



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: February 10, 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: February 2022 Board Meeting

Time: Feb 10, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85015732034>

Meeting ID: 850 1573 2034

One tap mobile

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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 CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meeting of October, November, December 2021. *
- 1.2 Approval of Expenditures of October, November, December 2021 and January 2022. *
- 1.3 Receive Contractors Monthly Management Report Summaries for October, November and December 2021. * **[Action Requested: Approve Items 1.1 and 1.2 and Receive 1.3]**

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Adoption of Resolution 2022-02, 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 February 12, 2022, Pursuant to AB 361.

[Action Requested: Formal Adoption of Resolution 2022-02] *

2.2 Consideration and Approval of WCCTA Annual Statement of Investment Policy **[Action Requested: Formal Approval of Statement of Investment Policy]***

2.3 Presentation, Discussion and Approval of the 2022 Update to the WCCTA Title VI Plan **[Action Requested: Adoption of Resolution 2022-03 Formally Approving WCCTA Title VI Plan] ***

3.0 COMMITTEE REPORTS

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

3.2 WCCTAC Representative Report **[No Action: Information Only]**

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION

6.0 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 <https://www.westcat.org/Home/InsBoard>. 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 March 10, 2022

WCCTA Board meetings are prerecorded and posted for public viewing on the Authority's website at this link: <https://www.westcat.org/Home/InsBoard>.



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

MEETING MINUTES

October 14, 2021

Special Meeting

6:30 P.M. via Zoom Conference Call

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

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

Chair Andrino-Chavez called the meeting to order at 6:30 P.M. and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Vice-Chair Dion Bailey, Chris Kelley, Maureen Powers, Tom Hansen, Maureen Toms, Norma Martinez-Rubin, Alternate Director Tiffany Grimsley (joined during Item 3.1 General Manager's Report)

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Chief Financial Officer, Andramica McFadden, Administrative Services Coordinator, Erenia Rivera, Accounting Clerk

GUESTS PRESENT

Peter Edwards, General Manager, MV Transportation, Pinole

B. APPROVAL OF AGENDA

Chair Andrino-Chavez announced that the order of the agenda must be changed to comply with the Resolution 2021-05, and the Board must first approve Item 2.1 in order to continue with any action items.

- 2.1 Adoption of Resolution 2021-05, 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 October 14, 2021, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2021-05

MOTION: A motion was made by Director Kelley, seconded by Director Toms to Adopt Resolution 2021-05, 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 October 14, 2021, Pursuant to AB 361. The motion was carried by the following vote:

Ayes: 7– Andrino-Chavez, Kelley, Bailey, Toms, Powers, Hansen, Martinez-Rubin

C. PUBLIC COMMUNICATIONS

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

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

NONE.

1) CONSENT CALENDAR

Chair Andrino-Chavez introduced the Consent Calendar.

General Manager Anderson stated that the August Monthly Management Report was distributed separately.

Chair Andrino-Chavez confirmed that the Board had received the August Monthly Management Report.

Following an inquiry to the Board, Director Martinez-Rubin reported a duplication error in Item 1.1 Minutes of July 29, 2021, on Page 2, and requested staff delete the duplication. The Board reported no other issues or conflicts with any items on the agenda.

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

Ayes: 6– Andrino-Chavez, Kelley, Bailey, Powers, Hansen, Toms, Martinez-Rubin

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.2 Staff Presentation of Ridership Trends, and Summary of September Free-Fare Promotion and California Clean Air Day, October 6, 2021. No Action: Information Only

Chair Andrino-Chavez introduced the item and Assistant General Manager Thompson provided a brief staff report on the following:

- 1) Ridership levels during the free fare promotions in September and October
 - a. Ridership levels were
 - b. were greater than staff had initially predicted for the September promotion with 43,653 rides across the entire system, equating to \$110,000 in fares
 - c. The free fare promotion on October 6, 2021 generated just over 2,000 rides, and the fares for that day were \$5,000
 - d. The total LCTOP funding available for the year was approximately \$130,000, of which we utilized \$115,000 for free fares, leaving us with enough funding to provide free fares for the next two, possibly three weekday Spare the Air Days when they are called
- 2) Data on current ridership levels and trends
 - a. September 2021 ridership increased by 60% over September 2020
 - b. Comparing this past month's ridership to the pre-pandemic levels of September 2019, we are still seeing only around 40% of ridership levels systemwide
 - c. We are seeing varying rates of increase across the system; local, express, Lynx, and Dial-Ride
 - d. There are some big factors playing a significant role in these trends
 - i. Schools reopened to in-class teaching at the end of August
 - ii. The free fare promotion in September
 - iii. A mid-September schedule change that increased the service levels on a number of our routes

- iv. MTC did a region-wide media campaign encouraging people back to transit
- v. As the economy has begun reopening, places of employment have begun welcoming employees back
- vi. All of that has contributed to the fairly significant bump in ridership over the last several months
- e. Ridership in the early days of October is slightly down from where we were in September now that we're collecting fares again, but we're still averaging around 2,000 passengers per day

Assistant General Manager Thompson concluded that we will continue monitoring and tracking the ridership and hopefully we will continue seeing more people return to transit.

Board members asked questions, and made comments. Assistant General Manager Thompson responded.

General Manager Anderson made some additional comments on the current ridership levels and trends.

Chair Andrino-Chavez stated that it does seem that the ridership trends are going in a good direction right now, especially the express routes.

Director Kelley asked Peter Edwards, General Manager, MV Transportation for any anecdotal evidence or things to share about the drivers and how they are feeling about the increased ridership.

MV General Manager Edwards shared that the drivers seem happy that the service is creeping back to a level of normalcy at this point, and with the possibility of being able to work a solid work week and make the type of wages that they did pre-pandemic. He added that the installation of driver barriers has provided the drivers with a sense of personal safety and protection from both COVID and other potential issues, especially while driving late at night.

Chair Andrino-Chavez said to keep up the good work and to continue to bringing more riders to the service.

3) COMMITTEE REPORTS

3.1 General Manager's Report

Before beginning his report, General Manager Anderson welcomed the Board's newest Alternate Director from Hercules, Tiffany Grimsley, and announced that a member of the WestCAT staff, Erenia Rivera also joined the meeting during the last item.

He went on to report that with the passage of Resolution 2021-05, we are covered for the next board meeting, but at that meeting we'll have to take a subsequent action to consider any changes in the state of emergency or any other conditions that may require us to go back to in-person meetings. The legislation requires that that be done every thirty days and there may be times where we will have interim meetings just to satisfy that requirement. We will keep on top of that and make sure that we remain in compliance.

General Manager Anderson reported on the latest progress on the bus wash project, and then turned the report over to the Assistant General Manager to report on a couple of things going on at the MTC level.

Assistant General Manager Thompson reported on the following:

- 1) A status update on the American Recovery Plan Act (ARP) funding, which is the third of the COVID related federal funding sources for transit, coming after the CARES and CRRSA Act funds
 - a. MTC approved the first allocation of ARP funds in June and WestCAT received \$2.9 Million of the \$1.5 Billion that came to the region
 - b. MTC held back approximately \$900 Million for a second round of funding and the initial plan was to do that second round in early 2022
 - c. The formula to distribute the funds was to be modified and amended based on some updated operational data and analysis of that data. However, there was a wrinkle
 - d. The FTA issued a discretionary funding notice for an additional \$2.2 Billion in ARP

funds and these funds can be applied for directly from the FTA, but they're designated as hardship funds and the agency must show that they actually qualify for the funds

- e. In our region, only a few of the large agencies would potentially qualify to compete nationwide for these funds (BART, Caltrain, WETA, and Golden Gate Transit), the agencies that are much more dependent on fares as their revenue source
- f. For any of these agencies to apply for any of these funds all of the regions ARP funding must be allocated by MTC before the submission deadline in early November, meaning MTC must allocate all of that remaining \$900 Million in ARP funds to the agencies at the next Commission meeting at the end of the month
- g. This also means that the modifications based on updated operational data and the analysis will not take place due to the time constraints
- h. MTC currently have a proposal to distribute this round of funding using the same methodology as the previous round
- i. Thus, of the remaining \$900 Million in funding, WestCAT could potentially receive another \$1.9 in ARP funding
- j. If the Commission doesn't act this month to allocate those funds, Bay Area agencies wouldn't be eligible to apply for the discretionary funding, and the region as a whole would lose out on a significant source of federal funding
- k. The Commission could also approve a different methodology, so we could see a different amount of funding

Assistant General Manager Thompson concluded that we're currently in a wait and see mode and we're involved in the discussion with MTC and all of the other operators on what will be recommended by staff to the Commission. We'll keep the Board posted as to the outcome at our next meeting.

Staff are also monitoring and involved in the ongoing Network Management discussion and the start of the business case analysis and fare integration work, both of which are ongoing. There isn't a lot of new information on either project. Staff are heavily involved in those meetings, and will keep the Board informed and seek input when necessary and appropriate.

General Manager Anderson noted that MTC, as part of their Blue Ribbon Task Force process, will be holding a workshop at the end of this month. When the final agenda is completed, staff will distribute it to the Board.

Board members made comments and asked questions, and General Manager Anderson replied.

General Manager Anderson asked Peter Edwards, General Manager, MV Transportation to fill the Board in on the current staffing situation and recruitment efforts.

Mr. Edwards provided a comprehensive report on the current trends for recruitment and hiring of professional drivers and staff in the Bay Area and throughout the industry, and provided an in-depth look at the current status of MV's own recruitment and hiring efforts.

Board members made comments, and asked questions, and MV General Manager Edwards and General Manager Anderson responded.

WestCAT staff member, Erenia Rivera interjected with some suggestions for potential recruitment opportunities.

General Manager Anderson concluded with a related item on the continuing discussions that staff have been having with MV about a COVID vaccination policy. Staff wanted to inform the Board that that is under active discussion right now. We're all waiting on the release of the OSHA guidance from the federal government, which effects large employers and may then be applicable to MV and also provides a template for the imposition of COVID vaccine requirements or policies at the location. We're very interested in doing that. We need to both protect the health and wellbeing of the employees at the site, and the passengers we transport. The vaccination rates aren't as high as we'd like at this moment. Accordingly, we're considering a policy that would be applied at our location and would be something that is a viable approach that MV would partner with us on. That is a work in progress right now, and we will keep the Board informed.

Director Powers made some follow-up comments on General Manager Anderson's report.

WestCAT staff member, Erenia Rivera requested time at the end of the meeting to speak to the Board. The Board

agreed to allow Ms. Rivera to speak.

The Board made some final remarks on the bus wash project, with a suggestion to have a virtual ribbon cutting once the project is complete.

3.2 WCCTAC Report

Director Powers stated that she was unable to attend the September WCCTAC meeting, but she will be attending the one on October 22nd. She added that they did have a special meeting that she did attend that addressed the same thing that this Board did, which was to approve a resolution to continue having remote meetings.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION

Chair Andrino-Chavez invited WestCAT staff member, Erenia Rivera to address the Board at this time.

Ms. Rivera addressed the Board regarding her upcoming departure from the agency on October 29, 2021 after 15 years of service.

The Board and General Manager Anderson thanked Ms. Rivera for her service and wished her well.

6) ADJOURNMENT

At 7:28 PM, Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors of October 14, 2021.

Aleida Andrino-Chavez, Chair

Date

Charles Anderson, Secretary

Date



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

MEETING MINUTES

November 8, 2021

Special Meeting

6:30 P.M. via Zoom Conference Call

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

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

Chair Andrino-Chavez called the meeting to order at 6:36 P.M. and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Chris Kelley, Maureen Powers, Tom Hansen, Norma Martinez-Rubin

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Chief Financial Officer

GUESTS PRESENT

NONE.

B. APPROVAL OF AGENDA

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

MOTION: A motion was made by Director Kelley, seconded by Director Martinez-Rubin to approve the agenda. The motion was carried by the following vote:

Ayes: 5– Andrino-Chavez, Kelley, Powers, Hansen, Martinez-Rubin

C. PUBLIC COMMUNICATIONS

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

NONE.

1) CONSENT CALENDAR

Following an inquiry to the Board, the Board reported there were no conflicts with Item 1.1 on the Consent Calendar.

MOTION: A motion was made by Director Kelley, seconded by Director Martinez-Rubin to approve Consent Calendar Items 1.1. The motion was carried by the following vote:

Ayes: 5– Andrino-Chavez, Kelley, Powers, Hansen, Martinez-Rubin

General Manager Anderson explained that in light of the fact that we have a transition in our accounts payable function and we have lost a staff member, we ordinarily would have had the expenditures and minutes from the last meeting on the Consent Calendar, but this has been hindered by the current staffing shortage. We plan to restore those items on the next agenda.

2) ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Adoption of Resolution 2021-06, 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 November 12, 2021, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2021-06

MOTION: A motion was made by Director Powers, seconded by Director Martinez-Rubin to adopt Resolution 2021-06. The motion was carried by the following vote:

Ayes: 5– Andrino-Chavez, Kelley, Powers, Hansen, Martinez-Rubin

General Manager Anderson added that the thirty days allowed in AB 361 has presented some challenges to all public agencies, particularly those that meet on a monthly basis. Therefore, it may require some special meetings for the purposes of extending the period if we are still in the state of emergency and the other conditions are met. We will try to do that the best we can over the holidays and we have been in consultation with our attorney about what is actually required, so we will keep that up to date and make sure that we still have access to doing the virtual meetings.

- 2.2 Discussion of MTC's Request to Extend the Clipper Start Income-Based Transit Fare Discount Pilot Program thru June 30, 2023.** Action Requested: Discussion and Direction to Staff

Chair Andrino-Chavez introduced the item and Assistant General Manager Thompson provided a report.

Assistant General Manager Thompson explained that it was anticipated that the pilot would run until the end of this year, but MTC decided that the pilot should really be extended thru June 30, 2023 because of the continued low ridership across Bay Area transit systems and the low utilization of the program to date. People are using it and finding out about the program, but given the low ridership, it isn't a huge amount. The extension is needed to further analyze the value of the program and rider usage. There is no formal action required tonight, but MTC is requesting that individual boards be made aware of the extension of the pilot and remain committed to participate. Staff agreed that extending the pilot makes sense.

MOTION: A motion was made by Director Kelley, seconded by Director Hansen to Extend the Clipper Start Income-Based Transit Fare Discount Pilot Program thru June 30, 2023 in line with MTC's Request. The motion was carried by the following vote:

Ayes: 5– Andrino-Chavez, Powers, Hansen, Kelley, Martinez-Rubin

- 2.3 Consideration of the Establishment of a COVID-19 Vaccination Policy for the WCCTA Operations and Maintenance Facility to Apply to All WCCTA and Contracted Employees.** Action Requested: Direction to Staff

General Manager Anderson reported that we've been studying this item and the merits of putting a vaccination and/or testing program in place at the facility to protect the health and safety of the workers, other employees on site and the public. Vaccination rates aren't at the level that we'd like them to be among employees and contractor staff, although there's been a concerted effort to provide information to individuals so they can make their decisions about vaccinating/protecting themselves.

