



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: June 23rd, 2022 (Thursday)
TIME: 6:30 PM
PLACE: Via Zoom conference call (access details below)

Remote Participation

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

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

Remote Viewing/Listening Webinar

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

Topic: June 23, 2022 Board Meeting
Time: Jun 23, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82525062170>

Meeting ID: 825 2506 2170
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Public Comment via Teleconference

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

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

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

AGENDA

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

B. APPROVAL OF AGENDA

C. PUBLIC COMMUNICATIONS

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

1.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 1.1 Adoption of Resolution 2022-13, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning July 13th, 2022, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2022-13] ***
- 1.2 Formal Appointment of Robert Thompson as Primary Member to Represent Western Contra Costa Transit Authority on the following Contra Costa Transportation Authority Subcommittee: Bus Transit Coordinating Committee, Accessible Transportation Strategic Plan Task Force, Paratransit Coordinating Council, and the Technical Coordinating Committee. **[Action Requested: Formal Appointment of Robert Thompson as Primary Member to Represent Western Contra Costa Transit Authority on the Contra Costa Transportation Authority Subcommittees].**

- 1.3 Presentation and Adoption of FY21-22 Adjusted Operations Budget and Proposed FY22-23 Capital and Operations Budget. **[Action Requested: Formal Adoption of Adjusted FY21-22 and Proposed FY22-23 Operations and Capital Budget or Direction to Staff]. ***
- 1.4 Formal Award of Contract for Independent Financial Auditor Services to Maze and Associates for an Initial 2-year fixed term with 3 Additional Option Years **[Action Requested: Formal Award of Contract for Independent Financial Auditor Services to Maze and Associates]. ***

2.0 COMMITTEE REPORTS

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

3.0 CORRESPONDENCE

4.0 BOARD COMMUNICATION

5.0 CLOSED SESSION (Pursuant to Section 54957.6 of the Ralph M. Brown Act)

CONFERENCE WITH LABOR NEGOTIATOR Agency Representative: Tom Hansen, Norma Martinez-Rubin and Dion Bailey.

Unrepresented Employee: General Manager

6.0 RECONVENE TO OPEN SESSION

Report of Actions Taken During Closed Session

7.0 ADJOURNMENT

* Enclosures
^^ To Be Distributed Separately

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

Next Board Meeting July 14th 2022

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

**WESTERN CONTRA COSTA TRANSIT AUTHORITY
RESOLUTION NO. 2022-13**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Regularly passed and adopted this 23th day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Aleida Andrino-Chavez, Chair, Board of Directors

ATTEST: _____
Clerk to the Board

Agenda Item 1.3

Notes on Adjusted 2021-22 (FY22) and Proposed 2022-23 (FY23) WCCTA Budget

The notes below provide information about the general approach staff has taken in developing WCCTA's Adjusted FY22 and Proposed FY23 Operating and Capital Budget, which the Board of Directors will consider at the June 23, 2022 Board meeting. The notes also provide background on specific line items that have experienced significant changes when compared to the Adopted FY22 budget.

BUDGET PRESENTATION

The budget pages follow the same format that the Board has seen in recent years. The first three pages of the budget spreadsheets detail the Operating Budget by line item within each functional area. The first column presents the FY22 Operating Budget as adopted in May, 2021. The Board will be asked to approve the Adjusted FY22 Budget (current year) in the second column, (incorporating minor adjustments to expense categories and updated estimates of revenue allocations during the 2022 fiscal year), and the Proposed FY23 Budget in the last column on the right. The third page also identifies the contributions required from each fund source to fully support the operating budget.

The final budget page presents the FY23 Capital Budget, and it also offers a comprehensive look at all funding inputs to WCCTA from both prior-year reserves, and from allocations expected during FY23. This page presents the amounts applied from each funding source to support the FY23 Operating Budget, Capital program and three established dedicated reserve accounts (Insurance, facility, and vehicle reserve accounts). For the FY23 budget, staff has carried forward the Insurance, Facility, and Vehicle reserve balances at the levels of \$40,000, \$100,000, and \$150,000 respectively, as initially established by the Board in prior budget actions.

