



Western Contra Costa  
Transit Authority

## **NOTICE OF MEETING**

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

**DATE:** May 9, 2019 (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 March 14, 2019 & April 11, 2019. \*
- 1.2 Approval of Expenditures of April, 2019.\*
- 1.3 Receive Contractors Monthly Management Reports for Feb. 2019 & March. 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 Adoption of Anticipated Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2019 through 2021-22 and Authorization for the Release of the DBE Goal for a 30-Day Public Review/45 Day Public Comment Period. **[Action Requested: Approval of the Anticipated Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2019 through 2021-22 ].\***
- 2.2 Consideration of Proposal from Samsara Networks, Inc. for Implementation of Cloud Hosted Fleet Tracking Equipment on 64 Vehicles for a 36 Month Term. **[Action Requested: Receive Recommendation from Finance and Administration Committee. Formal Approval for General Manager to**

**Enter into Agreement with Samsara Networks, Inc. for 36 Month Term for Hardware, Installation and Operation of Cloud Hosted Fleet Tracking Equipment on 64 Vehicles at a cost Not to Exceed \$150,000]. \***

- 2.3 Report on Upcoming Summer Youth Pass Project. **[No Action: Information Only]**
- 2.4 Presentation and Discussion of FY2019 3rd Quarter Financial and Operating Data Report. **[Action Requested: Discussion and Direction to Staff].\***
- 2.5 Presentation and Adoption of FY18-19 Adjusted Operations Budget, and Proposed FY19-20 Capital and Operations Budget. **[Action Requested: Receive Recommendation from Finance and Administration Committee. Formal Adoption of Adjusted FY2018-19 and Proposed FY2019-20 Operations and Capital Budget or Direction to Staff]. \***

**3.0 COMMITTEE REPORTS**

- 3.1 General Manager's 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 <http://www.westcat.org/administration/agendas.html>. 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: June 13, 2019**

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](http://www.ci.pinole.ca.us).

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**

March 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 6:35 p.m., and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Anthony Tave, Aleida Chavez, Dion Bailey, Maureen Powers at 6:40 PM.

STAFF PRESENT

Charles Anderson, Donesha McKinley, Yvonne Morrow, Mike Furnary

GUESTS PRESENT

Karen DeRosa, General Manager, MV Transportation Pinole Division, and David DeRosa, Jeff Bane, MV Transportation Regional Vice President.

**B. APPROVAL OF AGENDA**

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

**Ayes: 4 - Tave, Chavez, Kelley, Bailey**

**C. PUBLIC COMMUNICATIONS None**

**1) CONSENT CALENDAR**

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

**Ayes: 3- Chavez, Tave, Kelley,**

**Abstain: 1- Bailey**

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

- 2.1. Consideration and Adoption of Resolution 2019-02 Authorizing the Execution of Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for Spare the Fare – Free Rides on Spare the Air Days, \$230,055: Formal Adoption of Resolution 2019-02.**

General Manager Anderson, requested WestCAT staff member, Mike Furnary to present this item.

Transit Grants & Compliance Manager Furnary introduced the item, and provided a staff report.

1. LCTOP stands for the Low Carbon Transit Operations Program, and it's funding that is provided through the cap-and-trade program, which provides transit operators with operating and capital assistance, provided that the operators' programs reduce greenhouse gases and serve disadvantaged communities.
2. In the past, WestCAT has used this funding to expand Route 11 service, which serves Rodeo and Crockett, and has utilized some money from this funding source to subsidize our vehicle locator system, which touches our entire service area.
3. This year, in support of the reduction of greenhouses gases, we're planning on offering free rides on Spare the Air days.
4. Approximately 14 years ago, MTC funded free rides on Spare the Air days for transit operators throughout the Bay Area.
5. During that campaign, WestCAT experienced a 20-25% ridership increase on days when free fares were offered. It's a proven fact, that ridership does increase on Spare the Air days when there's an offer of free transit rides. For this reason, the Spare the Fare project satisfies the greenhouse gas reduction requirement.
6. About \$233,000 in funding is available this year, and last year there were about 32 Spare the Air Days.
7. We'll be establishing a process for monitoring ridership on those days, in order to determine exactly what the reimbursement will be. We're predicting that the funding will last for approximately one year, but this may vary depending on the number of passengers taking advantage of this offer.
8. If any funds remain beyond 2020, we'll continue to use them until they're exhausted.
9. We're proposing to begin this promotion in January, 2020.

Director Powers arrived at 6:40 PM.

Board members asked some questions relating to Mr. Furnary's historical research and knowledge of the previous program results, and added their comments.

Transit Grants & Compliance Manager Furnary responded.

Director Tave suggested that he would like to see a metric regarding WestCAT's carbon footprint, and what impact a program such as this might have in reducing that footprint.

TG&C Manager Furnary replied that when applying for the funds, there's a portion of the application that actually does some calculations regarding your carbon footprint, but he doesn't have that information with him tonight. However, some of that actually exists as part of the application process itself, utilizing a formula that's put together by Caltrans.

Director Chavez mentioned that that information is also available through the Air District.

At this time, there were some additional comments and questions made by Chair Kelley.

Mike explained that the Marketing Manager, Yvonne Morrow, will be involved in the dissemination of the marketing materials and information about this promotion to the public. Social Media is likely to be the key source where the public will be able to get this information, but that is to be determined once the program is approved and the details are worked out amongst the staff.

He confirmed that this campaign would apply to all of the WestCAT routes, including the LYNX every day that an official Spare the Air Day called.

General Manager Anderson made some closing comments. He stated that as the Board is aware, the LYNX is already well subscribed, so we've included in our application that we're going to use this funding to supplement service on certain high popularity routes, to deal with the additional demand on the "fare free" Spare the Air Days. That is an eligible use of these funds.

**MOTION: A motion was made by Director Tave, and seconded by Director Powers to approve Resolution 2019-02 Authorizing the Execution of Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for Spare the Fare – Free Rides on Spare the Air Days, \$230,055. The motion was carried by the following vote:**

**Ayes:** 5- Tave, Powers, Bailey, Chavez, Kelley

- 2.2. Consideration and Adoption of Resolution 2019-03 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Allocation of Transportation Development Act/State Transit Assistance Funds/Net Bridge Toll Revenues/Feeder Bus Funds and Regional Measure 2 Operating Funds for Fiscal Year 2019/20. Recommendation:** Formal Adoption of Resolution 2019-03.

General Manager Anderson, introduced the item and provided some background.

1. This is a standard resolution that must be authorized by the Board annually, in order for the agency to file an application with the Metropolitan Transportation Commission for allocation of these funds.

Board Members asked questions and made comments.

**MOTION: A motion was made by Director Powers, and seconded by Director Bailey to approve Resolution 2019-03 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Allocation of Transportation Development Act/State Transit Assistance Funds/Net Bridge Toll Revenues/Feeder Bus Funds and Regional Measure 2 Operating Funds for Fiscal Year 2019/20. The motion was carried by the following vote:**

**Ayes:** 5- Powers, Bailey, Chavez, Tave, Kelley

- 2.3. Presentation and Discussion of FY2019 2nd Quarter Financial and Operating Data Report. Recommendation:** Discussion / Direction to Staff.

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

1. He explained how the report is formatted for the newest members of the WCCTA Board, Directors Bailey and Tave.

2. The net operating surplus through the 2<sup>nd</sup> Quarter is \$712,000. That isn't necessarily indicative of the remaining two quarters of the fiscal year, but at this point this is a fairly healthy position to be in.
3. This also takes into account the healthy fuel contingency input that we've built into our budget, in case of any fluctuations in fuel costs. Thus, some of the surplus is a reflection of that, and may change if we experience a surge in fuel costs.
4. For the most part, expenses are as we had projected, and we're pleased with this result.

Board Members asked questions and made comments.

General Manager Anderson confirmed for the board that the farebox recovery ratio is up at this point in the fiscal year, due to fare collection running above budget projections. There's quite a bit of cross subsidy from the LYNX service that helps support the other services that we have, and the LYNX is the service that is experiencing the increases at this time. That is a healthy thing budget-wise and ridership-wise, and helps provide for all of the other services that are important to area.

**2.4. Consideration and Approval of Amendment 7 to the Agreement for Provision of Public Transit Services between WCCTA and MV Transportation Inc. to Extend the Agreement term through June 30, 2020 to Include Adjustments to Contractor Wage Scales. Recommendation:** Formal Approval of Amendment 7 to Agreement between WCCTA and MV Transportation Inc.

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

1. The Board has exercised 2 of the 3 options to extend this agreement in prior years. The second of those options extends through June 30, 2019. We then have the option of extending one additional year, through June 30, 2020.
2. As the Board is well aware, we've been struggling with the labor market conditions here in the Bay Area, which have resulted in the severe driver shortages that we experienced at this time last year, resulting in the cancellation of one of the routes.
3. MV Transportation and the Board responded to that by addressing the wage levels, by providing additional resources to increase the scale.
4. That's still an appropriate thing to do for the upcoming year, because the wage pressures continue to be intense in the Bay Area. Therefore, staff approached MV to ask for a proposal for pricing for the upcoming year.
5. Initially, when we went out to bid, there was a price proposed for each of the 7 years of the potential exercise of all of our options beyond the initial 4-year term. Each of the years was priced separately, both in terms of the variable rate that covers the drivers, and things that vary by the number of hours of service we provide, and then all of the fixed salaried staff (maintenance staff, dispatchers, etc.). Thus, there are two separate components.
6. The proposal that we received from MV adds a dollar per hour to all of the compensation rates for all of the MV staff on this contract. To do that, they actually

put that directly into payroll, and cover the resulting payroll based expenses on it, such as payroll taxes and other non-revenue hours of service (i.e. training hours), which are all factored into that component.

7. MV has done that calculation and provided a price to us that simply reflects the increased compensation and the payroll based expenses, and that's what is before the Board tonight in Amendment 7.
8. MV has made that concession without adding profit margin or overhead, which they've done on several occasions. We've really been in a partnership over the last year to try and get this driver shortage addressed. A problem that is common to all Bay Area transit operators regardless of size. Thus, we really need to step up and deal with it.
9. The other thing to note is the cooperation that we've had at the highest levels of MV. We've scheduled weekly meetings with their CEO, and their Regional Vice President, Jeff Bane, to get a status report and review an action plan for addressing any issues, and they've delivered very effectively on what they've proposed.

General Manager Anderson, resolved that at this time it is staff's recommendation to accept the proposed terms for the Amendment 7 to the contract. He then asked MV Regional Vice President, Jeff Bane to address the Board.

MV Regional Vice President Bane thanked the Board and Mr. Anderson for the privilege of appearing before them. He reiterated Mr. Anderson's statements regarding the long-term partnership between MV Transit and WestCAT, which he stressed, they take this contract very seriously and are very proud to continue to provide service to the community.

He repeated some of Mr. Anderson's comments relating to the work that they've done to address the driver shortage, and spent a few moments speaking to that. He expressed his appreciation for the partnership with WestCAT in addressing these issues, which has allowed MV to put forward a proposal that includes wage increases for their employees, without the profit built in, which is perfectly fine by them.

He explained the rigorous process of recruiting, training, and retaining a professional driver, which is handled at the local level by his team that includes MV General Manager, Karen DeRosa and her staff, some of whom are present tonight.

He emphasized that while it's also a driver shortage, it's not acceptable to just have anyone come in and do this job. It requires a true professional, someone who is going to really deliver the service in a quality fashion. While he's proud of the progress that they've made thus far in recruiting drivers, their goal isn't just to have the 67 drivers required to run the service on a daily basis, but to have 4-5 extra drivers for coverage when drivers take time off. They want to get to a situation where they can maintain that, and by having this type of an agreement with this Board, allows them to increase that wage, pass that wage forward and, ensure that they continue to drive significant value to WestCAT and its patrons.

He concluded his comments on behalf of MV's CEO Kevin Jones and the entire MV organization, they've had this contract with WestCAT for a number of years and truly enjoy the partnership, and they're really looking forward to extending that for another year.

He went on to respond to a question posed by Director Powers, relating to how MV goes about recruitment of quality drivers, given the current labor market conditions. He explained that they recognized that they weren't getting enough foot traffic, so they brought in a regional recruiter, put in some processes to increase the traffic through outreach, and hired a temporary

person onboard to do the outreach and intake. That person was hired to follow-up with anyone who expressed interest in employment on websites and various other places, and to bring folks in for interviews. Fundamentally, it's really about increasing traffic, and making sure that they're brought into the fold by a team of professionals that can help them to succeed.

Once they've gotten 10 applicants, they probably get 2-3 fully through the process, and once they're behind the wheel, they've gone through so much that they know that this is the right career for them. Therefore, they just need to keep that up, and continue to get people through the door, which they've done quite successfully of the last six months.

Director Powers agreed, and added that she believes that they've done really well, but she's concerned that it might not be as attractive a career for some young people, given all of the new technologies being introduced, such as driverless cars and buses. However, she thinks that in the future it's going to be an extremely important position, because there'll be a need for more large vehicles on the road to take more individuals "off" the road. Thus, we're in a kind of difficult situation right now, and she appreciates MV's efforts.

Mr. Bane added that through this effort, the local team has learned that this isn't something that you can ever stop doing. You have to continue to recruit every day, every week, all of the time, and always have a rolodex or files with people that you're looking at and trying to hire in the future.

He agreed that the industry is going to continue to be challenged. They're challenged for drivers, and for mechanics particularly. That's an industry trend, but it's still generally a good job, and the people who are generally attracted to this, are people who like to interact with the public. Those are the kinds of people that they're trying to find.

Director Tave, asked Mr. Bane what MV is doing as far as retention of the current drivers, and on a year-to-year basis, what is the typical turnover rate.

Mr. Banes confirmed with MV General Manager, Karen DeRosa that the turnover rate is at about 10%. He added that within the operation there are some interesting career paths such as; trainer, dispatcher, safety management, operations management, on up to general manager, and that's a strong trend within the industry. At the end of the day, his experience has been that wages are important, but who you work with is equally important, and the team that they have and the sense of community and collaboration that they share with WestCAT, creates an environment where people actually do want to come to work.

Chair Kelley thanked MV Regional Vice President Bane for coming tonight, and given last year's driver shortage, the Board is really glad that MV has been able to recruit more people. She thinks that this wage increase is definitely warranted. It has been her experience as a rider that the drivers are amazing, and do an incredible job maneuvering through the traffic, dealing with the public, and in making quick decisions involving emergencies both involving passengers and in various other situations they're faced with daily, and a machine isn't able to do that. This is more than just driving a bus, it is really being responsible for a whole load of people.

General Manager Anderson called out Karen DeRosa and her staff, particularly Norma Jean Brearley, who was a dispatcher here for a number of years, and who chose to come back and help us out. She's been bringing quite a few people through the door and processing the paperwork necessary to actually have a steady flow of applicants, and it's no small matter to get people through the door. Also, Treslyian Edwards, has also been tirelessly working to acquaint people with what they need to do and keeping things operating in a professional manner, and Karen has been stalwart here for many, many years. He agreed that it does

make a difference where you work, and what the culture is at the workplace. We've had people leave for other operators in the Bay Area, and it's not too long before they call and ask to come back. It speaks to the quality of the team here and we appreciate everything that has been done at the corporate level as well.

Chair Kelley, and the rest of the Board echoed Mr. Anderson's sentiments about MV, and the work they've done at WestCAT.

**MOTION: A motion was made by Director Chavez, and seconded by Director Powers to approve Amendment 7 to the Agreement for Provision of Public Transit Services between WCCTA and MV Transportation Inc. to Extend the Agreement term through June 30, 2020 to Include Adjustments to Contractor Wage Scales. The motion was carried by the following vote:**

**Ayes:** 5- Chavez, Powers, Bailey, Tave, Kelley

### 3) COMMITTEE REPORTS

#### 3.1. General Manager's Report

General Manager Anderson, requested WestCAT's Assistant General Manager, Rob Thompson to report on this item.

Assistant General Manager Thompson introduced the item, and provided a staff report.

1. The double deckers went out into service on February 5<sup>th</sup>, and a number of our staff were onboard the early morning trips giving out promotional items and information.
2. We've receive a lot of positive feedback from riders about the new buses.
3. We're performing ongoing monitoring of the ridership by time of day, to ensure that these larger vehicles are on the trips with the most ridership.
4. We've seen additional ridership with the introduction of the larger capacity vehicles, mirroring our experience over the last few years that when we add capacity, we're able to attract new riders to this service.
5. We don't have any final numbers for February and March, as we're waiting for numbers from the Clipper system, in terms of the ridership. But, we've definitely seen increases to the ridership on the LYNX.
6. We currently have 2 of the 3 vehicles in service, and we're working with the manufacturer on warranty work on the third, and the final acceptance of the vehicles.
7. Each of the three vehicles are receiving additional ceiling work to prevent some leaks that were occurring. Once completed, all three vehicles should be back into normal operation.
8. We've also taken delivery of 4 new 40 ft. Gillig low floor vehicles over the last few months. They're replacing some of the oldest vehicles in the fleet, including a 1998 that is finally getting a chance to retire.

9. These vehicles are going to be used on the express trips into the BART system, and Cubic is just about finished installing all of the Clipper equipment on the vehicles, so we've begun rotating them into the system, with the first going out yesterday.
10. The Salesforce Transit Center has been closed since last September, and the peer review for the recommended fix to the cracks is completed and approved in early February. The repair hasn't started, but is expected to be completed by June.
11. We don't have any anticipated date when we'll go back in, but we hope once the work's completed and final testing done, we'll go back in as soon as possible. We're monitoring that and we'll keep the Board informed when we know any details.
12. Finally, the BART Early Bird Express Service began February 11<sup>th</sup>. That's when BART delayed the start of their regular train service from 4:00 AM to 5:00 AM.
13. We're operating 2 trips every day from El Cerrito del Norte BART via Oakland into San Francisco, and ridership has been fairly steady each day with the same number of riders, the same regular riders getting on each day.
14. The earlier trip at around 4:00 AM is the busier of the 2 trips, and that's something that BART has seen throughout the whole network of vehicles that they have.
15. As a result of that, we're having some discussions with BART and the other operators, to try and to tweak some of the service that is out there throughout the entire system.
16. Nothing has been reported yet, but BART has been monitoring these trends and any changes that we do make, we'll come back to provide this information to the Board.

Assistant General Manager Thompson clarified for Director Powers that there will be 3 double deckers on the LYNX service, and we have an option to order more in the future when funding becomes available.

General Manager Anderson added that we do have a project submitted to MTC for an additional 5 double decker vehicles, and that is contingent on Regional Measure 3 passing its legal challenge. That's in the courts and underway right now. We're optimistic, but we don't know how that's going to turn out. The vehicles are fairly high priorities within the region, as is the expansion of our operations facility, which, if we add 5 more vehicles, is a priority for us.

Our facility expansion is the highest priority of the RM3 projects that the Board saw going through CCTA's review and being forwarded to MTC. Once RM3 is resolved, MTC will get to work prioritizing and scheduling the funding cycles for those projects.

Board Members asked some additional questions and made comments.

General Manger Anderson confirmed for the Board that there is very little difference in the fuel consumption of the double deckers, compared to the other LYNX vehicles, but we haven't really had enough experience to quantify it yet. However, they operate about the same as the MCI's. It's very close to the performance of the other coaches already in the LYNX fleet.

