1147

Distribution by Time of Day - Lynx Transbay

Date: 3/27/2024

	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	54	133	63	11	3	2	1	1	5	23	69	122	119	40	15	5
Total Passengers	0	54	133	63	11	3	2	1	1	5	23	69	122	119	40	15	5

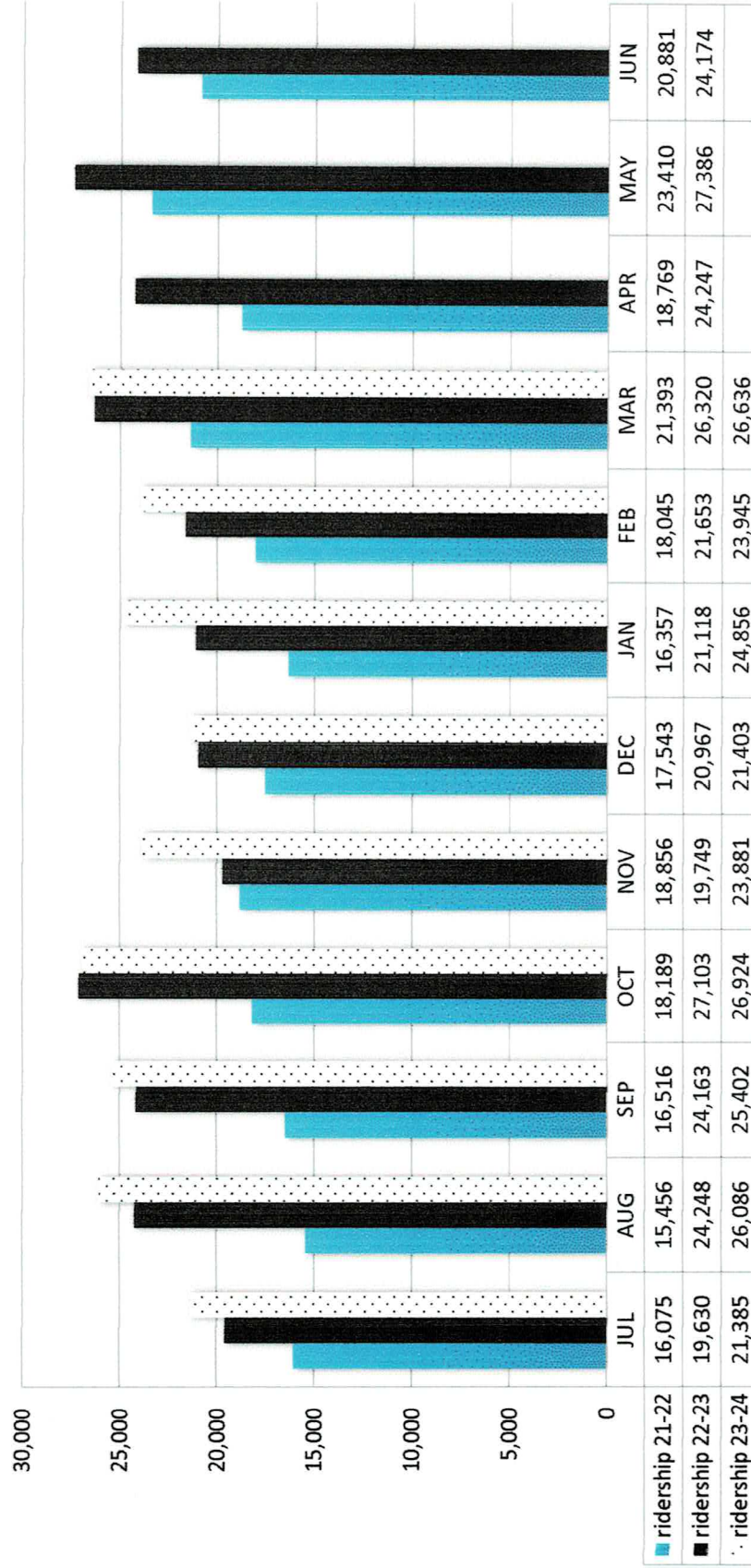
	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx	666
------------	-----



WESTCAT EXPRESS RIDERSHIP

Includes Routes J, JX and JPX



Congratulations Michael West





National Katherine McClary Operator of the Year!

IT'S TIME TO CELEBRATE AND HIGHLIGHT ONE OF OUR FIXED ROUTE DRIVERS, MICHAEL WEST. OUR CONTRACTOR MV TRANSPORTATION, INC. (MV) HAS NAMED MICHAEL WEST THE NATIONAL KATHERINE MCCLARY OPERATOR OF THE YEAR AWARD WINNER FOR 2023.

ESTABLISHED TO HONOR THE MEMORY OF KATHERINE MCCLARY, WHO WAS TRAGICALLY KILLED IN A BUS ACCIDENT IN 2004, MV'S ANNUAL AWARD RECOGNIZES THE SAFEST TRANSIT OPERATORS AT THE COMPANY. AWARD RECIPIENTS ARE CHOSEN FROM MORE THAN 10,000 MV OPERATORS ACROSS NORTH AMERICA.

MICHAEL HAS WORKED AT WESTERN CONTRA COSTA TRANSIT AUTHORITY (WESTCAT) FOR 28 YEARS. WITH AN IMPRESSIVE 27-YEAR ACCIDENT-FREE DRIVING RECORD. HE IS A PROUD MEMBER OF OUR SAFETY COMMITTEE, WHERE HE FREQUENTLY OFFERS SUGGESTIONS ON IMPROVING SAFETY OPERATIONS AND OVERALL CUSTOMER EXPERIENCE. HE HAS NOT ONLY EARNED PRAISE FROM THE COMMUNITY HE SERVES BUT CONSISTENTLY DEMONSTRATES A STRONG COMMITMENT TO SAFETY, AS EVIDENCED BY HIS SATISFACTORY RATINGS IN NUMEROUS EVALUATIONS. HIS ADEPT VEHICLE MANEUVERING, RECOGNIZED BY SAMSARA, FURTHER HIGHLIGHTS HIS DEDICATION TO SAFE DRIVING. "MICHAEL COMES WITH A QUIET DEMEANOR, BUT HIS ATTENTION TO SAFETY SPEAKS LOUDLY. HE IS A ROLE MODEL FOR SAFETY AND EXCELLENCE, AND WE COULD NOT BE PROUDER TO HAVE HIM AS PART OF THIS TEAM," SAID TRESLYIAN EDWARDS, GENERAL MANAGER FOR MV.

Contra Costa County's 2024 EOC Functional Exercise



Staff from WestCAT and MV attended the County's Functional Exercise centered around earthquakes on May 1st. The exercise was an operations-based opportunity to evaluate the emergency operations center and staff capabilities in a realistic, real-time environment.

Upcoming

PROMOTIONS

Summer Youth Pass

SUMMER YOUTH PASS
More Info + Order Online: 511cc.org/youthpass

Only \$30

Ages 6-18



UNLIMITED RIDES JUNE 1 - AUGUST 31, 2024

TRI DELTA TRANSIT WESTCAT County Connection

Brought to you by 511 Contra Costa with funding from CCTA and BAAQMD

SUMMER YOUTH PASS
Go More Places All Summer Long

UNLIMITED RIDES JUNE 1 - AUGUST 31, 2024

TRI DELTA TRANSIT County Connection WESTCAT

More Info + Order Online: 511cc.org/youthpass

Brought to you by 511 Contra Costa with funding from CCTA and BAAQMD

SUMMER YOUTH PASS

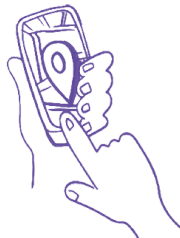
More Info + Order Online: 511cc.org/youthpass

Only \$30

Ages 6-18



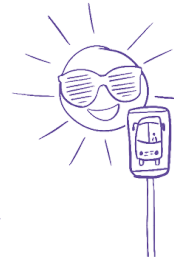
Get Your
Pass



Plan Your
Trip



Unlimited
Rides



All Summer
Long

County
Connection

TRI DELTA TRANSIT

WESTCAT

Brought to you by 511 Contra Costa with funding from CCTA and BAAQMD

Agenda Item 1.5

Staff Report on 2024 LCTOP Local Match for Zero-Emission Bus Purchase

The Low Carbon Transit Operations Program (LCTOP) is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment, particularly in disadvantaged communities.

The Low Carbon Transit Operations Program (LCTOP) was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance, and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. Examples of approved projects:

- Zero emissions vehicle purchases
- Infrastructure required for zero emissions vehicles
- Free or reduced fare days
- Passenger amenities to encourage new ridership and improve access
- Expanded service within a Disadvantaged Community

For FY 23-24, WestCAT is applying for LCTOP funds to provide Local Match funding for upcoming zero-emission bus purchases to comply with the ICT requirement for all transit agencies to gradually transition their fleets to zero-emission technologies by 2040.

Because our purchase of zero-emission buses will begin in late 2026 or 2027, this is a planned rollover project where we plan to accumulate, or “rollover,” LCTOP funds for a period of 3 to 4 years to accumulate sufficient funds to fully fund our Local Match requirement for our first three zero emission vehicle purchases. This aligns with the requirement to begin transitioning our fleet to zero-emission vehicles per the ICT Regulation.

As WestCAT will have vehicles reaching their end of useful life and will need replacement vehicles, and we must begin to transition our fleet to zero-emission buses per The Innovative Clean Transit (ICT) regulations adopted by the California Air Resources Board, Staff recommends approval of the 2024 LCTOP Local Match for Zero-Emission Bus Purchase Project and for the General Manager to submit an LCTOP allocation request for Local Match for zero-emission bus purchases.

REQUESTED ACTION: Approval of the 2024 LCTOP Local Match for Zero-Emission Bus Purchase Project and for the General Manager to submit an LCTOP allocation request for Local Match for Zero-emission bus purchases.

Resolution #24-01

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):
Local Match Zero-Emission Bus Purchase - \$326,140

WHEREAS, the WCCTA is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the WCCTA wishes to delegate authorization to execute these documents and any amendments thereto to Rob Thompson, General Manager.

WHEREAS, the WCCTA wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the WCCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Rob Thompson, General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the WCCTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2023-2024 LCTOP funds:

(Continued to next page)

Project Name: Local Match Zero-Emission Bus Purchase

Amount of LCTOP funds requested: \$326,140

Short description of project: Replacement of diesel engine buses at the end of their useful life with Zero-Emission replacement buses per ICT Regulations

Benefit to a Priority Populations: The project will replace diesel fueled vehicles with zero emission vehicles for local fixed route service. This will reduce tailpipe emissions and provide a more comfortable ride for our customers with the clean vehicles, the highly polluting diesel vehicles can be retired, and the entire service area will benefit from improved air quality.

Amount to benefit Priority Populations: \$163,070

Contributing Sponsors (if applicable): Metropolitan Transportation Commission

Passed this 9th day of May 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

AGENCY BOARD DESIGNEE:

BY: Maureen Toms, Chairperson

WCCTA Board of Directors

May 9, 2024

Date

Staff report Agenda Item 1.6

Formal Adoption of updates to the WCCTAC Joints Powers Agreement

West Contra Costa Transportation Advisory Committee (WCCTAC), is in the process of updating its Joint Powers Agreement (JPA). The JPA was last updated in 2003. WCCTAC's staff, counsel, TAC, and Board proposed changes to this document and sought feedback from member agencies. The bulk of the comments provided by member agencies were incorporated in the redline draft by the WCCTAC Board. At its meeting on October 27, 2023, the WCCTAC Board authorized the transmittal of a redline draft to member agencies for approval. WCCTAC is requesting that all member agencies adopt the proposed changes to the Joint Powers Agreement.

Recommendation: Approval of proposed changes to the WCCTAC Joint Powers Agreement

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

JOINT EXERCISE OF POWERS AGREEMENT

This restatement and amendment of the West Contra Costa Transportation Advisory Committee (WCCTAC) Joint Exercise of Powers Agreement (Agreement) is entered into on this X 28th day of X January, 2023 2003, by and between the City of El Cerrito, a municipal corporation; the City of Hercules, a municipal corporation; the City of Pinole, a municipal corporation; the City of Richmond, a municipal corporation and charter city; the City of San Pablo, a municipal corporation; the County of Contra Costa, a political subdivision of the State of California; the Alameda-Contra Costa Transit District (AC Transit), a transit district organized and existing pursuant to the provisions of the California Public Utilities Code; the San Francisco Bay Area Rapid Transit District (BART), a transit district organized and existing pursuant to the provisions of California Public Utilities Code; and the Western Contra Costa County Transit Authority (WestCAT), a joint exercise of powers authority operating pursuant to Government Code Section 6500, et. seq.; and restates in full those provisions of the original Agreement, except as amended herein.

WITNESSETH:

WHEREAS, in November 1988, the voters of Contra Costa County approved Measure "C" which established and funded a transportation agenda for Contra Costa County; and

WHEREAS, in response to the adoption of Measure "C", the Parties to this Agreement decided to formalize the previously existing West Contra Costa Transportation Advisory Committee as a legal entity created to address transportation issues; and

WHEREAS, on January 28, 2003, the WCCTAC Board restated and amended its Joint Exercise of Power Agreement; and

WHEREAS, on November 2, 2004, the voters of Contra Costa County approved Measure "J" which is the successor to Measure C; and

WHEREAS, each of the public Agencies which are a party to this Agreement, hereafter referred to collectively as the "Parties", or individually as an "Agency", has the power to address transportation issues; and

WHEREAS, each of the Parties to this Agreement believes that a combination of their separate powers and abilities may enable

them to more effectively respond to Measure "JE", the successor to Measure "C", and to address transportation issues; and

WHEREAS, each of the Parties to this Agreement propose by this Agreement to exercise their respective common powers jointly for the purpose of responding to the passage of Measure "JE" and addressing existing and future transportation issues; and

WHEREAS, California Government Code Section 6500, et seq. provides that two or more public Agencies by Agreement may jointly exercise any power that any one of the Agencies could exercise separately; and

WHEREAS, the Parties to this Agreement are desirous of conferring upon a separate legal entity the necessary powers with regard to responding to Measure "JE" and for addressing transportation issues for the benefit of each and all of the Parties.