The final column on the Capital Budget page ("Accrual for Short Range Transit Plan Needs"), details any unallocated balances from each fund source that are available to the Board for future agency needs.

With respect to the Adjusted FY22 budget, WCCTA will finish the year with significantly lower expenditures across all line items than were anticipated in the adopted budget. In addition, revenues allocated to WCCTA during the year dramatically exceeded revenue expectations, and together these factors will generate a large surplus at year's end.

Specifically, there had been no funding allocated to WCCTA from the Federal American Rescue Plan Act (ARPA) at the time the budget was presented. Staff included \$1.9 Million in Transportation Development Act (TDA) reserve funding to balance the FY22 budget rather than relying on any ARPA funds. During the fiscal year, WCCTA was allocated more than \$2.2 Million in ARPA support which will allow these TDA reserves to

be returned to reserves, or applied toward the FY23 budget needs. The Adjusted FY22 budget has been updated to recognize the ARPA funds and to remove the TDA funding. After these changes, the anticipated surplus in the Adjusted budget is in excess of \$1.38 Million, though it will certainly exceed this number.

CONTEXT FOR BUDGET DEVELOPMENT

Several factors have significantly complicated the development of the budget for FY23. WCCTA is still contending with the continuing impacts the COVID-19 pandemic has had on the regional economy, the labor market, and the demand for public transit services. In addition, fuel prices have risen to unprecedented levels in the past year, and the latest reports on the U.S. economy show inflation rates at their highest levels in forty years.

Over the last twenty-six months, passenger volumes and associated farebox revenues on the WestCAT system have been well below pre-COVID levels. Farebox revenue has traditionally accounted for roughly 25% of the revenues needed to fund the operating budget. Although ridership has been trending upwards in the final two-quarters of FY22, it is difficult to accurately forecast passenger volumes and associated revenue for the upcoming fiscal year given the continuing health crisis. Accordingly, staff is budgeting for farebox revenues of 40% of pre-COVID levels in the FY23 budget, and has used other non-recurring revenue sources to backfill these losses.

Staff has developed the proposed FY23 Operating and Capital Budgets through a line-by-line assessment of expected annual costs, anticipating which elements are particularly sensitive to cost escalation. One of the more important, and possibly most difficult of these to predict is the fuel line item, which has been increased by \$700,000 (50%) in the projected FY23 budget in anticipation that there will be no relaxation of current record-high oil prices at any point during the year. Other targeted increases have been applied to utility expenses, tires, and other expense categories affected by global market conditions.

The budget also reflects significant additional investment in outside services to enhance the security of WCCTA's computer network, and to move more of its data to cloud-hosted hosted providers.

The proposed FY23 budget is structured to provide the financial capacity to sustain existing service levels while building back some service in response to increasing demand as passengers return to the system throughout the year. Projected operating expenses in the FY23 budget assume that the WestCAT system will operate a total of 92,000 annual revenue hours of service. This falls approximately midway between current system hours, and pre-COVID levels.

A final complicating factor for the FY23 budget year is the transition currently underway in Administrative and Maintenance department staffing. The incoming General Manager is preparing a new staffing plan, which will be presented to the Board in September. Additional capacity has been included in the budget for necessary expansion of the WCCTA staff.

Because of the considerable uncertainty in funding availability, current volatility in fuel

costs and other key expense categories of the budget, staff proposes to return to the Board within the next 6 months to conduct a thorough budget review. This will allow the Board to make targeted adjustments to individual line items in the budget in response to unanticipated changes in the economy, transit funding levels, or demand for services.

Proposed total expenses for FY23 Operating Budget are \$14,526,500, which represents an increase of roughly \$1,600,000 over the Adjusted FY22 budget (and approximately \$700,000 above the Adopted FY22 budget). In effect, the amounts that will be carried forward from the FY22 fiscal year will help to mitigate any near-term impacts these additional costs will impose on WCCTA's financial position.

FY23 CAPITAL BUDGET

Two projects appear in the proposed Capital Program for FY23 on the final page of the budget spreadsheets.