We've been waiting for the OSHA guidance to be issued by the federal government and that draft policy was issued this week and was immediately challenged in court. Thus, it has not officially taken effect. It would, in addition to providing guidance for us, also affect employers of more than 100 employees, which may affect our contractor. A number of these things are open for interpretation. However, in light of the direction the federal government is going, and the COVID situation in Contra Costa County and the scientific information about the additional transmissible risk that unvaccinated people pose to people around them, we think it is time to take formal action and we've been discussing this with Peter Edwards for some time now. We have a testing option that looks viable to us and so we're bringing this to the Board's attention and we invite any comments or concerns about the imposition of a program like this. Absent any concerns from the Board, we'll proceed with implementation of the program or draft the policy and put it into place as soon as we have all of the details sorted so we aren't exposed to challenges we're not prepared for.

Director Powers concurred, asserting that it is absolutely essential and she also doesn't think people who have already been vaccinated understand the risk of transmission by people who may have the virus. This is a really difficult issue and staff has handled it very well and she believes that the Board should move forward with the implementation of a vaccination policy.

Director Kelley agreed with Director Powers, adding that it gives her confidence that MV General Manager, Edwards is onboard with it, because he knows his agency, knows the people and this is in the best for the health and safety of MV Transportation employees, as well as the employees of WestCAT. She's wholeheartedly in favor of this, adding that many weeks ago the City Manager of Hercules instituted this kind of policy, and there are some exemptions for health and religious reasons. She concluded that providing a testing option is a great thing.

General Manager Anderson replied to Director Hansen's question as to what other agencies are doing. He replied that staff are in weekly contact with all of the small operators across the region, so we have a good handle on the approaches they're taking. There are various ends of the spectrum, and he detailed some of those different approaches. He believes that in all cases agencies have been providing accurate information about the virus, about the vaccines, and encouraging people, but more agencies are now taking the final step of drafting and implementing the policy. There's not a lot of variation in terms of how the policies are structured, but the issue is how you adjudicate the exemption requests. The approach we're taking is to have an option for people who ask to be exempted from the vaccine mandate and at least we know the weekly status of people through the testing.

Director Hansen asked if anyone had spoken to the Teamsters about this and Mr. Anderson replied that Peter Edwards had engaged them and there wasn't any objection from the person he spoke to, but before we implement it we'll make sure he talks to them again, and we can discuss it to address any concerns.

Director Hansen said that the more involved they are the better off everyone will be, and everyone can be on the same page whenever it is rolled out.

General Manager Anderson added that Peter had initiated that contact about 5-6 weeks ago and there's been ample time to discuss this, but he doesn't know what resolution they've come to.

If there are no objections by the Board at this point, General Manager Anderson proposed that we reach a mutually agreeable policy that is implemented both for WestCAT employees and MV employees. MV has a vested interest in this as well, and they may be mandated in spite of anything we might do to take further action. They've been working on a draft policy and discussing the legalities of implementing a mandate. There is a lot of consideration going on at the moment, but it is our intent to do something that is consistent both for our employees and MV's employees.

Directors made some follow-up comments, and asked some final questions. General Manager Anderson replied.

After some additional discussion, and clarification by General Manager Anderson, the Board agreed with staff's approach for establishing of a COVID-19 vaccination policy for the WCCTA operations and maintenance facility to apply to all WCCTA and contracted employees.

General Manager Anderson agreed to share the policy with Chair Andrino-Chavez, per her request.

3) COMMITTEE REPORTS

3.1 General Manager's Report

Assistant General Manager Thompson reported on the following:

1. A couple of updates regarding MTC, and some of the items that have gone to the Commission in the last few months
 - a. The amount of ARPA funds allocated to WCCTA by MTC were an additional \$270,000 on top of staff's initial estimate of \$1.9 Million. This was due to the need by MTC to allocate all of these funds
 - b. This \$270,000 was part of an approximate \$85 Million that MTC had hoped to keep back, because they had envisioned that it would be used for Blue Ribbon Task Force and transformational action plan work, but they had to allocate it to the different agencies due to the discussions they had with FTA
 - c. The plan is that at some point MTC will do a fund swap that will see us receiving less \$270,000 in another funding category
 - d. This methodology would apply to all of the operators in the region, and was something that they could gain consensus on in a very short period of time
 - e. The fund source for the swap is TBD, but there is a potential that it could be local STA funds, and staff are a little cautious about this in terms of ensuring that it doesn't set a precedent in MTC taking STA funds for other projects and programs, but it hasn't gotten to the point of raising alarm bells at the moment
 - f. It is just something that we and a number of the other small operators are monitoring and making sure that it doesn't go down that road
2. The two-day October Workshop of the Metropolitan Transportation Commission
 - a. The discussion was focused around the transformation action plan that ultimately came out of the Blue Ribbon Task Force
 - b. The next steps will be to start implementing some of the projects while the business case analysis for the network management of the region is getting underway
 - c. There was a lot of discussion about some of the near-term proposals out of the transformational action plan
 - i. Transit priority and the values it can bring to transit
 - ii. Mapping and wayfinding and the need to coordinate and better communicate with riders
 - iii. Fare integration with the emphasis on improving the experience of the riders
 - d. All of the elements still have some work to do, in terms of planning and implementation, but a fare integration pilot is probably going to be one of the first projects initiated through this process, and it's likely to be an institutional pass that will be created and offered to large employers, schools, colleges, etc.
 - i. The idea is that it could provide seamless transfers across all agencies with one single pass that would be available on the Clipper network
 - ii. Some of the mechanics; the discounts, the reimbursements and the transfer elements are not finalized yet, but additional work is going on to come up with an approach to that
 - iii. This, along with the mapping and wayfinding and the transit priorities are projects that seem to have fairly universal agreements and commitments to accomplish amongst both the operators and MTC
 - e. The initial discussion of the funding of these projects may be around the need for funding to support their implementation.
 - f. The timeline is to continue to work on refining the funding options plus the actual mechanics of the projects themselves and to go back to the Commission probably in early 2022 for adoption or approval
 - g. One other take-away from the workshop is the real importance of the continued trust and collaboration that has been built up not only between all of the transit agencies working

together, but also between the agencies' staff and MTC staff, as we really need to work together in order to come up with a transformation action plan

- h. It is going to require a lot of hard work to gain consensus amongst all the stakeholders

Assistant General Manager Thompson concluded that it's something that's been apparent over the last 18 months that all transit agencies have really worked together and there has been a good relationship with MTC staff and it is incumbent upon us all to make sure that continues throughout this process.

General Manager Anderson reported on the following:

1. Update on the bus wash project
 - a. The actual installation of the equipment on the site started 10 days ago
 - b. It's proposed that the actual connection to the new electrical service that's coming onto the site will allow the equipment to be started up probably by next week
 - c. There are a number of supply chain delays that are going to delay the actual occupancy permit and the opening of the facility for actual use
 - d. This is still a major step forward
2. Preparations are underway for WestCAT's Thanksgiving meals donation drive
3. Restart of the Stuff A Bus donation drive in coordination with the CHP Chips for Kids Toy Drive and the Contra Costa and Solano Food Bank

Director Martinez-Rubin made some comments and asked questions. Assistant General Manager Thompson and General Manager Anderson replied.

General Manager Anderson concluded by adding that with the fund swap that Assistant General Manager Thompson reported on, it is important to underline that this would be in exchange for receiving less money from certain programs. It may be the express bus program funds or the STA that we're entitled to and we use to balance the annual budget. We've been using the ARPA funds and the CARES Act funds to replace monies that we don't have from other sources to fund operations. It may be an even exchange in the end, but we will highlight this when we present the budget this spring, as it will appear to be a \$270,000 reduction in a traditional fund source, though this is a one-time exchange.

Directors made some final remarks.

3.2 WCCTAC Report

Director Powers reported that WCCTAC met on the 22nd and some of the discussions were as follows:

1. A status report on the Richmond ferry and the WETA strategic planning
2. The I-80 design alternative
3. City of Richmond's Lift Program

Director Martinez-Rubin asked a question about the City of Richmond's Lift Program and Director Powers and Director Kelley, and General Manager Anderson responded.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION

NONE.

6) **ADJOURNMENT**

At 7:33 PM, Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors of November 8, 2021.

Aleida Andrino-Chavez, Chair

Date

Charles Anderson, Secretary

Date



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

MEETING MINUTES

December 9, 2021

Special Meeting

6:30 P.M. via Zoom Conference Call

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

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

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

DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Chris Kelley, Maureen Powers, Tom Hansen, Maureen Toms, Norma Martinez-Rubin

STAFF PRESENT

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

GUESTS PRESENT

NONE.

B. APPROVAL OF AGENDA

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

MOTION: A motion was made by Director Kelley, seconded by Director Toms to approve the agenda. The motion was carried by the following vote:

Ayes: 6– Andrino-Chavez, Kelley, Powers, Hansen, Toms, Martinez-Rubin

C. PUBLIC COMMUNICATIONS

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

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

NONE.

1) ITEMS FOR BOARD ACTION / DISCUSSION

- 1.1 **Adoption of Resolution 2021-07, 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 December 12, 2021, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2021-07

MOTION: A motion was made by Director Toms, seconded by Director Kelley to adopt Resolution 2021-07. The motion was carried by the following vote:

Ayes: 6– Andrino-Chavez, Kelley, Powers, Hansen, Toms, Martinez-Rubin

2) COMMITTEE REPORTS

2.1 General Manager's Report

General Manager Anderson thanked the Board for attending this special meeting, as it is a requirement of the law, to continue our ability to meet remotely, according to AB 361. He then called on Assistant General Manager Thompson to provide a Metropolitan Transportation Commission (MTC) update.

Assistant General Manager Thompson reported:

1. On Monday, December 13th between 2:00 PM-3:00 PM the MTC is holding a listening session on a potential regional ballot measure focusing on transportation and they're starting to explore the possibility of going out to their voters in an upcoming election
 - a. The goal on Monday is to provide an opportunity for key stakeholders and members of the public to share their current perspectives and views on this potential ballot measure
 - b. MTC staff are going to share some information on recent polls related to voter sentiment, MTC priority strategies for transit ridership recovery, Blue Ribbon Transit Transformation Action Plan, and multi-modal needs that were highlighted on the recently adopted Plan Bay Area 2050.
 - c. There will be additional presentations from the business community, public transit advocacy groups, Bay Area county transportation agencies, the MTC Policy Advisory Council, and Bay Area transit agencies. There will also be a chance for members of the public to weigh in with comments
 - d. The transit operators' presentation is being prepared by a small number of staff from other agencies and will highlight the current ridership trends, and the financial concerns we've all been discussing for months
 - e. We've only seen an initial draft of that presentation and while some of the ongoing coordination will be mentioned and highlighted, coordination alone is not going to be enough
 - f. The need for significant additional funding to achieve the goals of the action plan is likely to be the takeaway being presented by the operators

There's not a lot of additional information to share at this point. There's an agenda on the MTC website, but it just outlines most of what he's already gone over. It should be an interesting discussion on Monday, and it's open to the Board and anyone who would like to attend and listen. It will also be recorded and can be viewed after the fact.

He encouraged any interested Board members who can watch the session to participate and see where MTC is coming from on this ballot measure.

Mr. Thompson continued that there's also a couple of other Commission meetings next week when some of the initial next steps regarding the Transit Transformation Action Plan may come up for discussion. As of tonight, there were no agendas, and no specific items for us to react to. Staff will monitor these meetings and will report back to the Board in January as MTC's general approach to the Plan becomes clearer.

General Manager Anderson reported on the following:

1. There is an additional delay on the bus wash project due to supply chain issues for the curtain wall, which is required before the bus wash goes into operation
 - a. The lead time on that is estimated to be about 12 weeks
 - b. This pushes the opening of the bus wash until probably around April
 - c. The delay will probably result in some additional costs, which we'll report when those costs are finalized

General Manager Anderson called on WestCAT staff member, Mike Furnary to report on some passenger information amenities that we are introducing.

Transit Grants and Compliance Manager, Mike Furnary reported:

1. Approximately 2 ½ years ago we revised our website and initiated a service alert system on the website
 - a. That system works well, however, it relies on our customers visiting our website to look for that information
 - b. We've recently taken steps to improve upon that by creating a text alert system that will push that same information out to customers who subscribe to the service. No more having to go to the website to look for it, it will come to them
 - c. It works the same as the previous system, in that, Dispatch will place a message up by route on any detour, delay, etcetera, but now when that happens subscribers will automatically be sent a text alert to their cell phone
 - d. We'll be launching this great service on December 15th with a promotion encouraging people to subscribe by offering a rider contest where the grand prize winner can win free rides on WestCAT for an entire year
 - e. We've done several things to promote it such as on our website, social media, on the vehicles, at the bus stops, and we think that the incentive of that prize is going to encourage people to subscribe
 - f. We've provided service alerts to our riders for a long time, but we don't have a dedicated staff member to manage our social media accounts and our website, so there is often a delay in getting the information to customers, or responding to inquiries
 - g. That problem goes away with this because once the information gets posted, it's immediately pushed to the subscriber's cell phone
 - h. Customers will only get information on routes that they select when they subscribe and the update or unsubscribe at any time

Mr. Furnary responded to a question posed by Director Martinez-Rubin confirming that the grand prize will be awarded on or around March 30, 2022. Customers have to be subscribed at the time of the drawing to win.

General Manager Anderson called on WestCAT staff member, Andramica McFadden to report on Stuff a Bus.

Administrative Services Coordinator, Andramica McFadden reported:

1. Staff are excited to announce that Stuff A Bus is back once again
 - a. We are teaming up with the Contra Costa and Solano Food Bank, along with CHP CHiPs for Kids
 - b. The event will be held this Tuesday, December 14th from 9:00 AM to 4:00 PM at the Pinole Vista Crossing- Shopping Center, in the Target parking lot located directly across the street from In-N-Out Burger
 - c. We'll be very visible to the street and once again we are inviting Board Members to join us
 - d. We will be collecting food and toys

Chair Andrino-Chavez said that she is going to try and stop by, and she encouraged members of the public to stop by and donate.

Director Martinez-Rubin asked if WestCAT's mascot Wes would be there, and Mica responded.

General Manager Anderson confirmed that Santa will be attending.

2.2 WCCTAC Report

NONE.

3 CORRESPONDENCE

NONE.

