



Western Contra Costa  
Transit Authority

## **NOTICE OF MEETING**

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

**DATE:** January 12, 2023 (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, Maureen Powers, Cameron Sasai, and Maureen Toms 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:

WestCAT is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/5355285443?pwd=TEF6THhTM2lZQ250VU02YW5uUERodz09>

Meeting ID: 535 528 5443

Passcode: 601601

One tap mobile

+16699006833,,5355285443# US (San Jose)

+16694449171,,5355285443# US

Dial by your location

+1 669 900 6833 US (San Jose)

### **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](mailto: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**

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

- 1.1 Approval of Minutes of Regular Board Meeting of November 10, 2022. **[Action Requested: Approval of Minutes] \***
- 1.2 Approval of Expenditures for November and December 2022. **[Action Requested: Approval of Expenditures] \***
- 1.3 Receive Contractors Monthly Management Report, October 2022. **[Action Requested: Receive and File]\***
- 1.4 WestCAT Marketing Update **[Action Requested: Information Only]\***
- 1.5 Adoption of Resolution 2023-01, 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 January 12, 2023 or until its

next scheduled meeting, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2023-01] \***

## **2.0 ITEMS FOR BOARD ACTION / DISCUSSION**

- 2.1 Presentation and Discussion of 1st Quarter Financial and Operating Data Report. **[Action Requested: Information Only] \***
- 2.2 Presentation and Discussion of MTC Network Management **[Action Requested: Information Only] \***
- 2.3 Discussion and Presentation of Draft FY22 WCCTA Short-Range Transit Plan. **[Action Requested: Approval and Adoption of WCCTA Short-Range Transit Plan] \***
- 2.4 Authorization for General Manager to Enter Into a Contract with Transtrack to Provide National Transit Database (NTD) APC Certification **[Action Requested: Authorize General Manager to Enter Into a Contract with Transtrack Systems to Provide an Automatic Vehicle Location and Automated Passenger Counter module and NTD Certification for an Amount Not to Exceed \$84,800]\***

## **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

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

**Next Board Meeting Thursday, February 9 2023**

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



Western Contra Costa  
Transit Authority

## Agenda Item 1.1

### WESTERN CONTRA COSTA TRANSIT AUTHORITY

#### BOARD OF DIRECTORS

#### REGULAR MEETING MINUTES

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November 10, 2022

Regular Meeting

6:30 P.M. via Zoom Conference Call

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

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

Chair Bailey called the meeting to order at 6:31 PM and Alternate Director Kelley led the Pledge of Allegiance.

##### DIRECTORS PRESENT

Chair Dion Bailey, Tom Hansen, Norma Martinez-Rubin, Vice-Chair Maureen Toms, Aleida Andrino-Chavez, Chris Kelley

##### STAFF PRESENT

Rob Thompson, General Manager, Rob Petty, IT, Facilities & Fleet Manager, Andramica McFadden, Administrative Services Coordinator, Mike Furnary, Transit Grants and Compliance Manager, Debora Harris, Finance Manager

##### GUESTS PRESENT

David Alvey, CPA | Audit Partner, Maze & Assoc, Treslyian Edwards, MVT Interim General Manager, Peter Edwards, MVT

#### **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 Andrino-Chavez, seconded by Director Martinez-Rubin to Approve the Agenda.** The motion was carried by the following vote:

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

**C. PUBLIC COMMUNICATIONS**

NONE.

**1) CONSENT CALENDAR**

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

**MOTION: A motion was made by Director Martinez-Rubin, seconded by Vice-Chair Toms to Approve Consent Calendar.** The motion was carried by the following vote:

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

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

**2.1 Presentation and Discussion of FY22 Operating Data Report.** Action Requested: Information Only.

Chair Bailey introduced the item and GM Thompson asked Finance Manager Debora Harris to present the staff report. GM Thompson provided comment.

Going forward, Chair Bailey asked for the data report to be presented onscreen so that it is easier to follow along with.

Vice-Chair Toms requested that the word *percentage* be added to the data report so that it is understood that the numbers in that column represent the *percentage* remaining.

GM Thompson acknowledged both Chair Bailey and Vice-Chair Toms' requests.

Director Martinez-Rubin asked what the staff approach is when the costs in particular expense categories exceed the budget. She wondered in these cases, how the funding is managed since there is still a surplus remaining at the end of this fiscal year.

GM Thompson replied to Director Martinez-Rubin.

Director Martinez-Rubin reiterated her understanding of the GM's response, and Director Andrino-Chavez agreed that she was also confused by the report and stated that it would be helpful to include footnotes.

GM Thompson agreed and concluded that staff will do a better job of presenting this item in the future.

**2.2 Presentation and Discussion of WCCTA Audited Financial Statements for Year Ending June 30th, 2022.** Action Requested: Receive and File.

Chair Bailey introduced the item. A staff report was included in the Board packet.

GM Thompson introduced David Alvey of Maze & Associates, a member of WCCTA's new financial audit team who will be making a presentation on this item tonight. Two weeks ago, GM Thompson and the Authority's finance team provided an overview and background on this item to the F&A Committee.

Before asking Mr. Alvey to proceed with his presentation, GM Thompson said that it was a really good process working with the new audit team and our new finance team. Overall, it was a

positive experience, and our staff learned a lot from David and the whole process. He expressed his appreciation for that and asked David to proceed.

Mr. Alvey introduced himself to the Board and provided an overview of the audit process. He is pleased to say that it is a clean opinion, and that is the highest level of assurance that a CPA firm can give. He congratulated the Authority on passing the audit, explaining that what that means is his firm's opinion, and based on the test work of their audit process, the Authority's financials as presented are accurate and free of material misstatement.

The audit firm also issued *The Memorandum on Continuing Controls*, also known as a Management Letter, which is the audit firm's communication to the Board of Directors of things that they found during the audit. These communications can be categorized as follows: 1) A material weakness, 2) A significant deficiency or 3) Other matters, which are informational upcoming GASB pronouncements that will be happening over the next couple of years. No significant deficiencies were identified, but there were some material weaknesses, and it was because of the turnover in the finance department and the lack of a second individual to review some of the key processes. He then outlined how these were addressed, and what was discussed with staff to remedy the weaknesses that were identified. These were all due to the lack of staffing at the time.

The second half of the Memorandum is called *The Required Communication*, these are standards that the auditor must tell the Board of Directors. The auditing firm had no issues with management's accounting estimates for depreciation, or pension assumptions. They had no difficulty in doing the audit, they had no disagreements with management, and do not think that anyone was attempting to limit the scope or access of their audit. With that, he thanked Yvonne and Debora for their help and concluded that it is always difficult to have new auditors come in and their style is a little bit different, he thinks that it worked well and WestCAT has a great team.

GM Thompson commented that the Authority accepted the findings through the material weaknesses, and the staff has already addressed them by putting better controls into place. That is something else that we learned through the process, and we developed some new policies and procedures and put them in place immediately. We took the advice that David and his team gave us to make improvements.

Chair Bailey added that the F&A Committee did have the opportunity to review the audit report with GM Thompson a few weeks before this meeting.

Director Martinez-Rubin thanked Yvonne, Debora, and GM Thompson for getting together all of the documentation needed for the auditors. She then directed a question to Mr. Alvey.

Mr. Alvey replied to Director Martinez-Rubin's question.

Director Martinez-Rubin commented.

Mr. Alvey concluded that in the FY23 review, they will have to look back on the prior year's comments and provide an update that they have been implemented or address if they are not.

Director Martinez-Rubin made concluding comments, extending her thanks to both WCCTA staff and Mr. Alvey.

Chair Bailey thanked Mr. Alvey and the WCCTA staff and agreed with the other comments regarding the previous staffing issues, adding that it is good that we were able to get this done and do so successfully.

### **2.3 Discussion and Presentation of Draft FY22 WCCTA Short-Range Transit Plan. Action**

Requested: Discussion and Direction to Staff.

Chair Bailey introduced the item.

GM Thompson directed the Board to the staff report and Short Range Transit Plan in the packet. Hopefully, they had a chance to review the documents, but if not, we can talk about it at the end, and staff can bring it back next month to get into greater detail. However, he did want to go through some of the higher-level parts of the document and then have questions and a discussion at the end.

This is the draft report that MTC has received and is reviewing, and he was hoping to get comments and feedback back by now, but he has not, and he explained why. He also explained the requirements for having to prepare this document. Adding that in this case, it is important to focus on the narrative and some of the ideas and approaches, as well as some of the questions and issues that he tried to bring up as part of the document as potential issues that the Board will have to look at and discuss as we develop a service plan. This document is not a service plan, as a short range transit plan normally is, and he explained why that is, reiterating that that is why the narrative is more important than the actual numbers that are contained in the document because the narrative will explain the story a little bit better than the numbers do.

At this point, he proceeded with a high-level overview of the different sections of the document, pointing out some of the more noteworthy discussions and issues, and touching on some of the major themes that he focused on throughout the document. The document also addresses potential future services that we may provide, which is the section that will guide the Board in conversations going forward when we do look at any service changes we want to make. These are for future discussions and nothing that will have to be answered tonight but will come back to the Board and there will be conversations that we do need to have.

He continued by highlighting other issues and discussions to be had going forward both locally and regionally, explaining key factors that may impact our agency and that will determine our priorities in future planning and capital purchases. It is a lot, but he did not do a presentation because he was not sure how much time everyone had to look at the document at this point. However, if the Board wishes, he will prepare a more detailed PowerPoint Presentation going over the finer points for the next meeting. Ideally, MTC would like to have us approve this document at our December meeting, but that is completely dependent on the Board's comfort level and how we want to proceed. This is a draft, and he is happy to answer any questions, make any clarifications and discuss how the Board feels about the document in its current form.

Board members thanked GM Thompson for the report. They made comments on the document and asked questions. They also made suggestions, noting some additional items for consideration and incorporation into the document.

GM Thompson responded, asserting that the Board's comments are well taken and part of the overall process through which we are working. From the discussions at this meeting, he is leaning toward bringing another draft to the December meeting, incorporating some of the changes that the Board has suggested, and we can talk about it again and then he will bring a final version for adoption in January. This will allow Board members additional time for review and comment.

He also agreed to Director Hansen's suggestion of approving the document in December, as MTC is expecting, and then discussing the individual sections one at a time beginning at the January meeting, so that it is easier to digest and comprehend.

Chair Bailey agreed with the comments that were made and recommended that GM Thompson prepare a PowerPoint presentation for the next meeting. He also recommended Director Hansen's idea of reviewing the document in sections over time.

GM Thompson made some concluding comments addressing the concept of providing micro-transit. He also replied to a question that Vice-Chair Toms had about the One Seat Ride Pilot, and another about RTC Clipper cards for riders with qualifying disabilities, as well as, the availability of training for seniors, persons with disabilities, and their families about how these things work.

Alternate Director Kelley mentioned that WCCTAC is starting up its travel training again for seniors and she will suggest to them that they also include persons with special needs who can benefit from that.

GM Thompson noted that WCCTA staff member Mica McFadden is heavily involved in the WCCTAC travel training program, and in the past, she and some of the MV staff had conducted training at the senior centers and we have been discussing starting those programs back up again.

GM Thompson and Chair Bailey agreed that Director Hansen's suggestion of placing a link to a YouTube video on the travel training on the agency's website so that it is always available is a good idea.

GM Thompson concluded his report by reiterating the direction given to staff by the Board.

#### **2.4 Update on MV Transportation staffing. Action Requested: Information Only**

Chair Bailey introduced the item and GM Thompson invited MV Transportation Regional VP Peter Edwards to speak.

Mr. Edwards announced Treslyian Edwards' promotion from Operations Manager to General Manager effective immediately, and his promotion from General Manager to Regional Vice President, overseeing this region, hence, he will still be supporting the WestCAT service and Treslyian.

Chair Bailey welcomed the new GM Treslyian Edwards and asked him to say a few words of introduction to the Board.

MVT GM Edwards thanked WCCTA GM Thompson and MVT RVP Edwards for their confidence in his ability to perform this job affirming that it has been an ultimate goal of his beginning seven years ago when he started as a driver, and he is excited to keep heading in the direction we have been going and keeping the relationships strong between MV and WestCAT.

Director Martinez-Rubin congratulated both Treslyian and Peter on their promotions, recalling Peter's previous comments about promoting the idea of being a driver as an entry into a longstanding career and the value of human transport versus other driving jobs such as garbage collectors, and how to address the compensation disparities of the drivers who transport people. Thus, she asked them both not to forget that and to continue to look at ways to promote this point, emphasizing the importance that their positions have in the lives of people and for them to continue to look to this Board for support.

MVT RVP Edwards agreed with Director Martinez-Rubin and made some additional comments to her point. Concluding that they want to get back into the mix of things and be competitive as far as wages so that they can attract quality people. Hence, he and Treslyian and Rob are working together to produce a competitive wage scale, one that the market can bear, and they will then come back to the Board for guidance as to how they can get it done.

Director Martinez-Rubin reiterated her congratulations and thanked Peter for his report.

To Director Hansen's question concerning driver attrition, MVT RVP Edwards shared a graph on screen that he had been working on and described its content for the Board's consideration. He concluded that these are the kinds of things that they do so that they can stay competitive and know what the market is doing. They will be coming back to the Board with this in a more detailed form for their consideration.

**3) COMMITTEE REPORTS**

**3.1 WCCTAC Representative Report.** No Action: Information Only.

Alternate Director Kelley provided a report on the following:

- 1) Travel Safe Richmond gave an overview of their transportation program, local Road Safety Plan, and Bicycle and Pedestrian Plan
- 2) Discussion and feedback on the San Pablo Avenue Multi-Modal Corridor Study

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

GM Thompson provided a report on the following:

- 1) The Network Management discussion at MTC
- 2) An update on the Accessible Transportation Study that is being done at CCTA and the County
- 3) The ongoing BART feeder bus discussion, and conversations involving BART, the City of Hercules, and WestCAT about the BART Park and Ride lot in Hercules
- 4) An update on remote board meetings and the Governor's declaration that the State of Emergency is going to end in February
- 5) An update on the Hercules Waterfront bus stop
- 6) An update on ridership, and how we did during October when we were offering fare-free rides

**4) BOARD COMMUNICATION**

NONE.

**5) CORRESPONDENCE**

NONE.

**6) ADJOURNMENT**

At 8:00 PM, Chair Bailey adjourned the regular meeting of the WCCTA Board of Directors on November 10, 2022.

The next meeting is scheduled for December 8, 2022.

\_\_\_\_\_  
**Dion Bailey, Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Robert Thompson, Secretary**

\_\_\_\_\_  
**Date**

**AGENDA ITEM 1.2**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/4/22	51200-10 Rentals & Leases, Operations 20100 Accounts Payable	AR0001974	July - September TC bus bay rental  AC Transit	24,045.00	  24,045.00
11/8/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	3	IT work /Facility/Bus (11/8 - 11/10/2 Alexander L Petty	600.00	600.00
11/10/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	000	IT & facility work (11/1 - 11/3/22) Alexander L Petty	600.00	600.00
11/15/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	4	IT work (11/15 - 11/17/22) Alexander L Petty	600.00	600.00
11/1/22	11103 Office Equipment & Furniture 50499-41 Other Mat & Supplies,Veh Ma 50499-60 Other Mat & Supplies, Admin 50499-43 OtherMat&Sup-Non-Veh, Co 50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	1LF7-QQD1-H1QM	Office equipment - TDA Shop Tools Office supplies PC Parts & ink Shipping Handling & Tax Amazon Capital Services, Inc.	1,704.78 1,141.44 287.14 1,216.77 276.54	     4,626.67
11/13/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000019071312	October & November phone service October & November phone service AT&T	108.19 54.10	  162.29
11/19/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	04P3017	Vehicle parts Betts	604.99	604.99
11/4/22	50499-42 Other Mat&Suppl, Non-Veh 50499-42 Other Mat&Suppl, Non-Veh 50499-42 Other Mat&Suppl, Non-Veh 50300-11 Outside svcs, Bank/Pyroll/Fee 50300-43 O/S Service, Non-Veh, Compu 50499-42 Other Mat&Suppl, Non-Veh 11105 Oper, Maint & Admin Facility 50902-60 Travel Expense, Admin 50300-43 O/S Service, Non-Veh, Compu 50499-42 Other Mat&Suppl, Non-Veh 50499-42 Other Mat&Suppl, Non-Veh 50300-43 O/S Service, Non-Veh, Compu 50300-43 O/S Service, Non-Veh, Compu	10/5 - 11/4/22	Micheal's (Shop tools) The Home Depot (Shop consumables) Walmart.com (shop consumables) Walmart.com (delivery tip) Cummins (software for shop) Snap Tools (shop tools) Knox Company Inc.(Bus wash parts)-TDA Courtyard Marriott (CALACT Conference) Amazon Digital (Recurring monthly software fee) Harbor Freight Tools (shop tools) The Home Depot (shop tools) Dropbox (recurring monthly billing for 8 licenses) Zoom (recurring monthly billing)	8.21 405.31 19.67 10.00 770.00 219.50 545.47 1,457.20 22.68 103.75 164.73 240.00 13.76	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50300-11 Outside svcs, Bank/Pyroll/Fee		Microsoft (mthly fee for additional support)	5.00	
	50499-43 OtherMat&Sup-Non-Veh, Co		Best Buy (Tech parts)	76.80	
	50300-43 O/S Service, Non-Veh, Compu		Sage software (Accounting software renewal)	1,463.00	
	50300-11 Outside svcs, Bank/Pyroll/Fee		Walmart.com (delivery tip fee)	15.00	
	50499-43 OtherMat&Sup-Non-Veh, Co		Walmart.com (Tech parts for Apollo systems)	667.43	
	50499-42 Other Mat&Suppl, Non-Veh		PartsGiant.com (shop tools)	845.05	
	50902-60 Travel Expense, Admin		UBER (CALACCT Conference)	71.92	
	50902-60 Travel Expense, Admin		Grossmans (CALACCT Conference)	31.72	
	50410-10 Postage, Operations		Stamps.com (recurring monthly service charge)	16.66	
	50410-60 Postage, Admin		Stamps.com (recurring monthly service charge)	8.33	
	50499-42 Other Mat&Suppl, Non-Veh		Supplies for clean-up work (10/1 & 10/8/22)	30.69	
	20100 Accounts Payable		Bank of America Business Card		7,211.88
11/8/22	10204 A/R Accrual - MV Liability In	14-2022-Oct	October insurance & admin fee	495.00	
	20100 Accounts Payable		CalTIP		495.00
11/9/22	50499-42 Other Mat&Suppl, Non-Veh	1288542	Janitorial supplies	1,336.58	
	20100 Accounts Payable		Central Sanitary Supply		1,336.58
11/3/22	50499-41 Other Mat & Supplies,Veh Ma	4136351361	November uniform	542.50	
	20100 Accounts Payable		Cintas Corporation		542.50
11/10/22	50499-41 Other Mat & Supplies,Veh Ma	4137050249	November uniform	542.50	
	20100 Accounts Payable		Cintas Corporation		542.50
11/17/22	50499-41 Other Mat & Supplies,Veh Ma	4137799193	November uniform	542.50	
	20100 Accounts Payable		Cintas Corporation		542.50
11/1/22	50501-10 Telephone, Operations	001000534076	November fiber optic network (11/1 - 11/30/22)	1,066.67	
	50501-60 Telephone, Admin		November fiber optic network (11/1 - 11/30/22)	533.33	
	20100 Accounts Payable		Comcast Business		1,600.00
10/29/22	50499-41 Other Mat & Supplies,Veh Ma	Y5-78208	Vehicle repair (unit 158)	1,518.31	
	20100 Accounts Payable		Cummins Sales & Service		1,518.31
11/7/22	50499-41 Other Mat & Supplies,Veh Ma	Y5-78578	Vehicle repair (unit 201)	1,251.70	
	20100 Accounts Payable		Cummins Sales & Service		1,251.70
11/16/22	50499-41 Other Mat & Supplies,Veh Ma	06P4939	Vehicle parts	2,252.16	
	20100 Accounts Payable		Dentoni's Welding Works Inc.		2,252.16

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/18/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-663839	DEF  Flyers Energy, LLC (RCP)	950.72	950.72
11/1/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-675237	Anti-freeze  Flyers Energy, LLC (RCP)	362.00	362.00
11/1/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-675238	Mobil  Flyers Energy, LLC (RCP)	1,386.48	1,386.48
11/9/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-681757	DEF  Flyers Energy, LLC (RCP)	607.78	607.78
11/2/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0129	October cleaning services  GCI JANITORIAL SERVICES	2,301.00	2,301.00
10/20/22	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	40968953	Vehicle parts (unit 409) DOA 7/14/22 Gillig LLC	481.79	481.79
11/14/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40974919	Vehicle parts (unit 404)  Gillig LLC	36.44	36.44
11/14/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	40976943	Vehicle parts (unit 410)  Gillig LLC	1,486.89	1,486.89
11/14/22	50300-60 Outside Services, Admin 20100 Accounts Payable	1333948	October Legal services  Hanson Bridgett LPP	70.00	70.00
11/1/22	50215-60 Fringe Benefits, Admin 50215-43 Fringe Benefits, Non-Veh, Co 20100 Accounts Payable	322159	December Dental insurance  December Dental insurance  Health Care Dental	619.00 54.52	673.52
11/15/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	344218-FOW	Vehicle parts  Hilltop Chrysler, Jeep	364.32	364.32
11/3/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	343914-FOW	Vehicle parts  Hilltop Ford	48.24	48.24
11/10/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	344151-1 FOW	Vehicle parts  Hilltop Ford	412.22	412.22
10/31/22	50402-10 Tires & Tubes 20100	153133	October Tires  J & O's Commercial Tire Center	3,316.77	3,316.77

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
11/1/22	50402-10 Tires & Tubes 20100 Accounts Payable	153235	November tires  J & O's Commercial Tire Center	3,874.31	3,874.31
11/18/22	50402-10 Tires & Tubes 20100 Accounts Payable	153664	November Tires  J & O's Commercial Tire Center	5,085.71	5,085.71
11/11/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	100485068	Vehicle parts  Kimball Midwest	433.52	433.52
10/18/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11630	Service to main water line  Kurt's Plumbing & Heating	1,800.00	1,800.00
10/29/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	423717	Vehicle parts  Lim Automotive Supply Inc.	5,276.31	5,276.31
11/12/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	424710	Vehicle parts  Lim Automotive Supply Inc.	2,519.51	2,519.51
10/31/22	50300-60 Outside Services, Admin 20100 Accounts Payable	47132	Balnce for FY 21/22 yr end Audit  Maze & Associates Accountancy Corp.	3,150.00	3,150.00
11/7/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	G107300	DPF Cleaning (unit 406)  NorCal Kenworth	335.34	335.34
11/10/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D939037	Vehicle parts  NorCal Kenworth	3,499.01	3,499.01
11/10/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D939049	Vehicle parts  NorCal Kenworth	832.12	832.12
11/14/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D939453	Vehicle parts  NorCal Kenworth	64.59	64.59
11/15/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D939628	Vehicle parts  NorCal Kenworth	255.19	255.19
11/16/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D939916	Vehicle parts (unit 409)  NorCal Kenworth	158.30	158.30
10/27/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	22-14881	Towing service (unit 38)  Olivers Tow	250.35	250.35

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/26/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	688243	September & October color meter  Pacific Office Automation/Service	26.42	26.42
11/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	62166	November landscaping  Pacific Site Management	591.34	591.34
11/17/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	11/2022	October gas & electric (10/13 - 11/10/22) October gas & electric (10/13 - 11/10/22) PG & E	2,176.26 1,088.13	3,264.39
10/31/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-154646453	October garbage service  October garbage service  Republic Services #851	587.46 293.73	881.19
10/11/22	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	3155321811	Office supplies  Staples	88.89	88.89
11/10/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82855970	Vehicle parts  The Aftermarket Parts Company, LLC	1,234.80	1,234.80
11/17/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82862189	Vehicle parts  The Aftermarket Parts Company, LLC	177.54	177.54
11/24/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82839362	Vehicle parts  The Aftermarket Parts Company, LLC	1,033.15	1,033.15
10/31/22	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001121	October maintenance & support  TransTrack Systems, Inc.	4,137.50	4,137.50
10/29/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	0000V446E9442	Shipping RMA radios for repair  UPS	19.90	19.90
10/21/22	50300-10 Outside Services, Operations 20100 Accounts Payable	9918703868	October cell phone (10/22 -11/21/22) Verizon Wireless	56.48	56.48
11/4/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	833393	Diesel & Gas  Western States Oil CO.	37,286.04	37,286.04
11/11/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	833584	Diesel  Western States Oil CO.	39,841.26	39,841.26
11/1/22	50300-10	28505363	November pest control maintenance	120.87	

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	Outside Services, Operations 50300-60		November pest control maintenance	60.43	
	Outside Services, Admin 20100		Western Exterminator Co.		181.30
	Accounts Payable				
11/21/22	50300-41	1500-00879659	Waste pickup	45.00	
	Outside Service, Vehicle Main 20100		World Oil Environmental Services		45.00
	Accounts Payable				
				177,429.71	177,429.71
				177,429.71	177,429.71

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/3/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	51720	Nov inspection  Afforda-Test	100.00	100.00
12/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	52098	Dec inspection  Afforda-Test	100.00	100.00
11/21/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	5	IT work (11/21 - 11/23/22)  Alexander L Petty	600.00	600.00
11/29/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	6	IT work (11/29 - 12/8/22)  Alexander L Petty	1,000.00	1,000.00
12/13/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	7	IT work (12/13 - 12/16/22)  Alexander L Petty	800.00	800.00
12/1/22	50499-60 Other Mat & Supplies, Admin 50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1QTL-VJKH-63CQ	Office supplies  Office supplies  Amazon Capital Services, Inc.	110.32 288.46	398.78
11/15/22	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	20106342	Security monitoring (12/1/22 - 3/1/23) Security monitoring (12/1/22 - 3/1/23) Bay Alarm Company	89.36 44.68	134.04
12/4/22	50902-60 Travel Expense, Admin 11105 Oper, Maint & Admin Facility 50902-60 Travel Expense, Admin 50908-10 Marketing & Advertising, Ope 50300-43 O/S Service, Non-Veh, Compu 50300-43 O/S Service, Non-Veh, Compu 50300-43 O/S Service, Non-Veh, Compu  50499-43 OtherMat&Sup-Non-Veh, Co 50499-42 Other Mat&Suppl, Non-Veh 50300-43 O/S Service, Non-Veh, Compu 50499-42 Other Mat&Suppl, Non-Veh 50903-60 Fees, Admin 50499-42 Other Mat&Suppl, Non-Veh 50499-42 Other Mat&Suppl, Non-Veh 50499-41 Other Mat & Supplies, Veh Ma 50499-42	11/5 - 12/4/22	Maya Palenque (CALACT Conf - food) Ernie's Plumbing (Bus Wash exp) -TDA Courtyard Marriott (CALACT Conf. -food) Twilio (Emergency mssg software for ridership) Amazon Digital (software renewal for network monitor) Zoom (recurring mthly billing)  Microsoft (Office 365 Business Premium mthly fee for additonal support) Best Buy (Powerpack for shop laptop) Lowe's (Shop consumables & tools)  Dropbox (recurring monthly billing for 8 licenses) Home Depot (Supplies for building maintenance) Walmart.com (Delivery Tip fee)  Dolan's (supplies for building maintenance) Dolan's (supplies for building maintenance) Telma (Bus parts for DAR brakes)  Matco Tools (Shop tools)	46.58 375.00 77.12 50.03 9.99 13.76  5.00 105.34 156.50  240.00 212.54 10.00  24.37 44.30 209.47  466.70	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Other Mat&Suppl, Non-Veh 50499-42		Lowe's (shop tools)	190.48	
	Other Mat&Suppl, Non-Veh 11105		Lowe's (Bush wash supplies)-TDA	176.55	
	Oper, Maint & Admin Facility 50499-43		Walmart.com (Tech room printer ink)	89.66	
	OtherMat&Sup-Non-Veh, Co 50499-42		Harbor Freight (shop tools)	18.09	
	Other Mat&Suppl, Non-Veh 50902-60		Hyatt Regency (CALACT Conf)	223.00	
	Travel Expense, Admin 50410-10		Stamps.com (November postage)	66.67	
	Postage, Operations 50410-60		Stamps.com (November postage)	33.33	
	Postage, Admin 50410-10		Stamps.com (recurring mthly svc chrg)	16.66	
	Postage, Operations 50410-60		Stamps.com (recurring mthly svc chrg)	8.33	
	Postage, Admin 20100		Bank of America Business Card		2,869.47
	Accounts Payable				
1/1/23	50901-60 Dues & Subscriptions, Admin 20100	1123-367	2023 CALACT membership renewal CALACT	860.00	860.00
	Accounts Payable				
1/1/23	50901-60 Dues & Subscriptions, Admin 20100	13959	Annual membership dues (1/1/23 - 1/1/24) California Transit Association	6,500.00	6,500.00
	Accounts Payable				
12/15/22	10204 A/R Accrual - MV Liability In 20100	14-2022-Nov	Nov ins. & admin fee CalTIP	37.68	37.68
	Accounts Payable				
11/18/22	50499-42 Other Mat&Suppl, Non-Veh 20100	IN03150906	Janitorial supplies CCP Industries Inc.	214.90	214.90
	Accounts Payable				
11/30/22	50499-42 Other Mat&Suppl, Non-Veh 20100	1292624	Motor bags Central Sanitary Supply	105.62	105.62
	Accounts Payable				
11/22/22	50300-42 Outside Service, Non-Veh Mai 20100	136225	Service call to evaluate compressor Chuck's Brake & Wheel	625.00	625.00
	Accounts Payable				
11/29/22	50499-41 Other Mat & Supplies,Veh Ma 20100	136400	Vehicle parts Chuck's Brake & Wheel	3,321.80	3,321.80
	Accounts Payable				
11/23/22	50499-41 Other Mat & Supplies,Veh Ma 20100	4138495316	Nov uniforms Cintas Corporation	1,291.47	1,291.47
	Accounts Payable				
12/1/22	50499-41 Other Mat & Supplies,Veh Ma 20100	4139161967	Dec uniforms Cintas Corporation	618.40	618.40
	Accounts Payable				
12/8/22	50499-41 Other Mat & Supplies,Veh Ma 20100	4139837842	Dec uniforms Cintas Corporation	618.40	618.40
	Accounts Payable				

