



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: July 11, 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 Expenditures of May & June, 2019.*
- 1.2 Receive Contractors Monthly Management Reports for April, 2019*
[Action Requested: Approve Item 1.1 and 1.2 and Receive Item 1.3]

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Election of WCCTA Board Officers for FY19-20. **[Action Requested: Nomination and Election of Board Chair and Vice-Chair for FY19-20]***
- 2.2 Authorization to Release Invitation for Bid (Project Number IFB-2019-01) for Removal and Replacement of Bus Wash System and Wash Water Reclaim Equipment, and Construction of Necessary Structures to Enclose Critical System Equipment. **[Action Requested: Formal Authorization for General Manager to Release IFB for Competitive Bid].***
- 2.3 Consideration and Adoption of Resolution 2019-04 Approving the Project List for FY 2019-20 For the California State of Good Repair Program (Providing Local Match Funds for Replacement of Revenue Vehicles). **[Action Requested: Formal Adoption of Resolution] ***

- 2.4 Consideration and Adoption of Resolution 2019-05 Approving the Amended Joint Powers Authority Agreement Forming the California Transit Systems Joint Powers Authority. **[Action Requested: Formal Adoption of Resolution] ***
- 2.5 Report on WestCAT's 4th Annual Back to School Supply Drive to Success. **[No Action: Information Only].***

3.0 COMMITTEE REPORTS

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

4.0 CORRESPONDENCE

- 4.1 Letter from Caltrans Division of Rail and Mass Transportation Acknowledging Approval of Request for \$230,055 in LCTOP funding for Free Rides on Weekday Spare the Air Days. *

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: August 9, 2019 (unless rescheduled).

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.

A/P DISBURSEMENTS MAY 2019

AGENDA

WCCTA - WestCAT
Purchase Journal

ITEM #

1.1

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
4/1/19	50501-10 Telephone, Operations	04/2019	April cell phone reimbursement	40.00	
	50501-60 Telephone, Admin		April cell phone reimbursement	20.00	
	20100 Accounts Payable		Charles Anderson		60.00
4/30/19	50902-60 Travel Expense, Admin	4/2019	CaIACT BOD Meeting, and Spring Conference	1,126.94	
	20100 Accounts Payable		Charles Anderson		1,126.94
5/1/19	50501-10 Telephone, Operations	5/19	May cell phone reimbursement	40.00	
	50501-60 Telephone, Admin		May cell phone reimbursement	20.00	
	20100 Accounts Payable		Charles Anderson		60.00
3/31/19	50300-60 Outside Services, Admin	1236147	Feb legal services	525.00	
	11105 Oper, Maint & Admin Facility		Buswash project (PTMISEA)	5,488.75	
	20100 Accounts Payable		Hanson Bridgett LPP		6,013.75
5/1/19	50300-60 Outside Services, Admin	1902	3rd QTR accounting serv. including SCO special district report, and budget review	5,937.50	
	20100 Accounts Payable		Patricia A. Raedy		5,937.50
4/30/19	50902-60 Travel Expense, Admin	4/19	April meetings (\$110.40 CalTIP)	398.80	
	20100 Accounts Payable		Robert Thompson		398.80
				13,596.99	13,596.99

WCCTA - WestCAT
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/17/19	50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	M- 2278006061	Office supplies Employee awards Staples	231.26 22.09	253.35
4/30/19	50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 20100 Accounts Payable	100629	April service April ambassador April maintenance April liability ins. MV Transportation	542,700.31 3,520.00 71,667.00 17,179.29	635,066.60
4/30/19	11105 Oper, Maint & Admin Facility 50300-60 Outside Services, Admin 20100 Accounts Payable	123229	March legal services for buswash March legal services Hanson Bridgett LPP	1,607.50 420.00	2,027.50
4/30/19	20200 Accrued Payroll Liabilities 20200 Accrued Payroll Liabilities 20100 Accounts Payable	4/1920	April 30th deferred comp 401K loan Vantagepoint Transfer Agents -- 457	2,563.38 214.62	2,778.00
5/9/19	50300-10 Outside Services, Operations 20100 Accounts Payable	106	Transit consulting Electra McFadden-Jeter	4,000.00	4,000.00
				644,125.45	644,125.45

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3/1/19	20200 Accrued Payroll Liabilities	5/19	May 15th deferred comp	2,399.83	
	20200 Accrued Payroll Liabilities		401K loan	214.62	
	20100 Accounts Payable		Vantagepoint Transfer Agents -- 457		2,614.45
4/14/19	10202 A/R Accrual - MV & Insuranc	14-2019-Apr	Ins admin fee units #117 DOA 2/6/18; Unit #156 DOA 8/21/18; unit #150 DOA 3/20/19; unit #404 DOA 3/28/19	1,410.70	
	20100 Accounts Payable		California Transit Systems		1,410.70
4/15/19	50499-41 Other Mat & Supplies, Veh Ma	75811	Vehicle parts (org 3/27/19)	13.67	
	20100 Accounts Payable		Ford Lincoln Fairfield		13.67
4/15/19	50501-10 Telephone, Operations	79805536	Apr phone serv	661.54	
	50501-60 Telephone, Admin		Apr phone serv	330.76	
	20100 Accounts Payable		Comcast Business		992.30
4/16/19	50499-41 Other Mat & Supplies, Veh Ma	M-56543	Vehicle parts	2,026.59	
	20100 Accounts Payable		Diesel Marine Electric		2,026.59
4/18/19	50499-41 Other Mat & Supplies, Veh Ma	244100	Vehicle repair unit #152	2,370.71	
	20100 Accounts Payable		Pankey's Radiator Shop, Inc.		2,370.71
4/19/19	50499-41 Other Mat & Supplies, Veh Ma	M-105519	Vehicle parts	2,922.75	
	20100 Accounts Payable		The Janek Corporation		2,922.75
4/21/19	50300-10 Outside Services, Operations	4/19	DAR tablets	3,944.61	
	20100 Accounts Payable		T-MOBILE		3,944.61
4/21/19	50300-10 Outside Services, Operations	982859519	April cell phones 3/22-4/21/19	531.49	
	20100 Accounts Payable		Verizon Wireless		531.49
4/22/19	50300-42 Outside Service, Non-Veh Mai	74339C	Repaired shop motorized door	240.00	
	20100 Accounts Payable		R & S Erection of Richmond, Inc.		240.00
4/23/19	11105 Oper, Maint & Admin Facility	062936.03*73305	Support services task order 3 (PTMISEA)	3,754.16	
	20100 Accounts Payable		Gannett Fleming, Inc.		3,754.16
4/23/19	50499-42 Other Mat&Suppl, Non-Veh	INO2303757	Janitorial supplies	562.79	
	20100 Accounts Payable		CCP Industries Inc.		562.79
4/24/19	50499-41	7087629	Vehicle parts	393.22	

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	Other Mat & Supplies, Veh Ma 20100 Accounts Payable		Kimball Midwest		393.22
4/24/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- 3291140010	Vehicle parts	644.14	
			Denton's Welding Works Inc.		644.14
4/25/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4020679833	Uniform	856.52	
			Cintas Corporation		856.52
4/26/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	4/19	Water serv 2/26-4/26/19	757.60	
			Water serv 2/26-4/26/19	378.79	
			EBMUD		1,136.39
4/26/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	5170928	Vehicle parts	120.81	
			Creative Bus Sales, Inc.		120.81
4/26/19	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M- D735586	Vehicle parts	8,777.36	
			Vehicle repair DPF units #805, 158, 115, and 157	928.64	
			Kenworth Pacific Holding		9,706.00
4/26/19	50402-10 Tires & Tubes 20100 Accounts Payable	M-120823	Apr tires	14,003.40	
			J & O's Commercial Tire Center		14,003.40
4/26/19	50499-41 Other Mat & Supplies, Veh Ma 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-40574105	Vehicle parts	1,644.35	
			Vehicle parts units #112 DOA ?	488.65	
			Gillig LLC		2,133.00
4/27/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	318609	Vehicle parts	5,374.94	
			Napa Auto Parts Antioch		5,374.94
4/29/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	152106	Diesel	25,989.78	
			Spartan Tank Lines, Inc.		25,989.78
4/29/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-81687298	Vehicle parts	2,866.90	
			The Aftermarket Parts Company, LLC		2,866.90
4/30/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153440683	Apr serv	522.62	
			Apr serv	261.30	
			Republic Services #851		783.92

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4/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	123450	Vehicle parts Chuck's Brake & Wheel	3,392.44	 3,392.44
4/30/19	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	4/19	Apr serv Apr serv Western Exterminator Co.	98.67 49.33	 148.00
4/30/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	4/19	Apr phone serv Apr phone serv AT&T	641.62 320.80	 962.42
4/30/19	50300-42 Outside Service, Non-Veh Mai 50410-10 Postage, Operations 50410-60 Postage, Admin 50908-10 Marketing & Advertising, Ope 50902-60 Travel Expense, Admin 11103 Office Equipment & Furniture 20100 Accounts Payable	4/19	Computer software (Zello) Apr postage Apr postage Yelping marketing Cal ACT, CalTIP Conf (Rob T) (\$230.97 CalTIP) Office laptop/network equip/upgrades (TDA) Bank of America Business Card	360.00 216.66 108.33 390.00 539.27 1,566.66	 3,180.92
4/30/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	4/2019	Apr bus shelter maint Don Hinkle	660.00	 660.00
4/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	6-516578	Vehicle parts S.P. Automotive	8.70	 8.70
4/30/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV20460-42019	Apr phone serv Apr phone serv STREAMS	691.18 345.59	 1,036.77
4/30/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-19-899181	FCAB50, motor oil, and DEF Flyers Energy, LLC (RCP)	3,217.34	 3,217.34
5/1/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	52789	May landscaping Pacific Site Landscaping	485.10	 485.10
5/1/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	80654788	May fiber optic network May fiber optic network Comcast Business	585.04 292.50	 877.54