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT DO AGREE AS FOLLOWS:

1. OBJECTIVE AND COMMISSION

The objective of this Joint Exercise of Powers Agreement is to create a city, county, and transit district transportation agency advisory committee which shall protect and advance the interests of West Contra Costa County communities with regard to transportation issues in general and the utilization of Measure "JE" funds in particular. More specifically, the committee created by this Agreement is commissioned to:

- (A) Assist member Agencies with a coordinated and cooperative implementation of the West Contra Costa Action Plan Updates s-2000;
- (B) Participate in the development and implementation of the Countywide Comprehensive Transportation Plan;
- (C) Initiate "area specific" and/or "project specific" transportation studies/plans where appropriate;
- (D) Assist member Agencies with Congestion Management Program compliance requirements;
- (E) Develop regional strategies and meet regional requirements established by Measure "JE";

- (F) Cooperatively address transportation issues, beyond Measure "~~JE~~" requirements, when said issues affect West Contra Costa County interests;
- (G) Assess the transportation needs of the West Contra Costa County area;
- (H) ~~Consider the development of expanded~~ Develop, expand, or improve West Contra Costa County transit services and Transportation ~~Demand Systems~~ Management (T~~D~~SM) programs;
- (I) Advise the Parties on transportation issues;
- (J) Coordinate the actions and responses of the Parties with regard to transportation issues;
- (K) Formulate transportation policy statements;
- (L) Sponsor educational forums, workshops, ~~TSM Coordinator~~ trainings, and discussions on transportation matters;
- (M) Develop and administer a West Contra Costa Regional T~~D~~SM program to encourage use of alternatives to single occupant commute travel;
- (N) Gather information necessary to carry out the foregoing purposes;
- (O) Oversee the Subregional Transportation Migration Program (STMP) ~~., and~~
- (P) ~~Manage the Richmond Intermodal Station project.~~

2. DEFINITIONS

Certain words as used in this Agreement shall be defined as follows:

- (A) "Agency" shall mean each city, transit district, county or joint exercise of powers authority which is a signatory to this Agreement.
- (B) "Board" or "WCCTAC Board" shall mean the board constituted herein pursuant to this Agreement to administer and execute this Agreement.
- (C) "Congestion Management Program" shall mean the State mandated program which establishes performance

standards and requirements for the transportation system, creates a process to analyze the impact of land use changes on regional transportation, and creates a capital improvement program to maintain the regional transportation system.

- (D) "Countywide ~~Comprehensive~~ Transportation Plan (C~~E~~TP)" shall mean a countywide plan required under Measure "C". The C~~E~~TP is created from the five regional transportation planning committee action plans and is updated every two years.
- (E) "Subregional Transportation Mitigation Program" or "STMP" shall refer to the program under which developer fees are imposed on properties located in the West Contra Costa County area for use in funding transportation mitigation projects.
- (F) "Transportation ~~Demand Systems~~ Management" or "T~~D~~SM" shall mean any combination of measures that are designed to provide information, assistance, and incentives to employees and residents to encourage use of alternatives to single occupant commute travel.
- (G) "T~~D~~SM Ordinance" shall mean the Transportation Demand Systems Management ordinance(s) adopted by West Contra Costa cities and Contra Costa County setting forth the purpose, goal, objectives, requirements, and responsibilities of the West Contra Costa Regional T~~D~~SM Program.
- (H) "West Contra Costa Action Plan Update ~~2000~~" shall mean the regional transportation plan update for West County adopted in any given year~~July 2000~~, required by Measure J~~E~~, and intended to create a framework for member agencies to jointly and cooperatively address regional transportation issues.
- (I) "West Contra Costa Regional T~~D~~SM Program" shall mean a Transportation Demand Systems Management Program managed by the WCCTAC staff on behalf of the member cities with the purpose of reducing vehicle trips and increasing ridesharing and transit usage.

"West Contra Costa Transportation Advisory Committee" also referred to as "WCCTAC" shall mean the public and separate entity created by this Agreement.

(K) "West Contra Costa Transportation Advisory Committee-Technical Advisory Committee" also referred to as "WCCTAC-TAC" shall mean the technical advisory committee to the West Contra Costa Transportation Advisory Committee.

3. HEADINGS

All headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.

4. EFFECTIVE DATE

This restatement and amendment of the WCCTAC Joint Exercise of Powers Agreement shall become effective upon the receipt by the WCCTAC ~~Managing Executive~~ Director of properly executed copies of the Agreement from not less than two-thirds of all member Agencies of WCCTAC.

5. CREATION OF WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

WCCTAC was formally created as a "Joint Powers Agency" in 1990 pursuant to California Government Code Section 6500, et seq. Through this Agreement it is hereby confirmed that the West Contra Costa Transportation Advisory Committee (hereinafter referred to as "WCCTAC") shall exercise in the manner hereinafter set forth the powers common to each of the member Agencies until this Agreement is amended or terminated. WCCTAC shall be a public entity separate from the member Agencies. No debt, liability, or obligation of the WCCTAC shall constitute a debt, liability, or obligation of any member Agency. Each Agency's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as the parties hereto may agree to and direct in accordance with this Agreement.

6. POWERS

The powers of the WCCTAC shall include and be limited to the following:

- (A) to annually adopt a work program along with a budget setting forth all operational expenses for WCCTAC, together with an apportionment of expenses allocated to each Agency. The draft work program and budget of ~~the~~ WCCTAC shall ~~be prepared by April 1 and shall~~ be submitted for review to each member Agency prior to its final adoption by the WCCTAC Board. on or about July 1. ~~Each member Agency shall provide comments to WCCTAC staff concerning the WCCTAC work program and budget by June 1.~~
- (B) to make and enter into contracts;
- (C) to apply for and accept grants, advances, and contributions;
- (D) to employ or contract for the services of agents, consultants, engineers, attorneys, and such other persons or firms as it deems necessary to carry out the objectives of this Agreement;
- (E) to conduct studies and develop plans;
- (F) to develop and administer the West Contra Costa Sub-Regional TDSM program;
- (G) to periodically review transportation plans and TDSM programs and ordinances, and recommend changes thereto; and
- (H) to incur debts, liabilities, or obligations, subject to limitations herein set forth.
- ~~(I)~~ to oversee the West County Subregional Transportation Mitigation Program (STMP).

7. BOUNDARIES

The boundaries of WCCTAC shall be the boundaries as shown in Appendix A which is attached hereto and incorporated herein by this reference.

8. OVERALL ORGANIZATION

The WCCTAC Board shall provide overall policy direction for the coordinated implementation of ~~the~~ West Contra Costa Action Plan Updates s 2000 and decision making for general WCCTAC operations, including implementation of the West Contra Costa Regional TDSM Program.

The WCCTAC Board shall also be the final arbiter in matters related to the implementation of the STMP.
The WCCTAC-TAC shall provide administrative guidance and technical review to the Board. Staff or consultants hired by WCCTAC shall report directly to the WCCTAC Executive Managing Director, or their designee with consultation from the WCCTAC-TAC.

9. WCCTAC ORGANIZATION

(A) WCCTAC Board

WCCTAC shall be governed by the WCCTAC Board which shall exercise all powers and authority on behalf of WCCTAC. The Board is empowered to establish its own procedures. The Board may do any and all things necessary to carry out the purposes of this Agreement.

(1) Members

(a) The Board shall consist of eleven members which shall be allocated in the following manner:

- (i) Three members shall be appointed by the governing body of the City of Richmond;
- (ii) The governing bodies of the cities of El Cerrito, Hercules, Pinole, and San Pablo shall each appoint one member;
- (iii) The governing body of the County of Contra Costa shall appoint one member;
- (iv) The governing bodies of AC Transit and BART shall each appoint one member; and
- (v) The governing body of WestCAT shall appoint one member provided that the WestCAT member (and said member's alternate) shall not be a representative (either elected or non-elected) from either the City of Hercules or the City of Pinole.

(b) Upon execution of this Agreement, the governing body of each Agency shall appoint the appropriate number of its members to serve as members of the Board and an appropriate number of its members to serve as alternate member(s) of the Board to serve in the absence of its regular appointees. Each member and alternate shall hold office from the first meeting of the Board after appointment until a successor is selected. Each member and alternate shall serve at the pleasure of the governing body or bodies of the appointing Agency or Agencies. In the case of members or alternates who are elected officials, if a member or alternate ceases to be an elected official of the member Agency, he or she shall then be ineligible to serve on the WCCTAC Board, and the appointing Agency shall appoint a successor prior to the next Board meeting. Likewise, if a non- elected member or alternate is replaced, said member or alternate shall be ineligible to serve on the WCCTAC Board, and the appointing Agency shall appoint a successor prior to the next Board meeting. ~~Each member and alternate shall serve without compensation.~~

(2) Officers

The WCCTAC Board members shall select from the WCCTAC Board a Chair and Vice Chair who shall hold office for a period of one year, commencing February 1; provided however, that in the event that a member Agency removes from the Board a member serving as an officer, the Board shall appoint a member from the newly constituted Board to fill the vacant office for the remainder of that year.

- (a) Chair. The Chair shall preside at the meetings of the Board; call meetings to order; adjourn meetings; announce the business and the order it is to be acted upon; recognize persons entitled to the floor; put to vote all questions, moved and seconded; announce result of votes; maintain the rules of order; execute documents and official actions on behalf of the Board when duly approved; and carry out other duties set forth in the by-laws.

- (b) Vice Chair. The Vice Chair shall serve as Chair in the absence of the regularly elected Chair.
- (c) Secretary. The WCCTAC Executive Managing Director, or their designee, shall serve as the Secretary and shall prepare, distribute, and maintain minutes of meetings of the WCCTAC Board, the WCCTAC-TAC and any committees of the WCCTAC (or shall contract for such services). The Secretary shall also maintain the official records of the WCCTAC and shall file notices as required by Paragraph 20 of this Agreement.
- (d) Treasurer. WCCTAC shall employ, or contract for, the services of a Treasurer who shall:
 - (i) Report to the WCCTAC Executive Managing Director;
 - (ii) Receive and provide for the receipt of all funds of the WCCTAC and place them in the treasury to the credit and for the account of the WCCTAC;
 - (iii) Be responsible, upon an official bond, for the safekeeping and disbursement of all funds of the WCCTAC;
 - (iv) Pay, when due, out of funds of the WCCTAC, all sums payable on outstanding Revenue Bonds and other indebtedness of the WCCTAC;
 - (v) Pay any other sum duly authorized for payment from funds of the WCCTAC;
 - (vi) Verify and report, in writing, on the first day of July, October, January, and April of each year to the Board and each member, at each meeting s of the end of the preceding month, the amount of funds held for the WCCTAC, the amount of receipts since the last report and the

amount paid out since the last report; and

- (vii) Invest WCCTAC's funds in the manner provided by law and collect interest thereon for the account of the WCCTAC.

(3) Vote

(a) Authorized Voting Members

Each member or designated alternate shall be authorized to vote.

(b) WCCTAC Business

For purposes of decisions related to the regular business of the WCCTAC, including policy decisions, preparation of budgets and expenditures of funds, the City of Richmond shall have three votes; the cities of El Cerrito, Hercules, Pinole, and San Pablo shall have one vote apiece; the County of Contra Costa shall have one vote; AC Transit and BART shall have one vote apiece; and WestCAT shall have one vote. ~~A majority vote of six affirmative votes~~ shall be required for the adoption of any course of action related to the regular business of the WCCTAC.

(c) Appointment of Representatives to the Contra Costa Transportation Authority

Decisions related to determining WCCTAC appointments to the Contra Costa Transportation Authority shall be made only by the participating City and County jurisdictions. In these cases, participating cities and the County shall each have one vote. Under this section, Richmond shall have one vote accordingly. Board members from Richmond shall reach a consensus on any affirmative vote under this section. Four affirmative votes shall be required for any WCCTAC decision related to appointment of representatives to the Contra Costa Transportation Authority. Appointees must be members, or alternates, of the WCCTAC Board.

(4) Meetings of the Board

(a) Regular Meetings

The Board shall meet at least ten times per year unless the necessary business of the Board can be completed with less meetings. The date, hour, and place at which each such regular meeting is held shall be determined by a majority vote by the Board.

(b) Special Meetings

Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.

(b) Notice of Meetings

All meetings of the Board shall be held subject to the provisions of the Ralph M. Brown Act, being California Government Code Sections 54950, et seq., and other applicable laws of the State of California requiring notice of meetings of public bodies to be given.

(c) Minutes

The Board shall cause minutes of all meetings to be kept and shall include the minutes in the next agenda packet, or as soon thereafter as they may be prepared and provided, for approval.

(d) Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business.

(5) Bylaws

The Board shall adopt from time to time such bylaws, rules, or regulations for the conduct of its affairs as may be required.

(B) WCCTAC STAFF

(1) Composition

The WCCTAC shall have a staff consisting of an ~~Managing-Executive~~ Director who shall serve as

the primary staff person. Other staff may include those with expertise in transportation planning, funding, projects, and programs, or administrative and finance support,~~a Transportation Project Specialist and clerical support.~~ In addition, independent consultants and/or interns may be engaged on a continuing or short-term basis, as needed. The ~~Managing~~ Executive Director shall report to the WCCTAC Chair.