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/2/22	50501-10 Telephone, Operations	001000551965	Dec fiber optic network (12/1 - 12/31/22)	1,066.67	
	50501-60 Telephone, Admin		Dec fiber optic network (12/1 - 12/31/22)	533.33	
	20100 Accounts Payable		Comcast Business		1,600.00
10/1/22	50901-60 Dues & Subscriptions, Admin	10/22	FY 2023 Mbrship renewal	1,881.00	
	20100 Accounts Payable		California Special Districts Assoc.		1,881.00
12/12/22	50499-41 Other Mat & Supplies, Veh Ma	58522	Vehicle parts	795.69	
	20100 Accounts Payable		Diesel Marine Electric		795.69
11/21/22	50401-10 Fuel & Lubricants	22-691641	Anti-Freeze	397.44	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		397.44
11/21/22	50401-10 Fuel & Lubricants	22-691642	Mobil	1,440.76	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,440.76
11/30/22	50401-10 Fuel & Lubricants	22-698994	DEF	864.99	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		864.99
12/5/22	50401-10 Fuel & Lubricants	22-700165	Anti-Freeze	397.44	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		397.44
12/5/22	50401-10 Fuel & Lubricants	22-700166	DEF & Mobil	2,281.50	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		2,281.50
12/12/22	50401-10 Fuel & Lubricants	22-705496	DEF	950.72	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		950.72
11/30/22	50300-42 Outside Service, Non-Veh Mai	INV0137	Nov cleaning svcs	2,301.00	
	20100 Accounts Payable		GCI JANITORIAL SERVICES		2,301.00
12/8/22	11101 Transp. Vehicles & Equipment	SAC170178S (A)	CAD/AVL Phase 3 (install) - TDA	56,257.60	
	20100 Accounts Payable		Hanover Displays, Inc.		56,257.60
12/8/22	11101 Transp. Vehicles & Equipment	SAC170178S (B)	CAD/AVL Phase 2 (GFI integration) - TDA	27,000.00	
	20100 Accounts Payable		Hanover Displays, Inc.		27,000.00
1/1/23	50215-60 Fringe Benefits, Admin	324362	Jan Dental ins	619.00	
	50215-43 Fringe Benefits, Non-Veh, Co		Jan Dental ins	54.52	
	20100 Accounts Payable		Health Care Dental		673.52
11/22/22	50499-41	344628FOW	Vehicle parts	61.20	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Other Mat & Supplies,Veh Ma 20100 Accounts Payable		Hilltop Ford		61.20
12/1/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	344863FOW	Vehicle parts Hilltop Ford	63.55	63.55
12/1/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	344870FOW	Vehicle parts Hilltop Ford	5.43	5.43
12/7/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	344979FOW	Vehicle parts Hilltop Ford	322.50	322.50
11/23/22	50402-10 Tires & Tubes 20100 Accounts Payable	153747	Nov tires J & O's Commercial Tire Center	3,505.43	3,505.43
1/1/23	50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	1/2023	Jan medical ins Jan medical ins Kaiser Foundation Health Plan, Inc.	1,253.27 9,236.61	10,489.88
12/6/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	100549470	Vehicle parts Kimball Midwest	375.06	375.06
11/19/22	11102 Maintenance Equipment 20100 Accounts Payable	425172	Maintenance Equipment (TDA) Lim Automotive Supply Inc.	3,210.19	3,210.19
11/26/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	425588	Vehicle parts Lim Automotive Supply Inc.	3,209.21	3,209.21
12/5/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	452614-01	1st Qtr svc Monterey Mechanical	1,170.25	1,170.25
11/22/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D940724	Vehicle parts (unit 168) Pape Kenworth	6,482.86	6,482.86
11/30/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D941627	Vehicle parts (units 602/603) Pape Kenworth	203.63	203.63
12/9/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D943071	Vehicle parts (unit 165) Pape Kenworth	73.69	73.69
12/16/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	11623087	Vehicle parts (unit 170) Pape Kenworth	415.40	415.40

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/9/22	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	202209-Westcat	Sept Pilot Program  Central Contra Costa Transit Authority	2,005.08	2,005.08
11/1/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	77640294	Oct copier & fees  Pacific Office Automation/Lease	357.79	357.79
11/23/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	78311362	Dec copier & fees  Pacific Office Automation/Lease	375.68	375.68
11/30/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	763471	Oct Black & color meter  Pacific Office Automation/Service	27.34	27.34
10/17/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	6918451-00	Vehicle repair (unit 162)  Pacific Power Group, LLC	9,741.02	9,741.02
12/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	62252	Dec landscaping  Pacific Site Management	591.34	591.34
10/31/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-102022	Oct phone svc  Oct phone svc  STREAMS	758.13 379.07	1,137.20
11/30/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-112022	Nov phone svc  Nov phone svc  STREAMS	758.13 379.07	1,137.20
12/16/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/2022	Dec gas & electric  Dec gas & electric  PG & E	3,344.21 1,672.11	5,016.32
11/21/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	11/2022	Nov gas & electric  Nov gas & electric  Pacific Gas & Electric	9.63 4.81	14.44
12/14/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	39917	RMA radio repair & shipping  Precision Wireless Service	1,194.00	1,194.00
12/18/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	106958G	Sliding gate repair (back gate)  R & S Erection of Richmond, Inc.	585.00	585.00
11/30/22	50500-10 Utilities, Operations 50500-60	0851-154672069	Nov garbage  Nov garbage	587.46 293.73	

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	Utilities, Admin 20100 Accounts Payable		Republic Services #851		881.19
11/17/22	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	317572111	Office supplies	130.54	
			Staples		130.54
11/23/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	6101	Clean diesel tank	325.00	
			Superior Undergroud Tank Serv.		325.00
11/21/22	50300-10 Outside Services, Operations 20100 Accounts Payable	11/2022	Nov, DAR, Tablets & phones	2,214.09	
			T-MOBILE		2,214.09
12/13/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82884289	Vehicle parts	182.44	
			The Aftermarket Parts Company, LLC		182.44
11/30/22	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001147	Nov maintenance & support	4,137.50	
			TransTrack Systems, Inc.		4,137.50
11/19/22	50903-60 Fees, Admin 20100 Accounts Payable	0000V446E9472	Late fee	1.19	
			UPS		1.19
11/21/22	50300-10 Outside Services, Operations 20100 Accounts Payable	9921088042	Nov cell phone (11/22 -12/2/22)	53.69	
			Verizon Wireless		53.69
11/23/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	833968	Diesel	33,559.12	
			Western States Oil CO.		33,559.12
12/2/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	834244	Diesel & Gas	31,356.70	
			Western States Oil CO.		31,356.70
12/9/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	834471	Diesel	28,850.93	
			Western States Oil CO.		28,850.93
				270,500.30	270,500.30
				270,500.30	270,500.30



Monthly Management Report Summary

October, FY 22/23

System & Program Summary

	October FY 22/23	October FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>System Total</b>						
Total Passengers	67,966	45,618	49.0	226,454	163,348	38.6
Revenue Passengers	0	38,078	-100.0	139,090	102,285	36.0
Weekday Total Passengers	63,052	42,617	48.0	210,797	152,176	38.5
Saturday Total Passengers	3,495	2,158	62.0	9,998	7,074	41.3
Sunday Total Passengers	1,419	843	68.3	5,659	4,098	38.1
Weekday Average Passengers	3,002	2,029	48.0	2,451	1,790	36.9
Saturday Average Passengers	699	432	61.8	555	393	41.2
Sunday Average Passengers	284	169	68.0	283	205	38.0
Vehicle Revenue Hours	6,661.46	6,710.24	-0.7	26,742.64	25,567.10	4.6
Total Vehicle Hours	7,087.70	7,148.67	-0.9	28,408.35	27,134.10	4.7
Revenue Vehicle Miles	112,774.7	111,805.2	0.9	451,119.7	412,088.2	9.5
Total Miles	130,464.0	131,563.0	-0.8	523,873.9	490,557.0	6.8
<b>Dial-A-Ride Program</b>						
Number of Weekdays	21	21	0.0	85	85	0.0
Number of Saturdays	5	5	0.0	18	18	0.0
Number of Sundays	0			1		
Total Passengers	1,627	1,643	-1.0	6,923	6,389	8.4
Revenue Passengers		1,525		4,835	4,536	6.6
Weekday Total Passengers	1,404	1,387	1.2	6,194	5,561	11.4
Saturday Total Passengers	223	256	-12.9	729	828	-12.0
Weekday Average Passengers	67	66	1.5	73	65	12.3
Saturday Average Passengers	45	51	-11.8	41	46	-10.9
Vehicle Revenue Hours	814.18	829.84	-1.9	3,387.76	3,336.74	1.5
Total Vehicle Hours	859.89	887.41	-3.1	3,591.37	3,561.16	0.8
Productivity	2.00	1.98	1.0	2.04	1.91	6.8
Revenue Vehicle Miles	9,489.7	8,390.9	13.1	37,144.1	33,385.2	11.3
Total Miles	10,607.1	9,458.4	12.1	41,541.5	37,847.9	9.8
<b>Express Routes Program</b>						
Number of Weekdays	21	21	0.0	86	85	1.2
Number of Saturdays	5	5	0.0	18	18	0.0
Number of Sundays	5	5	0.0	20	20	0.0
Total Passengers	27,103	18,189	49.0	95,144	66,236	43.6
Revenue Passengers	0	15,284	-100.0	60,314	42,843	40.8
Weekday Total Passengers	23,158	15,986	44.9	82,465	57,497	43.4
Saturday Total Passengers	2,526	1,360	85.7	7,020	4,641	51.3
Sunday Total Passengers	1,419	843	68.3	5,659	4,098	38.1
Weekday Average Passengers	1,103	761	44.9	959	676	41.9
Saturday Average Passengers	505	272	85.7	390	258	51.2
Sunday Average Passengers	284	169	68.0	283	205	38.0
Vehicle Revenue Hours	2,194.51	2,207.43	-0.6	8,715.46	8,226.16	5.9
Total Vehicle Hours	2,339.28	2,352.53	-0.6	9,261.69	8,729.29	6.1
Productivity	12.35	8.24	49.9	10.92	8.05	35.7
Revenue Vehicle Miles	34,343.4	34,383.2	-0.1	136,234.6	116,490.6	16.9
Total Miles	36,940.4	36,988.0	-0.1	146,070.5	125,573.7	16.3



# Monthly Management Report Summary

October, FY 22/23

## System & Program Summary

	October FY 22/23	October FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	21	21	0.0	85	85	0.0
Number of Saturdays	5	5	0.0	18	18	0.0
Number of Sundays	0	0		1	0	
Total Passengers	22,202	15,448	43.7	69,800	52,153	33.8
Revenue Passengers	0	11,918	-100.0	37,216	28,505	30.6
Weekday Total Passengers	21,456	14,906	43.9	67,551	50,548	33.6
Saturday Total Passengers	746	542	37.6	2,249	1,605	40.1
Weekday Average Passengers	1,022	710	43.9	795	595	33.6
Saturday Average Passengers	149	108	38.0	125	89	40.4
Vehicle Revenue Hours	2,585.97	2,595.06	-0.4	10,324.79	10,325.22	0.0
Total Vehicle Hours	2,724.08	2,733.17	-0.3	10,845.41	10,832.67	0.1
Productivity	8.59	5.95	44.4	6.76	5.05	33.9
Revenue Vehicle Miles	37,000.5	37,090.1	-0.2	148,455.9	156,801.8	-5.3
Total Miles	39,620.6	39,710.2	-0.2	158,481.3	166,766.5	-5.0
<b>Transbay Lynx Program</b>						
Number of Weekdays	21	21	0.0	85	85	0.0
Total Passengers	17,034	10,338	64.8	54,587	38,570	41.5
Revenue Passengers	0	9,351	-100.0	36,725	26,401	39.1
Weekday Total Passengers	17,034	10,338	64.8	54,587	38,570	41.5
Weekday Average Passengers	811	492	64.8	642	454	41.4
Vehicle Revenue Hours	1,066.80	1,077.91	-1.0	4,314.63	3,678.98	17.3
Total Vehicle Hours	1,164.45	1,175.56	-0.9	4,709.88	4,010.98	17.4
Productivity	15.97	9.59	66.5	12.65	10.48	20.7
Revenue Vehicle Miles	31,941.0	31,941.0	0.0	129,285.0	105,410.5	22.6
Total Miles	33,723.9	33,723.9	0.0	136,501.5	111,961.5	21.9

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**

**Month & Fiscal Year- October 2022**

<b>Cash Fares for Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Cash Fare - Regular	\$ -	\$ 38,737.25	\$ -	\$ -	\$ -
Cash Fare - Senior & Disabled	\$ -	\$ 10,877.75	\$ -	\$ -	\$ -
Cash Fare - Transfers	\$ -	\$ 3,891.25	\$ -	\$ -	\$ -
Cash Fare - Regional Paratransit	\$ -	\$ 906.00	\$ -	\$ -	\$ -
Cash Fare - Local Day Pass Sales	\$ -	\$ 6,161.00	\$ -	\$ -	\$ -
<b>Total Estimated Cash (a)</b>	\$ -	\$ 60,573.25	\$ -	\$ -	\$ -
Over/(Short) Cash Count	\$ -	\$ 3.79			
Bank Deposit Corrections	\$ -	\$ -			
<b>Subtotal Cash Fare Deposit</b>	\$ -	\$ 60,577.04	\$ -	\$ -	\$ -
<b>Prepaid Sales Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Ticket Books	\$ 215.00	\$ 2,450.00	\$ 215.00		
Clipper Sales	\$ 394.00	\$ 2,533.00		\$ 140.00	\$ 254.00
Lynx 31-Day Pass Sales	\$ 1,190.00	\$ 6,020.00		\$ 1,190.00	
Lynx Stored Ride Pass Sales	\$ -	\$ 640.00			
Local 31-Day Pass Sales	\$ 540.00	\$ 3,100.00			\$ 540.00
Local Stored Value Pass Sales	\$ -	\$ -			
Local Day Pass Sales (In-house)	\$ -	\$ 92.50			
Shopify	\$ 20.00	\$ 111.00	1.00	9.00	\$ 10.00
75 Single Ride Passes	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (140.00)			
<b>Subtotal Prepaid Sales Deposit</b>	\$ 2,359.00	\$ 14,806.50	\$ 216.00	\$ 1,339.00	\$ 804.00
<b>Billings Issued</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
CCC Nutrition Tickets	\$ -	\$ -			
Lynx B1G1F	\$ -	\$ 281.00			
Lynx B1G1F	\$ 1,470.00	\$ 1,470.00		\$ 1,470.00	
Wage Works	\$ 1,100.00	\$ 5,800.00		\$ 1,060.00	\$ 40.00
Capital Corridor Vouchers (Annually)	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC Summer Youth Pass	\$ -	\$ 965.07			
WCCUSD (\$37.00 SBPP)	\$ 11,100.00	\$ 25,900.00			\$ 11,100.00
City of Hercules Parking Permit Program	\$ -	\$ 273.63			
HTC Parking Combos	\$ 560.00	\$ 560.00			\$ 560.00
CCTA Summer Youth Pass	\$ -	\$ 894.93			
Clipper	\$ 2,047.94	\$ 196,235.91		\$ 381.34	\$ 1,666.60
CCC Health Services	\$ -	\$ 1,400.00			
Pass 2 Class Program	\$ -	\$ -			
Pass 2 Class Program	\$ -	\$ 28,000.00			
<b>Subtotal Billings</b>	\$ 16,277.94	\$ 233,780.54	\$ -	\$ 2,911.34	\$ 13,366.60
<b>Total Passenger Revenue</b>	\$ 18,636.94	\$ 309,164.08	\$ 216.00	\$ 4,250.34	\$ 14,170.60

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	\$ 111,041.80	\$ 366,536.53





# Passenger & Productivity Statistical Report

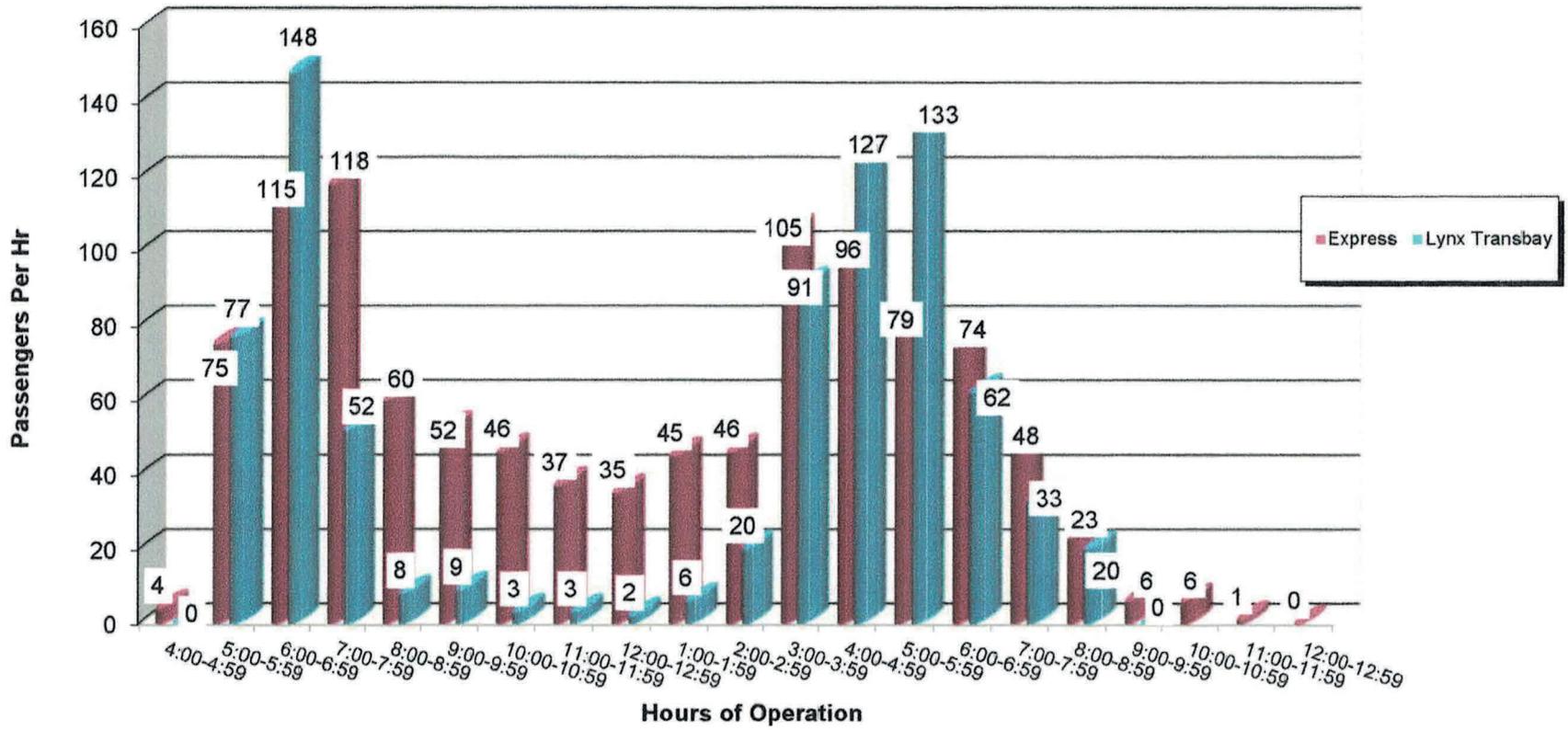
October, FY 22/23

System

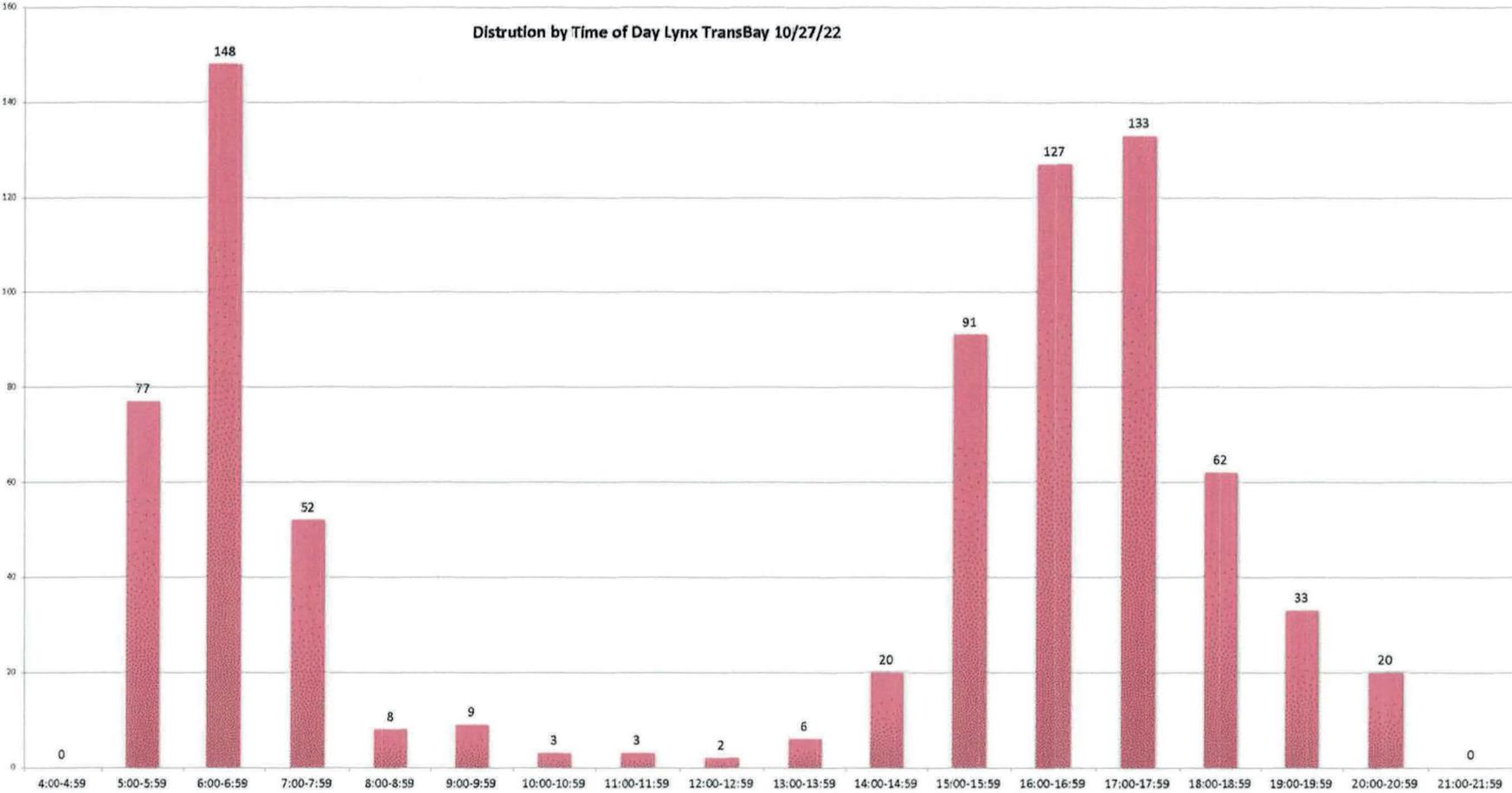
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	October			Fiscal Year To Date			October			Fiscal Year To Date		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Route 10 Weekday	1,677	2,689	60.3	4,869	7,744	59.0	5.9	9.4	59.9	5.2	7.1	37.4
Route 11 Weekday	2,893	4,025	39.1	8,820	11,792	33.7	8.2	11.6	40.3	6.3	8.4	33.9
Route 11 Saturday	275	366	33.1	806	1,111	37.8	4.6	6.1	33.0	3.7	5.2	38.2
Route 11 Total	3,168	4,391	38.6	9,626	12,903	34.0	7.7	10.8	39.6	5.9	7.9	34.2
Route 12 Weekday	1,535	2,500	62.9	4,665	7,678	64.6	5.6	9.1	63.3	4.6	7.2	57.3
Route 15 Weekday	915	1,501	64.0	3,387	4,875	43.9	5.1	8.4	63.3	4.0	6.7	68.5
Route 16 Weekday	3,718	4,220	13.5	12,697	14,458	13.9	6.3	7.2	14.1	5.3	6.0	13.9
Route 19 Saturday	267	380	42.3	799	1,138	42.4	4.1	5.9	42.9	3.4	4.9	43.5
Route 30Z Weekday	841	1,365	62.3	2,909	4,670	60.5	3.2	5.1	61.7	2.6	4.3	67.6
Route C3 Weekday	3,327	5,156	55.0	13,201	16,334	23.7	6.4	9.9	56.3	6.2	7.8	24.9
Route DAR Weekday	1,387	1,404	1.2	5,561	6,194	11.4	1.9	2.0	4.1	1.8	2.0	8.9
Route DAR Saturday	256	223	-12.9	828	729	-12.0	2.8	2.3	-17.3	2.6	2.4	-6.5
Route DAR Total	1,643	1,627	-1.0	6,389	6,923	8.4	2.0	2.0	0.9	1.9	2.0	6.7
Route J Weekday	9,248	14,958	61.7	33,388	49,529	48.3	7.4	12.2	63.4	7.5	10.1	35.5
Route J Saturday	1,360	2,526	85.7	4,641	7,020	51.3	8.0	15.0	86.1	7.6	11.6	51.4
Route J Sunday	843	1,419	68.3	4,098	5,659	38.1	5.0	8.5	68.5	6.1	8.6	40.8
Route J Total	11,451	18,903	65.1	42,127	62,208	47.7	7.3	12.1	66.5	7.3	10.1	37.8
Route JPX Weekday	6,738	8,200	21.7	24,109	32,936	36.6	10.7	13.0	21.7	9.8	12.9	32.4
Route LYNX Weekday	10,338	17,034	64.8	38,570	54,587	41.5	9.6	16.0	66.5	10.5	12.7	20.7
<b>Total System-Wide</b>	<b>45,618</b>	<b>67,966</b>	<b>49.0</b>	<b>163,348</b>	<b>226,454</b>	<b>38.6</b>	<b>6.8</b>	<b>10.2</b>	<b>50.1</b>	<b>6.4</b>	<b>8.5</b>	<b>32.5</b>