4 BOARD COMMUNICATION

Chair Andrino-Chavez extended her best wishes to everyone for happy and safe holidays. She added that she will not be available for the January Board meeting.

5 ADJOURNMENT

At 6:53 PM, Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors of December 9, 2021.

Aleida Andrino-Chavez, Chair

Date

Charles Anderson, Secretary

Date

A/P DISBURSEMENTS OCTOBER 2021

9/9/21 at 10:00:05.64

**WCCTA - WestCAT
Purchase Journal**

For the Period From Jul 31, 2021 to Jul 31, 2021

Filter Criteria includes: 1) Vendor IDs: Multiple IDs; 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
7/31/21	50410-10 Postage, Operations	7-21	Postage	16.66	
	50410-60 Postage, Admin		Postage	8.33	
	50300-43 O/S Service, Non-Veh, Compu		Sonic wall, Dropbox, Digi, Zoom	344.40	
	50499-60 Other Mat & Supplies, Admin		Office Supplies (static cling for glass doors, and Staples)	37.70	
	11103 Office Equipment & Furniture		Comp Network Equip/Upgrade	1,021.50	
	50300-41 Outside Service, Vehicle Main		Printing (work orders)	621.40	
	50499-41 Other Mat & Supplies, Veh Ma		Vehicle Parts	391.44	
	50499-42 Other Mat&Suppl, Non-Veh		Shed Supplies	332.93	
	50401-10 Fuel & Lubricants		Propane	17.29	
	20100 Accounts Payable		Bank of America Business Card		2,791.65
7/31/21	11105 Oper, Maint & Admin Facility	008	July bus wash project (TDA)	101,506.82	
	20100 Accounts Payable		Saboo Inc.		101,506.82
				<u>104,298.47</u>	<u>104,298.47</u>

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
10/10/21	50300-10 Outside Services, Operations 20100 Accounts Payable	51352	Ticket order form envelopes A 2 Z Printing Center	1,423.08	1,423.08
9/10/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	45687	Sep inspection Afforda-Test	100.00	100.00
9/12/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	17048358	Sep phone service Sep phone service AT&T	106.01 53.00	159.01
10/12/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	17188857	Oct phone service Oct phone service AT&T	105.33 52.66	157.99
9/30/21	50499-42 Other Mat&Suppl, Non-Veh 50410-10 Postage, Operations 50410-60 Postage, Admin 50300-43 O/S Service, Non-Veh, Compu 50499-43 OtherMat&Sup-Non-Veh, Co 50300-41 Outside Service, Vehicle Main 50908-10 Marketing & Advertising, Ope 50401-10 Fuel & Lubricants 50300-41 Outside Service, Vehicle Main 11104 Facility Repairs 11103 Office Equipment & Furniture 20100 Accounts Payable	9/21	Shipped Modem to Hanover for Testing (AVL) / UPS Sep Postage Sep Postage Zoom & Dropbox Comp network exp Vehicle repair #10 Print new schedule Propane for forklift Smog test #11 , 61, & 69 Rob & Mike Office upgrades due to COVID Comp network equip/upgrade Bank of America Business Card	126.81 16.66 8.33 163.76 413.71 347.62 2,398.33 42.30 209.32 249.00 4,730.19	8,706.03
				10,546.11	10,546.11

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
10/12/21	50300-10 Outside Services, Operations 20100 Accounts Payable	10/21	Vehicle inspection FY22 California Highway Patrol	500.00	500.00
9/30/21	50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50600-10 Insurance, Operations 50800-10 Purchased Transportation, Ope 20100 Accounts Payable	0115080	Sep service Sep maintenance Sep liability ins Sep estimated service MV Transportation	588,037.21 68,817.00 14,653.59	642,204.42 29,303.38
10/1/21	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	115505	Oct estimate service MV Transportation	642,204.42	642,204.42
				1,314,212.22	1,314,212.22
				1,314,212.22	1,314,212.22

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
9/20/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1194238	Janitorial supplies Central Sanitary Supply	233.62	233.62
10/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	10/21	Oct cell phone reimbursement Oct cell phone reimbursement Charles Anderson	40.00 20.00	60.00
9/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	132050	Vehicle parts Chuck's Brake & Wheel	2,264.93	2,264.93
9/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4097417146	Sep uniform Cintas Corporation	2,103.15	2,103.15
10/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001000161852	Oct fiber optic network Oct fiber optic network Comcast Business	1,066.67 533.33	1,600.00
10/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	10/21	Membership renewal FY22 California Special Districts Assoc.	1,750.00	1,750.00
9/22/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	6212650005	Vehicle parts Dentoni's Welding Works Inc.	192.28	192.28
9/27/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-21-396074	DEF and motor oil Flyers Energy, LLC (RCP)	2,294.89	2,294.89
9/30/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0039 (A)	Sep cleaning GCI JANITORIAL SERVICES	2,301.00	2,301.00
9/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-40849861	Vehicle parts Gillig LLC	2,817.99	2,817.99
8/10/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	9017559643	Vehicle parts Grainger, Inc.	118.38	118.38
11/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	11/21	Nov dental ins Health Care Dental	799.70	799.70
9/21/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-FOW328432	Vehicle parts Hilltop Ford	450.63	450.63

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/16/21	50402-10 Tires & Tubes 20100 Accounts Payable	M-143490	Sep tires J & O's Commercial Tire Center	11,120.71	11,120.71
11/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	11/21	Nov medical ins Kaiser Foundation Health Plan, Inc.	10,120.39	10,120.39
9/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-D873956	Vehicle parts Kenworth Pacific Holding	6,310.85	6,310.85
9/14/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-9207300	Vehicle parts Kimball Midwest	743.41	743.41
10/1/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	M-29759	Sep and Oct buswash project MatriScope Engineering Laboratories, Inc	3,406.72	3,406.72
9/28/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-456922-140	Quarterly maintenance June-/September Monterey Mechanical	864.00	864.00
9/28/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-394183	Vehicle parts Napa Auto Parts Antioch	7,749.91	7,749.91
10/1/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	464868-31	Vehicle parts New Pig Corp.	239.23	239.23
10/6/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	6212790002	Vehicle parts NorCal West Equipment Co	521.84	521.84
9/21/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	2110615	Towing services unit #158 Olivers Tow	838.75	838.75
8/31/21	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	M-202108-WestCat	Jul and Aug pilot program Central Contra Costa Transit Authority	1,239.39	1,239.39
9/24/21	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	666102	Black and color meter Pacific Office Automation/Service	118.53	118.53
10/15/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6912316-00	Vehicle repair unit #405 Pacific Power Group, LLC	1,776.93	1,776.93
10/1/21	50300-42 Outside Service, Non-Veh Mai	60972	Oct landscaping	557.87	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Pacific Site Landscaping		557.87
9/20/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	253978	Vehicle repair unit #602 Pankey's Radiator Shop, Inc.	575.00	575.00
9/29/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	254079	Vehicle repair unit #167 Pankey's Radiator Shop, Inc.	1,400.00	1,400.00
10/31/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-92021	SEP-OCT phone service SEP-OCT phone service STREAMS	757.10 378.54	1,135.64
10/14/21	50300-60 Outside Services, Admin 20100 Accounts Payable	2104	FY21 Audit, audit review, SCO report, 4th QTR and year-end training, packed files to send to us, shredding files, and portion of Airbnb non-refund cancellation Patricia A. Raedy	14,591.28	14,591.28
9/13/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	9/21	Sep gas and electric 8/13-9/13/21 Sep gas and electric 8/13-9/13/21 PG & E	3,774.00 1,886.99	5,660.99
9/16/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	9/2021	Sep electric 8/18-9/16/21 Sep electric 8/18-9/16/21 PG & E	9.21 4.60	13.81
8/19/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	38532	Vehicle parts Precision Wireless Service	216.00	216.00
10/5/21	50300-10 Outside Services, Operations 20100 Accounts Payable	38687	Airtime Oct-Dec 2021 Precision Wireless Service	7,767.68	7,767.68
10/19/21	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	5458	Website maint and updates Rico Visuals	2,560.00	2,560.00
9/28/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	6694638	Vehicle parts S.P. Automotive	81.51	81.51
9/22/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	WESTC001-02	Vehicle repair unit #206 SONSRAY FLEET SERVICES	1,200.47	1,200.47
9/15/21	50499-60	2927366521	Office supplies	9.32	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Other Mat & Supplies, Admin 20100 Accounts Payable		Staples		9.32
9/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	9888915112	Sep cell phones 8/22-9/21/21 Verizon Wireless	593.98	593.98
10/6/21	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	9190905	Oct service Oct service Western Exterminator Co.	109.87 54.93	164.80
8/16/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-1500-00743299	Waste pick-up World Oil Environmental Services	684.14	684.14
9/14/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	95489	DEF World Oil Environmental Services	950.31	950.31
				100,200.03	100,200.03

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/15/21	50300-10 Outside Services, Operations 20100 Accounts Payable	M-19030539	Monitoring fee-fire 8/1/21-2/1/22 Bay Alarm Company	1,051.26	1,051.26
9/21/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	48048	Vehicle repair unit #34 Bay Area Bus Repair, Inc.	617.18	617.18
9/10/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	21293813	Sewer use FY 21/22 Sewer use FY 21/22 Contra Costa County Tax Collector	1,094.59 547.29	1,641.88
9/10/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	21293823	FED storm water and health PRCL FED storm water and health PRCL Contra Costa County Tax Collector	233.06 116.52	349.58
11/21/21	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	11/21	Nov LTD Nov supplemental life ins BCC	859.33 361.21	1,220.54
7/1/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-07-5348	Vehicle repair unit #408 and #164 (orig 10/8/20) Cummins Pacific LLC	2,098.37	2,098.37
9/23/21	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	73866421	Oct copier and fees Pacific Office Automation/Lease	393.38	393.38
9/30/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-154277218	Sep service Sep service Republic Services #851	577.02 288.50	865.52
9/2/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	173399	Diesel fuel Spartan Tank Lines, Inc.	27,130.08	27,130.08
9/15/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	173768	Diesel fuel Spartan Tank Lines, Inc.	26,933.55	26,933.55
9/24/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	174091	Diesel fuel Spartan Tank Lines, Inc.	27,064.19	27,064.19
9/30/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	57-416014 9/21	Diesel fuel tax 7/1-9/30/21 State Board of Equalization	679.00	679.00

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/30/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	44-002477 9/21	Underground storage 7/1-9/30/21 State Board of Equalization (TK)	1,417.00	1,417.00
9/29/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82500121	Vehicle parts The Aftermarket Parts Company, LLC	1,936.47	1,936.47
				<u>93,398.00</u>	<u>93,398.00</u>

WCCTA - WestCAT
Purchase Journal

For the Period From Oct 1, 2021 to Oct 31, 2021

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
10/25/21	51200-10 Rentals & Leases, Operations 20100 Accounts Payable	ARO0001788	Oct - December TC Bay Rental AC Transit	23,456.60	 23,456.60
10/26/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	48109	Vehicle repair unit #38 Bay Area Bus Repair, Inc.	2,635.70	 2,635.70
10/27/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-1203496	Janitorial Supplies Central Sanitary Supply	2,590.83	 2,590.83
10/31/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	132350	Vehicle parts Chuck's Brake & Wheel	3,647.63	 3,647.63
10/31/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-410083973	October uniforms Cintas Corporation	1,682.52	 1,682.52
10/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	11032322	Vehicle parts Creative Bus Sales, Inc.	96.69	 96.69
10/19/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-58029	Vehicle parts Diesel Marine Electric	2,339.33	 2,339.33
10/27/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	10/21	Water Service 8/24/21 - 10/21/21 Water Service 8/24/21 - 10/21/21 EBMUD	1,065.59 532.79	 1,598.38
10/29/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-INV40859124	Vehicle parts Gillig LLC	3,342.18	 3,342.18
10/25/21	50402-10 Tires & Tubes 20100 Accounts Payable	M-144412	October Tires J & O's Commercial Tire Center	8,019.77	 8,019.77
10/15/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	29808	Bus wash project (9/30 - 10/8/21) MatriScope Engineering Laboratories, Inc	584.33	 584.33
10/27/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	396519	Vehicle parts Napa Auto Parts Antioch	5,244.60	 5,244.60
10/26/21	50300-41 Outside Service, Vehicle Main 50499-41 Other Mat & Supplies, Veh Ma 20100	M-D878541	Vehicle repair #402 & Vehicle parts Vehicle repair #402 & Vehicle parts NorCal Waste Equipment Co	478.54 16,485.27	 16,963.81

WCCTA - WestCAT
Purchase Journal

For the Period From Oct 1, 2021 to Oct 31, 2021

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
	Accounts Payable				
10/27/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-CP012629	Towing (vehicle 4033831 & 38 MCI) Olivers Tow	3,567.07	3,567.07
10/6/21	11104 Facility Repairs 20100 Accounts Payable	21-70537	Lighting (Mike's & Rob's office) Omega Pacific Electrical Supply, Inc.	174.63	174.63
10/31/21	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	202110 - Westcat	October Pilot Program Central Contra Costa Transit Authority	882.19	882.19
10/31/21	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	M-202112-Westcat	Sept & Oct pilot program Central Contra Costa Transit Authority	1,757.62	1,757.62
10/20/21	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	722593	Black and color meter Pacific Office Automation/Service	19.43	19.43
10/31/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-102021	Oct - Sept Phone Service Oct - Sept Phone Service STREAMS	757.09 378.55	1,135.64
10/12/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	10/2021	October Electric (9/14 - 10/12/21) October Electric (9/14 - 10/12/21) PG & E	2,952.92 1,476.46	4,429.38
10/15/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	10/21	October gas (9/17 - 10/15/21) October gas (9/17 - 10/15/21) PG & E	9.20 4.60	13.80
10/13/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	901621243	Vehicle parts Prevost Car, a division of	85.32	85.32
10/22/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	102769G	Slide gate repair R & S Erection of Richmond, Inc.	265.00	265.00
10/31/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-154300573	October service October service Republic Services #851	577.01 288.51	865.52
10/27/21	50401-10 Fuel & Lubricants	M-175168	Diesel & Gas	120,770.57	

WCCTA - WestCAT
Purchase Journal

For the Period From Oct 1, 2021 to Oct 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Spartan Tank Lines, Inc.		120,770.57
10/26/21	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M-2953127891	Office supplies	523.75	
			Staples		523.75
10/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	9-10/21	Sep - October (DAR, Tablets & Phones) T-MOBILE	7,799.05	7,799.05
10/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	9891109358	October cell phones (9/22 - 10/2/21) Verizon Wireless	52.59	52.59
10/22/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-350938	DEF Western States Oil CO.	3,355.13	3,355.13
10/19/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-1500-00763646	Waste pick up World Oil Environmental Services	100.00	100.00
				217,999.06	217,999.06