Through the Chair, Assistant General Manager Thompson confirmed that the over-the-road coaches have 57 seats, and the double deckers have 88 seats.

Finally, Assistant General Manager Thompson confirmed for the Chair, with regards to the Early Bird Service, we're at no risk of exceeding capacity at present. Ridership on the early trip has been around 15-16, and the second trip is where we have fairly low ridership. That's consistent with the other operators experience. It seems as if people who need to be in really early take the early bus, but if they don't, they seem to be waiting for the 5:00 AM BART trip.

General Manager Anderson reminded all of the Board members that the deadline for filing the Form 700 is coming up on April 2<sup>nd</sup> this year, and for new Board members there's an incoming statement that needs to be filed as part of that filing.

#### **4) CORRESPONDENCE**

None

#### **5) BOARD COMMUNICATION**

Director Powers mentioned that on a recent trip on the LYNX, she and a friend had parked at the BART parking lot in Hercules and upon returning that evening around 7:00 PM, her friend's car had been broken into. It was among a series of about 4-5 cars parked in a row against the fence towards the back that had all been broken into. The BART police had put their cards on the dash of all of the cars that had been broken into. This is a BART parking lot and it's their responsibility, it's not ours. However, it impacts our ridership when cars are broken into there.

She'd like the public to be aware that BART needs to do something about this, and it's her understanding according to the General Manager that there may be some temporary cameras up there now, but there's some issues that need to be worked out. Something has to be done with the security in that lot.

General Manager Anderson replied that after receiving that report, we did have a conversation with the Hercules City Manager, and have subsequently had a conversation with the representative from BART and the City and from our agency who are all part of the Memorandum of Understanding for operating the Hercules Transit Center. We raised those very concerns and questions.

There are two pending projects. One is to improve some of the passenger amenities at the HTC. There's also a pending BART solar project, which may be done in coordination with the first project or maybe afterwards. In both cases, we stressed the importance of additional security, monitoring and lighting as part of one or both of those projects. It's been escalated in terms of urgency, but we'll have another call next week to discuss implementation of those projects. We're hopeful that we can get an agreement and mutual consensus on moving forward on security measures.

Board members made announcements of upcoming meetings, and a transportation town hall scheduled at the Pinole City Hall on March 28<sup>th</sup> and Chair Kelley will be one of the speakers.

#### **6) ADJOURNMENT**

At 7:38 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of March 14, 2019.

\_\_\_\_\_  
**Chris Kelley, Chair**

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

\_\_\_\_\_  
**Charles Anderson, Secretary**

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

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**

April 11, 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 6:32 p.m., and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Tom Hansen, Norma Martinez-Rubin, Dion Bailey, Anthony Tave at 6:40 PM, Aleida Chavez at 6:44 PM

STAFF PRESENT

Charles Anderson, Yvonne Morrow, Rob Thompson, Mike Furnary

GUESTS PRESENT

**B. APPROVAL OF AGENDA**

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

**Ayes:** 4 – Hansen, Bailey, Martinez-Rubin, Kelley

**C. PUBLIC COMMUNICATIONS** None

**1) CONSENT CALENDAR**

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

**Ayes:** 4- Martinez-Rubin, Bailey, Hansen, Kelley

Director Tave arrived at 6:34 PM.

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

- 2.1. Formal Authorization for General Manager to Accept the Proposal from The Ross and White Company, and to Enter Into an Agreement for the Purchase and Delivery of a Bus Wash and Water Reclamation System. Recommendation:** Authorization for General Manager to Enter into Agreement with The Ross and White Company For Purchase and Delivery of a Bus Wash and Water Reclamation System at a Cost of \$400,000, Exclusive of Applicable Taxes. Funding to be Provided by Measure J Capital Revenues.

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

1. At the January 17, 2019 meeting the board authorized the General Manager to enter into an agreement with the bus wash manufacturer, Ross and White and he had requested authority of \$350,000 exclusive of tax and delivery.
2. At that time, we had been going through a process with our engineering firm and attorneys to structure the procurement documents, and to request a formal quote from Ross and White.
3. We did so last month, and the quoted amount came back at a delivered price of \$400,000, so it had escalated, largely due to the imposition of the steel tariffs by the federal government.
4. Since steel is a major component of the equipment, that affected us in a negative way. Therefore, we're back before the board this evening to request authorization to accept the quote at the delivered price of \$400,000 exclusive of tax, and to enter into the agreement with The Ross and White Company.
5. The one thing which isn't included in this, as part of the City's process, we're going to have a seismic structural calculation done by an engineer licensed in California. That is a separate item.
6. We have a call with Ross and White tomorrow to see who will actually be performing that work. That will be an additional task, although we don't expect it to be a major expense.

Board Members asked questions and made comments.

General Manager Anderson replied to a question posed by Chair Kelley regarding the expected cost of the engineering work. He stated that according to our engineering firm, it's a fairly simple calculation. We have an engineering firm working on this project, but they identified a conflict of interest with doing the structural certification, but they estimated that it's probably a day's work on the part of a structural engineer, and will probably be in the several thousand dollar range. Not a significant expense.

In reply to a question posed by Director Martinez-Rubin regarding the delivered price of \$400,000, Mr. Anderson clarified that that is the quoted amount, and he doesn't expect that to change. However, in the event that there was a change, because the manufacturer has submitted the quote that the board is acting upon tonight and the manufacturer has committed to that price, regardless of the fine print, we really don't expect an escalation of the price. He confirmed that the quoted amount does include delivery.

As far as a delivery date, there are a few things remaining that the manufacturer is responsible for preparing for submittal to the City, and the time that it will take to get through that process is unknown. Thus, the delivery date isn't known at this point, but will likely extend beyond 3 months.

**MOTION: A motion was made by Director Tave, and seconded by Director Hansen to authorize General Manager to Enter into Agreement with The Ross and White Company For Purchase and Delivery of a Bus Wash and Water Reclamation System at a Cost of \$400,000, Exclusive of Applicable Taxes. Funding to be Provided by Measure J Capital Revenues. The motion was carried by the following vote:**

**Ayes:** 5- Tave, Hansen, Martinez-Rubin, Bailey, Kelley

### 3) COMMITTEE REPORTS

Director Chavez arrived at 6:44 PM.

#### 3.1. General Manager's Report

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

1. All three of the Alexander Dennis buses are in daily service on the LYNX now, which is a good thing.
2. Also, this week the lawsuit challenging the Regional Measure 3 bridge toll increase was decided in favor of MTC and not the proponents who had challenged it through the courts.
3. MTC's formal position is to wait and not take any action before the appeal period has closed.
4. As the board is aware, we have two projects that have been submitted by CCTA for consideration in the funding package that MTC will consider. He believes that they will be highly ranked because of their readiness and urgency.
5. Assuming that there will be no negative news on the RM3, those projects should be eligible for funding and part of the discussions, and he'll keep the board apprised on how things go.
6. We're now in the middle of developing our FY2020 budget, and we're awaiting a couple of things that are not yet available.
7. A couple of our funding sources haven't clarified what amounts of money will be available to us next year. Also, there's some additional and considerable expenses relating to the fees associated with the Transbay Terminal. We're responsible for paying a proportional share of some of the operational costs, and that's an unknown at this point due to the closure of the terminal. We'll have to make our best assumption about that, as well as assumptions taking into account the recent increases in fuel costs.
8. All of those things are going into our budget projections for next year. We expect to have those ready for the May board meeting, and we'll try and convene a meeting of the Finance and Administration Committee to go through our budget assumptions, prior to taking it to the full board.
9. Lastly, based on a recent news release, the reopening of the Transbay Terminal is now being projected as happening as early as June 1<sup>st</sup>, but there are still some things that have to take place before then, so that date isn't confirmed. However, we're looking forward to the reopening.

General Manager Anderson confirmed for Chair Kelley that when the double deck buses pull up, they can still accommodate everybody in line, but that's not the case with the vehicles that were out there before. That's the point where we're at now. We're not turning people away at this point, but they're running at capacity on at least a couple of their runs in the morning. The double deckers are assigned to 6-7 runs both in the morning and afternoon, and they're fairly well subscribed.

- 4) **CORRESPONDENCE** None
- 5) **BOARD COMMUNICATION** None
- 6) **ADOURNMENT**

At 6:50 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of April 11, 2019.

\_\_\_\_\_  
**Chris Kelley, Chair**

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

\_\_\_\_\_  
**Charles Anderson, Secretary**

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

A/P DISBURSEMENTS APRIL 2019

4/2/19 at 17:20:12.86

WCCTA - WestCAT  
Purchase Journal

**AGENDA**

Page: 1

**ITEM # 1.2**

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/28/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	34056	Feb inspection  Afforda-Test	100.00	100.00
3/27/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	03/19	CalTIP Oversight Committee (CalTIP) Charles Anderson	95.32	95.32
3/15/19	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	78398783	March phone serv  March phone serv  Comcast Business	662.00  331.00	993.00
3/4/19	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936.03*70268	Buswash support serv task order 3 (TDA) Gannett Fleming, Inc.	1,303.08	1,303.08
3/29/19	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936.02*70257	Buswas design ser task order 2 (TDA) Gannett Fleming, Inc.	5,532.92	5,532.92
3/29/19	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	M-062936.02*71814	Buswash design serv task order 2 (TDA) Gannett Fleming, Inc.	17,160.37	17,160.37
3/26/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	017	March cleaning  GCI JANITORIAL SERVICES	2,308.67	2,308.67
2/28/19	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	1233766	Jan legal service for buswash project Hanson Bridgett LPP	2,876.25	2,876.25
3/31/19	20200 Accrued Payroll Liabilities 20200 Accrued Payroll Liabilities 20100 Accounts Payable	03/2019	March 31st deferred comp  401K loan  Vantagepoint Transfer Agents -- 457	2,656.30  214.62	2,870.92
2/25/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	6949522	Vehicle parts  Kimball Midwest	457.17	457.17
2/28/19	50500-10 Utilities, Operations 20100 Accounts Payable	1902665	Water analysis  McCampbell Analytical Services	125.10	125.10
3/26/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	3/19	March meetings  Andramica Mcfadden	59.80	59.80
4/2/19	50499-41 Other Mat & Supplies, Veh Ma 50999-60	4/19	Steel for tire rack (shop)  Employee appreciation lunch	54.88  43.38	

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Miscellaneous Exp, Admin 50800-10		Drivers appreciation	54.35	
	Purchased Transportation, Ope 20100		Petty Cash, WCCTA/Andramica McFadden		152.61
3/13/19	50500-10 Utilities, Operations	3/2019	Gas and electric 2/12-3/13/19	1,874.46	
	50500-60 Utilities, Admin		Gas and electric 2/12-3/13/19	937.23	
	20100 Accounts Payable		PG & E		2,811.69
3/18/19	50500-10 Utilities, Operations	03/19	Electric 2/15-3/18/19	8.15	
	50500-60 Utilities, Admin		Electric 2/15-3/18/19	4.07	
	20100 Accounts Payable		PG & E		12.22
3/25/19	50499-41 Other Mat & Supplies, Veh Ma	M-1987117	Vehicle parts	1,558.10	
	20100 Accounts Payable		Prevost Car, a division of		1,558.10
3/31/19	50902-60 Travel Expense, Admin	3/19	March meetings	151.94	
	20100 Accounts Payable		Robert Thompson		151.94
3/18/19	50401-10 Fuel & Lubricants	M-150002	Diesel	42,477.11	
	20100 Accounts Payable		Spartan Tank Lines, Inc.		42,477.11
2/20/19	50300-10 Outside Services, Operations	2/19	Feb DAR tablets	3,821.83	
	20100 Accounts Payable		T-MOBILE		3,821.83
2/21/19	50300-10 Outside Services, Operations	9824623086	Feb cell phones 1/22-2/21/19	568.03	
	20100 Accounts Payable		Verizon Wireless		568.03
				85,436.13	85,436.13

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Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
3/14/19	50499-10 Other Mat & Supplies, Oper 50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	M-2259845831	Chairs for breakroom  Office supplies  Drivers incentives  Staples	372.51  27.30  6.45	    406.26
3/21/19	11103 Office Equipment & Furniture 20100 Accounts Payable	19030621	Vehicle communications necessities (Prop 1B) Wireless N WiFi	13,053.90	13,053.90
3/31/19	50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 20100 Accounts Payable	99669	March service  March Ambassador  March maintenance  March liability ins.  MV Transportation	539,617.82  2,880.00  71,667.00  16,779.24	     630,944.06
4/3/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	4/19	Repair tire rack for additional tire storage RAM Welding & FAB	365.00	365.00
4/9/19	50300-10 Outside Services, Operations 20100 Accounts Payable	105	Transit consulting (4/1-4/8/19)  Electra McFadden-Jeter	4,000.00	4,000.00
4/10/19	11104 Facility Repairs 20100 Accounts Payable	04/2019	Install fixtures in janitor's room and highbay lights in shop (TDA) ASAP Electric	580.00	580.00
4/10/19	11104 Facility Repairs 20100 Accounts Payable	4/19	Installed led lamps in shop (TDA)  Edward Browne	4,200.00	4,200.00
4/12/19	11101 Transp. Vehicles & Equipment 20100 Accounts Payable	M-732795	Purchase of buses #601, 602, and 603 Alexander Dennis Inc	2,378,420.00	2,378,420.00
				3,031,969.22	3,031,969.22

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/1/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1051	Janitorial supplies A2D Solutions	284.05	284.05
4/4/19	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	162924	Vehicle parts Aldran Chemical	41.75	41.75
3/31/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	3/19	Mar phone serv Mar phone serv AT&T	641.70 320.84	962.54
4/15/19	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	2721324190415M	Monitoring fee-fire 5/1-8/1/19 Monitoring fee-fire 5/1-8/1/19 Bay Alarm Company	432.76 216.38	649.14
4/3/19	50300-10 Outside Services, Operations 20100 Accounts Payable	T100380	Annual permit renewal Bay Area Air Quality Management	360.00	360.00
4/4/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	IN02290732	Janitorial supplies CCP Industries Inc.	329.78	329.78
4/19/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	4/19	CalTIP Spring board meeting (CalTIP) Charles Anderson	769.51	769.51
3/28/19	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	123101	Vehicle parts Chuck's Brake & Wheel	3,185.74	3,185.74
3/28/19	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	M-4019026812	Uniform Cintas Corporation	982.78	982.78
4/1/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	79232584	Apr fiber optic network Apr fiber optic network Comcast Business	585.04 292.50	877.54
4/1/19	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	4/19	Apr LTD Apr supp life ins BCC	650.27 269.31	919.58
5/1/19	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities	5/19	May LTD May supp life ins	650.27 269.31	

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		BCC		919.58
3/20/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-290790030	Vehicle parts  Dentoni's Welding Works Inc.	667.30	667.30
3/18/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-56469	Vehicle parts  Diesel Marine Electric	10,105.64	10,105.64
4/30/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	4/19	April bus stop shelter maint  Don Hinkle	412.50	412.50
3/29/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	CASA159135	Vehicle parts  Fastenal Company	53.94	53.94
3/29/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M19-880171	DEF, and motor oil  Flyers Energy, LLC (RCP)	1,540.79	1,540.79
4/19/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-19-887446	DEF, FCAB50, and motor oil  Flyers Energy, LLC (RCP)	1,803.80	1,803.80
3/27/19	50499-41 Other Mat & Supplies, Veh Ma 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-40562881	Vehicle parts  Vehicle parts units #406 & 408  Gillig LLC	3,431.27 1,929.29	5,360.56
5/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	5/19	May dental ins  Health Care Dental	958.07	958.07
1/15/19	20200 Accrued Payroll Liabilities 20200 Accrued Payroll Liabilities 20100 Accounts Payable	4/19	April 15th deferred comp  401K loan  Vantagepoint Transfer Agents -- 457	2,662.33 214.62	2,876.95
3/28/19	50402-10 Tires & Tubes 20100 Accounts Payable	M-120018	March tires (no o/s)  J & O's Commercial Tire Center	15,755.76	15,755.76
5/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	5/19	May health ins  Kaiser Foundation Health Plan, Inc.	9,697.89	9,697.89
3/29/19	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100	M-D730709	Vehicle parts  Vehicle repair unit #204  Kenworth Pacific Holding	17,353.53 1,381.19	18,734.72

**WCCTA - WestCAT  
Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
3/26/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	7017666	Vehicle parts Kimball Midwest	488.58	488.58
3/14/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	10800	Replaced auto flush valve for a manual Kurt's Plumbing & Heating	475.00	475.00
3/25/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-81644951	Vehicle parts MCI Service Parts, Inc.	1,000.68	1,000.68
4/3/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	4/19	Nov-Dec 2018 & Mar-Apr 2019 meetings Mike Furnary	20.63	20.63
4/2/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	934716	Vehicle parts Mor/Ryde International, INC.	276.48	276.48
3/27/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	315732	Vehicle parts Napa Auto Parts Antioch	4,259.87	4,259.87
4/1/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4648681-20	Vehicle parts New Pig Corp.	294.30	294.30
4/6/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	63199635	Apr copier Pacific Office Automation/Lease	356.16	356.16
4/3/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	966600	excess color meter Pacific Office Automation/Service	15.47	15.47
3/31/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-6900019-00	Vehicle repair unit #157 and #402 Pacific Power Group, LLC	3,168.69	3,168.69
4/1/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	52689	April landscaping Pacific Site Landscaping	485.10	485.10
3/31/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	20460-32019	Mar phone serv Mar phone serv STREAMS	681.03 340.51	1,021.54
4/3/19	50499-41 Other Mat & Supplies, Veh Ma 20100	M-900880280	Vehicle parts Prevost Car, a division of	1,063.04	1,063.04

WCCTA - WestCAT  
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
4/8/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	73984G	Gate repair R & S Erection of Richmond, Inc.	214.00	214.00
3/31/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153405992	Mar serv Mar serv Republic Services #851	522.62 261.30	783.92
4/5/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	79604175	Waste pick-up Safety-Kleen Systems, Inc.	135.00	135.00
3/25/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	151043	Diesel Spartan Tank Lines, Inc.	23,465.66	23,465.66
3/30/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	151231	Diesel Spartan Tank Lines, Inc.	23,634.39	23,634.39
4/6/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	151490	Diesel Spartan Tank Lines, Inc.	24,789.70	24,789.70
3/31/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	57416014 3/19	Diesel fuel tax 1/1-3/31/19 State Board of Equalization	1,097.01	1,097.01
3/31/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	44-002477 3/19	Underground storage 1/1-3/31/19 State Board of Equalization (TK)	2,371.66	2,371.66
4/1/19	50500-10 Utilities, Operations 20100 Accounts Payable	SW-0169938	Annual storm water permit (4/1/19-3/31/20) State Water Resource Control Board	1,400.00	1,400.00
3/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	3/19	DAR tablets T-MOBILE	3,944.61	3,944.61
4/13/19	50300-10 Outside Services, Operations 20100 Accounts Payable	V446E9159	Shipping (Rob P) UPS	25.38	25.38
3/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	9826610956	Cell phones 2/22-3/21/19 Verizon Wireless	732.35	732.35
4/4/19	10202 A/R Accrual - MV & Insuranc 20100	9877	Vehicle repair unit #112 DOA 3/13/19 Walker's Auto Body	4,187.54	4,187.54