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5/4/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	152226	Diesel Spartan Tank Lines, Inc.	26,540.11	26,540.11
5/7/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	5/19	Install led lamps in shop Edward Browne	2,200.00	2,200.00
5/7/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M- 79936311	Waste pick-up and trans fluid test Safety-Kleen Systems, Inc.	2,623.26	2,623.26
5/8/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	900909486	Vehicle parts Prevost Car, a division of	773.01	773.01
5/9/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M- 34968	Apr and May inspection Afforda-Test	200.00	200.00
5/10/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	152543	Diesel Spartan Tank Lines, Inc.	26,734.62	26,734.62
5/10/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M- 19-906479	DEF, Motor oil, and FCAB50 Flyers Energy, LLC (RCP)	2,156.31	2,156.31
5/11/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	9502	Backflow testing Jackson & Son Plumbing	180.00	180.00
5/14/19	50300-42 Outside Service, Non-Veh Mai 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M- 5/19	Clean yard debris, and clean and weed eat corner parcel Vehicle repair unit # ? RAM Welding & FAB	695.00 150.00	845.00
5/15/19	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	5/19	Drivers incentive gift cards Donesha McKinley	425.00	425.00
5/15/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	534041	Vehicle parts Big Joe California North	308.96	308.96
6/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	6/19	June dental ins Health Care Dental	958.07	958.07
6/1/19	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities	6/19	June LTD June supp life ins	650.27 269.31	

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	20100 Accounts Payable		BCC		919.58
6/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	6/19	June med ins Kaiser Foundation Health Plan, Inc.	9,697.89	9,697.89
				173,924.28	173,924.28

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4/22/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	021	May cleaning GCI JANITORIAL SERVICES	2,010.00	2,010.00
4/29/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-968852	Janitorial supplies Central Sanitary Supply	557.08	557.08
5/8/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	029756	Black and color meter Pacific Office Automation/Service	34.60	34.60
5/11/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	63527978	May copier Pacific Office Automation/Lease	356.16	356.16
5/13/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	5/19	Gas and electric 4/15-5/13/19 Gas and electric 4/15-5/13/19 PG & E	1,808.94 904.47	2,713.41
5/13/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	79877462	Waste pick-up Safety-Kleen Systems, Inc.	474.15	474.15
5/14/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	66307	Worker's comp FY 19/20 Special District Risk Mgmt Authority	9,257.50	9,257.50
5/15/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	162972	Buswash Aldran Chemical	147.43	147.43
5/15/19	50401-10 Fuel & Lubricants 50501-60 Telephone, Admin 20100 Accounts Payable	81237933	May phone serv May phone serv Comcast Business	661.54 330.76	992.30
5/16/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-81715057	Vehicle parts The Aftermarket Parts Company, LLC	1,543.41	1,543.41
5/18/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	152684	Diesel Spartan Tank Lines, Inc.	27,012.78	27,012.78
5/21/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	900923334	Vehicle parts Prevost Car, a division of	987.33	987.33
5/24/19	50300-42 Outside Service, Non-Veh Mai 20100	73959G	Gate repair (orig 2/28/19) R & S Erection of Richmond, Inc.	493.80	493.80

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	Accounts Payable			46,579.95	46,579.95

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5/31/19	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	1199220	DBE FY 2019/2020 Bay Area News Group East Bay	61.20	61.20
6/18/19	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	6/19	4th of July parade entry Celebrate Hercules Association	25.00	25.00
6/20/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	6/2019	Bus shelter maintenance Don Hinkle	291.50	291.50
5/31/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-CASA160094	Vending machine annual fee, and vehicle parts Fastenal Company	542.32	542.32
5/23/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	19-917020	Diesel and gas Flyers Energy, LLC (RCP)	24,578.45	24,578.45
5/31/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-19-918276	FCAB50, DEF, and motor oil Flyers Energy, LLC (RCP)	3,086.40	3,086.40
6/1/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV30	June cleaning GCI JANITORIAL SERVICES	2,105.00	2,105.00
5/24/19	50499-41 Other Mat & Supplies, Veh Ma 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-40584230	Vehicle parts Vehicle parts unit #403 DOA Gillig LLC	4,880.65 319.32	5,199.97
5/22/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	7154635	Vehicle parts Kimball Midwest	371.73	371.73
6/11/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	74767G	Shop door repair R & S Erection of Richmond, Inc.	1,185.56	1,185.56
				37,447.13	37,447.13

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6/6/19	10400 Prepaid Expenses 20100 Accounts Payable	1060920	Property Ins. 7/1/19-7/1/20 Alliant Insurance Services, Inc.	9,927.26	 9,927.26
5/31/19	50499-41 Other Mat & Supplies, Veh Ma 50410-10 Postage, Operations 50410-60 Postage, Admin 50908-10 Marketing & Advertising, Ope 50499-42 Other Mat&Suppl, Non-Veh 50499-60 Other Mat & Supplies, Admin 11103 Office Equipment & Furniture 50999-10 Miscellaneous Exp, Operation 20100 Accounts Payable	5/19	Vehicle parts May postage May postage Yelping Security cameras for fuses (\$973.49 Prop 1B Security), and comp network New printers (3) Comp parts to rebuild/network equip/upgrades/server Samsara meeting Bank of America Business Card	183.56 16.66 8.33 390.00 4,316.06 1,499.97 1,525.84 50.55	 7,990.97
6/27/19	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	7/19	July LTD July supplemental life ins. BCC	667.54 288.77	 956.31
6/25/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1503-47104	Logo decals for bus stops Fastsigns	95.87	 95.87
6/18/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-19-928589	DEF, motor oil, and FCAB50 Flyers Energy, LLC (RCP)	3,221.64	 3,221.64
6/4/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	207850	Vehicle repair unit #36 Ford Lincoln Fairfield	2,726.60	 2,726.60
6/27/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	19-110	Website maintenance GoGovApps	4,800.00	 4,800.00
6/15/19	20200 Accrued Payroll Liabilities 20200 Accrued Payroll Liabilities 20100 Accounts Payable	6/19	June 15th deferred comp 401K loan Vantagepoint Transfer Agents -- 457	2,393.80 214.62	 2,608.42
6/14/19	50402-10 Tires & Tubes 20100 Accounts Payable	M-122162	May and Jun tires J & O's Commercial Tire Center	24,199.62	 24,199.62
5/29/19	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main	M-D740946	Vehicle parts Vehicle repair (DPF) unit #114	2,711.73 273.13	

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	20100 Accounts Payable		Kenworth Pacific Holding		2,984.86
4/23/19	50500-10 Utilities, Operations 20100 Accounts Payable	1904779	Water analysis McC Campbell Analytical Services	125.10	125.10
5/17/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-425348	Vehicle repair unit #203 Motor Coach Industries, Inc.	4,674.04	4,674.04
5/29/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-321380	Vehicle parts Napa Auto Parts Antioch	6,089.15	6,089.15
6/8/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	61817640	June copier Pacific Office Automation/Lease	356.16	356.16
6/1/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	52895	June landscaping Pacific Site Landscaping	485.10	485.10
5/23/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-244549	Vehicle repair unit #203 and #152 previous inv. 244100 Pankey's Radiator Shop, Inc.	3,422.69	3,422.69
5/31/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-52019	May phone service May phone service STREAMS	760.83 380.41	1,141.24
6/12/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	6/2019	June gas and electric 5/14-6/12/19 June gas and electric 5/14-6/12/19 PG & E	2,408.54 1,204.26	3,612.80
6/17/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	6/19	June electric 5/17-6/17/19 June electric 5/17-6/17/19 PG & E	8.34 4.17	12.51
5/31/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153466780	May service May service Republic Services #851	522.62 261.30	783.92
6/30/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	6/19	June meetings Robert Thompson	169.50	169.50
5/29/19	50401-10 Fuel & Lubricants	152924	Diesel fuel	24,402.71	

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Spartan Tank Lines, Inc.		24,402.71
6/5/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	153131	Diesel fuel Spartan Tank Lines, Inc.	22,436.18	22,436.18
6/11/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	153284	Diesel fuel Spartan Tank Lines, Inc.	21,935.48	21,935.48
6/18/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-153469	Diesel fuel Spartan Tank Lines, Inc.	21,817.72	21,817.72
5/23/19	50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-2295999261	Office supplies Drivers certificates, and customer appreciation Bus route sign holder Staples	160.94 83.77 93.47	338.18
5/17/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-5109	Nozzle and pump repair Superior Underground Tank Serv.	3,366.85	3,366.85
5/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	5/19	May DAR tablets T-MOBILE	3,847.87	3,847.87
5/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-81729859	Vehicle parts The Aftermarket Parts Company, LLC	3,230.51	3,230.51
5/27/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	3244	Consulting services Trillium Solutions, Inc.	85.00	85.00
5/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	9830572866	May cell phones Verizon Wireless	496.29	496.29
5/10/19	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-9897	Vehicle repair units #408 DOA, and #205 DOA Walker's Auto Body	5,116.08	5,116.08
5/31/19	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	5/19	May service May service Western Exterminator Co.	98.68 49.32	148.00
6/4/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	500-00450227	Waste pick-up World Oil Environmental Services	65.00	65.00

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
6/28/19	20120 Refund Due MTC 20100 Accounts Payable	6/19	TDA unused funds for FY15/16 & FY16/17 Contra Costa Auditor Controller	1,866,658.89	
				<u>1,866,658.89</u>	<u>1,866,658.89</u>

WCCTA - WestCAT Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
6/28/19	20120 Refund Due MTC 20100 Accounts Payable	6/19	TDA unused funds for FY15/16 & FY16/17 Contra Costa Auditor Controller	1,866,658.89	1,866,658.89
				<u>1,866,658.89</u>	<u>1,866,658.89</u>