A/P DISBURSEMENTS NOVEMBER 2021

1/28/22 at 17:10:13.43

Page: 1

WCCTA - WestCAT

Purchase Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/13/21	50300-10 Outside Services, Operations 20100 Accounts Payable	51358	Business Cards - Yvonne Morrow A 2 Z Printing Center	230.21	230.21
11/8/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	95596	Repair steam cleaner (shop) Always Under Pressure	280.03	280.03
11/13/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	17336346	November phone service November phone service AT&T	104.73 52.36	157.09
11/15/21	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	19112085	Security monitoring (12/1/21 - 3/1/22) Security monitoring (12/1/21 - 3/1/22) Bay Alarm Company	89.36 44.68	134.04
11/7/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	48117	Vehicle Repair unit #31 Bay Area Bus Repair, Inc.	1,530.56	1,530.56
11/30/21	50410-10 Postage, Operations 50410-60 Postage, Admin 50300-43 O/S Service, Non-Veh, Compu 11104 Facility Repairs 50499-41 Other Mat & Supplies, Veh Ma 50499-60 Other Mat & Supplies, Admin 11104 Facility Repairs 20100 Accounts Payable	11/21	November postage November postage Zoom Dropbox & Twilio Rob & Mike's office upgrade - Covid Mobility Equipment - Buses Tax Forms Office Furniture (Rob & Mike office upgrade) - Covid Bank of America Business Card	83.33 41.66 263.76 212.40 740.32 42.79 801.15	2,185.41
11/30/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-1210193	Janitorial services Central Sanitary Supply	1,270.16	1,270.16
11/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	11/21	November cell phone reimbursement November cell phone reimbursement Charles Anderson	40.00 20.00	60.00
11/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	132772	Vehicle parts Chuck's Brake & Wheel	4,689.32	4,689.32
11/24/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4102879929	November uniforms Cintas Corporation	1,704.78	1,704.78

WCCTA - WestCAT
Purchase Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/21	50501-10 Telephone, Operations	001000177199	November Fiber optic network	1,066.95	
	50501-60 Telephone, Admin		November fiber optic network	533.48	
	20100 Accounts Payable		Comcast Business		1,600.43
11/17/21	50499-41 Other Mat & Supplies, Veh Ma	6 213210006	Vehicle parts	1,073.44	
	20100 Accounts Payable		Dentoni's Welding Works Inc.		1,073.44
11/3/21	50499-41 Other Mat & Supplies, Veh Ma	58043	Vehicle parts	1,437.73	
	20100 Accounts Payable		Diesel Marine Electric		1,437.73
11/2/21	50499-41 Other Mat & Supplies, Veh Ma	M-82529322	Vehicle parts	3,865.85	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		3,865.85
11/15/21	50401-10 Fuel & Lubricants	M-21-423977	Motor Oil and DEF	8,082.37	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		8,082.37
11/29/21	50401-10 Fuel & Lubricants	M-21430881	Motor Oil & Anti-Freeze	1,219.30	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,219.30
11/24/21	50499-41 Other Mat & Supplies, Veh Ma	M-INV40867200	Vehicle parts	1,591.67	
	20100 Accounts Payable		Gillig LLC		1,591.67
11/10/21	50499-41 Other Mat & Supplies, Veh Ma	330479	Vehicle parts	859.29	
	20100 Accounts Payable		Hilltop Ford		859.29
11/5/21	50402-10 Tires & Tubes	144730	November Tires	7,989.55	
	20100 Accounts Payable		J & O's Commercial Tire Center		7,989.55
11/4/21	50499-41 Other Mat & Supplies, Veh Ma	9357234	Vehicle parts	402.41	
	20100 Accounts Payable		Kimball Midwest		402.41
11/8/21	50499-41 Other Mat & Supplies, Veh Ma	M-9365919	Vehicle parts	548.73	
	20100 Accounts Payable		Kimball Midwest		548.73
11/16/21	50300-42 Outside Service, Non-Veh Mai	2111547	Storm water testing	127.10	
	20100 Accounts Payable		McC Campbell Analytical Services		127.10
11/27/21	50499-41 Other Mat & Supplies, Veh Ma	398618	Vehicle parts	4,258.40	
	20100 Accounts Payable		Napa Auto Parts Antioch		4,258.40

WCCTA - WestCAT
Purchase Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-D884438	Vehicle parts NorCal Waste Equipment Co	8,320.36	8,320.36
11/22/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SH57820	Repair vehicle #173 NVB Equipment Inc.	702.57	702.57
11/11/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	21-11144	Towing MCI Bus #207 Olivers Tow	2,174.30	2,174.30
11/23/21	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	74598212	December copier Pacific Office Automation/Lease	359.94	359.94
11/30/21	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	802591	Black & Color meter Pacific Office Automation/Lease	12.22	12.22
11/1/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	61069	November landscaping Pacific Site Management	557.87	557.87
11/30/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-112021	Nov-Dec phone service Nov-Dec phone service STREAMS	757.09 378.55	1,135.64
11/15/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	11/21	November Gas (10/16 - 11/15/21) November Gas (10/16 - 11/15/21) PG & E	9.20 4.60	13.80
11/30/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-154332364	November service November service Republic Services #851	577.01 288.51	865.52
11/9/21	50499-10 Other Mat & Supplies, Oper 20100 Accounts Payable	6703300	Vehicle parts S.P. Automotive	5.81	5.81
11/30/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-176142	Diesel Spartan Tank Lines, Inc.	94,647.11	94,647.11
11/23/21	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M-2970229321	Office supplies Staples	209.92	209.92

WCCTA - WestCAT
Purchase Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/8/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	5769	Installation of DEF Tank Superior Undergroud Tank Serv.	29,782.97	29,782.97
11/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	11/21	November (DAR, Tablets & Phones) T-MOBILE	3,924.60	3,924.60
11/22/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82546630	Vehicle parts The Aftermarket Parts Company, LLC	652.90	652.90
11/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	9893321616	Nov cell phones (10/22-11/21/21) Verizon Wireless	52.44	52.44
11/8/21	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	9312412	November pest control maintenance November pest control maintenance Western Exterminator Co.	109.87 54.93	164.80
				188,880.64	188,880.64

A/P DISBURSEMENTS DECEMBER 2021

1/28/22 at 17:09:31.96

Page: 1

WCCTA - WestCAT
Purchase Journal

For the Period From Dec 1, 2021 to Dec 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/2/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	46870	December inspection Afforda-Test	100.00	 100.00
12/4/21	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	19168205	UL Certificate - fire UL Certificate - Fire Bay Alarm Company	76.67 38.33	 115.00
12/9/21	10204 A/R Accrual - MV Liability In 20100 Accounts Payable	14-2021-OCT	October insurance admin fee CalTIP	2,311.50	 2,311.50
12/10/21	10204 A/R Accrual - MV Liability In 20100 Accounts Payable	14-2021-NOV	Nov insurance admin fee CalTIP	1,450.49	 1,450.49
12/14/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	IN02902278	Janitorial supplies CCP Industries Inc.	106.57	 106.57
12/15/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1214213	Janitorial supplies Central Sanitary Supply	648.44	 648.44
12/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	12/21	December cell phone reimbursement December cell phone reimbursement Charles Anderson	40.00 20.00	 60.00
12/3/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1260	Janitorial supplies Cinchem LLC	887.33	 887.33
12/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001000195060	December fiber optic network December fiber optic network Comcast Business	1,066.67 533.33	 1,600.00
12/1/21	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	12/21	December LTD & Supplemental Life Ins. December LTD & Supplemental Life Ins BCC	859.33 446.01	 1,305.34
12/3/21	50300-60 Outside Services, Admin 20100 Accounts Payable	520-30725	website promo-marketing Fastsigns	516.04	 516.04
12/20/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-21-442853	DEF & Motor Oil Flyers Energy, LLC (RCP)	2,902.13	 2,902.13

WCCTA - WestCAT

Purchase Journal

For the Period From Dec 1, 2021 to Dec 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/20/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	0000003004	Bus wash Westcat support svc - Task Order 3 Gannett Fleming, Inc.	895.60	895.60
12/20/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	0000003005	Bus wash - Westcat + additional CM & Design svc. Task order 4 Gannett Fleming, Inc.	18,134.67	18,134.67
12/20/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0049	Nov cleaning GCI JANITORIAL SERVICES	2,301.00	2,301.00
12/8/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-40870693	Vehicle parts Gillig LLC	575.84	575.84
12/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	12/21	December Dental Health Care Dental	609.12	609.12
12/1/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	330906	vehicle parts Hilltop Ford	4,369.40	4,369.40
12/7/21	50402-10 Tires & Tubes 20100 Accounts Payable	M-145478	Tires (Nov- Dec) J & O's Commercial Tire Center	5,540.46	5,540.46
12/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	12/21	December Medical Insurance Kaiser Foundation Health Plan, Inc.	9,244.40	9,244.40
12/8/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	9444168	vehicle parts Kimball Midwest	436.54	436.54
12/10/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	29983	Bus wash project (11/24-12/3/21) MatriScope Engineering Laboratories, Inc	1,179.68	1,179.68
12/20/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	003224	Quarterly maintenance (Oct - Dec) Monterey Mechanical	432.00	432.00
12/1/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	398851	Vehicle parts Napa Auto Parts Antioch	403.36	403.36
12/23/21	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-D88160	Vehicle parts/ DFP Cleaning Vehicle parts / DPF Cleaning NorCal Waste Equipment Co	701.56 425.79	1,127.35

WCCTA - WestCAT
Purchase Journal

For the Period From Dec 1, 2021 to Dec 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/21/21	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	202111-Westcat	November Pilot Program Central Contra Costa Transit Authority	718.43	718.43
12/14/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6913572-00	Vehicle repair unit #401 Pacific Power Group, LLC	2,763.14	2,763.14
12/8/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	12/21	Vehicle repair #203 Pankey's Radiator Shop, Inc.	1,250.00	1,250.00
12/16/21	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	5461	Website maintenance & updates (Nov -Dec) Rico Visuals	680.00	680.00
12/16/21	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	5462	Website update Rico Visuals	1,600.00	1,600.00
12/1/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-5809	Installation of DEF Tank Superior Undergroud Tank Serv.	3,798.59	3,798.59
12/7/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82567729	Vehicle parts The Aftermarket Parts Company, LLC	415.08	415.08
12/2/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	1500-00777302	Waste pick-up World Oil Environmental Services	45.00	45.00
12/10/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	1500-00779596	Waste pickup World Oil Environmental Services	525.00	525.00
				69,047.50	69,047.50

WCCTA - WestCAT
Purchase Journal

For the Period From Dec 1, 2021 to Dec 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/29/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	400730	Vehicle parts Napa Auto Parts Antioch	2,307.53	2,307.53
12/29/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-G104555	DPF Cleaning NorCal Waste Equipment Co	1,024.99	1,024.99
12/13/21	50500-10 Utilities, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-122021	Dec - Jan Phone service (with Balance from May 21) Dec - Jan Phone service (with Balance from May 21) STREAMS	1,515.28 757.64	2,272.92
12/13/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/2021	DEC Electric (11/3 - 12/13/21) Dec Electric (11/3 - 12/13/21) PG & E	2,488.47 1,244.24	3,732.71
12/15/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/21	Dec Gas (11/16 - 12/15/21) Dec Gas (11/16 - 12/15/21) PG & E	9.19 4.60	13.79
12/13/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-154364265	December service December service Republic Services #851	577.01 288.51	865.52
12/22/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-176807	Diesel and Gas Spartan Tank Lines, Inc.	85,052.27	85,052.27
12/14/21	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M-2984188391	Office Supplies Staples	354.59	354.59
12/31/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	44-002477 12/21	Underground storage (10/1 - 12/31/21) State Board of Equalization	1,600.00	1,600.00
12/31/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	57-4160114 12/21	Diesel Fuel Tax (10/1 - 12/31/21) State Board of Equalization	695.00	695.00
12/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	12/21	DEC DAR Tablets & Phones T-MOBILE	4,005.03	4,005.03
12/28/21	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000000868	Maintenance & Support (Dec 2021) TransTrack Systems, Inc.	4,017.00	4,017.00

WCCTA - WestCAT
Purchase Journal

For the Period From Dec 1, 2021 to Dec 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/21/21	50300-10 Outside Services, Operations 20100 Accounts Payable	9895558822	Dec cell phones (12/22 - 1/21/22) Verizon Wireless	52.44	52.44
				<u>2,391,519.79</u>	<u>2,391,519.79</u>

A/P DISBURSEMENTS JANUARY 2022

WCCTA - WestCAT

Purchase Journal

For the Period From Jan 1, 2022 to Jan 31, 2022

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/17/22	51200-10 Rentals & Leases, Operations 20100 Accounts Payable	ARO0001819	Jan - March TC Bay Rental AC Transit	23,486.60	 23,486.60
1/13/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	M-17625190	Dec & Jan Phone service Dec & Jan Phone service AT&T	209.23 104.62	 313.85
1/5/22	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	19285171	Monitoring Fee - Fire (2/1 - 5/1/22) Monitoring Fee - Fire (2/1 - 5/1/22) Bay Alarm Company	432.76 216.38	 649.14
1/3/22	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	700	2022 Annual Membership Bay Front Chamber of Commerce	200.00	 200.00
1/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-58109	Vehicle parts Diesel Marine Electric	2,672.42	 2,672.42
1/10/22	50410-10 Postage, Operations 20100 Accounts Payable	M-22-452697	DEF, Mobil Delvac, Anti-freeze Flyers Energy, LLC (RCP)	8,779.30	 8,779.30
1/17/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0058	December cleaning GCI JANITORIAL SERVICES	2,301.00	 2,301.00
1/14/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-40881209	Vehicle parts Gillig LLC	7,506.73	 7,506.73
1/4/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-332304	Vehicle parts Hilltop Ford	125.14	 125.14
1/6/22	50402-10 Tires & Tubes 20100 Accounts Payable	M-146138	December Tires J & O's Commercial Tire Center	5,161.57	 5,161.57
1/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-D891205	Vehicle parts (January) NorCal Waste Equipment Co	12,077.51	 12,077.51
1/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	61238	January Landscaping Pacific Site Management	557.87	 557.87
1/6/22	50300-10 Outside Services, Operations 20100	38962	Airtime (Jan - Mar 2022) Precision Wireless Service	7,767.68	 7,767.68