WCCTA - WestCAT  
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
3/31/19	50401-10 Fuel & Lubricants	M-325570	Coolant	2,149.28	
	50300-42 Outside Service, Non-Veh Mai		Drum cleaning	812.90	
	20100 Accounts Payable		Western States Oil CO.		2,962.18
				180,918.85	180,918.85



### WCCTA - WestCAT Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Fuel & Lubricants 20100 Accounts Payable		Spartan Tank Lines, Inc.		25,331.80
				<u>88,069.46</u>	<u>88,069.46</u>



# Monthly Management Report Summary

March, FY 18/19

## System & Program Summary

	March FY 18/19	March FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
<b>System Total</b>						
Total Passengers	99,752	103,719	-3.8	878,735	906,327	-3.0
Revenue Passengers	90,530	93,128	-2.8	796,944	816,735	-2.4
Weekday Total Passengers	95,328	99,232	-3.9	835,940	860,833	-2.9
Saturday Total Passengers	2,961	3,148	-5.9	28,045	30,439	-7.9
Sunday Total Passengers	1,463	1,339	9.3	14,750	15,055	-2.0
Weekday Average Passengers	4,539	4,511	0.6	4,470	4,603	-2.9
Saturday Average Passengers	592	630	-6.0	652	692	-5.8
Sunday Average Passengers	293	335	-12.5	328	342	-4.1
Vehicle Revenue Hours	9,264.93	9,123.86	1.5	81,760.13	77,003.79	6.2
Total Vehicle Hours	9,852.81	9,667.31	1.9	87,067.96	82,057.34	6.1
Revenue Vehicle Miles	167,889.8	162,198.6	3.5	1,484,512.9	1,376,751.9	7.8
Total Miles	186,436.0	176,906.0	5.4	1,626,591.1	1,531,620.9	6.2
<b>Dial-A-Ride Program</b>						
Number of Weekdays	21	22	-4.5	186	186	0.0
Number of Saturdays	5	5	0.0	43	44	-2.3
Total Passengers	2,977	3,237	-8.0	26,638	30,786	-13.5
Revenue Passengers	2,853	3,092	-7.7	25,021	29,023	-13.8
Weekday Total Passengers	2,746	3,053	-10.1	24,905	28,747	-13.4
Saturday Total Passengers	231	184	25.5	1,733	2,039	-15.0
Weekday Average Passengers	131	139	-5.8	134	155	-13.5
Saturday Average Passengers	46	37	24.3	40	46	-13.0
Vehicle Revenue Hours	1,249.53	1,338.40	-6.6	11,054.01	11,419.61	-3.2
Total Vehicle Hours	1,357.47	1,445.80	-6.1	12,058.09	12,330.94	-2.2
Productivity	2.4	2.4	0.0	2.4	2.7	-11.1
Revenue Vehicle Miles	17,713.7	17,666.0	0.3	155,545.9	156,865.7	-0.8
Total Miles	19,275.0	19,614.0	-1.7	171,519.9	174,610.9	-1.8
<b>Express Routes Program</b>						
Number of Weekdays	21	22	-4.5	187	187	0.0
Number of Saturdays	5	5	0.0	43	44	-2.3
Number of Sundays	5	4	25.0	45	44	2.3
Total Passengers	41,158	46,946	-12.3	383,433	424,290	-9.6
Revenue Passengers	37,548	42,756	-12.2	350,531	386,966	-9.4
Weekday Total Passengers	37,619	43,354	-13.2	348,321	387,108	-10.0
Saturday Total Passengers	2,076	2,253	-7.9	20,362	22,127	-8.0
Sunday Total Passengers	1,463	1,339	9.3	14,750	15,055	-2.0
Weekday Average Passengers	1,791	1,971	-9.1	1,863	2,070	-10.0
Saturday Average Passengers	415	451	-8.0	474	503	-5.8
Sunday Average Passengers	293	335	-12.5	328	342	-4.1
Vehicle Revenue Hours	3,297.46	2,900.81	13.7	29,028.26	26,031.86	11.5
Total Vehicle Hours	3,532.95	3,073.83	14.9	31,089.25	27,910.41	11.4
Productivity	12.5	16.2	-22.8	13.2	16.3	-19.0
Revenue Vehicle Miles	59,888.3	50,450.6	18.7	529,080.8	474,298.7	11.6
Total Miles	64,210.0	53,547.2	19.9	567,126.1	508,196.1	11.6



# Monthly Management Report Summary

March, FY 18/19

## System & Program Summary

	March FY 18/19	March FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	21	22	-4.5	186	186	0.0
Number of Saturdays	5	5	0.0	43	44	-2.3
Total Passengers	26,069	28,011	-6.9	226,018	236,789	-4.5
Revenue Passengers	21,179	22,354	-5.3	183,583	190,058	-3.4
Weekday Total Passengers	25,415	27,300	-6.9	220,718	230,917	-4.4
Saturday Total Passengers	654	711	-8.0	5,300	5,872	-9.7
Weekday Average Passengers	1,210	1,241	-2.5	1,187	1,241	-4.4
Saturday Average Passengers	131	142	-7.7	123	133	-7.5
Vehicle Revenue Hours	3,120.86	3,231.05	-3.4	27,514.86	26,229.54	4.9
Total Vehicle Hours	3,275.39	3,389.34	-3.4	28,870.02	27,455.50	5.2
Productivity	8.4	8.7	-3.4	8.2	9.0	-8.9
Revenue Vehicle Miles	47,905.6	49,681.7	-3.6	422,092.3	397,689.4	6.1
Total Miles	50,827.3	52,679.8	-3.5	447,614.6	420,799.5	6.4
<b>Transbay Lynx Program</b>						
Number of Weekdays	21	22	-4.5	187	187	0.0
Number of Saturdays	0	0		2	1	100.0
Total Passengers	29,548	25,525	15.8	242,646	214,462	13.1
Revenue Passengers	28,950	24,926	16.1	237,809	210,688	12.9
Weekday Total Passengers	29,548	25,525	15.8	241,996	214,061	13.1
Saturday Total Passengers				650	401	62.1
Weekday Average Passengers	1,407	1,160	21.3	1,294	1,145	13.0
Saturday Average Passengers				325	401	-19.0
Vehicle Revenue Hours	1,597.08	1,653.60	-3.4	14,163.00	13,322.78	6.3
Total Vehicle Hours	1,687.00	1,758.34	-4.1	15,050.60	14,360.49	4.8
Productivity	18.5	15.4	20.1	17.1	16.1	6.2
Revenue Vehicle Miles	42,382.2	44,400.4	-4.5	377,794.0	347,898.1	8.6
Total Miles	44,119.9	46,470.2	-5.1	395,293.7	374,972.0	5.4

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**  
**Month & Fiscal Year- March 2019**

<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	\$ 33,119.25	\$ 304,511.25	\$ 8.00	\$ 15,574.50	\$ 17,536.75
Cash Fare - Senior & Disabled	\$ 4,857.75	\$ 41,471.50	\$ 733.75	\$ 1,174.25	\$ 2,949.75
Cash Fare - Transfers	\$ 4,397.25	\$ 39,372.00	\$ 23.50	\$ 196.75	\$ 4,177.00
Cash Fare - Regional Paratransit	\$ 642.00	\$ 4,791.00	\$ 642.00		
Cash Fare - Local Day Pass Sales	\$ 2,776.00	\$ 27,049.00		\$ 3.50	\$ 2,772.50
<b>Total Estimated Cash (a)</b>	<b>\$ 45,792.25</b>	<b>\$ 417,194.75</b>	<b>\$ 1,407.25</b>	<b>\$ 16,949.00</b>	<b>\$ 27,436.00</b>
Over/(Short) Cash Count	\$ 0.01	\$ 9.62	\$ (0.60)	\$ 0.43	\$ 0.18
Bank Deposit Corrections	\$ (5.00)	\$ (20.26)			\$ (5.00)
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 45,787.26</b>	<b>\$ 417,184.11</b>	<b>\$ 1,406.65</b>	<b>\$ 16,949.43</b>	<b>\$ 27,431.18</b>
<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	\$ 1,655.00	\$ 22,500.00	\$ 1,655.00		
Clipper Sales	\$ 1,506.05	\$ 16,441.30		\$ 140.00	\$ 1,366.05
Lynx 31-Day Pass Sales	\$ 4,830.00	\$ 36,605.00		\$ 4,830.00	
Lynx Stored Ride Pass Sales	\$ 160.00	\$ 1,420.00		\$ 160.00	
Local 31-Day Pass Sales	\$ 2,860.00	\$ 35,566.00			\$ 2,860.00
Local Stored Value Pass Sales	\$ 120.00	\$ 1,800.00			\$ 120.00
Local Day Pass Sales (In-house)	\$ 264.00	\$ 1,072.00			\$ 264.00
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (140.00)			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 11,395.05</b>	<b>\$ 115,264.30</b>	<b>\$ 1,655.00</b>	<b>\$ 5,130.00</b>	<b>\$ 4,610.05</b>
<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>
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 235.00	\$ 2,385.00	\$ 235.00		
Lynx B1G1F	\$ 700.00	\$ 14,000.00		\$ 700.00	
Wage Works	\$ 8,210.00	\$ 67,950.00		\$ 7,990.00	\$ 220.00
Capital Corridor Vouchers	\$ 277.50	\$ 2,823.00			\$ 277.50
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCC Health Services	\$ -	\$ -			
WCCUSD \$20 SBP	\$ 24,000.00	\$ 76,500.00			\$ 24,000.00
City of Hercules Parking Permit Program	\$ 2,138.13	\$ 18,210.53			\$ 2,138.13
HTC Parking Combos	\$ 520.00	\$ 4,800.00			\$ 520.00
Cole Vocational	\$ -	\$ -			
Clipper	\$ 126,778.37	\$ 1,043,924.48		\$ 94,620.21	\$ 32,158.16
*Other: West County (Day Passes)	\$ 350.00	\$ 10,050.00			\$ 350.00
*Other	\$ -	\$ 11,693.00			
<b>Subtotal Billings</b>	<b>\$ 163,209.00</b>	<b>\$ 1,252,336.01</b>	<b>\$ 235.00</b>	<b>\$ 103,310.21</b>	<b>\$ 59,663.79</b>
<b>Total Passenger Revenue</b>	<b>\$ 220,391.31</b>	<b>\$ 1,784,784.42</b>	<b>\$ 3,296.65</b>	<b>\$ 125,389.64</b>	<b>\$ 91,705.02</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 215,258.65</b>	<b>\$ 1,700,627.65</b>

Preventable Accidents per Miles Driven in 12 Month  
Period

March-19

	Miles	Accidents	Frequency 12 Month Period
FR	1,872,130	20	93,607
DAR	231,738	2	115,869

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	0	0	6	4	6	0	16	8
DAR	0	0	1	2	0	0	0	2



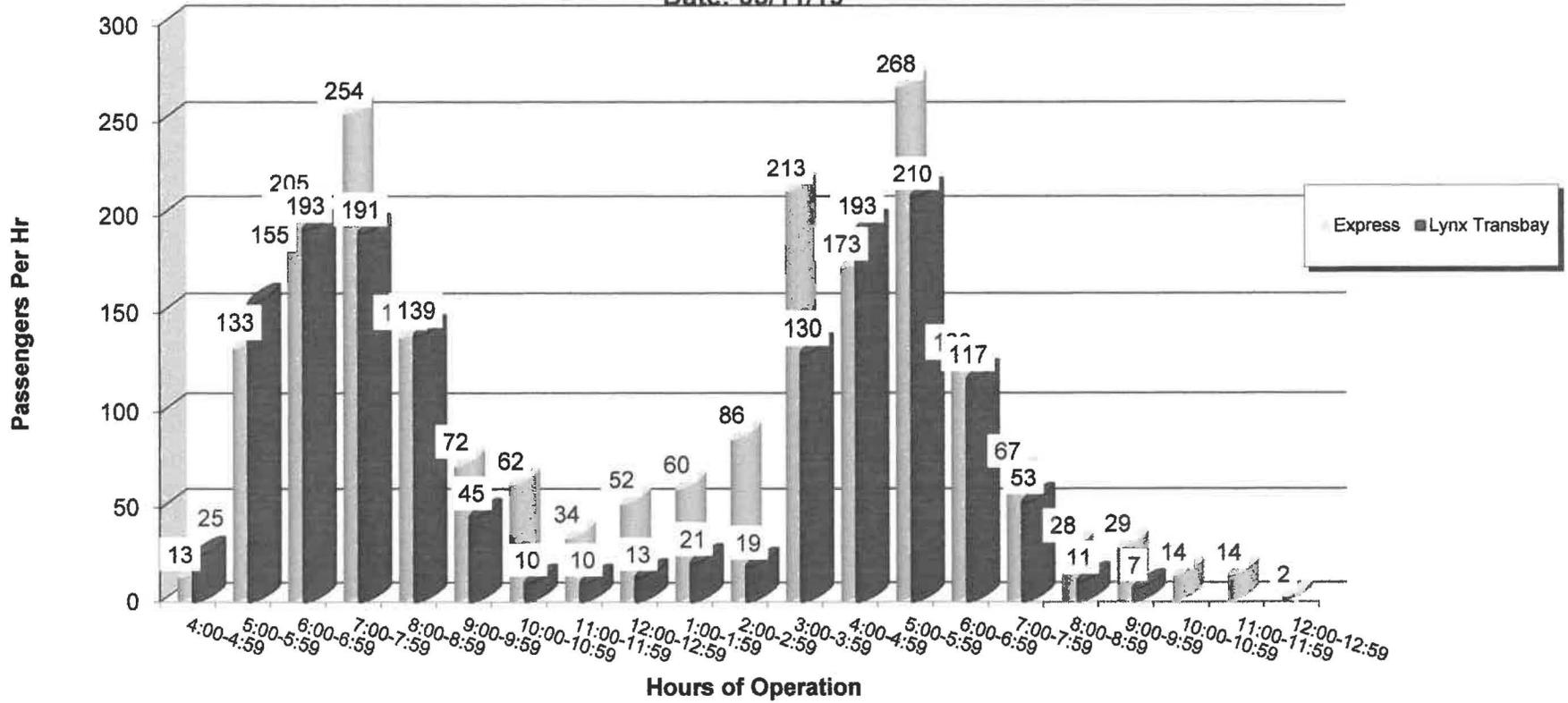
# Passenger & Productivity Statistical Report

March, FY 18/19  
System  
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	March			Fiscal Year To Date			March			Fiscal Year To Date		
	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change
Route 10 Weekday	2,948	2,469	-16.2	23,431	19,179	-18.1	11.1	9.7	-12.3	11.0	8.8	-20.2
Route 11 Weekday	5,212	4,529	-13.1	43,026	40,044	-6.9	12.0	11.0	-8.9	11.9	10.9	-8.4
Route 11 Saturday	351	299	-14.8	2,819	2,655	-5.8	5.7	4.8	-15.9	5.6	5.0	-11.7
Route 11 Total	5,563	4,828	-13.2	45,845	42,699	-6.9	11.2	10.1	-9.7	11.2	10.2	-8.8
Route 12 Weekday	3,234	2,693	-16.7	27,667	25,376	-8.3	10.2	8.9	-12.4	10.8	9.7	-10.0
Route 15 Weekday	2,073	1,944	-6.2	19,903	15,232	-23.5	8.4	8.2	-1.7	8.9	7.2	-18.9
Route 16 Weekday	5,641	5,167	-8.4	48,302	44,408	-8.1	8.8	8.3	-5.2	9.0	8.1	-10.4
Route 17 Weekday	679	645	-5.0	4,614	5,018	8.8	5.6	5.3	-5.4	4.4	4.6	5.0
Route 18 Weekday	658	642	-2.4	5,126	5,241	2.2	6.3	6.1	-2.6	5.6	5.6	0.9
Route 19 Saturday	360	355	-1.4	3,053	2,645	-13.4	5.1	5.1	-0.5	5.2	4.4	-14.6
Route 30Z Weekday	1,779	1,941	9.1	19,696	20,199	2.6	4.0	4.7	15.3	5.3	5.5	3.3
Route C3 Weekday	5,076	5,385	6.1	39,152	46,021	17.5	9.6	10.4	7.5	11.0	10.0	-9.1
Route DAR Weekday	3,053	2,746	-10.1	28,747	24,905	-13.4	2.5	2.4	-2.9	2.7	2.4	-10.7
Route DAR Saturday	184	231	25.5	2,039	1,733	-15.0	2.0	2.4	22.2	2.4	2.2	-10.1
Route DAR Total	3,237	2,977	-8.0	30,786	26,638	-13.5	2.4	2.4	-1.5	2.7	2.4	-10.6
Route J Weekday	24,163	19,346	-19.9	209,022	175,358	-16.1	15.6	13.0	-17.0	16.5	13.4	-18.8
Route J Saturday	2,253	2,076	-7.9	22,127	20,362	-8.0	9.7	8.8	-9.6	12.4	10.1	-18.6
Route J Sunday	1,339	1,463	9.3	15,055	14,750	-2.0	8.9	7.4	-16.4	10.5	8.4	-20.5
Route J Total	27,755	22,885	-17.5	246,204	210,470	-14.5	14.4	11.9	-17.3	15.5	12.5	-19.5
Route JPX Weekday	19,191	11,913	-37.9	124,038	110,006	-11.3	19.7	12.8	-35.3	17.2	13.3	-22.6
Route JX Weekday	0	6,360	0.0	54,048	62,957	16.5	0.0	14.4	0.0	18.2	16.0	-11.9
Route LYNX Weekday	25,525	29,548	15.8	214,061	241,996	13.1	15.4	18.5	19.9	16.1	17.1	6.5
Route LYNX Saturday				401	650	62.1				18.8	16.7	-10.7
Route LYNX Total	25,525	29,548	15.8	214,462	242,646	13.1	15.4	18.5	19.9	16.1	17.1	6.4
<b>Total System-Wide</b>	<b>103,719</b>	<b>99,752</b>	<b>-3.8</b>	<b>906,327</b>	<b>878,735</b>	<b>-3.0</b>	<b>11.4</b>	<b>10.8</b>	<b>-5.3</b>	<b>11.8</b>	<b>10.7</b>	<b>-8.7</b>

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

Date: 03/11/19



**Distribution by Time of Day - WestCAT Express**

Date: 3/11/2019

	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		26	63	55	29							18	54	65	26	11	
JPX		41	71	94	41	29	14	8	27	33	35	70	26	70	37	13	5
J	13	66	71	105	68	43	48	26	25	27	51	125	93	133	60	43	23
<b>Total Passengers</b>	<b>13</b>	<b>133</b>	<b>205</b>	<b>254</b>	<b>138</b>	<b>72</b>	<b>62</b>	<b>34</b>	<b>52</b>	<b>60</b>	<b>86</b>	<b>213</b>	<b>173</b>	<b>268</b>	<b>123</b>	<b>67</b>	<b>28</b>

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	29	14	14	2
<b>Total Passengers</b>	<b>29</b>	<b>14</b>	<b>14</b>	<b>2</b>

