



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: February 13, 2020 (Thursday)
TIME: 6:30 PM
PLACE: Pinole City Council Chambers
2131 Pear Street, Pinole, CA

AGENDA

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 prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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. Time limit is 3 minutes and is subject to modification by the Chair.

1.0 CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meeting of November 14, 2019 and January 9, 2020.*
- 1.2 Approval of Expenditures of January, 2020.*
- 1.3 Receive Contractors Monthly Management Report for December, 2019*
[Action Requested: Approve Item 1.1 and 1.2 and Receive Item 1.3]

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Presentation and Discussion of Draft West Contra Costa Express Bus Implementation Plan: **[Action Requested: Review and Provide Comments to WCCTAC Staff and Consultant Team for Incorporation into Final Plan]^{^^}.**
- 2.2 Consideration of Resolution 2020-01 Supporting Creation of a Bus-Only Lane on the Bay Bridge **[Action Requested: Formal Adoption or Resolution 2020-01 or Direction to Staff]***
- 2.3 Authorization for General Manager to Release Invitation for Bid for General Contracting Firm for WCCTA Bus Wash Replacement Project. **[Action Requested: Formal Authorization to Release IFB-2020-01 and to Issue and Advertise Notice to Bidders].***

- 2.4 Authorization for General Manager to Issue Request for Proposals for Independent Financial Auditor Services for Two Year Period (FY20 & FY21) plus Pricing for Two (2) One Year Options. **[Action Requested: Authorization for General Manager to Issue RFP, or Direction to Staff].**
- 2.5 Presentation and Discussion of 2nd Quarter Financial and Operating Data Report. **[No Action: Information Only]***
- 2.6 Approval of WCCTA Publicly Available Pay Schedule for 2020. **[Action Requested: Formal Approval of WCCTA Pay Schedule (effective 1/1/2020)]***
- 2.7 Selection of Alternate Ex-Officio Representative to Contra Costa Transportation Authority (Representing the Bus Transit Coordinating Council) for a One Year Term from February 1, 2020 through January 31, 2021 **[Action Requested: Selection of Alternate Ex-Officio Representative, Subject to Final Approval by CCTA Board].**

3.0 COMMITTEE REPORTS

- 3.1 General Manager's Report. **[No Action: Information Only]**
- 3.2 WCCTAC Representative Report **[No Action: Information Only]**

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION

6.0 ADJOURNMENT

- * Enclosures
- ^^ To Be Distributed Separately

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). If time allows, this information will also be uploaded and posted to the website prior to the meeting and made available at this link <https://www.westcat.org/Home/InsBoard>. The posting of SB 343 information on this website is in addition to the posting of the information at the legally required locations specified above.

Next Board Meeting: March 12, 2020

WCCTA BOARD MEETINGS ARE PRERECORDED FOR BROADCAST ON CHANNEL 26. The Community TV Channel 26 schedule is published on the City of Pinole's website at www.ci.pinole.ca.us.

WESTERN CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES

January 9, 2020

City Council Chambers, 2131 Pear Street, Pinole

REGULAR MEETING -5:30 P.M. (Please Note the Time Change)

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

Chair Kelley called the meeting to order at 5:45 p.m., and Director Martinez-Rubin led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Maureen Powers, Dion Bailey, Norma Martinez-Rubin

STAFF PRESENT

Charles Anderson, Yvonne Morrow, Rob Thompson

GUESTS PRESENT

Regional Vice President of MV Transportation, Jeff Bane, Proposed General Manager of MV Transportation Pinole, Peter Edwards, Acting General Manager of MV Transportation Pinole, Karen DeRosa, and David DeRosa

B. APPROVAL OF AGENDA

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

Ayes: 4 –Powers, Martinez-Rubin, Bailey, Kelley

C. PUBLIC COMMUNICATIONS

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None.

1) CONSENT CALENDAR

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

Ayes: 4–Powers, Martinez-Rubin, Bailey, Kelley

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1. Presentation and Discussion of 1st Quarter Financial and Operating Data Report: Review and Direction to Staff

Chair Kelley introduced the item and General Manager Anderson provided a staff report. The Board Members received the report.

2.2. Consideration and Approval of Amendment 8 to Agreement for Public Transportation Services between WCCTA and MV Transportation to Cover Addition of Assistant General Manager Position, Four Additional Full-Time Equivalent Positions, and Extension of Service Agreement by Three Months (Through September 30, 2020): Receive Recommendation from Finance and Administration Committee. Formal Approval of Amendment or Direction to Staff

Chair Kelley introduced the item and General Manager Anderson stated that Regional Vice President of MV Transportation, Jeff Bane is in the audience to answer any questions.

General Manager Anderson provided a staff report to include background on the recommendation for the Board to approve the addition of an Assistant General Manager Position (Acting General Manager Karen DeRosa would transition to this position, while Peter Edwards would move into the General Manager position), four additional full-time equivalent positions, and the extension of service agreement by three months.

Board Members asked questions. General Manager Anderson responded to questions.

At the request of Director Powers, Mr. Bane addressed the Board and provided his perspective on behalf of MV Transportation. Board Members provided comments.

General Manager Anderson stated that the Finance and Administration Committee was unanimously supportive of the approval of this amendment. He concluded his report with some additional comments, and then read the recommended action for the record. Board Members asked follow-up questions. General Manager Anderson responded to questions.

MOTION: A motion was made by Director Powers, and seconded by Director Martinez-Rubin to Approve Amendment 8 to Agreement for Public Transportation Services between WCCTA and MV Transportation Incorporating the Staffing and Management Team Changes as Described in the Staff Report, and Extension of Service Agreement by Three Months (Through September 30, 2020) at the Negotiated Rate Not to Exceed a Monthly Fixed Fee of \$284,366.03 and Variable Rate of \$38.76 Per Billable Hour Effective on the Day of the Amendment (Through June 30, 2020), and the Monthly Fixed Fee of \$287,527.61 and Variable Rate of \$40.23 for the Period July 1, 2020, through September 30, 2020. The motion was carried by the following vote:

Ayes: 4- Powers, Martinez-Rubin, Bailey, Kelley

2.3. Report on 2019 Stuff-a-Bus Food Drive, California Highway Patrol CHiPS for Kids Toy Drive, and Giving Tree Campaign: Information Only

Chair Kelley introduced the item and Marketing Manager Morrow provided a staff report. Board Members commended staff and the drivers for their hard work on all of these fantastic projects.

2.4. Discussion of Current Service Planning Considerations, and Scheduling of Board Strategic Planning Workshop for Spring 2020: Discussion and Direction to Staff

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

General Manager Anderson requested that the Board Members who have not yet responded about the workshop in May, please do so as soon as possible so that staff can place it on the calendar.

General Manager Anderson responded to questions from Members of the Board.

The Board Members agreed to the items recommended by General Manager Anderson for discussion and consideration at the upcoming Board Strategic Planning Workshop.

3) CLOSED SESSION (Pursuant to Section 54957) of the Ralph M. Brown Act to Conduct Public Employee Performance Evaluation. Title: General Manager.

Closed Session (pursuant to Government Code Section 54957.6 of the Ralph M. Brown Act). Conference with Labor Negotiator. Agency Representative: Board Chair Chris Kelley --- Unrepresented Employee: General Manager.

At 6:29 p.m., Chair Kelley convened the meeting to a Noticed Closed Session.

4) RECONVENE TO OPEN SESSION

At 6:40 p.m., Chair Kelley reconvened the meeting to Open Session.

4.1. Report on Actions Taken During Closed Session

Chair Kelley stated that no reportable actions were taken in Closed Session.

5) COMMITTEE REPORTS

5.1. General Manager's Report

None.

5.2. WCCTAC Report

None.

6) CORRESPONDENCE

None.

7) BOARD COMMUNICATION

None.

8) ADJOURNMENT

At 6:41 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of January 9, 2020.

Chris Kelley, Chair

Date

Charles Anderson, Secretary

Date

WESTERN CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES

November 14, 2019

City Council Chambers, 2131 Pear Street, Pinole

REGULAR MEETING -6:30 P.M.

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

Chair Kelley called the meeting to order at 6:46 p.m., and Director Hansen led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Tom Hansen, Anthony Tave, Aleida Chavez

STAFF PRESENT

Charles Anderson, Donesha McKinley, Rob Thompson, Mike Furnary, Erenia Rivera

B. APPROVAL OF AGENDA

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

Ayes: 4 –Tave, Hansen, Chavez, Kelley

C. PUBLIC COMMUNICATIONS

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The following speaker addressed the WCCTA Board of Directors:

1. Clarence Fisher a resident of Hayward spoke regarding an assault that he experienced a few months ago while walking to a temporary bus stop for the Route J near the El Cerrito del Norte BART station that was responded to by BART PD. Cited this as the reason for his switch to paratransit service. Spoke regarding paratransit service and the importance of coordination between East Bay Paratransit and WestCAT, especially on weekends.

1) CONSENT CALENDAR

MOTION: A motion was made by Director Tave, seconded by Director Chavez to approve Consent Calendar Items 1.1 and 1.2, and receive Item 1.3. The motion was carried by the following vote:

Ayes: 4-Tave, Chavez, Hansen, Kelley

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1. Approval of WestCAT Administration and Operations Holiday Schedule for 2020: Formal Approval of Schedule

General Manager Anderson introduced the item and explained that the Administration and Operations Holiday Schedule for 2020 is based on the calendar year and begins on January 1, 2020.

MOTION: A motion was made by Director Tave, and seconded by Director Hansen to Approve the WestCAT Administration and Operations Holiday Schedule for 2020. The motion was carried by the following vote:

Ayes: 4-Tave, Chavez, Hansen, Kelley

2.2. Introduction of New WestCAT Mascot, and Review of List of Suggested Names: Direction to Staff

General Manager Anderson introduced the new WestCAT mascot to the Board of Directors and requested that they submit their name suggestions to the WestCAT staff.

Board members suggested that staff might also want to ask their fellow staff members, as well as members of the public for suggestions on a name.

2.3. Authorization for General Manager to Finalize and Release Request for Proposals for Exterior Bus Advertising Services for an Initial Two-Year Term with Three (3) One-Year Options.: Authorize General Manager to Advertise and Release Request for Proposals, with Projected Contract Award Date in February 2019

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

The current exterior bus advertising contract will expire on December 31, 2019, and it is staff's interest to have a competitive process and to put the contract out for bid. However, staff would like additional time to adequately prepare the RFP.

1. General Manager Anderson requested authorization to prepare the RFP with the idea that we won't make it by the deadline, because we want to give proposing firms adequate time to respond. We would then put that out as appropriate with a projected target date of February.
2. Lamar has indicated a willingness to continue its current exterior advertising agreement with WCCTA on a month-to-month basis, and General Manager Anderson proposed that we exercise that opportunity.

Board Members asked questions. General Manager Anderson responded to questions.

MOTION: A motion was made by Director Hansen, and seconded by Director Chavez to Authorize General Manager to Advertise and Release Request for Proposals, with Projected Contract Award Date in February 2019. The motion was carried by the following vote:

Ayes: 4- Hansen, Chavez, Tave, Kelley

2.4. Discussion of Pending June 30, 2020 Expiration of Operations and Maintenance Contract for WCCTA Fixed Route and Paratransit Services: Formal Authorization for General Manager to Finalize and Release Request for Proposals for WCCTA Operations and Maintenance Services in Consultation with Finance and Administration Committee, or Direction to Staff

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

General Manager Anderson reported that the last option year of WCCTA's contract with MV Transportation for the Operations and Maintenance of WCCTA Fixed Route and Paratransit Services is due to expire on June 30, 2020. He is asking for formal authorization to work on a Scope of Work for going out to bid for WCCTA's operations and maintenance purchased transportation services in consultation with the Finance and Administration Committee.

For Board consideration, General Manager Anderson listed some of the variables that staff are dealing with that might change the service configuration and therefore, might result in a different Scope of Work for an incoming or returning contractor.

1. There is a proposed strategic planning workshop of the WCCTA Board of Directors being planned for Spring 2020, the outcome of which may influence how and what services we provide going forward.
2. We have Regional Measure 3 projects waiting for the RM3 lawsuit to be resolved in the region. If it is ruled that the money will not be returned to the toll payers and is going to be available for transit expansion, it would go toward the five Transbay double-deck vehicles that we have as a project, which would expand our fleet, and expand the workforce that is required to operate additional services.
3. The High Capacity Express Bus Study is underway right now. The consultants are targeted to come to this board to present their findings probably in February. They're going to be making the results of their work and their recommendations available for Board discussion. Thus, that could change services that we might elect to provide.
4. The BART train schedules are changing, possibly as early as December and the net result of that is an increase in the headways. Instead of 20-minute service, it may be 24-minute service, which will require adjustments to the WestCAT schedules. What that will look like, we aren't sure, as the schedules aren't finalized yet.