(2) Additional Staff

Additional staff may be added with Board approval within budget ~~the~~ constraints ~~. of the then current fiscal year budget.~~

(C) WCCTAC-TAC ORGANIZATION

(1) Composition

The WCCTAC shall have a technical advisory committee which shall be known as the WCCTAC-TAC and which shall be composed of the City Managers of the participating cities or said City Managers' designees; the District Managers of the participating transit authorities or said District Manager's designees; and the County Administrator for Contra Costa County or said County Administrator's designee.

(2) Duties

The WCCTAC-TAC shall study and discuss issues pertaining to WCCTAC and shall make recommendations to the WCCTAC concerning those issues. However, the role of the WCCTAC-TAC in making recommendations to the WCCTAC shall not be deemed to preclude the WCCTAC from considering recommendations from other bodies and concerned individuals.

(3) Officers

The WCCTAC-TAC shall be chaired by the WCCTAC ~~Executive~~ Managing Director.

10. SUPPORT SERVICES

Each of the Agencies shall strive to provide the necessary support to the Board and TAC as may be necessary for the Board and TAC to fulfill ~~its~~ their duties.

11. RESTRICTIONS UPON EXERCISE OF POWER OF BOARD

This Agreement is entered into under the provisions of Title 1, Division 7, Chapter 5, Article I, Section 6500, et seq., of the California Government Code, concerning joint powers Agreements. The powers to be exercised hereunder shall be subject to the restrictions upon the manner of exercising the power of the City of San Pablo.

12. FUNDS, AUDIT AND ACCOUNTING SERVICES

Pursuant to the requirements of Section 6505.5 of the Government Code, the ~~Director of Finance Finance Division Manager~~ of the City of San Pablo is designated to be the depository and to have custody of all WCCTAC funds from whatever source, and to perform the following functions, unless the WCCTAC Board determines otherwise. Fiscal responsibilities shall include the following:

- (A) Receive and receipt for all money for WCCTAC for the credit of the Board;
- (B) Be responsible upon official bond for the safekeeping and disbursement of all Board money so held;
- (C) Pay any sums due from the Board from Board money, or any portion thereof, only upon warrants of the WCCTAC Executive Managing Director. There shall be a limit of ~~\$25,000~~ ~~\$10,000~~ on the amount of warrants which can be issued without Board approval.
- (D) The Finance Division Manager of the City of San Pablo shall be considered the Treasurer of WCCTAC funds unless otherwise determined by the WCCTAC Board. The Treasurer of WCCTAC funds shall have custody of all WCCTAC funds and shall verify and report in writing on the first day of October, January, and April of each year; and within ninety (90) days after the close of the fiscal year ended June 30th, to the Board and to the participating Agencies to this Agreement, the amount of money the Treasurer holds for the Board, the amount of receipts, and the amount paid out since the last report to the Board.

The audit of funds shall be conducted annually in compliance with Section 6505 of the Government Code by an independent certified public accountant qualified to perform on behalf of joint power authorities. There shall be strict accountability of all funds and reporting to the Board of all receipts and disbursements. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for municipalities or counties and the audit shall conform to generally accepted auditing standards.

- (E) The ~~Executive Managing~~ Director and the Treasurer are hereby designated as the persons who have charge of and access to the property of WCCTAC. Each such person shall file with the Board an official bond in an amount to be fixed by the Board. The costs of the bonds shall be paid by WCCTAC.

13. OBLIGATIONS OF THE AGENCIES

Each Agency shall:

- (A) Be liable to the WCCTAC for, upon demand, its proportionate share of expenses based upon the budget adopted by the WCCTAC and member Agencies. Invoices shall be prepared by the WCCTAC ~~Executive Managing~~ Director. The proportionate share of each Agency shall be determined according to the following formula:

City of Richmond	27.2%
City of El Cerrito	9.1%
City of Hercules	9.1%
City of Pinole	9.1%
City of San Pablo	9.1%
County of Contra Costa	9.1%
San Francisco Bay Area	
Rapid Transit	9.1%
District Alameda-Contra	
Costa	9.1%
Transit District	
WestCAT Western	9.1%
Contra Costa Transit	
District	

(B) The WCCTAC Board will recommend a budget to member Agencies each Fiscal Year and, based upon the formula set forth in Paragraph (A) above, WCCTAC shall annually determine the amount of each member Agency's annual proportionate share.

(C) Commencing on July 1, 1994, and continuing with each July 1 thereafter, the WCCTAC Board shall approve a budget which reflects the annual costs and the proportionate share of required funding to be provided by each member Agency. WCCTAC members shall be invoiced annually on or about July 1 for the next fiscal year and their share shall be payable immediately.

14. NON-DISCRIMINATION STATEMENT

WCCTAC promotes equal opportunities in the workplace. WCCTAC is an equal opportunity employer and does not discriminate based on an applicant's, employee's, intern's, or contractor's race, color, religion, sex, sexual orientation, national origin, citizenship, age, physical or mental disabilities, or any other characteristic protected by state or federal law.

15. DISPOSITION OF WCCTAC FUNDS UPON TERMINATION

WCCTAC funds, including any interest earned on deposits, remaining upon termination of this Agreement after payment of all obligations, shall be returned in proportion to the contribution made by each Agency during the term of this Agreement. Decisions of the Board shall be final in this regard.

16. WITHDRAWAL

Any Agency upon sixty (60) days' written notice given to the Chair of WCCTAC may withdraw from this Agreement; provided, however, that the withdrawing Agency shall be liable for its proportionate share of any expenses incurred, up to the date that the termination becomes effective, which exceeds the withdrawing Agency's contribution under Paragraph 13; and provided further, that in no event shall a withdrawing Agency be entitled to a refund of all or any part of its contribution made under Paragraph 13.

17. TERMINATION

(A) This Agreement shall remain in effect indefinitely unless amended or terminated as provided hereunder.

- (B) This Agreement may be terminated by the affirmative vote of the governing bodies of not less than two-thirds of all member Agencies.

18. AMENDMENTS

This Agreement may be amended by the following process:

- (A) The WCCTAC Board shall first consider any and all amendments to this Agreement. A majority vote of the WCCTAC Board shall be required before any recommended amendment to this Agreement is forwarded to the member Agencies for consideration and adoption.
- (B) This Agreement may be amended by an affirmative vote of the governing bodies of not less than two-thirds of all member Agencies.
- (C) Any amendment that is approved shall not become effective until the WCCTAC ~~Executive Managing~~ Director receives properly executed copies of the Agreement from not less than two-thirds of all member Agencies of WCCTAC.

19. NOTICES

All notices to Agencies shall be deemed to have been given when mailed to the governing body of each Agency. Notices to WCCTAC shall be sent to the WCCTAC Board at:

WCCTAC
6333 Potrero Ave. Suite 100
El Cerrito, CA 94609
~~13831 San Pablo Avenue~~
~~San Pablo, CA 94806~~

Should WCCTAC's address of record change, the Executive Director shall provide notices to the Agencies of the change of address. Notices from others to WCCTAC shall be sent to the updated address.

20. FILINGS WITH THE SECRETARY OF STATE

Within 30 days of the effective date of this Agreement, the Chair of WCCTAC shall file with the Office of the California Secretary of State a Notice of a Joint Powers Agreement for WCCTAC pursuant to California Government Code Sections 6505.3 and 6505.7, and a Statement of Facts - Roster of Public Agencies Filing pursuant to California Government Code Section 53051.

IN WITNESS WHEREOF, these signatures attest the parties' Agreement to the provisions of this Joint Exercise of Powers Agreement.



Western Contra Costa
Transit Authority

PROCLAMATION

APPRECIATING THE SERVICES OF MICHAEL WEST

WHEREAS, Michael West has served with distinction as a Fixed Route Bus Operator for the Western Contra Costa Transit Authority (WCCTA) from 11/5/1995; and

WHEREAS, Michael began his career at WCCTA in 1995 working for Dave Transportation, transitioning to Laidlaw Transit in 1998 and to MV Transportation in 2000; and

WHEREAS, MV Transportation established the Katherine McClary Operator Award to honor the memory of Katherine McClary who was tragically killed in a bus accident in 2004. MV's annual award recognizes the safest transit operators at the company. Award recipients are chosen from more than 10,000 MV operators across North America; and

WHEREAS, MV Transportation has named Michael West the national Katherine McClary Operator of the Year for 2023; and

WHEREAS, Michael has an impressive 27-year accident-free driving record, and is a member of the Pinole division local safety committee, where he provides suggestions on how to improve safety and overall customer service; and

WHEREAS, Michael has earned praise from the community he serves, consistently demonstrating a strong commitment to safety, as evidenced by his satisfactory ratings in numerous evaluations; and

WHEREAS, Michael has demonstrated adept vehicle maneuvering, recognized by Samsara, further highlights his dedication to safety

NOW, THEREFORE, BE IT RESOLVED, in honor of Michael being named MV Transportation's national Katherine McClary Operator of the Year for 2023:

We express our deepest appreciation in honor of your dedication and years of loyal service to WCCTA

WCCTA
Chair, Board of Directors

WCCTA
Vice-Chair, Board of Directors

Agenda Item 2.2

Staff Report on Amendment 2 to Agreement for Provision of Public Transit Services between WCCTA and MV Transportation, Inc.

The initial term of the agreement between WCCTA and MV Transportation is 3 years and 9 months, with an additional three one-year options that WCCTA can exercise at its sole discretion. The initial term has entered its final year and expires on June 30, 2024. This Amendment has been prepared jointly by WCCTA and MV staff to allow WCCTA to exercise our contractual option to extend the Agreement for one additional option year, for the period July 1, 2024 to June 30 2025

Staff determined that the current wage scale was insufficient in hiring and retaining qualified transit operational support staff. (Road Supervisors and Dispatchers). This amendment proposes a slight change in the wage scales for these positions to bring them more in line with industry standards

The *Variable Rate*, which is the amount paid per service hour, will increase from \$59.73 to \$61.43, which is a 2.8% increase. This directly relates to the Increase in Operator wages and the *Fixed Monthly* cost will increase from \$281,670.41 to \$297,332.39, which is a 5.3% increase. This larger increase is a result of the increase in wages and benefits for the Road Supervisors and Dispatch staff. These additional costs are the directly related costs to wages and associated taxes and benefits, no other monetary changes are proposed.

The proposed amendment reflects the continued partnership between WCCTA and MV in addressing the ongoing pressures imposed by the tight labor market. Both parties have made the necessary adjustments to remain competitive in attracting and retaining drivers, mechanics, and other key staff during the continued period of driver shortages.

WCCTA staff anticipated these cost increases when drawing up the upcoming fiscal year budget and therefore no budget revisions are required at this time. After reviewing the proposed rates, WCCTA staff believe that approving this amendment will allow for our continued partnership with MV Transportation.

Recommended Action: Staff Recommends the Approval of Amendment 2 to the Agreement for Provision of Public Transit Services between WCCTA and MV Transportation and Authorize the General Manager to sign the Amendment.

AGREEMENT FOR THE PROVISION OF FIXED-ROUTE AND PARATRANSIT SERVICE

AMENDMENT NO. 2

THIS AMENDMENT NO. 2 (this “Amendment”) is made effective this ____ day of May, 2024 (the “Effective Date”) by and between MV Transportation, Inc., a California corporation (“MV”) and The Western Contra Costa Transit Authority “WCCTA”). WCCTA and MV may each be referred to hereinafter individually as a “Party” or collectively as the “Parties.”

WHEREAS, WCCTA and MV are parties to that certain Agreement referred to above and dated September 25, 2020 (the “**Original Agreement**”), as amended by that certain Amendment No. 1, dated January 23, 2024 (“**Amendment No. 1**”) (collectively, the “**Agreement**”), pursuant to which MV provides certain transportation services to WCCTA; and

WHEREAS, WCCTA wishes to exercise its contractual option to extend the Agreement for one additional option year, for the period July 1, 2024 to June 30, 2025, and

WHEREAS, the Parties wish to amend the Agreement on the terms and subject to the conditions set forth herein.

AGREEMENTS:

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, WCCTA and MV agree as follows:

1. **Defined Terms.** Capitalized terms used, but not otherwise defined herein, shall have the meaning(s) ascribed to them in the Agreement.
2. **Modifications.** The Agreement is modified as follows:
 - a. **Total Vehicle Hours.** Pursuant to Section 3 of the Original Agreement, Total Vehicle Hours’s are hereby reduced by 7.5%.
 - b. **Term.** WCCTA hereby exercises its first (1st) option term such that the Term of the Agreement is extended from July 1, 2024 through June 30, 2025.
 - c. **Compensation.** The Parties agree to an equitable adjustment to MV’s rates for Road Supervisors, Dispatchers and Maintenance personnel effective June 1, 2024. The total cost of the Agreement shall be adjusted upward to reflect the Proposed rate increases as shown on **ExhibitA**.
3. **Ratification; No Waiver.** Except as expressly modified hereby, the Agreement and all documents, instruments, and agreements related thereto are hereby ratified

and confirmed in all respects and shall continue in full force and effect. The execution, delivery, and effectiveness of this Amendment shall not operate as a waiver of any right, power, or remedy of either Party hereto under the Agreement, nor constitute a waiver of any provision of the Agreement. The Agreement shall, together with this Amendment, be read and construed as a single agreement. All references in the Agreement and any related documents, instruments, and agreements shall hereafter refer to the Agreement as modified hereby.

4. **Authority.** Each Party hereto represents and warrants that the execution and delivery by such Party of this Amendment and the performance by such Party of all of its agreements and obligations under the Agreement as modified hereby are within the organizational authority of such Party and have been duly authorized by all necessary organizational action on the part of such Party.
5. **Counterparts; Effectiveness.** This Amendment may be executed in one or more counterparts (including by means of telecopied signature page or as a PDF or similar attachment to an electronic communication), all of which shall be considered one and the same agreement, and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Parties.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the date first written above.

MV TRANSPORTATION, INC.