Monthly Management Report Summary

April, FY 18/19

System & Program Summary

	April FY 18/19	April FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
System Total						
Total Passengers	104,437	99,934	4.5	983,172	1,006,261	-2.3
Revenue Passengers	94,270	90,052	4.7	891,214	906,787	-1.7
Weekday Total Passengers	100,353	95,821	4.7	936,293	956,654	-2.1
Saturday Total Passengers	2,771	2,519	10.0	30,816	32,958	-6.5
Sunday Total Passengers	1,313	1,594	-17.6	16,063	16,649	-3.5
Weekday Average Passengers	4,562	4,563	0.0	4,480	4,599	-2.6
Saturday Average Passengers	693	630	10.0	656	687	-4.5
Sunday Average Passengers	328	319	2.8	328	340	-3.5
Vehicle Revenue Hours	9,558.75	8,675.19	10.2	91,318.88	85,678.98	6.6
Total Vehicle Hours	10,156.00	9,191.53	10.5	97,223.96	91,248.88	6.5
Revenue Vehicle Miles	173,162.0	155,426.0	11.4	1,657,675.0	1,532,178.0	8.2
Total Miles	190,881.0	168,431.0	13.3	1,817,472.1	1,700,051.9	6.9
Dial-A-Ride Program						
Number of Weekdays	22	21	4.8	208	207	0.5
Number of Saturdays	4	4	0.0	47	48	-2.1
Total Passengers	3,110	3,305	-5.9	29,748	34,091	-12.7
Revenue Passengers	2,964	3,157	-6.1	27,985	32,180	-13.0
Weekday Total Passengers	2,924	3,153	-7.3	27,829	31,900	-12.8
Saturday Total Passengers	186	152	22.4	1,919	2,191	-12.4
Weekday Average Passengers	133	150	-11.3	134	154	-13.0
Saturday Average Passengers	47	38	23.7	41	46	-10.9
Vehicle Revenue Hours	1,330.54	1,270.51	4.7	12,384.55	12,690.12	-2.4
Total Vehicle Hours	1,432.21	1,380.71	3.7	13,490.30	13,711.66	-1.6
Productivity	2.3	2.6	-11.5	2.4	2.7	-11.1
Revenue Vehicle Miles	18,004.7	17,942.8	0.3	173,550.6	174,808.5	-0.7
Total Miles	19,569.0	19,845.0	-1.4	191,088.9	194,455.9	-1.7
Express Routes Program						
Number of Weekdays	22	21	4.8	209	208	0.5
Number of Saturdays	4	4	0.0	47	48	-2.1
Number of Sundays	4	5	-20.0	49	49	0.0
Total Passengers	45,044	45,332	-0.6	428,477	469,622	-8.8
Revenue Passengers	41,138	41,312	-0.4	391,669	428,278	-8.5
Weekday Total Passengers	41,675	41,949	-0.7	389,996	429,057	-9.1
Saturday Total Passengers	2,056	1,789	14.9	22,418	23,916	-6.3
Sunday Total Passengers	1,313	1,594	-17.6	16,063	16,649	-3.5
Weekday Average Passengers	1,894	1,998	-5.2	1,866	2,063	-9.5
Saturday Average Passengers	514	447	15.0	477	498	-4.2
Sunday Average Passengers	328	319	2.8	328	340	-3.5
Vehicle Revenue Hours	3,331.54	2,773.52	20.1	32,359.80	28,805.38	12.3
Total Vehicle Hours	3,568.58	2,942.09	21.3	34,657.83	30,852.50	12.3
Productivity	13.5	16.3	-17.2	13.2	16.3	-19.0
Revenue Vehicle Miles	61,158.5	48,096.4	27.2	590,239.3	522,395.1	13.0
Total Miles	65,616.1	51,093.7	28.4	632,742.2	559,289.8	13.1



Monthly Management Report Summary

April, FY 18/19

System & Program Summary

	April FY 18/19	April FY 17/18	% Change	Year-To-Date FY 18/19	Year-To-Date FY 17/18	% Change
Local Fixed Routes Program						
Number of Weekdays	22	21	4.8	208	207	0.5
Number of Saturdays	4	4	0.0	47	48	-2.1
Total Passengers	26,364	26,435	-0.3	252,382	263,224	-4.1
Revenue Passengers	21,169	21,199	-0.1	204,752	211,257	-3.1
Weekday Total Passengers	25,835	25,857	-0.1	246,553	256,774	-4.0
Saturday Total Passengers	529	578	-8.5	5,829	6,450	-9.6
Weekday Average Passengers	1,174	1,231	-4.6	1,185	1,240	-4.4
Saturday Average Passengers	132	145	-9.0	124	134	-7.5
Vehicle Revenue Hours	3,229.67	3,056.83	5.7	30,744.53	29,286.37	5.0
Total Vehicle Hours	3,391.79	3,194.56	6.2	32,261.81	30,650.06	5.3
Productivity	8.2	8.6	-4.7	8.2	9.0	-8.9
Revenue Vehicle Miles	49,598.4	47,004.7	5.5	471,690.7	444,694.1	6.1
Total Miles	52,659.9	49,925.4	5.5	500,274.5	470,724.9	6.3
Transbay Lynx Program						
Number of Weekdays	22	21	4.8	209	208	0.5
Number of Saturdays	0	0		2	1	100.0
Total Passengers	29,919	24,862	20.3	272,565	239,324	13.9
Revenue Passengers	28,999	24,384	18.9	266,808	235,072	13.5
Weekday Total Passengers	29,919	24,862	20.3	271,915	238,923	13.8
Saturday Total Passengers				650	401	62.1
Weekday Average Passengers	1,360	1,184	14.9	1,301	1,149	13.2
Saturday Average Passengers				325	401	-19.0
Vehicle Revenue Hours	1,667.00	1,574.33	5.9	15,830.00	14,897.11	6.3
Total Vehicle Hours	1,763.42	1,674.17	5.3	16,814.02	16,034.66	4.9
Productivity	17.9	15.8	13.3	17.2	16.1	6.8
Revenue Vehicle Miles	44,400.4	42,382.2	4.8	422,194.4	390,280.3	8.2
Total Miles	46,262.6	44,355.3	4.3	441,556.3	419,327.3	5.3

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- April 2019

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 34,812.00	\$ 339,323.25	\$ 4.00	\$ 16,688.50	\$ 18,119.50
Cash Fare - Senior & Disabled	\$ 5,308.75	\$ 46,780.25	\$ 755.00	\$ 1,303.25	\$ 3,250.50
Cash Fare - Transfers	\$ 4,182.50	\$ 43,554.50	\$ 11.50	\$ 145.50	\$ 4,025.50
Cash Fare - Regional Paratransit	\$ 693.00	\$ 5,484.00	\$ 693.00		
Cash Fare - Local Day Pass Sales	\$ 2,983.00	\$ 30,032.00		\$ 10.50	\$ 2,972.50
Total Estimated Cash (a)	\$ 47,979.25	\$ 465,174.00	\$ 1,463.50	\$ 18,147.75	\$ 28,368.00
Over/(Short) Cash Count	\$ 0.07	\$ 9.69	\$ 0.10	\$ 0.18	\$ (0.21)
Bank Deposit Corrections	\$ -	\$ (20.26)			
Subtotal Cash Fare Deposit	\$ 47,979.32	\$ 465,163.43	\$ 1,463.60	\$ 18,147.93	\$ 28,367.79
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 1,975.00	\$ 24,475.00	\$ 1,975.00		
Clipper Sales	\$ 1,533.75	\$ 17,975.05			\$ 1,533.75
Lynx 31-Day Pass Sales	\$ 3,500.00	\$ 40,105.00		\$ 3,500.00	
Lynx Stored Ride Pass Sales	\$ 350.00	\$ 1,770.00		\$ 350.00	
Local 31-Day Pass Sales	\$ 5,020.00	\$ 40,586.00			\$ 5,020.00
Local Stored Value Pass Sales	\$ 243.00	\$ 2,043.00			\$ 243.00
Local Day Pass Sales (In-house)	\$ -	\$ 1,072.00			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (140.00)			
Subtotal Prepaid Sales Deposit	\$ 12,621.75	\$ 127,886.05	\$ 1,975.00	\$ 3,850.00	\$ 6,796.75
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 283.00	\$ 2,668.00	\$ 283.00		
Lynx B1G1F	\$ 560.00	\$ 14,560.00		\$ 560.00	
Wage Works	\$ 7,950.00	\$ 75,900.00		\$ 7,750.00	\$ 200.00
Capital Corridor Vouchers	\$ 285.00	\$ 3,108.00			\$ 285.00
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCC Health Services	\$ -	\$ -			
WCCUSD \$20 SBP	\$ -	\$ 76,500.00			
City of Hercules Parking Permit Program	\$ 2,109.25	\$ 20,319.78			\$ 2,109.25
HTC Parking Combos	\$ 480.00	\$ 5,280.00			\$ 480.00
Cole Vocational	\$ -	\$ -			
Clipper	\$ 129,941.82	\$ 1,173,866.30		\$ 91,832.87	\$ 38,108.95
*Other	\$ -	\$ 10,050.00			
*Other	\$ -	\$ 11,693.00			
Subtotal Billings	\$ 141,609.07	\$ 1,393,945.08	\$ 283.00	\$ 100,142.87	\$ 41,183.20
Total Passenger Revenue	\$ 202,210.14	\$ 1,986,994.56	\$ 3,721.60	\$ 122,140.80	\$ 76,347.74

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ 190,345.99	\$ 1,890,973.64

Preventable Accidents per Miles Driven in 12 Month Period

April-19

	Miles	Accidents	Frequency 12 Month Period
FR	1,894,697	22	86,123
DAR	231,462	2	115,731

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	7	4	4	1	19	8
DAR	0	2	1	4	1	0	1	2