**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date: 10/27/22**



Distrution by Time of Day Lynx TransBay 10/27/22





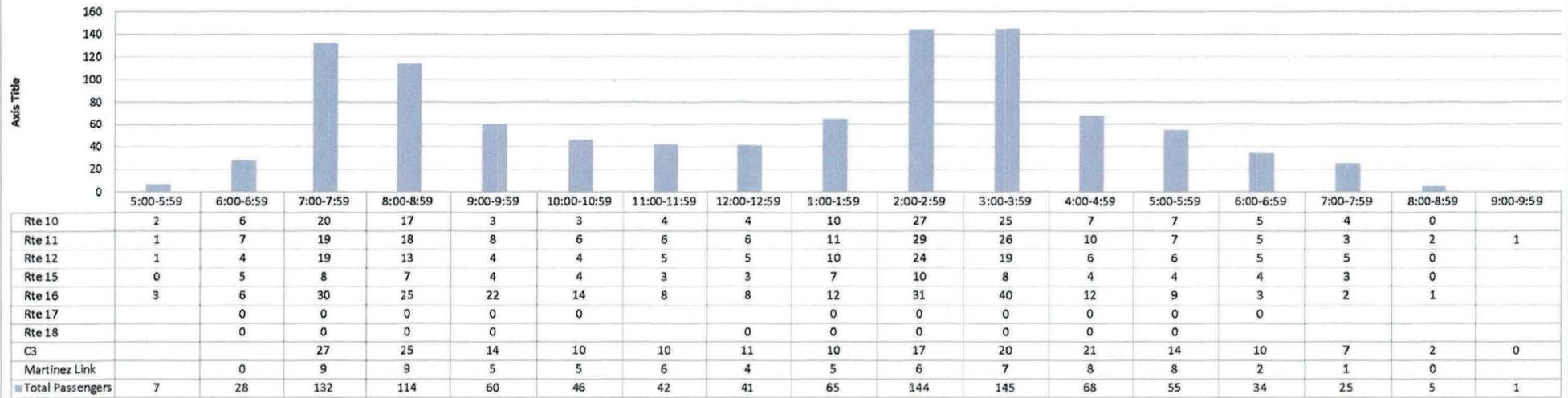
Distribution by Time of Day - Fixed Route

Date: 10/27/2022

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	2	6	20	17	3	3	4	4	10	27	25	7	7	5	4	0	
Rte 11	1	7	19	18	8	6	6	6	11	29	26	10	7	5	3	2	1
Rte 12	1	4	19	13	4	4	5	5	10	24	19	6	6	5	5	0	
Rte 15	0	5	8	7	4	4	3	3	7	10	8	4	4	4	3	0	
Rte 16	3	6	30	25	22	14	8	8	12	31	40	12	9	3	2	1	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			27	25	14	10	10	11	10	17	20	21	14	10	7	2	0
Martinez Link		0	9	9	5	5	6	4	5	6	7	8	8	2	1	0	
<b>Total Passengers</b>	<b>7</b>	<b>28</b>	<b>132</b>	<b>114</b>	<b>60</b>	<b>46</b>	<b>42</b>	<b>41</b>	<b>65</b>	<b>144</b>	<b>145</b>	<b>68</b>	<b>55</b>	<b>34</b>	<b>25</b>	<b>5</b>	<b>1</b>

Total Route 10	144
Total Route 11	165
Total Route 12	130
Total Route 15	74
Total Route 16	226
Total Route 17	0
Total Route 18	0
Total C3	198
Martinez Link	76
<b>Total</b>	<b>1012</b>

Distribution By Time Of Day Fixed Route 10/27/22



Distribution by Time of Day - WestCAT Express

Date: 10/27/2022

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		40	55	48	20	22	24	15	15	25	25	38	46	38	33	25	6
J	4	35	60	70	40	30	22	22	20	20	21	67	50	41	41	23	17
<b>Total Passengers</b>	<b>4</b>	<b>75</b>	<b>115</b>	<b>118</b>	<b>60</b>	<b>52</b>	<b>46</b>	<b>37</b>	<b>35</b>	<b>45</b>	<b>46</b>	<b>105</b>	<b>96</b>	<b>79</b>	<b>74</b>	<b>48</b>	<b>23</b>

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	6	6	1	0
<b>Total Passengers</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>0</b>

JX	0
JPX	475
J	596
<b>Total</b>	<b>1071</b>

Distribution by Time of Day -Lynx Transbay

Date: 10/27/2022

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	77	148	52	8	9	3	3	2	6	20	91	127	133	62	33	20
<b>Total Passengers</b>	<b>0</b>	<b>77</b>	<b>148</b>	<b>52</b>	<b>8</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>20</b>	<b>91</b>	<b>127</b>	<b>133</b>	<b>62</b>	<b>33</b>	<b>20</b>

	21:00-21:59
TransBay LYNX	0
<b>Total Passengers</b>	<b>0</b>

<b>Total Lynx</b>	<b>794</b>
-------------------	------------







## 2022 STUFF-A-BUS

This year's Stuff A Bus Toy & Food Drive, took place on December 13th in Hercules and December 14th in Pinole. Partnering up with the California Highway Patrol (CHIPS for Kids and the Solano & Contra Costa County Food Bank. Once again, the community showed up by donating unwrapped toys, can goods, and even cash. At the end of the two-day event, Staff was able to fill up 7 barrels of food, and collect over 100 toys.





# MV TRANSIT UPDATES

## DECEMBER SAFETY MEETING

Staff was excited to see that their December Safety Meeting was not the typical informative meeting that they are used to. Watching videos, talking accidents, and going over DOT regulations. This meeting was more of an end of the year celebration/ looking forward to what's ahead. Recognizing several Drivers, Maintenance, Road Supervisors, and Dispatch for their years of service, hard work, and dedication with certificates, gift cards, and swag items.

## EMPLOYEE OF THE YEAR

\$500 GIFT CARD

**Michael Tse**

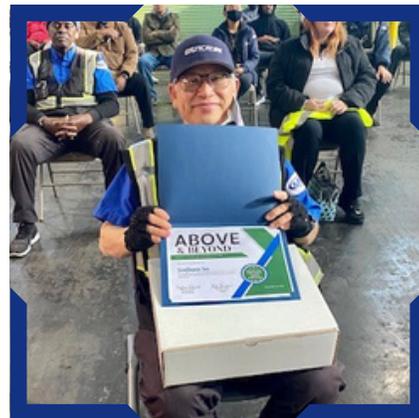


Michael Tse

## PERFECT ATTENDANCE AWARD

\$300 GIFT CARD

- Michael Tse
- Christopher Deauna
- Gladys Diaz-del-Sol
- Edgar Espinosa
- Marc " John" Burnett
- Annette Williams



Sodium So

## ABOVE & BEYOND AWARD

\$25 GIFT CARD

- Christopher Deauna
- Edward Gomez
- Juaneisha Pierce
- Sodium So
- Annette Williams

## ROOKIE OF THE YEAR

- Victor Batres
- Robert Morales
- Essence Gardner



Juaneisha Pierce



Victor Batres

# 20 YEARS OF SERVICE

\$200 GIFT CARD

Marc "John" Burnett

# 10 YEARS OF SERVICE

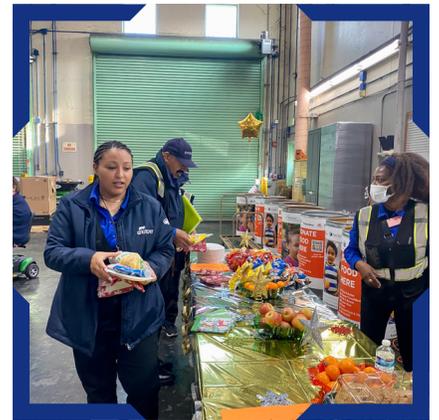
Darien Mitchelle

# 5 YEARS OF SERVICE

Eriana Lewis  
Tiffany Garcia  
Trisha Faria

# 1 YEAR OF SERVICE

Mitzey Davis



## LYNX PROMOTION

WestCAT has partnered up again with 511 Contra Costa to offer our Lynx passengers an opportunity to take a break from driving in Bay Bridge traffic with 10 trips for \$1.

If you drive the Bay Bridge to get to work, you're all too familiar with commute-hour traffic. Instead of driving, you could sit back, relax, and still get there faster with our Take 10 offer.

Successful applicants will receive a discount code (good for \$50) to be used on WestCAT's Shopify page. After ordering there (and paying a \$1 shipping fee), we will mail a paper pass which is good for 10 one-way trips on WestCAT Lynx. Passes available while supplies last. Visit @511contracosta for more details.



### Take 10: Five Round-Trip Commutes on WestCAT Lynx

The pass is good for 10 one-way trips on WestCAT Lynx. The pass is free, but there is a \$1 shipping fee.

[Apply Now](#)

## **AGENDA ITEM 1.5**

### **WESTERN CONTRA COSTA TRANSIT AUTHORITY RESOLUTION NO. 2023-01**

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 January 12th, 2023 or until its next scheduled meeting 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 January 12th, 2023 effective date of this resolution, or at its next scheduled meeting

Regularly passed and adopted this 12<sup>th</sup> day of January 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Dion Bailey, Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Clerk to the Board

## **Agenda Item 2.1**

### **Staff Report: 1st Quarter Financial and Operating Data Report**

The Financial and Operating Data Report offers a breakdown of both expenses and revenues across the functional and object class line items in the 1<sup>st</sup> Quarter of the Fiscal Year (July-Oct) corresponding to those in the Adopted FY22-23 Operations Budget. The report documents that both 1<sup>st</sup> Quarter Revenues and Expenses are tracking in alignment with Budget Projections, staff will present a brief summary of this information and be available to answer any questions from the Board of Directors.

### **Recommendation – Information Only**

**AGENDA ITEM 2.1 b**

WCCTA - WestCAT  
Income Statement  
For the Three Months Ending September 30, 2022

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
<b>Operating Expenses - Functional Operations:</b>					
Outside Services, Operations	28,253.74	28,253.74	175,100.00	146,846.26	83.86
Fuel & Lubricants	437,575.27	437,575.27	2,219,300.00	1,781,724.73	80.28
Tires & Tubes	27,310.42	27,310.42	200,000.00	172,689.58	86.34
Postage, Operations	143.60	143.60	1,600.00	1,456.40	91.03
Other Mat & Supplies, Oper	161.27	161.27	2,400.00	2,238.73	93.28
Utilities, Operations	16,471.14	16,471.14	94,400.00	77,928.86	82.55
Telephone, Operations	6,473.42	6,473.42	30,100.00	23,626.58	78.49
Insurance, Operations	145,245.20	145,245.20	652,000.00	506,754.80	77.72
Purchased Transportation, Oper	1,898,706.17	1,898,706.17	7,325,000.00	5,426,293.83	74.08
Marketing & Advertising, Oper	5,307.51	5,307.51	53,500.00	48,192.49	90.08
Miscellaneous Exp, Operations	0.00	0.00	1,200.00	1,200.00	100.00
Rentals & Leases, Operations	0.00	0.00	120,000.00	120,000.00	100.00
Clipper/Shopify/mtot fees, Ops	13,304.36	13,304.36	53,300.00	39,995.64	75.04
<b>1. Operations</b>	<b>2,578,952.10</b>	<b>2,578,952.10</b>	<b>10,927,900.00</b>	<b>8,348,947.90</b>	<b>76.40</b>
<b>Vehicle Maintenance:</b>					
Outside Service, Vehicle Maint	37,882.38	37,882.38	184,900.00	147,017.62	79.51
Other Mat & Supplies, Veh Main	118,226.20	118,226.20	441,000.00	322,773.80	73.19
Purchased Transp, Veh Maint	175,712.00	175,712.00	938,400.00	762,688.00	81.28
Other Salaries, Vehicle Maint	0.00	0.00	100,000.00	100,000.00	100.00
Other Paid Absences, Veh Maint	0.00	0.00	0.00	0.00	0.00
Pension Benefits, Maint	0.00	0.00	15,000.00	15,000.00	100.00
Fringe Benefits, Veh Maint	0.00	0.00	20,000.00	20,000.00	100.00
Miscellaneous Exp, Veh Maint	0.00	0.00	0.00	0.00	0.00
Rentals & Leases, Veh Maint	0.00	0.00	0.00	0.00	0.00
<b>2. Vehicle Maintenance</b>	<b>331,820.58</b>	<b>331,820.58</b>	<b>1,699,300.00</b>	<b>1,367,479.42</b>	<b>80.47</b>
<b>Non-Vehicle Maintenance:</b>					
Other Salaries, Non-Veh, Comp	28,813.86	28,813.86	174,500.00	145,686.14	83.49
Other Paid Abs, Non-Veh, Comp	1,394.16	1,394.16	0.00	(1,394.16)	0.00
Pension Benefit, Non-Veh, Com	4,049.18	4,049.18	20,700.00	16,650.82	80.44
Fringe Benefits, Non-Veh, Com	3,999.36	3,999.36	40,200.00	36,200.64	90.05
Outside Service, Non-Veh Maint	22,861.01	22,861.01	100,400.00	77,538.99	77.23
O/S Service, Non-Veh, Compute	15,135.37	15,135.37	85,000.00	69,864.63	82.19
Other Mat&Suppl, Non-Veh Mai	10,018.07	10,018.07	17,000.00	6,981.93	41.07
OtherMat&Sup-Non-Veh, Comp	4,758.62	4,758.62	15,000.00	10,241.38	68.28
Misc. Exp, Non-Veh Maint	0.00	0.00	500.00	500.00	100.00
<b>3. Non-Vehicle Maintenance</b>	<b>91,029.63</b>	<b>91,029.63</b>	<b>453,300.00</b>	<b>362,270.37</b>	<b>79.92</b>
<b>General Administration:</b>					
Other Salaries & Wages, Admin	119,574.75	119,574.75	815,800.00	696,225.25	85.34
Other Paid Absences, Admin	36,796.09	36,796.09	0.00	(36,796.09)	0.00
ADA, Sec 15 Data, SRTP, Admi	32,500.00	32,500.00	130,000.00	97,500.00	75.00
Pension Benefits, Admin	30,405.02	30,405.02	118,200.00	87,794.98	74.28
Fringe Benefits, Admin	43,875.80	43,875.80	166,100.00	122,224.20	73.58
Outside Services, Admin	16,564.26	16,564.26	50,300.00	33,735.74	67.07
Postage, Admin	58.32	58.32	1,300.00	1,241.68	95.51
Other Mat & Supplies, Admin	3,543.79	3,543.79	9,000.00	5,456.21	60.62
Utilities, Admin	8,235.57	8,235.57	45,900.00	37,664.43	82.06
Telephone, Admin	3,266.73	3,266.73	15,000.00	11,733.27	78.22
Insurance, Admin	3,691.24	3,691.24	14,400.00	10,708.76	74.37
Dues & Subscriptions, Admin	37,339.00	37,339.00	48,000.00	10,661.00	22.21
Travel Expense, Admin	1,003.81	1,003.81	10,000.00	8,996.19	89.96

WCCTA - WestCAT  
Income Statement  
For the Three Months Ending September 30, 2022

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
Marketing & Advertising, Admi	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp, Admin	382.31	382.31	1,300.00	917.69	70.59
Rentals & Leases, Admin	1,298.95	1,298.95	5,700.00	4,401.05	77.21
Fees, Admin	2,712.58	2,712.58	15,000.00	12,287.42	81.92
Other Exp, Over/Short, Admin	10.65	10.65	0.00	(10.65)	0.00
<b>4. General Administration</b>	<b>341,258.87</b>	<b>341,258.87</b>	<b>1,446,000.00</b>	<b>1,104,741.13</b>	<b>76.40</b>
<b>5. Total Expenses</b>	<b>3,343,061.18</b>	<b>3,343,061.18</b>	<b>14,526,500.00</b>	<b>11,183,438.82</b>	<b>76.99</b>
<b>Operating Expenses - Object Class</b>					
Other Salaries, Vehicle Maint	0.00	0.00	100,000.00	100,000.00	100.00
Other Salaries, Non-Veh Maint	0.00	0.00	0.00	0.00	0.00
Other Salaries, Non-Veh, Comp	28,813.86	28,813.86	174,500.00	145,686.14	83.49
Other Salaries & Wages, Admin	119,574.75	119,574.75	815,800.00	696,225.25	85.34
Other Paid Absences, Veh Maint	0.00	0.00	0.00	0.00	0.00
Other Paid Absences, Non-Veh	0.00	0.00	0.00	0.00	0.00
Other Paid Abs, Non-Veh, Comp	1,394.16	1,394.16	0.00	(1,394.16)	0.00
Other Paid Absences, Admin	36,796.09	36,796.09	0.00	(36,796.09)	0.00
<b>6. Labor</b>	<b>186,578.86</b>	<b>186,578.86</b>	<b>1,090,300.00</b>	<b>903,721.14</b>	<b>82.89</b>
Pension Benefits, Maint	0.00	0.00	15,000.00	15,000.00	100.00
Pension Benefits, Non-Veh Mai	0.00	0.00	0.00	0.00	0.00
Pension Benefit, Non-Veh, Com	4,049.18	4,049.18	20,700.00	16,650.82	80.44
Pension Benefits, Admin	30,405.02	30,405.02	118,200.00	87,794.98	74.28
Fringe Benefits, Veh Maint	0.00	0.00	20,000.00	20,000.00	100.00
Fringe Benefits, Non-Veh Maint	0.00	0.00	0.00	0.00	0.00
Fringe Benefits, Non-Veh, Com	3,999.36	3,999.36	40,200.00	36,200.64	90.05
Fringe Benefits, Admin	43,875.80	43,875.80	166,100.00	122,224.20	73.58
<b>7. Fringe Benefits</b>	<b>82,329.36</b>	<b>82,329.36</b>	<b>380,200.00</b>	<b>297,870.64</b>	<b>78.35</b>
<u>Services:</u>					
Outside Services, Operations	28,253.74	28,253.74	175,100.00	146,846.26	83.86
Outside svcs, Bank/Pyroll/Fees	0.00	0.00	0.00	0.00	0.00
Outside svcs, Clipper/Shopify	0.00	0.00	0.00	0.00	0.00
Outside svcs, Over & Short	0.00	0.00	0.00	0.00	0.00
Outside Service, Vehicle Maint	37,882.38	37,882.38	184,900.00	147,017.62	79.51
Outside Service, Non-Veh Maint	22,861.01	22,861.01	100,400.00	77,538.99	77.23
O/S Service, Non-Veh, Compute	15,135.37	15,135.37	85,000.00	69,864.63	82.19
Outside Services, Admin	16,564.26	16,564.26	50,300.00	33,735.74	67.07
<b>8. Services</b>	<b>120,696.76</b>	<b>120,696.76</b>	<b>595,700.00</b>	<b>475,003.24</b>	<b>79.74</b>
<b>9. Fuel/Lubricants</b>	<b>437,575.27</b>	<b>437,575.27</b>	<b>2,219,300.00</b>	<b>1,781,724.73</b>	<b>80.28</b>
<b>10. Tires and Tubes</b>	<b>27,310.42</b>	<b>27,310.42</b>	<b>200,000.00</b>	<b>172,689.58</b>	<b>86.34</b>
<u>Other Materials &amp; Supplies:</u>					
Postage, Operations	143.60	143.60	1,600.00	1,456.40	91.03
Postage, Admin	58.32	58.32	1,300.00	1,241.68	95.51

WCCTA - WestCAT  
Income Statement  
For the Three Months Ending September 30, 2022

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
Other Mat & Supplies, Oper	161.27	161.27	2,400.00	2,238.73	93.28
Other Mat & Supplies, Veh Main	118,226.20	118,226.20	441,000.00	322,773.80	73.19
Other Mat&Suppl, Non-Veh Mai	10,018.07	10,018.07	17,000.00	6,981.93	41.07
OtherMat&Sup-Non-Veh, Comp	4,758.62	4,758.62	15,000.00	10,241.38	68.28
Other Mat & Supplies, Admin	3,543.79	3,543.79	9,000.00	5,456.21	60.62
<b>11. Other Materials &amp; Supplie</b>	<b>136,909.87</b>	<b>136,909.87</b>	<b>487,300.00</b>	<b>350,390.13</b>	<b>71.90</b>
<u>Utilities:</u>					
Utilities, Operations	16,471.14	16,471.14	94,400.00	77,928.86	82.55
Utilities, Admin	8,235.57	8,235.57	45,900.00	37,664.43	82.06
Telephone, Operations	6,473.42	6,473.42	30,100.00	23,626.58	78.49
Telephone, Admin	3,266.73	3,266.73	15,000.00	11,733.27	78.22
<b>12. Utilities</b>	<b>34,446.86</b>	<b>34,446.86</b>	<b>185,400.00</b>	<b>150,953.14</b>	<b>81.42</b>
<u>Purchased Transportation:</u>					
Purchased Transportation, Oper	1,898,706.17	1,898,706.17	7,325,000.00	5,426,293.83	74.08
Purchased Transp, Veh Maint	175,712.00	175,712.00	938,400.00	762,688.00	81.28
<b>13. Purchased Transportation</b>	<b>2,074,418.17</b>	<b>2,074,418.17</b>	<b>8,263,400.00</b>	<b>6,188,981.83</b>	<b>74.90</b>
<u>Casualty &amp; Liability:</u>					
Insurance, Operations	145,245.20	145,245.20	652,000.00	506,754.80	77.72
Insurance, Admin	3,691.24	3,691.24	14,400.00	10,708.76	74.37
<b>14. Casualty &amp; Liability</b>	<b>148,936.44</b>	<b>148,936.44</b>	<b>666,400.00</b>	<b>517,463.56</b>	<b>77.65</b>
<u>Leases &amp; Rentals:</u>					
Rentals & Leases, Operations	0.00	0.00	120,000.00	120,000.00	100.00
Rentals & Leases, Veh Maint	0.00	0.00	0.00	0.00	0.00
Rentals & Leases, Admin	1,298.95	1,298.95	5,700.00	4,401.05	77.21
<b>15. Leases &amp; Rentals</b>	<b>1,298.95</b>	<b>1,298.95</b>	<b>125,700.00</b>	<b>124,401.05</b>	<b>98.97</b>
<u>Other Object Class Expense:</u>					
ADA, Sec 15 Data, SRTP, Admi	32,500.00	32,500.00	130,000.00	97,500.00	75.00
Dues & Subscriptions, Admin	37,339.00	37,339.00	48,000.00	10,661.00	22.21
Travel Expense, Admin	1,003.81	1,003.81	10,000.00	8,996.19	89.96
Clipper/Shopify/mtot fees, Ops	13,304.36	13,304.36	53,300.00	39,995.64	75.04
Fees, Admin	2,712.58	2,712.58	15,000.00	12,287.42	81.92
Other Exp, Over/Short, Admin	10.65	10.65	0.00	(10.65)	0.00
Marketing & Advertising, Oper	5,307.51	5,307.51	53,500.00	48,192.49	90.08
Marketing & Advertising, Admi	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp, Operations	0.00	0.00	1,200.00	1,200.00	100.00
Miscellaneous Exp, Veh Maint	0.00	0.00	0.00	0.00	0.00
Misc. Exp, Non-Veh Maint	0.00	0.00	500.00	500.00	100.00
Miscellaneous Exp, Admin	382.31	382.31	1,300.00	917.69	70.59
<b>17. Other Object Class Expen</b>	<b>92,560.22</b>	<b>92,560.22</b>	<b>312,800.00</b>	<b>220,239.78</b>	<b>70.41</b>
<b>18. TOTAL Expenses</b>	<b>3,343,061.18</b>	<b>3,343,061.18</b>	<b>14,526,500.00</b>	<b>11,183,438.82</b>	<b>76.99</b>

**REVENUES - OPERATING**

WCCTA - WestCAT  
Income Statement  
For the Three Months Ending September 30, 2022

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
<u>Farebox:</u>					
Passenger Fares, Cash, FR	312,040.86	312,040.86	1,000,000.00	687,959.14	68.80
Passenger Fares, Cash, DAR	6,490.21	6,490.21	0.00	(6,490.21)	0.00
Passenger Fares, Cash, HTX	0.00	0.00	0.00	0.00	0.00
Passenger Fares, Cash, WCX	0.00	0.00	0.00	0.00	0.00
Passenger Fares, Coupons, DAR	281.00	281.00	0.00	(281.00)	0.00
Special Fares, FR	0.00	0.00	0.00	0.00	0.00
Special Fares, DAR	0.00	0.00	0.00	0.00	0.00
Special Fares, WCX	0.00	0.00	0.00	0.00	0.00
<b>21. Farebox</b>	<b>318,812.07</b>	<b>318,812.07</b>	<b>1,000,000.00</b>	<b>681,187.93</b>	<b>68.12</b>
<u>Non-Farebox:</u>					
Advertising Revenues	6,875.00	6,875.00	25,000.00	18,125.00	72.50
Interest Income	3,554.43	3,554.43	3,000.00	(554.43)	(18.48)
Misc. Non-Transp. Revenues	0.00	0.00	0.00	0.00	0.00
<b>22. Non-Farebox</b>	<b>10,429.43</b>	<b>10,429.43</b>	<b>28,000.00</b>	<b>17,570.57</b>	<b>62.75</b>
<u>Measure J Operating Funds:</u>					
Measure J Operating Funds, FR	392,286.00	392,286.00	1,408,744.00	1,016,458.00	72.15
Measure J Operating Funds, DA	131,080.50	131,080.50	425,497.00	294,416.50	69.19
<b>23. Measure J Operating Fun</b>	<b>523,366.50</b>	<b>523,366.50</b>	<b>1,834,241.00</b>	<b>1,310,874.50</b>	<b>71.47</b>
<u>TDA Operating Funds:</u>					
TDA Operating Assistance	1,086,191.25	1,086,191.25	3,105,051.00	2,018,859.75	65.02
TDA 4.5 Oper Assist, DAR	55,179.25	55,179.25	218,331.00	163,151.75	74.73
<b>25. TDA Operating Funds</b>	<b>1,141,370.50</b>	<b>1,141,370.50</b>	<b>3,323,382.00</b>	<b>2,182,011.50</b>	<b>65.66</b>
<u>STA Operating Funds:</u>					
STA Operating Assistance	129,702.25	129,702.25	518,809.00	389,106.75	75.00
STA Paratransit Funds	0.00	0.00	0.00	0.00	0.00
STA Lifeline Funds	0.00	0.00	0.00	0.00	0.00
STA County Block Grant	145,224.25	145,224.25	575,508.00	430,283.75	74.77
<b>26. STA Operating Funds</b>	<b>274,926.50</b>	<b>274,926.50</b>	<b>1,094,317.00</b>	<b>819,390.50</b>	<b>74.88</b>
<u>Bridge Tolls</u>					
Bridge Toll Operating Funds	0.00	0.00	0.00	0.00	0.00
RM2 Funds	253,862.75	253,862.75	993,518.00	739,655.25	74.45
<b>27. Bridge Tolls</b>	<b>253,862.75</b>	<b>253,862.75</b>	<b>993,518.00</b>	<b>739,655.25</b>	<b>74.45</b>
<u>FTA Sec 8 (planning) &amp; Sec 9 (operating):</u>					
Federal Sec 5303 (Sec 8) Funds	5,000.00	5,000.00	20,000.00	15,000.00	75.00
Federal Sec 5307 Prev Maint	87,856.00	87,856.00	193,600.00	105,744.00	54.62
FTA 5307 Paratransit Set-Aside	50,795.00	50,795.00	635,043.00	584,248.00	92.00
Fed Sec 5307 ARRA Prev Maint	0.00	0.00	0.00	0.00	0.00
Federal Cares Act	0.00	0.00	0.00	0.00	0.00
Federal CRRSAA Act Relief Fu	0.00	0.00	0.00	0.00	0.00
Federal ARP funds	1,110,162.00	1,110,162.00	2,300,569.00	1,190,407.00	51.74
<b>28. Federal Operating Funds</b>	<b>1,253,813.00</b>	<b>1,253,813.00</b>	<b>3,149,212.00</b>	<b>1,895,399.00</b>	<b>60.19</b>

WCCTA - WestCAT  
Income Statement  
For the Three Months Ending September 30, 2022