- WCCTA is scheduled to replace four vehicles, that are way beyond their useful life expectancy, with two Double Deck buses. Two of the vehicles to be replaced are 1996 and 1998 over-the-road coaches, the other two are 2003 vehicles. 80% of the replacement cost will be covered by a Federal grant, with the remaining 20% local match requirement to be funded with Transportation Development Act reserves. WCCTA has adequate TDA reserves to cover the local match at this time without drawing down any of the \$150,000 that is being held in WCCTA's Vehicle Reserve.
- The project to replace WCCTA's Bus Wash facility is nearing completion. This Capital project adds \$175,000 to the project budget to cover additional construction management services approved by the Board in April, and any remaining expenses required to close out the project. All funding not required for project completion will be returned to TDA reserves,

STAFF RECOMMENDATION

Staff recommends that the Board formally approve the Adjusted FY22 Operating Budget, and the FY23 Operating and Capital Budgets as presented. Staff also recommends that a formal budget review be scheduled for late 2022 or early 2023 to consider any modifications or adjustments that may be necessary at that time to respond to actual operating and financial conditions.

**PROPOSED FY 2022-2023 WCCTA OPERATING AND CAPITAL BUDGET
(WestCAT & Express)**

	ADOPTED (May 13, 2021) WCCTA and Express FY21-22	ADJUSTED WCCTA and Express FY21-22	PROPOSED WCCTA and Express FY22-23
OPERATIONS			
Purchased Transportation	7,605,400	6,711,900	7,325,000
Monthly Fixed Fee	2,248,400	2,248,400	2,201,500
Variable Expense	5,357,000	4,463,500	5,123,500
SUBTOTAL	7,605,400	6,711,900	7,325,000
Services	202,900	202,900	228,400
Security system monitoring	2,700	2,700	2,900
Mobile Communications (Verizon cell phones/bus & sign modems/ T-Mobile DAR tablets)	80,000	80,000	80,000
Management Information System (TransTrack)	48,200	48,200	70,000
Printing and Design (ticket books, passes, transfers, etc.)	12,600	12,600	13,300
Clipper/Shopify fees	45,100	45,100	47,400
Bank fees	5,900	5,900	5,900
Other (exterminator, CHP & fire equip. inspections, shipping, all other services not in other categories)	8,400	8,400	8,900
SUBTOTAL	202,900	202,900	228,400
Fuel & Oil	1,475,000	1,484,000	2,219,300
Gasoline & Diesel	1,400,000	1,400,000	2,100,000
Lubricants	60,000	69,000	103,500
Fees, Taxes, & permits	15,000	15,000	15,800
SUBTOTAL	1,475,000	1,484,000	2,219,300
Tires	160,000	160,000	200,000
Other Mat. & Supl.	27,400	12,400	2,400
Vault Room Supplies, Lost & Found, First Aid Supplies	2,400	2,400	2,400
COVID19 Supplies (Enhanced Cleaning / Disposable Masks / Gloves, etc.)	25,000	10,000	0
SUBTOTAL	27,400	12,400	2,400
Postage	1,600	1,600	1,600
Utilities	98,900	98,900	124,500
PG & E	42,000	42,000	60,000
EBMUD	14,400	14,400	20,000
Storm Drain Monitoring (includes annual storm water permit)	2,700	2,700	2,700
Sewer Use Fee	2,500	2,500	2,500
Garbage, and Other	8,700	8,700	9,200
Facility Communications (office phones/fax/internet/alarm)	28,600	28,600	30,100
SUBTOTAL	98,900	98,900	124,500
Insurance	827,600	829,000	652,000
CALTIP Liability Loss Fund Deposit/Admin/Excess Insurance	576,000	576,000	399,000
CALTIP Physical Damage Premium	41,000	41,000	39,000
MV Liability Coverage Premium	200,000	200,000	200,000
Building fire & contents (oper share)	10,600	12,000	14,000
SUBTOTAL	827,600	829,000	652,000
Lease & Rent (Includes Transbay Terminal Rent)	95,000	95,000	120,000
Marketing/Advertising	51,000	51,000	53,500
Printing / Translation (ex. schedules, brochures)	25,000	25,000	25,000
Website and Schedule Development	7,500	7,500	10,000
General Promotion / Advertising / Driver Incentives	18,500	18,500	18,500
SUBTOTAL	51,000	51,000	53,500
Miscellaneous	1,200	1,200	1,200
TOTAL OPERATIONS	10,546,000	9,647,900	10,927,900