General Manager Anderson would like to get formal approval from to Board to prepare an RFP to go out for competitive bid for the range of services that we now get through our MV contract.

Board Members asked questions and provided comments. General Manager Anderson responded to questions.

MOTION: A motion was made by Director Hansen, and seconded by Director Chavez to Authorize General Manager to Finalize and Release Request for Proposals for WCCTA Operations and Maintenance Services in Consultation with Finance and Administration Committee. The motion was carried by the following vote:

Ayes: 4- Tave, Chavez, Hansen, Kelley

2.5. Update on WCCTA Bus Wash Replacement Project and Facility Expansion Project. Discussion and Direction to Staff.

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

1. With the manufacturer of the bus wash equipment, the project is on hold right now until we get through the approval by the City of Pinole for the structural submittal. It has been submitted to the City of Pinole and we have had our engineering firm Gannett Fleming also sign off on it.
2. We have just received something back today that there are some additional submittals or signatures necessary.
3. Until we get that approved through the City of Pinole, the manufacturer will not schedule us on the manufacturing calendar.
4. Once the approval is final, the manufacturer will assign dates on his manufacturing calendar, identify the time of construction and provide the projected delivery date to our facility.
5. The IFB for the general contractor cannot be released until this first step is done.

General Manager Anderson stated that the staff is hoping that some of the submittal issues will be resolved quickly.

Board Members asked questions and provided comments. General Manager Anderson responded to questions.

2.6. Discussion of Current Service Planning Considerations, and Scheduling of Board Strategic Planning Workshop for Spring 2020. Discussion and Direction to Staff

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

General Manager Anderson suggested a day in mid-Spring, possibly in April, but will send out Doodle poll for Board Member availability. He recommended a weekend day for the workshop. The Board Members agreed that a Saturday session would be desirable.

Board Members asked questions and provided comments. General Manager Anderson responded to the questions.

3) COMMITTEE REPORTS

3.1. General Manager's Report

General Manager Anderson introduced the item and provided a verbal staff report.

WCCTA's annual CHP terminal inspection was completed today and this is another year where we received a perfect score, which is a testament to the hard work of Karen DeRosa's staff and the service that WestCAT provides to the community.

General Manager Anderson requested WCCTA staff member Donesha McKinley provide a report on the NuStar Energy fire in Crockett.

Donesha reported on the tremendous effort put forth by the MV drivers, dispatchers, and staff. She added that it was a good day to show the teamwork between WestCAT and MV Transportation and thanked Karen, her drivers and her staff for stepping up and doing such a wonderful job.

Board Members provided comments and expressed appreciation for the responsiveness of the MV and WestCAT employees during this event.

General Manager Anderson added that there are a lot ongoing discussions at the County regarding emergency planning, which we participate in, and there has been a lot of progress made on coordination. He then explained WestCAT's role in responding to emergencies, and that we have resources and do as we are directed by the emergency center responsible for coordination.

General Manager Anderson also recognized Donesha's tremendous effort during the NuStar fire.

Finally, he reported that we five 35 ft. replacement buses that will be coming online in April. He will be polling the Board for dates in the Spring for availability to inspect the vehicles at the Gillig manufacturing plant in Livermore.

3.2. WCCTAC Report

Chair Kelley reported that the next WCCTAC meeting is scheduled for December 13, 2019.

4) CORRESPONDENCE

4.1. Letter from Mike Schaefer, Special District Risk Management Authority, Presenting WCCTA with the President's Special Acknowledgement Award in SDRMA's Workers' Compensation Program for No Paid Claims during the Prior Five Consecutive Program Years. *

General Manager Anderson complemented the WestCAT staff for taking workplace safety seriously and being careful about how they perform their duties.

5) BOARD COMMUNICATION

Chair Kelley requested that Board Members and staff consider the possibility of Saturday service on the Lynx, particularly during the holidays. She also complimented the new WestCAT website.

It was the consensus of the Board Members present that the meeting minutes be completed in action format, with brief summaries on the items along with the actions and presented to them with minimal delay.

6) ADJOURNMENT

At 7:46 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of November 14, 2019.

Chris Kelley, Chair

Date

Charles Anderson, Secretary

Date

A/P DISBURSEMENTS JANUARY 2020

1/15/20 at 18:00:32.83

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WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/11/19	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M- 2405158091	Office supplies Staples	67.70	67.70
12/31/19	50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 20100 Accounts Payable	105602	December service December maintenance December liability ins. MV Transportation	573,338.12 75,017.00 16,528.50	664,883.62
1/1/20	50300-10 Outside Services, Operations 20100 Accounts Payable	114	Jan transit consulting Electra McFadden-Jeter	4,000.00	4,000.00
1/13/20	11101 Transp. Vehicles & Equipment 20100 Accounts Payable	6116	New radios 50% down payment (Prop 1B sec) Precision Wireless Service	19,998.00	19,998.00
1/15/20	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	1/20	CalTIP reimbursement unit 116 DOA 8/10/17 Sedgwick	968.39	968.39
2/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	2/20	Feb dental ins. Health Care Dental	886.51	886.51
2/1/20	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	2/20	Feb LTD Feb supplemental life ins. BCC	667.54 288.77	956.31
				<u>691,760.53</u>	<u>691,760.53</u>

WCCTA - WestCAT Purchase Journal

Filter Criteria includes: 1) Vendor IDs from to ; 2) Unposted Transactions only; 3) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/17/20	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	1/20	Annual attendance awards (4th qtr awards) Charles Anderson	2,350.00	2,350.00
				<u>2,350.00</u>	<u>2,350.00</u>

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/20/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	37826	Dec inspection Afforda-Test	100.00	100.00
1/2/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1098384	Vehicle repair unit #200 All-Pro Glass	350.00	350.00
1/15/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	91544	Repair oil pump Always Under Pressure	421.79	421.79
12/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	539885	DAR cameras (MV?) Apollo Video Technology	1,182.32	1,182.32
1/12/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	1/20	Phone service 12/13/19-1/12/20 Phone service 12/13/19-1/12/20 AT&T	327.98 163.99	491.97
12/13/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	46810	Vehicle parts Bay Area Bus Repair, Inc.	465.38	465.38
1/21/20	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	1/20	Membership renewal 1/20-12/20/20 Bay Front Chamber of Commerce	200.00	200.00
12/31/19	50300-42 Outside Service, Non-Veh Mai 50410-10 Postage, Operations 50410-60 Postage, Admin 50499-60 Office supplies Other Mat & Supplies, Admin 50300-10 Outside Services, Operations 50908-10 Marketing & Advertising, Ope 50499-42 Comp network exp Other Mat&Suppl, Non-Veh 20100 Accounts Payable	12/19	Comp software Zello Postage Postage Office supplies Lube tank repair Yelping marketing, Stuf-A-Buss Comp network exp Bank of America Business Card	360.00 16.66 8.33 20.82 183.50 544.58 29.49	1,163.38
1/20/20	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-1039071	Janitorial supplies Central Sanitary Supply	775.83	775.83
1/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	1/2020	January cell phone reimbursement January cell phone reimbursement Charles Anderson	40.00 20.00	60.00
12/31/19	50499-41	M-125847	Vehicle parts	8,775.35	

WCCTA - WestCAT
Purchase Journal

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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		Chuck's Brake & Wheel		8,775.35
12/31/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4038411411	Uniform Cintas Corporation	937.21	937.21
1/1/20	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	93960363	Jan fiber optic network Jan fiber optic network Comcast Business	1,066.67 533.33	1,600.00
1/1/20	50300-10 Outside Services, Operations 20100 Accounts Payable	4702	Maint and inspection Contra Costa Fire Equipment	2,448.02	2,448.02
1/1/20	10202 A/R Accrual - MV & Insuranc 10202 A/R Accrual - MV & Insuranc 10202 A/R Accrual - MV & Insuranc 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	14-2019-Dec	Ins. admin fee unit #117 DOA 2/6/18 Ins. admin fee unit #410 DOA 8/16/19 Ins. admin fee unit #36 DOA 8/10/19 Ins. admin fee unit #404 DOA 9/19/19 California Transit Systems	10,942.55 90.44 253.78 326.42	11,613.19
12/16/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-57045	Vehicle parts Diesel Marine Electric	135.04	135.04
1/20/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	1/20	Jan bus shelter maint Don Hinkle	825.00	825.00
12/23/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	12/19	Water service 10/22-12/23/19 Water service 10/22-12/23/19 EBMUD	1,058.22 529.10	1,587.32
12/30/19	50401-10 Fuel & Lubricants 50499-10 Other Mat & Supplies, Oper 20100 Accounts Payable	M-19-044448	DEF, FCAB50, and oil DEF tank parts Flyers Energy, LLC (RCP)	5,502.36 317.66	5,820.02
1/9/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	20-048485	Diesel and gas Flyers Energy, LLC (RCP)	21,750.64	21,750.64
12/17/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82168	Vehicle parts Ford Lincoln Fairfield	228.49	228.49
12/27/19	11105	062936.03*88260	Buswash support serv task order 3	3,473.43	

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Oper, Maint & Admin Facility 20100 Accounts Payable		Gannett Fleming, Inc.		3,473.43
12/31/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-INV00068	Nov and Dec cleaning GCI JANITORIAL SERVICES	4,602.00	4,602.00
12/27/19	50499-41 Other Mat & Supplies, Veh Ma 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-Inv 40655586	Vehicle parts Vehicle parts units #402 DOA and #405 DOA Gillig LLC	7,763.61 1,340.16	9,103.77
12/31/19	50402-10 Tires & Tubes 20100 Accounts Payable	M-127911	Dec tires J & O's Commercial Tire Center	8,416.13	8,416.13
2/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	2/20	Feb medical ins Kaiser Foundation Health Plan, Inc.	10,548.49	10,548.49
12/31/19	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-D775556	Vehicle parts Vehicle repair/DPF Kenworth Pacific Holding	5,000.96 453.21	5,454.17
12/17/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	7616700	Vehicle parts Kimball Midwest	295.71	295.71
12/31/19	50500-10 Utilities, Operations 20100 Accounts Payable	1912173	Water analysis McCampbell Analytical Services	127.10	127.10
1/21/20	50902-60 Travel Expense, Admin 20100 Accounts Payable	1/20	Nov, Dec, and Jan meetings Mike Furnary	40.03	40.03
12/28/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	339635	Vehicle parts Napa Auto Parts Antioch	4,186.14	4,186.14
1/11/20	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	66414295	Jan copier Pacific Office Automation/Lease	356.16	356.16
1/1/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	53643	Jan landscaping Pacific Site Landscaping	557.87	557.87
12/31/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin	INV-20460-122019	Dec phone service Dec phone service	743.76 371.87	

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		STREAMS		1,115.63
1/13/20	50500-10 Utilities, Operations	1/20	Jan gas and electric 12/13/19-1/13/20	2,198.59	
	50500-60 Utilities, Admin		Jan gas and electric 12/13/19-1/13/20	1,099.29	
	20100 Accounts Payable		PG & E		3,297.88
1/21/20	50908-10 Marketing & Advertising, Ope	1/20	Annual newsletter advertising	180.00	
	20100 Accounts Payable		Pinole Historical Society		180.00
11/22/19	50300-41 Outside Service, Vehicle Main	901116966	Vehicle repair unit #	1,443.67	
	20100 Accounts Payable		Prevost Car, a division of		1,443.67
12/4/19	50401-10 Fuel & Lubricants	157757	Diesel	18,382.09	
	20100 Accounts Payable		Spartan Tank Lines, Inc.		18,382.09
12/4/19	50401-10 Fuel & Lubricants	157784	Gasoline	5,094.82	
	20100 Accounts Payable		Spartan Tank Lines, Inc.		5,094.82
12/11/19	50401-10 Fuel & Lubricants	157914	Diesel	20,209.22	
	20100 Accounts Payable		Spartan Tank Lines, Inc.		20,209.22
12/18/19	50401-10 Fuel & Lubricants	158105	Diesel	21,944.44	
	20100 Accounts Payable		Spartan Tank Lines, Inc.		21,944.44
12/26/19	50401-10 Fuel & Lubricants	158277	Diesel	22,591.43	
	20100 Accounts Payable		Spartan Tank Lines, Inc.		22,591.43
12/30/19	50499-41 Other Mat & Supplies, Veh Ma	81971208	Vehicle parts	4,616.14	
	20100 Accounts Payable		The Aftermarket Parts Company, LLC		4,616.14
12/21/19	50300-10 Outside Services, Operations	9444688889	Dec cell phones 11/22-12/21/19	539.38	
	20100 Accounts Payable		Verizon Wireless		539.38
1/7/20	10202 A/R Accrual - MV & Insuranc	0153	Vehicle repair unit #402	4,354.88	
	20100 Accounts Payable		Walker's Auto Body		4,354.88
12/31/19	50300-10 Outside Services, Operations	12/19	Dec service	102.67	
	50300-60 Outside Services, Admin		Dec service	51.33	
	20100 Accounts Payable		Western Exterminator Co.		154.00