By: _____
Name: _____
Title: _____

**THE WESTERN CONTRA COSTA TRANSIT
AUTHORITY**

By: _____
Name: _____
Title: _____

Approved as to form:

Exhibit A

Pinole, CA - Wage Increase Request - Impact Year 5

Extension Pricing Year 5

Hourly Rate	\$	59.25
Increase 2023	\$	2.18
Revised Hourly Rate	\$	61.43

Anticipated Hours 92,000

Variable Cost \$ 5,651,560.00

Fixed Cost	\$	3,360,653.00
Increase 2023	\$	121,600.86
Revised Fixed Cost	\$	3,482,253.86

Projected Wage Increases FY 24

Dispatch	\$25,428.76
Road Supervisors	\$60,306.12
Total Increase	\$85,734.88

Revised Fixed Cost \$ 3,567,988.74

Total Contract Cost \$ 9,219,548.74

Pinole, CA - Wage Increase Request

Dispatch	\$25,428.76	Hourly Increase
-----------------	--------------------	------------------------

Dispatch Wage increases:

Starting Wage from	\$26.52	to	\$28.520	\$2.00
Average Wage from	\$27.43	to	\$29.682	

Road Supervisor	\$60,306.12
------------------------	--------------------

Road Supervisor Wage increases:

Starting Wage from	\$27.31	to	\$29.31	\$2.00
Average Wage from	\$29.31	to	\$34.73	

**Fully Burdened includes Payroll Taxes, WC, PTO/Vacation/Sick*

Total Wage Increase	\$85,734.88
----------------------------	--------------------

	Contract 7.1.24	Variance	% Increase
Variable Rate	\$ 61.43		

Monthly Fixed Rate	\$ 290,187.82		
Requested Increase	\$ 7,144.57	\$ 7,144.57	2%
Revised Rate	\$ 297,332.39	\$ 297,332.39	

Total Monthly Fixed Cost	\$ 297,332.39
---------------------------------	----------------------

Agenda Item 2.3

Staff Report: Presentation and Discussion of 3rd 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 3rd Quarter of the Fiscal Year (Jan-Mar) corresponding to those in the adopted FY23-24 Operations Budget. The report documents that both 3rdQuarter 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 Nine Months Ending March 31, 2024

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget
Operating Expenses - Functional					
<u>Operations:</u>					
Outside Services, Operations	33,225.56	101,688.42	182,000.00	80,311.58	44.13
Fuel & Lubricants	364,909.74	1,166,974.11	2,219,300.00	1,052,325.89	47.42
Tires & Tubes	28,080.64	105,801.96	210,000.00	104,198.04	49.62
Postage, Operations	215.19	635.13	800.00	164.87	20.61
Other Mat & Supplies, Oper	39.93	223.29	2,400.00	2,176.71	90.70
Utilities, Operations	14,526.48	47,495.92	93,200.00	45,704.08	49.04
Telephone, Operations	5,950.90	17,595.37	30,100.00	12,504.63	41.54
Insurance, Operations	152,597.48	516,775.54	605,521.00	88,745.46	14.66
Purchased Transportation, Oper	2,220,413.22	6,042,345.56	7,837,856.00	1,795,510.44	22.91
Marketing & Advertising, Oper	1,511.27	11,718.46	62,500.00	50,781.54	81.25
Miscellaneous Exp, Operations	54.50	254.49	1,200.00	945.51	78.79
Rentals & Leases, Operations	26,516.17	79,548.51	120,000.00	40,451.49	33.71
Clipper/Shopify/mtot fees, Ops	15,128.09	49,363.13	101,100.00	51,736.87	51.17
1. Operations	2,863,169.17	8,140,419.89	11,465,977.00	3,325,557.11	29.00
<u>Vehicle Maintenance:</u>					
Outside Service, Vehicle Maint	33,875.88	235,292.99	323,000.00	87,707.01	27.15
Other Mat & Supplies, Veh Main	172,754.04	459,901.32	350,000.00	(109,901.32)	(31.40)
Purchased Transp, Veh Maint	252,670.74	758,012.22	1,010,683.00	252,670.78	25.00
Miscellaneous Exp, Veh Maint	0.00	1,253.04	0.00	(1,253.04)	0.00
Rentals & Leases, Veh Maint	0.00	0.00	0.00	0.00	0.00
2. Vehicle Maintenance	459,300.66	1,454,459.57	1,683,683.00	229,223.43	13.61
<u>Non-Vehicle Maintenance:</u>					
Other Salaries, Non-Veh Maint	39,726.38	117,569.96	192,916.00	75,346.04	39.06
Other Paid Absences, Non-Veh	4,361.44	11,352.08	0.00	(11,352.08)	0.00
Fringe Benefits, Non-Veh Maint	13,159.28	28,725.10	31,916.00	3,190.90	10.00
Pension Benefits, Non-Veh Mai	5,070.99	13,917.59	27,346.00	13,428.41	49.11
Other Salaries, Non-Veh, Comp	12,712.40	39,585.19	54,184.00	14,598.81	26.94
Other Paid Abs, Non-Veh, Comp	833.60	2,500.80	0.00	(2,500.80)	0.00
Pension Benefit, Non-Veh, Com	1,040.33	1,188.44	9,154.00	7,965.56	87.02
Fringe Benefits, Non-Veh, Com	2,639.08	8,586.59	11,684.00	3,097.41	26.51
Outside Service, Non-Veh Maint	8,847.78	37,724.46	63,800.00	26,075.54	40.87
O/S Service, Non-Veh, Compute	1,380.28	16,972.42	66,000.00	49,027.58	74.28
Other Mat&Suppl, Non-Veh Mai	6,788.18	25,351.73	17,000.00	(8,351.73)	(49.13)
OtherMat&Sup-Non-Veh, Comp	1,845.61	14,018.20	10,000.00	(4,018.20)	(40.18)
Misc. Exp, Non-Veh Maint	0.00	0.00	500.00	500.00	100.00
3. Non-Vehicle Maintenance	98,405.35	317,492.56	484,500.00	167,007.44	34.47
<u>General Administration:</u>					
Other Salaries & Wages, Admin	183,700.27	519,822.30	1,038,200.00	518,377.70	49.93
Other Paid Absences, Admin	28,463.01	82,352.96	0.00	(82,352.96)	0.00
ADA, Sec 15 Data, SRTP, Admi	0.00	0.00	0.00	0.00	0.00
Pension Benefits, Admin	31,348.32	94,044.96	169,200.00	75,155.04	44.42
Fringe Benefits, Admin	48,163.58	121,562.46	218,800.00	97,237.54	44.44
Outside Services, Admin	(2,705.23)	49,643.13	81,300.00	31,656.87	38.94
Postage, Admin	107.62	325.83	650.00	324.17	49.87
Other Mat & Supplies, Admin	661.46	2,032.16	4,800.00	2,767.84	57.66
Utilities, Admin	7,184.26	23,650.09	45,375.00	21,724.91	47.88
Telephone, Admin	2,975.45	8,797.65	15,000.00	6,202.35	41.35
Insurance, Admin	3,955.01	11,865.03	13,400.00	1,534.97	11.46
Dues & Subscriptions, Admin	9,820.55	52,393.55	52,500.00	106.45	0.20
Travel Expense, Admin	84.87	4,392.03	10,000.00	5,607.97	56.08

WCCTA - WestCAT
Income Statement
For the Nine Months Ending March 31, 2024

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget
Marketing & Advertising, Admi	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp, Admin	(1.64)	465.47	1,300.00	834.53	64.19
Rentals & Leases, Admin	974.37	2,947.72	6,500.00	3,552.28	54.65
Other Exp, Over/Short, Admin	0.00	0.00	0.00	0.00	0.00
4. General Administration	317,470.95	981,546.59	1,672,025.00	690,478.41	41.30
5. Total Expenses	3,738,346.13	10,893,918.61	15,306,185.00	4,412,266.39	28.83
Operating Expenses - Object Class					
Other Salaries, Vehicle Maint	0.00	0.00	0.00	0.00	0.00
Other Salaries, Non-Veh Maint	39,726.38	117,569.96	192,916.00	75,346.04	39.06
Other Salaries, Non-Veh, Comp	12,712.40	39,585.19	54,184.00	14,598.81	26.94
Other Salaries & Wages, Admin	183,700.27	519,822.30	1,038,200.00	518,377.70	49.93
Other Paid Absences, Veh Maint	0.00	0.00	0.00	0.00	0.00
Other Paid Absences, Non-Veh	4,361.44	11,352.08	0.00	(11,352.08)	0.00
Other Paid Abs, Non-Veh, Comp	833.60	2,500.80	0.00	(2,500.80)	0.00
Other Paid Absences, Admin	28,463.01	82,352.96	0.00	(82,352.96)	0.00
6. Labor	269,797.10	773,183.29	1,285,300.00	512,116.71	39.84
Pension Benefits, Maint	0.00	0.00	0.00	0.00	0.00
Pension Benefits, Non-Veh Mai	5,070.99	13,917.59	27,346.00	13,428.41	49.11
Pension Benefit, Non-Veh, Com	1,040.33	1,188.44	9,154.00	7,965.56	87.02
Pension Benefits, Admin	31,348.32	94,044.96	169,200.00	75,155.04	44.42
Fringe Benefits, Veh Maint	0.00	0.00	0.00	0.00	0.00
Fringe Benefits, Non-Veh Maint	13,159.28	28,725.10	31,916.00	3,190.90	10.00
Fringe Benefits, Non-Veh, Com	2,639.08	8,586.59	11,684.00	3,097.41	26.51
Fringe Benefits, Admin	48,163.58	121,562.46	218,800.00	97,237.54	44.44
7. Fringe Benefits	101,421.58	268,025.14	468,100.00	200,074.86	42.74
<u>Services:</u>					
Outside Services, Operations	33,225.56	101,688.42	182,000.00	80,311.58	44.13
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	33,875.88	235,292.99	323,000.00	87,707.01	27.15
Outside Service, Non-Veh Maint	8,847.78	37,724.46	63,800.00	26,075.54	40.87
O/S Service, Non-Veh, Compute	1,380.28	16,972.42	66,000.00	49,027.58	74.28
Outside Services, Admin	(2,705.23)	49,643.13	81,300.00	31,656.87	38.94
8. Services	74,624.27	441,321.42	716,100.00	274,778.58	38.37
9. Fuel/Lubricants	364,909.74	1,166,974.11	2,219,300.00	1,052,325.89	47.42
10. Tires and Tubes	28,080.64	105,801.96	210,000.00	104,198.04	49.62
<u>Other Materials & Supplies:</u>					
Postage, Operations	215.19	635.13	800.00	164.87	20.61
Postage, Admin	107.62	325.83	650.00	324.17	49.87
Other Mat & Supplies, Oper	39.93	223.29	2,400.00	2,176.71	90.70

WCCTA - WestCAT
Income Statement
For the Nine Months Ending March 31, 2024

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget
Other Mat & Supplies, Veh Main	172,754.04	459,901.32	350,000.00	(109,901.32)	(31.40)
Other Mat&Suppl, Non-Veh Mai	6,788.18	25,351.73	17,000.00	(8,351.73)	(49.13)
OtherMat&Sup-Non-Veh, Comp	1,845.61	14,018.20	10,000.00	(4,018.20)	(40.18)
Other Mat & Supplies, Admin	661.46	2,032.16	4,800.00	2,767.84	57.66
11. Other Materials & Supplie	182,412.03	502,487.66	385,650.00	(116,837.66)	(30.30)
<u>Utilities:</u>					
Utilities, Operations	14,526.48	47,495.92	93,200.00	45,704.08	49.04
Utilities, Admin	7,184.26	23,650.09	45,375.00	21,724.91	47.88
Telephone, Operations	5,950.90	17,595.37	30,100.00	12,504.63	41.54
Telephone, Admin	2,975.45	8,797.65	15,000.00	6,202.35	41.35
12. Utilities	30,637.09	97,539.03	183,675.00	86,135.97	46.90
<u>Purchased Transportation:</u>					
Purchased Transportation, Oper	2,220,413.22	6,042,345.56	7,837,856.00	1,795,510.44	22.91
Purchased Transp, Veh Maint	252,670.74	758,012.22	1,010,683.00	252,670.78	25.00
13. Purchased Transportation	2,473,083.96	6,800,357.78	8,848,539.00	2,048,181.22	23.15
<u>Casualty & Liability:</u>					
Insurance, Operations	152,597.48	516,775.54	605,521.00	88,745.46	14.66
Insurance, Admin	3,955.01	11,865.03	13,400.00	1,534.97	11.46
14. Casualty & Liability	156,552.49	528,640.57	618,921.00	90,280.43	14.59
<u>Leases & Rentals:</u>					
Rentals & Leases, Operations	26,516.17	79,548.51	120,000.00	40,451.49	33.71
Rentals & Leases, Veh Maint	0.00	0.00	0.00	0.00	0.00
Rentals & Leases, Admin	974.37	2,947.72	6,500.00	3,552.28	54.65
15. Leases & Rentals	27,490.54	82,496.23	126,500.00	44,003.77	34.79
<u>Other Object Class Expense:</u>					
Dues & Subscriptions, Admin	9,820.55	52,393.55	52,500.00	106.45	0.20
Travel Expense, Admin	84.87	4,392.03	10,000.00	5,607.97	56.08
Clipper/Shopify/mtot fees, Ops	15,128.09	49,363.13	101,100.00	51,736.87	51.17
Fees, Admin	2,739.05	7,251.25	15,000.00	7,748.75	51.66
Other Exp, Over/Short, Admin	0.00	0.00	0.00	0.00	0.00
Marketing & Advertising, Oper	1,511.27	11,718.46	62,500.00	50,781.54	81.25
Marketing & Advertising, Admi	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp, Operations	54.50	254.49	1,200.00	945.51	78.79
Miscellaneous Exp, Veh Maint	0.00	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	(1.64)	465.47	1,300.00	834.53	64.19
17. Other Object Class Expen	29,336.69	127,091.42	244,100.00	117,008.58	47.93
18. TOTAL Expenses	3,738,346.13	10,893,918.61	15,306,185.00	4,412,266.39	28.83
REVENUES - OPERATING					
<u>Farebox:</u>					
Passenger Fares, Cash, FR	297,419.50	915,268.03	1,250,000.00	334,731.97	26.78