	Current Qtr Actual	Year to Date	Total Adopted Budget	Budget Balance	% Budget Remaining
<u>Other Federal, State, Local Non-Operator Funds:</u>					
Low Carbon Transit Oper Prog	76,924.53	76,924.53	318,956.00	242,031.47	75.88
Federal CMAQ Funds	0.00	0.00	0.00	0.00	0.00
Federal JARC Funds	0.00	0.00	0.00	0.00	0.00
<b>29. Other Fed, State, Local No</b>	<b>76,924.53</b>	<b>76,924.53</b>	<b>318,956.00</b>	<b>242,031.47</b>	<b>75.88</b>
<u>Other Operator Funds:</u>					
BART Feeder Bus Oper. Funds	348,710.75	348,710.75	2,784,874.00	2,436,163.25	87.48
<b>30. Other Operator Funds</b>	<b>348,710.75</b>	<b>348,710.75</b>	<b>2,784,874.00</b>	<b>2,436,163.25</b>	<b>87.48</b>
<b>TOTAL Revenue</b>	<b>4,202,216.03</b>	<b>4,202,216.03</b>	<b>14,526,500.00</b>	<b>10,324,283.97</b>	<b>71.07</b>
<b>32. Net Operating Surplus (De</b>	<b>859,154.85</b>	<b>859,154.85</b>	<b>0.00</b>	<b>(859,154.85)</b>	<b>0.00</b>

**Agenda Item 2.1 b Continued**

MTC Form 10Q  
 Operator: WCCTA  
 Quarter Ending: 9/30/22  
 Date: January 4, 2023

**QUARTERLY FINANCIAL & OPERATING DATA REPORT**  
 (Article 4 Claimants)

- Motor Bus
- Rail
- Ferryboat
- Demand Response
- Total All Modes

**FINANCIAL DATA**

**Operating Expenses - Functional**

- 1. Operations
- 2. Vehicle Maintenance
- 3. Non-Vehicle Maintenance
- 4. General Administration
- 5. Total Expenses (lines 1-4)

**Operating Expenses - Object Class**

- 6. Labor
- 7. Fringe Benefits
- 8. Services
- 9. Fuel/Lubricants
- 10. Tires and Tubes
- 11. Other Materials & Supplies
- 12. Utilities
- 13. Purchased Transportation
- 14. Casualty & Liability
- 15. Leases & Rentals
- 16. Interest Expense
- 17. Other Object Class Expense \*
- 18. TOTAL Expenses(line6 thru 17)
- 19. Depreciation
- 20. Memo Item

**REVENUES-OPERATING & NON-OPERATING**

- 21. Farebox
- 22. Non-Farebox
- 23. Sales Tax, contributed by other agencies
- 24. Sales Tax, directly levied by operator
- 25. TDA(operating & planning & admin. funds)
- 26. STA(operating & planning & admin. funds)
- 27. RM2 funds
- 28. FTA sec.8(planning )& sec.9(operating)funds
- 29. Other Fed.,State,or local, non-operator funds
- 30. Other Operator Funds
- 31. TOTAL Revenue(add lines 21 through 30)

**Balance**

- 32. Net Operating Surplus/(Deficit)(line 31 - line 18)
- 33. Line 32,less transfers to oper., Capital, or Other

**OPERATING DATA**

- 34. Revenue Passengers
- 35. Total Passengers
- 36. Revenue Vehicle Miles
- 37. Revenue Vehicle Hours
- 38. Employees, FT equivalents(FTE=500 hrs/qtr.)
- 39. Farebox Recovery Ratio

	Current Fiscal	Year 2022 -	2023	
Current Qtr. Actual	Year to Date Actual	Total Adopted Budget	% of Budget Remaining	
1. Operations	2,578,952	2,578,952	10,927,900	76
2. Vehicle Maintenance	331,821	331,821	1,699,300	80
3. Non-Vehicle Maintenance	91,030	91,030	453,300	80
4. General Administration	341,259	341,259	1,446,000	76
5. Total Expenses (lines 1-4)	3,343,061	3,343,061	14,526,500	77
6. Labor	186,579	186,579	1,220,298	85
7. Fringe Benefits	82,329	82,329	380,200	78
8. Services	120,697	120,697	595,700	80
9. Fuel/Lubricants	437,575	437,575	2,219,300	80
10. Tires and Tubes	27,310	27,310	200,000	86
11. Other Materials & Supplies	136,910	136,910	487,300	72
12. Utilities	34,447	34,447	185,400	81
13. Purchased Transportation	2,074,418	2,074,418	8,263,400	75
14. Casualty & Liability	148,936	148,936	666,400	78
15. Leases & Rentals	1,299	1,299	125,700	99
16. Interest Expense	0	0	0	
17. Other Object Class Expense *	92,560	92,560	182,802	49
18. TOTAL Expenses(line6 thru 17)	3,343,061	3,343,061	14,526,500	77
19. Depreciation				
20. Memo Item				
21. Farebox	318,812	318,812	1,000,000	68
22. Non-Farebox	10,429	10,429	28,000	63
23. Sales Tax, contributed by other agencies	523,367	523,367	1,834,241	71
24. Sales Tax, directly levied by operator	0	0	0	
25. TDA(operating & planning & admin. funds)	1,141,371	1,141,371	3,323,382	66
26. STA(operating & planning & admin. funds)	274,927	274,927	1,094,317	75
27. RM2 funds	253,863	253,863	993,518	74
28. FTA sec.8(planning )& sec.9(operating)funds	1,253,813	1,253,813	3,149,212	60
29. Other Fed.,State,or local, non-operator funds	76,925	76,925	318,956	76
30. Other Operator Funds	348,711	348,711	2,784,874	87
31. TOTAL Revenue(add lines 21 through 30)	4,202,216	4,202,216	14,526,500	71
32. Net Operating Surplus/(Deficit)(line 31 - line 18)	859,155	859,155	0	
33. Line 32,less transfers to oper., Capital, or Other				
34. Revenue Passengers	139,090	139,090	486,620	71
35. Total Passengers	158,488	158,488	544,480	71
36. Revenue Vehicle Miles	338,345	338,345	1,462,100	77
37. Revenue Vehicle Hours	20,081	20,081	85,700	77
38. Employees, FT equivalents(FTE=500 hrs/qtr.)				
39. Farebox Recovery Ratio	9.5%	9.5%		

\* Other Object Class Expense includes planning & marketing expenses, dues & subscriptions, and travel expenses.

This form has been completed on the following basis (check one):

Cash Basis   
 Accrual Basis

## Agenda Item 2.2

### Staff Report: Regional Transit Network Management Update

In April 2020, the Metropolitan Transportation Commission (MTC) established a Blue Ribbon Transit Recovery Task Force to set a course for public transit's recovery and long-term improvement. The Task Force's work culminated in the Bay Area Transit Transformation Action Plan, focusing on transforming the Bay Area transit network into a "more connected, more efficient, and more user-focused mobility network that attracts many more users." The plan includes 27 actions grouped into five desired outcomes. For example, the Action Plan recommends accelerating the Fare Coordination and Integration Study recommendations to achieve the desired outcome of simpler, consistent, and equitable fare and payment options.

To address the need for Bay Area transit services to be equitably planned and integrally managed as a unified, efficient, and reliable network, the Action Plan recommended completing a business case analysis of potential network management reforms. The focus of the business case evaluation is centered on outlining a preferred regional network management framework to achieve near-term and longer-range transit mobility goals. The project was guided by a Network Management Business Case Advisory Group which convened in 2022.

The Business Case Advisory Group had its final meeting on December 12, 2022 and at that meeting agreed to endorse the Regional Network Management (RNM) proposal presented by MTC staff and consultants. A copy of the December 12, 2022 presentation is attached for reference.

The proposed framework calls for a short/near-term organization structure to be implemented within six months (by August 2023). The initial RNM organization will develop and monitor progress on key performance indicators and MTC will evaluate the RNM two years after it is created. The work of the RNM will support and inform a longer-term RNM framework.

Transit agency discussions of the RNM, its governance, and funding have centered on issues related to the authority and powers of the RNM vs. transit agency boards, how the staffing of the RNM will be funded, and how the funding of this new initiative relates to the impending fiscal cliff many agencies are facing. Overall, most transit agencies agree that the short/near-term RNM framework helps formalize and give structure to the ad hoc transit operator coordination that existed prior to the pandemic and was enhanced during the pandemic.

Staff will present a brief summary of the proposed RNM framework at the January 12th, 2023 Board meeting which immediately follows a Small Operator Board Member Meeting hosted by MTC. Two of our Board members will participate in this MTC update, and be able to provide additional feedback to the full Board

**Requested Action – Information Only**

WCCTA AGENDA ITEM 2.2 b

# Regional Network Management (RNM)

REFINEMENTS TO RNM AND NEXT STEPS

DECEMBER 12, 2022

1:00 PM

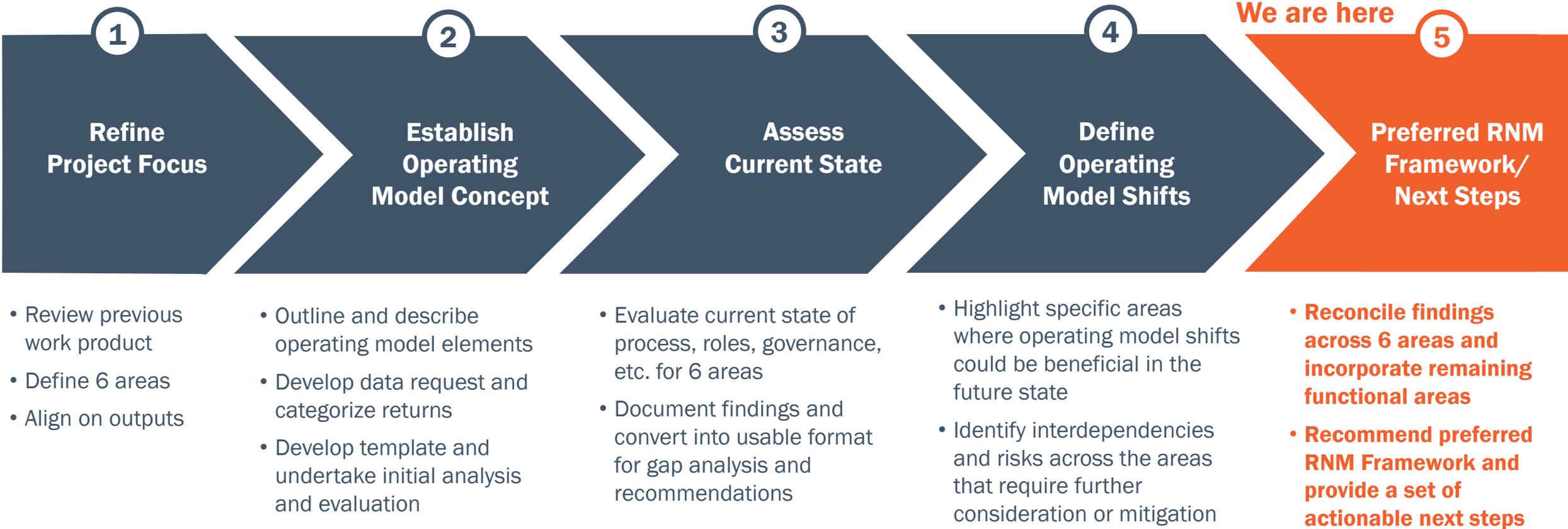
# Agenda

- **Welcome & Chair Comments**  
Denis Mulligan, Chair (5 min.)
- **Progress Update**  
Guy Wilkinson, KPMG (5 min.)
- **Refinements to Short/Near-Term RNM**  
Guy Wilkinson, KPMG (20 min.)
- **Draft RNM Charter & Evaluation Framework for RNM Evolution**  
Guy Wilkinson, KPMG (10 min.)
- **180-Day Plan for Short/Near-Term RNM**  
Guy Wilkinson, KPMG (10 min.)
- **Next Steps**  
Guy Wilkinson, KPMG &  
Therese McMillan, MTC (10 min.)
- **Public Comment**

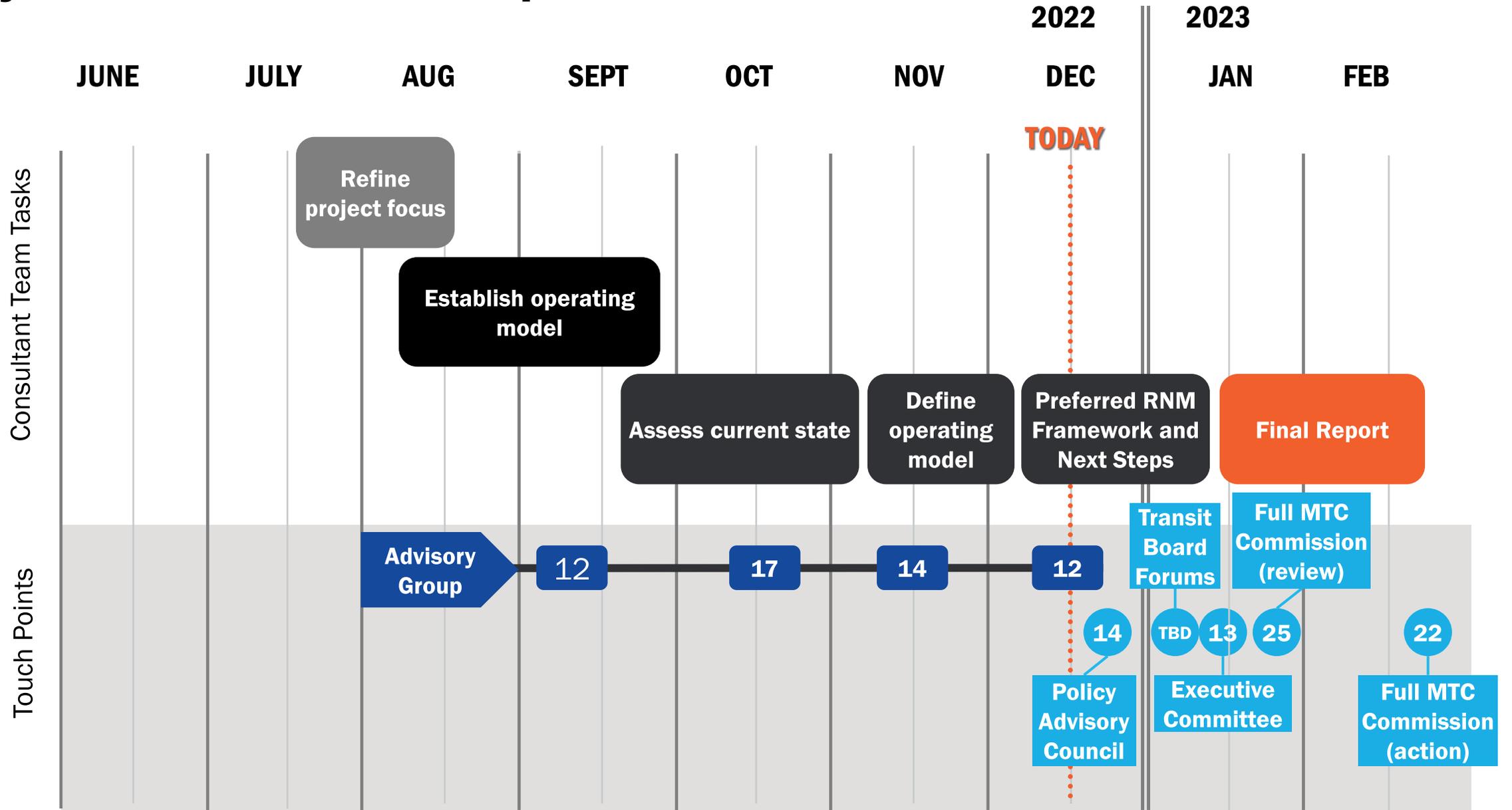


# Progress Update

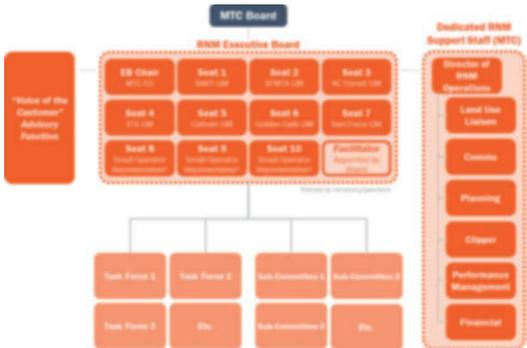
# Progress Update



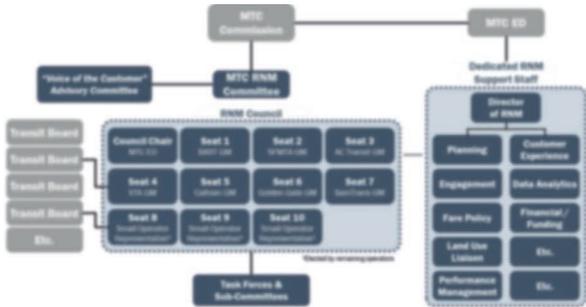
# Project Schedule & Touchpoints



# Since the November AG Meeting, we have refined the Short/Near-Term RNM after considering your feedback and identified actions needed to stand up the framework



During the last AG meeting, we presented a preliminary Short/Near-Term RNM Framework along with a concept for how it will evolve over the long term



After considering your feedback, we have refined and/or clarified specific elements of the RNM Framework, which we will present today



Days 0-30 Feb 6 - Feb 20	Days 31-60 Feb 21 - Mar 6	Days 61-100 Mar 7 - Apr 10
<ul style="list-style-type: none"> <li>Develop initial budget, determine funding requirements, and identify funding sources</li> <li>Finalize RNM Charter</li> <li>Establish RNM Director Search Committee</li> <li>Write RNM Director job description / headshot</li> <li>Complete hiring process for RNM Director</li> <li>Identify and acquire RNM office space / IT needs</li> <li>Identify MTC RNM Committee Members</li> <li>Further define and establish the "Voice of the Customer" Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>Write job descriptions / requirements for any immediate Dedicated Support Staff (Days 2-3 staff)</li> <li>Complete hiring process for any immediate Dedicated Support Staff</li> <li>Hold first RNM Council meeting</li> <li>Align on RNM office</li> <li>Align on immediate action items / priority initiatives for the RNM (e.g. activities transfer, customer listening opportunities)</li> <li>Establish any immediate Task Forces or Sub-Committees</li> </ul>	<ul style="list-style-type: none"> <li>Establish RFP sourcing process and begin reporting on RFPs</li> <li>Hold first MTC RNM Committee meeting</li> <li>Develop and approve annual RNM budget</li> </ul>

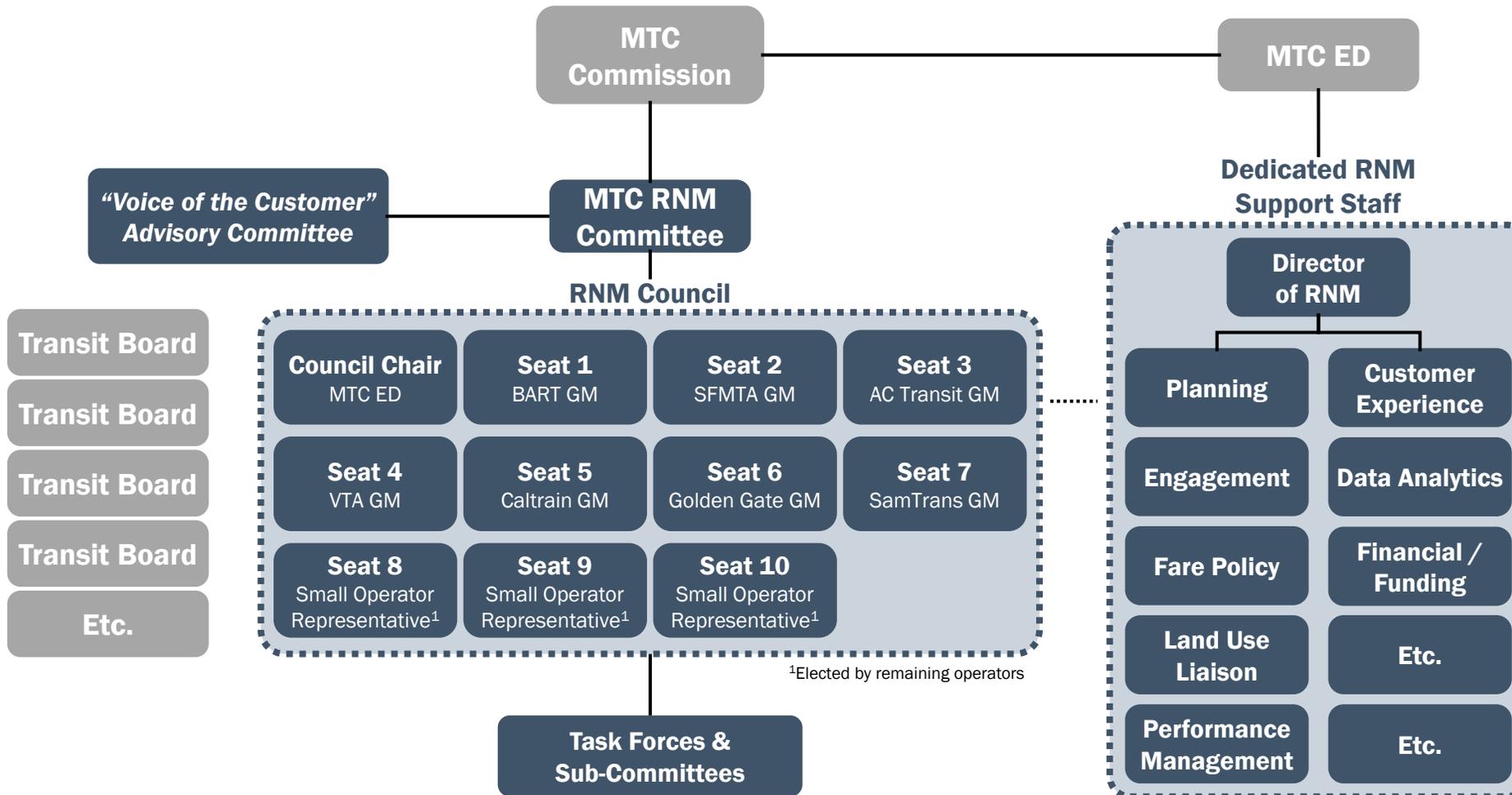
Additionally, we have also identified the actions needed to stand up the Short/Near-Term RNM and have provided some initial ideas for items such as the RNM charter and KPIs which we will also review today

# Refinements to Short/Near- Term RNM

# Key Refinements to the Short/Near-Term RNM Framework

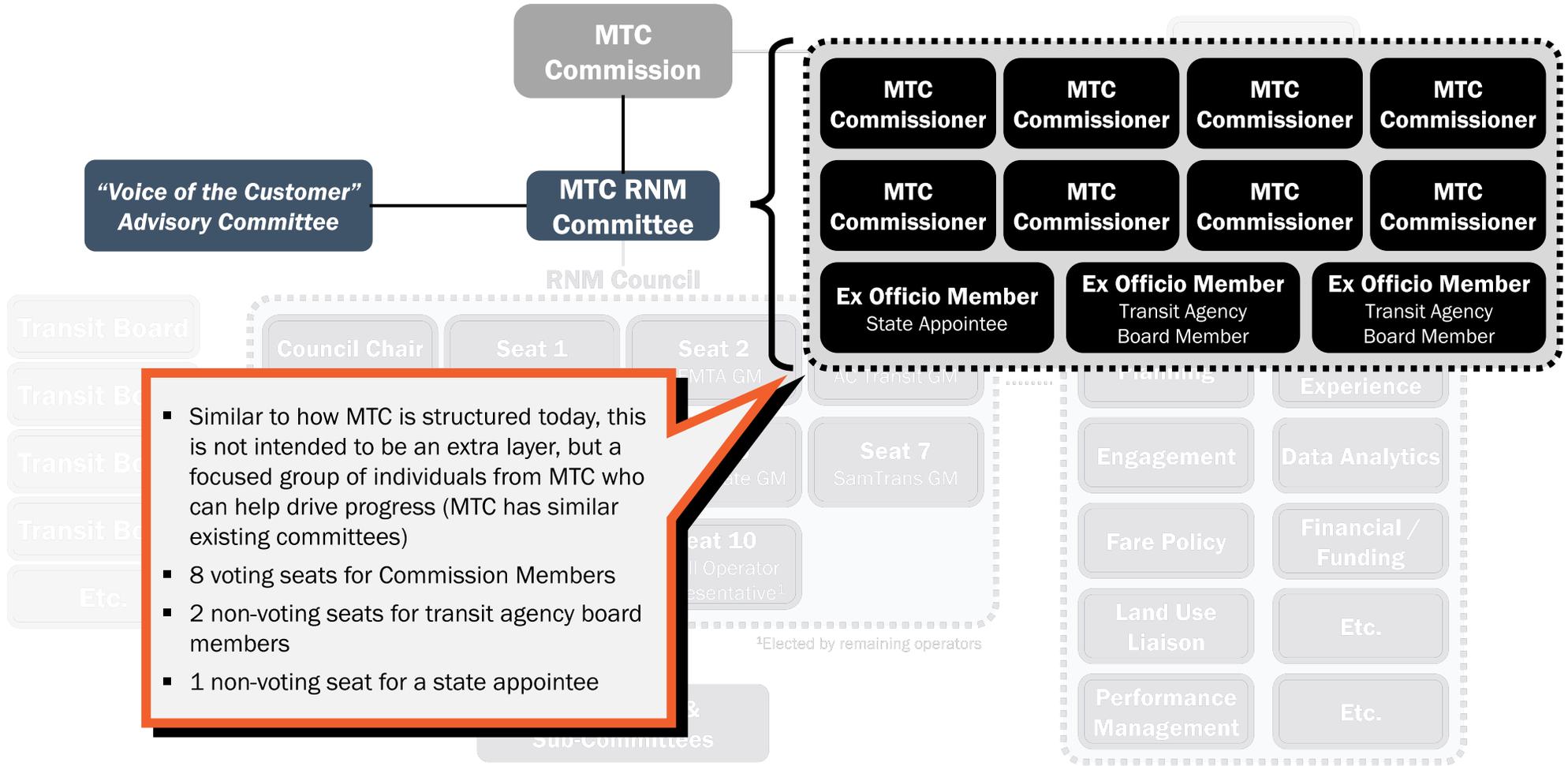
- 1 MTC RNM Committee:** Additional detail added to provide clarification on how MTC will interface with the RNM, which includes the MTC Board, the MTC Executive Director, and a new Committee within MTC (note that this committee structure / approach is typical to how MTC does business)
- 2 “Voice of the Customer” Advisory Committee:** Reporting line moved from RNM Council to MTC, to reflect expectation that the Advisory Committee will present reports to MTC RNM Committee to support informed decision making; additional detailed provided on proposed structure
- 3 Transit Boards:** Transit Boards added to the graphic to help demonstrate the important role that transit boards will play in approving implementation plans proposed by the RNM for individual Operators
- 4 Director of RNM:** Title changed from “Director of RNM Operations” to “Director of RNM” to avoid confusion with the typical use of “operations” (i.e., operating a transit system) (*note: Director of RNM will report to MTC Executive Director; however, level of role with MTC is to be determined*)
- 5 Dedicated Support Staff:** Two additional roles added to support the voice of the customer: (1) Customer Experience and (2) Data Analytics
- 6 RNM Council:** Name changed from “RNM Executive Board” to “RNM Council” to avoid confusion between other executive boards (e.g., Clipper Executive Board, ABAG Executive Board, MTC Executive Committee)
- 7 RNM Council Facilitator:** Facilitator role removed as a facilitator is likely not needed, or could be hired on an as-needed basis
- 8 Long-Term RNM:** Recurring 2-year formal performance review added to help ensure that the RNM continues to evolve over time