JX	347
JPX	614
J	1079
<b>Total</b>	<b>2040</b>

**Distribution by Time of Day -Lynx Transbay**

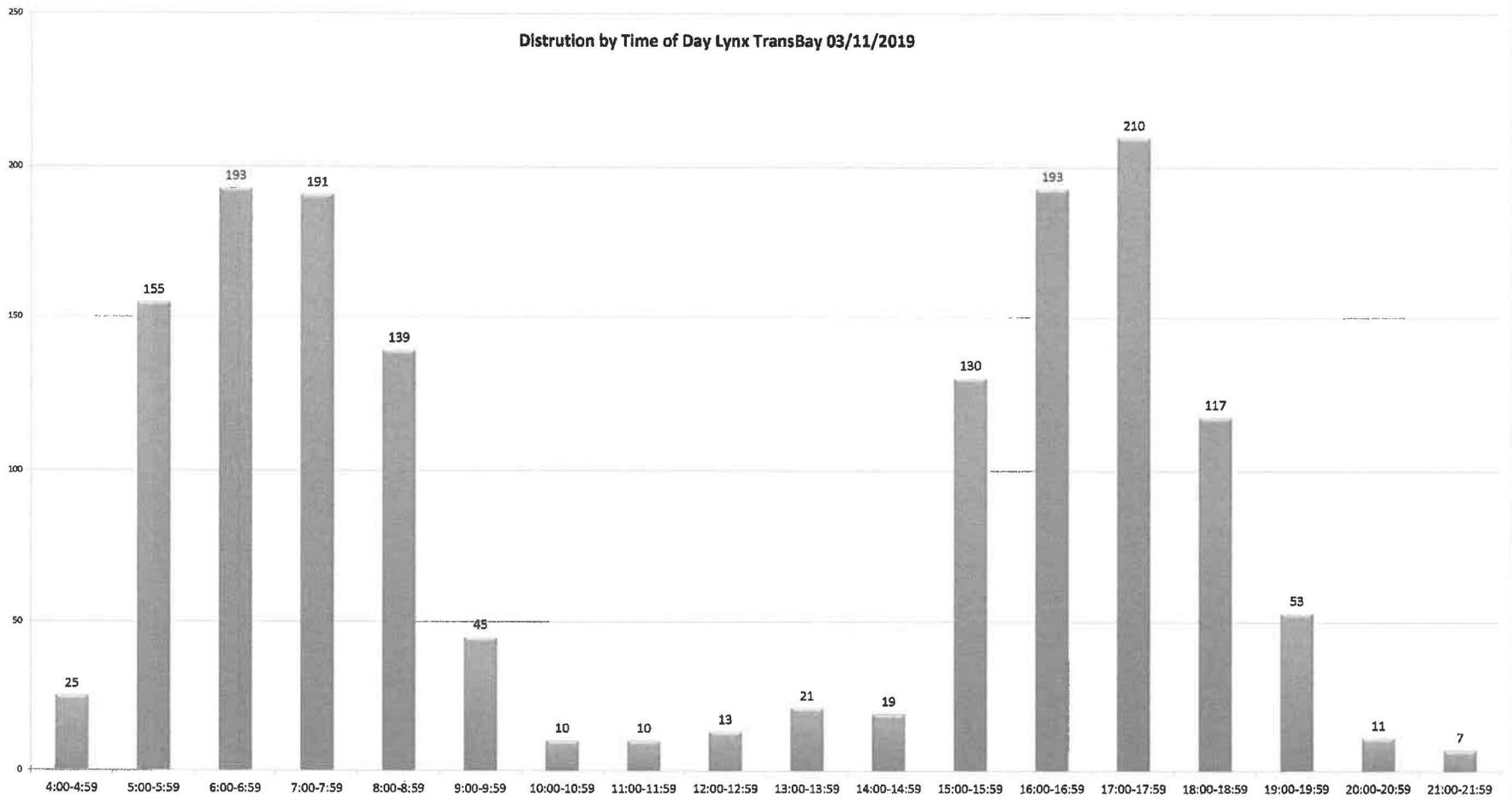
Date: 3/11/2019

	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	25	155	193	191	139	45	10	10	13	21	19	130	193	210	117	53	11
<b>Total Passengers</b>	<b>25</b>	<b>155</b>	<b>193</b>	<b>191</b>	<b>139</b>	<b>45</b>	<b>10</b>	<b>10</b>	<b>13</b>	<b>21</b>	<b>19</b>	<b>130</b>	<b>193</b>	<b>210</b>	<b>117</b>	<b>53</b>	<b>11</b>

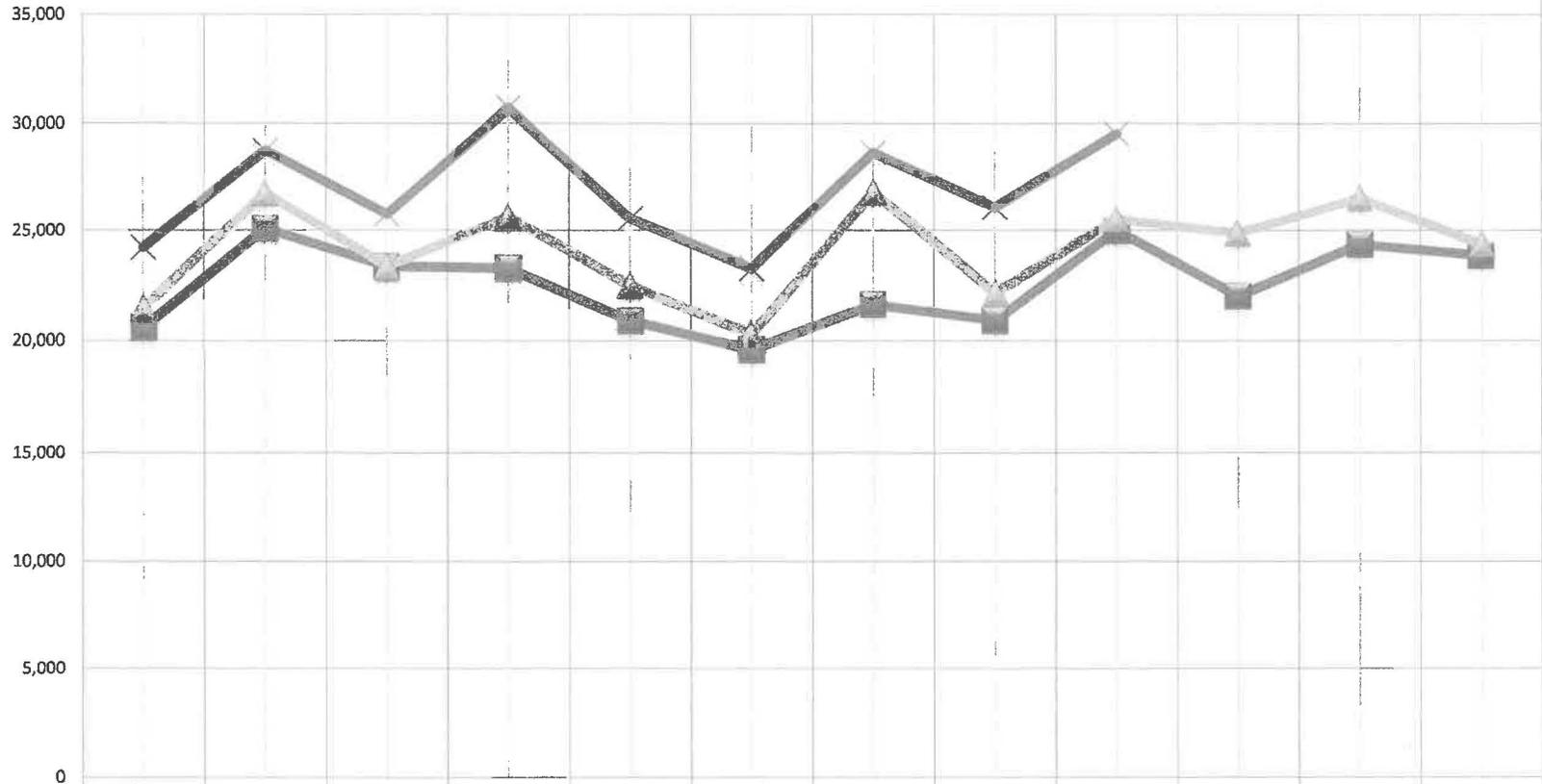
	21:00-21:59
TransBay LYNX	7
<b>Total Passengers</b>	<b>7</b>

<b>Total Lynx</b>	<b>1542</b>
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Distrution by Time of Day Lynx TransBay 03/11/2019



### WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 16-17	20,572	25,088	23,362	23,280	20,884	19,596	21,628	20,910	24,989	22,024	24,348	23,854
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			

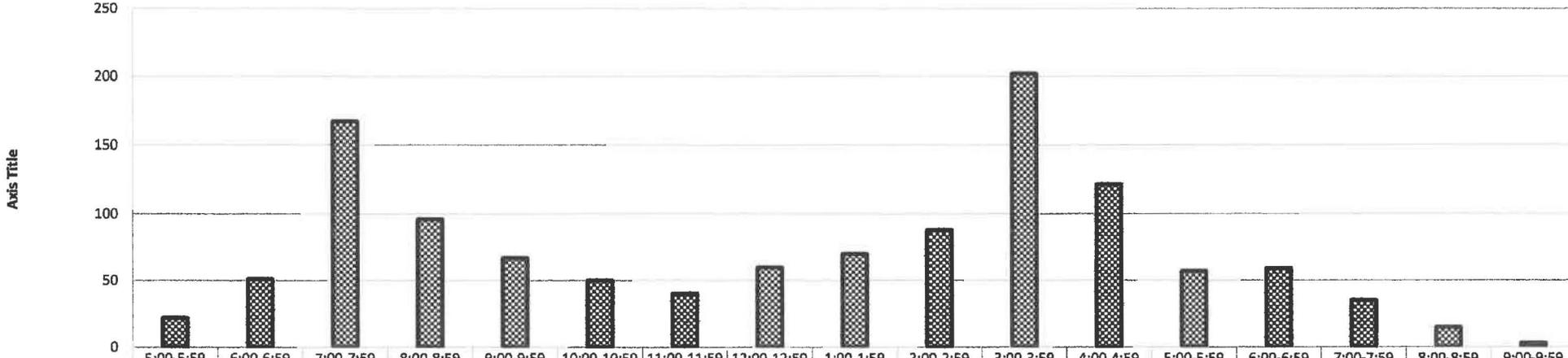
Distribution by Time of Day - Fixed Route

Date: 3/11/2019

	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	1	5	13	3	4	3	4	2	3	15	25	6	4	7	8	0	
Rte 11	7	13	33	10	18	12	8	16	19	9	22	24	7	6	7	7	3
Rte 12	7	8	21	16	8	1	3	5	1	3	7	5	3	6	1	1	
Rte 15	2	9	9	9	4	4	1	1	5	5	15	2	3	8	2	0	
Rte 16	5	4	33	27	15	13	3	13	10	15	69	25	15	17	8	1	
Rte 17	0	1	6	0	1	1	0	0	2	5	0	6	5	2			
Rte 18	0	1	6	3	3	0	0	2	1	10	2	3	1				
C3			27	18	9	11	16	16	25	18	47	40	16	10	7	5	
Martinez Link		10	19	10	5	5	5	5	4	8	15	11	3	3	2	1	
<b>Total Passengers</b>	<b>22</b>	<b>51</b>	<b>167</b>	<b>96</b>	<b>67</b>	<b>50</b>	<b>40</b>	<b>60</b>	<b>70</b>	<b>88</b>	<b>202</b>	<b>122</b>	<b>57</b>	<b>59</b>	<b>35</b>	<b>15</b>	<b>3</b>

Total Route 10	103
Total Route 11	221
Total Route 12	96
Total Route 15	79
Total Route 16	273
Total Route 17	29
Total Route 18	32
Total C3	265
Martinez Link	106
<b>Total</b>	<b>1204</b>

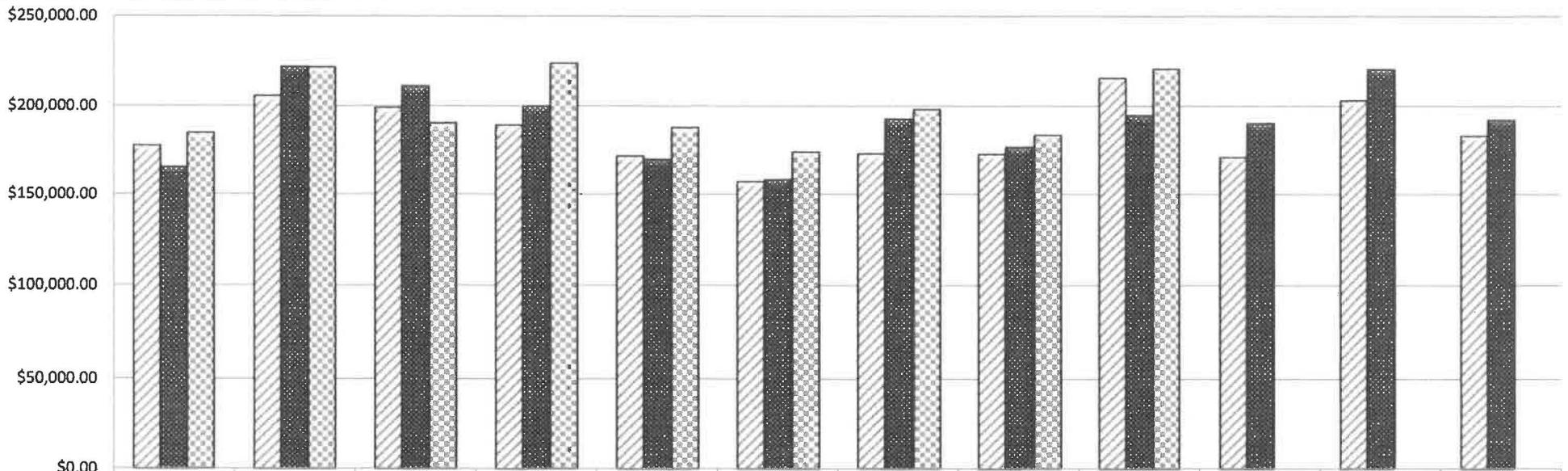
Distrubtion By Time Of Day Fixed Route 03/11/2019



	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	1	5	13	3	4	3	4	2	3	15	25	6	4	7	8	0	
Rte 11	7	13	33	10	18	12	8	16	19	9	22	24	7	6	7	7	3
Rte 12	7	8	21	16	8	1	3	5	1	3	7	5	3	6	1	1	
Rte 15	2	9	9	9	4	4	1	1	5	5	15	2	3	8	2	0	
Rte 16	5	4	33	27	15	13	3	13	10	15	69	25	15	17	8	1	
Rte 17	0	1	6	0	1	1	0	0	2	5	0	6	5	2			
Rte 18	0	1	6	3	3	0	0	2	1	10	2	3	1				
C3			27	18	9	11	16	16	25	18	47	40	16	10	7	5	
Martinez Link		10	19	10	5	5	5	5	4	8	15	11	3	3	2	1	
Total Passengers	22	51	167	96	67	50	40	60	70	88	202	122	57	59	35	15	3



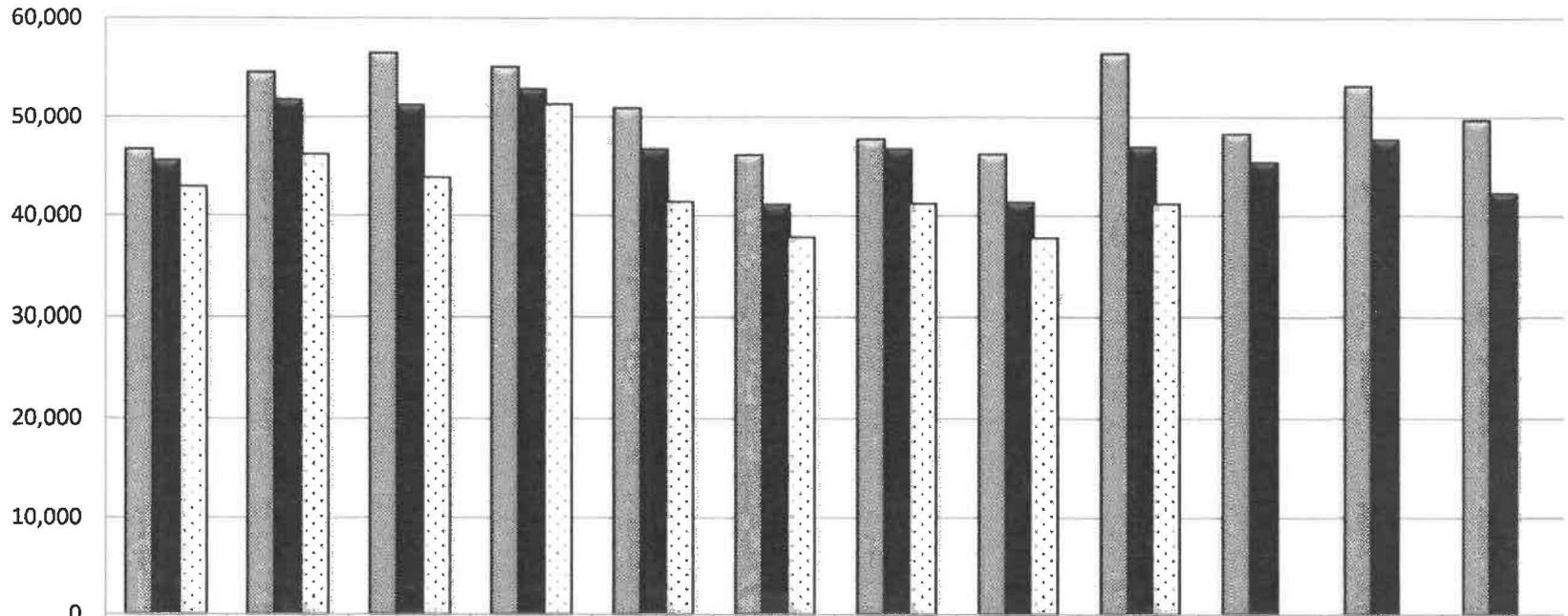
### WESTCAT FAREBOX REVENUE



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenue 16-17	\$177,663.24	\$205,377.30	\$198,829.07	\$189,212.26	\$171,842.85	\$157,270.43	\$173,077.81	\$172,846.38	\$215,258.00	\$171,078.95	\$202,940.97	\$183,288.27
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			



## WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 16-17	46,697	54,559	56,514	55,114	50,917	46,115	47,755	46,214	56,481	48,308	53,170	49,729
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			