	ADOPTED (May 13, 2021) WCCTA and Express FY21-22	ADJUSTED WCCTA and Express FY21-22	PROPOSED WCCTA and Express FY22-23
VEHICLE MAINTENANCE			
Services	153,700	155,000	184,900
Outside mechanical work	98,700	108,000	118,800
CARB Filter Cleaning	10,000	10,000	10,500
Towing	15,000	15,000	15,000
Maintenance Information Systems	8,000	0	18,600
Miscellaneous (Includes environmental services such as hazardous waste handling, oil separator cleanout, CC health permit, etc.)	22,000	22,000	22,000
SUBTOTAL	153,700	155,000	184,900
Other Mat. & Supl.	420,000	420,000	441,000
Maintenance Materials and Supplies	420,000	420,000	441,000
SUBTOTAL	420,000	420,000	441,000
Purchased Transp.	825,800	825,800	938,400
Salaries	146,500	129,800	100,000
Fringe Benefits	29,300	33,500	20,000
Pension Benefits	21,300	18,700	15,000
TOTAL MAINTENANCE	1,596,600	1,582,800	1,699,300
NON-VEHICLE MAINTENANCE			
Services	129,000	115,000	185,400
Shelter Cleaning/Signs (Includes work @ bus stops installing signs, running electrical, etc.)	10,000	0	0
Facility Cleaning	30,000	30,000	31,500
Fuel tanks/pumps (Repair/Maintenance/Annual Testing/Cleaning)	13,100	13,100	13,800
Landscape Maintenance (Includes Pinole Shores & Walter Av.)	20,000	20,000	21,000
Miscellaneous Building Repair	8,400	8,400	8,900
Network Maint. Agreements/Licenses/Contracts	25,200	25,200	85,000
Other (Electrical, etc.)	3,200	3,200	3,400
Service (Radios)	4,000	0	0
Service Contract (HVAC)	4,600	4,600	4,800
Service (Bus Wash)	0	0	5,000
Service (Hydraulic Lift)	10,000	10,000	10,000
Service (Security System)	500	500	2,000
SUBTOTAL	129,000	115,000	185,400
Miscellaneous	500	500	500
Other Mat. & Supl.	22,300	24,000	32,000
Facility Supplies (janitorial supplies, etc.)	15,300	17,000	17,000
Network Equipment and Other	7,000	7,000	15,000
SUBTOTAL	22,300	24,000	32,000
Salaries	105,200	107,400	174,500
Fringe Benefits	21,100	25,400	40,200
Pension Benefits	12,400	12,400	20,700
TOTAL NON-VEH MAINT	290,500	284,700	453,300
ADMINISTRATION			
Salaries	762,800	751,500	815,800
Fringe Benefits	170,100	180,400	166,100
Pension Benefits	116,700	117,700	118,200
ADA Costs	25,000	25,000	25,000
Salaries	25,000	25,000	25,000
Short Range Transit Plan	55,000	55,000	55,000
Salaries	55,000	55,000	55,000
Planning Services	0	0	0
Express Bus Planning & Administration	50,000	50,000	50,000
Salaries	50,000	50,000	50,000
SUBTOTAL	1,179,600	1,179,600	1,230,100