# Updated Short / Near-Term RNM



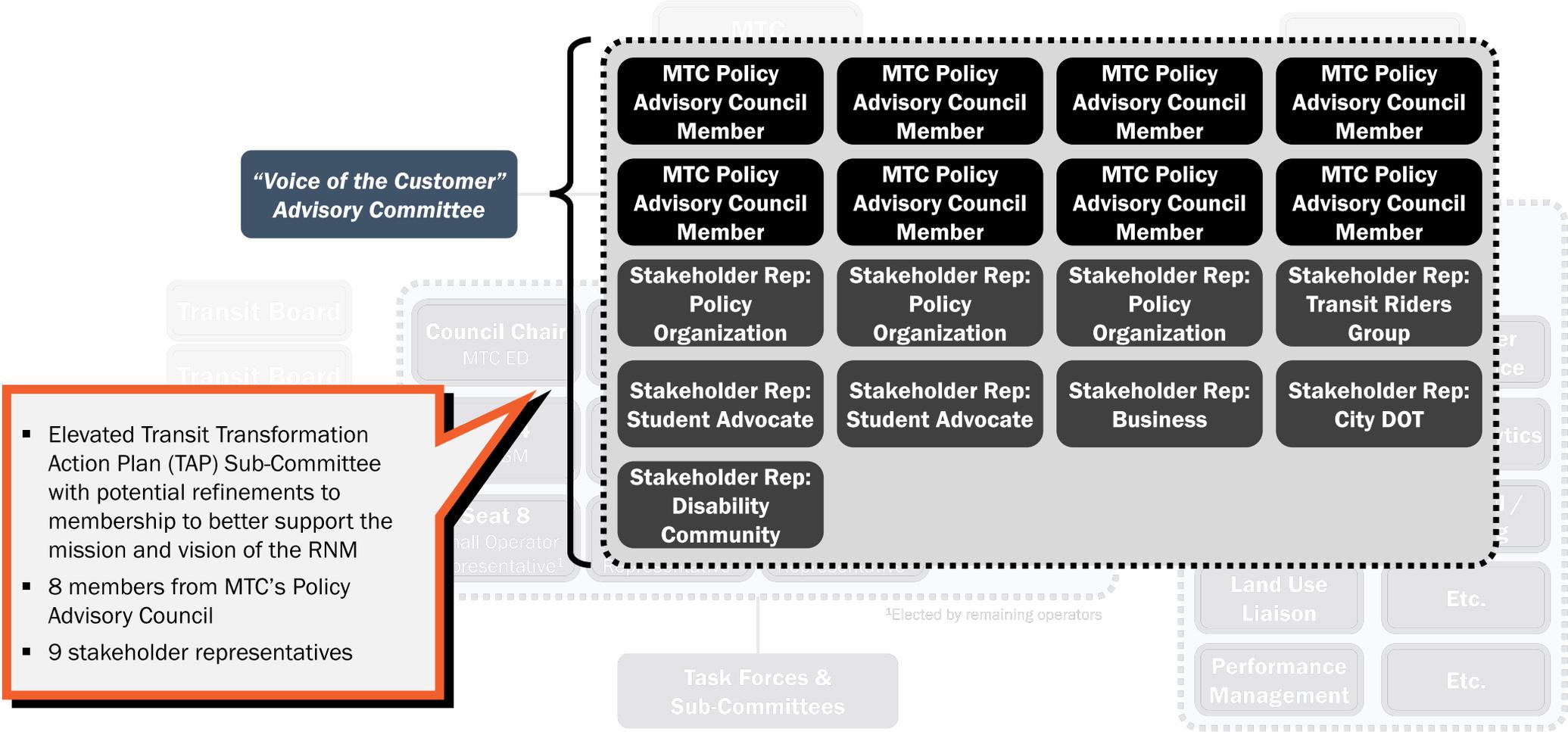
- ✓ **Customer Focused:**
  - Enables highly inclusive decision making to bring a broad range of perspectives
  - Multiple engagement points for the “Voice of the Customer” to prioritize customers in decision making
- ✓ **Structured for Scale:**
  - Task Forces and Sub-Committees can be added or subtracted as additional Functional Areas are added or regional priorities shift
  - Team of Dedicated Support Staff can grow over time to provide needed capacity to Operators
  - Joint teams, with potential opportunities for seconded staff, enable high quality proposals to reach the Council, driving effective use of GM time
- ✓ **Balances Short-Term Momentum with Long-Term Transformation:**
  - Allows RNM to be stood up quickly to begin working on priority items, but also allows continuous evolution
  - Seeks to drive cost and time effectiveness
  - Feasible within current legislative constraints

# MTC RNM Committee



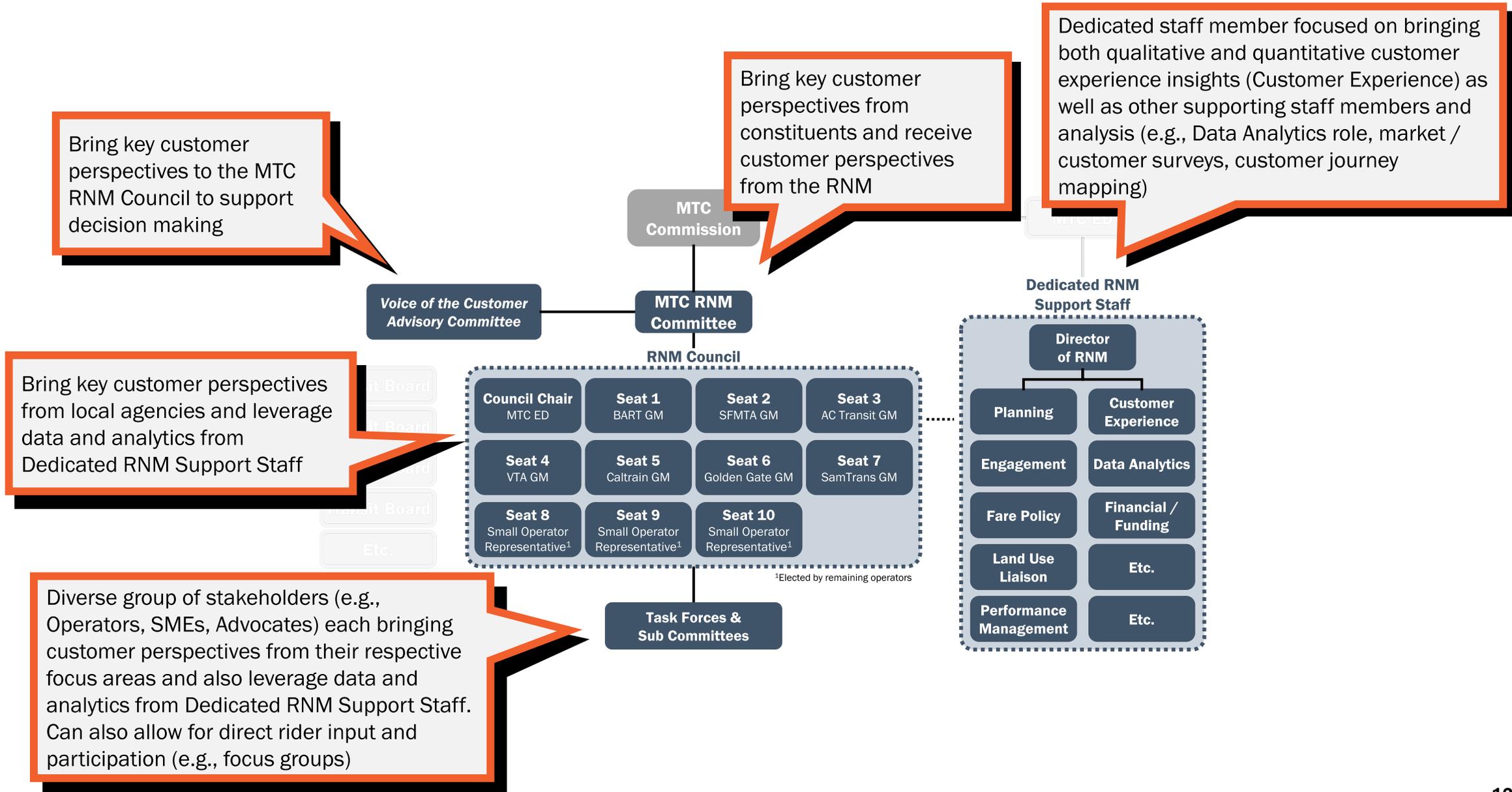
- Similar to how MTC is structured today, this is not intended to be an extra layer, but a focused group of individuals from MTC who can help drive progress (MTC has similar existing committees)
- 8 voting seats for Commission Members
- 2 non-voting seats for transit agency board members
- 1 non-voting seat for a state appointee

# Voice of the Customer Advisory Committee



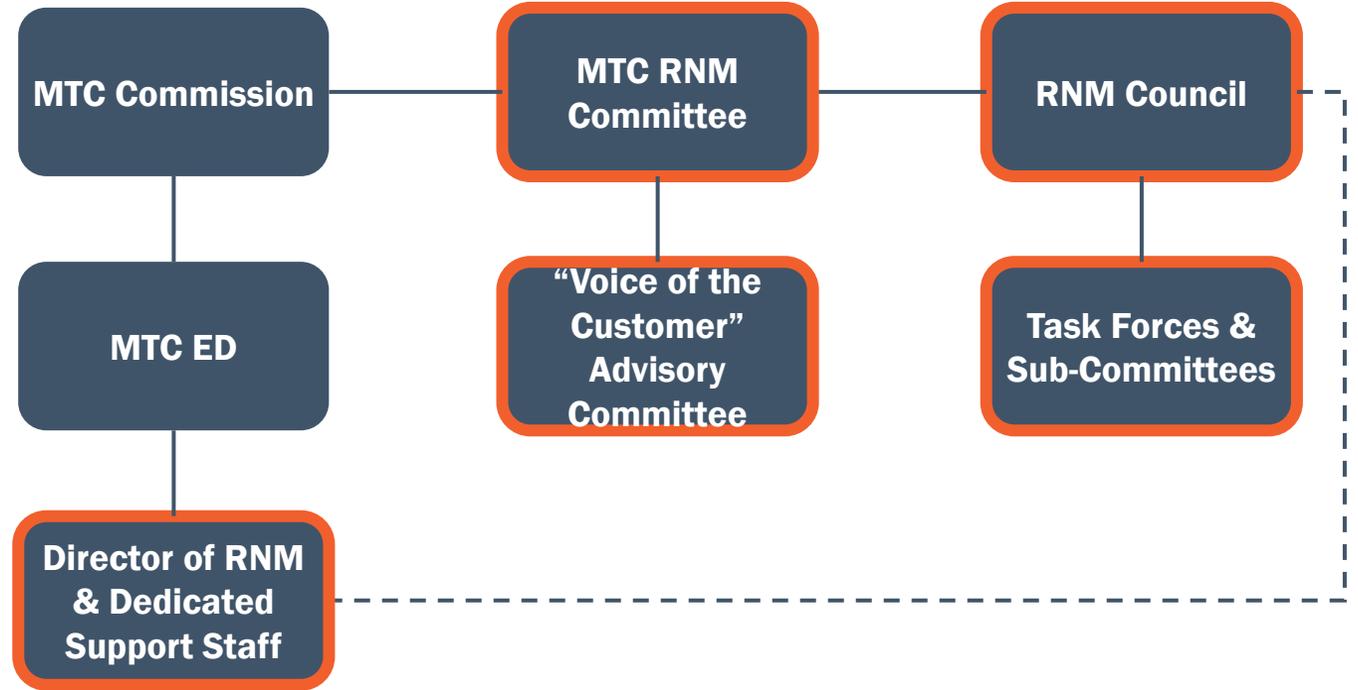
- Elevated Transit Transformation Action Plan (TAP) Sub-Committee with potential refinements to membership to better support the mission and vision of the RNM
- 8 members from MTC’s Policy Advisory Council
- 9 stakeholder representatives

# Engagement Points for the Voice of the Customer



# Where the RNM Sits (Short / Near-Term)

**Note:** Director of RNM and Dedicated RNM Support Staff will be MTC employees and therefore have a solid reporting line to MTC (meaning that hiring, performance reviews, etc. will be completed by MTC); however, these roles will have a dotted reporting line to the RNM Council (meaning that the RNM Council will provide more strategic direction for where these roles should prioritize their time)



# **Draft RNM Charter and Evaluation Framework for RNM Evolution**

# Draft Charter for Short/Near-Term RNM (Illustrative)

**Note:** Charter is intended to provide a simple view of the RNM mission, vision, and objectives as well as set clear expectations for operations

## Mission

To drive transformative improvements in the customer experience for regional Bay Area transit

## Vision

To advance regional goals in equity, livability, climate, and resiliency through a unified regional transit system that serves all Bay Area populations

## Roles & Responsibilities

- **MTC/MTC RNM Committee:** Leverage existing regional purview and planning capabilities to help set the regional vision and policies for transit in the Bay Area and drive the direction of the RNM
- **RNM Council:** Council comprised GM-level Operator and MTC representatives who understand transit operations and can represent the interests of their stakeholders, make critical recommendations on regional polices, and provide leadership and implementation of policies
- **“Voice of the Customer” Advisory Committee:** Group of stakeholders who represent the customer and can help inform decision-making with the customer in mind
- **Dedicated RNM Support Staff:** Group of dedicated staff (potential opportunity for seconded staff as well) with a broad range of capabilities and expertise to support the operations and analysis of the RNM
- **Task Forces & Sub-Committees:** Temporary (Task Forces) or longer-term (Sub-Committees) groups comprised a broad range of representatives, including Operators, stakeholders, and subject matter experts, that will help complete analysis and develop policy recommendations / options for topics

## Key Performance Indicators (KPIs)

Benefits KPIs			Program KPIs
Customer Benefits	Network Mgmt. Benefits	Other Public Benefits	RNM Program Performance
▪ TBD	▪ TBD	▪ TBD	▪ TBD
▪ TBD	▪ TBD	▪ TBD	▪ TBD
▪ TBD	▪ TBD	▪ TBD	▪ TBD

*Note: See example KPIs on next page*

## Meeting Cadence

- **MTC RNM Committee:** Every other month (minimum)
- **RNM Council:** Monthly (minimum)
- **“V.O.C.” Advisory Committee:** Every other month (minimum)
- **Task Forces & Sub-Committees:** To be determined on an individual basis

## Continuous Improvement

- RNM Program KPIs to help inform improvement needs
- Continuous improvement of RNM operations to be driven by Director of RNM and Dedicated Support Staff
- Continuous improvements to RNM framework to be driven by RNM Council
- Formal review of RNM to be completed by MTC 2 years after establishment

## Reporting Requirements

- **Bi-Monthly (Every Other Month) Progress Report to MTC RNM Committee** (RNM Council)
- **Semi-Annual Report on Achievements, KPIs, and Next Steps** (RNM Council)
- **Bi-Monthly (Every Other Month) Voice of the Customer Report** (V.O.C. Advisory Committee)

# KPIs & Priority Initiatives (Illustrative)

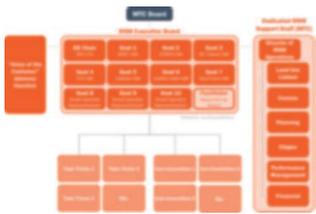
KPIs			
Benefits KPIs			Program KPIs
<p><b>KPIs to track the achieved benefits of regional transit and inform regional transit policy decisions</b></p>			<p><b>KPIs to monitor the performance of the RNM and inform RNM evolution</b></p>
<p><b>Customer Benefits</b></p> <p>—</p> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>▪ Connection times</li> <li>▪ Regional commute time</li> <li>▪ % of accessible transit stations</li> <li>▪ Etc.</li> </ul>	<p><b>Network Management Benefits</b></p> <p>—</p> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>▪ Regional ridership</li> <li>▪ Total regional operating costs</li> <li>▪ Regional fare revenue</li> <li>▪ Etc.</li> </ul>	<p><b>Other Public Benefits</b></p> <p>—</p> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>▪ Commute mode choice</li> <li>▪ GHG Emissions</li> <li>▪ % of income spent on transit</li> <li>▪ Etc.</li> </ul>	<p><b>RNM Program Performance</b></p> <p>—</p> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>▪ % and timeliness of priority initiatives complete</li> <li>▪ % of RNM vacancies</li> <li>▪ Regional policies implemented</li> <li>▪ Etc.</li> </ul>

Priority Initiatives
<p><b>Initiatives identified as priority items for the RNM to address (e.g., BRTF outcomes)</b></p>
<p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>▪ <b>Fares and Payment:</b> Simpler, consistent, and equitable fare and payment options attract more riders (BRTF)</li> <li>▪ <b>Wayfinding &amp; Mapping:</b> Integrated mapping, signage, and real-time schedule information to make transit easier to navigate and more convenient for both new and existing riders (BRTF)</li> <li>▪ <b>Connected Network Planning:</b> Bay Area transit services are equitable planned and integrally managed as a unified, efficient, and reliable network (BRTF)</li> <li>▪ Etc.</li> </ul>

# How the Operating Model will Drive Long-Term Evolution of the RNM

**Note:** To support continuous improvement, KPIs will be established at creation to track RNM performance and a formal review of the RNM framework will be conducted 2 years after creation by MTC

## Short / Near-Term RNM Framework



## Establish Leadership & Scale Roles



Establish foundational leadership roles while scaling support elements to meet changing priorities

## Establish & Expand Regional Tools



Develop tools and technology to drive standardization and improve efficiency

## Refine Processes & Enhance Incentives



Update processes to meet changing needs / goals and enhance incentives to support process implementation

## Sharpen Authorities



Enhance agency authorities to align decision-making capabilities with regional goals

## Long-Term RNM Framework



Note: Illustrative

# Using Metrics & KPIs to Measure Progress

**Benefits KPIs** | have commute times changed? Are more accessibility options now open to the public?

**Program KPIs** | What is the average schedule performance of priority initiatives – how many are behind/ahead/on-time? are there any existing RNM vacancies?

**Establish Leadership & Scale Roles**



**Establish & Expand Regional Tools**



**Refine Processes & Enhance Incentives**



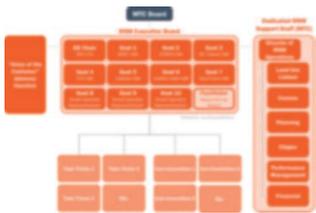
**Sharpen Authorities**



**Long-Term RNM Framework**



**Short / Near-Term RNM Framework**



**Overall Progress** | every 2 years the KPIs should be revisited and refined based on point in the operating model journey – e.g., as regional tools/tech become focus should measures such as rollout and adoption be integrated?



Note: Illustrative

# **180-Day Plan for Short/Near- Term RNM**

# 180-Day Plan for Standing up the RNM (PRELIMINARY)

**Note:** 180 Day plan to be finalized following further approvals by MTC leadership

<b>Pre-Launch</b> (Dec 13 – Feb 28)	<b>Days 0-60</b> (Mar 1 – Apr 30)	<b>Days 61-120</b> (May 1 – Jun 30)	<b>Days 121-180</b> (Jul 1 – Aug 30)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop initial budget, determine funding requirements, and identify funding sources</li> <li><input type="checkbox"/> Write RNM Director job description / requisition</li> <li><input type="checkbox"/> Finalize RNM Charter</li> <li><input type="checkbox"/> Develop draft MOU (or other agreement mechanism)</li> <li><input type="checkbox"/> Write job descriptions / requisitions for any immediate Dedicated Support Staff (likely 2-3 staff)</li> <li><input type="checkbox"/> Identify members for the “Voice of the Customer” Advisory Committee</li> <li><input type="checkbox"/> Determine mechanism to enable seconded staff</li> <li><input type="checkbox"/> Obtain final approval from MTC Commission on RNM for launch</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Align on RNM KPIs</li> <li><input type="checkbox"/> Align on Priority Initiatives</li> <li><input type="checkbox"/> Begin hiring process for RNM Director</li> <li><input type="checkbox"/> Begin seeking MOU approval from Transit Boards</li> <li><input type="checkbox"/> Begin hiring process for any immediate Dedicated Support Staff</li> <li><input type="checkbox"/> Identify MTC RNM Committee Members (after new chair of MTC is appointed)</li> <li><input type="checkbox"/> Hold first MTC RNM Committee meeting</li> <li><input type="checkbox"/> Hold first Voice of the Customer Advisory Committee meeting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hold first RNM Council meeting</li> <li><input type="checkbox"/> Hold second Voice of the Customer Advisory Committee meeting</li> <li><input type="checkbox"/> Hold second MTC RNM Committee Meeting</li> <li><input type="checkbox"/> Develop and approve annual RNM budget</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish KPI reporting process and begin reporting on KPIs</li> <li><input type="checkbox"/> Issue first Bi-Monthly (Every Other Month) Progress Report to MTC RNM Committee</li> <li><input type="checkbox"/> Hold second RNM Council meeting</li> <li><input type="checkbox"/> Hold third Voice of the Customer Advisory Committee meeting</li> <li><input type="checkbox"/> Hold third MTC RNM Committee Meeting</li> <li><input type="checkbox"/> Hold second RNM Council Meeting</li> </ul>

# Estimated Initial Budget to Stand Up the RNM

Role	Quantity	Fully Loaded Staff Costs <sup>1</sup>	Total
Director of RNM	1	\$600k	\$600k
Dedicated Staff Member	2-3	\$350k - \$500k	\$700k - \$1.5m

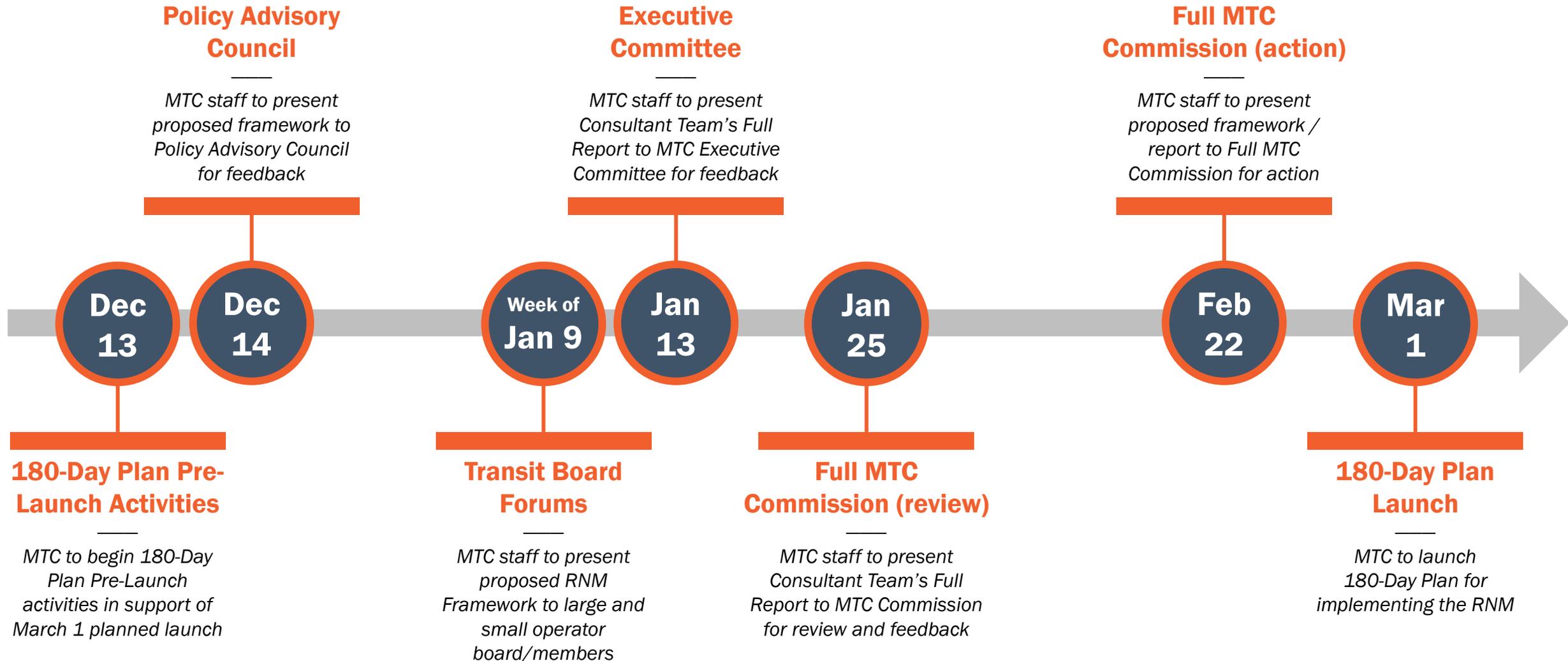
**\$1.3m - \$2.1m**

Note: these values are for incremental personnel and would be in addition to those currently working in similar capacities at MTC and Transit Agencies

<sup>1</sup>Source: Fully loaded rates (salaries, benefits, and overhead) from MTC

# Next Steps

# Next Steps & Milestones

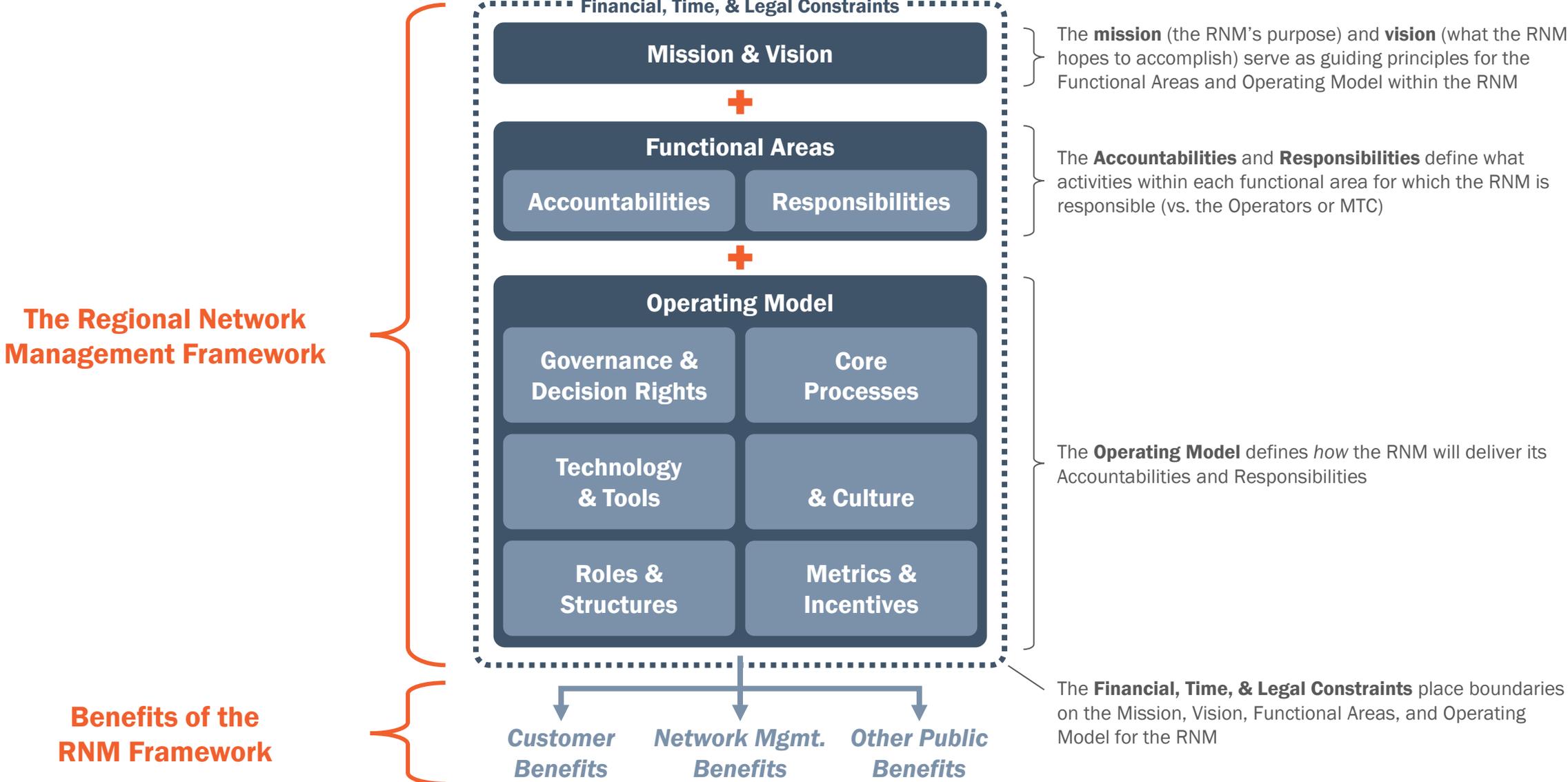


# Discussion Questions

Topic	Discussion Questions
<b>1</b> Updated Short / Near-Term RNM (Slide 9)	Does the updated Short / Near-Term RNM effectively reflect your feedback? Are there any other refinements that should be considered at this stage?
<b>2</b> 180-Day Plan (Slide 20)	What feedback do you have on the activities and their respective timing in the 180-Day Plan? Are there any activities that we are missing?