WCCTA - WestCAT
Income Statement
For the Nine Months Ending March 31, 2024

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget
Passenger Fares, Cash, DAR	7,383.09	18,034.04	0.00	(18,034.04)	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	398.00	1,017.00	0.00	(1,017.00)	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	305,200.59	934,319.07	1,250,000.00	315,680.93	25.25
<u>Non-Farebox:</u>					
Advertising Revenues	24,070.57	36,570.57	30,000.00	(6,570.57)	(21.90)
Interest Income	12,213.45	58,140.00	30,000.00	(28,140.00)	(93.80)
Misc. Non-Transp. Revenues	0.00	0.00	0.00	0.00	0.00
22. Non-Farebox	36,284.02	94,710.57	60,000.00	(34,710.57)	(57.85)
<u>Measure J Operating Funds:</u>					
Measure J Operating Funds, FR	477,327.50	1,431,982.50	1,749,792.00	317,809.50	18.16
Measure J Operating Funds, DA	151,540.25	454,620.75	552,806.00	98,185.25	17.76
23. Measure J Operating Fun	628,867.75	1,886,603.25	2,302,598.00	415,994.75	18.07
<u>TDA Operating Funds:</u>					
TDA Operating Assistance	1,164,965.00	3,494,895.00	4,659,860.00	1,164,965.00	25.00
TDA 4.5 Oper Assist, DAR	44,183.00	132,549.00	176,732.00	44,183.00	25.00
25. TDA Operating Funds	1,209,148.00	3,627,444.00	4,836,592.00	1,209,148.00	25.00
<u>STA Operating Funds:</u>					
STA Operating Assistance	478,923.00	809,089.50	660,333.00	(148,756.50)	(22.53)
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	632,694.75	836,093.00	203,398.25	24.33
26. STA Operating Funds	689,821.25	1,441,784.25	1,496,426.00	54,641.75	3.65
<u>Bridge Tolls</u>					
RM3 Funds	0.00	0.00	1,145,359.00	1,145,359.00	100.00
RM2 Funds	235,257.75	705,774.25	941,033.00	235,258.75	25.00
27. Bridge Tolls	235,257.75	705,774.25	2,086,392.00	1,380,617.75	66.17
<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	273,178.00	504,127.00	777,305.00	273,178.00	35.14
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	273,178.00	504,127.00	777,305.00	273,178.00	35.14

WCCTA - WestCAT
Income Statement
For the Nine Months Ending March 31, 2024

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget
<u>Other Federal, State, Local Non-Operator Funds:</u>					
Low Carbon Transit Oper Prog	4,817.14	8,989.23	144,839.00	135,849.77	93.79
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	4,817.14	8,989.23	144,839.00	135,849.77	93.79
<u>Other Operator Funds:</u>					
BART Feeder Bus Oper. Funds	552,259.00	1,656,777.00	2,352,033.00	695,256.00	29.56
30. Other Operator Funds	552,259.00	1,656,777.00	2,352,033.00	695,256.00	29.56
TOTAL Revenue	3,934,833.50	10,860,528.62	15,306,185.00	4,445,656.38	29.04
32. Net Operating Surplus (De	196,487.37	(33,389.99)	0.00	33,389.99	0.00

Staff Report: 23-24 Adjusted Operating Budget and FY24-25 Proposed Operating and Capital Budget

WCCTA's FY24-25 Operating and Capital Budget will be reviewed by the Finance and Administration Committee prior to the Board meeting. The Budget packet includes the resolution that allows WCCTA to formally apply for the necessary funds through the Metropolitan Transportation Commission (MTC and the submittal of a TDA claim) to that effect.

The budget as presented includes adjustments to the FY23-24 operating budget to reflect current projections of revenues and expenses, the Operating and Capital budget for FY24-25, and a multiyear forecast of revenues and expenses. Staff has taken a conservative approach to forecasting while still presenting a budget that serves to meet the needs of the WCCTA transit riders.

Budget Summary:

WCCTA's budget for July 1, 2024, to June 30, 2025 (Fiscal Year 2025) proposes \$15.5 million in operational expenses for fixed route and paratransit services with revenues to offset these costs. An additional \$0.02 million is proposed in capital expenditures and associated revenue in the budget year.

The proposed FY 2025 budget is based on currently projected ridership and financial forecasts. While federal stimulus funds provided much-needed relief from the worst of the financial impacts of the pandemic, changing travel patterns and work-from-home trends have made a lasting impact on the way transit is utilized in the community and the larger region. State and local revenues are not expected to meet pre-pandemic projections over the upcoming period. Even if reliable revenue streams return, it is important to remember that contractual and inflationary factors that drive expense growth for WCCTA continue to increase.

The operating expense budget of \$15.5 million is a 5.3 percent increase over the FY 2024 budget and includes a slight drop in service levels as projected revenues have not kept pace with increases in Purchased Transportation and general inflationary costs. The capital budget of \$0.02 million includes information technology upgrade plans funded by TDA capital funds.

Table 1: Budget Summary

WestCAT

**WESTERN CONTRA COSTA TRANSIT AUTHORITY
FY 2025 BUDGET SUMMARY**

	FY 2023 Actuals	FY 2024 Budget	FY 2024 Estimated Actuals	FY 2025 Proposed Budget	% Over/Under Prior Year Budget
Operating Budget					
Operations	\$ 9,776,355	\$ 11,465,977	\$ 10,784,519	\$ 11,199,979	3.9%
Vehicle Maintenance	\$ 1,560,152	\$ 1,683,683	\$ 1,993,783	\$ 2,119,486	6.3%
Non-Vehicle Maintenance	\$ 433,867	\$ 484,500	\$ 473,800	\$ 523,800	10.6%
General Administration	\$ 1,401,566	\$ 1,672,025	\$ 1,450,520	\$ 1,671,980	15.3%
Subtotal	\$ 13,171,940	\$ 15,306,185	\$ 14,702,622	\$ 15,515,245	5.5%
Capital Budget					
Revenue Fleet	\$ 89,694	\$ -	\$ -	\$ -	0.0%
Non Revenue Fleet	\$ -	\$ -	\$ 188,000	\$ -	-100.0%
Facility Maintenance & Modernization	\$ 483,992	\$ 90,000	\$ -	\$ -	0.0%
Information Technology	\$ -	\$ 60,000	\$ 84,000	\$ 2,000	-97.6%
ZEB Infrastructure	\$ -	\$ -	\$ 15,000	\$ -	-100.0%
Maintenance Equipment & Tools	\$ 11,210	\$ 125,000	\$ 51,000	\$ -	-100.0%
Office Furniture & Equipment	\$ 19,257	\$ 7,000	\$ 7,000	\$ -	-100.0%
Subtotal	\$ 604,153	\$ 282,000	\$ 345,000	\$ 2,000	-99.4%
Grand Total	\$ 13,776,093	\$ 15,588,185	\$ 15,047,622	\$ 15,517,245	3.1%

Note: New capital budget categories added in FY24.

Operating Revenues:

The budgeted revenues are equivalent to the expenditures because of how Transportation Development Act (TDA) revenue is utilized as needed. Table 2 provides descriptions of each revenue category and assumptions for the budgeted and forecasted amounts.

Table 2: Operating Revenues

Category	Description	Assumptions
Fares	Fares collected from passengers	Continued modest recovery post-pandemic, with year-on-year growth anticipated as ridership grows.
Advertising Revenue	Revenue earned from advertising on the bus fleet.	Current trends indicate that advertising revenue is regaining momentum; the budget assumes the contracted minimum guarantee will be met in FY 2025.

Category	Description	Assumptions
Non-Operating Revenue	Primarily interest income earned on idle cash and the sale of assets	Conservatively budgeted since investment income is somewhat volatile. Asset sales are vehicles at the end of useful life.
State Transit Assistance (STA)	Funds were collected from the sales tax on diesel fuel and distributed following a statutory allocation. STA funding is split 50% based on (a) locally generated revenue expended on transit operations ("revenue-based") and 50% based on (b) the population of the County ("population-based").	Diesel tax revenue remains strong post-pandemic. Budget year estimate provided by the Metropolitan Transportation Commission (MTC). WCCTA has conservatively projected since this source has seen some volatility over the past years.
Measure J	One-half cent sales tax in Contra Costa County is administered by Contra Costa Transportation Authority (CCTA).	CCTA projects Measure J revenue to stay flat as compared to FY 2024.
Transportation Development Act (TDA) Articles 4.0	One-quarter cent state sales tax to finance transportation programs and projects. Article 4.0 is utilized on fixed-route and paratransit; Article 4.5 is limited to paratransit only.	<p>Current MTC estimates indicate a n allocation of \$3.1 in TDA 4.0 funding in FY 2025. The budget proposes using \$4.5 million in operating and \$0.02 million in capital funds, for a total of \$4.52 million. The difference of \$1.42 will be drawn from past reserves. Using current assumptions for fixed route and paratransit services, there are sufficient TDA reserves through FY 2027.</p> <p>MTC estimates \$0.2 million in TDA 4.5 revenue to be used on paratransit services.</p>
Federal Relief Funds	Coronavirus Aid, Relief, and Economic Security (CARES) Coronavirus Response and Relief Supplemental Appropriation Act of 2021 (CRRSAA) Act and American Rescue Plan Act of 2021 (ARP) funds were fully utilized in FY 2020 through FY 2023.	WCCTA has fully expended all Federal Relief Act funds as of the end of FY22-23. There is no expectation of future funding.

Category	Description	Assumptions
Low Carbon Transit Operations Program (LCTOP)	Cap-and-trade funding for transit to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.	WCCTA has funding from previous years available to provide Free or reduced fare payments at the Board's discretion.
BART Express Funds	Funding from BART to support feeder bus operators using BART's STA and TDA funds. Discussions are ongoing between BART, MTC, and feeder bus operators regarding possible changes to the funding formula from the original 1997 agreement.	In response to BART's fiscal cliff concerns, the feeder bus operators agreed to a reduction in feeder bus funds for FY 2025. The forecast projects this amount to remain at these reduced levels
FTA 5307 ADA Paratransit Funds	Federal funds are made available to transit operators for ADA Paratransit operations under the Section 5307 Urbanized Area Program.	WCCTA is utilizing current year and carry-over funds. Projections show a moderate annual escalation.

Operating Expenses:

The budget assumes that ridership will continue to improve and that recruitment efforts to fill vacant operator positions will be successful, resulting in an overall increase in operating expenses as compared to the current year. Table 3 provides descriptions of each major category and assumptions for the budgeted and forecasted amounts.

Table 3: Operating Expenses

Category	Description	Assumptions
Operations – Purchased Transportation	Purchased Transportation is WCCTA’s most significant expense. The current agreement with MV is through FY25 with option years; however, these costs may escalate in future years if amendments are needed to reflect increased operational costs.	The budget and forecast assume service levels remain at levels consistent with the service reductions implemented in May 2024, and the contract with MV continues at the current agreed-upon costs per hour of service and fixed monthly cost.
Operations - Fees	Clipper 2 is anticipated to come online in an operational sense within the upcoming fiscal year. For a time, WCCTA will have overlapping costs for both Clipper 1 and Clipper 2	The budget and forecast assume Clipper 2 will be implemented and operational within the upcoming fiscal year.
Operations – Fuels & Lubricants	The most significant expense in this category is fuel.	WCCTA has historically been conservative in budgeting for this line item, with a surplus usually realized at the end of each year.

Vehicle Maintenance - Services	The significant items in this category are Outside mechanical work and Maintenance Information systems.	MV Maintenance staff have taken on more work in-house, with less work being sent out to outside vendors. Significant new software systems have been installed to monitor and track vehicles and maintenance to allow increased reporting, monitoring, and maintenance of equipment. WCCTA anticipated purchasing new Accounting Software in the upcoming year
Non-vehicle Maintenance – Wages & Benefits	Non-vehicle Maintenance Agency staff who provide Information technology and facility support and services.	Staffing changes in recent years have resulted in moving associated costs for non-administrative staff to the correct budget categories.
General Administration – Wages & Benefits	Salaries and Benefits associated with the Administration of all WCCTA business.	WCCTA anticipated filling one new position in the upcoming year; no additional staffing changes are anticipated

Capital Plan:

Several facilities, maintenance, and technology modernization projects were included in the prior year's budget and forecast. Major project additions include updates to the facility security access system and computer network upgrades. These projects are expected to take place during the next few years and will continue to be funded with TDA capital funds.

In addition, the capital program includes projected costs to convert the Authority's fleet to a zero-emission bus (ZEB) fleet of fuel cell (and potential electric) buses, including infrastructure costs, per the Board, adopted ZEB Rollout Plan. It is anticipated that the Authority can utilize 80% federal funding for the bus procurements and has also identified RM3 and LCTOP funds that will play a significant role in providing the local match requirements to match federal funds.

Financial Implications

The proposed budget assumes the use of prior year TDA funds. Due to the conservative nature of WCCTA's budgeting process in recent years, WCCTA has returned a surplus in each of the last five years. This has enabled our reserve balance to grow to a projected level of just under \$10M on July 1, 2024. The current fiscal climate for transit is uncertain, and staff have included projections for future years for illustrative purposes to show how long these reserves would last if no new operational funding is found. Staff proposes to come back to the board throughout the upcoming year to determine potential service level changes that may be needed to ensure the agency does not ultimately draw down all its reserves past the previously established board levels (see page 12 of the Draft Budget and Forecast).