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
				212,015.53	212,015.53

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/19	50500-10 Utilities, Operations	0851-153674809	Dec service	522.62	
	50500-60 Utilities, Admin		Dec service	261.30	
	20100 Accounts Payable		Republic Services #851		783.92
12/31/19	50401-10 Fuel & Lubricants	57-416014 12/19	Diesel fuel tax 10/1-12/31/19	1,088.00	
	20100 Accounts Payable		State Board of Equalization		1,088.00
12/31/19	50401-10 Fuel & Lubricants	44-002477 12/19	Underground storage tank 10/1-12/31/19	2,619.48	
	20100 Accounts Payable		State Board of Equalization (TK)		2,619.48
12/20/19	50300-10 Outside Services, Operations	12/19	Dec DAR tablets	3,898.60	
	20100 Accounts Payable		T-MOBILE		3,898.60
				8,390.00	8,390.00
				8,390.00	8,390.00



Monthly Management Report Summary

December, FY 19/20

System & Program Summary

	December FY 19/20	December FY 18/19	% Change	Year-To-Date FY 19/20	Year-To-Date FY 18/19	% Change
System Total						
Total Passengers	91,083	85,806	6.1	619,538	594,616	4.2
Revenue Passengers	82,327	77,944	5.6	564,334	539,215	4.7
Weekday Total Passengers	87,023	81,016	7.4	589,631	565,113	4.3
Saturday Total Passengers	2,520	2,967	-15.1	19,542	18,757	4.2
Sunday Total Passengers	1,540	1,823	-15.5	10,365	10,746	-3.5
Weekday Average Passengers	4,144	4,051	2.3	4,643	4,485	3.5
Saturday Average Passengers	630	593	6.2	698	670	4.2
Sunday Average Passengers	257	304	-15.5	346	347	-0.3
Vehicle Revenue Hours	9,200.03	8,693.21	5.8	55,725.27	54,897.47	1.5
Total Vehicle Hours	9,776.20	9,269.18	5.5	59,234.82	58,483.07	1.3
Revenue Vehicle Miles	165,105.8	158,018.3	4.5	1,000,503.2	998,499.0	0.2
Total Miles	183,650.0	172,187.0	6.7	1,107,173.1	1,087,446.0	1.8
Dial-A-Ride Program						
Number of Weekdays	21	20	5.0	126	125	0.8
Number of Saturdays	4	5	-20.0	28	28	0.0
Total Passengers	2,818	2,669	5.6	17,867	18,264	-2.2
Revenue Passengers	2,665	2,504	6.4	16,828	17,083	-1.5
Weekday Total Passengers	2,650	2,443	8.5	16,630	17,136	-3.0
Saturday Total Passengers	168	226	-25.7	1,237	1,128	9.7
Weekday Average Passengers	126	122	3.3	132	137	-3.6
Saturday Average Passengers	42	45	-6.7	44	40	10.0
Vehicle Revenue Hours	1,298.17	1,073.89	20.9	8,050.10	7,481.66	7.6
Total Vehicle Hours	1,409.74	1,184.99	19.0	8,765.46	8,172.88	7.3
Productivity	2.2	2.5	-12.0	2.2	2.4	-8.3
Revenue Vehicle Miles	16,416.6	15,077.0	8.9	103,207.3	106,421.4	-3.0
Total Miles	17,703.0	16,763.0	5.6	112,510.0	117,593.0	-4.3
Express Routes Program						
Number of Weekdays	21	20	5.0	126	125	0.8
Number of Saturdays	4	5	-20.0	28	28	0.0
Number of Sundays	6	6	0.0	30	31	-3.2
Total Passengers	37,767	37,882	-0.3	259,427	263,276	-1.5
Revenue Passengers	34,336	34,735	-1.1	238,454	240,724	-0.9
Weekday Total Passengers	34,337	33,916	1.2	234,997	238,653	-1.5
Saturday Total Passengers	1,890	2,143	-11.8	14,065	13,877	1.4
Sunday Total Passengers	1,540	1,823	-15.5	10,365	10,746	-3.5
Weekday Average Passengers	1,635	1,696	-3.6	1,865	1,909	-2.3
Saturday Average Passengers	473	429	10.3	502	496	1.2
Sunday Average Passengers	257	304	-15.5	346	347	-0.3
Vehicle Revenue Hours	3,268.43	3,168.72	3.1	19,612.22	19,451.65	0.8
Total Vehicle Hours	3,502.54	3,397.32	3.1	20,984.84	20,833.94	0.7
Productivity	11.6	12.0	-3.3	13.2	13.5	-2.2
Revenue Vehicle Miles	59,569.6	57,587.8	3.4	357,681.3	355,126.0	0.7
Total Miles	63,855.0	61,779.2	3.4	383,102.9	380,732.5	0.6



Monthly Management Report Summary

December, FY 19/20

System & Program Summary

	December FY 19/20	December FY 18/19	% Change	Year-To-Date FY 19/20	Year-To-Date FY 18/19	% Change
Local Fixed Routes Program						
Number of Weekdays	21	20	5.0	126	125	0.8
Number of Saturdays	4	5	-20.0	28	28	0.0
Total Passengers	23,287	21,990	5.9	159,867	154,749	3.3
Revenue Passengers	18,619	17,858	4.3	130,058	126,298	3.0
Weekday Total Passengers	22,825	21,392	6.7	156,378	151,280	3.4
Saturday Total Passengers	462	598	-22.7	3,489	3,469	0.6
Weekday Average Passengers	1,087	1,070	1.6	1,241	1,210	2.6
Saturday Average Passengers	116	120	-3.3	125	124	0.8
Vehicle Revenue Hours	3,063.73	2,956.12	3.6	18,510.27	18,451.61	0.3
Total Vehicle Hours	3,200.56	3,095.58	3.4	19,383.39	19,356.05	0.1
Productivity	7.6	7.4	2.7	8.6	8.4	2.4
Revenue Vehicle Miles	47,097.3	45,347.7	3.9	285,121.3	283,016.8	0.7
Total Miles	49,991.8	47,974.1	4.2	302,201.7	300,020.1	0.7
Transbay Lynx Program						
Number of Weekdays	21	20	5.0	126	126	0.0
Number of Saturdays	0	0		1	1	0.0
Total Passengers	27,211	23,265	17.0	182,377	158,327	15.2
Revenue Passengers	26,707	22,847	16.9	178,994	155,110	15.4
Weekday Total Passengers	27,211	23,265	17.0	181,626	158,044	14.9
Saturday Total Passengers				751	283	165.4
Weekday Average Passengers	1,296	1,163	11.4	1,441	1,254	14.9
Saturday Average Passengers				751	283	165.4
Vehicle Revenue Hours	1,569.70	1,494.48	5.0	9,552.68	9,512.55	0.4
Total Vehicle Hours	1,663.36	1,591.29	4.5	10,101.13	10,120.20	-0.2
Productivity	17.3	15.6	10.9	19.1	16.6	15.1
Revenue Vehicle Miles	42,022.4	40,005.8	5.0	254,493.4	253,934.9	0.2
Total Miles	43,830.5	41,918.3	4.6	265,121.5	265,937.6	-0.3

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- December 2019

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 25,985.25	\$ 185,590.75	\$ -	\$ 12,634.50	\$ 13,350.75
Cash Fare - Senior & Disabled	\$ 4,010.00	\$ 26,944.75	\$ 560.00	\$ 1,084.50	\$ 2,365.50
Cash Fare - Transfers	\$ 3,905.50	\$ 25,703.00	\$ 12.50	\$ 119.00	\$ 3,774.00
Cash Fare - Regional Paratransit	\$ 630.00	\$ 3,846.00	\$ 630.00		
Cash Fare - Local Day Pass Sales	\$ 3,072.50	\$ 20,499.00		\$ 3.00	\$ 3,069.50
Total Estimated Cash (a)	\$ 37,603.25	\$ 262,583.50	\$ 1,202.50	\$ 13,841.00	\$ 22,559.75
Over/(Short) Cash Count	\$ 1.07	\$ 8.79	\$ (0.16)	\$ 0.40	\$ 0.83
Bank Deposit Corrections	\$ -	\$ 5.00			
Subtotal Cash Fare Deposit	\$ 37,604.32	\$ 262,597.29	\$ 1,202.34	\$ 13,841.40	\$ 22,560.58
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 3,200.00	\$ 16,195.00	\$ 3,200.00		
Clipper Sales	\$ 1,918.60	\$ 11,199.10		\$ 280.00	\$ 1,638.60
Lynx 31-Day Pass Sales	\$ 4,080.00	\$ 23,500.00		\$ 4,080.00	
Lynx Stored Ride Pass Sales	\$ 250.00	\$ 1,490.00		\$ 250.00	
Local 31-Day Pass Sales	\$ 5,640.00	\$ 20,850.00			\$ 5,640.00
Local Stored Value Pass Sales	\$ -	\$ 1,330.00			
Local Day Pass Sales (In-house)	\$ -	\$ 686.50			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ 70.00			
Returned Checks	\$ -	\$ (140.00)			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (90.00)			
Subtotal Prepaid Sales Deposit	\$ 15,088.60	\$ 75,090.60	\$ 3,200.00	\$ 4,610.00	\$ 7,278.60
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 214.00	\$ 1,337.00	\$ 214.00		
Lynx B1G1F	\$ 1,260.00	\$ 10,640.00		\$ 1,260.00	
Wage Works	\$ 6,670.00	\$ 41,670.00		\$ 6,530.00	\$ 140.00
Capital Corridor Vouchers	\$ 172.50	\$ 985.50			\$ 172.50
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ 480.00			
CCTA (37.00 SBPP)	\$ 22,200.00	\$ 35,350.00			\$ 22,200.00
WCCUSD SBP	\$ -	\$ 24,520.00			
City of Hercules Parking Permit Program	\$ 1,450.00	\$ 10,093.27			\$ 1,450.00
HTC Parking Combos	\$ 440.00	\$ 2,760.00			\$ 440.00
Cole Vocational	\$ -	\$ 1,545.00			
Clipper	\$ 126,780.40	\$ 819,072.27		\$ 94,899.45	\$ 31,880.95
*CCC Health Services (Day Passes	\$ 350.00	\$ 7,270.01			\$ 350.00
*Other	\$ -	\$ 14,075.00			
Subtotal Billings	\$ 159,536.90	\$ 969,798.05	\$ 214.00	\$ 102,689.45	\$ 56,633.45
Total Passenger Revenue	\$ 212,229.82	\$ 1,307,485.94	\$ 4,616.34	\$ 121,140.85	\$ 86,472.63

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ 174,300.03	\$ 1,182,818.34

Preventable Accidents per Miles Driven in 12 Month
Period

December-19

	Miles	Accidents	Frequency 12 Month Period
FR	1,941,076	24	80,878
DAR	223,765	3	74,588

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	0	6	0	2	1	14	9
DAR	0	0	1	1	0	0	2	5