# Appendix

# The RNM Framework



# Proposed RNM Mission & Vision Statements

## Proposed Mission Statement

("Core Purpose")

To drive transformative improvements in the customer experience for regional Bay Area transit

## Proposed Vision Statement

("Why")

To advance regional goals in equity, livability, climate, and resiliency through a unified regional transit system that serves all Bay Area populations

# Regionalization for each Functional Area was based on the identified Regionalization Considerations & Categories

Will regionalizing this accountability / responsibility...

## 1 Improve the customer experience

Such as:

- Reduce travel times
- Improve equity
- Simplify the user interface
- Enhance accessibility
- Increase affordability

and  
/ or

## 2 Unlock efficiencies

Such as:

- Enable sharing of costs
- Generate economies of scale
- Reduce time spent on coordination activities
- Reduce duplicative efforts / activities
- Enable / attract funding

and  
/ or

## 3 Be feasible

Such as:

- Is not cost prohibitive
- Within achievable legal / regulatory limitations
- Agency has path to authority, where required
- Is operationally possible

# Preliminary Regional Role for Functional Area Activities

## Fare Integration Policy

- Set the **regional vision** for fare integration (C/F)
- Establish regional fare integration **policies** (e.g., Tier 3/4) (C/E/F)
- Establish policy implementation plans, including the **identification of funding** (E/F)

## Wayfinding & Mapping

- Set the **regional vision** for wayfinding (C/F)
- Establish regional wayfinding **policies** (e.g., design standards, compliance requirements) (C/E/F)
- Establish policy implementation plans, including the **identification of funding** (E/F)
- Deliver centralized procurement, where relevant (E/F)

## Accessibility

- Embed accessibility within each of the other functional area plans (C/F)
- Define a regional vision for paratransit operations (C/F)
- Identify improvements needs re: implementation of paratransit policies and requirements (C/F)
- Establish a regional implementation plan (C/E/F)

## Key Takeaways

1) **Regional Role:** Regional entity will set the vision, make select funding decisions, develop the regional policies, create implementation plans, and implement regional programs (as needed) by coordinating stakeholders

2) **Operator Role:** Operators will be highly involved in regional decision making, provide local stakeholder perspectives / needs, and implement regional policies

3) **RNM Framework:** RNM Framework will need to be designed to facilitate the effective and efficient interplay of these two roles (see slide 14 for key operating model needs)

## Bus Transit Priority

- Set the **regional vision** for BTP (C/F)
- **For BTP Corridors:** Define corridors, establish standard data / reports; identify needs / initiatives; serve as the central coordination point for state, county, and city stakeholders (C/E/F)
- **For Non-BTP Corridors:** Recommend potential initiatives; serve as the central coordination point for state, county, and city stakeholders (C/E/F)
- Establish policy implementation plans, including the identification of funding (E/F)

## Rail Network Mgmt.

- Set the **vision** for the regional rail network (C/F)
- Translate regional vision into regional implementation plan (project prioritization, sequencing, integration points, project funding, delivery approach, etc.) (C/E/F)

## Connected Network Planning

- Identify critical regional transit gaps to create CNP (C/F)
- Establish and create data tools for regional planning (E/F)
- Identify funding priorities and establish service standards (C/E/F)
- Draft changes to CTP guidelines to include identified regional transportation gaps in county planning process (C/F)

**Legend:** C = Improve the Customer Experience E = Unlock Efficiencies F = Be Feasible

# The current-state assessment revealed cross-cutting challenges for which the RNM Operating Model will be focused to address:

## Governance and Decision Rights

- Need to establish a single entity to coordinate / drive regional decision making
- Need to place existing / potential customers at the forefront of decision making
- Need to provide then RNM with clear policy purpose and hold the RNM accountable for delivery
- Need to establish common regional objectives / vision

## Metrics and Incentives

- Need to establish standardized regional metrics
- Need to give the RNM authority / incentivize participation in regional activities (e.g., through new approaches to funding)
- Need to be able to obtain commitment from the participants in the RNM

## Roles and Structures

- Need to leverage existing resource capabilities and capacities in the short/near term, but enable ability to scale over the long term
- Need to provide technical and communications capacity to support Operators
- Need to include a broad range of stakeholders

## Behaviors and Culture

- Need to promote collaboration and trust between policy funding bodies and implementation bodies
- Need to ensure cross-integration of regional priorities
- Need to find right leader to drive the growth and success of the RNM and regional objectives

## Core Processes

- Need to improve planning / coordination processes
- Need to provide a simpler interface for key stakeholders / riders to provide input or coordinate activities
- Need to enable faster and more inclusive decision-making processes

## Technology and Tools

- Need to establish regional tools (e.g., regional travel market/demand model)
- Need to establish common language for data collection and reporting
- Need to enable centralized / shared procurement, where beneficial / possible



# To address these challenges, the RNM will need three key elements

## Regional Visioning Element

- Set the strategic vision / direction and ensure outcomes for customers
- Be accountable for regional transit network policy and priorities
- Approve / create / revise regional policies
- Approve new and existing sources of funding
- Provide a voice to key stakeholders to enable trust

## Steering Element

- Provide / reach consensus on policy recommendations (to be approved by Regional Visioning Element or Operators)
- Define and report performance metrics on outcomes for RNM
- Guide Administrative / Operational Element on execution

## Administrative / Operational Element

- Provide a dedicated staff and tools to enable execution and provide capacity support
- Develop policy recommendations / options to be acted on by Steering Element
- Support the Steering Element through subject matter expertise, execution, and coordination
- Provide a voice to key stakeholders to enable trust

# These three elements can be delivered through several components

## Regional Visioning Element

**MTC RNM Committee:** Leverage existing regional purview and planning capabilities to help set the regional vision for transit in the Bay Area and drive the direction of the RNM

**“Voice of the Customer” Advisory Committee:** Group of stakeholders who represent the customer and can help inform decision-making with the customer in mind

## Steering Element

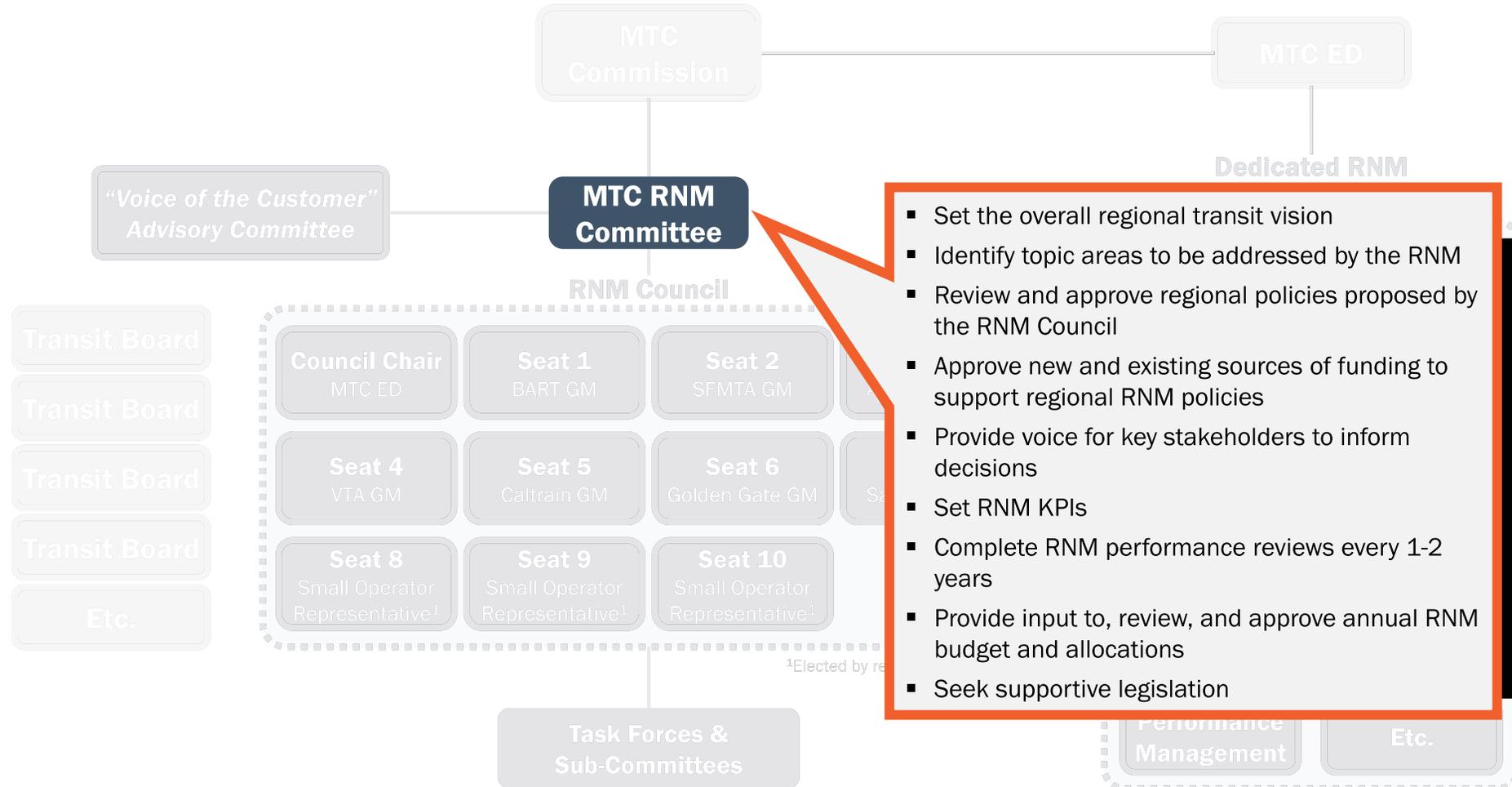
**RNM Council:** Council comprised GM-level Operator and MTC representatives who understand transit operations and can represent the interests of their stakeholders, make critical decisions on regional policies, and provide leadership

## Administrative / Operational Element

**Dedicated RNM Support Staff:** Group of dedicated staff (potential opportunity for seconded staff as well) with a broad range of capabilities and expertise to support the operations and analysis of the RNM

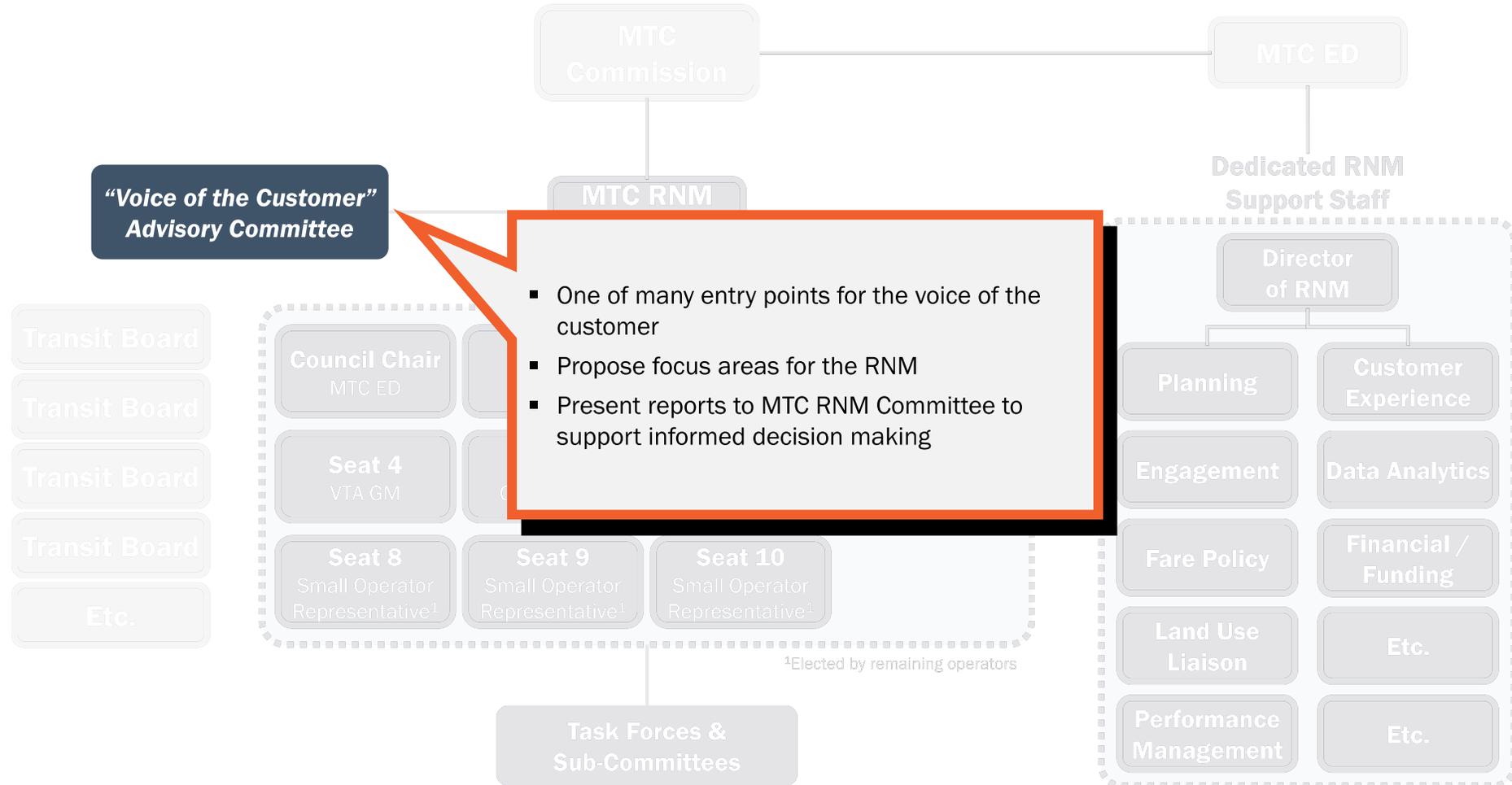
**Task Forces & Sub-Committees:** Temporary (Task Forces) or longer-term (Sub-Committees) groups comprised a broad range of representatives, including Operators, stakeholders, and subject matter experts, that will help complete analysis and develop policy recommendations / options for topics

# Proposed Short / Near-Term RNM

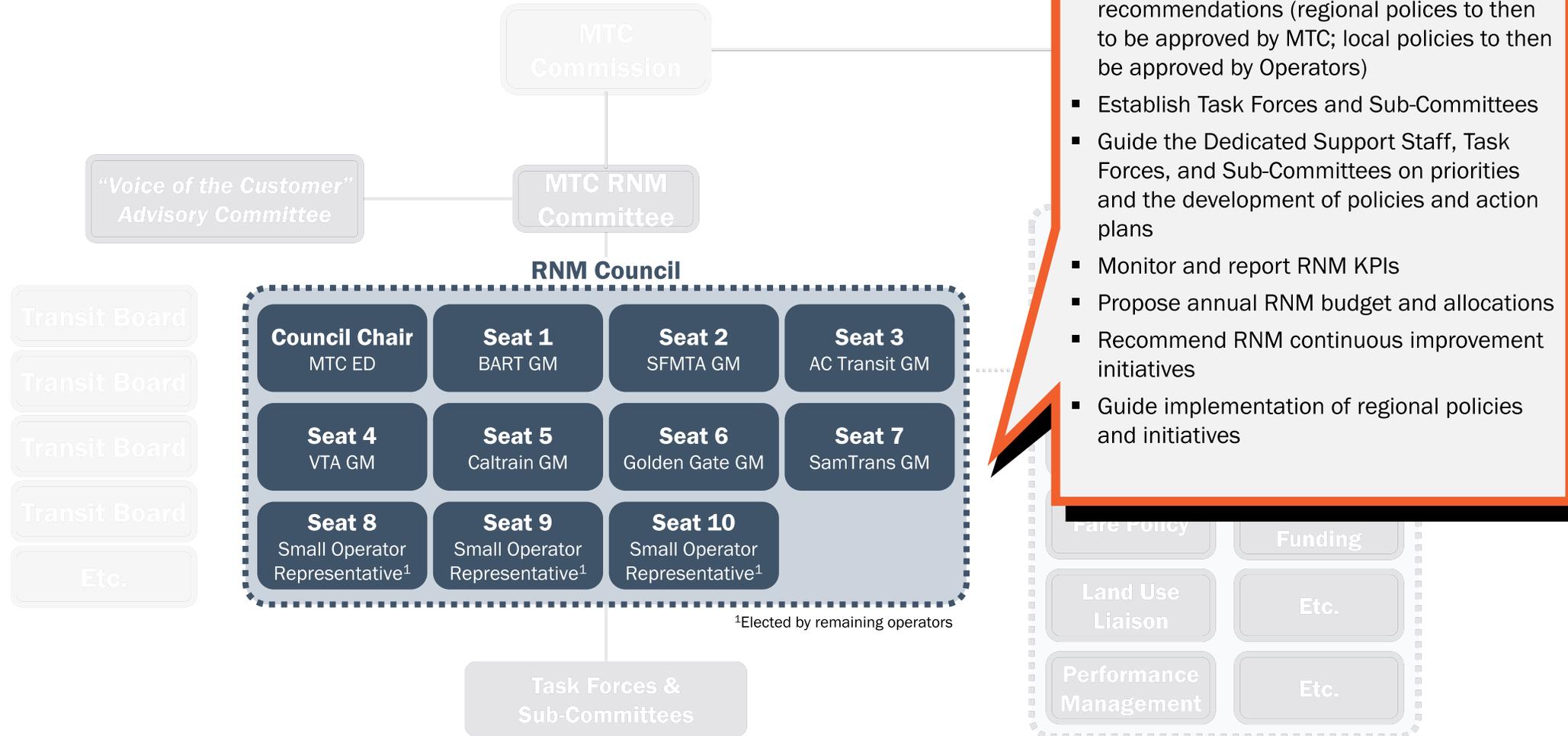


- Set the overall regional transit vision
- Identify topic areas to be addressed by the RNM
- Review and approve regional policies proposed by the RNM Council
- Approve new and existing sources of funding to support regional RNM policies
- Provide voice for key stakeholders to inform decisions
- Set RNM KPIs
- Complete RNM performance reviews every 1-2 years
- Provide input to, review, and approve annual RNM budget and allocations
- Seek supportive legislation

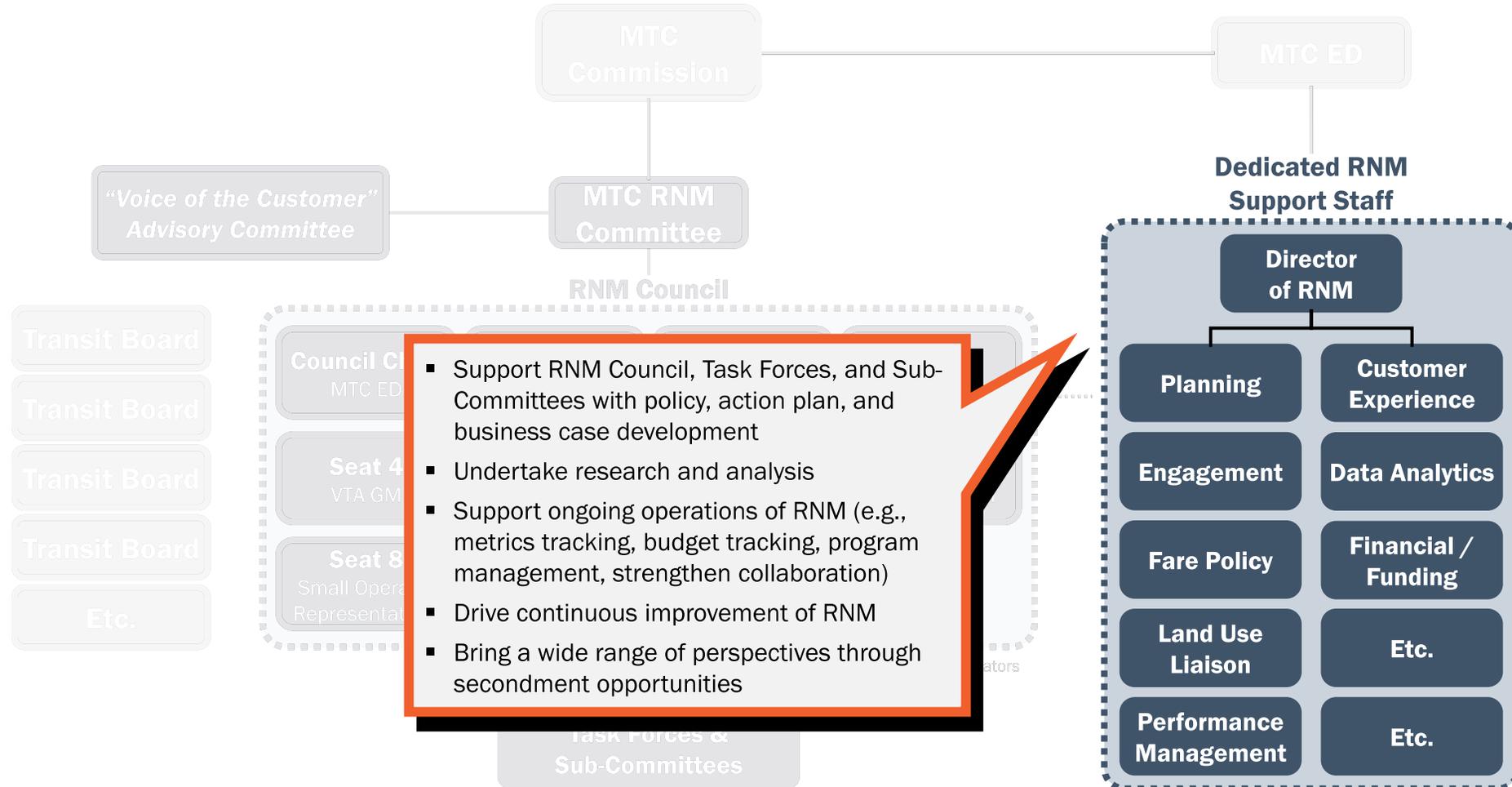
# Proposed Short / Near-Term RNM



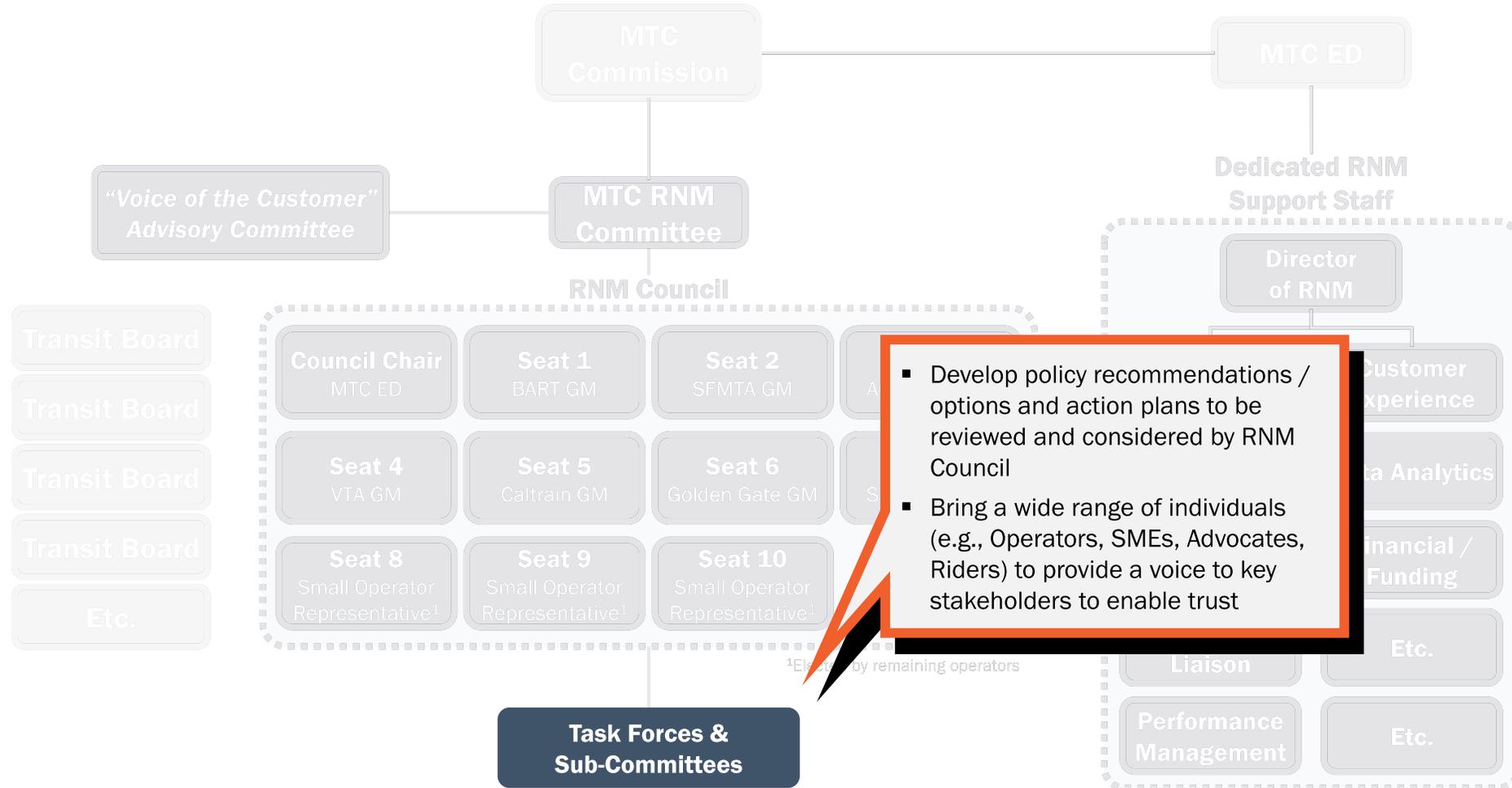
# Proposed Short / Near-Term RNM



# Proposed Short / Near-Term RNM



# Proposed Short / Near-Term RNM



## Agenda Item 2.3

### **Staff Report: Draft Short Range Transit Plan 2022/23**

As we discussed with the Board back in April MTC requires all Bay Area Transit Agencies who receive federal funding through the Regional Transportation Improvement Program (TIP) to prepare, adopt and submit a Short Range Transit Plan (SRTP) to MTC in order to remain eligible to receive federal funding.

WCCTA's last full SRTP was completed in 2016 and the current effort will result in an updated SRTP covering FY23 through FY28. Revised guidelines were established as a result of the COVID-19 pandemic in part to narrow the scope to a five-year planning horizon with a focus on financial and service planning through 3 specific planning scenarios.

The plan evaluates existing services and develops basic future service plans based on three scenarios of varying revenue recovery over the next five years. The operating budget for these scenarios is based on projections from MTC of recovery of various revenue sources and ridership recovery.

#### **Scenario 1 – Robust Recovery**

Assumes there is adequate funding to return overall revenue to 100% of Pre-pandemic levels with escalation. Due to cost increases, this would not result in returning to full-service levels, instead would enable some additional services to be added back up and then maintain these service levels over the rest of the plan.

#### **Scenario 2 – Revenue Recovery, with Fewer riders**

Assumes that Federal Relief funds are exhausted and are replaced by the recovery of other funding sources. However, Farebox revenue would be stagnant. Under this scenario, it is unlikely WCCTA would be able to add in any additional service and service levels would remain at the current levels of operations

#### **Scenario 3 – Some Progress**

Assumes the Federal Relief funds are exhausted and total revenues are 15% below pre-pandemic levels. Under this scenario, WCCTA would have to assume that service levels would need to be reduced in order to maintain a balanced budget.

Staff generated a 4<sup>th</sup> scenario that reflects an Operation budget that aligns with service growth back to pre-pandemic service levels. The discussion under all four scenarios attempts to lay out some potential key decisions that will need to be made by the Board going forward when actual service planning discussions take place.

Staff submitted the draft report to MTC and received comments that have been incorporated, Board comments received at the November meeting are also reflected in this final version of the document, tonight we are seeking approval and adoption of the Short Range Transit Plan. At the Board meeting staff will provide a brief presentation summarizing some of the plan's key points.