Recommendation:

Staff recommends approval of the proposed FY 2025 Draft Operating and Capital Budget, and the F&A Committee will make a recommendation to the full board. Recommended Action – Approval of the Adjusted FY24-25 Operating Budget and approval of the FY24-25 Operating and Capital Budget, and authorization to file applications and supporting documents with MTC for allocation of TDA, STA, Net Bridge Toll Revenues, Feeder Bus Funds, and Regional Measure 2 and Regional Measure 3 funds for FY 2025.

Attachments:

Attachment 1: FY 2024 Draft Budget and Forecast

Attachment 2: Resolution No. 2024-02

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
FY 2024 ADOPTED BUDGET AND FORECAST

As of May 9, 2024

Contents:	Page(s):
FY 2025 Budget Summary	1
FY 2025 Operating Expenditures	2-4
FY 2025 Operating Revenues	5
FY 2024-2025 Captial Program	6-12
FY 2024-2030 Financial Forecast	13
FY 2025 TDA Reserve Calculation	14

WestCAT

WESTERN CONTRA COSTA TRANSIT AUTHORITY
FY 2025 BUDGET SUMMARY

	FY 2023 Actuals	FY 2024 Budget	FY 2024 Estimated Actuals	FY 2025 Proposed Budget	% Over/Under Prior Year Budget
Operating Budget					
Operations	\$ 9,776,355	\$ 11,465,977	\$ 10,784,519	\$ 11,199,979	3.9%
Vehicle Maintenance	\$ 1,560,152	\$ 1,683,683	\$ 1,993,783	\$ 2,119,486	6.3%
Non-Vehicle Maintenance	\$ 433,867	\$ 484,500	\$ 473,800	\$ 523,800	10.6%
General Administration	\$ 1,401,566	\$ 1,672,025	\$ 1,450,520	\$ 1,671,980	15.3%
Subtotal	\$ 13,171,940	\$ 15,306,185	\$ 14,702,622	\$ 15,515,245	5.5%
Capital Budget					
Revenue Fleet	\$ 89,694	\$ -	\$ -	\$ -	0.0%
Non Revenue Fleet	\$ -	\$ -	\$ 188,000	\$ -	-100.0%
Facility Maintenance & Modernization	\$ 483,992	\$ 90,000	\$ -	\$ -	0.0%
Information Technology	\$ -	\$ 60,000	\$ 84,000	\$ 2,000	-97.6%
ZEB Infrastructure	\$ -	\$ -	\$ 15,000	\$ -	-100.0%
Maintenance Equipment & Tools	\$ 11,210	\$ 125,000	\$ 51,000	\$ -	-100.0%
Office Furniture & Equipment	\$ 19,257	\$ 7,000	\$ 7,000	\$ -	-100.0%
Subtotal	\$ 604,153	\$ 282,000	\$ 345,000	\$ 2,000	-99.4%
Grand Total	\$ 13,776,093	\$ 15,588,185	\$ 15,047,622	\$ 15,517,245	3.1%

Note: New capital budget categories added in FY24.

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
FY 2024 PROPOSED BUDGET-OPERATING EXPENDITURES

Category	FY 2024 Budget	FY 2024 Estimated Actual	FY 2025 Proposed Budget	% change from FY 2024 Est. Actual
Operations				
Purchased Transportation				
Monthly Fixed Fee	\$2,306,696	\$2,297,029	\$2,403,002.68	4.6%
Variable Expense	\$5,531,160	\$5,660,269	\$5,467,270	-3.4%
Total Purchased Transportation	\$7,837,856	\$7,957,298	\$7,870,273	-1.1%
Services				
Security system monitoring	\$3,100	\$2,500	\$2,500	0.0%
Mobile Communications	\$80,000	\$70,000	\$75,000	7.1%
Management Information System	\$80,000	\$60,000	\$63,000	5.0%
Printing and Design	\$10,000	\$5,000	\$5,000	0.0%
Other	\$8,900	\$8,900	\$9,300	4.5%
Total Services	\$182,000	\$146,400	\$154,800	5.7%
Fees				
Clipper/Shopify fees	\$100,000	\$80,000	\$100,000	25.0%
Merchant Account Bank fees	\$1,100	\$1,000	\$1,100	10.0%
Total Fees	\$101,100	\$81,000	\$101,100	24.8%
Other Materials & Supplies	\$2,400	\$1,000	\$1,000	0.0%
Utilities				
PG & E	\$60,000	\$50,000	\$60,000	20.0%
EBMUD	\$20,000	\$10,000	\$20,000	100.0%
Storm Drain Monitoring	\$2,700	\$2,500	\$2,700	8.0%
Sewer Use Fee	\$3,100	\$4,500	\$4,800	6.7%
Garbage, and Other	\$7,400	\$7,500	\$7,800	4.0%
Facility Communications	\$30,100	\$24,000	\$25,200	5.0%
Total Utilities	\$123,300	\$98,500	\$120,500	22.3%
Insurance				
CALTIP Liability Loss Fund Deposit/Admin/Excess Insurance	\$330,217	\$330,217	\$480,193	45.4%
CALTIP Physical Damage Premium	\$38,804	\$38,804	\$47,773	23.1%
MV Liability Coverage Premium	\$220,000	\$190,000	\$210,000	10.5%
Building fire & contents	\$16,500	\$22,000	\$24,500	11.4%
Total Insurance	\$605,521	\$581,021	\$762,466	31.2%
Leases & Rent	\$120,000	\$110,000	\$115,500	5.0%
Fuel & Lubricants				
Gasoline & Diesel	\$2,100,000	\$1,500,000	\$1,750,000	16.7%
Lubricants	\$103,500	\$95,000	\$105,000	10.5%
Fees, Taxes, & permits	\$15,800	\$12,500	\$12,500	0.0%
Total Fuel & Lubricants	\$2,219,300	\$1,607,500	\$1,867,500	16.2%
Tires & Tubes	\$210,000	\$175,000	\$175,000	0.0%

Category	FY 2024 Budget	FY 2024 Estimated Actual	FY 2025 Proposed Budget	% change from FY 2024 Est. Actual
Postage	\$800	\$800	\$840	5.0%
Marketing & Advertising				
Printing / Translation	\$7,500	\$8,500	\$8,500	0.0%
Website and Schedule Development	\$5,000	\$5,000	\$5,000	0.0%
General Promotion / Advertising	\$50,000	\$10,000	\$15,000	50.0%
Total Marketing & Advertising	\$62,500	\$23,500	\$28,500	21.3%
Miscellaneous	\$1,200	\$2,500	\$2,500	0.0%
Total Operations Expenses	\$11,465,977	\$10,784,519	\$11,199,979	3.9%
Vehicle Maintenance				
Services				
Outside mechanical work	\$100,000	\$100,000	\$75,000	-25.0%
CARB filter cleaning	\$10,000	\$14,100	\$15,000	6.4%
Towing	\$15,000	\$45,000	\$25,000	-44.4%
Maintenance Information Systems	\$183,000	\$187,000	\$183,000	-2.1%
Other	\$15,000	\$19,000	\$26,500	39.5%
Total Services	\$323,000	\$365,100	\$324,500	-11.1%
Other Materials & Supplies	\$350,000	\$618,000	\$630,000	1.9%
Purchased Transportation (Vehicle Maintenance)	\$1,010,683	\$1,010,683	\$1,164,986	15.3%
Total Vehicle Maintenance Expenses	\$1,683,683	\$1,993,783	\$2,119,486	6.3%
Non-Vehicle Maintenance				
Services				
Custodial Services	\$31,900	\$31,900	\$31,900	0.0%
Fuel tanks/pumps	\$6,900	\$6,000	\$6,000	0.0%
Landscape Maintenance	\$7,500	\$9,700	\$9,700	0.0%
Other Facility and Grounds Maintenance	\$15,000	\$15,000	\$15,000	0.0%
Network Maintenance	\$66,000	\$30,000	\$50,000	66.7%
Security System Service	\$2,500	\$1,000	\$1,000	0.0%
Total Services	\$129,800	\$93,600	\$113,600	21.4%
Miscellaneous	\$500	\$500	\$500	0.0%
Other Materials & Supplies				
Facility	\$17,000	\$36,000	\$40,000	11.1%
Network	\$10,000	\$19,000	\$19,000	0.0%
Total Other Materials & Supplies	\$27,000	\$55,000	\$59,000	7.3%
Salaries	\$247,100	\$249,200	\$262,300	5.3%
Fringe Benefits	\$43,600	\$50,200	\$53,400	6.4%
Pension Benefits	\$36,500	\$25,300	\$35,000	38.3%
Total Non-Vehicle Maint. Wages & Benefits	\$327,200	\$324,700	\$350,700	8.0%
Total Non-Vehicle Maintenance Expenses	\$484,500	\$473,800	\$523,800	10.6%

Category	FY 2024 Budget	FY 2024 Estimated Actual	FY 2025 Proposed Budget	% change from FY 2024 Est. Actual
General Administration				
Salaries	\$1,038,200	\$860,000	\$1,009,900	17.4%
Fringe Benefits	\$218,800	\$197,000	\$233,700	18.6%
Pension Benefits	\$169,200	\$132,600	\$158,900	19.8%
Total General Admin. Wages & Benefits	\$1,426,200	\$1,189,600	\$1,402,500	17.9%
Services				
Security system monitoring	\$2,500	\$1,250	\$1,500	20.0%
Legal Services	\$50,000	\$50,000	\$40,000	-20.0%
Finance and Accounting Services	\$23,500	\$27,300	\$25,600	-6.2%
Advocacy Services	\$0	\$10,000	\$30,000	200.0%
Other	\$5,300	\$23,100	\$6,500	-71.9%
Total Services	\$81,300	\$111,650	\$103,600	-7.2%
Other Materials & Supplies	\$4,800	\$4,800	\$5,000	4.2%
Utilities				
PG&E	\$30,000	\$25,000	\$30,000	20.0%
EBMUD	\$10,000	\$7,500	\$10,000	33.3%
Sewer Use Fee	\$1,575	\$2,300	\$2,500	8.7%
Garbage, and Other	\$3,800	\$3,800	\$4,000	5.3%
Facility Communications	\$15,000	\$12,000	\$12,600	5.0%
Total Utilities	\$60,375	\$50,600	\$59,100	16.8%
Insurance	\$13,400	\$15,820	\$17,200	8.7%
Dues & Subscriptions	\$52,500	\$52,900	\$55,600	5.1%
Postage	\$650	\$650	\$680	4.6%
Fees	\$15,000	\$12,500	\$12,500	0.0%
Miscellaneous	\$1,300	\$750	\$1,300	73.3%
Leases & Rent	\$6,500	\$4,250	\$4,500	5.9%
Travel and Meetings	\$10,000	\$7,000	\$10,000	42.9%
Total Other Expenses	\$99,350	\$93,870	\$101,780	8.4%
Total General Administration Expenses	\$1,672,025	\$1,450,520	\$1,671,980	15.3%
Total Operating Expenses	\$15,306,185	\$14,702,622	\$15,515,245	5.5%

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
FY 2024 PROPOSED BUDGET-OPERATING REVENUES

Category	FY 2024 Budget	FY 2024 Estimated Actual	FY 2025 Proposed Budget	% change from FY 2024 Est. Actual
Total Fare Revenue - All Modes	\$1,250,000	\$1,250,000	\$1,300,000	4.0%
TDA 4.0	\$3,171,176	\$3,171,176	\$3,087,329	-2.6%
TDA 4.0 Prior Year	\$1,488,684	\$1,488,684	\$1,446,848	-2.8%
TDA 4.5 Paratransit	\$176,732	\$176,732	\$180,407	2.1%
Total TDA Revenue	\$4,836,592	\$4,836,592	\$4,714,584	-2.5%
STA Revenue Based	\$660,333	\$660,333	\$657,628	-0.4%
STA Population Based County Block Grant	\$828,593	\$828,593	\$1,065,279	28.6%
STA Pop MTC Regn'l Coord	\$0	\$418,453	\$0	-100.0%
STA Population Based (Clipper Bay Pass)	\$7,500	\$7,500	\$5,389	-28.1%
STA Prior Year	\$0	\$0	\$0	0.0%
Total STA Revenue	\$1,496,426	\$1,914,879	\$1,728,296	-9.7%
Measure J Prog. 14 (Express)	\$608,742	\$608,742	\$608,742	0.0%
Measure J Prog. 16 (Express)	\$405,717	\$405,717	\$405,717	0.0%
Measure J Prog. 19B (Express)	\$421,200	\$421,200	\$421,200	0.0%
Measure J Prior Year	\$386,737	\$408,853	\$197,198	-51.8%
Measure J Prog. 15 (Paratransit)	\$358,081	\$358,081	\$358,081	0.0%
Measure J 20B (Paratransit)	\$122,120	\$102,217	\$102,217	0.0%
Total Measure J Revenue	\$2,302,597	\$2,304,810	\$2,093,155	-9.2%
Advertising revenue	\$30,000	\$44,696	\$40,000	-10.5%
Low Carbon Transit Ops Prog (LCTOP)	\$144,839	\$8,989	\$135,850	1411.3%
RM2 / Express - JPX	\$200,519	\$200,519	\$200,519	0.0%
Regional Measure 2 / Express - LYNX JX	\$740,514	\$740,514	\$740,514	0.0%
Regional Measure 3	\$1,145,359	\$350,512	\$600,000	71.2%
FTA Sect. 5307 Paratransit Set Aside	\$777,305	\$777,305	\$371,719	-52.2%
FTA Sect. 5307 Preventative Maintenance	\$0	\$0	\$0	0.0%
FTA Sect. 5303 Short Range Transit Planning	\$0	\$0	\$0	0.0%
BART Feeder Bus Funds	\$2,352,033	\$2,209,036	\$2,771,211	25.4%
BART Feeder Bus Funds (Deferred)	\$0	\$0	\$789,396	
Non-Operating revenue	\$30,000	\$79,222	\$30,000	-62.1%
Total Other Revenue	\$5,420,569	\$4,410,793	\$5,679,209	28.8%
Total Revenue	\$15,306,185	\$14,717,074	\$15,515,245	5.4%
Less: Total Operating Expenses	(\$15,306,185)	(\$14,702,622)	(\$15,515,245)	5.5%
Surplus/Deficit	(\$0)	\$14,452	\$0	-100.0%