# Monthly Management Report Summary

February, FY 18/19

## System & Program Summary

	February FY 18/19	February FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
<b>System Total</b>						
Total Passengers	88,266	91,759	-3.8	778,983	802,608	-2.9
Revenue Passengers	80,106	83,057	-3.6	706,414	723,607	-2.4
Weekday Total Passengers	84,090	87,162	-3.5	740,612	761,601	-2.8
Saturday Total Passengers	2,922	3,261	-10.4	25,084	27,291	-8.1
Sunday Total Passengers	1,254	1,336	-6.1	13,287	13,716	-3.1
Weekday Average Passengers	4,426	4,587	-3.5	4,462	4,616	-3.3
Saturday Average Passengers	584	652	-10.4	660	700	-5.7
Sunday Average Passengers	314	334	-6.0	332	343	-3.2
Vehicle Revenue Hours	8,387.59	7,859.06	6.7	72,495.20	67,879.94	6.8
Total Vehicle Hours	8,905.79	8,363.93	6.5	77,215.15	72,390.04	6.7
Revenue Vehicle Miles	151,611.8	139,769.9	8.5	1,316,623.1	1,214,553.3	8.4
Total Miles	167,965.0	154,368.0	8.8	1,440,155.1	1,354,714.9	6.3
<b>Dial-A-Ride Program</b>						
Number of Weekdays	19	19	0.0	165	164	0.6
Number of Saturdays	5	5	0.0	38	39	-2.6
Total Passengers	2,665	2,912	-8.5	23,661	27,549	-14.1
Revenue Passengers	2,514	2,816	-10.7	22,168	25,931	-14.5
Weekday Total Passengers	2,476	2,716	-8.8	22,159	25,694	-13.8
Saturday Total Passengers	189	196	-3.6	1,502	1,855	-19.0
Weekday Average Passengers	130	143	-9.1	134	157	-14.6
Saturday Average Passengers	38	39	-2.6	40	48	-16.7
Vehicle Revenue Hours	1,142.15	1,106.39	3.2	9,804.48	10,081.22	-2.7
Total Vehicle Hours	1,226.56	1,237.08	-0.9	10,700.62	10,885.15	-1.7
Productivity	2.3	2.6	-11.5	2.4	2.7	-11.1
Revenue Vehicle Miles	15,651.6	14,726.9	6.3	137,832.2	139,199.8	-1.0
Total Miles	17,008.0	16,714.0	1.8	152,244.9	154,996.9	-1.8
<b>Express Routes Program</b>						
Number of Weekdays	19	19	0.0	166	165	0.6
Number of Saturdays	5	5	0.0	38	39	-2.6
Number of Sundays	4	4	0.0	40	40	0.0
Total Passengers	37,787	41,380	-8.7	342,275	377,344	-9.3
Revenue Passengers	34,555	38,010	-9.1	312,983	344,210	-9.1
Weekday Total Passengers	34,454	37,615	-8.4	310,702	343,754	-9.6
Saturday Total Passengers	2,079	2,429	-14.4	18,286	19,874	-8.0
Sunday Total Passengers	1,254	1,336	-6.1	13,287	13,716	-3.1
Weekday Average Passengers	1,813	1,980	-8.4	1,872	2,083	-10.1
Saturday Average Passengers	416	486	-14.4	481	510	-5.7
Sunday Average Passengers	314	334	-6.0	332	343	-3.2
Vehicle Revenue Hours	2,969.72	2,534.27	17.2	25,730.80	23,131.05	11.2
Total Vehicle Hours	3,177.99	2,683.62	18.4	27,556.30	24,836.58	11.0
Productivity	12.7	16.3	-22.1	13.3	16.3	-18.4
Revenue Vehicle Miles	54,177.6	43,841.3	23.6	469,192.4	423,848.2	10.7
Total Miles	57,989.6	46,486.7	24.7	502,916.1	454,649.0	10.6



# Monthly Management Report Summary

February, FY 18/19

## System & Program Summary

	February FY 18/19	February FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	19	19	0.0	165	164	0.6
Number of Saturdays	5	5	0.0	38	39	-2.6
Total Passengers	21,714	25,318	-14.2	199,949	208,778	-4.2
Revenue Passengers	17,407	20,488	-15.0	162,404	167,704	-3.2
Weekday Total Passengers	21,060	24,682	-14.7	195,303	203,617	-4.1
Saturday Total Passengers	654	636	2.8	4,646	5,161	-10.0
Weekday Average Passengers	1,108	1,299	-14.7	1,184	1,242	-4.7
Saturday Average Passengers	131	127	3.1	122	132	-7.6
Vehicle Revenue Hours	2,832.43	2,791.02	1.5	24,394.00	22,998.49	6.1
Total Vehicle Hours	2,972.61	2,925.18	1.6	25,594.63	24,066.16	6.4
Productivity	7.7	9.1	-15.4	8.2	9.1	-9.9
Revenue Vehicle Miles	43,436.7	42,855.8	1.4	374,186.7	348,007.7	7.5
Total Miles	46,082.7	45,396.2	1.5	396,787.3	368,119.8	7.8
<b>Transbay Lynx Program</b>						
Number of Weekdays	19	19	0.0	166	165	0.6
Number of Saturdays	0	0		2	1	100.0
Total Passengers	26,100	22,149	17.8	213,098	188,937	12.8
Revenue Passengers	25,630	21,743	17.9	208,859	185,762	12.4
Weekday Total Passengers	26,100	22,149	17.8	212,448	188,536	12.7
Saturday Total Passengers				650	401	62.1
Weekday Average Passengers	1,374	1,166	17.8	1,280	1,143	12.0
Saturday Average Passengers				325	401	-19.0
Vehicle Revenue Hours	1,443.29	1,427.38	1.1	12,565.92	11,669.18	7.7
Total Vehicle Hours	1,528.63	1,518.05	0.7	13,363.60	12,602.15	6.0
Productivity	18.1	15.5	16.8	17.0	16.2	4.9
Revenue Vehicle Miles	38,345.8	38,345.8	0.0	335,411.8	303,497.7	10.5
Total Miles	40,006.9	40,141.2	-0.3	351,173.8	328,501.8	6.9

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**  
**Month & Fiscal Year- Febuary 2019**

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 28,504.50	\$ 271,392.00	\$ -	\$ 14,030.25	\$ 14,474.25
Cash Fare - Senior & Disabled	\$ 4,070.25	\$ 36,613.75	\$ 591.25	\$ 1,010.00	\$ 2,469.00
Cash Fare - Transfers	\$ 3,804.25	\$ 34,974.75	\$ 12.50	\$ 145.75	\$ 3,646.00
Cash Fare - Regional Paratransit	\$ 564.00	\$ 4,149.00	\$ 564.00		
Cash Fare - Local Day Pass Sales	\$ 2,424.00	\$ 24,273.00		\$ 8.00	\$ 2,416.00
Total Estimated Cash (a)	\$ 39,367.00	\$ 371,402.50	\$ 1,167.75	\$ 15,194.00	\$ 23,005.25
Over/(Short) Cash Count	\$ 0.03	\$ 9.61	\$ 0.23	\$ (0.35)	\$ 0.15
Bank Deposit Corrections	\$ -	\$ (15.26)			
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 39,367.03</b>	<b>\$ 371,396.85</b>	<b>\$ 1,167.98</b>	<b>\$ 15,193.65</b>	<b>\$ 23,005.40</b>
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 1,950.00	\$ 20,845.00	\$ 1,950.00		
Clipper Sales	\$ 1,735.15	\$ 14,935.25		\$ 140.00	\$ 1,595.15
Lynx 31-Day Pass Sales	\$ 4,200.00	\$ 31,775.00		\$ 4,200.00	
Lynx Stored Ride Pass Sales	\$ 200.00	\$ 1,260.00		\$ 200.00	
Local 31-Day Pass Sales	\$ 4,240.00	\$ 32,706.00			\$ 4,240.00
Local Stored Value Pass Sales	\$ 360.00	\$ 1,680.00			\$ 360.00
Local Day Pass Sales (In-house)	\$ -	\$ 808.00			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (140.00)			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 12,685.15</b>	<b>\$ 103,869.25</b>	<b>\$ 1,950.00</b>	<b>\$ 4,540.00</b>	<b>\$ 6,195.15</b>
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 219.00	\$ 2,150.00	\$ 219.00		
Lynx BIG1F	\$ 1,050.00	\$ 13,300.00		\$ 1,050.00	
Wage Works	\$ 7,740.00	\$ 59,740.00		\$ 7,540.00	\$ 200.00
Capital Corridor Vouchers	\$ 268.50	\$ 2,545.50			\$ 268.50
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCC Health Services	\$ -	\$ -			
WCCUSD \$20 SBP	\$ 4,500.00	\$ 52,500.00			\$ 4,500.00
City of Hercules Parking Permit Program	\$ 2,030.88	\$ 16,072.40			\$ 2,030.88
HTC Parking Combos	\$ 720.00	\$ 4,280.00			\$ 720.00
Cole Vocational	\$ -	\$ -			
Clipper	\$ 115,190.33	\$ 917,146.11		\$ 84,375.75	\$ 30,814.58
*Other	\$ -	\$ 9,700.00			
*Other	\$ -	\$ 11,693.00			
<b>Subtotal Billings</b>	<b>\$ 131,718.71</b>	<b>\$ 1,089,127.01</b>	<b>\$ 219.00</b>	<b>\$ 92,965.75</b>	<b>\$ 38,533.96</b>
<b>Total Passenger Revenue</b>	<b>\$ 183,770.89</b>	<b>\$ 1,564,393.11</b>	<b>\$ 3,336.98</b>	<b>\$ 112,699.40</b>	<b>\$ 67,734.51</b>

	Monthly System Total	CYTD
<b>Total Passenger Revenue Last Year</b>	<b>\$ 176,781.57</b>	<b>\$ 1,485,369.00</b>

**Preventable Accidents per Miles Driven in 12 Month Period**

**February-19**

	<b>Miles</b>	<b>Accidents</b>	<b>Frequency 12 Month Period</b>
<b>FR</b>	1,860,543	14	132,896
<b>DAR</b>	232,077	2	116,039

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

	<b>Non-Preventable</b>				<b>Preventable</b>			
	<b>Month</b>		<b>FYTD</b>		<b>Month</b>		<b>FYTD</b>	
	<b>Current</b>	<b>Last Year</b>	<b>Current</b>	<b>Last Year</b>	<b>Current</b>	<b>Last Year</b>	<b>Current</b>	<b>Last Year</b>
<b>FR</b>	0	0	6	4	1	1	10	8
<b>DAR</b>	0	0	1	2	0	0	0	2



# Passenger & Productivity Statistical Report

February, FY 18/19

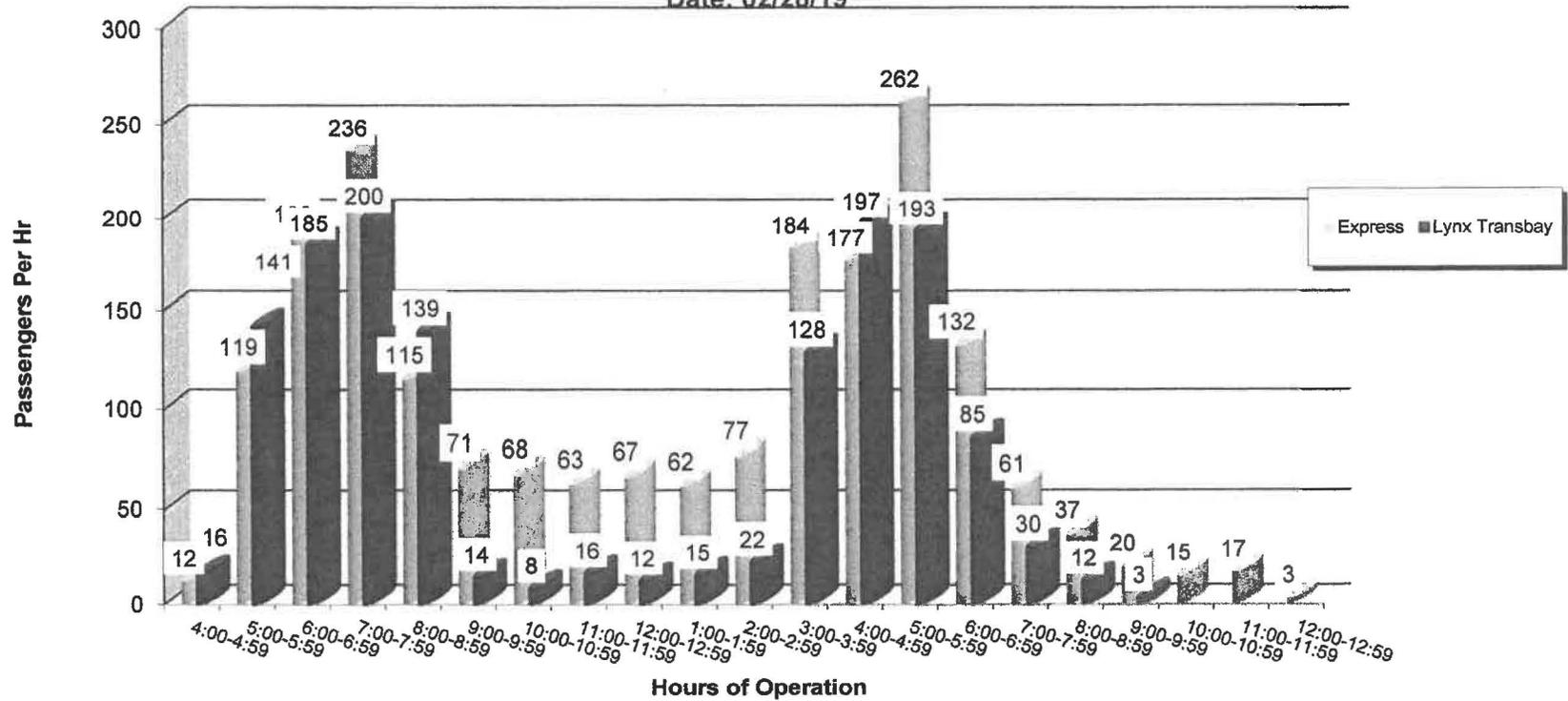
System

All Routes

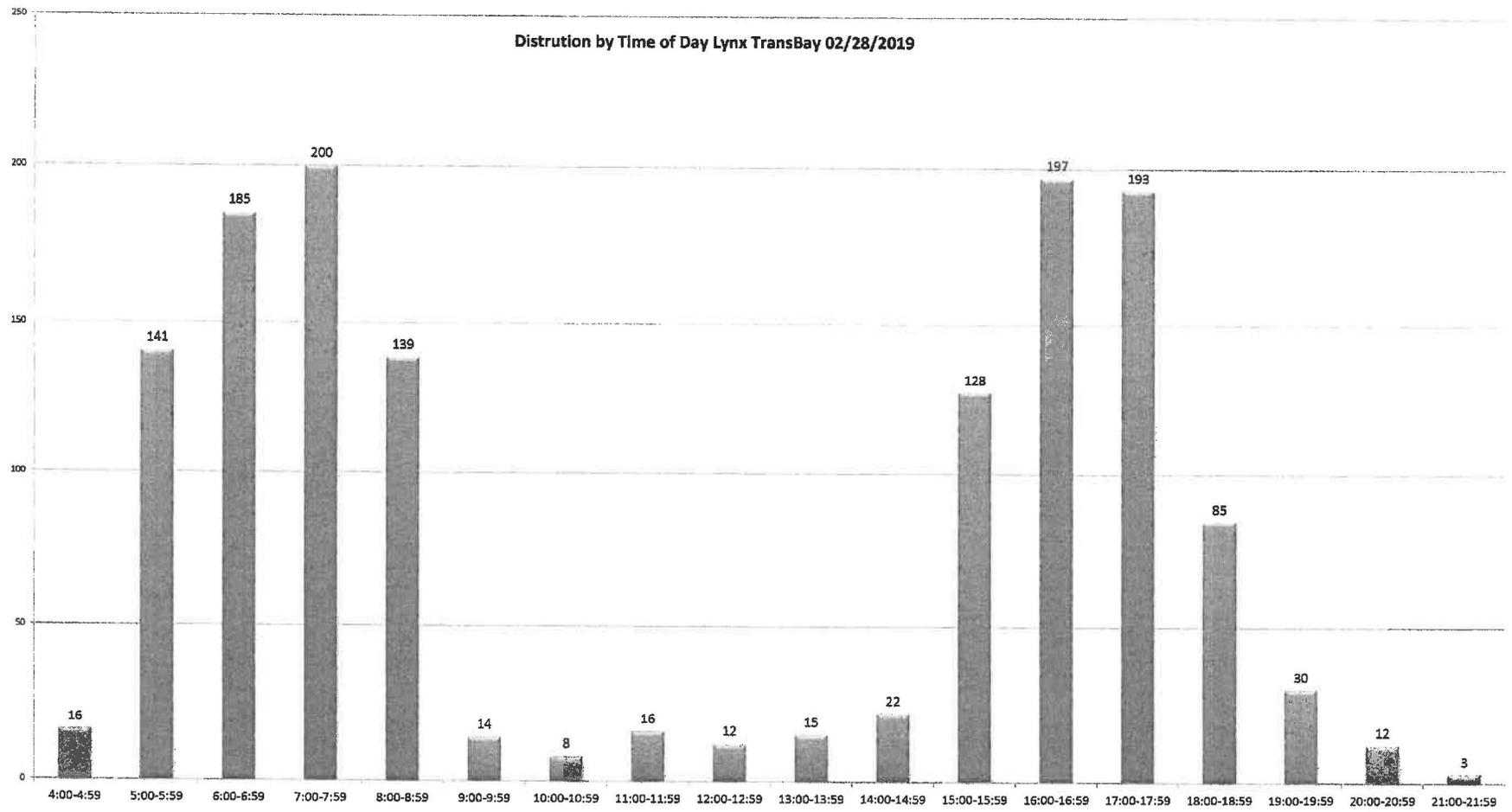
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	February			Fiscal Year To Date			February			Fiscal Year To Date		
	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change
Route 10 Weekday	2,323	1,882	-19.0	20,483	16,710	-18.4	10.3	8.4	-19.3	11.0	8.6	-21.2
Route 11 Weekday	4,261	3,675	-13.8	37,814	35,515	-6.1	11.4	9.8	-13.8	11.9	10.9	-8.3
Route 11 Saturday	331	346	4.5	2,468	2,356	-4.5	5.6	5.5	-1.8	5.6	5.0	-11.2
Route 11 Total	4,592	4,021	-12.4	40,282	37,871	-6.0	10.6	9.2	-13.2	11.2	10.2	-8.7
Route 12 Weekday	2,841	2,140	-24.7	24,433	22,683	-7.2	10.6	7.9	-25.0	10.9	9.8	-9.8
Route 15 Weekday	2,317	1,463	-36.9	17,830	13,288	-25.5	10.8	6.8	-36.8	9.0	7.1	-20.9
Route 16 Weekday	4,710	4,083	-13.3	42,661	39,241	-8.0	8.5	7.3	-14.2	9.0	8.0	-11.1
Route 17 Weekday	528	486	-8.0	3,935	4,373	11.1	5.0	4.4	-12.1	4.3	4.5	6.8
Route 18 Weekday	573	489	-14.7	4,468	4,599	2.9	6.3	5.1	-18.5	5.5	5.6	1.4
Route 19 Saturday	305	308	1.0	2,693	2,290	-15.0	4.7	4.4	-7.1	5.2	4.3	-16.4
Route 30Z Weekday	2,047	2,039	-0.4	17,917	18,258	1.9	5.4	5.4	-0.6	5.5	5.6	2.1
Route C3 Weekday	5,082	4,803	-5.5	34,076	40,636	19.3	11.1	10.2	-8.3	11.2	9.9	-11.5
Route DAR Weekday	2,716	2,476	-8.8	25,694	22,159	-13.8	2.7	2.4	-11.1	2.8	2.4	-11.6
Route DAR Saturday	196	189	-3.6	1,855	1,502	-19.0	2.2	1.9	-13.3	2.5	2.1	-13.4
Route DAR Total	2,912	2,665	-8.5	27,549	23,661	-14.1	2.6	2.3	-11.3	2.7	2.4	-11.7
Route J Weekday	20,641	17,411	-15.6	184,859	156,012	-15.6	15.6	13.1	-16.3	16.7	13.5	-19.1
Route J Saturday	2,429	2,079	-14.4	19,874	18,286	-8.0	10.4	8.8	-15.3	12.7	10.2	-19.8
Route J Sunday	1,336	1,254	-6.1	13,716	13,287	-3.1	9.9	8.0	-19.0	10.7	8.5	-20.8
Route J Total	24,406	20,744	-15.0	218,449	187,585	-14.1	14.4	12.0	-16.7	15.7	12.6	-19.8
Route JPX Weekday	16,974	10,653	-37.2	104,847	98,093	-6.4	20.1	12.6	-37.3	16.9	13.4	-20.4
Route JX Weekday		6,390		54,048	56,597	4.7	0.0	16.0	0.0	18.2	16.2	-10.8
Route LYNX Weekday	22,149	26,100	17.8	188,536	212,448	12.7	15.5	18.1	16.5	16.2	17.0	4.8
Route LYNX Saturday				401	650	62.1				18.8	16.7	-10.7
Route LYNX Total	22,149	26,100	17.8	188,937	213,098	12.8	15.5	18.1	16.5	16.2	17.0	4.7
<b>Total System-Wide</b>	<b>91,759</b>	<b>88,266</b>	<b>-3.8</b>	<b>802,608</b>	<b>778,983</b>	<b>-2.9</b>	<b>11.7</b>	<b>10.5</b>	<b>-9.9</b>	<b>11.8</b>	<b>10.7</b>	<b>-9.1</b>