WCCTA - WestCAT
Purchase Journal

For the Period From Jan 1, 2022 to Jan 31, 2022

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
	Accounts Payable				
1/14/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82586616	Vehicle parts The Aftermarket Parts Company, LLC	52.25	52.25
1/17/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-00788324	Waste pickup World Oil Environmental Services	45.00	45.00
1/18/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-00788944	Waste pickup World Oil Environmental Services	1,685.00	1,685.00
				73,381.06	73,381.06
				73,381.06	73,381.06

WCCTA - WestCAT
Purchase Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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
2/2/22	50501-10 Telephone, Operations	001000227271	January Fiber Optic Network	1,066.67	
	50501-60 Telephone, Admin		January Fiber Optic Network	533.33	
	20100 Accounts Payable		Comcast Business		1,600.00
2/1/22	50215-60 Fringe Benefits, Admin	2/22	February LTD + Supplementat Life Ins.	995.62	
	20200 Accrued Payroll Liabilities		February LTD + Supplemental Life Ins.	446.01	
	20100 Accounts Payable		BCC		1,441.63
2/1/22	50215-60 Fringe Benefits, Admin	2/22	February Dental	1,023.79	
	20100 Accounts Payable		Health Care Dental		1,023.79
2/1/22	50215-60 Fringe Benefits, Admin	2/22	February Medical Insurance	14,291.14	
	20100 Accounts Payable		Kaiser Foundation Health Plan, Inc.		14,291.14
				18,356.56	18,356.56



Monthly Management Report Summary

October, FY 21/22

System & Program Summary

	October FY 21/22	October FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	45,618	31,361	45.5	163,319	117,315	39.2
Revenue Passengers	38,013	0		102,220	0	
Weekday Total Passengers	42,617	28,553	49.3	152,147	107,419	41.6
Saturday Total Passengers	2,158	1,921	12.3	7,074	6,538	8.2
Sunday Total Passengers	843	887	-5.0	4,098	3,358	22.0
Weekday Average Passengers	2,029	1,298	56.3	1,790	1,249	43.3
Saturday Average Passengers	432	384	12.5	393	363	8.3
Sunday Average Passengers	169	222	-23.9	205	177	15.8
Vehicle Revenue Hours	6,679.37	6,333.42	5.5	25,517.33	24,307.11	5.0
Total Vehicle Hours	7,104.60	6,701.34	6.0	27,065.19	25,790.14	4.9
Revenue Vehicle Miles	111,593.2	103,090.2	8.2	411,780.8	400,399.2	2.8
Total Miles	131,563.0	119,906.0	9.7	490,557.0	480,009.3	2.2
Dial-A-Ride Program						
Number of Weekdays	21	22	-4.5	85	86	-1.2
Number of Saturdays	5	5	0.0	18	18	0.0
Total Passengers	1,643	1,182	39.0	6,389	3,985	60.3
Revenue Passengers	1,460			4,471	0	
Weekday Total Passengers	1,387	1,024	35.4	5,561	3,541	57.0
Saturday Total Passengers	256	158	62.0	828	444	86.5
Weekday Average Passengers	66	47	40.4	65	41	58.5
Saturday Average Passengers	51	32	59.4	46	25	84.0
Vehicle Revenue Hours	840.97	749.40	12.2	3,347.87	2,534.98	32.1
Total Vehicle Hours	898.54	827.29	8.6	3,572.29	2,883.43	23.9
Productivity	1.95	1.58	23.4	1.91	1.57	21.7
Revenue Vehicle Miles	8,390.9	7,264.1	15.5	33,385.2	26,154.9	27.6
Total Miles	9,458.4	8,414.1	12.4	37,847.9	30,912.1	22.4
Express Routes Program						
Number of Weekdays	21	22	-4.5	85	86	-1.2
Number of Saturdays	5	5	0.0	18	18	0.0
Number of Sundays	5	4	25.0	20	19	5.3
Total Passengers	18,189	13,743	32.4	66,207	50,860	30.2
Revenue Passengers	15,284	0		42,843	0	
Weekday Total Passengers	15,986	11,507	38.9	57,468	42,866	34.1
Saturday Total Passengers	1,360	1,349	0.8	4,641	4,636	0.1
Sunday Total Passengers	843	887	-5.0	4,098	3,358	22.0
Weekday Average Passengers	761	523	45.5	676	498	35.7
Saturday Average Passengers	272	270	0.7	258	258	0.0
Sunday Average Passengers	169	222	-23.9	205	177	15.8
Vehicle Revenue Hours	2,207.43	2,073.48	6.5	8,226.16	8,120.22	1.3
Total Vehicle Hours	2,352.53	2,169.59	8.4	8,729.29	8,498.31	2.7
Productivity	8.24	6.63	24.3	8.05	6.26	28.6
Revenue Vehicle Miles	34,383.2	28,602.7	20.2	116,490.6	112,398.1	3.6
Total Miles	36,988.0	30,330.3	22.0	125,573.7	119,194.5	5.4



Monthly Management Report Summary

October, FY 21/22

System & Program Summary

	October FY 21/22	October FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	21	22	-4.5	85	86	-1.2
Number of Saturdays	5	5	0.0	18	18	0.0
Total Passengers	15,448	8,916	73.3	52,153	35,311	47.7
Revenue Passengers	11,918	0		28,505	0	
Weekday Total Passengers	14,906	8,502	75.3	50,548	33,853	49.3
Saturday Total Passengers	542	414	30.9	1,605	1,458	10.1
Weekday Average Passengers	710	386	83.9	595	394	51.0
Saturday Average Passengers	108	83	30.1	89	81	9.9
Vehicle Revenue Hours	2,553.06	2,608.68	-2.1	10,264.32	10,163.83	1.0
Total Vehicle Hours	2,677.97	2,725.60	-1.7	10,752.63	10,619.49	1.3
Productivity	6.05	3.42	76.9	5.08	3.47	46.4
Revenue Vehicle Miles	36,878.1	41,468.7	-11.1	156,494.4	161,709.8	-3.2
Total Miles	39,282.2	43,861.1	-10.4	166,145.9	171,027.4	-2.9
Transbay Lynx Program						
Number of Weekdays	21	22	-4.5	85	86	-1.2
Total Passengers	10,338	7,520	37.5	38,570	27,159	42.0
Revenue Passengers	9,351	0		26,401	0	
Weekday Total Passengers	10,338	7,520	37.5	38,570	27,159	42.0
Weekday Average Passengers	492	342	43.9	454	316	43.7
Vehicle Revenue Hours	1,077.91	901.86	19.5	3,678.98	3,488.08	5.5
Total Vehicle Hours	1,175.56	978.86	20.1	4,010.98	3,788.91	5.9
Productivity	9.59	8.34	15.0	10.48	7.79	34.5
Revenue Vehicle Miles	31,941.0	25,754.8	24.0	105,410.5	100,136.4	5.3
Total Miles	33,723.9	27,356.4	23.3	111,961.5	106,394.0	5.2



Monthly Management Report Summary

November, FY 21/22

System & Program Summary

	November FY 21/22	November FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	44,412	25,589	73.6	207,731	142,904	45.4
Revenue Passengers	39,096	0		141,316	0	
Weekday Total Passengers	40,926	22,328	83.3	193,073	129,747	48.8
Saturday Total Passengers	2,417	2,124	13.8	9,491	8,662	9.6
Sunday Total Passengers	1,069	1,137	-6.0	5,167	4,495	14.9
Weekday Average Passengers	2,046	1,240	65.0	1,839	1,248	47.4
Saturday Average Passengers	403	354	13.8	395	361	9.4
Sunday Average Passengers	214	190	12.6	207	180	15.0
Vehicle Revenue Hours	6,181.95	5,399.53	14.5	31,699.28	29,706.64	6.7
Total Vehicle Hours	6,568.29	5,702.34	15.2	33,633.48	31,492.48	6.8
Revenue Vehicle Miles	102,430.2	88,570.2	15.6	514,210.9	488,969.4	5.2
Total Miles	123,185.0	109,575.0	12.4	613,742.0	589,584.4	4.1
Dial-A-Ride Program						
Number of Weekdays	19	18	5.6	104	104	0.0
Number of Saturdays	6	6	0.0	24	24	0.0
Total Passengers	1,487	945	57.4	7,876	4,930	59.8
Revenue Passengers	1,411			5,882	0	
Weekday Total Passengers	1,244	796	56.3	6,805	4,337	56.9
Saturday Total Passengers	243	149	63.1	1,071	593	80.6
Weekday Average Passengers	65	44	47.7	65	42	54.8
Saturday Average Passengers	41	25	64.0	45	25	80.0
Vehicle Revenue Hours	802.74	589.76	36.1	4,150.61	3,124.74	32.8
Total Vehicle Hours	857.04	644.25	33.0	4,429.33	3,527.68	25.6
Productivity	1.85	1.60	15.6	1.90	1.58	20.3
Revenue Vehicle Miles	7,599.6	5,780.9	31.5	40,984.8	31,935.8	28.3
Total Miles	8,615.6	6,602.4	30.5	46,463.5	37,514.5	23.9
Express Routes Program						
Number of Weekdays	19	18	5.6	104	104	0.0
Number of Saturdays	6	6	0.0	24	24	0.0
Number of Sundays	5	6	-16.7	25	25	0.0
Total Passengers	18,856	11,855	59.1	85,063	62,715	35.6
Revenue Passengers	16,790	0		59,633	0	
Weekday Total Passengers	16,073	9,153	75.6	73,541	52,019	41.4
Saturday Total Passengers	1,714	1,565	9.5	6,355	6,201	2.5
Sunday Total Passengers	1,069	1,137	-6.0	5,167	4,495	14.9
Weekday Average Passengers	846	509	66.2	707	500	41.4
Saturday Average Passengers	286	261	9.6	265	258	2.7
Sunday Average Passengers	214	190	12.6	207	180	15.0
Vehicle Revenue Hours	2,059.49	1,846.33	11.5	10,285.65	9,966.55	3.2
Total Vehicle Hours	2,190.56	1,931.24	13.4	10,919.85	10,429.55	4.7
Productivity	9.16	6.42	42.7	8.27	6.29	31.5
Revenue Vehicle Miles	32,115.2	25,849.7	24.2	148,605.9	138,247.7	7.5
Total Miles	34,470.8	27,376.5	25.9	160,044.6	146,570.9	9.2



Monthly Management Report Summary

November, FY 21/22

System & Program Summary

	November FY 21/22	November FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	19	18	5.6	104	104	0.0
Number of Saturdays	6	6	0.0	24	24	0.0
Total Passengers	13,864	6,912	100.6	66,017	42,223	56.4
Revenue Passengers	10,878	0		39,383	0	
Weekday Total Passengers	13,404	6,502	106.2	63,952	40,355	58.5
Saturday Total Passengers	460	410	12.2	2,065	1,868	10.5
Weekday Average Passengers	705	361	95.3	615	388	58.5
Saturday Average Passengers	77	68	13.2	86	78	10.3
Vehicle Revenue Hours	2,342.26	2,182.29	7.3	12,606.58	12,346.12	2.1
Total Vehicle Hours	2,454.88	2,279.20	7.7	13,207.51	12,898.69	2.4
Productivity	5.92	3.17	86.8	5.24	3.42	53.2
Revenue Vehicle Miles	33,916.0	34,672.5	-2.2	190,410.4	196,382.4	-3.0
Total Miles	36,099.9	36,663.7	-1.5	202,245.8	207,691.2	-2.6
Transbay Lynx Program						
Number of Weekdays	20	19	5.3	105	105	0.0
Total Passengers	10,205	5,877	73.6	48,775	33,036	47.6
Revenue Passengers	10,017	0		36,418	0	
Weekday Total Passengers	10,205	5,877	73.6	48,775	33,036	47.6
Weekday Average Passengers	510	309	65.0	465	315	47.6
Vehicle Revenue Hours	977.46	781.15	25.1	4,656.44	4,269.23	9.1
Total Vehicle Hours	1,065.81	847.65	25.7	5,076.79	4,636.56	9.5
Productivity	10.44	7.52	38.8	10.47	7.74	35.3
Revenue Vehicle Miles	28,799.4	22,267.1	29.3	134,209.9	122,403.5	9.6
Total Miles	30,412.5	23,650.3	28.6	142,374.0	130,044.3	9.5



Monthly Management Report Summary

December, FY 21/22

System & Program Summary

	December FY 21/22	December FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	41,241	25,594	61.1	248,972	168,498	47.8
Revenue Passengers	36,350	0		177,666	0	
Weekday Total Passengers	39,229	23,611	66.1	232,302	153,358	51.5
Saturday Total Passengers	1,164	1,240	-6.1	10,655	9,902	7.6
Sunday Total Passengers	848	743	14.1	6,015	5,238	14.8
Weekday Average Passengers	1,706	1,073	59.0	1,815	1,217	49.1
Saturday Average Passengers	388	310	25.2	395	354	11.6
Sunday Average Passengers	170	149	14.1	201	175	14.9
Vehicle Revenue Hours	7,074.43	6,099.14	16.0	38,773.70	35,805.77	8.3
Total Vehicle Hours	7,521.13	6,433.77	16.9	41,154.61	37,926.25	8.5
Revenue Vehicle Miles	118,584.9	98,580.7	20.3	632,795.9	587,550.1	7.7
Total Miles	139,626.0	120,350.0	16.0	753,368.1	709,934.3	6.1
Dial-A-Ride Program						
Number of Weekdays	23	22	4.5	127	126	0.8
Number of Saturdays	3	4	-25.0	27	28	-3.6
Total Passengers	1,605	1,065	50.7	9,481	5,995	58.1
Revenue Passengers	1,510			7,392	0	
Weekday Total Passengers	1,490	961	55.0	8,295	5,298	56.6
Saturday Total Passengers	115	104	10.6	1,186	697	70.2
Weekday Average Passengers	65	44	47.7	65	42	54.8
Saturday Average Passengers	38	26	46.2	44	25	76.0
Vehicle Revenue Hours	873.97	649.13	34.6	5,024.57	3,773.86	33.1
Total Vehicle Hours	932.81	696.78	33.9	5,362.14	4,224.46	26.9
Productivity	1.84	1.64	12.2	1.89	1.59	18.9
Revenue Vehicle Miles	8,508.1	5,929.9	43.5	49,492.9	37,865.7	30.7
Total Miles	9,664.2	6,701.3	44.2	56,127.7	44,215.7	26.9
Express Routes Program						
Number of Weekdays	23	22	4.5	127	126	0.8
Number of Saturdays	3	4	-25.0	27	28	-3.6
Number of Sundays	5	5	0.0	30	30	0.0
Total Passengers	17,543	10,982	59.7	102,606	73,697	39.2
Revenue Passengers	15,752	0		75,385	0	
Weekday Total Passengers	15,921	9,405	69.3	89,462	61,424	45.6
Saturday Total Passengers	774	834	-7.2	7,129	7,035	1.3
Sunday Total Passengers	848	743	14.1	6,015	5,238	14.8
Weekday Average Passengers	692	428	61.7	704	487	44.6
Saturday Average Passengers	258	209	23.4	264	251	5.2
Sunday Average Passengers	170	149	14.1	201	175	14.9
Vehicle Revenue Hours	2,283.13	2,010.57	13.6	12,568.78	11,977.12	4.9
Total Vehicle Hours	2,426.19	2,105.66	15.2	13,346.04	12,535.21	6.5
Productivity	7.68	5.46	40.7	8.16	6.15	32.7
Revenue Vehicle Miles	35,605.2	27,354.7	30.2	184,211.1	165,602.4	11.2
Total Miles	38,183.3	29,063.1	31.4	198,227.9	175,634.0	12.9