Passenger & Productivity Statistical Report

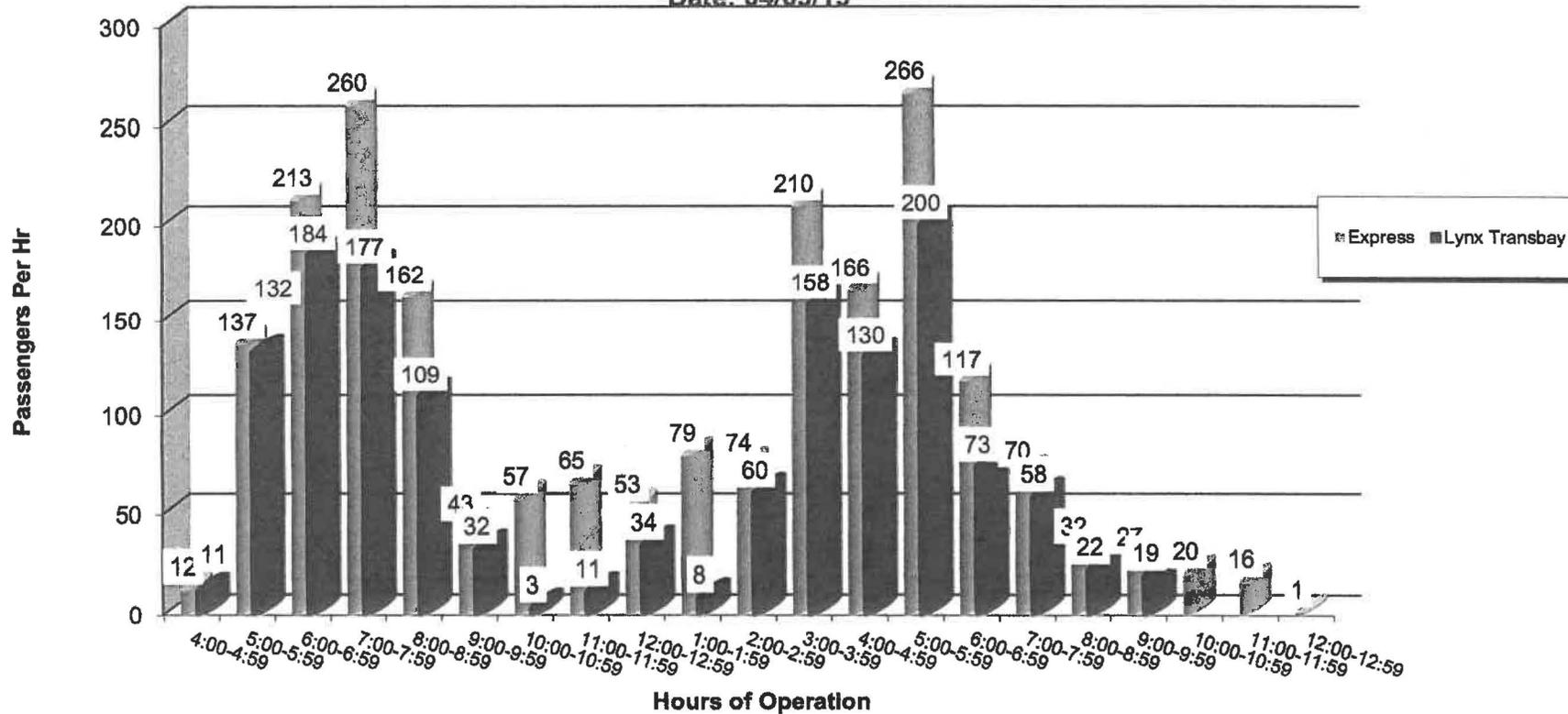
April, FY 18/19

System
All Routes

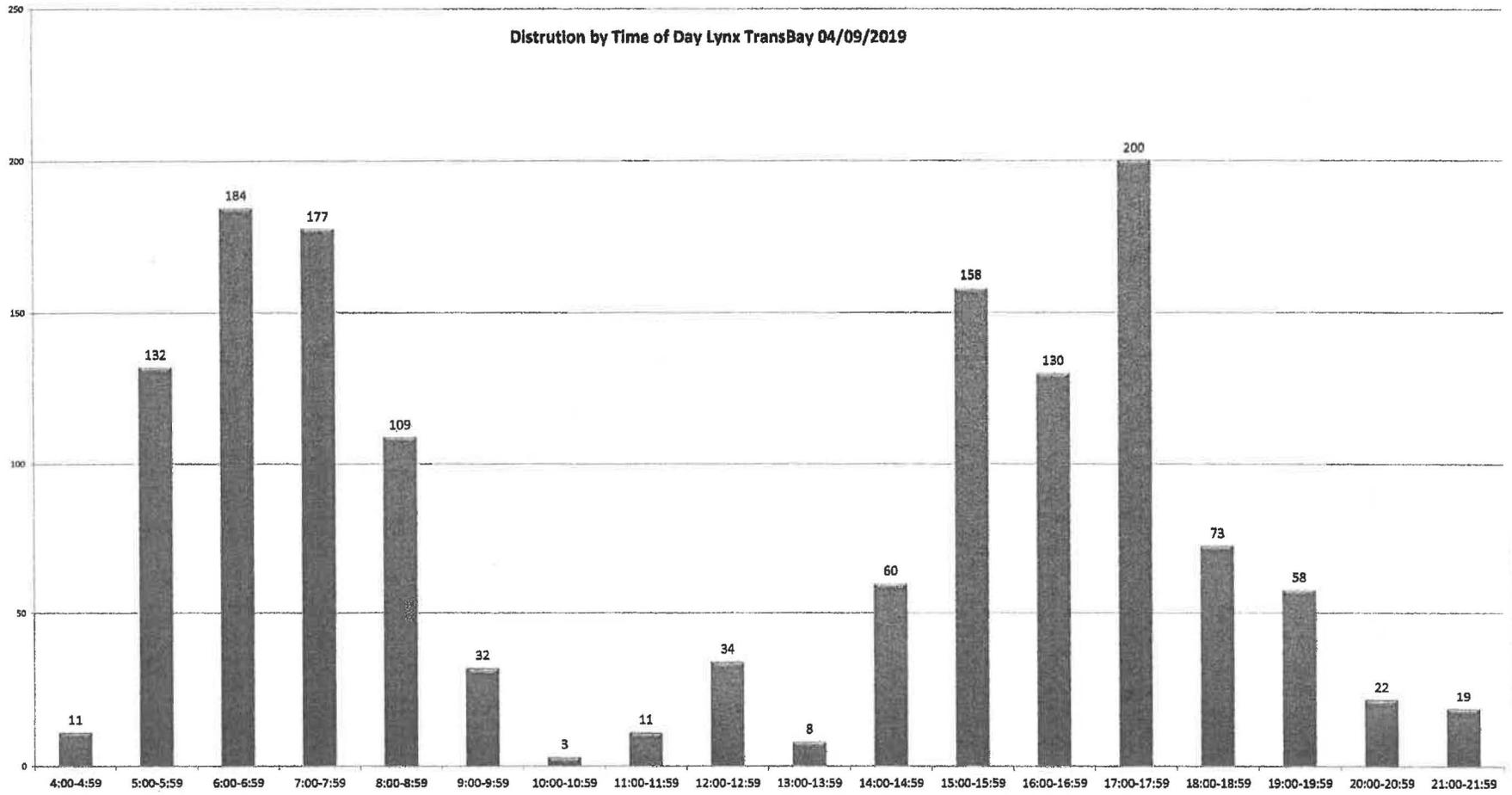
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	April			Fiscal Year To Date			April			Fiscal Year To Date		
	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change	FY 17/18	FY 18/19	% Change
Route 10 Weekday	2,320	2,512	8.3	25,751	21,691	-15.8	9.3	9.6	3.3	10.8	8.8	-18.1
Route 11 Weekday	4,556	4,615	1.3	47,582	44,659	-6.1	11.0	10.7	-2.7	11.8	10.9	-7.8
Route 11 Saturday	276	243	-12.0	3,095	2,898	-6.4	5.5	4.9	-11.9	5.6	5.0	-11.7
Route 11 Total	4,832	4,858	0.5	50,677	47,557	-6.2	10.4	10.1	-3.0	11.1	10.2	-8.3
Route 12 Weekday	3,591	2,942	-18.1	31,258	28,318	-9.4	12.2	9.5	-21.7	11.0	9.7	-11.4
Route 15 Weekday	2,018	2,079	3.0	21,921	17,311	-21.0	8.5	8.4	-1.7	8.9	7.4	-17.2
Route 16 Weekday	5,142	5,203	1.2	53,444	49,611	-7.2	8.5	8.0	-6.5	9.0	8.1	-10.0
Route 17 Weekday	677	706	4.3	5,291	5,724	8.2	5.9	5.5	-7.2	4.6	4.7	3.5
Route 18 Weekday	676	740	9.5	5,802	5,981	3.1	6.8	6.7	-1.5	5.7	5.7	0.8
Route 19 Saturday	302	286	-5.3	3,355	2,931	-12.6	5.4	5.1	-6.2	5.2	4.5	-13.8
Route 30Z Weekday	1,594	1,807	13.4	21,290	22,006	3.4	3.8	4.1	8.6	5.1	5.3	3.6
Route C3 Weekday	5,283	5,231	-1.0	44,435	51,252	15.3	10.2	9.6	-5.7	10.9	9.9	-8.6
Route DAR Weekday	3,153	2,924	-7.3	31,900	27,829	-12.8	2.6	2.3	-11.0	2.7	2.4	-10.7
Route DAR Saturday	152	186	22.4	2,191	1,919	-12.4	2.1	2.3	7.8	2.4	2.2	-8.8
Route DAR Total	3,305	3,110	-5.9	34,091	29,748	-12.7	2.6	2.3	-10.1	2.7	2.4	-10.6
Route J Weekday	22,230	20,740	-6.7	231,252	196,098	-15.2	15.2	13.4	-11.7	16.4	13.4	-18.1
Route J Saturday	1,789	2,056	14.9	23,916	22,418	-6.3	9.9	10.9	10.7	12.1	10.1	-16.4
Route J Sunday	1,594	1,313	-17.6	16,649	16,063	-3.5	8.0	8.4	5.2	10.2	8.4	-18.0
Route J Total	25,613	24,109	-5.9	271,817	234,579	-13.7	13.9	12.7	-8.2	15.3	12.5	-18.5
Route JPX Weekday	19,719	13,263	-32.7	143,757	123,269	-14.3	21.2	13.5	-36.2	17.7	13.4	-24.5
Route JX Weekday	0	7,672	0.0	54,048	70,629	30.7	0.0	16.7	0.0	18.2	16.1	-11.6
Route LYNX Weekday	24,862	29,919	20.3	238,923	271,915	13.8	15.8	17.9	13.7	16.1	17.2	7.2
Route LYNX Saturday				401	650	62.1				18.8	16.7	-10.7
Route LYNX Total	24,862	29,919	20.3	239,324	272,565	13.9	15.8	17.9	13.7	16.1	17.2	7.2
Total System-Wide	99,934	104,437	4.5	1,006,261	983,172	-2.3	11.5	10.9	-5.2	11.7	10.8	-8.3