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

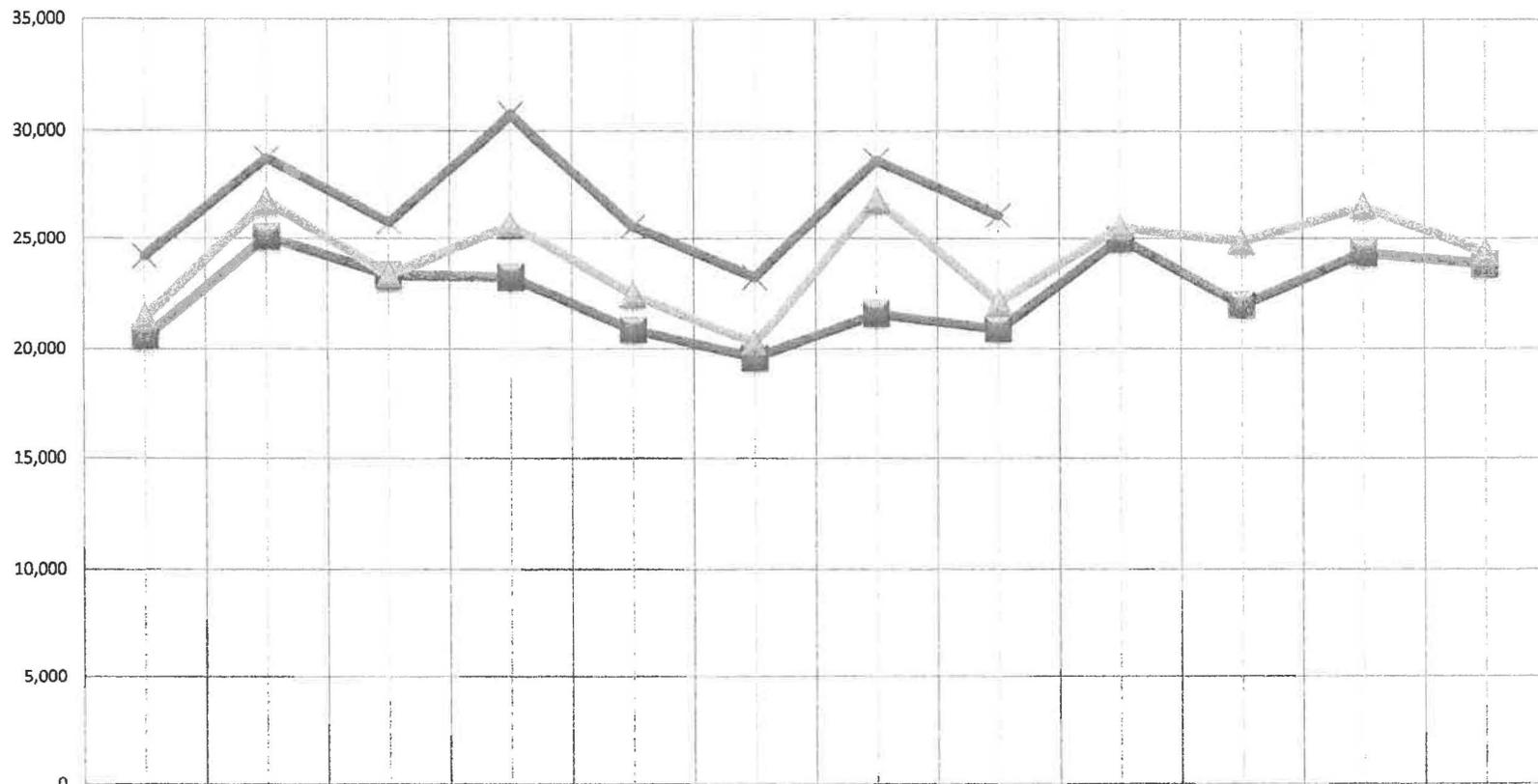
Date: 02/28/19



Distrution by Time of Day Lynx TransBay 02/28/2019



### WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Ridership 16-17	20,572	25,088	23,362	23,280	20,884	19,596	21,628	20,910	24,989	22,024	24,348	23,854
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				

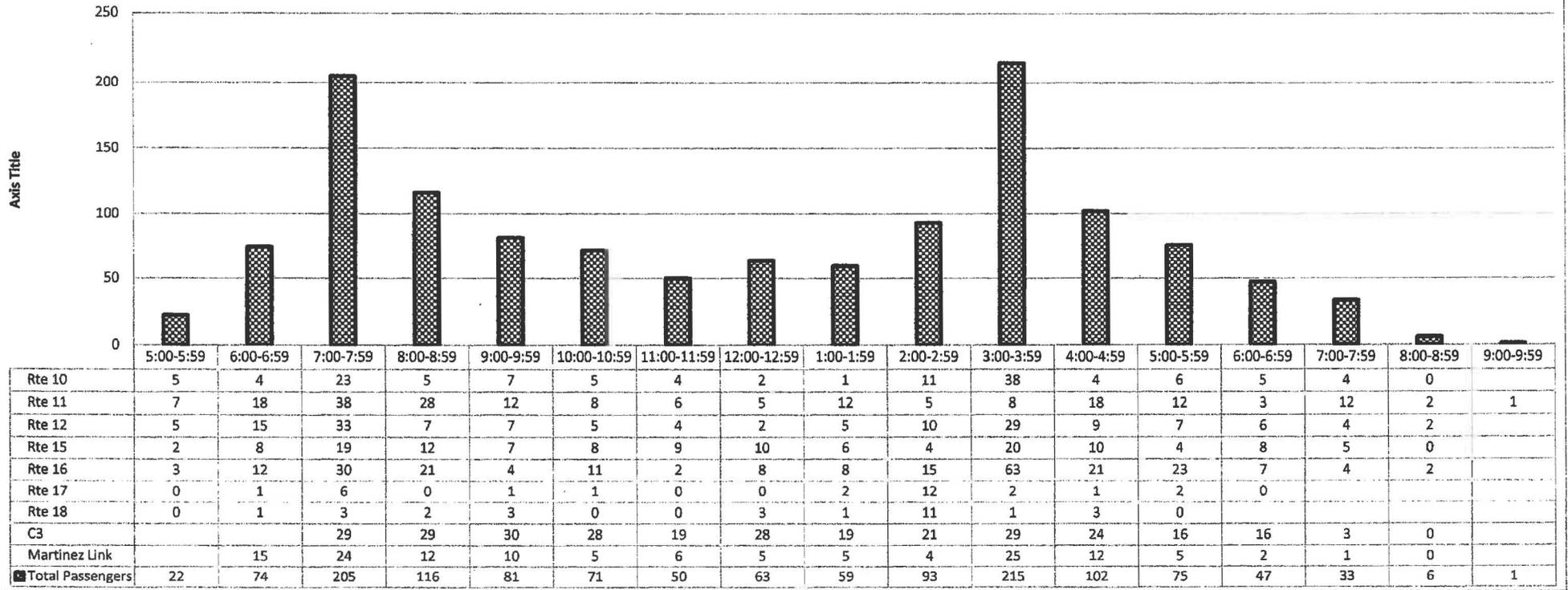
Distribution by Time of Day - Fixed Route

Date: 2/28/2019

	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	5	4	23	5	7	5	4	2	1	11	38	4	6	5	4	0	
Rte 11	7	18	38	28	12	8	6	5	12	5	8	18	12	3	12	2	1
Rte 12	5	15	33	7	7	5	4	2	5	10	29	9	7	6	4	2	
Rte 15	2	8	19	12	7	8	9	10	6	4	20	10	4	8	5	0	
Rte 16	3	12	30	21	4	11	2	8	8	15	63	21	23	7	4	2	
Rte 17	0	1	6	0	1	1	0	0	2	12	2	1	2	0			
Rte 18	0	1	3	2	3	0	0	3	1	11	1	3	0				
C3			29	29	30	28	19	28	19	21	29	24	16	16	3	0	
Martinez Link		15	24	12	10	5	6	5	5	4	25	12	5	2	1	0	
<b>Total Passengers</b>	<b>22</b>	<b>74</b>	<b>205</b>	<b>116</b>	<b>81</b>	<b>71</b>	<b>50</b>	<b>63</b>	<b>59</b>	<b>93</b>	<b>215</b>	<b>102</b>	<b>75</b>	<b>47</b>	<b>33</b>	<b>6</b>	<b>1</b>

Total Route 10	124
Total Route 11	195
Total Route 12	150
Total Route 15	132
Total Route 16	234
Total Route 17	28
Total Route 18	28
Total C3	291
Martinez Link	131
<b>Total</b>	<b>1313</b>

Distrubution By Time Of Day Fixed Route 02/28/2019



**Distribution by Time of Day - WestCAT Express**

Date: 2/28/2019

	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		25	68	58	26							23	53	62	26	12	
JPX		35	64	83	41	30	30	33	33	29	32	69	26	77	39	15	3
J	12	59	58	95	48	41	38	30	34	33	45	92	98	123	67	34	34
<b>Total Passengers</b>	<b>12</b>	<b>119</b>	<b>190</b>	<b>236</b>	<b>115</b>	<b>71</b>	<b>68</b>	<b>63</b>	<b>67</b>	<b>62</b>	<b>77</b>	<b>184</b>	<b>177</b>	<b>262</b>	<b>132</b>	<b>61</b>	<b>37</b>

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	20	15	17	3
<b>Total Passengers</b>	<b>20</b>	<b>15</b>	<b>17</b>	<b>3</b>

JX	353
JPX	639
J	996
<b>Total</b>	<b>1988</b>

**Distribution by Time of Day -Lynx Transbay**

Date: 2/28/2019

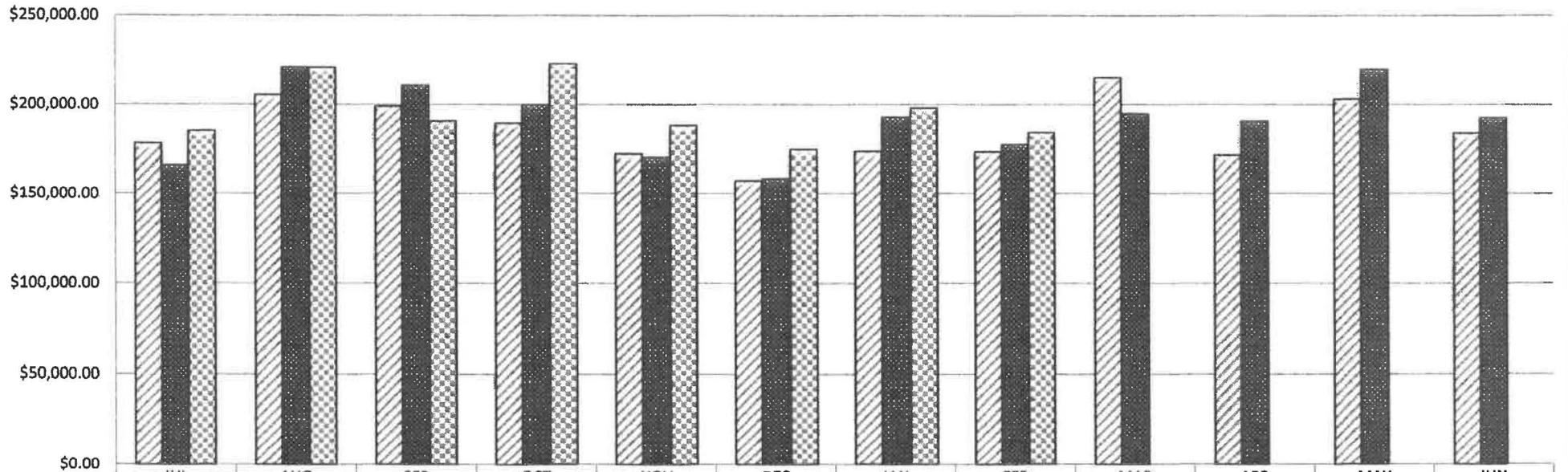
	4:00-4:59	5:00-5:59	6:00-8:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	16	141	185	200	139	14	8	16	12	15	22	128	197	193	85	30	12
<b>Total Passengers</b>	<b>16</b>	<b>141</b>	<b>185</b>	<b>200</b>	<b>139</b>	<b>14</b>	<b>8</b>	<b>16</b>	<b>12</b>	<b>15</b>	<b>22</b>	<b>128</b>	<b>197</b>	<b>193</b>	<b>85</b>	<b>30</b>	<b>12</b>

	21:00-21:59
TransBay LYNX	3
<b>Total Passengers</b>	<b>3</b>

<b>Total Lynx</b>	<b>1416</b>
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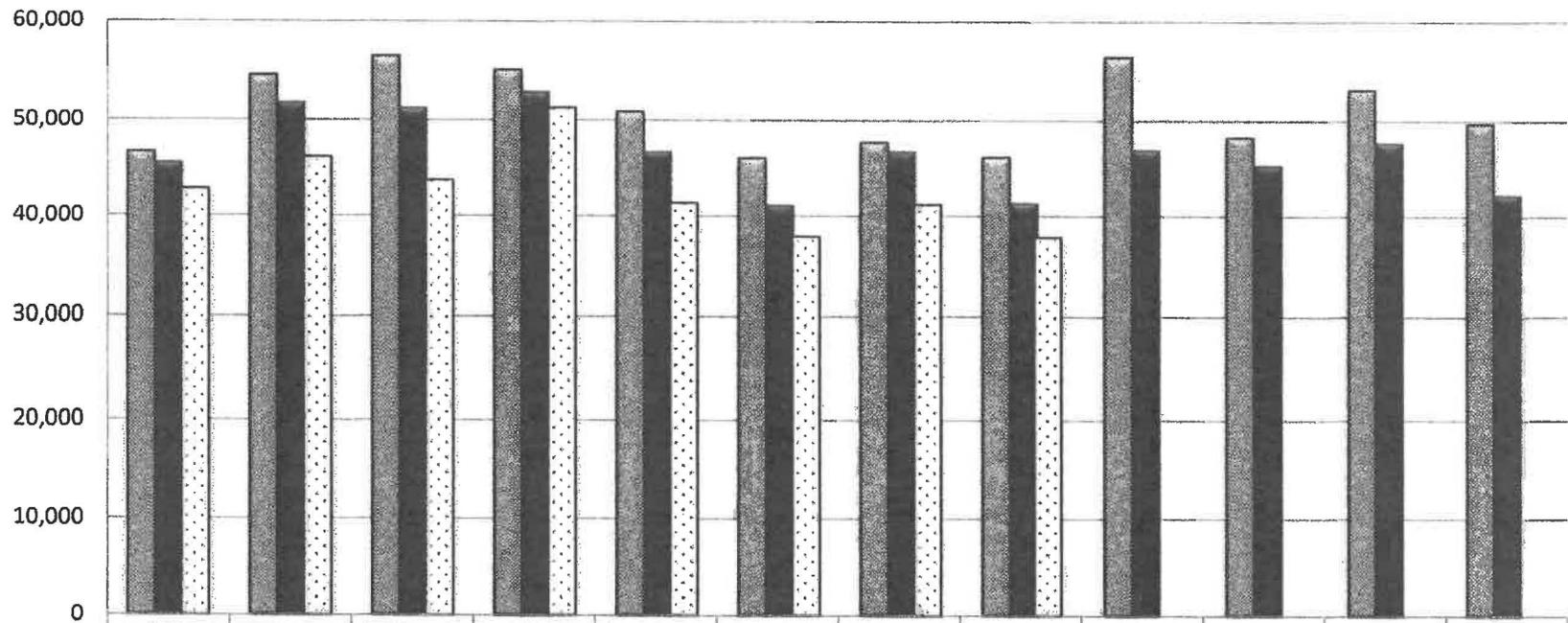
## WESTCAT FAREBOX REVENUE



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenue 16-17	\$177,663.24	\$205,377.30	\$198,829.07	\$189,212.26	\$171,842.85	\$157,270.43	\$173,077.81	\$172,846.38	\$215,258.00	\$171,078.95	\$202,940.97	\$183,288.27
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				



## WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 16-17	46,697	54,559	56,514	55,114	50,917	46,115	47,755	46,214	56,481	48,308	53,170	49,729
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				

# AGENDA

## ITEM # 21

### **Staff Report on the revision of the Anticipated Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2019-20 through 2021-22 and Authorization for the Release of the DBE Goal for a 30-day Public Review/45-day Public Comment Period**

#### **BACKGROUND**

In accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), Western Contra Costa Transit Authority (WCCTA) implements a Disadvantaged Business Enterprise (DBE) Program to ensure nondiscrimination in the award of federally funded contracts. As part of this program, WCCTA must establish a triennial goal for DBE participation in all contracts that are to be funded with Federal Transit Administration (FTA) funds. A DBE firm is defined as a for-profit "small business concern" that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. DBE firms are certified as such through Unified Certification Programs established in each state.

For clarification, use of the term "goal" in establishing DBE participation level is not reflective of ambition on the part of WCCTA. Rather, it is a fixed "calculation" based on a series of set figures and anticipated use of federal funds. These figures are used with a standardized formula that ultimately calculates an agency's target for DBE participation in projects using federal dollars.

For federal fiscal years (FFY) 2019-20 through 2021-22, WCCTA anticipates using the majority of federal funds for the purpose of vehicle replacements (which are not subject to the goal setting process) and related equipment. With no additional contracting opportunities available for Federal Fiscal Years 2019-20 through 2021-22, the Anticipated Disadvantaged Business Enterprise (DBE) Goal for this triennial period is zero (0) percent. WCCTA will continue to participate in program outreach to DBEs and Small Business Enterprises (SBEs) using funds received from sources other than the FTA. However, this goal only details new contracting opportunities planned with FTA funds.