#### **Recommendation: Approval and Adoption of WCCTA Short-Range Transit Plan**

# WESTERN CONTRA COSTA TRANSIT AUTHORITY

FINAL Short Range Transit Plan



Rob Thompson  
rob@westcat.org



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The preparation of this report has been funded in part by a grant from the U.S. Department of Transportation (DOT) through section 5303 of the Federal Transit Act. The contents of this SRTP reflect the views of the Western Contra Costa Transit Authority, and not necessarily those of the Federal Transit Administration (FTA) or MTC. The Western Contra Costa Transit Authority is solely responsible for the accuracy of the information presented in this SRTP.

# Section 1: Introduction

## Overview

The Western Contra Costa Transit Authority (“WCCTA” or the “Authority”) is located in Pinole, CA, and was formed in 1977 under the provisions of the California Joint Exercise of Powers Act, Government Code Sections 6500 et. seq. It represents the cities of Pinole, Hercules, and the unincorporated communities of Montalvin Manor, Bayview, Tara Hills, Rodeo, Crockett, and Port Costa. WCCTA is governed by a seven-member Board of Directors composed of two elected officials from each city’s City Council and three members appointed by the Contra Costa County Board of Supervisors. WCCTA is responsible for the provision of public transit service within an approximately 20-square-mile service area.

## Location

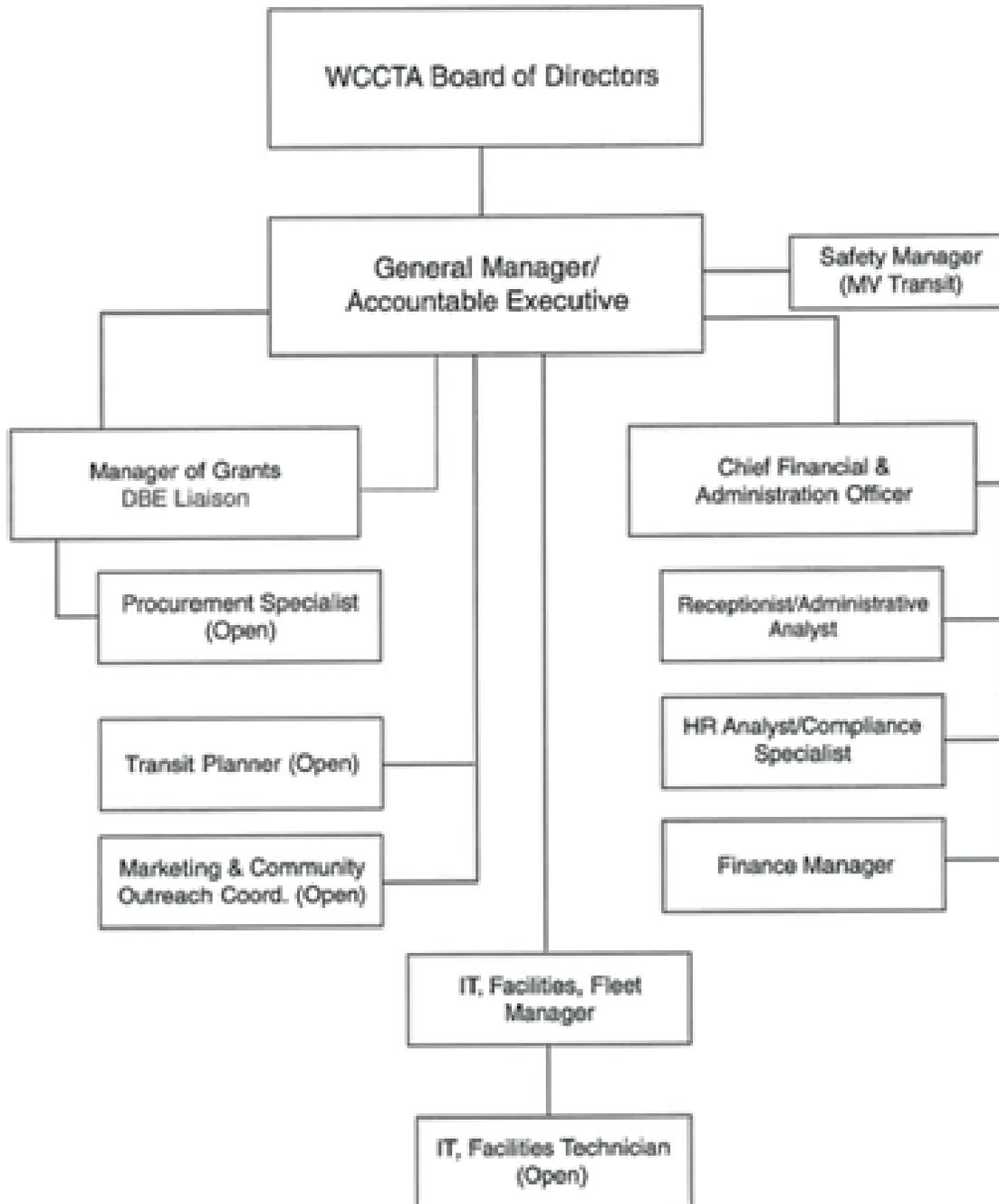
The WCCTA service area is located on the Interstate 80 corridor approximately 20 miles northeast of San Francisco. It is primarily a suburban residential area with several shopping centers and limited commercial/industrial development. The current population of the area is approximately 67,000 people.

## Staffing

WCCTA has undergone significant staffing changes in the past 18 months, including changes in the Accounting department, Maintenance oversight, and General Manager positions. The current staffing chart is presented below and indicates the current organizational chart and highlights positions that have been identified, but not yet filled.

# WCCTA Administration Organizational Chart

Updated July 2022



## Service Operations

WCCTA operates local and express fixed route bus service (WestCAT), Transbay bus service (Lynx), and paratransit service (Dial-A-Ride) for seniors and persons with disabilities. Dial-A-Ride is currently offered beyond ADA-required service levels to include anyone 65 years of age or older, regardless of ADA eligibility status. WCCTA also operates Transbay bus service (Lynx) between Hercules and San Francisco.

## Funding Sources

WCCTA receives grants and allocations from a variety of federal, state, and local sources for both its operating and capital needs. WCCTA is both a direct grant recipient (Contra Costa County "Measure J",) and a recipient of funding allocations administered by the Metropolitan Transportation Commission (MTC) and CalTrans, including Transportation Development Act Article 4.0 and 4.5, Federal Urbanized Area Capital Formula funds, Federal, Coronavirus Response and Relief Supplemental Appropriations Act, Federal American Recovery Plan Act, State of Good Repair funds, Low Carbon Transit Operations Program funds and Regional Measure 2 Bridge Toll revenues

## Section 2 - Pre-pandemic State of Service – FY 2018-19

WestCAT operated a consistent amount of weekday service for several years pre-pandemic of approximately 35,000 hours on 10 local routes, 28,000 hours on 3 Express Feeder Bus Routes into the BART system, and 17,000 hours on 1 Transbay route Monday - Friday. Additionally, 4,000 hours on Saturday with 1 feeder bus route into the BART network and 2 local routes, and 2,200 hours on a BART Feeder route on Sunday.

Feeder bus service has always matched the span of BART service operating day 7 days a week. When BART had to change the start of their day from 4 am to 5 am, WestCAT provided Early Bird Express trips on BART's behalf from the Del Norte BART station to MacArthur BART, to 19<sup>th</sup> St. in Oakland, then to San Francisco's Salesforce Center.

WestCAT has operated a coverage model for the local routes trying to ensure equitable geographical coverage of the entire service area. Routes serving Hercules are timed to connect at the Hercules Transit Center to the Feeder Bus routes. Feeder and Transbay routes operated at 15-minute headway during peak, and around 30 minutes off-peak. Local service operated at 30-minute headway peak, and 45-60 minutes off-peak.

New development, particularly in the Hercules area, meant the fixed route system did not cover all areas of the city. Major housing development has occurred in the Waterfront area of the city over the last few years, including plans for an Intermodal Transit Center, which will see the implementation of a Capitol Corridor stop with long-term plans for a Ferry Terminal.

WestCAT had been experiencing the effects of the driver shortage in the years before the pandemic. Over the course of the year, some routes were temporarily suspended (the JX, Route 17, and Route 18) while other routes (Route 16 and C3) had service levels cut from 30-minute headway to hourly also on a temporary basis.

WestCAT ridership on local and express routes was steady in the years before the pandemic. However, ridership on the Transbay Lynx experienced growth for several years. Ridership seemed to plateau around 2017/18. However, this was due to capacity being reached on the available vehicles and trips, not due to demand. Double Decker vehicles were added in 2018 and once again, WestCAT saw ridership increase on this route. Double Deckers made it possible to increase capacity on certain trips from 53 (on a conventional over-the-road coach) to 88 on the Double Decker vehicles.

Route by Day Type & System	Fiscal Year To Date		
	FY 17/18	FY 18/19	% Change
	Route 10 Weekday	30,629	26,108
Route 11 Weekday	57,573	53,653	-6.8
Route 11 Saturday	3,682	3,501	-4.9
Route 11 Total	61,255	57,154	-6.7
Route 12 Weekday	37,083	33,726	-9.1
Route 15 Weekday	26,056	21,205	-18.6
Route 16 Weekday	64,103	59,568	-7.1
Route 17 Weekday	6,795	6,888	1.4
Route 18 Weekday	7,358	6,922	-5.9
Route 19 Saturday	3,948	3,447	-12.7
Route 30Z Weekday	25,577	26,118	2.1
Route C3 Weekday	54,716	61,616	12.6
Route DAR Weekday	37,907	33,331	-12.1
Route DAR Saturday	2,574	2,340	-9.1
Route DAR Total	40,481	35,671	-11.9
Route J Weekday	274,858	234,051	-14.8
Route J Saturday	28,165	26,776	-4.9
Route J Sunday	19,930	19,648	-1.4
Route J Total	322,953	280,475	-13.2
Route JPX Weekday	178,120	147,083	-17.4
Route JX Weekday	58,531	81,576	39.4
Route LYNX Weekday	289,786	331,338	14.3
Route LYNX Saturday	401	650	62.1
Route LYNX Total	290,187	331,988	14.4
<b>Total System-Wide</b>	<b>1,207,792</b>	<b>1,179,545</b>	<b>-2.3</b>

Several bus studies conducted just before the pandemic indicated latent demand from WestCAT's service area into areas of Emeryville, Oakland as well as additional demand into San Francisco. While additional analysis and planning would be required, as well as significant new sources of operating and capital funds, WestCAT was considering working on potential alignments and service plans for these services.

### [Fare and Pass Information](#)

WestCAT fares are among the lowest in the Bay Area. We offer a variety of fare payment options, including cash and an assortment of pre-paid passes. We also accept Clipper, the all-inclusive transit pass for the Bay Area. The fare box accepts bills and coins. However, if you are paying with cash, exact fare is required. Transfers are issued and accepted on all WestCAT buses, and we accept transfers from neighboring transit agencies.

### [Reduced Fare Information](#)

To receive a reduced fare, a passenger may be asked to show one of the following:

- State-issued ID (senior fare)
- Regional Transit Connection card (RTC)\*
- Photo ID and Medicare card (not Medi-Cal)
- Photo ID and registration receipt / DMV placard
- Disabled Veterans ID card (disabled fare)

\*Currently we honor, but do not certify, the Regional Transit Connection card (RTC). The RTC Discount ID card is available to qualified persons with disabilities. RTC cardholders are eligible for reduced fares on Fixed-Route Transit Bus, Rail, and Ferry systems throughout the San Francisco Bay Area.

### [Day Pass Information](#)

Day Passes allow riders unlimited travel in any direction on local fixed-route and express buses only. Passes are valid only if stamped with the correct date and are good for use through the last bus of the service day when first used. Day Passes may be pre-purchased through WestCAT or on board buses from the driver on the day of travel. The exact fare is required. Passes will be time stamped

If you pay cash value with a Clipper card, you can automatically accumulate a Day Pass for unlimited rides in a single day on most County Connection, Tri Delta Transit, WestCAT, and Wheels routes. Once you accumulate/pay \$3.75 in fares in one day (\$1.75 for senior and RTC customers) on any combination of these transit services, your rides will be free of charge for the rest of that day. Free rides and fares paid on WestCAT Lynx Transbay service do not apply toward a Day Pass.

### [Dial-a-Ride Sheets of 10 Information](#)

Discount Tickets provide 10 one-way rides per sheet. There is no expiration date. Tickets are not sold in any other denomination and cannot be purchased from the driver.

### [Stored Value Pass Information](#)

Passes are non-transferable and expire one year from print date. Stored Value Pass allows one-way rides on all WestCAT Local Fixed Route and Express buses. Local Fixed Route and Express Stored Value Passes with a remaining value equal to less than the full cash fare will be allowed one last ride at no additional charge (Lynx excluded).

### [31-Day Pass Information](#)

Passes are non-transferable and expire one year from print date. Allows unlimited travel in any direction on Local Fixed Route and Express buses. Lynx passes also allow travel on Local Routes. Passes are good for 31 consecutive days beginning on the first day of use. Paper passes will be time-stamped. Passes are also available on Clipper cards.

### [Transfers](#)

If more than one bus is required to reach your destination, ask the driver for a transfer when you first board the bus. WestCAT transfers will be honored only on the day of issue at established transfer points within

90 minutes of their time of issue. They will not be accepted on any line that will return the passenger to the area in which the transfer was originally issued, nor to re-board the same route.

All Transfers from County Connection and Tri-Delta Transit at shared stops in Martinez are free with a valid transfer. WestCAT will not issue another transfer upon receiving a transfer from one of these two agencies in Martinez.

Transfers from Capital Corridor trains to WestCAT are free anywhere within WestCAT's service area with a validated transfer (exception Lynx to/from SF, and Paratransit/ Dial-a-Ride). Passenger must relinquish transfer to driver upon boarding. See Capitol Corridor's Transit Transfer Page for more information.

If you are using Clipper, Clipper automatically grants free or discounted transfers when transferring to another agency that accepts Clipper. Transfers are good for 120 minutes after boarding a bus. If you tag your second bus within the appropriate time frame, you will be granted your transfer. If you tag after that period, Clipper will deduct additional fare from your card.

### [WestCAT Transfer Policy](#)

- Passengers may request a transfer at the time of boarding.
- Valid for up to one hour to board another route to complete one-way trip.
- Accepted only at established transfer points
- Not valid to reboard the same route after a stopover (to run an errand, get groceries, etc.).
- Not valid to return to original boarding location (no round trip).
- Valid for up to one hour to board another route to complete one-way trip.
- Void if improperly used. Transfers will not be accepted if rolled, mutilated, torn or information is not readable.
- May not be shared with another passenger.
- No transfers to the BART system.
- AC Transit monthly passes on Clipper are valid transfer media at shared stops only, with payment of transfer fare.
- Other Operators (ex. AC Transit, Soltrans, etc.) employee and dependent passes are not accepted on any of WestCAT's routes, with the exception of BART employees and dependents.

<b>CASH FARES (one-way)**</b>	<b>Age 6-64</b>	<b>Age 65+ / Disabled/Medicare*</b>	<b>Under age 6</b>
Local Fixed Route and Express Bus	\$1.75	\$0.75	Free
Lynx Transbay Bus	\$5.00	\$2.00	Free
ADA Paratransit Local	\$1.25	\$1.25	Free
ADA Paratransit Regional	\$3.00	\$3.00	Free
Senior Dial-a-Ride Local	N/A	\$1.25 (senior only)	Free
Senior Dial-a-Ride Regional††	N/A	\$3.00 (senior only)	Free

<b>TRANSFER FARES</b>	<b>Age 6-64</b>	<b>Age 65+ / Disabled/Medicare*</b>	<b>Under age 6</b>
To WestCAT fixed Route Buses From BART, SolTrans, AC Transit, FAST, and Golden Gate Transit	\$1.00	\$0.50	Free
From WestCAT Local Fixed Route Buses to WestCAT LYNX	\$3.25	\$1.25	Free
From WestCAT Local Bus to another WestCAT Local Bus	Free with transfer slip at shared bus stops only	Free with transfer slip at shared bus stops only	Free

<b>PASS PRICES</b>	<b>Age 6-64</b>	<b>Age 65+ / Disabled/Medicare*</b>	<b>Under age 6</b>
Lynx 10-Ride Passes	\$50.00	\$20.00	N/A
Lynx 31-Day Pass	\$140.00	\$70.00	N/A
Fixed Route 31- Day Pass	\$40.00	\$20.00	N/A
Fixed Route Day Pass	\$3.50	\$1.50	N/A
Fixed Route Stored Value Pass	\$20.00	\$7.50	N/A
ADA Paratransit 10-Ride Sheet Local	\$10.00	\$10.00	N/A
ADA Paratransit 10-Ride Sheet Regional	\$25.00	\$25.00	N/A
Senior Dial-a-Ride 10-Ride Sheet Local	N/A	\$10.00 (senior only)	N/A
Senior Dial-a-Ride 10-Ride Sheet Regional††	N/A	\$25.00 (senior only)	N/A

\* Must present valid Medicare Card to driver when boarding.

\*\* Exact fare required when paying cash.

† With paying adult. Limit two free riders per paying adult.

†† Mon-Fri 9am - 3pm. Restrictions Apply.

Other Operators' (i.e. AC Transit, Soltrans, etc.) employee and dependent passes are not accepted on any of WestCAT's routes, with the exception of BART employees and dependents.

## [Clipper Fares and Integration](#)

WestCAT accepts Clipper cards on all WestCAT Local, Express, and Lynx routes (some restrictions apply). Clipper cards allow you to store multiple passes and cash fare on one easy-to-use card. Clipper automatically figures out the cost of your ride, including all discounts and transfers. Just tag and go! All WestCAT passes are currently available on Clipper, with the exception of student passes.

## Section 3: Current – State of the Service

Pre-pandemic, the driver shortage resulted in the cancellation of routes more frequently than was desirable. Conveying this information to the general public was challenging as well as a major inconvenience to the riding public. Therefore, it was strategically more advantageous to keep service at levels that we were able to commit to providing on a daily basis, without the chance of canceling routes with little notice to passengers.

The main challenge in returning service to pre-pandemic levels is driver availability. While funding has been made available to restore some service levels, due to the driver shortage, the strategic decision was made to keep reduced service levels to ensure we would not miss trips or have to cancel routes on short notice.

Even with the restoration of some service, the longer-term outlook does have several fiscal concerns. Funding that is generated through sales taxes has stayed fairly constant. However, there is a longer-term concern that diesel and gasoline sales tax revenues will decline as the state moves to more electrification of fleets. Coupled with this is the fact that ridership and fare revenues have not yet recovered and are not anticipated to recover to pre-pandemic levels for many years.

### How has the distribution of service changed by geography, time of day, and/or mode?

The reduction in service frequency has been applied across the system as a whole. Therefore, no individual geographic area has had to bear the brunt of the reduction in service. WestCAT's commitment to maintaining the service span has resulted in the preservation of local fixed-route (and corresponding ADA Paratransit) service throughout the day.

### Describe changes to ridership and travel patterns since the start of the pandemic.

WestCAT's current ridership is around 500,000 annual passengers, down from approx. 1.25M pre-pandemic. Lynx ridership is around 50%, Express Routes at 56%, Local routes at 78%, and Dial-a-Ride at 60% as of September 2022

As of July 2022, BART's ridership was approximately 35 percent of its pre-COVID ridership. This directly impacts WestCAT Express ridership, as those routes primarily serve BART stations. With fewer people riding BART, it is not surprising that Express Bus ridership has not fully returned. It is anticipated that Express Bus and Lynx ridership will take longer to recover than local fixed-route ridership unless more commuters return to the office (rather than working remotely).

### How have equity priority communities been considered in service planning or changes?

This factor was a consideration in WestCAT's approach to service reductions early in the pandemic, which focused on preserving lifeline service throughout the service day rather than maintaining service frequency within a smaller span of service. Service reductions concentrated on keeping geographical coverage throughout the entire service area.

### How has the operating budget changed?

The operating budget for FY 2022/23 represents a 17 percent increase over FY 2018/19. This increase is due to both an increase in the cost of operations (due in part to a new operations contract that started in October 2020) and the general increase in associated costs. When WestCAT entered into a new Operations

and Maintenance contract, costs had escalated considerably since the previous contract had been agreed upon in 2013.

## Section 4 - Future – Plans and expansions

Maintaining local transit service is vital for the community in which WestCAT operates. With its location being outside the footprint of the BART system, it is also vital to maintain the connection to the Regional Network at Del Norte BART. This is a pivotal access point for residents of Western Contra Costa to be able to make regional connections.

Studies continue to show increased demand for additional service into San Francisco from the Pinole area as well as service from West Contra Costa into Oakland and Emeryville. Therefore, this potential service remains high on the list of possible service expansion projects. However, it should be noted that until service levels on current routes return to higher levels, any expansion to new service areas is unlikely to occur.

The structure and setup of the current service may need to be examined moving forward. The basic configuration of service has been in place for many years. However, while a coverage model has served the community well, it is possible that resources might be more effectively deployed considering the new developments that have occurred, particularly in Hercules Waterfront. There are areas of underserved developments in Hercules and Pinole. Micro transit is an approach that could be studied and piloted in specific areas of the service area. It could allow for smaller vehicles to make more targeted trips while offering a more convenient and effective transit service, offering more opportunities for first mile/last-mile trips.

Expansion of the One Seat Ride ADA Paratransit service pilot to include East Bay Paratransit would allow residents of the WCCTA service area the convenience and accessibility of a non-transfer trip into areas towards the core of the inner East Bay. Currently, the One Seat Ride program allows someone to make a trip from the WestCAT service to anywhere in the County Connection, Tri-Delta, or LAVTA service areas without the need to transfer between systems.

The rollout to a zero-emission fleet and the substantial associated capital costs may also impact WestCAT on a medium-term basis. The capital costs of more expensive zero-emission vehicles and the costs of either Hydrogen or Eclectic infrastructure on-site create many challenges. One significant obstacle would be available space at the current facility and the associated costs of training existing staff or potentially adding new staff who are properly trained in the maintenance of zero-emission fleets and infrastructure.

## Section 5 - Scenario Planning (FY 2023/24 – FY 2027/28)

A key component of the 2022 SRTP Update is developing an understanding of how service planning would be adjusted to accommodate different revenue constraints. To this end, MTC has identified three funding scenarios: Robust Recovery; Revenue Recovery, with Fewer Riders; and Some Progress. Each scenario and WestCAT's anticipated response are detailed below.

While MTC focuses on a return to pre-pandemic levels as the ultimate goal, it is important to note that there has been such a shift in travel that returning to full pre-pandemic service levels is not feasible within the given planning time period. This is especially noticeable with the WestCAT Express service, which is highly dependent on BART riders, and the Lynx, which was heavily used by commuters traveling to downtown San Francisco. If BART ridership remains low, then connecting service to/from BART will also remain low. WestCAT is carefully monitoring the emergence of new travel patterns within its service area and will strive to meet those needs to the greatest extent possible under each MTC recovery scenario.

In addition, several funding sources are expected to remain flat regardless of the scenario. TDA funds based on sales tax revenues have increased, while RM2 revenues remained constant and do not adjust over time. STA funds are uncertain, given they are based on both population and fare revenue, and fare revenues are down. Due to WestCAT's place in the large Urbanized Area of Oakland/San Francisco, Federal dollars are not ordinarily available for operations the Federal stimulus dollars received as part of the CARES, CRRSAA and ARP distributions were a welcome addition to the funding mix in during the pandemic. With an annual increase in costs of four to six percent per annum, just maintaining the status quo can be a challenge. Without a county-wide dedicated sales tax initiative, the funding situation is not sufficient to return to the full pre-pandemic level of service under any scenario.

### Scenario 1 – Robust Recovery

In the "Robust Recovery" scenario, there is adequate funding to return overall revenue to 100 percent of pre-pandemic levels, with escalation. This would not assume proportionate recovery across all revenue levels. It should be noted that this does not mean there is sufficient funding to return to 100% service levels. This is due to cost increases in providing service, and other cost increases that have been above the assumptions in this scenario.

This scenario assumes an ongoing three percent overall escalation in operating cost, as well as annual ridership increases. Ridership increases are expected to occur at a higher rate during the first two years of the five-year horizon (due to riders continuing to return to transit), then tapering off in the last three years.

#### How would priorities and goals change with revenue constraints?

Throughout the pandemic, WestCAT has been committed to maintaining span of service, even at the expense of service frequency. With a robust recovery, WestCAT will seek to restore service frequency when possible. Although, a return to pre-pandemic operational levels (service span and frequency) is unlikely given the rising cost of operations and may actually no longer be appropriate given the travel patterns and ridership numbers. However, a robust recovery may enable WestCAT to instead pursue the introduction of desired local service into the Hercules Waterfront area with regional connections from the Planned Intermodal Transit Center (Hercules Hub) while potential Express service between Pinole and Hercules to Oakland or Emeryville along the Highway 80 corridor would likely drop in the priority list.

### What would inform or trigger service changes?

Available revenue would be the greatest catalyst for service changes, in terms of both increasing and decreasing service. Secondary to this would be changes in travel patterns, which may require adjustments to existing routes (even if the level of service were to remain the same), or the introduction of new routes. The availability of drivers could also impact WestCAT's ability to implement service changes, even if they were warranted and there was enough revenue to support them. This has already been the case. Service level increases planned in September 2021 were scaled back and plans to add additional service in August 2022 were put on hold mainly due to the ongoing driver shortage.

### How much service would be available?

Under this scenario, WestCAT would be unable to restore full-service but could restore service to one line (JX) that has not been in operation since the beginning of the pandemic. While revenues would increase over time, the rate of cost increases and escalation of cost per service hour would mean WestCAT would not be able to fully restore service levels.

### How would the deployment of service change by mode, geography, or route, and/or time of day or week?

A balance between increasing commuter service to BART and San Francisco, as well as looking at increasing local frequencies and weekend service, would need to be analyzed further to determine the most effective use of scarce future operating funds.

### How would equity priority communities be considered under each scenario?

Equity priority communities would be considered with respect to reductions in service. It is WestCAT's priority to maintain lifeline service throughout its local fixed-route service area to the greatest extent possible.

### How would these revenue constraints impact staffing and budgeting?

This is not expected to impact WestCAT's Administrative staffing. Current Administration staffing is low compared to other similar sized agencies, however, reductions in service may impact contracted driver staffing. Although, given the nationwide driver and staffing shortage, a reduction in service may result in a better match between available staffing and service levels.

Even if the operating budget allows for service restoration or expansion, implementation of such will be dependent upon having sufficient drivers to operate the additional service. The same concerns are present regarding other contracted staff, including mechanics, dispatchers, and customer service representatives. As a result, revenue constraints are not the only variable impacting WestCAT's ability to provide new or restored service.

### How would different service levels impact fleet requirements or spare ratios?

Spare ratios for fixed-route services are higher than the recommended 20 percent due to the reduction in service resulting from COVID-19. Additionally, supply chain and manpower issues do not allow buses to be repaired and put back into service as quickly as before the pandemic requiring additional buses to maintain service. A higher spare ratio may be necessary if more of the fleet is comprised of battery electric vehicles

as WestCAT transitions to a ZEB fleet, due to range limitations of batteries. WestCAT will be mindful of the spare ratio as it plans vehicle replacements.

## Scenario 2 – Revenue Recovery, with Fewer Riders

This scenario assumes federal relief funds are eventually exhausted, while other funds recover to pre-pandemic levels. However, farebox revenue remains stagnant for the next five years. Prior to the pandemic, fare revenues comprised approximately 20 percent of overall operating cost (Transbay Lynx service was covering around 65% of costs with fare revenue). The Metropolitan Transportation Commission assumes a ridership recovery of 70 percent for WestCAT, which would result in a reduction in revenue of approximately 12 percent due to stagnant farebox revenue. Local fixed-route ridership may recover more quickly than Express ridership, as BART ridership recovery continues to be slow (currently about 35 percent of pre-pandemic levels). And the same slower recovery could also be seen on the Transbay Lynx service.

This scenario assumes an ongoing three percent overall escalation in operating cost, as well as annual ridership increases. However, ridership increases are expected to be small, ultimately resulting in a return to 65 percent of pre-pandemic levels by FY 2027/28. As such, operating costs have been reduced to reflect the corresponding reduction in fare revenues, and available vehicle service hours adjusted accordingly based on the escalating operating cost.