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

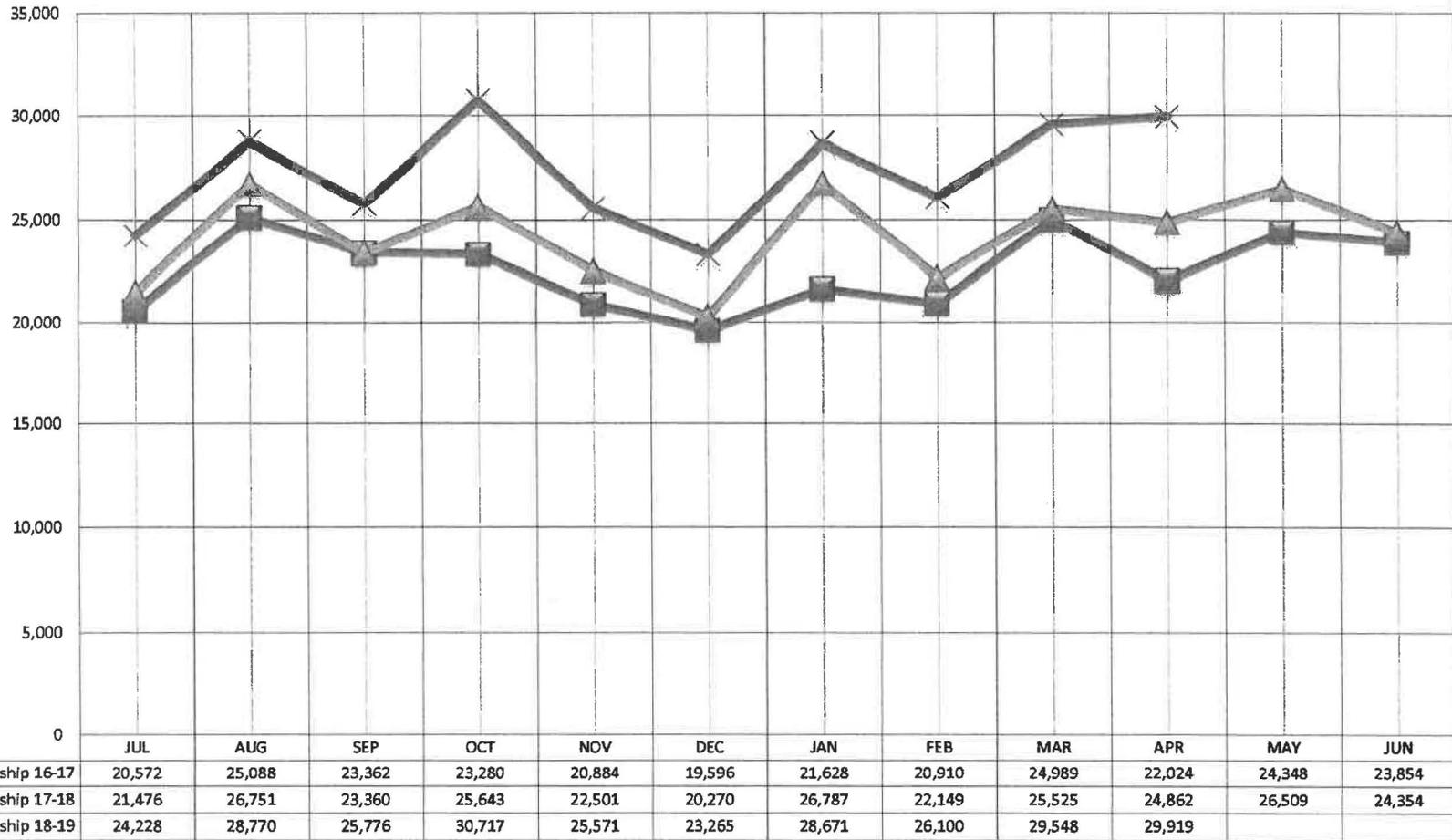
Date: 04/09/19



Distrution by Time of Day Lynx TransBay 04/09/2019



WESCAT LYNX TRANSBAY 3YR STATS



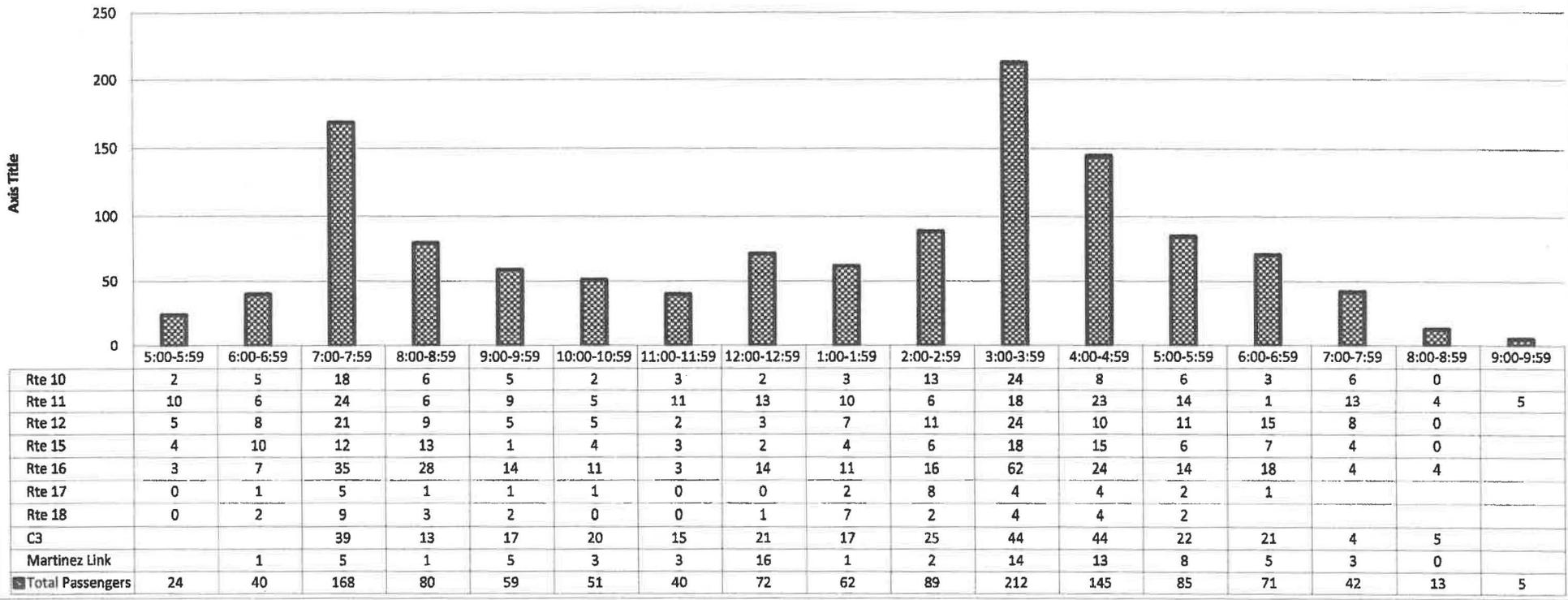
Distribution by Time of Day - Fixed Route

Date: 4/9/2019

	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	2	5	18	6	5	2	3	2	3	13	24	8	6	3	6	0	
Rte 11	10	6	24	6	9	5	11	13	10	6	18	23	14	1	13	4	5
Rte 12	5	8	21	9	5	5	2	3	7	11	24	10	11	15	8	0	
Rte 15	4	10	12	13	1	4	3	2	4	6	18	15	6	7	4	0	
Rte 16	3	7	35	28	14	11	3	14	11	16	62	24	14	16	4	4	
Rte 17	0	1	5	1	1	1	0	0	2	8	4	4	2	1			
Rte 18	0	2	9	3	2	0	0	1	7	2	4	4	2				
C3			39	13	17	20	15	21	17	25	44	44	22	21	4	5	
Martinez Link		1	5	1	5	3	3	16	1	2	14	13	8	5	3	0	
Total Passengers	24	40	168	80	59	61	40	72	62	89	212	145	85	71	42	13	5

Total Route 10	108
Total Route 11	178
Total Route 12	144
Total Route 15	109
Total Route 16	288
Total Route 17	30
Total Route 18	36
Total C3	307
Martinez Link	80
Total	1258

Distribution By Time Of Day Fixed Route 04/9/19



Distribution by Time of Day - WestCAT Express

Date: 4/9/2019

	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		28	68	61	30							20	52	70	35	15	
JPX		41	68	92	49	13	15	14	20	35	23	69	26	68	27	20	8
J		12	68	77	107	83	30	42	51	33	44	51	121	88	128	55	35
Total Passengers	12	137	213	280	162	43	57	65	63	79	74	210	166	286	117	70	32

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	27	20	16	1
Total Passengers	27	20	16	1