	ADOPTED (May 13, 2021) WCCTA and Express FY21-22	ADJUSTED WCCTA and Express FY21-22	PROPOSED WCCTA and Express FY22-23
Services	72,100	82,400	65,300
Security system monitoring	1,600	1,600	1,700
Legal expenses	10,000	15,000	15,000
Accounting / Audit	50,000	50,000	30,000
Payroll Fees/Banking fees	7,100	12,400	15,000
Other (FedEx, Exterminator, PCTV, etc.)	3,400	3,400	3,600
SUBTOTAL	72,100	82,400	65,300
Other Materials & Supplies	9,000	9,000	9,000
Utilities	48,200	48,200	60,900
PG&E	21,000	21,000	30,000
EBMUD	7,200	7,200	10,000
Facility Communications (office phones/fax/internet/alarm)	14,300	14,300	15,000
Garbage, etc.	4,300	4,300	4,500
Sewer Fee & Other	1,400	1,400	1,400
SUBTOTAL	48,200	48,200	60,900
Insurance (building, ERMA)	11,800	11,800	14,400
Dues & Subscriptions (WCCTAC, CTA, CalACT)	48,000	48,000	48,000
Postage	1,300	1,300	1,300
Miscellaneous	1,300	1,300	1,300
Marketing & Advertising	0	0	0
Leases & Rent	5,200	5,200	5,700
Travel	10,000	10,000	10,000
TOTAL ADMINISTRATION	1,386,500	1,397,000	1,446,000
TOTAL EXPENDITURES	13,819,600	12,912,400	14,526,500
OPERATING REVENUES			
FAREBOX	750,000	824,000	1,000,000
NON-FAREBOX	3,000	20,000	3,000
SUBTOTAL	753,000	844,000	1,003,000
STATE OPERATING ASSISTANCE	5,664,718	3,894,138	4,417,699
ARTICLE 4.0	2,444,348	2,444,398	3,105,051
ARTICLE 4.0 PRIOR YEAR	1,935,444	0	0
ARTICLE 4.5	180,087	187,019	218,331
STA REVENUE BASED ^a	387,902	472,527	518,809
STA POPULATION BASED COUNTY BLOCK GRANT	635,430	790,194	575,508
PRIOR YEAR STA	81,507	0	0
SUBTOTAL	5,664,718	3,894,138	4,417,699
MEASURE J OPERATING FUNDS	1,612,378	1,831,830	1,834,241
MEASURE J OPER. PROG 14 (EXPRESS)	350,064	583,440	572,076
MEASURE J OPER. FUNDS 19B (EXPRESS)	352,800	392,000	384,552
MEASURE J OPER. FUNDS 16 (EXPRESS)	349,953	388,837	381,273
PRIOR YEAR MEASURE J	186,908	53,494	70,844
MEASURE J OPER. FUNDS 20B (PARA)	85,535	95,039	96,031
MEASURE J OPER. PROG. 15 (PARA)	287,118	319,020	329,466
SUBTOTAL	1,612,378	1,831,830	1,834,241
ADVERTISING REVENUE	25,000	55,532	25,000
FEDERAL CRRSAA ACT RELIEF FUNDS	1,263,299	1,263,299	0
AMERICAN RESCUE ACT FUNDS	0	2,201,817	2,300,569
LCTOP PROGRAM FUNDS	130,188	116,305	318,956
RM2 FUNDS-JPX	211,900	211,900	211,900
RM2 FUNDS-LYNX/JX	781,618	781,618	781,618
FTA PARATRANSIT SET-ASIDE	277,332	0	635,043
FTA PREVENTATIVE MAINTENANCE	0	0	193,600
FTA 5303	0	0	20,000
BART FEEDER BUS FUNDS	3,100,167	3,100,167	2,784,874
TOTAL OPERATING REVENUES	13,819,600	14,300,606	14,526,500
LESS: TOTAL OPER. EXPENSES	(13,819,600)	(12,912,400)	(14,526,500)
SURPLUS/DEFICIT	0	1,388,206	0

CAPITAL PROGRAM & ANALYSIS OF TOTAL AVAILABLE REVENUES

CAPITAL PROGRAM

FACILITY / EQUIPMENT UPGRADES	70,000
Double Decker Vehicles (2 Vehicles)	2,098,066
Bus Wash	175,000
TOTAL CAPITAL EXPENSES	2,343,066