### How would priorities and goals change with revenue constraints?

Throughout the pandemic, WestCAT has been committed to maintaining the span of service, even at the expense of service frequency. Fewer riders and lower fare revenues have not changed these priorities. This has especially been a focus for the Express service into the BART network, ensuring WestCAT service meets early and late trains as a priority to enable as many of our riders to utilize the services we are able to put on the street.

### What would inform or trigger service changes?

As with the first scenario, revenue would be the greatest catalyst for service changes, in terms of both increasing and decreasing service. However, demand is another contributing factor, as is the recovery of connecting services such as BART. A third crucial factor is the ongoing driver shortage and difficulty in recruiting operations staff.

### How much service would be available?

Under this scenario, WestCAT would likely be able to maintain vehicle service hours at the current levels, but could not expand service if fare revenues do not rebound, and additional funding sources are not identified.

How would the deployment of service change by mode, geography, or route, and/or time of day or week?

With lower fare revenues impacting operating costs, all modes of service will need to be evaluated in order to determine effectiveness. While WestCAT currently operates a Dial-A-Ride system above and beyond the current ADA regulations, service could potentially be eliminated for some currently eligible segments of the community. Weighing the demands of the local community in terms of Fixed Route provision and Paratransit services for the seniors could be something the WestCAT Board needs to revisit in the future under a funding scenario like this one.

For the local fixed-route service, this could mean evaluating trips on some routes to realign with ridership models and potentially change to the span of service coverage throughout the day, Express and Lynx service could see reduced frequencies during the commute, in order to bolster Fixed route services.

How would Equity priority communities be considered under each scenario?

Equity priority communities would be considered when it came to decisions regarding reductions in service. It is WestCAT's priority to maintain above lifeline service throughout its local fixed-route service area to the greatest extent possible.

How would these revenue constraints impact staffing and budgeting?

This is not expected to impact WestCAT's Administrative staffing. Current Administration staffing is low compared to other sized agencies. However, reductions in service may impact contracted driver staffing. Although, given the nationwide driver and staffing shortage, a reduction in service may result in a better match between available staffing and service levels.

How would different service levels impact fleet requirements or spare ratios?

Spare ratios for fixed-route services are higher than the recommended 20 percent due to the reduction in service resulting from COVID-19. Additionally, supply chain and manpower issues do not allow buses to be repaired and put back into service as quickly as before the pandemic requiring additional buses to maintain service. A higher spare ratio may be necessary if more of the fleet is comprised of battery electric vehicles as WestCAT transitions to a ZEB fleet due to range constraints of batteries. WestCAT will be mindful of the spare ratio as it plans vehicle replacements.

### Scenario 3 – Some Progress

In this scenario, federal relief funds are eventually exhausted and the total revenue available to each operator is 15 percent below pre-pandemic levels for the next five years. This results in projected operating costs greater than that of FY 2018/19, though lower than other scenarios. The "Some Progress" scenario is likely to require the greatest amount of adjustment in order to accommodate the budget constraints.

Under this scenario, ridership (and fare revenue) remains flat for both local fixed-route, Express, and Transbay services due to reductions in service levels.

How would priorities and goals change with revenue constraints?

Throughout the pandemic, WestCAT has been committed to maintaining span of service, even at the expense of service frequency. It intends to uphold this commitment to the greatest extent possible, even if additional service reductions become necessary.

#### What would inform or trigger service changes?

Reduced revenue would be the primary catalyst for service reductions, while travel patterns and ridership would be taken into account in determining where reductions would be needed, the availability of funding would be the main factor in decision making.

#### How much service would be available?

Under this scenario, WestCAT would likely have to cut vehicle service hours if fare revenues do not rebound, and additional funding sources could not be identified. For fixed-route service, this translates to approximately a 10 percent reduction in vehicle service hours in FY27-28 compared to FY22/23, due to annual escalations in operating costs.

#### How would the deployment of service change by mode, geography, or route, and/or time of day or week?

WestCAT would strive to maintain the service span while reducing the number of service hours. For the local fixed-route service, Express, and Transbay service, this would likely mean eliminating trips on all routes during the middle of the day or reducing the span of service (which goes against WestCAT's commitment to the community in terms of service provision).

#### How would equity priority communities be considered under each scenario?

Equity priority communities would be considered when it came to decisions regarding reductions in service. It is WestCAT's priority to maintain lifeline service throughout its local fixed-route service area to the greatest extent possible.

#### How would these revenue constraints impact staffing and budgeting?

The operating budget (determined through available revenues) is expected to determine how much service can be provided. This is not expected to impact WestCAT staffing. Significant reductions in service will impact contracted driver staffing. In addition, such a significant reduction in hours is likely to trigger a potential contract renegotiation with WestCAT's operations contractor. As noted above, a reduction in service may result in a better match between available staffing and service levels.

#### How would different service levels impact fleet requirements or spare ratios?

Spare ratios for fixed-route services are higher than the recommended 20 percent due to the reduction in service resulting from COVID-19. A higher spare ratio may be necessary as more of the fleet is partially comprised of battery electric vehicles. However, if fleet needs are further reduced due to lower service levels, WestCAT may consider delaying or canceling the replacement of some vehicles so as to keep spare ratios at a reasonable level.

## Section 6 - Capital Considerations

While not a formal part of the Metropolitan Transportation Commission's 2022 Short Range Transit Plan update, a discussion of capital considerations is included to provide a more comprehensive view of the capital funding needs of WestCAT, particularly given the unfunded mandate to transition to all Zero Emission Fleet

### Revenue Fleet

As of July 2022, the revenue fleet included the following:

- 20 - 35ft vehicles
- 18 - 40ft Vehicles
- 9 – 45ft Over the Road Coaches
- 3 – Double Decker Vehicles
- 10 – Cut-away vans
- 2 – Sedans (still in rev service?)

With 5 non-revenue vehicles encompassing a Shop truck and 4 Road Supervisor vehicles

### *Local Fixed and Express Route Fleet*

WestCAT's' local fixed route fleet is comprised of (20) low-floor 35-foot Gillig diesel vehicles and (16) low-floor 40-foot Gillig vehicles. These buses accommodate between 39-44 seated passengers per vehicle. All buses are available for deployment in active service.

### Lynx Transbay Service

The Transbay Service is comprised of (7) 45-foot Motor Coach Industries (MCI) D4500 buses, (2) 45-foot Proterra diesel vehicles, and (3) Double Decker Diesel Vehicles. The over-the-road coaches have seating capacities of up to 57, and the Double Deckers can seat 88 passengers.

### *Paratransit Fleet*

The paratransit fleet consists of 12 demand-response vehicles. The active fleet includes (10) Ford Starcraft cutaway vans, and (2) Toyota Hybrid sedans. These buses have a seating capacity of 16 to 20.

### *Support Flee*

WestCAT's support fleet includes one maintenance truck and four supervisor vans. These supervisor vehicles are utilized by Road Supervisors and drivers to shuttle out to vehicles.

## Rolling Stock Status Report – Sept 2022

### Western Contra Costa Transit Authority

Vehicle #	Vehicle Year	Make / Model or vehicle description	Date in Service	Fed Useful Life (yrs.)	
5	2015	Ford - MV1	02/01/2016	5 YEARS	Shop Truck -Non-Revenue
7	2007	T300 KENWORTH	1/11/2008	10 YEARS	Supervisor - Non-Revenue
10	2007	Toyota Camry Hybrid	1/11/2008	4 YEARS	Sedan - Dial-A-Ride Revenue
11	2007	Toyota Camry Hybrid	1/11/2008	4 YEARS	Sedan - Dial-A-Ride Revenue
30	2016	FORD –STARCRAFT	9/21/2016	5 Years	Dial-A-Ride Revenue
31	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
32	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
33	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
34	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
35	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
36	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
37	2016	FORD -STARCRAFT	9/19/2016	7 YEARS	Dial-A-Ride Revenue
38	2016	FORD -STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
39	2016	FORD -STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
61	2008	FORD - EL DORADO	9/19/2008	7 YEARS	Supervisor - Non-Revenue
66	2008	FORD - EL DORADO	9/19/2008	7 YEARS	Supervisor - Non-Revenue
69	2008	FORD - EL DORADO	9/19/2008	7 YEARS	Supervisor - Non-Revenue
111	2000	GILLIG-PHANTOM	1/11/2000	12 YEARS	Lynx – Revenue
155	2008	GILLIG-LOW FLOOR	9/4/2008	12 YEARS	35ft Revenue
156	2008	GILLIG-LOW FLOOR	9/4/2008	12 YEARS	35ft Revenue
157	2008	GILLIG-LOW FLOOR	9/4/2008	12 YEARS	35ft Revenue
158	2008	GILLIG-LOW FLOOR	9/15/2008	12 YEARS	35ft Revenue
159	2008	GILLIG-LOW FLOOR	9/2/2008	12 YEARS	35ft Revenue
160	2008	GILLIG-LOW FLOOR	9/10/2008	12 YEARS	35ft Revenue
161	2013	GILLIG-LOW FLOOR	8/27/2013	12 YEARS	35ft Revenue
162	2013	GILLIG-LOW FLOOR	8/13/2013	12 YEARS	35ft Revenue
163	2013	GILLIG-LOW FLOOR	8/13/2013	12 YEARS	35ft Revenue
164	2013	GILLIG-LOW FLOOR	8/14/2013	12 YEARS	35ft Revenue
165	2013	GILLIG-LOW FLOOR	8/13/2013	12 YEARS	35ft Revenue
166	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	35ft Revenue
167	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	35ft Revenue
168	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	35ft Revenue
169	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	35ft Revenue
170	2020	Gillig 35-Foot	2/4/2021	12 YEARS	35ft Revenue
171	2020	Gillig 35-Foot	11/6/2020	12 YEARS	35ft Revenue
172	2020	Gillig 35-Foot	2/10/2021	12 YEARS	35ft Revenue
173	2020	Gillig 35-Foot	3/3/2021	12 YEARS	35ft Revenue
174	2020	Gillig 35-Foot	2/17/2021	12 YEARS	35ft Revenue
200	2008	MCI - D4500	9/25/2008	14 YEARS	45ft Over The Road Revenue

201	2008	MCI - D4500	9/25/2008	14 YEARS	45ft Over The Road Revenue
203	2012	MCI - D4500	3/20/2012	14 YEARS	45ft Over The Road Revenue
204	2012	MCI - D4500	3/20/2012	14 YEARS	45ft Over The Road Revenue
205	2015	PREVOST	2/23/2018	14 YEARS	45ft Over The Road Revenue
206	2012	PREVOST	4/7/2015	14 YEARS	45ft Over The Road Revenue
207	2014	MCI - D4500	9/8/2015	14 YEARS	45ft Over The Road Revenue
401	2014	GILLIG-LOW FLOOR	2/27/2014	12 YEARS	40ft Revenue
402	2014	GILLIG-LOW FLOOR	2/27/2014	12 YEARS	40ft Revenue
403	2014	GILLIG-LOW FLOOR	3/3/2014	12 YEARS	40ft Revenue
404	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	40ft Revenue
405	2014	GILLIG-LOW FLOOR	3/3/2014	12 YEARS	40ft Revenue
406	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	40ft Revenue
407	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	40ft Revenue
408	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	40ft Revenue
409	2019	GILLIG-LOW FLOOR	3/19/2019	12 YEARS	40ft Revenue
410	2019	GILLIG-LOW FLOOR	3/20/2019	12 YEARS	40ft Revenue
411	2019	GILLIG-LOW FLOOR	3/19/2019	12 YEARS	40ft Revenue
412	2019	GILLIG-LOW FLOOR	3/19/2019	12 YEARS	40ft Revenue
413	2021	GILLIG-LOW FLOOR	5/20/2022	12 YEARS	40ft Revenue
414	2021	GILLIG-LOW FLOOR	5/10/2022	12 YEARS	40ft Revenue
415	2021	GILLIG-LOW FLOOR	5/6/2022	12 YEARS	40ft Revenue
416	2021	GILLIG-LOW FLOOR	5/9/2022	12 YEARS	40ft Revenue
601	2018	Enviro 500 Double Decker	2/12/2019	12 YEARS	Double Decker - Revenue
602	2018	Enviro 500 Double Decker	2/5/2019	12 YEARS	Double Decker - Revenue
603	2018	Enviro 500 Double Decker	2/5/2019	12 YEARS	Double Decker - Revenue
804	2003	GILLIG – PHANTOM	5/14/2004	12 YEARS	40 ft - Revenue
805	1996	MCI - D4500	5/1/2016	12 YEARS	45ft Over The Road Revenue
806	1999	MCI - D4500	5/1/2016	12 YEARS	45ft Over The Road Revenue

## Existing Facilities

### *Administrative/Maintenance Facilities*

WestCAT has been at its current facility since 1991. Any service expansion would require additional vehicle storage space to be developed. WestCAT owns a parcel of land adjacent to the current facility that could be developed for additional capacity on site.

### Fleet Electrification

WestCAT is currently exploring the needs and requirements that will provide the electrical infrastructure or the hydrogen storage capabilities for a future transition to an all Zero Emission fleet. This potentially includes charging stations, induction charging at the transit centers, solar panels and battery storage, and hydrogen storage. The project is likely to be funded through a combination of state, federal, and local funding. While WestCAT is undertaking its transition plan and rollout, this would be an ongoing project throughout the five-year planning horizon. Moving to a Zero Emission fleet is a major undertaking requiring significant capital investment. It will also require the retraining of drivers and mechanics to operate and service the zero-emission vehicles, supported by a much different level of service planning.

### Other Capital Projects

WestCAT has just completed the installation of a new Bus Wash on-site at the Administration and Maintenance facility. No other major capital projects, outside of the facility expansion, are currently anticipated to be undertaken within the horizon of this Short-Range Transit Plan.

Appendix: A

	Actuals	Budgeted	Forecast under provided revenue envelope								Forecast under provided revenue envelope								Forecast under provided revenue envelope								
			Prepandemic		Current		SRTP Planning Horizon - Scenario 1				SRTP Planning Horizon - Scenario 2				SRTP Planning Horizon - Scenario 3												
			FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28								
Total	Revenue Vehicle Hours	109740	78835	81640	83000	83000	83000	83000	83000	78835	78835	78835	78835	78835	69500	69500	69500	69500	69500								
Total	Revenue Vehicle Miles	1979400	1302859	1462500	1562500	1562500	1562500	1562500	1562500	1305466	1305466	1305466	225466	225466	1030000	1030000	1030000	1030000	1030000								
Total	Number of Routes Operated	24	18	19	20	20	20	20	20	18	18	18	18	18	19	19	19	19	19								
Total	Total Route Miles	2108800	1548803	1565000	1540000	1498750	1458737.5	1419925.375	1520000	1520000	1520000	1520000	1520000	1520000	1115000	1115000	1115000	1115000	1115000								
Total	Ridership	1171800	533271	697500	749000	826000	851500	877000	620000	670500	721000	747000	772750	619000	634500	664500	700000	720000	720000								
Total	Operating Budget	12059300	12587803	13200000	13500000	13800000	14100000	14400000	12400000	12700000	13000000	13200000	13500000	11200000	11500000	11700000	12000000	12200000	12200000								
Total	Total Revenue Vehicles	62	62	62	60	60	60	60	60	60	60	60	60	60	53	53	53	53	53								
Total	Vehicles Required For Max Service	50	39	43	47	47	47	47	44	44	44	44	44	44	37	37	37	37	37								
Total	Employees (Full Time Equivalent)	109	102	107	109	109	109	109	102	102	102	102	102	88	88	88	88	88	88								
Please complete table in whole numbers and dollars for each service mode. Mode will be autopopulated based on completion of ReadMe Tab:																											
Mode	Data Category (Annual amounts)	Prepandemic	Current	SRTP Planning Horizon - Scenario 1								SRTP Planning Horizon - Scenario 2								SRTP Planning Horizon - Scenario 3							
				FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28							
				FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28							
Motorbus	Revenue Vehicle Hours	95,000	68,650	70,640	72,000	72,000	72,000	72,000	72,000	68,650	68,650	68,650	68,650	68,650	62,000	62,000	62,000	62,000	62,000								
Motorbus	Revenue Vehicle Miles	1,772,000	1,200,466	1,300,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,200,466	1,200,466	1,200,466	120,466	120,466	900,000	900,000	900,000	900,000	900,000								
Motorbus	Number of Routes Operated	14	11	11	12	12	12	12	12	11	11	11	11	11	11	11	11	11	11								
Motorbus	Total Route Miles	1,880,100	1,433,190	1,400,000	1,375,000	1,333,750	1,293,738	1,254,925	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	975,000	975,000	975,000	975,000	975,000									
Motorbus	Ridership	1,136,129	514,213	675,000	725,000	800,000	825,000	850,000	600,000	650,000	700,000	725,000	750,000	600,000	615,000	645,000	680,000	700,000									
Motorbus	Operating Budget	10,390,711	10,960,907	11,616,000	11,881,152	12,145,537	12,409,139	12,671,940	10,788,000	11,049,000	11,310,000	11,484,000	11,745,000	9,744,000	10,000,000	10,180,000	10,440,000	10,620,000									
Motorbus	Total Revenue Vehicles	50	50	50	48	48	48	48	48	50	50	50	50	50	45	45	45	45	45								
Motorbus	Vehicles Required For Max Service	41	34	36	40	40	40	40	40	36	36	36	36	36	32	32	32	32	32								
Motorbus	Employees (Full Time Equivalent)	94	92	96	98	98	98	98	98	92	92	92	92	92	80	80	80	80	80								
Please complete table in whole numbers and dollars for each service mode. Mode will be autopopulated based on completion of ReadMe Tab:																											
Mode	Data Category (Annual amounts)	Prepandemic	Current	SRTP Planning Horizon - Scenario 1								SRTP Planning Horizon - Scenario 2								SRTP Planning Horizon - Scenario 3							
				FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28							
				FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28							
Demand Response	Revenue Vehicle Hours	14,740	10,185	11,000	11,000	11,000	11,000	11,000	11,000	10,185	10,185	10,185	10,185	10,185	7,500	7,500	7,500	7,500	7,500								
Demand Response	Revenue Vehicle Miles	207,400	102,393	162,500	162,500	162,500	162,500	162,500	162,500	105,000	105,000	105,000	105,000	105,000	130,000	130,000	130,000	130,000	130,000								
Demand Response	Number of Routes Operated	10	7	8	8	8	8	8	8	7	7	7	7	7	8	8	8	8	8								
Demand Response	Total Route Miles	228,700	115,613	165,000	165,000	165,000	165,000	165,000	165,000	120,000	120,000	120,000	120,000	120,000	140,000	140,000	140,000	140,000	140,000								
Demand Response	Ridership	35,671	19,058	22,500	24,000	26,000	26,500	27,000	20,000	20,500	21,000	22,000	22,750	19,000	19,500	19,500	20,000	20,000									
Demand Response	Operating Budget	1,668,589	1,626,896	1,584,000	1,618,848	1,654,463	1,690,861	1,728,060	1,612,000	1,651,000	1,690,000	1,716,000	1,755,000	1,456,000	1,500,000	1,520,000	1,560,000	1,580,000									
Demand Response	Total Revenue Vehicles	12	12	12	12	12	12	12	10	10	10	10	10	10	8	8	8	8	8								
Demand Response	Vehicles Required For Max Service	9	5	7	7	7	7	7	8	8	8	8	8	8	5	5	5	5	5								
Demand Response	Employees (Full Time Equivalent)	15	10	11	11	11	11	11	10	10	10	10	10	10	8	8	8	8	8								

## Appendix: B

### Scenario 4 – Reality Check

In this scenario, the basis is to show the cost of returning to Pre-Pandemic service levels, this was a primary goal of the Blue Ribbon Task Force. Costs and Revenues are escalated at 3% annually while service hours and miles ramp back up to the 2019 levels throughout the planning period. This scenario is included to demonstrate the fiscal costs of a return to full-service levels.

This scenario uses FY22 as the base year for the escalation of costs and revenues. As the last audited Fiscal year, the revenues and costs are known and can be used to provide projections and escalations.

Under this scenario, ridership (and fare revenue) grows over time for both local fixed-route, Express, and Transbay services as service levels gradually return to pre-pandemic levels.

#### How would priorities and goals change with revenue constraints?.

While this scenario ultimately is a no-fiscal-constraints scenario, the goal is to return to full service levels by FY27. As ridership grows, so would service on the street. The balance between Local service, Express Feeder Bus service and Transbay service would need to be evaluated to: 1) Ensure equitable distribution of service across the entire service area, and 2) Ensure service returns in a way that best serves the customer and how they ride and travel on transit.

#### What would inform or trigger service changes?

Ridership growth and travel patterns would be the primary catalyst for service changes. This scenario does not intend to assume that service would return in the same way as it was in FY19, but rather that overall hours of service on the street would return to those levels. New areas of service could be evaluated and explored, and also how service is delivered, particularly local first mile/last mile trips within the communities, all with the goal of accomplishing the vision outlined in the Blue Ribbon Transformational Action Plan.

#### How much service would be available?

Under this scenario, WestCAT would return to the same number of Revenue Service hours as pre-pandemic. As noted above this does not mean service is delivered in the same way, rather the community would have at least the same level of access to public transit.

#### How would the deployment of service change by mode, geography, or route, and/or time of day or week?

WestCAT would strive to expand the service span on weekends and local trips in the evening and early morning. If local ridership growth warrants additional service in identified communities, evaluation of Express Routes and ridership would be balanced with the need to ensure equitable access to effective transit service to the rider in a way that tried to best serve their needs.

How would equity priority communities be considered under each scenario?

The Pandemic showed the importance of the provision of local service and the connections to the regional transportation network. Ensuring workers who rely on public transportation have access not only during commute times but later in the evening and on weekends would show an equitable approach to local service planning, ensuring effective transit service is in place to serve the local community.

How would these revenue constraints impact staffing and budgeting?

The one critical factor that this scenario tries to capture is the need for adjustments in Driver and other associated Operations staff wages. Outside of funding, one of the other factors holding back the restoration of service is the availability of drivers. Addressing wage concerns would be necessary to ensure enough drivers are available to operate the levels of service indicated in this scenario.

How would different service levels impact fleet requirements or spare ratios?

The WestCAT fleet has remained at the same levels for several years. This scenario would not require additional expansion vehicles, merely the continued replacement of current revenue vehicles when they reach the end of their useful life. The impact would be the local portion of the cost of the replacement vehicles that would need to also be funded going forward.

		Actuals	Budgeted	Forecast under provided revenue envelope				
		Prepandemic	Current	SRTP Planning Horizon - Scenario 4				
	Data Category (Annual amounts)	FY19	FY22	FY24	FY25	FY26	FY27	FY28
Total	Revenue Vehicle Hours	109740	78835	85185	98000	104000	106000	109000
Total	Revenue Vehicle Miles	1979400	1302859	1462000	1650000	1775000	1950000	1950000
Total	Number of Routes Operated	24	18	18	19	22	24	24
Total	Total Route Miles	2108800	1548803	1575000	1775000	1960000	2060000	2060000
Total	Ridership	1171800	533271	670000	747000	825000	927000	1030000
Total	Operating Budget	12059300	12587803	13871265	16048000	17146000	17688000	18298000
Total	Total Revenue Vehicles	62	62	62	62	62	62	62
Total	Vehicles Required For Max Service	50	39	39	42	49	50	50
Total	Employees (Full Time Equivalent)	109	102	100	103	108	108	108
<b>Please complete table in whole numbers and dollars for each service mode. Mode will be autopopulated based on completion of ReadMe Tab:</b>								
		Prepandemic	Current	SRTP Planning Horizon - Scenario 4				
Mode	Data Category (Annual amounts)	FY19	FY23	FY24	FY25	FY26	FY27	FY28
Motorbus	Revenue Vehicle Hours	95,000	68,650	75,000	86,000	90,000	92,000	95,000
Motorbus	Revenue Vehicle Miles	1,772,000	1,200,466	1,325,000	1,500,000	1,600,000	1,775,000	1,775,000
Motorbus	Number of Routes Operated	14	11	11	11	12	14	14
Motorbus	Total Route Miles	1,880,100	1,433,190	1,423,000	1,600,000	1,750,000	1,850,000	1,850,000
Motorbus	Ridership	1,136,129	514,213	650,000	725,000	800,000	900,000	1,000,000
Motorbus	Operating Budget	10,390,711	10,960,907	12,150,000	14,104,000	14,850,000	15,364,000	15,960,000
Motorbus	Total Revenue Vehicles	50	50	50	50	50	50	50
Motorbus	Vehicles Required For Max Service	41	34	34	36	40	41	41
Motorbus	Employees (Full Time Equivalent)	94	92	90	92	94	94	94
		Prepandemic	Current	SRTP Planning Horizon - Scenario 4				
Mode	Data Category (Annual amounts)	FY19	FY23	FY24	FY25	FY26	FY27	FY28
Demand Response	Revenue Vehicle Hours	14,740	10,185	10,185	12,000	14,000	14,000	14,000
Demand Response	Revenue Vehicle Miles	207,400	102,393	137,000	150,000	175,000	175,000	175,000
Demand Response	Number of Routes Operated	10	7	7	8	10	10	10
Demand Response	Total Route Miles	228,700	115,613	152,000	175,000	210,000	210,000	210,000
Demand Response	Ridership	35,671	19,058	20,000	22,000	25,000	27,000	30,000
Demand Response	Operating Budget	1,668,589	1,626,896	1,721,265	1,944,000	2,296,000	2,324,000	2,338,000
Demand Response	Total Revenue Vehicles	12	12	12	12	12	12	12
Demand Response	Vehicles Required For Max Service	9	5	5	6	9	9	9
Demand Response	Employees (Full Time Equivalent)	15	10	10	11	14	14	14

Agenda Item 2.4

**Staff Report: Approval of Proposal from Transtrack for AVL & APC Upgrade and NTD Certification**

WCCTA has had a software solution agreement with Transtrack since 2013. Initially, the system was purchased to provide Monthly Management reports, and various modules have been added to the base system over time with the goal to create a single source for data management instead of pulling reports and data from individual and separate software packages. Staff has been pleased with the data management and the continued relationship with Transtrack.

This proposal encompasses all requirements to assist WestCAT in meeting FTA (Federal Transportation Authority) and NTD (National Transit Database) reporting requirements using fleet Automated Passenger Counter (APC) data. This includes applicable surveying guidance and review, system benchmarking, data expansion, and submission for APC certification. Currently, WCCTA’s contractor MV Transportation is responsible for conducting data sampling for the Authority to develop statistically-valid estimates of passenger miles traveled (PMT) and unlinked passenger miles (UPT) and to report them to the NTD. The sampling is conducted manually by the driver of the route that is selected at random by MV staff using a table of random numbers, which is the basis of a commonly used method of random sampling. The samples are then collected from MV staff and tabulated by WCCTA staff in an Excel workbook by route (driver paddle) and mode. This sampling and tabulating methodology is time-consuming and open to human error.

In order to obtain APC Certification, TransTrack will:

- Provide technical assistance to WestCAT in its effort to get FTA’s approval for using the APC data for annual NTD reporting of Unlinked Passenger Trips.
- Ensure that its process of getting FTA approval meets all FTA requirements.
- Increase WestCAT’s chance of getting this approval through data cleansing and management.

This proposal incorporates the TransTrack Manager™ AVL (Automotive Vehicle Location) and APC (Automated Passenger Counters) interfaces, import of current GTFS data and schedule and RideCheck Application, including a Certified APC Module, which is specifically designed to organize and process Raw APC data to provide a comprehensive set of valid APC Data for reporting use.

**Project Services**

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Hanover Signs - AVL & APC Import

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Hanover Signs - AVL & APC Set-up & Training

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Ridecheck App

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Scheduled Data Import from Hanover or  
Other Software

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Scheduled Data Set-up & Training

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APC Certification - Fixed Route (MB-PT)

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APC Certification - Fixed Route (CB-PT)

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AVL/APC Monitoring - Module  
Training/Configuration

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The upfront cost of the module and the required components is \$84,800, staff is recommending that this be funded with Transportation Development Act (TDA) funds, and the ongoing annual maintenance will be incorporated into the annual Operational budget contained within the appropriate line item with other similar services and agreements.

**Action Requested: Authorize General Manager to enter into a contract with Transtrack Systems to provide an Automatic Vehicle Location and Automated Passenger Counter module and Certification for an amount not to exceed \$84,800.**