Passenger & Productivity Statistical Report

December, FY 19/20

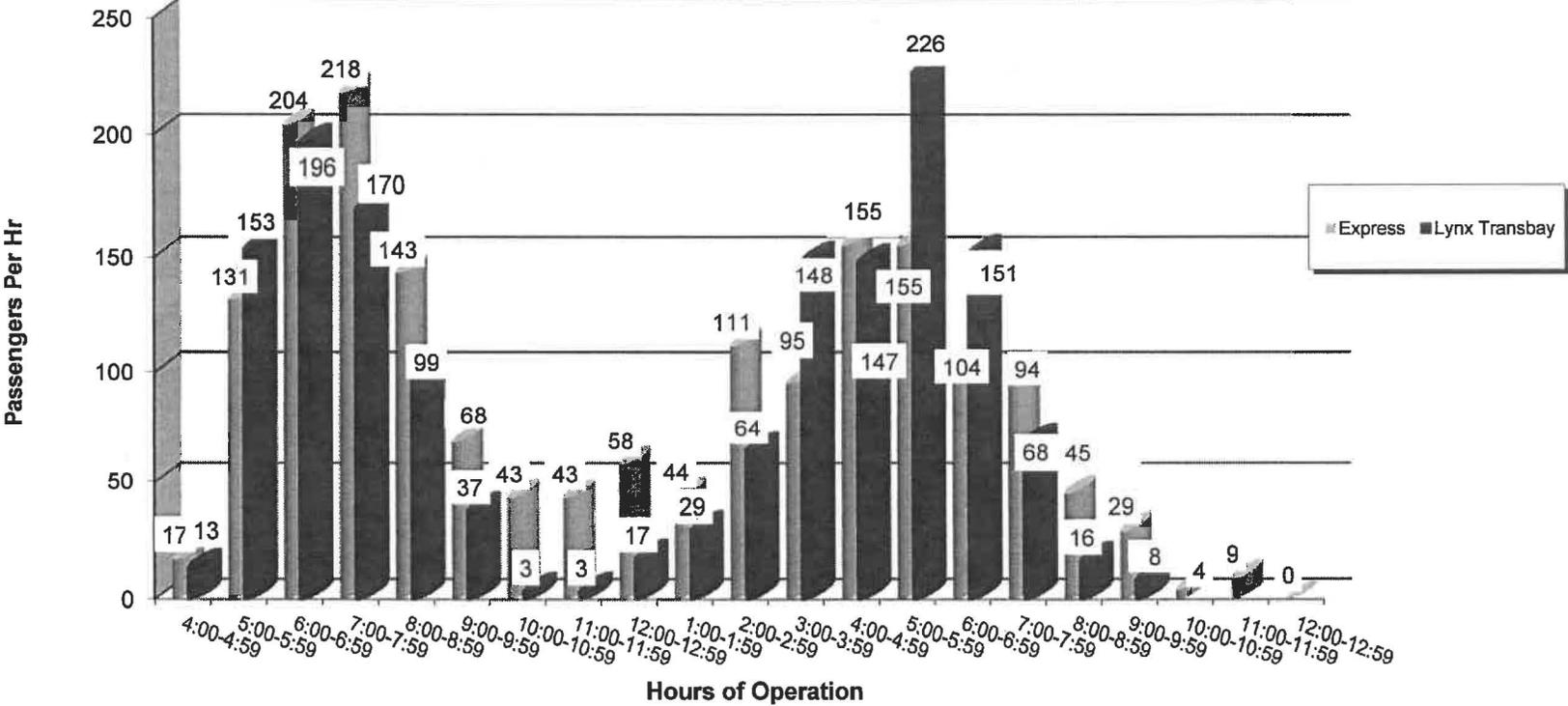
System

All Routes

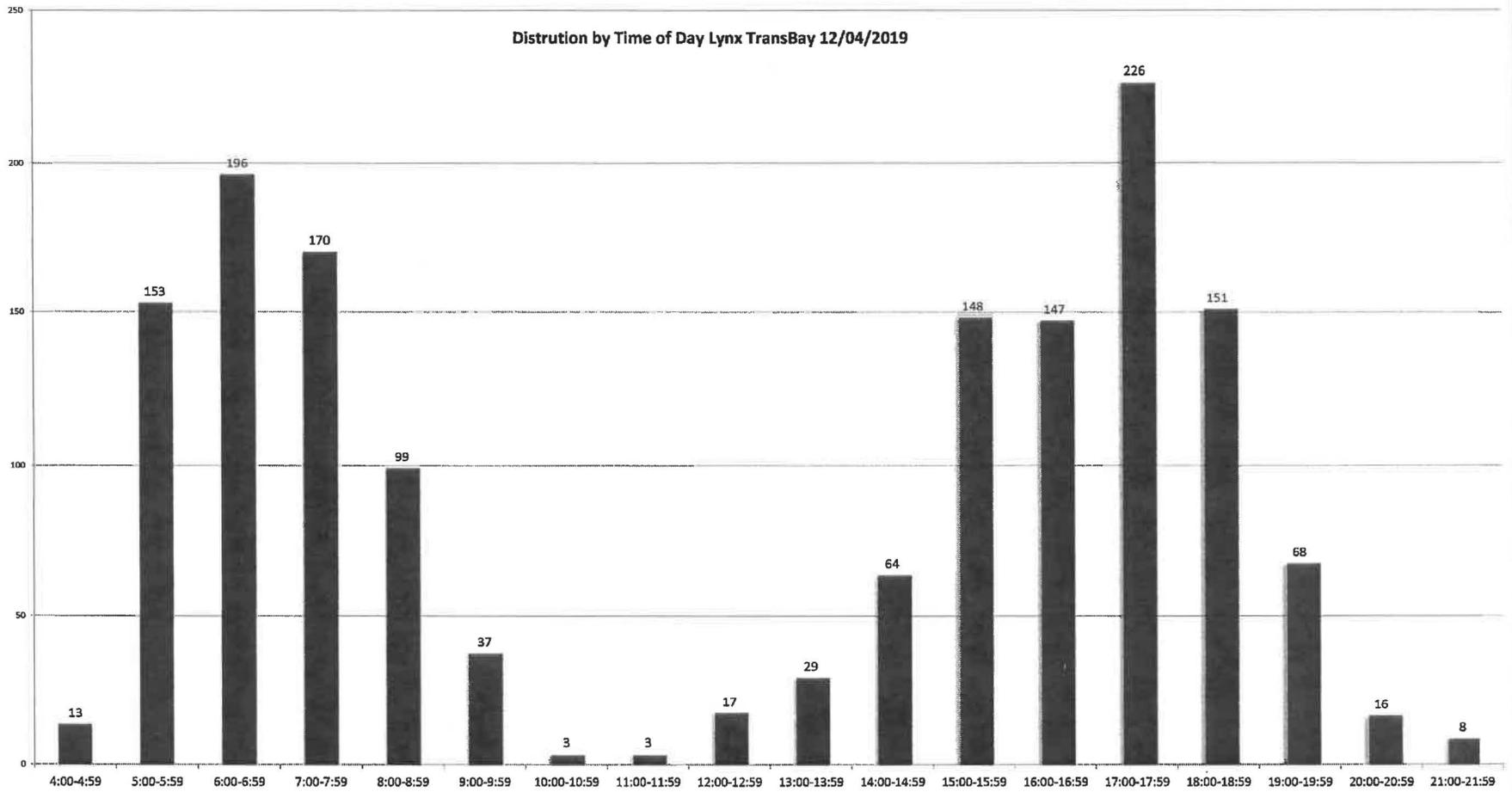
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	December			Fiscal Year To Date			December			Fiscal Year To Date		
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Route 10 Weekday	2,120	2,153	1.6	12,530	14,640	16.8	9.0	8.8	-2.7	8.6	9.9	16.0
Route 11 Weekday	4,189	4,212	0.5	27,620	29,070	5.2	10.8	10.4	-3.6	11.2	12.1	7.5
Route 11 Saturday	279	234	-16.1	1,744	1,767	1.3	4.5	4.7	3.4	5.0	5.1	1.8
Route 11 Total	4,468	4,446	-0.5	29,364	30,837	5.0	9.9	9.7	-1.6	10.5	11.2	7.0
Route 12 Weekday	2,387	2,407	0.8	18,129	17,692	-2.4	8.6	8.3	-3.6	10.4	10.1	-3.0
Route 15 Weekday	1,763	1,768	0.3	10,289	10,925	6.2	7.8	7.5	-4.4	7.3	7.7	5.6
Route 16 Weekday	4,324	4,890	13.1	30,187	30,907	2.4	7.3	7.9	8.3	8.2	8.3	1.8
Route 17 Weekday	449	443	-1.3	3,348	2,863	-14.5	3.8	3.6	-5.8	4.6	3.9	-15.6
Route 18 Weekday	496	345	-30.4	3,531	2,926	-17.1	4.9	3.3	-33.5	5.6	4.6	-17.8
Route 19 Saturday	319	228	-28.5	1,725	1,722	-0.2	4.6	4.1	-10.6	4.4	4.4	-0.6
Route 30Z Weekday	1,843	2,130	15.6	14,178	13,768	-2.9	4.7	5.1	9.5	5.7	5.5	-3.9
Route C3 Weekday	3,821	4,477	17.2	31,468	33,587	6.7	7.8	8.7	11.8	10.1	10.8	6.1
Route DAR Weekday	2,443	2,650	8.5	17,136	16,630	-3.0	2.5	2.2	-12.2	2.5	2.2	-9.3
Route DAR Saturday	226	168	-25.7	1,128	1,237	9.7	2.5	2.0	-20.0	2.2	2.1	-4.9
Route DAR Total	2,669	2,818	5.6	18,264	17,867	-2.2	2.5	2.2	-12.7	2.4	2.2	-9.1
Route J Weekday	17,346	17,645	1.7	119,854	120,900	0.9	12.4	12.0	-3.0	13.7	13.7	0.1
Route J Saturday	2,143	1,890	-11.8	13,877	14,065	1.4	9.1	10.0	10.6	10.5	10.7	1.6
Route J Sunday	1,823	1,540	-15.5	10,746	10,365	-3.5	7.7	6.5	-15.3	8.8	8.8	-0.7
Route J Total	21,312	21,075	-1.1	144,477	145,330	0.6	11.4	11.1	-2.2	12.8	12.9	0.3
Route JPX Weekday	9,914	10,649	7.4	75,166	73,454	-2.3	11.3	11.4	0.7	13.6	13.0	-4.2
Route JX Weekday	6,656	6,043	-9.2	43,633	40,643	-6.9	15.9	13.7	-13.6	16.5	15.2	-7.5
Route LYNX Weekday	23,265	27,211	17.0	158,044	181,626	14.9	15.6	17.3	11.4	16.6	19.1	14.6
Route LYNX Saturday				283	751	165.4				21.0	29.5	40.7
Route LYNX Total	23,265	27,211	17.0	158,327	182,377	15.2	15.6	17.3	11.4	16.6	19.1	14.7
Total System-Wide	85,806	91,083	6.1	594,616	619,538	4.2	9.9	9.9	0.3	10.8	11.1	2.6