#### **DEVELOPMENT OF ANTICIPATED DBE GOAL**

The methodology to calculate the DBE participation goal is a two-step process described in 49 CFR Part 26. Step-One of the methodology establishes a base figure for the anticipated contracts to be awarded in the period. The base figure is derived from the relative availability of DBEs that are ready, willing and able to participate on these anticipated contracts. Step-Two relies on WCCTA's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. The calculation using the two-step methodology results in a DBE Goal of zero (0) percent for FFY 2019-20 FFY 2021-22. This methodology is outlined in Attachment 1.

The Overall DBE goal is typically split into race-neutral and race-conscious components. Race-neutral participation occurs when a DBE obtains a contract or subcontract through customary procurement procedures where there was no contract goal or its DBE status was not considered in making the award. Race-conscious DBE participation is the portion of the overall goal that focuses on assisting only DBEs, where a contract's DBE goal is explicitly stated to encourage DBE participation. WCCTA will continue to operate a Race-neutral DBE Program. WCCTA will also continue to supplement its DBE Program with a Small Business Enterprise (SBE) Program.

### **OUTREACH/PUBLIC COMMENT PERIOD**

In accordance with the public participation requirements of 49 CFR Part 26.45, and upon receiving Board approval, WCCTA will published its DBE goal inviting a 30-day review/45-day public comment period. WCCTA will post the goal its website and publish it for general circulation in the Contra Costa Times. Copies will be mailed to Pinole, Rodeo, and Hercules Chambers of Commerce for dissemination.

### **RECOMMENDATION**

Approval of the Anticipated Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2019-20 through 2021-22.

### **ATTACHMENTS**

1. FFY 2019-20 through 2021-22 DBE Goal Methodology

#### **FFY 2019-20 thru 2021-22**

#### **Anticipated Disadvantaged Business Enterprise (DBE) Goal Methodology**

The methodology to calculate an agency's DBE goal is a two-step process described in 49 CFR Part 26. Step-One of the methodology establishes a base figure for new federally funded contracts anticipated to be awarded in the upcoming three Federal Fiscal Years (October 1 – September 30). This calculation has been done for contracts anticipated to be awarded between October 1, 2019 and September 30, 2022.

The base figure is derived from the relative availability of DBEs that are ready, willing, and able to participate on these anticipated contracts. Step-Two relies on the agency's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. The calculation using the two-step methodology results in an Anticipated DBE Goal of 0% for FY 2019-22 for the WCCTA. This methodology is outlined below.

## Attachment 1

**Step 1 – Determine the weight of each type of work by NAICS Code:  
FTA Assisted Contracts**

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1	485113	ADA operations set aside	\$807,383.00	0.0985
2	334514	Fare Boxes/Collection Systems	\$213,735.00	0.0261
3	423690	Radio Systems for Paratransit Vehicle Replacement	\$1,600.00	0.0002
4	336112/336211	Paratransit Vehicle Replacement	\$255,840.00	0.0312
5	336120/336211	40 Foot Vehicle Replacement	\$6,917,246.00	0.8440
<b>Total FTA-Assisted Contract Funds</b>			<b>\$8,195,804.00</b>	<b>1</b>

**Step 2 - Determine the relative availability of DBE's by NAICS Code:**

\* DBE Directory & census data

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1	485113	ADA operations set aside	0	23	0.0000
2	334514	Fare Boxes/Collection Systems	0	6	0.0000
3	423690	Radio Systems for Paratransit Vehicle Replacement	1	636	0.0016
4	336112/336211	Paratransit Vehicle Replacement	0	5	0.0000
5	336120/336211	40 Foot Vehicle Replacement	0	5	0.0000
<b>Combined Totals</b>			<b>1</b>	<b>675</b>	<b>0.0015</b>

*Overall DBE  
Availability*

**Step 3 - (Weight) x (Availability) = Weighted Base Figure**

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1	485113	ADA operations set aside	0.09851	x		
2	334514	Fare Boxes/Collection Systems	0.02608	x		
3	423690	Radio Systems for Paratransit Vehicle Replacement	0.0002	x	0.0015	0.00000

4	336112/ 336211	Paratransit Vehicle Replacement	0.03122	x	
5	336120/ 336211	40 Foot Vehicle Replacement	0.844	x	
<b>Total</b>					0.0000
<b>Expressed as a % (*100)</b>					0.00%
<b>Rounded, Weighted Base Figure: 0%</b>					



# Samsara Partnership Overview

## WestCAT Fleet Management Goals:

1. Leverage Samsara to improve the overall safety of the WestCAT Bus Fleet.
  - a. Leverage Samsara Dual-Facing AI-powered Dash Cameras to improve driver safety scores, reduce distracted driving, and to provide timely Driver Coaching and feedback
  - b. Leverage Samsara video retrieval to assist the Insurance Claims and Accident Investigation process to speed time of investigations and exonerate drivers
2. Assist maintenance department with preemptive maintenance alerts
  - a. Leverage the Free Samsara DriverApp to perform DVIR's of the WestCAT Bus fleet
3. Provide analytics pertaining to route efficiency, arrival/departure times, and other valuable metrics
4. Confirm specific vehicles with electric brakes are not braking too hard to reduce wear and tear on rear of vehicle (reduce number of replacements for rear of vehicle)
5. Leverage Proximity Search and video retrieval to confirm Driver Complaints
6. Leverage Routing and Dispatch to drive routing efficiencies across the fleet

ITEM #  
2.2  
AGENDA

samsara

# A complete, consolidated platform for fleet management, driver safety, and vehicle maintenance

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GPS Gateways



Cameras



Driver App

- Real-time location and telematics
- Video-based driver safety
- Electronic driver documents
- Preventive maintenance and DVIR
- Custom sensitivity for electric brake vehicles to reduce maintenance on these vehicles
- Dual-Facing AI-powered Dash Cameras

samsara



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ORDER FORM  
Quote Number  
1463314

Issued  
05-03-2019

Expires

Prepared for  
WestCAT  
601 Walter Ave  
Pinole, California 94564  
  
Prepared by  
Nicole Gronski  
nicole.gronski@samsara.com

Thank you for considering Samsara for your fleet. Samsara provides real-time visibility, business-relevant tools, and powerful analytics that enable customers to increase the productivity of their fleets and reduce operating costs. A solution for your fleet is proposed below.

## What is included?

Samsara fleet tracking solutions include cellular gateways, hardware accessories, and a per-gateway license. Gateway licenses provide all ongoing elements of the service, including:

- Real-time location and vehicle telematics
- Cellular data connectivity
- Dashboard access with unlimited administrator accounts
- Driver App for iOS and Android devices with unlimited driver accounts
- WiFi hotspot connectivity (VG34 gateways, 500MB/mo capacity)
- Over-the-air software feature upgrades
- API access for integration with 3rd party systems
- Maintenance and phone support

Samsara does not charge per-feature license fees, activation fees, or other hidden costs.

ORDER FORM  
Quote Number  
1463314

Prepared for  
WestCAT



samsara

PRODUCT	SALES PRICE	QTY	TOTAL
Customer Welcome Kit WELCOME-KIT	\$0.00	1	\$0.00
License for Dual-Facing Camera LIC-CM2-ENT	\$1,081.80	64	\$69,235.20
Dual-facing dash-camera, series 3. HW-CM32	\$239.80	64	\$15,347.14
Vehicle IoT Gateway, model VG34 HW-VG34	\$77.53	64	\$4,961.86
License for Vehicle Gateways LIC-VG-ENT	\$721.20	64	\$46,156.80
LICENSE TERM: 36 MO			
	SUBTOTAL		\$135,700.99
	TAX		\$12,552.34
	SHIPPING + HANDLING		\$300.00
	GRAND TOTAL		\$148,553.33

\*Shipping and sales tax is subject to change



## License Term

The license term begins on the day your Samsara hardware ships. If you wish to continue using the service when your license term ends, you may renew your license. Samsara hardware requires a valid license to function.

## Support and Warranty

Samsara stands behind its Products. The following Hardware come with a five (5) year warranty: VG-series gateways, GW22 gateways, IG-series gateways, CM-series cameras, and HM-series monitors. All other Hardware products come with a one-year warranty, unless otherwise specified on the relevant Samsara data sheet. During the warranty period, Hardware exhibiting material defects will be replaced. Additional support information can be found at [www.samsara.com/support](http://www.samsara.com/support).

## Terms

Your use and access of the Hardware, Products, Services specified herein are governed by Samsara's terms of service found at <https://www.samsara.com/terms-of-service>. You agree to be bound by those terms of service unless otherwise agreed to herein or in another agreement. Any terms used but not defined herein, shall have the meanings defined Samsara's terms of service or as otherwise agreed in another agreement.

## Notification of Confidentiality

You agree that the pricing and payment terms specified in this Order Form shall (i) be held in strict confidence; (ii) not be disclosed to any Samsara competitor or other entity, except as approved in writing by the Samsara; and (iii) not be used except to evaluate the suitability of the Samsara Products for your business. You will immediately notify Samsara in the event of any unauthorized use or disclosure under these terms. Violation of these obligations will cause irreparable harm to Samsara for which Samsara may obtain compensatory and timely injunctive relief from a court, as well as any other remedies that may be available, including recovery of all reasonable attorney's fees and costs incurred in seeking such remedies. Your obligations specified herein shall last until the pricing and payment terms herein are, through no fault or action by you, public.

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ORDER FORM  
Quote Number  
1463314

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Prepared for  
WestCAT



This Order Form is a legally binding agreement between Customer and Samsara Networks Inc. ("Samsara"). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

**Please confirm acceptance of this Order Form by signing below:**

Signature:: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**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 2018 -	2019	
Current Qtr. Actual	Year to Date Actual	Total Adopted Budget		Remaining
1. Operations	2,180,152	6,647,098	9,443,500	30
2. Vehicle Maintenance	403,521	1,146,086	1,586,900	28
3. Non-Vehicle Maintenance	58,522	163,186	253,600	36
4. General Administration	311,888	809,533	1,126,900	28
5. Total Expenses (lines 1-4)	2,954,083	8,765,903	12,410,900	29
6. Labor	215,595	619,296	863,300	28
7. Fringe Benefits	78,078	208,900	259,000	19
8. Services	93,545	239,095	408,600	41
9. Fuel/Lubricants	339,526	1,071,471	1,703,500	37
10. Tires and Tubes	33,245	119,453	162,500	26
11. Other Materials & Supplies	128,466	338,059	498,200	32
12. Utilities	26,336	83,939	116,000	28
13. Purchased Transportation	1,797,888	5,429,546	7,380,000	26
14. Casualty & Liability	160,297	481,717	665,800	28
15. Leases & Rentals	1,161	3,614	106,100	97
16. Interest Expense				
17. Other Object Class Expense *	79,946	170,813	247,900	31
18. TOTAL Expenses(line6 thru 17)	2,954,083	8,765,903	12,410,900	29
19. Depreciation				
20. Memo Item				
21. Farebox	602,116	1,784,784	2,100,000	15
22. Non-Farebox	47,705	68,835	30,000	0
23. Sales Tax, contributed by other agencies	427,297	1,215,912	1,581,934	23
24. Sales Tax, directly levied by operator				
25. TDA(operating & planning & admin. funds)	778,251	2,334,754	3,521,477	34
26. STA(operating & planning & admin. funds)	412,354	1,237,062	876,019	0
27. RM2 funds	267,208	801,624	1,068,844	25
28. FTA sec.8(planning )& sec.9(operating)funds	65,912	197,736	263,648	25
29. Other Fed., State, or local, non-operator funds	40,134	120,402	160,535	25
30. Other Operator Funds	702,111	2,106,332	2,808,443	25
31. TOTAL Revenue(add lines 21 through 30)	3,343,088	9,867,441	12,410,900	20
32. Net Operating Surplus/(Deficit)(line 31 - line 18)	389,005	1,101,538	0	
33. Line 32, less transfers to oper., Capital, or Other				
34. Revenue Passengers	257,729	796,944	1,104,870	28
35. Total Passengers	284,119	878,735	1,230,970	29
36. Revenue Vehicle Miles	486,014	1,484,513	2,005,800	26
37. Revenue Vehicle Hours	26,863	81,760	107,000	24
38. Employees, FT equivalents(FTE=500 hrs/qtr.)				
39. Farebox Recovery Ratio	20.3	20.3	16.9	

\* 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 Item 2.5**

### **Notes on Adjusted 2018-19 (FY19) and Proposed 2019-20 (FY20) WCCTA Budget**

The notes below provide information about specific line items in WCCTA's Adjusted FY19 and Proposed FY20 Operating and Capital Budget, which the Board of Directors will consider at the May 9, 2019 Board meeting. The Finance and Administration Committee will meet on May 6th to review the budget in detail, and will present its recommendations for consideration by the full Board.

#### **BUDGET PRESENTATION**

The budget pages follow the same format that the Board has seen in recent years. The first three pages of the budget spreadsheets detail the Operating Budget by line item within each functional area. The first column presents the Adopted FY19 budget, which was approved in April 2018. The Board will be asked to approve the Adjusted FY19 (current year) Budget in the second column (reflecting staff's best estimates of actual annual expenses for each budget line item through June 30, 2019), and the Proposed FY20 Budget in the last column on the right. The third page also identifies the amounts required from each individual funding source to fully support the operating budget.

The final budget page presents the FY20 Capital Budget, and it also details all funding available to WCCTA from both prior-year reserves, and from allocations expected during FY20. This page presents the amounts applied from each funding source to the FY20 Operating Budget, Capital program, and three established dedicated reserve accounts (Insurance, facility, and vehicle reserve accounts. For the FY20 budget, staff has carried forward these reserve balances at the levels of \$40,000, \$100,000 and \$300,000 respectively, as initially established by the Board in FY2010-11 budget).

Although the FY20 Capital Budget requires \$430,224 in prior year Transportation Development Act reserves to fulfill the local match requirement for the purchase of 11 replacement buses in FY20, staff recommends retaining the full \$300,000 in the vehicle reserve account. This funding will be needed for a 6-vehicle replacement project in FY21.

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

#### **BACKGROUND**

- **Increased Funding from Senate Bill 1 and other State Legislation**

FY20 is the first year that WCCTA will receive its full annual allocation of new revenue from the passage of SB-1 (Senator Beall's transportation bill). WCCTA receives this new funding through three different allocation methods. The largest increase (an estimated \$181,000 annually) comes through the State Transit Assistance (STA) Revenue-Based formula. MTC adopted a new process in February 2018 for allocating STA Population-based funds (which are now apportioned to transit operators through a block grant process adopted annually by Contra Costa

Transportation Authority). WCCTA will see a smaller, but still significant increase in SB-1 revenue in the Population-based funds than in the Revenue-based funds. Finally, WCCTA is now receiving approximately \$73,000 in new SB-1 “State of Good Repair” capital funding annually.

The FY20 operations budget also includes a larger amount of Low Carbon Transit Operations Program (LCTOP) funding (\$115,000), which is nearly double the amount available in FY19.

- **Driver shortages, Regional Job Market Changes, Wage Ordinances and Competition**

Historically low unemployment in the Bay Area, coupled with increases in the minimum wage, and the adoption of “living wage” ordinances in many neighboring communities, has created strong upward pressure on wages, and intense competition for workers throughout the East Bay. In order to address this, the WCCTA Board approved a change to the Operations contract with MV Transportation to extend the current agreement through June 30, 2020. Reasonable funding capacity for compensation increases were negotiated as part of the FY20 fixed and variable rates that the Board adopted. The “Purchased Transportation” line items in the FY20 budget reflect the new contract rates. It should be noted that the Operations Purchased Transportation line item includes budget capacity to fund a 5% increase in service levels in FY20.

- **Insurance Market Conditions and Absence of Tort Caps in California**

WCCTA secures much of its vehicular and general liability coverages through the California Transit Indemnity Pool (CalTIP). Over the last three to four years, settlements for claims against public entities in California (including transit agencies) have been trending dramatically higher. Some insurance and reinsurance carriers in the excess market have seen settlements pierce into their coverage layers, and have withdrawn from the California market. Those who still offer coverage have significantly increased their rates, and have withdrawn coverage at the lower coverage layers. For the second straight year, WCCTA is seeing significant increases in its CalTIP insurance costs. Without tort reform in the State, these trends are likely to intensify in future budget cycles.

Since joining CalTIP, WCCTA routinely received retrospective credits to apply to a budget year’s insurance expenses, however no credits are available again this year. WCCTA has benefitted from better loss experience than other CalTIP members, which partially offsets the increases in pool and excess rates. Nevertheless, WCCTA’s net cost of insurance will increase by an estimated \$118,000 (18%) in FY20 over the FY19 rates.

- **Fuel Budget Costs and Contingencies**

Over the last several budget years, it has been WCCTA’s practice to structure the operating budget around a “worst case scenario” for fuel costs. Despite fuel price escalation during the latter half of FY19, average delivered price of both gasoline and diesel did not reach the \$3.25 per diesel gallon and \$3.50 per gallon of gasoline assumed in the Adopted FY19 Budget. Staff estimates fuel expenditures at the end of FY19 will be approximately \$130,000 below the

\$1,620,000 originally approved for this line item. The \$3.25/\$3.50 per gallon assumptions will be lowered slightly for the Proposed FY20 Operations Budget, reflecting WCCTA's shift to renewable diesel for a large portion of its fleet, although this may offer less budget year protection given the impacts growing international tensions may have on fuel prices over the next 14 months.

- **Transbay Terminal Fees**

In FY19, WCCTA had budgeted \$100,000 in the Lease and Rent line item for fees associated with having a reserved bus by inside the new Transbay Terminal. Due to the closure of the Transbay Terminal for structural repairs shortly after it was opened in August, 2019, the Lease and Rent line item was zeroed out in the Adjusted FY19 budget, but the identical amount has been moved forward into the Proposed FY20 Budget.

- **Prepayment**

In FY17-18, WCCTA made a one-time prepayment to retire ongoing Certificates of Participation obligations for its 1998 facility expansion. Retiring this debt has made an additional \$135,000 from the annual Feeder Bus Allocations available to be used for operations or other capital needs (or held in reserve).

## **BUDGET DEVELOPMENT**

In developing the adjusted FY19 and proposed FY20 operating budgets, staff relied on the most current revenue projections provided by the Metropolitan Transportation Commission and the Contra Costa Transportation Authority (CCTA). Although both sales tax-based and fuel tax-based revenue sources are subject to fluctuations due to changing economic conditions, staff believes revenue projections are sufficiently conservative, and that actual revenue available will meet or exceed the amounts budgeted.

As noted in the previous sections, WCCTA has experienced significant changes in many revenue and expense categories during the current fiscal year. Final allocations available through some funding sources (including several categories of Measure J revenue) will not be formally approved until after adoption of the Proposed FY20 Operating Budget. Staff has estimated funding levels from these sources conservatively, and we expect the actual revenue to equal or exceed amounts presented in the Budgets.

The combination of new and existing revenues identified to support WestCAT services for the FY20 year are anticipated to be sufficient to augment system service levels without requiring a fare increase. However, as discussed later in this report, approximately \$205,000 in prior year TDA reserves has been programmed to support the FY20 Operating Budget.