Monthly Management Report Summary

December, FY 21/22

System & Program Summary

	December FY 21/22	December FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	23	22	4.5	127	126	0.8
Number of Saturdays	3	4	-25.0	27	28	-3.6
Total Passengers	12,868	7,712	66.9	78,885	49,935	58.0
Revenue Passengers	10,080	0		49,463	0	
Weekday Total Passengers	12,593	7,410	69.9	76,545	47,765	60.3
Saturday Total Passengers	275	302	-8.9	2,340	2,170	7.8
Weekday Average Passengers	548	337	62.6	603	379	59.1
Saturday Average Passengers	92	76	21.1	87	78	11.5
Vehicle Revenue Hours	2,738.00	2,582.79	6.0	15,344.58	14,928.91	2.8
Total Vehicle Hours	2,875.85	2,698.02	6.6	16,083.36	15,596.71	3.1
Productivity	4.70	2.99	57.2	5.14	3.34	53.9
Revenue Vehicle Miles	39,488.6	41,069.4	-3.8	229,899.0	237,451.7	-3.2
Total Miles	42,141.8	43,424.6	-3.0	244,387.6	251,115.7	-2.7
Transbay Lynx Program						
Number of Weekdays	23	22	4.5	128	127	0.8
Total Passengers	9,225	5,835	58.1	58,000	38,871	49.2
Revenue Passengers	9,008	0		45,426	0	
Weekday Total Passengers	9,225	5,835	58.1	58,000	38,871	49.2
Weekday Average Passengers	401	265	51.3	453	306	48.0
Vehicle Revenue Hours	1,179.33	856.65	37.7	5,835.77	5,125.88	13.8
Total Vehicle Hours	1,286.28	933.31	37.8	6,363.07	5,569.87	14.2
Productivity	7.82	6.81	14.8	9.94	7.58	31.1
Revenue Vehicle Miles	34,983.0	24,226.8	44.4	169,192.9	146,630.3	15.4
Total Miles	36,935.7	25,822.0	43.0	179,309.7	155,866.3	15.0

AGENDA ITEM 2.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY RESOLUTION NO. 2022-02

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 FEBRUARY 12, 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 February 12, 2022 effective date of this resolution.

Regularly passed and adopted this 10th day of February, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Aleida Andrino-Chavez, Chair, Board of Directors

ATTEST: _____
Clerk to the Board

AGENDA ITEM 2.2

WESTERN CONTRA COSTA TRANSIT AUTHORITY

Statement of Investment Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

Protections for investment to the LAIF pool are as follows:

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

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

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

PASSED AND ADOPTED, by the Board of Directors of the Western Contra Costa Transit Authority, on the _____ day of _____ 2022.

AYES:

NOES:

ABSTAIN:

ATTEST:

Aleida Andrino-Chavez
Chair, Western Contra Costa Transit Authority
Board of Directors

Charles A. Anderson
Secretary to the Board
of Directors

Date: _____

Date: _____

Agenda Item 2.3

Staff Report on 2022 Title V I Program Update

Title VI is a federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. One of the requirements of being eligible to receive Federal funds is that WCCTA prepare a Title VI program and submit it every three years to the Federal Transit Administration (FTA) for approval. WCCTA last submitted a plan in March 2019.

The plan submitted in March 2019 was approved by the Federal Transit Administration (FTA) in April 2019. This current update to the plan incorporates more up-to-date demographic data from the American Communities Survey. No other substantive changes or updates have been made. WCCTA is required to submit an updated Title VI Program before April 1, 2022.

Staff recommends adoption of the WCCTA 2022 Title VI Program update.



WESTERN CONTRA COSTA TRANSIT AUTHORITY

TITLE VI PROGRAM UPDATE

June 1, 2022 to May 31, 2025

Title VI Program Update

Contents

Title VI Program Update	3
Appendix i – Notice of Rights Under Title VI	5
Appendix ii – Complaint Procedures & Complaint Form	6
<u>Appendix iii – Transit Related Title VI Investigations and Complaints</u>	11
<u>Appendix iv – Language Assistance Plan</u>	12
<u>Appendix v – Minority Representation on Committees</u>	21
<u>Appendix vii – Service Standards and Service Policies</u>	22
<u>Appendix viii – Title VI Program Board Approval</u>	28

TITLE VI PROGRAM UPDATE

Western Contra Costa Transit Authority (WCCTA) has prepared this Title VI Compliance Document in accordance with Circular C 4702.1B in order to comply with all elements of the Title VI of the Civil Rights Act of 1964, which protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance.

WCCTA has provided an annual Title VI Certification as part of its Certification and Assurances submission to FTA. A Title VI assurance shall be collected from any sub-recipient prior to passing through FTA funds and these assurances will be submitted as part of a standard list of assurances as provided to sub-recipient's direct recipient(s).

Title VI Notice to the Public

WCCTA publicly notifies the general public that the Agency complies with Title VI, and informs members of the public of the protections against discrimination afforded them by Title VI (*Appendix i*). This notice is displayed on the agency website and on printed schedules published by WCCTA. It contains the following:

- A statement that WCCTA operates programs without regard to race, color, and national origin.
- A description of the procedures that members of the public should follow to request additional information on the recipient's nondiscrimination obligations.
- A description that details the procedures that members of the public may follow in order to file a discrimination complaint against WCCTA.

Title VI Complaint Procedure and Complaint Form

WCCTA displays both the Complaint form and complaint procedures for the general public on the agency website (*Appendix ii*). The complaint form is also available from WCCTA's administration offices.

Complaints and Title VI Investigations

WCCTA has not been named in any Title VI complaint and investigation during the three years that this Plan covers. WCCTA's process for investigating complaints or allegations of discrimination on the basis of race, color, or national origin, is to record the date that the investigation, lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint; and actions taken by the recipient or sub-recipient in response to the matter.

WCCTA has not been named in any lawsuit which alleges discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

Public Participation and Language Assistance Plan

WCCTA is taking responsible steps to ensure meaningful access to benefits, services, information and other important portions of its programs and activities for individuals who are Limited English Proficient. A copy of WCCTA's Language Assistance Plan (LAP) is attached as *Appendix iv*. WCCTA's Public Outreach and Public Participation Plan is included as part of the Language Assistance Plan.

WCCTA's public hearings policy is to convene hearings before any service change that increases fares or reduces the amount of service hours by 10% or more in any neighborhood. The agency has not conducted any public hearings since 2019, with the exception of its monthly board meetings. To ensure equitable board meeting access to all residents of the region, the agency maintains a roster of translation volunteers who agree to be available for translation of community meetings at the request of local residents. Volunteers are given free transit passes in exchange for their assistance.

Make up of Transit Related, Non-Elected Advisory Committees

WCCTA currently does not have a non-elected planning board or advisory council/committee selected by the WCCTA. WCCTA has previously engaged in an active Community Advisory Committee comprised of riders, Agency staff and Operations staff. However, due to lack of rider participation, this committee is currently inactive. Efforts to reconvene an advisory committee have been severely impacted by the COVID-19 pandemic, which limited in-person gatherings. WCCTA continues to make available the opportunity to participate in this Committee through outreach conducted via its Web site and social media channels. During active participation, the Agency does not deny any person the opportunity to participate as a member of the committee based on the grounds of race, color, or national origin (*Appendix v*).

Sub-recipient Monitoring

WCCTA has no current sub-recipients who receive Federal funds

Facility Site Equity Analysis

WCCTA has not undertaken any facility construction.

System wide Standards and System wide Policies

FTA requires all fixed route transit providers of public transportation to develop *quantitative* standards for certain key service indicators. WCCTA has evaluated the demands for transit within the area it serves, and has tailored the standards to fit local conditions, rather than adopting general standards or benchmarks developed for use in the broader transit industry. See *Appendix vii*

Appendix i

NOTICE OF RIGHTS UNDER TITLE VI

- Western Contra Costa Transit Authority (WCCTA) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by and unlawful discriminatory practice under Title VI may file a complaint with WCCTA.
- For more information on WCCTA's Civil Rights Program, and the procedures to file a complaint, contact, 1-510-724-3331, email info@westcat.org or visit or administrative office at 601 Walter Ave, Pinole, CA 94564. For more information visit www.westcat.org
- A complainant may file a complaint directly with the Federal Transit Administration by filling a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave, SE, Washington, DC 20590.

If information is needed in another language, contact 1-510-724-3331

Si se necesita información en otro idioma, llame al 1-510-724-3331

LIST OF NOTICE PLACEMENT

The above public Notice of Rights Under Title VI is available in the following locations:

- In the lobby of WCCTA's main office, located at 601 Walter Avenue, Pinole, CA 94564
- On its website, located by following this link: <https://www.westcat.org/Home/BusCivilRights>.

If the attached link does not function within this document, copy and paste it into a browser window.

Appendix ii

WESTERN CONTRA COSTA TRANSIT AUTHORITY TITLE VI COMPLAINT PROCEDURES AND FORMS

WCCTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended (*Title VI*).

This document outlines the Title VI complaint procedures related to providing programs, services, and benefits. However, it does not deny the complainant the right to file formal complaints with the California Department of Transportation, the Secretary of the US Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

PROCEDURE

1. Any person who believes that they have been subjected to discrimination may file a written complaint with Western Contra Costa Transit Authority. Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident.
2. The complainant may download the complaint form from our web site or call 510-724-3331 and ask for a complaint form from the General Manager, Charles Anderson or write to:

**Charles Anderson, General Manager
Western Contra Costa Transit Authority
601 Walter Avenue
Pinole, CA 94564
Phone: (510)-724-3331
Fax: (510)-724-5551**

Complainant may also submit a written statement that contains all of the information identified in Section 3 (steps a. through f. below).

3. The complaint will include the following information:
 - a. Name, address, and telephone number of the complainant.
 - b. The basis of the complaint; i.e., race, color, national origin.
 - c. The date or dates on which the alleged discriminatory event or events occurred.
 - d. The nature of the incident that led the complainant to feel discrimination was a factor.

- e. Names, addresses and telephone numbers of persons who may have knowledge of the event.
- f. Other agencies or courts where complaint may have been filed and a contact name.
- g. Complainant's signature and date.
- h. If the complainant is unable to write a complaint, WCCTA staff will assist the complainant. If requested by complainant, WCCTA will provide a language or sign interpreter.
- i. The complaint may be sent or faxed to the following address:

Western Contra Costa Transit Authority
601 Walter Avenue
Pinole, CA 94564
Phone: (510)-724-3331
Fax: (510)-724-5551

- j. The complaint may be sent via email to info@westcat.org.
 - k. Complainants have the right to complain directly to the appropriate federal agency however, they must do so within one-hundred eighty (180) calendar days of the last alleged incident.
4. WCCTA will begin an investigation within fifteen (15) working days of receipt of a complaint.
 5. WCCTA will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed to investigate the complaint. If the complainant fails to provide the requested information in a timely basis, WCCTA may administratively close the complaint.
 6. WCCTA will complete the investigation within ninety (90) days of receipt of the complaint. A written investigation report will be prepared by the investigator. The report shall include a summary description of the incident, findings and recommendations for disposition.
 7. The WCCTA General Manager will review the report. A closing letter and exit interview will be provided to the complainant. The respondent will also receive a copy of the closing letter. Each will have five (5) working days from receipt of the report to respond. If either party responds negatively or has additional information to provide, an informal meeting will be arranged by the General Manager or his designee. If neither party responds, the complaint will be closed.
 8. The investigation report with recommendations and corrective actions taken will be forwarded to the appropriate federal agency, the complainant and the respondent.
 9. WCCTA will advise complainants of their appeal rights to the appropriate federal agency.

All Title VI complaints received by WCCTA are recorded electronically and are investigated as thoroughly as possible. Each complaint, when closed, is circulated to WCCTA management and WCCTA's Title VI Officer. All complaints remain on file indefinitely for future review. WCCTA's Title VI Officer reviews each closed complaint and determines if any one complaint

could constitute a Title VI complaint or violation. Additionally, complaints that may not singularly, upon initial review, be a Title VI complaint are kept on record and reviewed annually in an effort to identify any potential discriminatory patterns that may, in aggregate, constitute a potential Title VI problem.

WCCTA staff have been directed to inform WCCTA's Title VI Officer or General Manager if a customer specifically requests to file a Title VI complaint. Upon such a request, WCCTA's Title VI Officer or General Manager will provide the customer with the Title VI complaint form contained within this program. Once the form has been completed in its entirety, it will be investigated in accordance to the procedures set forth above.

WESTERN CONTRA COSTA TRANSIT AUTHORITY

Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Two Executive Orders extend Title VI protections to Environmental Justice, which also protects persons of low income, and Limited English Proficiency (LEP).

Please provide the following information necessary in order to process your complaint. Assistance is available upon request. Complete this form and mail or deliver to:

**Western Contra Costa Transit Authority
601 Walter Avenue, Pinole, CA 94564**

1. *Complainant's Name:* _____

2. *Address:* _____

3. *City:* _____ *State:* _____ *Zip Code:* _____

4. *Telephone No. (Home):* _____ *(Business):* _____

5. Person discriminated against (if other than complainant)

Name: _____

Address: _____

City: _____ *State:* _____ *Zip Code:* _____

6. What was the discrimination based on? (Circle all that apply):

Race

Color

National Origin

7. Date of incident resulting in discrimination: _____

8. Describe how you were discriminated against. What happened and who was responsible? For additional space, attach additional sheets of paper or use back of form.

9. Did you file this complaint with another federal, state, or local agency; or with a federal or state court? (Circle appropriate answer)

Yes

No

If answer is yes, circle each agency complaint was filed with:

Federal Agency

Federal Court

State Agency

State Court Local

Agency Other

10. Provide contact person information for the agency you also filed the complaint with:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date Filed: _____

11. Sign the complaint in the space below. Attach any documents you believe supports your complaint.

Complainant's Signature

Date

The above Title VI Complaint Form is available at WCCTA's Administrative Office located at 601 Walter Ave., Pinole, CA 94564 and on WCCTA's web site at:

<https://www.westcat.org/Home/BusCivilRights>

Appendix iii

2019-2022 LIST OF TRANSIT-RELATED WCCTA TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

Background

This list includes any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by WCCTA, and entities other than WCCTA;
- Lawsuits; and
- Complaints naming the recipient.