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

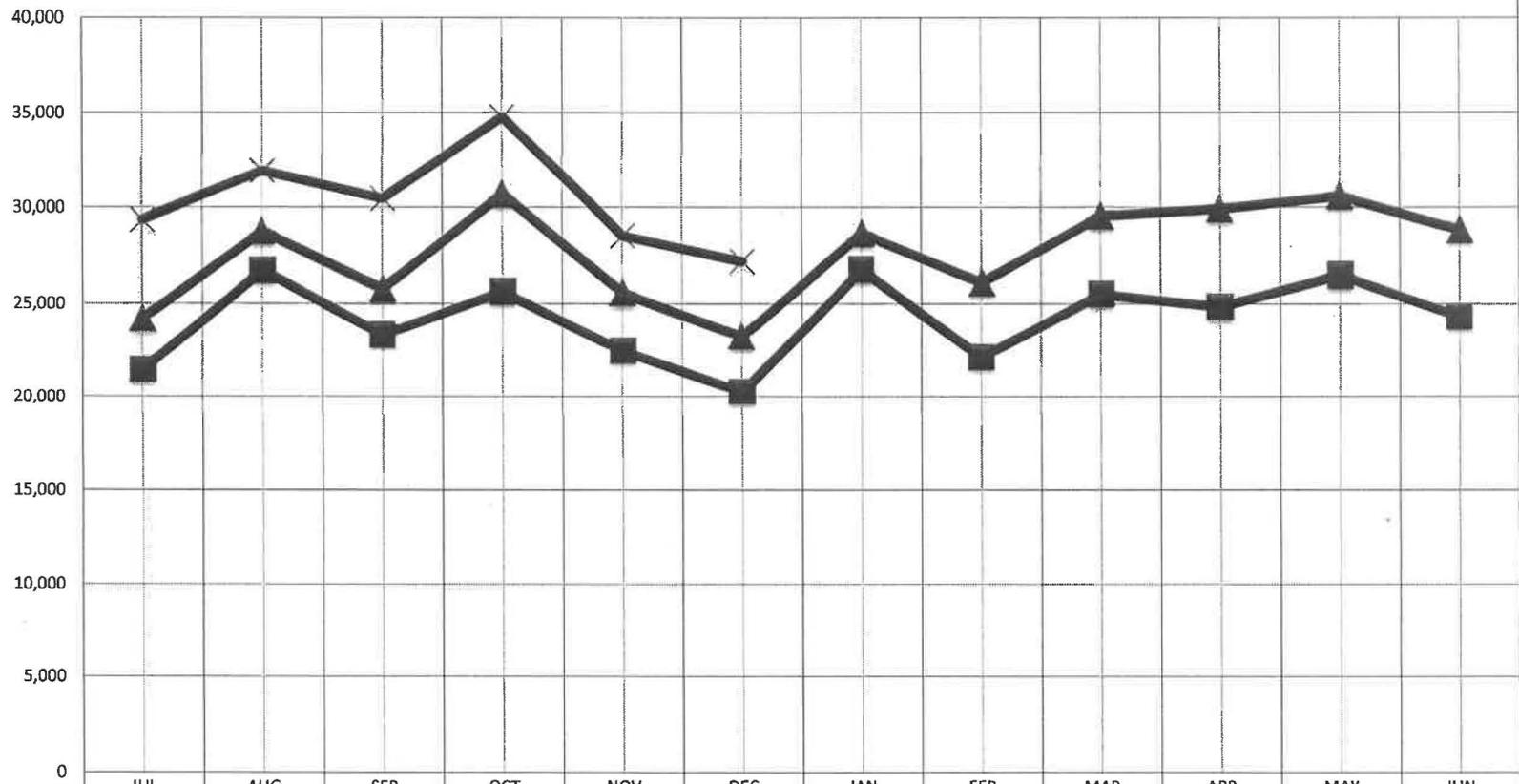
Date: 12/04/2019



Distrution by Time of Day Lynx TransBay 12/04/2019



WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 17-18	21,476	26,751	23,360	25,643	22,501	20,270	26,787	22,149	25,525	24,862	26,509	24,354
ridership 18-19	24,228	28,770	25,776	30,717	25,571	23,265	28,671	26,100	29,548	29,919	30,584	28,839
ridership 19-20	29,377	31,950	30,473	34,801	28,565	27,211						

Distribution by Time of Day - WestCAT Express

Date: 12/4/2019

	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		33	54	48	13							25	63	61	19	4	
JPX		28	60	80	52	42	22	15	25	26	26	28	30	41	35	32	12
J	17	70	90	90	78	26	21	28	33	18	85	42	62	53	50	58	33
Total Passengers	17	131	204	218	143	68	43	43	58	44	111	95	155	155	104	94	45

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	29	4	9	0
Total Passengers	29	4	9	0

JX	320
JPX	554
J	896
Total	1770

Distribution by Time of Day -Lynx Transbay

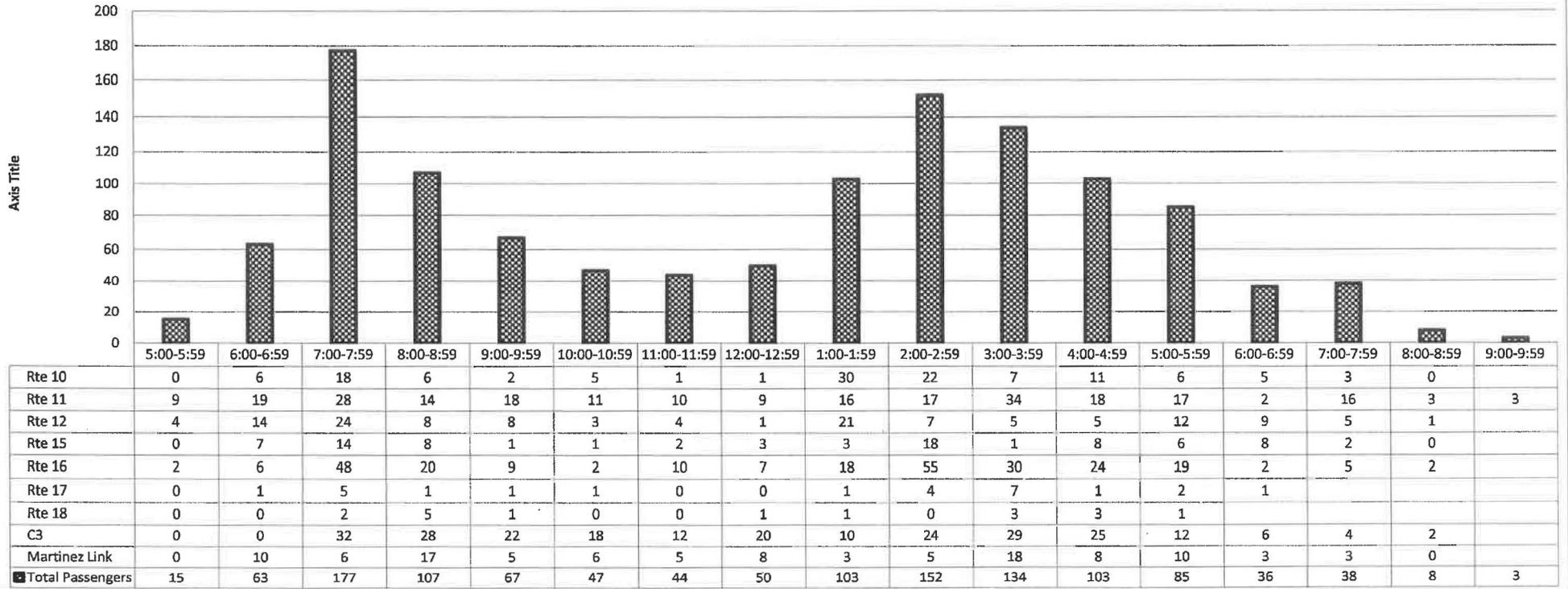
Date: 12/4/2019

	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	13	153	196	170	99	37	3	3	17	29	64	148	147	226	151	68	16
Total Passengers	13	153	196	170	99	37	3	3	17	29	64	148	147	226	151	68	16

	21:00-21:59
TransBay LYNX	8
Total Passengers	8

Total Lynx	1548
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Distribution By Time Of Day Fixed Route 12/04/2019



Distribution by Time of Day - Fixed Route

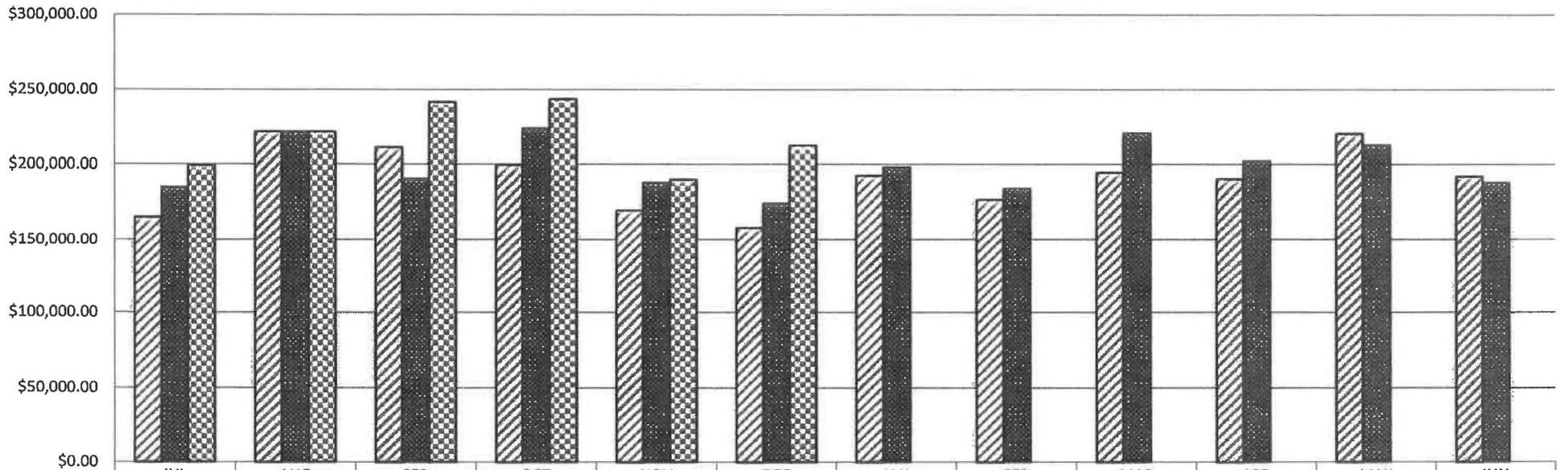
Date: 12/4/2019

	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	0	6	18	6	2	5	1	1	30	22	7	11	6	5	3	0	
Rte 11	9	19	28	14	18	11	10	9	16	17	34	18	17	2	16	3	3
Rte 12	4	14	24	8	8	3	4	1	21	7	5	5	12	9	5	1	
Rte 15	0	7	14	8	1	1	2	3	3	18	1	8	6	8	2	0	
Rte 16	2	6	48	20	9	2	10	7	18	55	30	24	19	2	5	2	
Rte 17	0	1	5	1	1	1	0	0	1	4	7	1	2	1			
Rte 18	0	0	2	5	1	0	0	1	1	0	3	3	1				
C3	0	0	32	28	22	18	12	20	10	24	29	25	12	6	4	2	
Martinez Link	0	10	6	17	5	6	5	8	3	5	18	8	10	3	3	0	
Total Passengers	15	63	177	107	67	47	44	50	103	152	134	103	85	36	38	8	3

Total Route 10	123
Total Route 11	244
Total Route 12	131
Total Route 15	82
Total Route 16	259
Total Route 17	25
Total Route 18	17
Total C3	244
Martinez Link	107
Total	1232



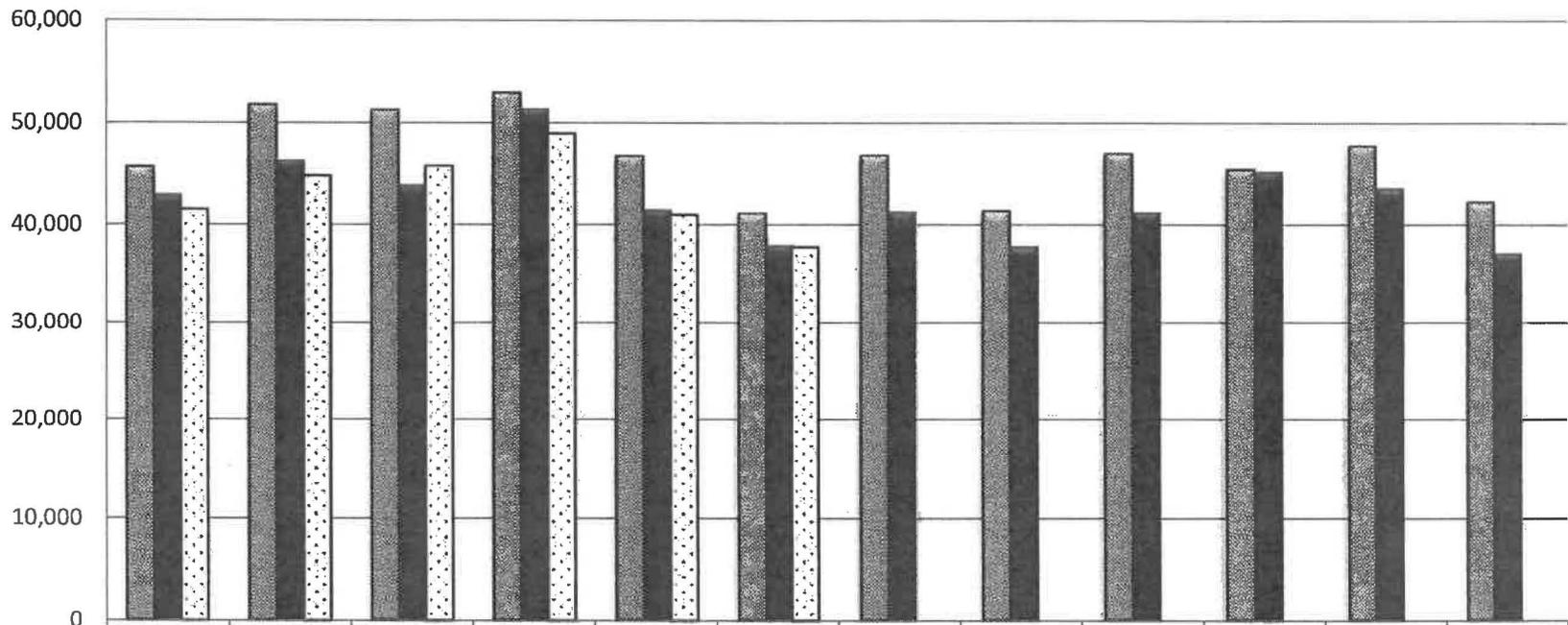
WESTCAT FAREBOX REVENUE



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenue 17-18	\$165,315.45	\$221,474.75	\$210,911.91	\$199,498.04	\$169,705.65	\$158,267.36	\$192,566.32	\$176,781.57	\$194,592.30	\$190,345.99	\$220,138.14	\$192,134.73
Revenue 18-19	\$184,967.76	\$221,324.62	\$190,523.20	\$223,527.47	\$188,025.13	\$174,300.03	\$197,954.01	\$183,770.89	\$220,391.31	\$202,210.14	\$212,549.81	\$187,875.42
Revenue 19-20	\$199,206.18	\$221,340.72	\$241,336.85	\$243,362.84	\$190,009.53	\$212,229.82						



WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 17-18	45,561	51,750	51,217	52,853	46,692	41,111	46,780	41,380	46,946	45,332	47,729	42,253
ridership 18-19	42,824	46,152	43,773	51,282	41,363	37,882	41,212	37,787	41,158	45,044	43,527	37,130
ridership 19-20	41,469	44,659	45,626	48,958	40,948	37,767						

Local officials announce support for Bay Bridge bus-only lane - The San Francisco Examiner

AGENDA

ITEM # 2.2

Joe Fitzgerald Rodriguez Jan. 14, 2020 4:30 p.m. NewsThe City

State Sen. Scott Wiener. Assemblymember Buffy Wicks. Berkeley Mayor Jesse Arreguin. San Francisco Supervisor Matt Haney.