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM
FISCAL YEARS 2024-2031
\$ In Thousands

		estimated	Proposed	projected					
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Revenue Fleet by Mode									
	<i>Fixed-Route</i>	\$ -	\$ -	\$ -	\$ 9,600	\$ 9,600	\$ 6,400	\$ 8,250	\$ 8,250
	<i>Lynx</i>	\$ -	\$ -	\$ -	\$ -	\$ 4,000			
	<i>Paratransit</i>	\$ -	\$ -					\$	3,480
Non Revenue Fleet		\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -
ZEB Infrastructure		\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 750	\$ 500	\$ 500	\$ 500
Facility Maintenance & Modernization		\$ 84	\$ -	\$ -	\$ 2,000	\$ 100	\$ 100	\$ 100	\$ 100
Information Technology		\$ 15	\$ -	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
Maintenance Equipment & Tools		\$ 51	\$ -	\$ -	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Office Furniture and Equipment		\$ 7	\$ 2	\$ -	\$ 25	\$ 5	\$ 5	\$ 5	\$ 5
Total Capital Program		\$ 345	\$ 2	\$ 1,000	\$ 12,725	\$ 14,555	\$ 7,205	\$ 8,955	\$ 12,435
Federal 5307		\$ -	\$ -	\$ -	\$ 7,680	\$ 7,680	\$ 5,120	\$ 6,600	\$ 6,600
LCTOP		\$ -	\$ -	\$ -	\$ 353	\$ 600	\$ 365	\$ 334	\$ 260
RM3		\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 976	\$ 633	\$ 500	\$ 597
Transportation Development Act		\$ -	\$ -						
Transportation Development Act Prior Year		\$ 345	\$ 2	\$ -	\$ 2,125	\$ 205	\$ 305	\$ 205	\$ 205
State of Good Repair (SB1 Capital)		\$ -	\$ -	\$ -	\$ 178	\$ 92	\$ 95	\$ 98	\$ 101
AB 664 East Bay		\$ -	\$ -	\$ -	\$ 194	\$ 290	\$ 187	\$ 168	\$ 178
Total Capital Funding by Source		\$ 345	\$ 2	\$ 1,000	\$ 11,530	\$ 9,843	\$ 6,705	\$ 7,905	\$ 7,941

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM-REVENUE FLEET
FISCAL YEARS 2020-2025
\$ In Thousands

11101 Transp. Vehicles & Equipment						adopted		estimated actual	proposed
						FY 2024		FY 2024	FY2025
Capital Program:	uncompleted (approved) projects								
	*Prior to FY2024								
Revenue Fleet	(6) 35 ft MB Vehicles	(10) DAR Vehicles	(3) 45 FT CB Vehicles						
	\$ 2,614	\$ 1,140	\$ 2,098			\$ -	\$ -	\$ -	\$ -
Capital Funding by Source:									
Federal 5307	\$ 2,071	\$ 912	\$ 1,678						
AB 664 East Bay	\$ 321	\$ 34	\$ -						
Prior Allocated PTMISEA-Prop 1B	\$ 154	\$ -	\$ -						
Transportation Development Act Prior Year	\$ -	\$ 111	\$ -						
State of Good Repair (SB1 Capital)	\$ 68	\$ 83	\$ -						
Regional Measure 3 (RM3)	\$ -	\$ -	\$ 420						
Total Capital Funding by Source	\$ 2,614	\$ 1,140	\$ 2,098			\$ -	\$ -	\$ -	\$ -

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM-NON REVENUE FLEET
FISCAL YEARS 2020-2025
\$ In Thousands

11108 Non Rev Vehicles & Equip

	uncompleted (approved) projects		adopted		estimated actual		proposed
Capital Program:	*Prior to FY2024		FY2024		FY2024		FY2025
Non Revenue Fleet					(1) Non Revenue Shop Truck	(2) Non Revenue Road Sup Vehicles	
	\$	-	\$	-	\$ 33	\$ 155	\$ -
Capital Funding by Source:							
Federal 5307					\$ -	\$ 128	
AB 664 East Bay					\$ -	\$ -	
Transportation Development Act Prior Year					\$ 33	\$ -	
State of Good Repair (SB1 Capital)					\$ -	\$ 27	
Total Capital Funding by Source	\$	-	\$	-	\$ 33	\$ 155	\$ -

**This is a new capital program category*

CAPITAL PROGRAM-FACILITY MAINTENANCE & MODERNIZATION
FISCAL YEARS 2020-2025
\$ In Thousands

11104 Facility Repairs / 11105 Oper, Maint & Admin Facility

Capital Program:	uncompleted (approved) projects	adopted				estimated actual			
	*Prior to FY2024	FY2024				FY2024			
Facility Maintenance & Modernization	Facility / Equipment Upgrades	Driver's Breakroom Modernization (Phase 2)	Facility Electrical Upgrade	Facility / Equipment Upgrades		Bus Wash	Facility Electrical Upgrade	Driver's Breakroom Modernization (Phase 2)	Facility / Equipment Upgrades
	\$ 208	\$ 30	\$ 20	\$ 40		\$ 1	\$ -	\$ 28	\$ 55
Capital Funding by Source:									
Transportation Development Act Prior Year	\$ 208	\$ 30	\$ 20	\$ 40		\$ 1	\$ -	\$ 28	\$ 55
Total Capital Funding by Source	\$ 208	\$ 30	\$ 20	\$ 40		\$ 1	\$ -	\$ 28	\$ 55

**Previous to FY 2024, this capital program category was identified as Facility/Equipment Upgrades.*

Proposed FY2025
\$ -
\$ -

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM-INFORMATION TECHNOLOGY
FISCAL YEAR 2025
\$ In Thousands

11107 Communication / Information Systems

Capital Program:	uncompleted (approved) projects	adopted				estimated actual				Proposed
	*Prior to FY2024	FY2024				FY2024				FY2025
Information Technology		Card Access Replacement	Transtrack AVL/APC Project	Network Security Upgrade	Computer Equip. & Supplies	Card Access Replacement	Transtrack AVL/APC Project	Network Security Upgrade	Computer Equip. & Supplies	
	\$ -	\$ 10	\$ 40	\$ 5	\$ 5	\$ -	\$ -	\$ -	\$ 15	\$ -
Capital Funding by Source:										
Transportation Development Act Prior Year		\$ 10	\$ 40	\$ 5	\$ 5	\$ -	\$ -	\$ -	\$ 15	\$ -
Total Capital Funding by Source	\$ -	\$ 10	\$ 40	\$ 5	\$ 5	\$ -	\$ -	\$ -	\$ 15	\$ -
										Total
										\$ -

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM-MAINTENANCE EQUIPMENT & TOOLS
FISCAL YEAR 2025
\$ In Thousands

11102 Maintenance Equipment

	uncompleted (approved) projects *Prior to FY2024	adopted FY2024	estimated actual FY2024	Proposed FY2025	
Capital Program:					
Maintenance Equipment & Tools	\$ -	Maintenance Equipment & Tools \$ 125	Maintenance Equipment & Tools \$ 51	\$ -	
Capital Funding by Source:					
Transportation Development Act Prior Year		\$ 125	\$ 51	\$ -	
Total Capital Funding by Source	\$ -	\$ 125	\$ 51	\$ -	Total \$ -

**Previously classified with Facility/Computer Upgrades. Will be classified seperately beginning in FY24*

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
CAPITAL PROGRAM-OFFICE FURNITURE & EQUIPMENT
FISCAL YEAR 2025
\$ In Thousands

11103 Office Equipment & Furniture

Capital Program:	uncompleted (approved) projects *Prior to FY2024	adopted			estimated actual			Proposed	
		FY2024			FY2024			FY2025	
Office Furniture & Equipment		Drivers Breakroom Redo / Furniture/Equip	New Staff Furniture/Equip	Current Staff Furniture/Equip	Drivers Breakroom Redo / Furniture/Equip	New Staff Furniture/Equip	Current Staff Furniture/Equip	New Staff Furniture/Equip	Current Staff Furniture/Equip
	\$ -	\$ 3	\$ 2	\$ 2	\$ 3	\$ 2	\$ 2	\$ 1	\$ 1
Capital Funding by Source:									
Transportation Development Act Prior Year		\$ 3	\$ 2	\$ 2				\$ 1	\$ 1
Total Capital Funding by Source	\$ -	\$ 3	\$ 2	\$ 2	\$ -			\$ 1	\$ 1
									Total
									\$ 2

**Previously classified with Facility/Computer Upgrades. Will be classified seperately beginning in FY24*

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
FINANCIAL FORECAST
FISCAL YEARS 2024-2031
\$ In Thousands

	estimated	proposed						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Revenue Hours	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000
Fare revenue	1,250	1,300	1,339	1,379	1,420	1,463	1,507	1,552
Advertising revenue	45	40	41	42	43	44	45	46
Non-operating revenue	79	30	31	32	33	34	35	36
TDA 4.0	3,171	3,087	3,180	3,275	3,373	3,474	3,578	3,685
TDA 4.0 Prior Year	1,489	1,447	2,490	2,697	0	0	0	0
TDA 4.5 Paratransit	177	181	186	192	198	204	210	216
STA Population and Revenue	1,915	1,728	1,780	1,833	1,888	1,945	2,003	2,063
Measure J	2,305	2,093	2,156	2,221	2,288	2,357	2,428	2,501
Low Carbon Transit Ops Prog (LCTOP)	9	136	0	0	0	0	0	0
RM2	941	941	941	941	941	941	941	941
RM3	351	600	600	600	600	600	600	600
Other Federal Grants	777	372	383	394	406	418	554	571
BART Feeder Bus Funds	2,209	2,771	2,854	2,854	2,854	2,854	2,854	2,854
BART Feeder Bus Funds (Deferred)	0	789	0	0	0	0	0	0
Other State Grants	0	0	0	0	0	0	0	0
Other Local Grants/Contributions	0	0	0	0	0	0	0	0
TOTAL OPERATING REVENUE	14,718	15,515	15,981	16,460	14,044	14,334	14,755	15,065
Operations	10,785	11,200	11,536	11,882	12,238	12,605	12,983	13,372
Vehicle Maintenance	1,994	2,119	2,183	2,248	2,315	2,384	2,456	2,530
Non-Vehicle Maintenance	474	524	540	556	573	590	608	626
General Administration	1,451	1,672	1,722	1,774	1,827	1,882	1,938	1,996
TOTAL OPERATING EXPENSES	\$ 14,704	\$ 15,515	\$ 15,981	\$ 16,460	\$ 16,953	\$ 17,461	\$ 17,985	\$ 18,524
% of change over prior year	11.63%	5.52%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
			0	0	(2,909)	(2,386)	(2,828)	(2,828)

WestCAT
WESTERN CONTRA COSTA TRANSIT AUTHORITY
TDA RESERVES
FISCAL YEARS 2024-2031
\$ In Thousands

	Prior Year	proposed	projected					
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Beginning Balance	\$ 10,050	\$ 9,733	\$ 8,242	\$ 5,547	\$ -	\$ -	\$ -	\$ -
TDA 4.0 Allocation	\$ 3,171	\$ 3,087	\$ 3,180	\$ 3,275	\$ 3,373	\$ 3,474	\$ 3,578	\$ 3,685
% change over prior year			3.01%	2.99%	2.99%	2.99%	2.99%	2.99%
TDA 4.0 Needed for Opertions and Capital								
TDA Used for Operations	(4,660)	(4,534)	(5,670)	(5,972)	\$ (3,373)	\$ (3,474)	\$ (3,578)	\$ (3,685)
TDA Used for Capital Program	(345)	(2)	(205)	(2,125)	(205)	(305)	(205)	(205)
Ending TDA Reserve	\$ 8,216	\$ 8,284	\$ 5,547	\$ 725	\$ (205)	\$ (305)	\$ (205)	\$ (205)
Prior Year Obligated for Vehicle Purchases	(3,100)	(3,100)	(3,100)					
Prior Year Obligated for Other Capital Projects	(730)	(730)	(730)					
Number of Months of Operating Expenses in Reserve	10.79	9.92	8.58	6.43	2.46	2.46	2.46	2.46
Operating budget	\$14,703	\$15,515	\$15,981	\$16,460	\$16,953	\$17,461	\$17,985	\$18,524
Percentage of operating budget	55.88%	53.39%	34.71%	4.40%	-1.21%	-1.75%	-1.14%	-1.11%

DOCUMENT B:

RESOLUTION 2024-02

RESOLUTION 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, REGIONAL MEASURE 2 AND REGIONAL MEASURE 3 OPERATING FUNDS FOR FISCAL YEAR 2024/25.