This list includes the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

List of 2019-2022 Title VI Investigations, Lawsuits and Complaints

WCCTA has had no transit-related Title VI investigations, complaints or lawsuits during the period 2019-2022

WCCTA

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
	N/A			
	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Lawsuits	N/A			
Complaints				
	N/A			

Appendix iv

Language Assistance Plan (LAP)

**Western Contra Costa Transit Authority
(WCCTA)**

March 2022

INTRODUCTION

Transit operators that receive federal funding are required to ensure that Limited English Proficient (LEP) persons have *meaningful* access to transit, programs and activities by developing and carrying out a language implementation plan pursuant to recommendations in Section VII of the U.S. Department of Transportation (DOT) LEP Guidance.

The starting point for the Language Assistance Plan (LAP) is the four-factor analysis developed by the U.S. Department of Transportation to assist agencies in creating language access plans. The four-factor approach allows the Western Contra Costa Transit Authority (WCCTA) to prioritize types of language services and to ensure that appropriate language assistance resources are promptly available where most needed.

DEMOGRAPHIC INFORMATION ON WCCTA SERVICE AREA

The Western Contra Costa County Transit Authority (WCCTA) was established in August 1977 as a Joint Exercise of Powers Agreement between the County of Contra Costa and the cities of Hercules and Pinole. The WCCTA service area comprises just over 20 square miles of West Contra Costa County, including the cities of Pinole and Hercules and the unincorporated areas of Montalvin Manor, Bayview, Tara Hills, Rodeo, Crockett and Port Costa. The area is bounded to the north by the Carquinez Strait, the city limits of Pinole and Hercules to the east, the Richmond city border to the south, and by San Pablo Bay to the west. In addition, WCCTA operates regional service between Martinez and the Hercules Transit Center, TransBay service between the Hercules Transit Center and the San Francisco Transbay Terminal, and regional service between the Hercules Transit Center and Contra Costa College. Currently, population in the WCCTA service area is approximately 67,000 inhabitants.

Determination of Need

WCCTA determined the extent of its obligation to provide LEP services by employing the recommended four-factor analysis. This assessment includes:

- (1) The number or proportion of LEP persons eligible to be served or likely to encounter WCCTA services;
- (2) The frequency with which LEP individuals come in contact with WCCTA services;
- (3) The importance of WCCTA services to people's lives; and
- (4) The resources available to WCCTA and costs associated with providing language services.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to encounter WCCTA services

According to the American Communities Survey 2019 5-year summary estimates data, only 1% of households in the WCCTA service area can be designated as limited English-speaking. The highest percentage of LEP households speak a range of Asian/Pacific Island (API) languages, and the combined percent of limited-English API speakers is just 3% across all languages within this category. Based on our knowledge of the service area, the most commonly spoken API languages are Tagalog and Chinese, and these communities are located in Hercules and Pinole. Approximately 1.3% of limited-English households in the service area speak Spanish, and the largest groups of these households are located in Rodeo and Montalvin CDP.

Households in the WCCTA service area	All Households		HH Speaking Languages											
	Estimated Total	Percent Limited English-Speaking	Spanish Speaking HH	Limited English Spanish Speaking HH	% Limited English Spanish Speaking HH	Indo-European Speaking HH	Limited English Indo-European Speaking HH	% Limited English Indo-European Speaking HH	Asian/PI Speaking HH	Limited English Asia/ PI Speaking HH	% Limited English Asia/ PI Speaking HH	Other Speaking HH	Limited English Other Speaking HH	% Limited English Other Speaking HH
Bayview CDP	587	0%	123	0	0	0	0	0	0	0	0	0	0	0
Crocket CDP	1448	2%	152	11	7.2	52	25	48.1	24	0	0	0	0	0
Hercules	8402	6%	985	37	3.8	653	118	18.1	2656	327	12.3	0	0	0
Montalvin CDP	816	23%	419	106	25.3	15	0	0	110	84	76.4	0	0	0
Pinole	6748	4%	775	52	6.07	396	0	0	1231	196	15.9	0	0	0
Porta Costa CDP	28	0%	28	0	0	0	0	0	0	0	0	0	0	0
Rodeo CDP	3384	4%	816	60	7.4	254	18	7.1	435	40	9.2	0	0	0
Tara Hills CDP	1678	9%	446	33	7.4	90	35	38.9	279	51	18.3	29	9	31
Total/Percent of all households	23091	5%	3,744	299	1%	1,460	196	1%	4,735	698	3%	29	9	0%

Source: 2019 ACS 5-year Estimates

The region as a whole has many residents (44%) who speak a language other than English in the home. The region with the highest percent of individual residents over the age of five who speak a language other than English at home is Montalvin CDP. 76% of residents in this small segment of WCCTA’s service area speak more than one language at home and most identified as speaking Spanish. However, accounting for all languages spoken in the combined service area, only 6% of residents age five and over identify as speaking English less than very well.

MTC Passenger Survey

The Metropolitan Transportation Commission’s most recent survey of WCCTA passengers included information about language proficiency. The survey presents similar findings with 37% of WCCTA riders speaking a language other than English at home. Among those surveyed, Spanish (37%), Tagalog (33%) and Cantonese (6%) were the most frequently mentioned languages. All other languages were cited by 2% or less of riders who speak another language. For riders that speak a language other than English at home, almost all speak English “Very Well” or “Well” (94%).

Among residents age 5+ in the WCCTA service area 2012-2016	Total Population	All Residents		English		Spanish		All Indo-European Languages		All Asian & Pacific Island Languages		Other Languages						
		Percent who speak a language other than English at home	Number who speak English less than "very well"	Percent who speak English only	Number who speak English only	Percent who speak English less than "very well"	Total Speakers	Number who speak English less than "very well"	Percent who speak English less than "very well"	Total Speakers	Number who speak English less than "very well"	Percent who speak English less than "very well"	Total Speakers	Number who speak English less than "very well"	Percent who speak English less than "very well"			
Bayview CDP	1770	47%	127	7%	946	53%	351	46	3%	51	0	0%	252	81	5%	170	0	0%
Crockett CDP	3127	14%	118	4%	2687	86%	325	104	3%	93	8	0%	22	6	0%	0	0	0%
Hercules	24527	50%	1213	5%	12367	50%	2936	271	1%	1935	220	1%	6299	676	3%	990	46	0%
Montalvin CDP	2733	76%	496	18%	679	25%	1789	407	15%	15	0	0%	245	84	3%	15	5	0%
Pinole	18400	36%	992	5%	11706	64%	2046	234	1%	1043	191	1%	3351	566	3%	254	1	0%
Porta Costa CDP	180	16%	0	0%	152	84%	28	0	0%	0	0	0%	0	0	0%	0	0	0%
Rodeo CDP	9797	43%	687	7%	5556	57%	2310	448	5%	824	136	1%	1082	103	1%	25	0	0%
Tara Hills CDP	4877	51%	513	11%	2406	49%	1393	253	5%	252	93	2%	764	167	3%	62	0	0%
Total Service Area	65411	44%	4146	6%	36499	56%	11178	1763	3%	4213	648	1%	12015	1683	3%	1516	52	0%

Source: 2019 ACS 5-year estimates

Race

The majority of residents in census block groups served by WCCTA identify as white. At the municipal level, this is true for all communities except for Hercules where close to half of residents identify as Asian. Only the towns of Crocket and Port Costa do not have an Asian community that makes up at least ten percent of the population. These two towns together are just over 75% white. All communities, with the exception of Bayview-Montalvin, have mixed-race populations of more than 5%. Bayview-Montalvin is primarily white, but with a significant population of Asian residents.

Among residents of the WCCTA service area 20012-2016	Total Population		White		African-American		American Indian and Alaska Native		Asian		Native Hawaiian and Pacific Islander		Other		Two or More Races	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Bayview-Montalvin CDP	1862	68.96%	120	6.44%	0	0.00%	0	0.00%	318	17.08%	0	0.00%	102	5.48%	38	2.04%
Crockett CDP	3265	73.35%	239	7.32%	26	0.80%	26	0.80%	87	2.66%	0	0.00%	262	8.02%	256	7.84%
Hercules	25616	7480	29.20%	3873	15.12%	26	0.10%	11630	45.40%	149	0.58%	1032	4.03%	1453	5.67%	
Montalvin CDP	2852	1300	45.58%	292	10.24%	32	1.12%	290	10.17%	0	0.00%	856	30.01%	82	2.88%	
Pinole	19279	8290	43.00%	2269	11.77%	114	0.59%	5276	27.37%	28	0.15%	1455	7.55%	1847	9.58%	
Port Costa CDP	228	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Rodeo CDP	10409	4618	44.37%	1504	14.45%	0	0.00%	2162	20.77%	98	0.94%	896	8.61%	1131	10.87%	
Tara Hills CDP	5117	1926	37.64%	700	13.68%	45	0.88%	978	19.11%	0	0.00%	1050	21.30%	378	7.39%	
Total Service Area	68628	27521	40.10%	8997	13.11%	243	0.35%	20741	30.22%	275	0.40%	5693	8.30%	5185	7.56%	

Source: 2019 ACS 5-Year Estimates

0% = less than 1%

WCCTA Transit Survey

WCCTA has surveyed its administrative employees, vehicle operators, dispatch personnel and operations staff. The primary purpose of the survey was to develop information for determining the frequency with which LEP persons eligible to be served or likely to encounter WCCTA services in order to improve allocation of resources to deliver the most productive transit services. Additionally, the Agency consulted with the West Contra Costa Unified School District and other Community Based Organizations. Findings were generally consistent with data gathered and analyzed from the ACS 5-year summary, MTC Bay Area Survey, and Outreach, concluding that the very few passengers who are linguistically isolated speak Spanish.

Factor 2: The frequency with which LEP individuals come in contact with WCCTA services

Knowing the nature and importance of the contact that WCCTA has with LEP persons, staff looked at the data from the American Community Survey 5-year summary and identified primary languages spoken within its service area. Other than English, the only individual language spoken that was statistically significant was Spanish. Based on that data, as well as consulting with various Community Based Organizations, WCCTA primarily provides supplemental information in Spanish.

Factor 3: The importance of WCCTA services to people's lives

Accessing WCCTA services does not require compulsory activities, such as filing applications, seeking consent or conducting interviews. In special cases, however, such as customers purchasing prepaid fares or requiring an application for special discount programs for seniors and persons with a disability, care is taken to provide language assistance when needed.

Factor 4: The resources available to WCCTA and costs associated with providing language services

Adequate resources are critical for a successful LEP program. Many costs associated with delivery of service to LEP individuals are already included in the daily cost of doing business in a diverse environment. WCCTA is prepared to account for these costs to the extent they are not already included, while also managing costs to the extent possible.

Self-assessment of costs will help to identify resources spent and needed for WCCTA language assistance. Reduction of costs for language services shall be pursued through use of technology, sharing of materials and services, use of bilingual staff resources, efficient procurement of contract services, and community participation.

PUBLIC PARTICIPATION PLAN AND OUTREACH

WCCTA's public involvement process aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans and decisions, and to provide full public access to key decisions. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program, and is required by numerous state and federal laws, as well as by the Agency's own internal procedures.

This Public Participation Plan spells out WCCTA's process for providing the public and interested parties with reasonable opportunities to be involved in the regional transportation planning process.

Guiding Principles

WCCTA's public involvement procedures are built on the following guiding principles:

- (1) Public participation is a dynamic activity that requires teamwork and commitment at all levels of the organization.
- (2) One size does not fit all — input from diverse perspectives enhances the process.
- (3) Effective public outreach and involvement requires relationship building — with local governments, with stakeholders and advisory groups.
- (4) Engaging interested persons in 'regional' transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and saying it simply.
- (5) An open and transparent public participation process empowers low-income communities. People with disabilities, minority populations and others to participate in decision making that affects them.

Regional Participation

For updates to the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP), WCCTA utilizes the participation plan and process put in place by the MPO for the region, the Metropolitan Transportation Commission (MTC), who have a comprehensive region wide public participation plan designed to meet the needs of the entire population of the Bay Area Region

https://mtc.ca.gov/sites/default/files/2018_PPP_Appendix_A_FINAL_June2018.pdf

<https://mtc.ca.gov/about-mtc/public-participation/public-participation-plan>

Local Participation

In addition to WCCTA's Board of Directors, which takes public comments at its regular monthly meetings, Board meetings are televised and rebroadcast to the WCCTA service area. Due to limited in-person meetings resulting from the COVID-19 pandemic, meetings are conducted via the Internet (i.e. ZOOM) and are also open to public participation. Recordings of each meeting are made available on the Agency web site at the following link:

<https://www.westcat.org/Home/InsBoard>

Response to Written Comments

WCCTA pays close attention to the views of the public. WCCTA is committed to responding to every letter, fax and e-mail sent by individual members of the public.

Information Dissemination

WCCTA employs a number of methods to inform the public of fare and service changes in a timely manner, including but not limited to the following:

- Press releases
- Distribution of Passenger Bulletins disseminated onboard the buses
- Passenger Bulletins posted and disseminated at the WCCTA sales office and throughout the service area (on bus stop poles and at transit hubs)
- Ads and public notices in local newspapers within the service area (English and Spanish).
- Community meetings/workshops
- Information posted on the WCCTA's website (www.westcat.org)
- Facebook and Twitter announcements (facebook.com/WCCTA and twitter.com/WCCTA)
- Information posted on electronic/paper newsletters produced and disseminated by the Hercules and Pinole Chambers of Commerce
- Information posted on electronic community bulletin boards on local public access television stations (Pinole TV Channels 26 and 28)
- Information posted on City websites and event calendars (Hercules and Pinole).
- Information posted on the Bay Area (www.511.org) website in both regional and agency specific announcements

Bus information published by WCCTA, including riders' guides, bus route information, and bulletins identifying major service changes are printed in both English and in Spanish. Other documents that are translated include public hearing notices, outreach documents, fare increase notices, and portions of the agency's website (www.westcat.org). The entire web site can be translated into several languages using a provided link to Google Translation.

Customer Service

WCCTA's administrative staff and operations staff have several bilingual employees who speak English and Spanish. The need for bilingual capabilities is a high priority due to the recognized Spanish speaking travelers within the service area.

In some cases, however, the cost to implement multiple-language programs is significant and not currently funded. The Agency subscribes to a telephone language-access program allowing on-demand as-needed translation services to communicate with customers who may speak a language other than one spoken by staff.