JX	379
JPX	588
J	1113
Total	2080

Distribution by Time of Day -Lynx Transbay

Date: 4/9/2019

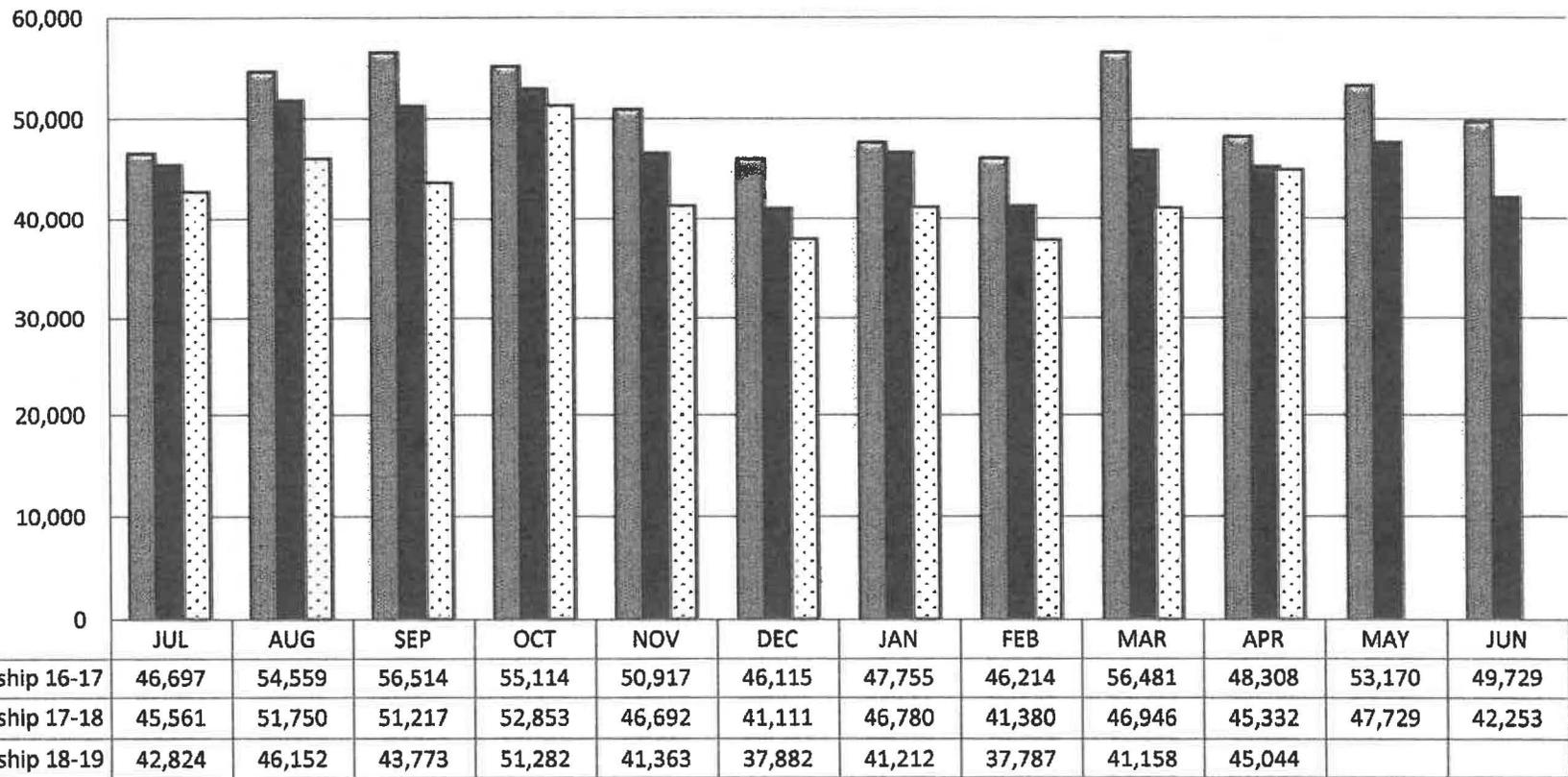
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	11	132	184	177	109	32	3	11	34	8	60	158	130	200	73	58	22
Total Passengers	11	132	184	177	109	32	3	11	34	8	60	158	130	200	73	58	22

	21:00-21:59
TransBay LYNX	19
Total Passengers	19

Total Lynx	1421
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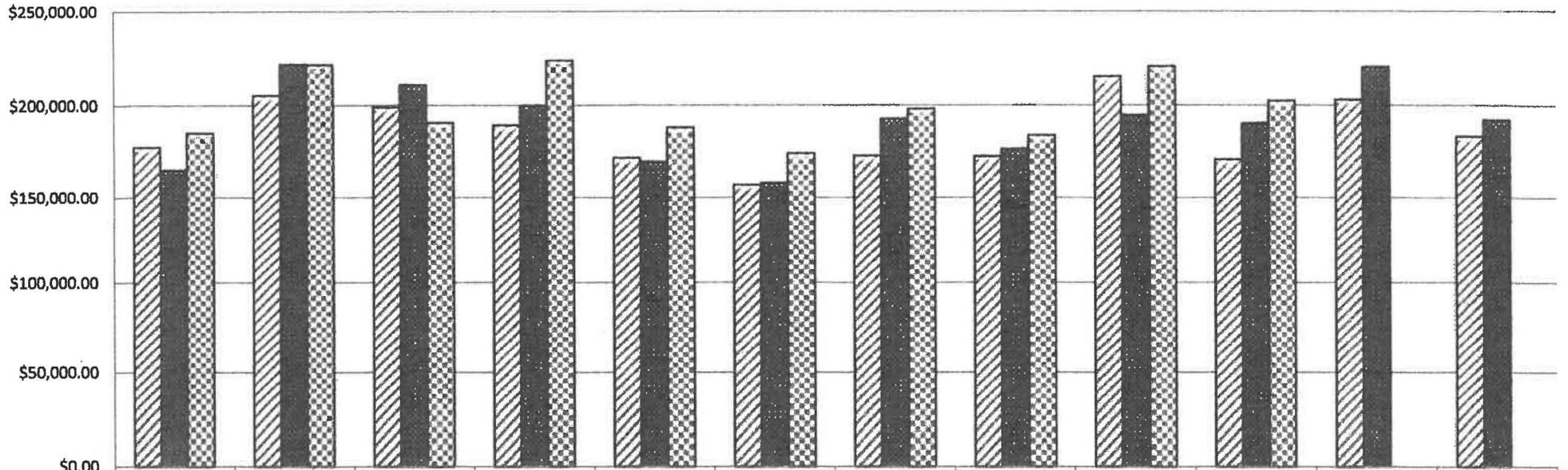


WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX





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	\$202,210.14		

Agenda Item 2.1 Election of Officers

TO: Board of Directors

DATE: July 11, 2019

FROM: General Manager

SUBJECT Election of Chair and Vice Chair for FY19/20

The WCCTA Bylaws call for annual election of the Chairperson and Vice-Chairperson at the beginning of each Fiscal Year. The new Vice-Chair heads the F& A Committee. Below is a history of the past officers and the area they represent.

The

<u>Fiscal Year</u>	<u>Chair</u>		<u>Vice-Chair</u>	
11-12	T. Hansen	(C)	M. deVera	(H)
12-13	M. deVera	(H)	P. Green	(P)
13-14	P. Green	(P)	A. Chavez	(C)
14-15	A. Chavez	(C)	M. deVera	(H)
15-16	M. DeVera	(H)	D. Long	(P)
16-17	D. Long	(P)	T. Hansen	(C)
17-18	T. Hansen	(C)	C. Kelley	(H)
18-19	C. Kelley	(H)	T. Banuelos (7/1/2018- 12/31/2018)	(P)
			Norma Martinez-Rubin (1/1/19 through 6/30/19)	(P)

Agenda Item 2.2

Staff Report on Release of IFB 2019-01 for Bus Wash and Water Reclaim System.

BACKGROUND

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

Once the equipment delivery dates were established, Gannett Fleming was able to update the specifications and project manual for all work to be performed by a general contracting firm to install and commission the bus wash system in accordance with the plans approved by the City of Pinole. This work includes removal of the existing bus wash structure, all site preparation and utility connections, construction of enclosures for the wash rack and the mechanical equipment, required landscaping, and final commissioning and testing of the wash system.

Although the Board had initially granted the General Manager authority to release an IFB for the bus wash replacement project in June, 2015, the scope and estimated cost of the project have increased significantly since the Board took this action. Staff has given periodic reports to the Board about the reasons for the cost escalations (addition of double deck vehicles to the fleet, additional requirements as the project moved through the plan check process, etc.), and the Board has allocated more funding to the project in the FY19 and FY20 Capital Budgets. Staff is returning to the Board for formal authorization to release the revised Invitation for Bids document (IFB 2019-01) which reflects the expanded scope of the project.

Staff proposes to have our attorneys perform a final legal review of the bid documents before releasing the IFB for competitive bid. Once the attorneys complete this review, staff will update the Board on the procurement schedule and the expected date the preferred bidder's proposal will be brought before the Board for possible contract award.

RECOMMENDATION

Staff recommends that the Board formally authorize the General Manager to release IFB 2019-01 for competitive bid.

**APPROVING THE PROJECT LIST FOR FY 2019-2020
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**
Local match for purchase of replacement revenue vehicles

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, established the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Metropolitan Transportation Commission; and

WHEREAS, Western Contra Costa Transit Authority’s share of SGR funds for fiscal year 2019-20 is estimated to be \$73,555; and

WHEREAS, these funds will be used for Local match for purchase of replacement revenue vehicles; and

WHEREAS, in order to qualify for these funds, the Western Contra Costa Transit Authority is required to submit a proposed project list to the Metropolitan Transportation Commission on an annual basis;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Western Contra Costa Transit Authority hereby approves the SB1 State of Good Repair Project List for FY 2019-20; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Western Contra Costa Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements:

Project Name: Local match for purchase of replacement revenue vehicles
Amount of SGR Funds Requested: \$73,555

Regularly passed and adopted this 11th day of July, 2019 by the following vote:

AYES: _____, NOES: _____, ABSENT: _____, ABSTAIN: _____

Chris Kelley, Chair, Board of Directors

ATTEST: _____
Charles Anderson, Clerk to the Board

AGENDA ITEM 2.4 – Resolution 2019-05 Approval of Amendments to CalTIP JPA Agreement

ACTION REQUESTED: Adoption of the attached Resolution No. 2019-05 acknowledging the Board of Directors approval of the amended Joint Powers Agreement forming the California Transit Systems Joint Powers Authority and authorizing the General Manager to sign the amended Agreement.