WHEREAS, the Transportation Development Act (TDA), (Public Utilities Code 99200 et seq.) provides for the disbursement of funds from the Local Transportation Fund of the County of Contra Costa for use by eligible applicants for the purpose of providing public transportation; and

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Adm. Code 6600 et seq.) a prospective applicant wishing to receive an allocation from the Local Transportation Fund (LTF) shall file its claim with the Metropolitan Transportation Commission; and

WHEREAS, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code 99310 et seq., and

WHEREAS, the STA fund makes funds available pursuant to Public Utilities Code Section 99313.6 for allocation to eligible applicants to support approved transit projects; and

WHEREAS, Streets and Highways Code Section 30892, et. seq. make bridge tolls available for allocation by MTC to eligible applicants, and,

WHEREAS, MTC Resolution No. 2004 adopted MTC's bridge toll allocation policy which established three different bridge toll reserve accounts, including Net Bridge Toll Revenues; and,

WHEREAS, pursuant to the provisions of Streets and Highways Code Section 30892, eligible applicants for Net Bridge Toll Revenues include public entities operating public transportation systems in the MTC region; and,

WHEREAS, TDA funds from the Local Transportation Fund of Contra Costa County/STA funds/Net Bridge Toll Funds will be required by the applicant in Fiscal Year 2023/2024 for providing public transportation; and

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred to as Regional Measure 2 and Regional Measure 3, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 and Measure 3 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 and Regional Measure 3 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 and Regional Measure 3 Policy and Procedures; and

WHEREAS, the Operating Support for the continuing support of operations of Routes JPX, JX, and San Francisco Transbay service is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2 and Regional Measure 3, as identified in California Streets and Highways Code Section 30914(c) or (d); and

WHEREAS, the Regional Measure 2 and Regional Measure 3 allocation request, attached hereto in the Operating Assistance Proposal and incorporated herein as though set forth at length, demonstrates a fully-funded operating plan that is consistent with the adopted performance measures, as applicable, for which Western Contra Costa Transit Authority is requesting that MTC allocate Regional Measure 2 and Regional Measure 3 funds; and

WHEREAS, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by Western Contra Costa Transit Authority of assurances required for the allocation of funds by MTC; and

WHEREAS, the Western Contra Costa Transit Authority is an eligible applicant for TDA and/or STA funds and Net Bridge Toll funds, pursuant to PUC section(s) 99260(a) & 99262 & Streets and Highways Code Section 30892 et. seq., and RM2 and RM3 operating funds pursuant to California Streets and Highways Code Section 30914(c) or (d); as attested by the opinion of counsel dated March 26 2024; and be it further

RESOLVED, that Western Contra Costa Transit Authority and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 and Regional Measure 3 Policy Guidance (MTC Resolution No. 3636); and be it further

RESOLVED, that Western Contra Costa Transit Authority certifies that the project is consistent with the Regional Transportation Plan (RTP), and be it further

RESOLVED, that Western Contra Costa Transit Authority approves the updated Operating Assistance Proposal, attached to this resolution; and be it further

RESOLVED, that Western Contra Costa Transit Authority approves the certification of assurances, attached to this resolution; and be it further

RESOLVED, that Western Contra Costa Transit Authority is authorized to submit an application for Regional Measure 2 and Regional Measure 3 funds for Operating Support for the continuation of operations of Routes JPX, JX, and the San Francisco Transbay service in accordance with California Streets and Highways Code 30914(d); and be it further

RESOLVED, that Western Contra Costa Transit Authority certifies that the projects and purposes for which Regional Measure 2 and Regional Measure 3 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. Seq. and the applicable regulations thereunder; and be it further

RESOLVED, that Western Contra Costa Transit Authority shall, if any revenues or profits from any non-governmental use of the project that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED, that Western Contra Costa Transit Authority authorizes its General Manager (or his/her designee) to execute and submit an allocation request for operating support for FY 2024/2025 to MTC for Regional Measure 2 and Regional Measure 3 funds for the project, purposes, and amounts included in the project application attached to this resolution; and be it further

RESOLVED, that the General Manager or his designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate; and be it further

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the Western Contra Costa Transit Authority application referenced herein; and be it further

RESOLVED, that the General Manager or his/her designee is authorized to execute and file an appropriate TDA/STA/Net Bridge Toll/RM2/RM3 application together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA, STA, Net Bridge Toll Revenues, RM2 and RM3 Operating funds in Fiscal Year 2024/25, and be it further

RESOLVED, that Western Contra Costa Transit Authority indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of Western Contra Costa Transit Authority, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 and RM3 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 and RM3 funds as shall reasonably be considered necessary by MTC may be retained until a disposition has been made of any claim for damages; and be it further

RESOLVED, that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocations of funds as specified herein.

AYES:

NOES:

ABSTAIN:

Maureen Toms,
Chairperson
WCCTA Board of
Directors

Date

Agenda Item 2.6

Staff Report: Adoption of a Resolution Approving a New Workplace Violence Prevention Plan Under Senate Bill 553

Background

On September 20, 2023, Governor Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires certain California employers to take steps to prevent and respond to workplace violence. Notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan that must include, among other things, the following:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing, and implementing training, and reporting and investigating workplace violence incidents.
- Methods the employer will use to coordinate the implementation of the workplace violence prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer’s workplace violence prevention plan.
- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.
- Procedures for post-incident response and investigation. In addition to developing and implementing a workplace violence prevention plan, covered employers must also “record information in a violent incident log about every incident, post incident, response, and workplace violation injury investigation” performed in accordance with the workplace violence prevention plan. California employers subject to the law must also review and update their workplace violence

prevention plans on an annual basis and provide an evaluation of the incidents that occurred and maintain records of workplace violence hazards previously identified.

Discussion

Staff has completed a Workplace Violence Protection plan in compliance with SB 553 and will conduct a training with all WestCAT staff. Additionally, WestCAT staff will coordinate with our contractor who shares our facility in regard to preventative measures. The plan identifies any act of violence or threat of violence that occurs in a place of employment. The plan also identifies four types of workplace violence:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, students, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

The plan is focused on the prevention of any type of violence through communication with employees, and our contractor who shares our building, regular inspections to identify hazards. Additionally, the plan includes reporting procedures for employees as well as the necessary forms for tracking and investigating incidents.

Recommendation

Staff recommends that Board of Directors approve the attached Work Place Violence Prevention Plan.

Attachments:

1. WCCTA's WorkPlace Violence Protection Plan
2. Resolution 2024-04

WORKPLACE VIOLENCE PREVENTION PROGRAM for WESTERN CONTRA COSTA TRANSIT AUTHORITY (WCCTA)

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review:

Date of Last Revision(s): None

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, students, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, WCCTA's General Manager, has the authority and responsibility for implementing the provisions of this plan for the Western Contra Costa Transit Authority. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Rob Thompson	General Manager	Overall responsibility for the plan; General Manager <i>approves the final plan and any major changes.</i>	510-309-7403	rob@westcat.org
Mica McFadden		Responsible for employee involvement and training; <i>organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	510-724-3331	mica@westcat.org
Rob Petty	Facilities Manager	Responsible for emergency response, hazard identification, coordination with other employers/Contractors, and facility safety reviews; <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers/contractors about the plan.</i>	925-455-7562	rpeety@westcat.org

All Managers and Supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

The Western Contra Costa Transit Authority ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. All employees are responsible for reporting hazards and injury or illness incidents including hazards and incidents related to workplace violence. The WVPP itself must be made available for employee access and review. It can be found posted in the agency breakroom.
 - Designing and implementing training. Creating a workplace environment to both recognize and reduce workplace violence will take continuous education and recognition of diligent safety practices and behaviors that reduce hazards. Ongoing engagement with the WVPP by management and staff can assist with plan compliance.

Reporting and investigating workplace violence incidents: Managers, and Supervisors are responsible for completing the Violent Incident Report (Attachment A) with the affected employee before submitting for

investigation and violent incident log completion.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Members of the management team will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the Western Contra Costa Transit Authority Workplace Violence Prevention Plan (WVPP). All employees will be required to complete training once a year.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP in compliance with WCCTA's disciplinary procedures.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers/contractors about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, or other violence concerns by submitting Workplace Violence Reporting form (Attachment C)
 - For emergency response call law enforcement at 911.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
- After an employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the

incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of WCCTA's responsibility in complying with hazard correction measures outlined in the WPVPP plan.

- Employee training on workplace violence will include:
 - The plan;
 - Workplace violence risks that employees may encounter in their jobs;
 - How to recognize the potential for violence and escalating behavior;
 - Strategies to de-escalate behaviors and avoid physical harm;
 - WCCTA's alarm system that is in place to warn of emergencies; and
 - How to report incidents to law enforcement.
- Training will occur:
 - When the plan is first established;
 - At time of hire;
 - Annually for all employees;
 - When a new or previously unrecognized workplace violence hazard has been identified.

COORDINATION WITH OTHER EMPLOYERS

WCCTA will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- WCCTA shares a facility with a contractor. WCCTA will coordinate with the contractor in regard to the WPVPP and any hazardous conditions or concerns.
- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, WCCTA will ensure that if its employees experience workplace violence incident that WCCTA will record the information in a violent incident log and shall also provide a copy of that log to the contractor who shares WCCTA's building.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

WCCTA will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by either verbally or in writing. If that's not possible, employees will report incidents directly to the WVPP administrator, the General Manager.

Employees can report incidents to their supervisor, HR, or through an **anonymous** form.

Workplace Violence Reporting form:

- [\(see Attachment C\)](#)
- A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

WCCTA has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following.
 - Text message or phone call.
- When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the General Manager and/or their immediate supervisor.
- Employees shall implement the run, hide, fight protocols where appropriate. WCCTA has displayed maps of all emergency exits. Sheltering in place at the facility will either occur in the kitchen or the the Planner's office.
- For immediate assistance in an emergency contact emergency services by calling 911 to report the incident and request assistance from law enforcement.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Rob Petty	Facilities Manager	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]		rpetty@westcat.org

- Restraining orders: Employees or other personnel affiliated with WCCTA who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and Human Resources. Supervisors who receive notification of a restraining order that includes the workplace will meet with the General Manager to decide what actions, if any, need to be initiated.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by WCCTA to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Weekly review of all submitted and reported concerns.
- Online form for reporting workplace violence hazards
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted: monthly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Rob Petty – Facilities Manager	WestCAT Facility, Pinole, CA

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers,

supervisors, or other employees.

- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. WCCTA will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, such as gloves and face masks.
- All corrective actions taken will be documented and dated on the Violent Incident Investigation forms.
- Corrective measures for workplace violence hazards will be taken specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area

outside the workplace, or other area.

- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

WCCTA will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.

- Workplace violence hazards specific to the employees' jobs, the corrective measures WCCTA has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities WCCTA has for interactive questions and answers with a person knowledgeable about the WCCTA plan.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

WCCTA ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, and representatives of Cal/OSHA at all times. This will be accomplished by posting it in the employee breakroom.

Additionally:

- Whenever an employee requests a copy of the written WVPP, WCCTA will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- WCCTA will provide unobstructed access through a company server, which allows employees to review, print, and email the current version of the written WVPP.

RECORDKEEPING

WCCTA will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.

- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The WCCTA WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of WCCTA's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), WCCTA will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

"I, Rob Thompson, General Manager of the Western Contra Costa Transit Authority, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."

Rob Thompson, General Manager

Signature

Date

Attachment A-Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date of occurrence: _____

Approximate time that the incident occurred _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

[illegible]

Workplace violence committed by:

[For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident:

(Including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.)

Where the incident occurred:

[Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

1

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

-
- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name, and Title

Date

Signature

Attachment B – Violent Incident Investigation

The Executive Director or Designee will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to HR.

Incident Analysis To be completed by General Manager or Designee:

Has this type of incident occurred before at the workplace? ☐ Yes ☐ No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- ☐ Yes ☐ No Did the employee(s) require medical attention as a result of the incident?
- ☐ Yes ☐ No Did the employee(s) miss work as a result of the incident?
- ☐ Yes ☐ No Did the employee(s) apply for workers' compensation?
- ☐ Yes ☐ No Was critical incident debriefing provided to all affected staff who desired it?
- ☐ Yes ☐ No Was post-trauma counseling offered to affected staff who desired it?
- ☐ Yes ☐ No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? ☐ Yes ☐ No

Is this a recurring event? ☐ Yes ☐ No

Are there modifications to be made to WVPP to reflect updated practices? ☐ Yes ☐ No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

Attachment C – Violent Incident Reporting Form

Anonymous

or

Name _____

Email _____

Phone _____

Request feedback

Yes No

Location _____

Type -Select all that apply-

Environmental

Equipment/Design

Near Miss

Operational

Policy/Procedure

Risk

Safety Hazard

Safety

Improvement

Training

Unsafe Act

Other

Description of Safety Concern _____

When is it happening? _____

Severity Analysis -select one-

Catastrophic (death/permanent disability/major property damage/destruction of equipment)

Critical (permanent partial disability/extensive equipment damage)

Marginal (lost days due to injury or illness/minor equipment damage)

Negligible (first aid or minor medical treatment/slight equipment damage)

Recommended Safety Risk Mitigation _____

What "benefit is expected" if suggestion is implemented? _____

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY APPROVING A NEW WORKPLACE VIOLENCE PREVENTION PLAN UNDER SENATE BILL NO. 553

WHEREAS, the Western Contra Costa Transit Authority is a local government agency formed and operating pursuant to Title 1, Division 7, Chapter 5, Article I (§6500, et seq.) of the California Government Code, for the purpose of providing coordinated public transportation services; and

WHEREAS, on September 20, 2023, Governor Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires certain California employers to take steps to prevent and respond to workplace violence; and

WHEREAS, notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Western Contra Costa Transit Authority does hereby adopt Resolution 2024-03 approving a New Workplace Violence Prevention Plan Under Senate Bill No. 553 as follows:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.
- Methods the employer will use to coordinate the implementation of the workplace violence prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer’s workplace violence prevention plan.
- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.

- Procedures for post-incident response and investigation.

APPROVED AND PASSED, this 9th day of May 2024

Maureen Toms, Chair

ATTEST:

Rob Thompson, General Manager

Agenda Item 2.7

Staff Report: State Legislative Advocacy Update

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 2.8

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