SUMMARY OF PUBLIC OUTREACH

Since its last Title VI submission, WCCTA's has not conducted any public hearings other than its regularly scheduled/ monthly board meetings. To ensure equitable board meeting access to all residents of the region, the agency maintains a roster of translation volunteers who agree to be

available for translation of community meetings at the request of local residents. Volunteers are given free transit passes in exchange for their assistance.

LANGUAGE ASSISTANCE PLAN

As a FTA recipient receiving federal financial assistance, WCCTA has taken reasonable steps to ensure meaningful access to benefits, services, information and other important portions of our programs and services for persons with limited English proficiency. This section identifies various language assistance activities at WCCTA, including:

- Identifying LEP individuals who need language assistance
- Providing language assistance measures
- Training staff
- Providing notice to LEP persons of the availability of language assistance
- Monitoring and updating the LEP plan

WCCTA uses a number of practices to provide opportunities for all interested residents in our service area to participate in dialogues that discuss key decisions regardless of language barriers. Additionally, WCCTA continues to look for refinements and/or adjustments to existing practices as needed.

General Measures or Practices

- Translation of vital documents — including schedules, notices, comment cards and the rider's guide.
- Review prior experiences with LEP populations to determine the types of language services that are needed.
- When active, consultation with the WCCTA Rider Committee, comprised of a racially diverse representation from WCCTA staff, operators and supervisors who engage with LEP populations.
- Use of personal interviews or use of audio recording devices to obtain oral comments at key public workshops/meetings.

Local Community Media

- Work with non-English language media outlets (print or electronic media) to inform communities of vital information in Spanish.

Work with Advocates of LEP Persons

- Work to involve community-based organizations that advocate on behalf of persons with limited English proficiency in WCCTA's activities (for example, encourage such advocates to attend regularly scheduled Board meetings and participate on the Rider Advisory Committee).
- Partner with community groups who can assist in tailoring presentations, meeting materials and meeting announcements to meet the language needs of local participants.

Staff Training

Routine Accommodations: WCCTA works to educate its staff with the knowledge of and sensitivity to the needs of LEP residents. Staff have been trained on procedures for accommodating LEP populations. Some of the items covered include information about LEP guidance from the U.S. DOT.

Special Projects

As public hearings, public participation or public information campaigns are developed, WCCTA's staff receives training about the need to be alert to and anticipate the needs of LEP participants. For example, planning staff attend public workshops to answer questions and get feedback, and are trained to look for ways to draw out participants who seem to be reluctant to speak. Planners are trained to be mindful of participants who might be struggling to read complex materials and converse with them if appropriate as they view the materials rather than assuming they are able to read all the materials.

Language Translation Services

WCCTA subscribes to a telephone language-access program allowing on-demand as-needed translation services to communicate with customers who may speak a language other than one spoken by staff.

WCCTA also posts on social media and the agency website to solicit riders/volunteers willing to assist WCCTA with translation services. This outreach is ongoing for the development of a database of available translators to assist WCCTA in serving LEP individuals

Notification to LEP Individuals

The public must be informed of their rights under Title VI. This will be done by:

- Notification displayed at WCCTA's administration office, on WCCTA's website and contained within printed materials (schedules and rider's guides).
- A notification is displayed on each vehicle.
- Documents or flyers that describe an LEP person's right to access WCCTA's services will be translated into other languages and available at meetings and the WCCTA administration office.

Monitoring and Updating of the LEP Plan

WCCTA will monitor requests for translations and adjust practices to meet demand while maintaining a basic level of access by LEP populations to vital information. WCCTA will continue exploring the costs and feasibility of providing increased access to information and the LEP Plan will be updated as needed to reflect significant changes.

Contact Information

Any comments or questions related to this plan should be directed to the WCCTA General Manager:

Charles Anderson, General Manager
Western Contra Costa Transit Authority
601 Walter Ave Pinole, CA 94564

Phone: (510)-724-3331 Fax: (510)-724-5551

Appendix v

**MINORITY REPRESENTATION ON COMMITTEES AND COUNCILS SELECTED
BY THE RECIPIENT**

WCCTA has previously engaged in an active Community Advisory Committee comprised of riders, Agency staff and Operations staff. However, due to lack of rider participation and COVID-19 in-person limitations, this committee is currently inactive. WCCTA continues to make available the opportunity to participate in this Committee. During active participation, the Agency does not on the grounds of race, color, or national origin, deny a person the opportunity to participate as a member of the committee. During active participation, WCCTA tracks member participation as indicated below:

Body	Caucasian	Latino	African American	Asian American	Native American
Riders Committee	%	%	%	%	%

Appendix vii

WESTERN CONTRA COSTA TRANSIT AUTHORITY SERVICE STANDARDS

Background

FTA requires all fixed route transit providers of public transportation to develop *quantitative* standards for certain key service indicators. WCCTA has evaluated the demands for transit within the area it serves, and has tailored the standards to fit local conditions, rather than adopting general standards or benchmarks developed for use in the broader transit industry.

Definitions

Service standard/policy means an established service performance measure or policy used by a transit provider or other recipient as a means to plan or distribute services and benefits within its service area.

Vehicle load (by individual mode): Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Because of the differing service characteristics between modes, WCCTA has specified vehicle loads for each individual type of vehicle in the fleet to best match the duty cycle of the service class it is assigned to.

Vehicle headways: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.

On-time performance: A measure tracking how closely service delivery matches system timetables. Specifically, WCCTA defines this measure to mean the percentage of scheduled trips that arrive at published time points between zero minutes before and five minutes after their scheduled times.

Service availability: A general measure of the distribution of routes within an agency's service area, and the comparative degree to which locations in the service area are afforded access to transit service.

Vehicle Load Standards

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are, 41 passengers for low-floor 35-foot buses, 48 passengers for standard 35-foot buses, 53 passengers for low-floor 40-foot buses, 64 passengers for standard 40-foot buses,

46 passengers for standard floor suburban 40-foot buses and 62 passengers for 45-foot, over the road coaches, and 100 passengers for double-decker coaches.

The practical implications of the load factor standards, including the number of standees contemplated by the measure for different vehicle categories, are presented in the following table.

Vehicle Type	Seats	Standees	Total	Load Factor
35' Low Floor Bus	32	9	41	1.3
35' Standard Bus	37	11	48	1.3
40' Low Floor Bus	41	12	53	1.3
40' Standard Bus	46	18	64	1.4
40' Suburban Bus	39	7	46	1.2
Over the Road Coach	57	5	62	1.1
Double Decker Coach	88	12	100	1.1
		(Lower Level only)		

Vehicle Headway Standards

For the purposes of establishing vehicle headway standards, WCCTA has differentiated five separate classes of service for weekdays, two for Saturdays, and a single class on Sundays. While these service types are coordinated elements of a larger transit network, the headway standards are determined by the demand characteristics, population densities, and particular trip generation attributes of the areas served by each class of service. The headway structure is also highly affected by WCCTA's constrained financial condition.

Express/feeder routes operate 365 days a year, and provide connectivity between the service area and the regional transit network. Accordingly, this service has the highest frequency, and the longest span of service of any segment of the WCCTA system. Regional commute, local fixed route, community access routes, and regional lifeline routes operate weekdays only, with headways tailored to the demand characteristics of the areas in which the routes operate. On Saturday, WCCTA provides limited local fixed route service, and because the route structure for class of service is functionally different from local weekday service, it is given its own classification, Saturday Crosstown Connector.

Tables presenting headway standards appear below. It should be noted that headway information represents average times between successive buses on a single route traveling past the same bus stop in the same direction. In actual practice, individual route timetables may be written to include some headway variations to respond to outside demand or scheduling factors, or operational constraints.

POLICY HEADWAYS AND PERIODS OF OPERATION

WEEKDAY	Peak	Base	Evening	Night
Express/Feeder Routes	15	30	30	60
Local Fixed Route	30	60	30	--
Community Access Routes	60	90	--	--
Regional Commute	15	60	40	--
Regional Lifeline	30	30	30	--

** Peak: 7-9 am and 4-6 pm; Base 9am - 4pm; Evening: 6-8 pm; Night: 8 pm-Midnight;
 "--" means no service is provided during that time period.*

SATURDAY	Day	Evening	Night
Express/Feeder Routes	55	55	55
Saturday Connector	55	55	--
Cross-Town			

** Day 7am - 6pm; Evening: 6-9:30 pm; Night: 9:30pm - Midnight;
 "--" means no service is provided during that time period.*

SUNDAY	Day	Evening	Night
Express/Feeder Routes	50	50	--

** Day 7am - 6pm; Evening: 6-9:00pm; Night: 9:00 to Midnight;
 "--" means no service is provided during that time period.*

On-Time Performance Standards

A vehicle is considered on time if it departs a scheduled time point between zero minutes before and no more than 5 minutes after its scheduled time. WCCTA's on-time performance objective is 90% or greater. WCCTA continuously monitors on-time performance through its Automatic Vehicle Locator system and database. System-wide on-time performance results are compiled semi-annually as a component of a comprehensive performance monitoring program, which is distributed to the Board of Directors in report form, and included in WCCTA's Short Range Transit Plan.

On-time performance:

	FY 19-20	FY 20-21	FY 21-22
Fixed-route trips operating on time (between 5 minutes early and 5 minutes late).	92 %	93 %	92%

Service Availability Standards

Since introducing fixed route service in 1987, Western Contra Costa Transit Authority has followed a coverage model in designing its transit network. The intent was to provide transit access as broadly as possible within its service area, while minimizing access distance between residential areas and transit stops. The base system did this very effectively, and enabled WCCTA to offer fixed route service within a 1/2 mile walking distance of virtually every established neighborhood throughout the service area.

With limited funding available for service expansion, as well as setbacks incurred resulting from the COVID-19 pandemic, WCCTA is currently unable to keep pace with residential expansion, much of which is more than 1/2 mile from existing transit routes. As a result, WCCTA has been unable to extend the reach of its transit network to serve these newly developed neighborhoods. Without identified new sources of revenue, WCCTA faces the dilemma of maintaining services to existing neighborhoods, while meeting the needs of new or growing areas not currently served by the fixed route system. WCCTA will plan and distribute its services so that 90% of all residences within its service boundaries are within 1/2 mile radius of an active fixed route bus stop.

In the event that WCCTA secures sufficient revenue to expand the reach of its fixed route service, new service will be allocated first to neighborhoods that are currently situated more than 1/2 mile from a fixed route stop. If phased expansion is necessary to reach multiple neighborhoods beyond the 1/2 mile access distance, WCCTA may give priority in expansions to areas possessing characteristics known to positively influence transit demand, including higher residential densities, low auto ownership rates, presence of major employers, secondary schools, or other large trip generators, or a record of community interest in improved transit access.

WESTERN CONTRA COSTA TRANSIT AUTHORITY SERVICE POLICIES

Background

FTA requires that all providers of fixed route public transportation develop *qualitative* policies for the following procedures. These policies are to be set by individual transit providers; therefore, these policies will apply to individual agencies rather than across the entire transit industry.

- Vehicle Assignment
- Transit Amenities

Policies

Vehicle Assignment Policy

As outlined in the WCCTA Service Standards section, the WCCTA system is categorized into seven separate and unique classes of service. All vehicles used for these seven classes of service will be ADA accessible, air conditioned, equipped with AVL systems and voice enunciation systems, and will accommodate at least two wheelchairs and two bicycles.

Because demand differs significantly between the highly utilized Express/Feeder or Regional Commute services, and the more lightly patronized Community Access or Local Fixed Route services, the first factor used by WCCTA for its vehicle assignment is the seating capacity and specific operational requirements of each service class.

The largest vehicles in the WCCTA fleet include Double Decker coaches and 45' over the road coaches, which are assigned exclusively to Regional Commute service.

Express/Feeder Route service requires the additional seating capacity provided by 40' coaches with standard floor configuration, and accordingly these vehicles are assigned first to Express and Feeder Routes.

Vehicle size and capacity are the primary factors determining vehicle assignment for all other classes of service. Individual vehicles are assigned to best meet demand and passenger load factors. Those routes with the lowest passenger demand will be assigned a 35' low floor vehicle; those with medium demand will be assigned a 35' low floor or higher capacity standard floor vehicle. Due to challenging terrain and roadways in older communities, vehicle assignments and features may be adjusted to allow for safe operations.

Transit Amenities Policy

Transit amenities offer comfort and convenience to the general riding public. While WCCTA recognizes the importance of providing these amenities for its patrons, the Authority's financial situation severely limits its ability to install or maintain passenger amenities on even a modest scale within its service area. WCCTA also has limited ability to influence locational decisions

about transit amenities within its service area because it does not have any jurisdiction over right of way where the improvements are placed.

The Authority does, however, attempt to partner with outside agencies to incorporate transit amenities into public and private development projects whenever possible. An example of this is the coordination of specific Paratransit and fixed-route stops by the developer of a new Safeway grocery store within our service area. Most transit amenities currently located within WCCTA's service area have been installed and maintained by private advertising firms through permits issued by local jurisdictions. WCCTA has not been a party to any agreements between local jurisdictions and private firms that are associated with installation or placement of shelters and benches.

Because WCCTA lacks the authority to independently site transit amenities, it will work closely with local jurisdictions to identify candidate locations for transit amenity improvements. WCCTA will give priority to improving stops which serve the largest volume of passengers and those where physical improvements will yield substantive improvements in passenger safety.

Appendix viii

Resolution 2022-03

A RESOLUTION OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY TO APPROVE FTA TRIENNIAL TITLE VI PROGRAM

WHEREAS, FTA requires that grant recipients, such as Western Contra Costa Transit Authority (WCCTA), submit a Title VI Program every three years documenting compliance with Title VI; and

WHEREAS, The Federal Transit Administration (FTA) requires that the Board of Directors reviews and approves updates to the Title VI Program; and

WHEREAS, The 2022 Title VI Program has no major programmatic changes, but includes demographic updates to service area and Language Assistance Plan: and

WHEREAS, WCCTA is committed to ensuring that its policies and programs are designed to ensure meaningful participation in an equal access to transit services for minority, low-income, and limited English-proficient populations: now, therefore be it

RESOLVED, That the Board of Directors approves the 2022 Title VI Program; and be it finally

RESOLVED, To comply with the FTA submission deadline, this Resolution shall be effective immediately.

I hereby certify that the foregoing resolution is a full, true, and correct copy of a resolution passed by Western Contra Costa Transit Authority Board of Directors.

Passed this _____ day of _____, by the following vote:

AYES:

NOES:

ABSTAIN:

AGENCY BOARD DESIGNEE:

BY: Aleida Andrino-Chavez. Chairperson
WCCTA Board of Directors

Date