BACKGROUND: WCCTA was a founding member of the California Transit Systems Joint Powers Authority (CalTIP), and joined the program in 1987 to obtain liability coverage, vehicle physical damage coverage, and risk management services through jointly pooling resources with the other transit agencies that are members of the Authority. CalTIP has provided competitive rates and needed risk management services over the years. As were many other self-insurance pools, CalTIP was formed in 1987 during a difficult time for public entities to obtain coverage from the insurance market. Although the difficulty of obtaining insurance from the standard markets eventually became less severe, the coverage provided by the commercial insurance industry was not well tailored to the specific needs of the public entities and did not provide targeted risk management services for public transit agencies.

CalTIP was formed through the execution of a joint powers agreement by each of its members. The Agreement was drafted in 1987 and was last amended in May 2011 to align the document with current operations and practices of CalTIP at that time. The document has not been updated since then.

The current amendments to the Agreement are the result of discussions with CalTIP's Oversight Committee and Board to address CalTIP's ongoing challenges associated with achieving certain quorum requirements at Board meetings in order to conduct business and to ensure the governing documents align with CalTIP's current practices and procedures.

CalTIP's draft Agreement and Bylaws with changes shown in redline were distributed to all CalTIP members on April 3, 2019, to provide members with time to review the changes, provide comments, and ask questions.

At its April 18th, 2019 meeting, the CalTIP Board approved submitting the amended Joint Powers Authority Agreement to the Parties for approval. In addition, the CalTIP Board approved the Bylaws as amended to become effective upon approval of the Agreement. While the CalTIP Board has the authority to approve the amendments to the CalTIP Bylaws, because the Agreement makes reference to that document, it has been included for informational purposes.

CONCLUSION: The amended JPA Agreement needs to be adopted by the governing bodies of at least three-fourths of the members of CalTIP, although CalTIP believes it best to have all members adopt the amended Agreement. The amendments are intended to address ongoing challenges with quorum requirements and provide the CalTIP Board the flexibility and ability to make decisions and carry-forth initiatives in a more expeditious manner to the benefit of the organization. Each member, including WCCTA, has representation on the CalTIP Board of Directors and each director has similar interests as WCCTA in the operations of CalTIP because each member is a transit agency similar to WCCTA. Thus, staff respectfully requests the Board of Directors to pass the attached Resolution 2019-05.

ATTACHMENTS:

Resolution No. 2019-05 _____
Amended CalTIP Joint Powers Agreement – 2019
Comparison of Amended Joint Powers Agreement to Current Agreement]

RESOLUTION NO. 2019-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY APPROVING THE AMENDED JOINT POWERS AUTHORITY AGREEMENT FORMING THE CALIFORNIA TRANSIT SYSTEMS JOINT POWERS AUTHORITY

WHEREAS, on January 21, 1987, by its Resolution No.86-4, the Board of Directors of the Western Contra Costa Transit Authority (hereinafter WCCTA) approved entering into an agreement that provided for the creation of the California Transit Systems Joint Powers Authority (hereinafter CalTIP) for the purpose of jointly funding tort liabilities and other losses and providing risk management services to reduce such losses;

WHEREAS, CalTIP has provided WCCTA coverage for such liabilities, including losses to vehicles, at overall cost-effective pricing;

WHEREAS, the Board of Directors of WCCTA finds it is in the best interest of WCCTA to continue its participation in CalTIP and obtain liability coverage and risk management services from CalTIP;

WHEREAS, the joint powers authority agreement of CalTIP has retained its original form as drafted in 1987 and amended in 2011 and there have been changes in operations of CalTIP since that time;

WHEREAS, the Board of Directors recognizes the need to amend the CalTIP joint powers authority agreement to enable CalTIP to effectively govern the organization and adapt to changes in the environment in which CalTIP operates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors OF the Western Contra Costa Transit Authority accepts the changes to the joint powers authority agreement as presented, and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager to sign the amended joint powers authority agreement that shall enable the Western Contra Costa Transit Authority to continue to enjoy the joint self-insurance and risk management programs provided by CalTIP.

Regularly passed and adopted this 11th day of July, 2019 by the following vote:

AYES: _____, NOES: _____, ABSENT: _____, ABSTAIN: _____

Chairperson, Board of Directors

ATTEST: _____
Charles Anderson, Clerk to the Board

CALIFORNIA TRANSIT SYSTEMS

JOINT POWERS AUTHORITY

BYLAWS

Effective – 2019

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BYLAWS

For the regulation of the California Transit Systems Joint Powers Authority, except as otherwise provided by statute or the Joint Powers Agreement creating the California Transit Systems Joint Powers Authority, also known as the California Transit Indemnity Pool ("CalTIP").

ARTICLE I - DEFINITIONS

The terms in these Bylaws have the same definitions as those given in the Joint Powers Agreement Creating the California Transit Systems Joint Powers Authority, unless otherwise specified herein.

- A. "Master Program Document" is a document issued by the Authority specifying the rights and obligations of the Authority and the Members in the Coverage Program as well as the procedures and operations of the program.
- B. "Memorandum of Coverage" is the document issued by the Authority to the Members in a Coverage Program, specifying the type, term, and amount of coverage provided by the Authority.

ARTICLE II - OFFICES

The principal executive office for the transaction of business of the Authority is hereby fixed and located at the address shown in Appendix A. Notwithstanding Article XVI, the Board shall have the authority to change the location of the principal executive office from time to time by a simple majority vote of the Board of Directors present at a duly authorized meeting and with 30 days' prior notice of such change. A revised Appendix A will be distributed to all then current Parties to the Agreement. Other business offices may at any time be established by the Board at any place or places.

ARTICLE III - BOARD OF DIRECTORS

A. GOVERNING BOARD

In accordance with Article X of the Agreement, the Board of Directors shall be the governing body of the Authority. Each Party's governing board shall appoint, by resolution, an officer or employee of the Party to be the Director and one or more officers or employees of the Party to act as Alternate on the Board of Directors of the Authority. Such appointment shall not take effect until such resolution is received by the Authority at its executive office as defined in Article II above, and the appointees have complied with the Authority's Conflict of Interest Policy. Voting members of the Board of Directors shall be the Directors, or in the case of their absence, an Alternate. Alternates shall have all the same rights to hold office or sit on committees as a Director. No more than one alternate may exercise a Party's voting rights at a meeting.

The Board of Directors shall provide policy direction to the committees, the Officers, and any employees or contracted service providers of the Authority. The Board may delegate any and all powers except those specifically reserved onto the Board or specifically requiring a vote by the Board of Directors. The Board cannot delegate the following powers:

1. By a three-fourths vote of the Directors present and voting:
 - a. Expel an existing member from the Authority.

2. By a two-thirds vote of the Directors present and voting:
 - a. Accept a new Party to this Agreement.

3. By a majority vote of the Directors present and voting:
 - a. Amend these Bylaws pursuant to Article XVI of these Bylaws;
 - b. Create or terminate any self-insurance, group purchase insurance program, or Coverage program;
 - c. Remove an officer of the Authority or committee member;
 - d. Adopt an operating budget for each of the Authority's fiscal years;
 - e. Authorize a payment of a dividend, or charge an assessment under a retrospective adjustment;
 - f. Change the location of the principal executive office; or
 - g. Authorize a cash assessment.

B. MEETINGS

All regular and special meetings of the Board of Directors shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950) as it now exists or may be amended from time to time. The Secretary shall cause notice to be given of all meetings and cause minutes to be prepared and distributed to the Board of Directors. The Board of Directors cannot conduct business unless a quorum is present at the meeting. A quorum consists of a majority of the Directors, or in the absence of a Director, the Alternate, that have complied with the requirements of Article III, A, and vacancies shall not be counted in determining a quorum. An official set of minutes of all Board meetings shall be kept at the principal executive offices of the Authority as defined in Article II.

All matters duly noticed and within the purview of the Board of Directors may be decided by a simple majority of those Directors voting at a regular or special meeting, unless the Governing Documents prescribe otherwise. Where the matter before the Board affects a particular Coverage Program, other than the financing of the Program, only those Directors representing Parties participating in the Coverage Program may vote; provided, however, that in the absence of a quorum of Coverage Program participant representatives the vote shall be by the Board of Directors.

The Board shall have at least one regular meeting a fiscal year. The date and time of such meeting and all other regular meetings of the Board for the next fiscal year shall be established by resolution of the Board adopted at the last regular Board meeting of the then current fiscal year.

Pursuant to Government Code Section 54956, a special meeting of the Board of Directors may be called by the Oversight Committee or by the Chairperson, with 24 hours' notice, stating the time and place of such meeting and the matter to be discussed. Such notice may be delivered personally, by way of electronic transmission (other than voice communication) or by mail. Notice by mail must be received at least 24 hours prior to the meeting.

All meetings may be postponed or cancelled by the Chairperson with at least 24 hours' prior notice.