Those state and local officials — and more — are part of a rising chorus of full-throated support for a bus-only lane on the San Francisco-Oakland Bay Bridge.

The San Francisco Examiner reported last week that Assemblymember Rob Bonta (D-Oakland) was exploring legislation to create such a lane to speed up bus service for thousands of daily transbay bus riders, which make up a sizable portion of the Bay Bridge’s daily traffic.

After one of Bonta’s Oakland constituents suggested the lane, “I was immediately attracted to this idea for many reasons and I’m working with my staff to research it further,” Bonta told the Examiner in a statement.

“It would promote greater equity and justice through increased access to public transportation. This is critical as for many residents, including members of vulnerable, disadvantaged, and poor communities, public transit is the primary means of travel to reach jobs and other life necessities,” Bonta added.

Since Bonta’s interest was revealed, other elected officials have joined in.

Some were new to the idea, while others said they’ve been pushing for it themselves for months, often behind the scenes.

Wiener told the Examiner “I fully support a bus-only lane on the Bay Bridge. It would ideally be a contra-flow lane in order to minimize rush hour impacts.”

Wicks, the Oakland assemblymember, told bus riders on Twitter, “The name of the game is ‘modal shifting.’ B/c when ppl are on a bus, in a BART tube — or on the water in a ferry — they’re not sitting in cars on I-80 (duh!) ... heavy political lift, but I’ll join the fight!”

The list of Bay Area officials supporting the bus-only lane also includes Oakland City Council member Rebecca Kaplan, Emeryville City Council members Ally Medina and John Bauters, BART Board member Rebecca Saltzman, and the eight-member Berkeley City Council.

Berkeley City Council member Rigel Robinson called the bus-only lane a “critical move for the region.”

Haney said it would also help Muni bus commuters from Treasure Island, which he represents on the Board of Supervisors along with the neighborhoods surrounding the Bay Bridge.

“There should be a bus-only lane on the bridge, at least during rush hours,” Haney wrote on Twitter. “It’s very short-sighted that there is not. BART is crowded during rush hour, so we need to get more folks on buses.”

People have already begun shifting to transit for transbay commutes, data shows.

Notably, BART is bursting at the seams, hitting its upper limit of capacity. BART moves 27,000 people per hour under the Bay during the morning commute, whereas only 14,200 people travel across the Bay Bridge per hour during the same period.

Meanwhile, AC Transit’s 23 transbay routes, which ferry passengers from the far reaches of the East Bay to San Francisco’s Salesforce Transit Center, have grown in ridership by 5.8 percent just this last year.

Initially, some said Bonta’s effort “seems simple” but ultimately is “not,” because a bus-only lane would only work if there were more buses and higher ridership to take advantage of it.

But in point of fact, elected officials have been working on that very problem.

Arreguin, the Berkeley mayor, publicly wrote on Twitter that he and the Alameda County Transportation Commission have asked for more AC Transit transbay service and bus-only Bay Bridge lanes to be included in the \$100 billion FASTER mega-measure, which is slated for the November 2020 ballot.

“We need a bus-only lane to increase capacity and transit ridership,” he wrote.

joe@sfexaminer.com

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RESOLUTION NO. 2020-01

**A RESOLUTION OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY BOARD OF DIRECTORS
SUPPORTING CREATION OF A BUS-ONLY LANE ON THE BAY BRIDGE**

WHEREAS, Downtown San Francisco has been one of the fastest growing downtown employment areas in the country; and

WHEREAS, public transit carries approximately 65% of peak-hour travel in the Bay Bridge Corridor to Downtown San Francisco; and

WHEREAS, Western Contra Costa Transit Authority (WestCAT) currently operates an estimated 85 bus trips across the Bay Bridge every weekday; and

WHEREAS, WestCAT Transbay ridership increased more than 241% between its first full year of operation in FY 2006-07 and FY 2018-19 and by more than 87% within the last six years alone, demonstrating the growing demand for and the viability of bus service in the Bay Bridge Corridor; and

WHEREAS, funding initiatives such as Regional Measure 3 and MTC's Bay Bridge Forward program anticipate and support more bus service in the Bay Bridge Corridor; and

WHEREAS, the Salesforce Transit Center represents a major regional investment, which can accommodate up to 300 buses per hour; and

WHEREAS, the Metropolitan Transportation Commission (MTC) consistently ranks the Bay Bridge Corridor as the most congested in the region; and

WHEREAS, this congestion limits the feasible level of bus service, and makes it slower and more expensive to operate; and

WHEREAS, congested conditions induce some travelers in the Bay Bridge Corridor to drive rather than use transit; and

WHEREAS, MTC's Core Capacity Transit Study (CCTS) anticipates Corridor traffic to worsen from 105% of capacity in 2015 to 152% in 2040, even with all planned improvements; and

WHEREAS, transportation accounts for 39% of California's Greenhouse Gas Emissions—the state's single largest source of GHGs-- according to the California Air Resources Board; and

WHEREAS, a bus-only lane on the Bay Bridge would allow faster and less congested travel; and

WHEREAS, these travel improvements would attract additional passengers by facilitating additional bus service and by improving existing bus service;

NOW THEREFORE, the Board of Directors of the Western Contra Costa Transit District does resolve as follows:

Section 1. Supports the installation of a bus-only lane on the Bay Bridge and approaches; and

Section 2. Requests the California Department of Transportation (Caltrans) to work with MTC, AC Transit, WestCAT and other transportation agencies to plan and implement the bus-only lane; and

Section 3. Directs the General Manager to make the bus-only lane a priority of WestCAT; and

Regularly passed and adopted this 13th day of February, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Kelley, Chair, Board of Directors

ATTEST: _____

Clerk to the Board

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/22/2020

Staff Report No. 20-074

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Bus-only Lane on the Bay Bridge

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adoption of Resolution 20-010 supporting a Bus-only lane on the Bay Bridge. [Requested by Vice President Ortiz]

STRATEGIC IMPORTANCE:

Goal - Convenient and Reliable Service
Initiative - Service Quality

A bus-only lane on the Bay Bridge could greatly increase the reliability of AC Transit Transbay service. It will allow more frequent, reliable and faster service, contributing substantially to the quality of Transbay service.

BUDGETARY/FISCAL IMPACT:

Implementation of a bus-only lane on the Bay Bridge will have an undetermined capital and maintenance expense but could save the District in Transbay operating costs. The resolution itself has no fiscal impact.

BACKGROUND/RATIONALE:

Proposals for bus-only/transit lanes on the Bay Bridge have come up repeatedly over the life of the AC Transit system, especially when major changes to the Bridge are implemented. Proponents have pointed to the effectiveness of the bus-only lane approaching the Lincoln Tunnel into New York City as an analogous facility. The Express Bus Lane (XBL) serves hundreds of buses between New Jersey and the Port Authority Bus Terminal in Manhattan. However, no bus-only lane has been implemented on the Bay Bridge despite the increasing level of congestion. Concern about the effect of bus-only lanes on auto traffic have made it impossible to go forward to date.

Now, however, Bay Area elected officials have sparked a new wave of support for a bus-only lane on the Bay Bridge. Assemblymember Rob Bonta solicited legislative ideas from his constituents and one suggested a bus lane on the Bridge.

Mr. Bonta stated that a bus lane "...Would promote greater equity and justice through increased access to public transportation. This is critical as for many residents, including members of vulnerable, disadvantaged,

and poor communities, public transit is the primary means of travel to reach jobs and other life necessities.”

Other elected officials supporting the lane include Oakland Mayor Libby Schaaf, Berkeley Mayor Jesse Arreguin, the Berkeley City Council, Oakland Councilmember at Large Rebecca Kaplan, Emeryville Councilmembers Ally Medina and John Bauters, East Bay Assemblymember Buffy Wicks, San Francisco State Senator Scott Wiener, and BART Director Rebecca Saltzman (the BART Board will vote on its own resolution next week).

ADVANTAGES/DISADVANTAGES:

Generally, staff believes that a bus-only lane would be advantageous for AC Transit-as discussed above and in the resolution. However, in the absence of a design for the lane, its effects cannot be completely projected and, therefore, staff cannot identify any disadvantages at this time.

ALTERNATIVES ANALYSIS:

As an alternative, the Board of Directors could decide not to take a position on a bus lane on the Bay Bridge. However, with the increased political support for the proposal, a lack of a position from the primary transit provider for the bus lane could be detrimental to the project advancing.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None

ATTACHMENTS:

1. Draft Resolution 20-010

Prepared by:

Nathan Landau, Senior Transportation Planner, Long Range Planning

Approved/Reviewed by:

Ramakrishna Pochiraju, Executive Director of Planning & Engineering

Robert del Rosario, Director of Services Development and Planning

Denise C. Standridge, General Counsel

Agenda Item 2.3

Staff Report on Release of IFB-2020-01 for Bus Wash and Water Reclaim System.

BACKGROUND

At its April 11, 2019 meeting, the WCCTA Board authorized the General Manager to move forward with the direct purchase of a bus wash and water reclaim system from the manufacturer. The General Manager worked with Gannett Fleming, our engineering consultants, and with our attorneys to finalize purchase specifications and agreement language. The purchase agreement between WCCTA and the Ross and White Company was executed in May, establishing a tentative timeline for manufacture and delivery of the wash equipment.

Over the past eight months, staff has been working to secure final approvals for the project through the City of Pinole, including structural calculations for the Ross and White equipment. These were received in January of this year, allowing us to issue a Notice to Proceed to the manufacturer, and to finalize the delivery dates and project schedule.

Gannett Fleming, in consultation with our attorneys, has again updated the specifications and project manual for all work to be performed by a general contracting firm to install and commission the bus wash system in accordance with the plans approved by the City of Pinole. This work includes removal of the existing bus wash structure, all site preparation and utility connections, construction of enclosures for the wash rack and the mechanical equipment, required landscaping, and final commissioning and testing of the wash system.

Staff is returning to the Board for authorization to release IFB-2020-10, which reflects the new project schedule. Assuming the Board grants this authority to the General Manager, the project will be advertised, and the plans and specifications will be placed with a "plan room service" where they will be available to prospective bidders.

The attached "Notice and Invitation to Bidders" outlines the key dates for the bid process, including a March 19, 2020 deadline for receipt of sealed construction contract bids. This should provide ample time for staff to prepare a recommendation to the Board for possible award at the April 9th meeting. A summary of the General Contractor scope of work is also attached.

RECOMMENDATION

Staff recommends that the Board formally authorize the General Manager to release IFB-2020-01 for competitive bid.