### **Significant Budget Considerations for Adjusted FY19 and Proposed FY20 Budget**

As is the agency's practice, WCCTA has worked to contain costs throughout the current budget year. Taking all of the changes in revenue and expense line items into consideration, total expenses have been revised downward by approximately \$350,000 in the Adjusted Budget, due in large part to the restatement of expected Fuel expenses based on three quarters of actual experience, and the fact that WCCTA did not sustain increased service levels at planned levels during FY19.

For the Proposed FY20 operating budget, total expenses have been revised upwards to ensure the budget has sufficient capacity to cover modest service increases, Transbay Terminal lease fees, and any worst-case fuel price increases during the upcoming year. The proposed FY20 budget of \$12,868,100 represents an increase of under 4% over the Adopted FY19 operations budget, while retaining budget capacity for a 5% increase in service over current levels.

The Adjusted FY19 budget anticipates a year end surplus of slightly more than \$1,000,000.

Line items experiencing significant change across either the Adjusted FY19 or Proposed FY20 are detailed below.

- The MV Purchased Transportation costs have been increased in the Proposed FY20 Operations and Maintenance line items to reflect the cost of wage scale adjustments. The final rate for a one-year option beginning July 1, 2019, is still under negotiation, but the budget includes capacity for expected increases in both the variable and fixed rates.
- While the annual rate of increase in the Consumer Price Index increase currently stands at 3.5% for the San Francisco-Oakland metropolitan area, staff did not uniformly apply this factor in calculating the projected costs for FY20, preferring instead to conduct a detailed evaluation of all major expense line items throughout the budget. Accordingly, expense categories that vary with miles or hours operated have generally been adjusted upwards by 5% reflecting the proposed service increase, while some of the service categories may reflect no change over current levels.
- In presenting the proposed FY20 budget, staff has followed past practice by including provisions for additional fuel price increases, while identifying the source of the contingency funding to cover the added costs should these materialize.

Staff has *reduced* the fuel and lubricants line item in the Adjusted FY19 budget by \$130,000 to reflect lower-than-budgeted expenditures throughout the year. For the Proposed FY20 budget, however, staff suggests a conservative approach consistent with prior practice of building in the capacity for unexpected increases during the upcoming year, and has added an additional \$110,000 to the fuel line item and \$13,000 to lubricants (including diesel exhaust fluid).

- For easier tracking going forward, staff has split the Fringe Benefits line item to separate Pension Benefits from health coverage and other fringe expenses. The FY20 proposed budget does show an increase in total pension costs over the FY19 Adjusted budget levels. In part this is due to a staff vacancy for most of FY19, and it also reflects a calculated increase in the CalPERS employer rates, which is being phased in over the next several years. The new line item will make these changes more transparent in the budget process.

### **Capital Program**

The proposed Capital Program for FY20 appears on the final page of the budget spreadsheets. This year, the Capital Program includes a standard project providing \$70,000 for facility and equipment upgrades (consistent with past annual allocations for this purpose). The Capital Program also includes three Federally approved vehicle replacement projects (totaling 11 replacement revenue vehicles at a combined cost of \$5,203,300), and \$294,104 for a project to partially replace our Automatic Vehicle Location system. The final project provides additional funding for a previously approved project to replace our Bus Wash, with \$632,500 to be funded with Transportation Development Act reserves.

### **Staff Recommendation**

The proposed Operations budget identifies revenues sufficient to support current WestCAT service levels, while building in capacity for a modest 5% service increase within the budget year. The Capital Budget provides budget authority, and identifies necessary revenues, to deliver for five new capital projects, and one previously approved capital project, during the budget year, while maintaining reserves at levels above the minimum levels established by the Board.

**Staff recommends approval of the Adjusted FY19 Operating Budget, and the Proposed FY20 Operating and Capital budget.**



# AGENDA

ITEM # 2.5

**PROPOSED FY 2019-2020 WCCTA OPERATING AND CAPITAL BUDGET  
(WestCAT & Express)**

	ADOPTED WCCTA and Express FY 18-19	ADJUSTED WCCTA and Express FY 18-19	PROPOSED WCCTA and Express FY 19-20
<b>OPERATIONS</b>			
<b>Purchased Transportation</b>	<b>6,520,000</b>	<b>6,400,000</b>	<b>6,650,000</b>
Monthly Fixed Fee	1,920,000	2,200,000	2,250,000
Variable Expense	4,600,000	4,200,000	4,400,000
<b>SUBTOTAL</b>	<b>6,520,000</b>	<b>6,400,000</b>	<b>6,650,000</b>
<b>Services</b>	<b>156,300</b>	<b>166,400</b>	<b>188,400</b>
Security system monitoring	2,300	2,300	2,400
Mobile Communications (Verizon cell phones/bus & sign modems/ DAR tablets)	58,000	58,000	60,000
Printing (ticket books, passes, transfers, etc.)	12,000	12,000	12,600
Clipper fees	54,000	54,000	57,000
Bank fees	2,300	2,300	2,300
Drivers amenities	3,900	0	0
Operations Monitoring (Liaison)	18,000	32,000	48,000
Other (exterminator, CHP & fire equip. inspections, shipping, all other services not in other categories)	5,800	5,800	6,100
<b>SUBTOTAL</b>	<b>156,300</b>	<b>166,400</b>	<b>188,400</b>
<b>Fuel &amp; Oil</b>	<b>1,703,500</b>	<b>1,565,500</b>	<b>1,689,200</b>
Gasoline & Diesel	1,620,000	1,490,000	1,600,000
Lubricants	70,000	62,000	75,000
Fees & permits	13,500	13,500	14,200
<b>SUBTOTAL</b>	<b>1,703,500</b>	<b>1,565,500</b>	<b>1,689,200</b>
<b>Tires</b>	<b>162,500</b>	<b>166,000</b>	<b>175,000</b>
<b>Other Mat. &amp; Supl.</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>Postage</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>Utilities</b>	<b>78,100</b>	<b>82,300</b>	<b>93,700</b>
PG & E	30,000	30,000	33,000
EBMUD	13,000	7,200	13,000
Storm Drain Monitoring (includes annual storm water permit)	2,300	2,300	2,400
Sewer Use Fee	2,000	2,000	2,100
Garbage, and Other	6,800	6,800	7,200
Facility Communications (office phones/fax/internet/alarm/dispatch radio)	24,000	34,000	36,000
<b>SUBTOTAL</b>	<b>78,100</b>	<b>82,300</b>	<b>93,700</b>
<b>Insurance</b>	<b>658,200</b>	<b>645,000</b>	<b>776,800</b>
CALTIP Liability Loss Fund Deposit/Admin/Excess Insurance	415,700	402,300	528,400
CALTIP Physical Damage Premium	32,200	32,200	37,600
MV Liability Coverage Premium	205,000	205,000	205,000
Building fire & contents (oper share)	5,300	5,500	5,800
<b>SUBTOTAL</b>	<b>658,200</b>	<b>645,000</b>	<b>776,800</b>
<b>Lease &amp; Rent</b> (Includes Transbay Terminal Rent)	<b>100,000</b>	<b>0</b>	<b>100,000</b>
<b>Marketing/Advertising</b>	<b>60,000</b>	<b>45,000</b>	<b>70,000</b>
Printing / Translation (ex. schedules, brochures)	20,000	15,000	25,000
Website and Schedule Development	10,000	0	15,000
General Promotion / Advertising	30,000	30,000	30,000
<b>SUBTOTAL</b>	<b>60,000</b>	<b>45,000</b>	<b>70,000</b>
<b>Miscellaneous</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>TOTAL OPERATIONS</b>	<b>9,443,500</b>	<b>9,075,100</b>	<b>9,748,000</b>
<b>VEHICLE MAINTENANCE</b>			
<b>Services</b>	<b>88,400</b>	<b>87,700</b>	<b>95,100</b>
Outside mechanical work	60,000	60,000	60,000
CARB Filter Cleaning	12,600	6,300	12,600
Towing	1,400	1,400	1,500
Miscellaneous (Includes environmental services such as hazardous waste handling, oil separator cleanout, CC health permit, etc.)	14,400	20,000	21,000
<b>SUBTOTAL</b>	<b>88,400</b>	<b>87,700</b>	<b>95,100</b>

	ADOPTED WCCTA and Express FY 18-19	ADJUSTED WCCTA and Express FY 18-19	PROPOSED WCCTA and Express FY 19-20
<b>Other Mat. &amp; Supl.</b>	<b>460,000</b>	<b>435,000</b>	<b>435,000</b>
<b>Purchased Transp.</b>	<b>860,000</b>	<b>871,100</b>	<b>900,200</b>
<b>Salaries</b>	<b>137,300</b>	<b>140,400</b>	<b>142,000</b>
<b>Fringe Benefits</b>	<b>41,200</b>	<b>25,200</b>	<b>20,345</b>
<b>Pension Benefits</b>	<b>0</b>	<b>16,000</b>	<b>22,255</b>
<b>TOTAL MAINTENANCE</b>	<b>1,586,900</b>	<b>1,575,400</b>	<b>1,614,900</b>
<b>NON-VEHICLE MAINTENANCE</b>			
<b>Services</b>	<b>95,800</b>	<b>80,800</b>	<b>96,200</b>
Shelter Cleaning/Signs (Includes work @ bus stops installing signs, running electrical, etc.)	15,800	7,200	7,600
Facility Cleaning	22,000	22,000	26,900
Fuel tanks/pumps (Repair/Maintenance/Annual Testing/Cleaning)	11,700	11,700	12,300
Landscape Maintenance	12,000	6,100	15,000
Miscellaneous Building Repair	7,000	7,000	7,400
Network Maintenance Agreements/Licenses/Contracts	12,000	12,000	12,000
Other (Electrical, etc.)	2,900	2,900	3,000
Service (Radios)	2,000	2,000	2,100
Service Contract (HVAC)	4,400	4,400	4,400
Service (Bus Wash)	500	0	0
Service (Hydraulic Lift)	5,000	5,000	5,000
Service (Security System)	500	500	500
<b>SUBTOTAL</b>	<b>95,800</b>	<b>80,800</b>	<b>96,200</b>
<b>Miscellaneous</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Other Mat. &amp; Supl.</b>	<b>26,000</b>	<b>25,900</b>	<b>26,500</b>
Facility Supplies (janitorial supplies, etc.)	10,200	10,900	11,500
Network Equipment and Other	15,800	15,000	15,000
<b>SUBTOTAL</b>	<b>26,000</b>	<b>25,900</b>	<b>26,500</b>
<b>Salaries</b>	<b>101,000</b>	<b>101,900</b>	<b>103,500</b>
<b>Fringe Benefits</b>	<b>30,300</b>	<b>20,900</b>	<b>22,600</b>
<b>Pension Benefits</b>	<b>0</b>	<b>9,700</b>	<b>8,500</b>
<b>TOTAL NON-VEH MAINT</b>	<b>253,600</b>	<b>239,700</b>	<b>257,800</b>
<b>ADMINISTRATION</b>			
<b>Salaries</b>	<b>625,000</b>	<b>625,000</b>	<b>675,000</b>
<b>Fringe Benefits</b>	<b>187,500</b>	<b>135,000</b>	<b>141,500</b>
<b>Pension Benefits</b>	<b>0</b>	<b>91,500</b>	<b>100,000</b>
<b>ADA Costs</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
Salaries	25,000	25,000	25,000
<b>Short Range Transit Plan</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
Salaries	55,000	55,000	55,000
Planning Services	0	0	0
<b>Express Bus Planning &amp; Administration</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Salaries	50,000	50,000	50,000
<b>SUBTOTAL</b>	<b>942,500</b>	<b>981,500</b>	<b>1,046,500</b>
<b>Services</b>	<b>68,100</b>	<b>67,700</b>	<b>70,200</b>
Security system monitoring	1,400	1,400	1,400
Legal expenses	8,000	8,000	10,000
Accounting / Audit	53,000	53,000	53,000
Payroll Fees	2,800	2,400	2,800
Other (FedEx, Exterminator, PCTV, etc.)	2,900	2,900	3,000
<b>SUBTOTAL</b>	<b>68,100</b>	<b>67,700</b>	<b>70,200</b>
<b>Materials &amp; Supplies</b>	<b>7,500</b>	<b>7,500</b>	<b>7,900</b>
<b>Utilities</b>	<b>37,900</b>	<b>40,000</b>	<b>45,700</b>
PG&E	15,000	15,000	16,500
EBMUD	8,500	3,600	6,500
Facility Communications (office phones/fax/internet/alarm/dispatch radio)	12,000	17,000	18,000
Garbage, etc.	3,400	3,400	3,600
Sewer Fee & Other	1,000	1,000	1,100
<b>SUBTOTAL</b>	<b>37,900</b>	<b>40,000</b>	<b>45,700</b>

	ADOPTED WCCTA and Express FY 18-19	ADJUSTED WCCTA and Express FY 18-19	PROPOSED WCCTA and Express FY 19-20
Insurance (building, ERMA)	7,600	7,300	7,600
Dues & Subscriptions	40,000	42,000	45,000
Postage	1,000	1,000	1,100
Miscellaneous	1,200	1,200	1,200
Leases & Rent	6,100	4,900	5,400
Travel	15,000	16,000	16,800
<b>TOTAL ADMINISTRATION</b>	<b>1,126,900</b>	<b>1,169,100</b>	<b>1,247,400</b>
<b>TOTAL EXPENDITURES</b>	<b>12,410,900</b>	<b>12,059,300</b>	<b>12,868,100</b>
<b>OPERATING REVENUES</b>			
FAREBOX	2,100,000	2,300,000	2,300,000
NON-FAREBOX	5,000	55,250	5,000
SUBTOTAL	2,105,000	2,355,250	2,305,000
<b>STATE OPERATING ASSISTANCE</b>	<b>4,178,309</b>	<b>4,476,750</b>	<b>4,562,755</b>
ARTICLE 4.0	2,336,529	2,336,529	2,671,829
ARTICLE 4.0 PRIOR YEAR	1,046,327	637,855	204,972
ARTICLE 4.5	138,621	138,621	168,337
STA POPULATION BASED <sup>a</sup>	212,127	154,890	216
STA REVENUE BASED <sup>a</sup>	444,705	444,705	626,007
STA POPULATION BASED COUNTY BLOCK GRANT	0	764,150	891,394
PRIOR YEAR STA	0	0	0
SUBTOTAL	4,178,309	4,476,750	4,562,755
<b>MEASURE J OPERATING FUNDS</b>	<b>1,581,934</b>	<b>1,618,359</b>	<b>1,622,769</b>
MEASURE J OPER. PROG 14 (EXPRESS)	482,573	482,573	479,398
MEASURE J OPER. FUNDS 19B (EXPRESS)	317,828	333,857	337,196
MEASURE J OPER. FUNDS 16 (EXPRESS)	322,142	322,100	320,026
PRIOR YEAR MEASURE J	158,407	158,407	161,513
MEASURE J OPER. FUNDS 20B (PARA)	76,788	78,688	79,475
MEASURE J OPER. PROG. 15 (PARA)	224,396	242,734	245,161
SUBTOTAL	1,581,934	1,618,359	1,622,769
ADVERTISING REVENUE	25,000	25,000	25,000
STA PARATRANSIT FUNDS	42,197	27,249	0
LCTOP PROGRAM FUNDS	55,172	55,172	115,028
LIFELINE FUNDS (FEDERAL JARC)	105,363	105,363	0
LIFELINE FUNDS (STA)	176,990	258,422	0
RM2 FUNDS-JPX	249,294	249,294	249,294
RM2 FUNDS-LYNX/JX	819,550	819,550	819,550
FTA PARATRANSIT SET-ASIDE	263,648	263,648	244,729
BART FEEDER BUS FUNDS	2,808,443	2,808,443	2,923,975
<b>TOTAL OPERATING REVENUES</b>	<b>12,410,900</b>	<b>13,062,500</b>	<b>12,868,100</b>
<b>LESS: TOTAL OPER. EXPENSES</b>	<b>(12,410,900)</b>	<b>(12,059,300)</b>	<b>(12,868,100)</b>
<b>SURPLUS/DEFICIT</b>	<b>0</b>	<b>1,003,200</b>	<b>(0)</b>

Capital Program FY2020  
**CAPITAL PROGRAM & ANALYSIS OF TOTAL AVAILABLE REVENUES**

**CAPITAL PROGRAM**

FACILITY / EQUIPMENT UPGRADES	70,000
Bus Wash	632,500
AVL Replacement	294,106
(5) 35 ft veh.	2,614,057
(4) 40 ft veh.	2,275,245
(2) DAR veh.	314,000
<b>TOTAL CAPITAL EXPENSES</b>	<b>6,199,908</b>

REVENUES CURRENT YEAR FUNDS	TOTAL AVAILABLE FOR CURRENT FY	BUDGETED FOR OPERATIONS	BUDGETED FOR CAPITAL	*INSURANCE RESERVE	FACILITY RESERVE	VEHICLE RESERVE	ACCRUAL FOR SHORT RANGE TRANSIT PLAN NEEDS
TDA ARTICLE 4.0	2,671,829	2,671,829					0
TDA ARTICLE 4.5	168,337	168,337					0
STA POPULATION BASED	216	216					0
STA REVENUE BASED	626,007	626,007					0
STA-COUNTY BLOCK GRANT	891,394	891,394					0
MEASURE J PARATRANSIT	324,636	324,636					0
MEASURE J BUS TRANSIT	1,136,620	1,136,620					0
LIFELINE - JARC		0					0
LIFELINE - STA		0					0
FAREBOX	2,300,000	2,300,000					0
NON-FAREBOX	5,000	5,000					0
FEDERAL ADA SET-ASIDE	244,729	244,729					0
FEDERAL 5307	4,427,726	0	4,427,726				0
(LCTOP) LOW CARBON TRANSIT OPER.	230,055	115,028					115,027
FEEDER BUS FUNDS	2,923,975	2,923,975					0
STATE OF GOOD REPAIR (SB1 CAPITAL)	73,555						73,555
RM2 LYNX/JX	919,550	819,550					100,000
RM2 JPX	249,294	249,294					0
NET BRIDGE TOLLS	320,875	0	320,875				0
ADVERTISING REVENUE	25,000	25,000					0
<b>TOTAL CURRENT YEAR</b>	<b>17,538,798</b>	<b>12,501,615</b>	<b>4,748,601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>288,582</b>
<b>PRIOR YEAR FUNDS</b>							
TDA	4,810,732	204,972	1,132,724	40,000	100,000	300,000	3,033,036
STA POPULATION BASED							0
STA REVENUE BASED							0
STATE OF GOOD REPAIR (SB1 CAPITAL)	143,395		143,395				
PTMISEA-PROPOSITION 1B	237,567		175,188				62,379
PROPOSITION 1B SAFETY & SECURITY	21,787						21,787
MEASURE J BUS TRANSIT	123,059	123,059					0
MEASURE J PARATRANSIT	38,454	38,454					0
<b>TOTAL PRIOR YEAR</b>	<b>5,374,994</b>	<b>366,485</b>	<b>1,451,307</b>	<b>40,000</b>	<b>100,000</b>	<b>300,000</b>	<b>3,117,202</b>
<b>TOTALS</b>	<b>22,913,792</b>	<b>12,868,100</b>	<b>6,199,908</b>	<b>40,000</b>	<b>100,000</b>	<b>300,000</b>	<b>3,405,784</b>

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