REVENUES CURRENT YEAR FUNDS	TOTAL AVAILABLE FOR CURRENT FY	BUDGETED FOR OPERATIONS	BUDGETED FOR CAPITAL	*INSURANCE RESERVE	FACILITY RESERVE	VEHICLE RESERVE	ACCRUAL FOR SHORT RANGE TRANSIT PLAN NEEDS
TDA ARTICLE 4.0	3,105,051	3,105,051					0
TDA ARTICLE 4.5	218,331	218,331					0
STA REVENUE BASED	518,809	518,809					0
STA-COUNTY BLOCK GRANT	575,508	575,508					0
MEASURE J PARATRANSIT	425,496	425,496					0
MEASURE J BUS TRANSIT	1,337,901	1,337,901					0
FAREBOX	1,000,000	1,000,000					0
NON-FAREBOX	3,000	3,000					0
FEDERAL PREVENTATIVE MAINTENANCE	193,600	193,600					0
FEDERAL 5303	20,000	20,000					0
FEDERAL ADA SET-ASIDE	635,043	635,043					0
FEDERAL 5307	1,678,400	0	1,678,400				0
FEDERAL CRRSAA ACT RELIEF FUNDS	0	0					0
AMERICAN RESCUE ACT FUNDS	2,300,569	2,300,569					0
(LCTOP) LOW CARBON TRANSIT OPER.	318,956	318,956					0
FEEDER BUS FUNDS	2,784,874	2,784,874					0
STATE OF GOOD REPAIR (SB1 CAPITAL)	85,452	0	85,452				0
RM2 LYNX/JX	781,618	781,618					0
RM2 JPX	211,900	211,900					0
NET BRIDGE TOLLS	62,940	0	62,940				0
ADVERTISING REVENUE	25,000	25,000					0
TOTAL CURRENT YEAR	16,282,448	14,455,656	1,826,792	0	0	0	0
PRIOR YEAR FUNDS							
TDA	6,572,105	0	516,274	40,000	100,000	150,000	5,765,831
STA POPULATION BASED	0						0
STA REVENUE BASED	0						0
STATE OF GOOD REPAIR (SB1 CAPITAL)	0						0
MEASURE J BUS TRANSIT	20,844	20,844					0
MEASURE J PARATRANSIT	50,000	50,000					0
TOTAL PRIOR YEAR	6,642,949	70,844	516,274	40,000	100,000	150,000	5,765,831
TOTALS	22,925,397	14,526,500	2,343,066	40,000	100,000	150,000	5,765,831

*INSURANCE RESERVE IS FOR ERRORS AND OMISSIONS AND BUS STOP LIABILITY

Agenda Item 1.4

Staff Report on Contract for Independent Financial Auditor Services

As a condition of receiving Transportation Development Act funding through the State, WCCTA is required to conduct an annual independent financial audit. Additionally, in years where WCCTA receives more than a threshold amount of Federal funding (currently \$750,000), this audit must include a separate review (“Single Audit”) of Federal expenditures during the audit year for compliance with Federal Transit Administration requirements.

After receiving authorization from the WCCTA Board to conduct a competitive procurement for a financial audit firm, staff released an RFP for the necessary audit services, structured as an initial two-year term, with three one-year options. The RFP was posted to the procurement section of the WCCTA website, and notices were sent to firms who had requested to be included on the bidders list, and to other potential qualified bidders with public agency experience. Staff conducted a pre-bid meeting on May 16th, 2022, and received either expressions of interest, or formal questions from three potential bidders.

By the June 10 submittal deadline, Maze and Associates was the sole firm to submit a proposal. Staff has evaluated the proposal to ensure compliance with the required elements of the RFP and has also checked professional references for the company. The majority of Maze and Associates clients are cities, special districts, or other municipal entities, and they specialize in preparing Independent Year-end Audits. Reference checks indicated a high level of customer satisfaction with the quality of the firm’s work.

The price proposal from Maze and Associates lists the cost of performing the Annual audit and producing the Financial Statements and Management Letter, and separately details the cost for the Federal single audit in years when this is required. Total fees for the two years of the initial term are as follows:

	2022	2023	2024	2025	2026
Financial Statements (including Management Letter)	\$15,750	\$16,250	\$16,750	\$17,300	\$17,850
Single Audit	\$5,050	\$5,250	\$5,450	\$5,650	\$5,850
Total all-inclusive maximum price	\$20,800	\$21,500	\$22,200	\$22,950	\$23,700

The cost proposal from Maze and Associates represents roughly a 4% increase in costs compared to what WCCTA has paid historically for audit services. The average annual cost escalation across the two-year initial term and three option years is 3% per year.

Staff recommends the Board award the contract for Independent Financial Auditor Services to Maze and Associates for an initial 2-year fixed term, with provisions for 3 additional option years.