AGENDA
ITEM # 2.3

Bid Set, 02/07/2020

WESTERN CONTRA COSTA TRANSIT AUTHORITY
NOTICE AND INVITATION TO BIDDERS

The General Manager will receive sealed construction contract bids in his office, located at 601 Walter Avenue, Pinole, California 94564, at any time prior to the hour of **2:00 p.m., local prevailing time, on Thursday, March 19, 2020** for the following project:

BUS WASH REPLACEMENT

WCCTA PROJECT IFB-2020-01

Bids must be submitted on the Western Contra Costa Transit Authority's (WCCTA) "Bid Form" enclosed in a *sealed* envelope clearly marked "**BUS WASH REPLACEMENT**" and plainly endorsed with the bidder's name, opening date, and WCCTA Project number.

All bids must be accompanied by a cashier's check or a bidder's bond in the amount of ten percent (10%) of bidder's Total Bid Price, as described in the Contract Documents, which shall be applied to damages sustained by WCCTA if the successful Bidder fails or refuses to enter into the contract awarded to it.

Bidders bidding as the prime contractor must possess a valid and properly classed State of California Contractor's License at the time of award, which may include a "B" General Building Contractor, a C-36 Plumbing Contractor, or a C-61/D-21 Limited Specialty/Machinery and Pumps license. All subcontractors, if any, also will possess a valid State of California contractor's license for the work to be performed.

A nonmandatory pre-bid conference will be conducted at **10:00 a.m., local prevailing time, on Tuesday, March 3, 2020** in the General Manager's office at the address noted above, followed by a tour of the project site.

Requests for substitutions/approved equals, modifications or clarifications of any requirement must be submitted in writing by e-mail to James Grimes, WCCTA Maintenance Manager, at james@westcat.org no later than **3:00 p.m., local prevailing time, Tuesday, March 10, 2020**.

WCCTA hereby notifies all bidders that it is the policy of WCCTA to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of contracts that it awards. Bidders are urged to obtain Disadvantaged Business Enterprise (DBE) participation for this contract, although there is no specific DBE contract goal. For DBE assistance, contact Robert Thompson, WCCTA Assistant General Manager, at (510) 724-3331 or by email at rob@westcat.org.

This contract is subject to the receipt of financial assistance from local sales tax funds and may also be subject to a grant agreement between the Metropolitan Transportation Commission and WCCTA. The contract is subject to laws and regulations governing the use of such funds. Bidders will be required to certify that they have not been suspended or debarred from participation in federally funded contracts. Full compliance with all applicable Safety and Health Standards, DBE requirements, Equal Employment Opportunity and Americans with Disabilities Act laws and regulations will be required of the successful bidder.

Bids will be examined and reported to WCCTA Board of Directors within sixty (60) days after the bid opening. WCCTA reserves the right to reject any and all bids or to waive any irregularity or informalities in any bid or in the bidding procedure. No bidder may withdraw its bid for a period of sixty (60) days after the date of opening of bids. Each Bidder will be notified of award of contract, if award is made. All submitted bids must include all items on the Bid Form.

The successful bidder will be required to furnish a performance bond. Pursuant to Civil Code Section 3247, the successful bidder will also be required to furnish a payment bond.

The successful bidder will be required to pay the general prevailing wage rates as determined by the State Director of Industrial Relations. Information about prevailing wage rates for this project are set forth in the Special Provisions. The State prevailing wage rates may be viewed at WCCTA offices. The State prevailing wage rates may be obtained by writing to the Prevailing Wage Unit, Division of Labor Statistics and Research, Department of Industrial Relations, P.O. Box 603, San Francisco, CA 94101, or by checking their website at <http://www.dir.ca.gov/DLSR/PWD/>.

Pursuant to Public Contract Code Section 22300, the successful bidder may submit certain securities in lieu of WCCTA withholding retention of payments.

All bids must be furnished in accordance with the terms and conditions of the contract documents including the Instructions to Bidders and General Conditions, Special Provisions, Specifications, Drawings, Addenda, and Bid Forms. All holders of the bid documents will be notified of all addenda and will receive copies thereof.

Contract documents may be viewed or obtained through [_____]. All contract documents may also be inspected at WCCTA's office at 601 Walter Avenue, Pinole, California 94564. General questions may be directed to Yvonne Morrow, Administrative Services Manager, at the address above or to telephone (510) 724-3331 or email yvonne@westcat.org.

Date: Friday, February 15, 2020

CHARLES ANDERSON
GENERAL MANAGER

SECTION 01 10 00

SUMMARY

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Basic project information.
- B. Contract descriptions.
- C. Owner Occupancy.
- D. Contractor Use of Site and Premises.
- E. Work Sequence.
- F. Permit information.
- G. Schedule of Deferred Submittals.

1.2 PROJECT

- A. Project Name: Bus Wash Replacement.
- B. Owner's Name: Western Contra Costa Transit Authority (WCCTA or WestCAT).
- C. Summary Description of Project: Demolition and removal of the existing bus wash and wash water reclamation system; site clearing; alteration of existing utilities; addition of new utilities; construction of equipment room, partially-enclosed structural canopy, new bus wash system including wash water reclamation system; landscaping; concrete pavement; and transitioning of new work to areas of existing grade.
- D. WCCTA will directly pay Utility Companies/Authorities for fees they impose for utility design services, connections, and work they perform for the project.
- E. Except for tasks designated to be performed by WCCTA or Utility Companies/ Authorities, the Project work is to be performed under the following two separate prime contracts, descriptions for which are expanded on in later articles:
 - 1. Bus Wash System Manufacturer: The new bus wash system equipment shall be furnished and delivered to the Project site under a separate procurement contract between the manufacturer (Ross & White) and WCCTA. The Bus Wash System Manufacturer is also to provide certain limited on-site services for WCCTA as specified in Section 11 11 26.
 - 2. Construction Contract: Includes all other work for the Project, including installation of bus wash system equipment.

- F. The Work is indicated in the Contract Drawings and Specifications.
 - 1. The Division 01 Specification Sections shall apply to the Work as a whole and to each Specification Section.

1.3 CONTRACT DESCRIPTION FOR BUS WASH SYSTEM MANUFACTURER

- A. Contract Type: An equipment procurement (purchase and deliver) contract based on a Stipulated Price as agreed to between WCCTA and Bus Wash System Manufacturer in advance of the construction contract. The form of Agreement for the Bus Wash System Manufacturer, including general provisions, is a separate document not included in this Project Manual.
- B. Abbreviated Description of Bus Wash System Manufacturer Work:
 - 1. Prepare and submit shop drawings and other submittals pertaining to the bus wash system.
 - 2. Manufacture bus wash system. Set up and perform in-plant testing.
 - 3. Package, ship, and deliver bus wash system to Project site.
 - 4. Provide limited on-site services, including attendance at Construction Contractor's site mobilization meeting and post-installation observation of functional testing, observation of demonstration to Owner personnel, inspection, performing final test procedure, and training Owner personnel.
- C. Contract Drawings:
 - 1. Q-Series Drawings (Industrial Equipment), revision dated 11-09-2018: Q-101, Q-201, Q-600 (Q-600 includes a redlined change to the "Supplied By" entries). Bus wash system equipment furnished under the Bus Wash System Manufacturer Contract is designated on Drawing Q-600 as "Owner-Furnished."
- D. Contract Specifications: Portions of the following Sections apply to the Bus Wash System Manufacturer. References to Bus Wash System Manufacturer are included in the Sections to help clarify and distinguish responsibility from that of the Construction Contractor.
 - 1. Section 01 10 00 "Summary"
 - 2. Section 01 30 00 "Administrative Requirements"
 - 3. Section 01 40 00 "Quality Requirements"
 - 4. Section 01 42 16 "Definitions"
 - 5. Section 01 60 00 "Product Requirements"
 - 6. Section 01 70 00 "Execution and Closeout Requirements"
 - 7. Section 01 78 00 "Closeout Submittals"
 - 8. Section 11 05 00 "Common Work Results for Shop Equipment."
 - 9. Section 11 11 26 "Vehicle Wash Equipment."
- F. All other Drawings, Specifications and Project Manual Division 00 general provisions are provided for the Bus Wash System Manufacturer's information and reference to related construction. Attention is directed to the following provisions in Division 00:
 - 1. Section 00 21 33 "Instructions to Bidders and General Conditions," Article 60, for Substantial Completion general provisions.

2. Section 00 22 33 "Special Provisions," Part II, Article 16, for Final Acceptance general provisions.

1.4 CONTRACT DESCRIPTION FOR CONSTRUCTION CONTRACT

- A. Contract Type: A single prime construction contract based on a Stipulated Price as described in Section 00 41 00 - Bid Form and Section 00 52 00 - Form of Agreement (Sample).
 1. Any references in the Contract Documents to plumbing contractor (P.C.), mechanical or heating contractor (M.C. or H.C.), or electrical contractor (E.C.) shall be understood to mean the Subcontractors for those trades.
- B. Abbreviated Description of Construction Contract Work:
 1. Work includes, but is not limited to, the following temporary construction services, facilities, and controls:
 - a. Basic project engineering and layout.
 - b. Providing debris receptacles and removing debris from site.
 - c. Payment of costs of temporary utilities and services consumed, except WCCTA will pay for water and electric usage when connected to WCCTA or Utility Company facilities (refer to Section 01 50 00-1.4-A).
 - d. Temporary water and electric service.
 - e. Temporary heating, cooling, and ventilating as needed.
 - f. Erosion control and temporary stormwater management.
 - g. Progress and final cleaning.
 - h. Construction waste management.
 - i. Storage of bus wash system equipment and components furnished by Bus Wash System Manufacturer. Such equipment is designated on Drawing Q-600 as "Owner-Furnished."
 2. Scope of demolition, site clearing, and removal work is indicated on Drawings and specified in Section 02 41 00.
 - a. Items designated for salvage or re-use are designated on the Drawings. Turn over to WCCTA or store, protect, and reinstall as indicated.
 3. Scope of alterations and new construction work is indicated on Drawings.
 4. New construction includes, but is not limited to, the following:
 - a. Earthwork.
 - b. Concrete foundations, slabs, pits and trenches.
 - c. Bus wash canopy consisting of metal building system and plastic glazed screening.
 - d. Equipment room consisting of metal roof and deck on steel beams, steel columns and concrete unit masonry walls.
 - e. Miscellaneous metals and rough carpentry.
 - f. Steel door and frame and door hardware.
 - g. Louvers.
 - h. Painting.
 - i. Installation of bus wash system, including equipment in the Equipment Room and Wash Bay.
 - j. Water and sanitary utilities and plumbing systems.

- k. Mechanical systems.
 - l. Electrical utilities and power and lighting systems.
 - m. Concrete paving and curbing.
 - n. Landscaping and irrigation system.
 - o. Stormwater management system.
- C. The Work indicated in the Contract Drawings and Specifications is the responsibility of this Construction Contract except when designated as the responsibility of others.
- D. Related Contract Provisions in Project Manual: Division 00 "Procurement and Contracting Requirements."
- E. Approved shop drawings and other submittals prepared by Bus Wash System Manufacturer are provided for the Construction Contractor's information and reference, and clarification of the system design, including the limits of equipment, materials and other components furnished by Bus Wash System Manufacturer.

1.5 OWNER OCCUPANCY

- A. WCCTA will continue to occupy adjacent portions of the existing site during the entire construction period. Transit operations will continue during construction.
- B. WCCTA intends to occupy the Project upon Substantial Completion.
- C. Cooperate and coordinate with WCCTA to minimize conflict and to facilitate WCCTA's operations.
- D. Schedule the Work to accommodate WCCTA occupancy.

1.6 CONSTRUCTION CONTRACTOR'S USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings and as directed by WCCTA.
- B. Arrange use of site and premises to allow:
 - 1. WCCTA occupancy.
- C. Provide access to and from site as required by law and by WCCTA:
 - 1. Do not obstruct roadways, sidewalks, or other public ways without permit.
 - 2. Within 7 days following Notice to Proceed from WCCTA and prior to obtaining building permit, prepare and submit to WCCTA a proposed material hauling route and schedule as required by the City Engineer, which WCCTA will, in turn, promptly submit to the City of Pinole Building Department. The City Engineer, prior to issuance of a building permit, must approve said submittal. All material hauling activities including but not limited to, adherence to approved route, hours of operation, dust control and street maintenance shall be the responsibility of the Construction Contractor on behalf of WCCTA (per Section 15.36.080 of the Municipal Code). Violation of such may be cause for suspension of work.

3. Coordinate approved material hauling route and schedule with Bus Wash System Manufacturer.

D. Time Restrictions:

1. Limit work to the hours of 8:00 AM - 5:00 PM Monday through Friday except as permitted otherwise by WCCTA and local authorities having jurisdiction.
2. Limit conduct of especially noisy exterior work to hours as designated by local authorities and regulations.

E. Utility Outages and Shutdown:

1. Coordinate and schedule in advance disruption of utility services with WCCTA and pertinent authorities having jurisdiction.
2. Limit disruption of utility services to hours as permitted by WCCTA and pertinent authorities.
3. Issue notices of disruption as directed by WCCTA or authorities.
4. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without prior written agreement by WCCTA and authorities having jurisdiction.
5. Prevent accidental disruption of utility services to other facilities.

1.7 WORK SEQUENCE

- A. Coordinate construction schedule and operations with WCCTA and with Bus Wash System Manufacturer's delivery of equipment.

1.8 PERMIT INFORMATION

- A. Except for portions of the Work noted in paragraph 1.8-B below, WCCTA has obtained and paid for Plan Check reviews and approvals for this Project from the City of Pinole and other authorities having jurisdiction (AHJs) that are required prior to receipt of bids, obtainment of building permit(s), and commencement of construction.
- B. Portions of the Work for which supplemental Plan Check reviews, approvals, and supplemental building permits are required include:
 1. Bus Wash System (Sections 11 05 00 and 11 11 26).
 2. Metal Building System (Section 13 34 19).
- C. Following approval of submittals by WCCTA-designated representative, deferred submittals for supplemental Plan Checks shall be submitted to the City of Pinole Building Department, which is the Building Code Authority Having Jurisdiction (or "Code AHJ"), at 2131 Pear Street, Pinole, CA 94564 (Telephone 510-724-8914).
 1. Bus Wash System Manufacturer shall exclude cost of bus wash system supplemental Plan Check review from its price. Bus Wash System Manufacturer shall prepare and submit the required deferred submittals for the bus wash system, pay for supplemental Plan Check review, and obtain approvals prior to construction bids. The cost for this supplemental Plan Check review will be reimbursed by WCCTA to Bus Wash System Manufacturer.

2. Construction Contractor shall exclude cost of metal building system supplemental Plan Check review from its bid. Construction Contractor shall prepare and submit the required deferred submittals for the metal building system, pay for supplemental Plan Check review, and obtain approvals promptly after award of Construction Contract. The cost for this supplemental Plan Check review will be reimbursed by WCCTA to Construction Contractor.
- D. Obtainment of Permits: Construction Contractor shall obtain all required permits and pay all related permit fees to governmental agencies having jurisdiction over the work, necessary for the on-site work to commence and be completed. Construction Contractor shall exclude cost of metal building system supplemental permit from its bid. WCCTA will reimburse Construction Contractor for the costs of the metal building system supplemental permit. Construction Contractor shall include the costs for the following two building permits in its bid:
1. Initial Building Permit Cost: **\$43,827.33**, based on Plan Check approvals received by WCCTA prior to receipt of construction bids.
 2. Supplemental Permit Cost for Bus Wash System: **\$1,720.00**, based on bus wash system deferred submittal Plan Check approvals received by Bus Wash System Manufacturer prior to receipt of construction bids.
- E. Refer to Sections 01 30 00 - Administrative Requirements, Section 01 40 00 - Quality Assurance, and the technical Specification sections for procedures and specific deferred submittal requirements for the above-noted supplemental Plan Check reviews.
- F. Building Permit Procedure Steps: By Construction Contractor except as noted otherwise.
1. Prior to construction bidding, Bus Wash System Manufacturer shall submit deferred submittals for Bus Wash System to the City of Pinole Building Department as indicated in paragraph 1.8-C above, pay the reimbursable fee for this supplemental Plan Check review, and obtain approvals.
 2. Upon award of Construction Contract, submit material hauling route and schedule to WCCTA, for approval by City Engineer, as indicated in paragraph 1.6-C.2 above.
 3. Submit Construction Waste Management Plan to City of Pinole Building Department as indicated in Section 01 70 00 - Execution and Closeout Requirements, Paragraph 3.9-A.
 4. Within 7 days following Notice to Proceed from WCCTA, complete and file permit applications with City of Pinole Building Department.
 - a. Address: 2131 Pear Street, Pinole, CA 94564
 - b. Telephone: 510-724-8914
 - c. Initial Permit: Agency Plan Check # for Reference: 382827 / BP18-0088.
 - d. Supplemental Permit for Bus Wash System: Same as Initial Permit.
 5. Satisfy all City requirements for issuance of permits, pay required fee(s) and obtain initial building permit and bus wash system supplemental permit.
 6. As soon as possible after Notice to Proceed and approval of metal building system approvals by WCCTA-designated representative, submit deferred submittals for

- Metal Building System to the City of Pinole Building Department as indicated in paragraph 1.8-B above, pay the reimbursable fee for this supplemental Plan Check review, and obtain approvals.
7. Upon approval of metal building system Plan Check by City, pay the reimbursable permit fee and obtain the supplemental metal building system building permit.
 8. Promptly notify WCCTA if any modified documents are necessary for AHJs to complete the plan review and approval process.
 9. Deliver a copy of each building permit to WCCTA promptly after obtaining.
 10. Do not commence execution of any item of work for which a permit has not been obtained.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 SCHEDULE OF DEFERRED SUBMITTALS

- A. General: Refer to Section 01 30 00 – Administrative Requirements for deferred submittal definition and procedures.
- B. Prepare and submit the following to WCCTA, for WCCTA's transmission to the City of Pinole Building Department for approval prior to obtainment of building permit(s):
 1. Material hauling route and schedule, as specified in Section 01 10 00 – Summary, and in accordance with requirements of Pinole's City Engineer.
- C. Prepare and directly submit the following to the City of Pinole Building Department for approval prior to obtainment of building permit(s):
 1. Construction Waste Management Plan, as specified in Section 01 70 00, and in accordance with requirements of the City of Pinole Building Department.
- D. After review and approval by WCCTA-designated representative, submit deferred submittal packages for the following portions of the Work to the City of Pinole Building Department for supplemental Plan Check review, approval, and obtainment of supplemental permits. Submit review payment and provide all necessary documentation to the satisfaction of the City of Pinole Building Department:
 1. Bus Wash System, as specified in Sections 11 05 00 and 11 11 26. Deferred submittal to be made by Bus Wash System Manufacturer.
 2. Metal Building System, as specified in Section 13 34 19. Deferred submittal by Construction Contractor.

END OF SECTION

Motor Bus
 Rail
 Ferryboat
 Demand Response
 Total All Modes

MTC Form 10Q
 Operator: WCCTA
 Quarter Ending: 12/31/19
 Date: Feb. 5, 2020

QUARTERLY FINANCIAL & OPERATING DATA REPORT
 (Article 4 Claimants)

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 2019 -	2020	
Current Qtr. Actual	Year to Date Actual	Total Adopted Budget	Remaining	
1. Operations	2,383,795	4,752,126	9,748,000	51
2. Vehicle Maintenance	367,104	774,889	1,614,900	52
3. Non-Vehicle Maintenance	58,226	114,721	257,800	56
4. General Administration	290,860	618,498	1,247,400	50
5. Total Expenses (lines 1-4)	3,099,985	6,260,234	12,868,100	51
6. Labor	230,770	461,541	920,500	50
7. Fringe Benefits	78,954	158,913	315,200	50
8. Services	87,689	189,664	449,900	58
9. Fuel/Lubricants	367,061	698,025	1,689,200	59
10. Tires and Tubes	33,615	64,660	175,000	63
11. Other Materials & Supplies	95,124	211,718	474,200	55
12. Utilities	29,470	56,196	139,400	60
13. Purchased Transportation	1,939,421	3,901,810	7,550,200	48
14. Casualty & Liability	194,470	389,973	784,400	50
15. Leases & Rentals	1,220	2,363	105,400	98
16. Interest Expense				
17. Other Object Class Expense *	42,191	125,371	264,700	53
18. TOTAL Expenses(line6 thru 17)	3,099,985	6,260,234	12,868,100	51
19. Depreciation				
20. Memo Item				
21. Farebox	645,602	1,307,486	2,300,000	43
22. Non-Farebox	6,250	12,500	30,000	58
23. Sales Tax, contributed by other agencies	425,415	850,830	1,622,769	48
24. Sales Tax, directly levied by operator				
25. TDA(operating & planning & admin. funds)	775,713	1,551,426	3,045,138	49
26. STA(operating & planning & admin. funds)	318,073	677,086	1,517,617	55
27. RM2 funds	292,210	584,420	1,068,844	45
28. FTA sec.8(planning)& sec.9(operating)funds	61,182	122,364	244,729	50
29. Other Fed., State, or local, non-operator funds	0	0	115,028	100
30. Other Operator Funds	763,694	1,527,430	2,923,975	48
31. TOTAL Revenue(add lines 21 through 30)	3,288,139	6,633,542	12,868,100	48
32. Net Operating Surplus/(Deficit)(line 31 - line 18)	188,154	373,308	0	
33. Line 32, less transfers to oper., Capital, or Other				
34. Revenue Passengers	280,501	564,334	1,112,100	49
35. Total Passengers	308,490	619,538	1,225,400	49
36. Revenue Vehicle Miles	494,471	997,504	2,014,800	50
37. Revenue Vehicle Hours	27,531	55,725	110,940	50
38. Employees, FT equivalents(FTE=500 hrs/qtr.)				
39. Farebox Recovery Ratio	20.8	20.9	17.9	

* 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

Agenda Item 2.6

Staff Report on WCCTA 2020 Publicly Available Pay Schedule

Pursuant to sections 20636 and 20636.1 of the Government Code, WCCTA is required to compile a publicly available pay schedule, and to have the document duly approved by the Board of Directors. The schedule must identify the position title for every employee position, and it must present the pay rate for each identified position, which may be stated as a single amount or multiple amounts within a range. To comply with the regulation, compensation to employees must conform to the amounts listed on this document.

Staff has prepared the attached document, which complies in all regards with the requirements outlined in the relevant Government Code sections above. Board approval is required to protect both the Authority and its employees from any uncertainty or challenge in the determination of earnable compensation under the Public Employees' Retirement Law.

Action Requested

Staff recommends formal approval and adoption of the WCCTA Publicly Available Pay Schedule, with an effective date of January 1, 2020.

AGENDA ITEM 2.6

WESTERN CONTRA COSTA TRANSIT AUTHORITY PUBLICLY AVAILABLE PAY SCHEDULE (FY 2020)

WCCTA Base Pay Scale (as of January 1, 2020)

Hourly /
Semi-
Monthly *Hourly /*
Semi-
Monthly

JOB TITLE	STATUS	Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Receptionist/Administrative Analyst	Non-Exempt	<u>\$21.92</u>	<u>\$24.43</u>	<u>\$27.56</u>	<u>\$29.12</u>	<u>\$31.32</u>	<u>\$32.88</u>	<u>\$34.76</u>	<u>\$36.64</u>
Accounting Clerk	Non-Exempt	<u>\$27.18</u>	<u>\$30.29</u>	<u>\$34.17</u>	<u>\$36.11</u>	<u>\$38.83</u>	<u>\$40.77</u>	<u>\$43.10</u>	<u>\$45.43</u>
Human Resource Analyst/Compliance Specialist	Non-Exempt	<u>\$29.30</u>	<u>\$32.64</u>	<u>\$36.83</u>	<u>\$38.92</u>	<u>\$41.85</u>	<u>\$43.94</u>	<u>\$46.45</u>	<u>\$48.96</u>
Transit Grants and Compliance Manager	Exempt	\$2,809	\$3,130	\$3,531	\$3,732	\$4,013	\$4,213	\$4,454	\$4,695
IT Manager	Exempt	\$3,018	\$3,363	\$3,794	\$4,010	\$4,311	\$4,527	\$4,786	\$5,044
Manager of Marketing & Administrative Services	Exempt	\$3,320	\$3,699	\$4,174	\$4,411	\$4,743	\$4,980	\$5,264	\$5,549
Maintenance Director	Exempt	\$4,140	\$4,614	\$5,205	\$5,501	\$5,915	\$6,211	\$6,566	\$6,920
Assistant General Manager/DBE Liaison Officer	Exempt	\$4,181	\$4,659	\$5,256	\$5,555	\$5,973	\$6,272	\$6,630	\$6,989
General Manager	Exempt	\$6,129	\$6,829	\$7,705	\$8,143	\$8,756	\$9,193	\$9,719	\$10,244