ARTICLE IV - ELECTION AND DUTIES OF THE OFFICERS

A. ELECTION OF THE OFFICERS

The Officers of the Board of Directors shall be the Chairperson, Vice Chairperson, Treasurer, and

Secretary. The Officers shall be elected in the following manner:

1. Each Director may place any member of the Oversight Committee in nomination for the offices of Chairperson and Vice Chairperson. Each Director may place any member of the Board in nomination for the office of Treasurer.
2. Each Director shall cast one vote for the candidate of his or her choice for each office.
3. The terms of office of the Chairperson, the Vice Chairperson, and Treasurer shall be two years, commencing during the even numbered years. The Officers will begin serving terms upon the beginning of the fiscal year immediately following the election. The terms as Officers will end on the last day of a fiscal year. No officer may serve more than three consecutive terms in the same office. An exception may be made for the Treasurer's office if there are no other qualified Directors to serve.
4. Elections will be held whenever there is an Officer vacancy to fill the unexpired term.
5. The Office of the Secretary of the Board of Directors shall be the General Manager unless a separate Secretary of the Board of Directors is appointed by the Board of Directors.
6. The Office of Secretary has no set term but continues until there is a new General Manager or the Board appoints another as Secretary.

B. DUTIES OF THE OFFICERS

The duties of the Chairperson shall be to preside at all meetings of the Board and to perform such other duties as the Board may specify. Upon the death, incapacity, or vacancy in the office of the Chairperson, the Vice Chairperson shall succeed to such office automatically, subject to ratification by the Board at its next meeting, at which time the Board shall also elect a new Vice Chairperson.

The duties of the Vice Chairperson shall be to act as the Chairperson in the absence of the Chairperson and to perform such other duties as the Board may specify.

The duties of the Treasurer shall be those specified in the Agreement, duties imposed on the Treasurer and Controller/Auditor as defined in Section 6505.5 and 6506 of the California Government Code and other duties as required by law or as specified by the Board. The Authority, at its own expense, shall maintain a bond covering the Treasurer and any other person having contact with funds of the Authority in an amount not less than \$250,000.

The duties of the Secretary shall be to cause minutes to be kept and to perform such other duties as the Board may specify.

ARTICLE V - OVERSIGHT COMMITTEE

There shall be an Oversight Committee consisting of not less than seven nor more than nine members from the Board of Directors. The Board of Directors shall elect each member to a term of two-years concurrent with the fiscal year of the Authority, and commencing during the even numbered years. The Board of Directors shall determine the number of members to serve for the following two years at the time of each election. The elected members will begin serving terms upon the beginning of the fiscal year immediately following the election. The terms as elected members will end on the last day of a fiscal year. There is no maximum number of terms a member can serve. A vacancy shall be filled by an election by the Board of Directors at its next meeting.

The Board Chairperson shall be the Chair of the Oversight Committee. The Board Vice Chairperson shall be the Vice Chair of the Oversight Committee.

The Oversight Committee shall have the full authority of the Board of Directors except that authority for which the Board is precluded from delegating. The Oversight Committee shall review disputes between a Party and the Authority, and make a determination of appropriate action, regarding coverage or the administration of the Authority, enter into contracts where such authority has not been delegated to another, contract for a financial audit and for general legal services. The Oversight Committee shall monitor the performance and the operations of the Authority and Board policy and make recommendations of change where the Committee deems appropriate.

A majority of the members of the Oversight Committee shall constitute a quorum. An action by the Oversight Committee shall require a majority vote of those in attendance. Vacancies shall not be counted in determining a quorum.

ARTICLE VI - ADDITIONAL COMMITTEES

In addition to the Oversight Committee, there shall be a Member Services Committee and a Finance and Administration Committee.

A. MEMBER SERVICES COMMITTEE

The Member Services Committee shall consist of not less than five nor more than nine members of the Board of Directors, at the discretion of the Oversight Committee. The members are to be elected by the Oversight Committee. The terms of office shall be two years, with half the elected positions incepting on fiscal years starting on even numbered years and half the elected positions incepting on fiscal years starting on odd numbered years, if there are an even number of committee members. If the committee has an odd number of members, then the majority of the terms (half plus one) will incept on even years and the remaining members' terms incept on odd years. There is no maximum number of terms a member can serve. A vacancy shall be filled by an election by the Oversight Committee.

The Chairperson of the Member Services Committee shall serve a one-year term concurrent with the fiscal year of the Authority. Upon the completion of the term of the Committee Chair, the Committee Vice Chairperson shall become the Committee Chair. The Member Services Committee shall elect a new Vice Chairperson at its first meeting of the fiscal year of the Authority in which the Committee Vice Chairperson will be serving. In the absence of the Committee Chairperson, the Committee Vice Chairperson shall assume the role of Chairperson. If the Committee Chairperson has resigned or becomes incapacitated, the Committee Vice Chairperson shall assume the position as Chairperson and the Committee shall elect a new Vice Chairperson.

The Member Services Committee shall review applications for membership and make recommendations to the Board of Directors, underwrite Members of a Coverage Program, review claims made against a Coverage Program and take action as needed, including providing settlement authority, and implement safety and loss control strategies.

A majority of the members of the Member Services Committee shall constitute a quorum. An action by the Member Services Committee shall require a majority vote of those in attendance. Vacancies shall not be counted in determining a quorum.

B. FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee shall consist of not less than five nor more than nine members of the Board of Directors, at the discretion of the Oversight Committee. All but one of the members is to be elected by the Oversight Committee, and the remaining member being the Treasurer, who shall have all the same rights as the other members. The terms of office shall be two years, with half the elected positions incepting on fiscal years starting on even numbered years and half the elected positions incepting on fiscal years starting on odd numbered years, if there are an even number of committee members. If the committee has an odd number of members, then the majority of the terms (half plus one) will incept on even years and the remaining members' terms incept on odd years. There is no maximum number of terms a member can serve. A vacancy shall be filled by an election by the Oversight Committee.

The Chairperson of the Finance and Administration Committee shall serve a one-year term concurrent with the fiscal year of the Authority. Upon the completion of the term of the Committee Chair, the Committee Vice Chairperson shall become the Committee Chair. The Finance and Administration Committee shall elect a new Committee Vice Chairperson at its first meeting of the fiscal year of the Authority in which the Committee Vice Chairperson shall be serving. In the absence of the Committee Chairperson, the Committee Vice Chairperson shall assume the role of Chairperson. If the Committee Chairperson has resigned or becomes incapacitated, the Committee Vice Chairperson shall assume the position as Chairperson and the Committee shall elect a new Vice Chairperson.

The Finance and Administration Committee shall review current financial conditions of the Authority and provide direction in the development of the budget for the coming fiscal year, review the allocation of revenues in the budget and make recommendations for change to the Board of Directors, and recommend to the Board the appropriate reserves for contingencies.

A majority of the members of the Finance and Administration Committee shall constitute a quorum. An action by the Finance and Administration Committee shall require a majority vote of those in attendance. Vacancies shall not be counted in determining a quorum.

C. OTHER COMMITTEES

The Board of Directors may establish additional standing or ad hoc committees and delegate authority to such committees to accomplish certain tasks. Members of a committee shall remain members of that committee until such time as the Board appoints new members to the committee, the committee is dissolved by the Board, or the purpose has been completed and there are no more responsibilities assigned to the committee.

A quorum of a committee created under this section shall be a majority of the members of the committee, without counting any vacant positions. All actions by such committee shall require a majority vote of those in attendance, unless otherwise specifically stated.

Each committee shall appoint a chairperson who shall call the meetings.

ARTICLE VII – FISCAL YEAR

The fiscal year shall commence on May 1 of each year and conclude on April 30 of the following year. Revenue and expenses shall be recorded on a full accrual basis.

ARTICLE VIII - BUDGET

A budget shall be adopted prior to the inception of the fiscal year. The Budget shall separately show the following:

1. General and administrative costs;
2. Contributions, projected interest income and other income; and
3. The actuarially estimated claims and allocated claims adjustment costs.

ARTICLE IX - RECEIPT AND DISBURSEMENT OF FUNDS

Payments to the Authority shall be received at its principal executive office. The Treasurer or other designee shall safeguard and invest funds in accordance with the Authority's current Investment Policy.

All disbursements (via check or electronic funds transfer) issuing funds of the Authority (for other than the payment of claims) shall require the signatures or approvals of the Treasurer and Chairperson, Vice Chairperson, or other Director or designee as approved by the Board. A register of all checks or electronic funds transfers issued since the last Board meeting shall be provided at each Board meeting and approved by the Board.

ARTICLE X – RESPONSIBILITIES OF THE PARTY

The Authority is a participatory organization with the goal of reducing exposures to losses. To facilitate this goal, each Party agrees to perform the following functions in discharging its responsibilities:

1. Abide by all the rules and obligations imposed upon the Party by the Agreement, these Bylaws, any administrative policies and procedures adopted, any Master Program Documents and Memoranda of Coverage for any and all Coverage Programs to which the Member participates;
2. Appoint a Director and at least one Alternate to the Board;
3. Participate in the Liability Coverage Program;
4. Remit Contributions and other amounts due within 30 days of the date of invoice;
5. Cooperate fully with the Authority in reporting, and in determining the cause of claims and in the settlement of such claims; and
6. Upon withdrawal from the Authority, the Party shall remain responsible for any losses and any other costs which it has incurred while a Member of a Coverage Program and a Party to the Agreement.

ARTICLE XI - COVERAGE PROGRAMS

All Parties to the Agreement shall participate in the Liability Coverage Program. Participation in any other Coverage Program is at the discretion of the Party.

Each Coverage Program shall have a Master Program Document that describes the rights and duties of the Authority, the Member, and the process by which the Coverage Program will be administered.

ARTICLE XII - PENALTY FOR MONEY IN ARREARS

The penalty for Contributions not paid to the Authority within 30 days of the date of the invoice shall be the prime interest rate plus two points on the amount of Contributions owed. The prime rate used for penalty calculation will be the prime rate in effect 30 days after the invoice date at the commercial bank which holds funds of the Authority. This penalty is subject to a minimum amount established by resolution of the Board of Directors.

On appeal to the Oversight Committee, the Committee may waive the late payment penalty if the Party shows a hardship and presents a plan for repayment, if not already paid. Alternatively, or in addition, the Oversight Committee may prescribe or approve a payment plan for the Party other than those outlined in the Governing Documents of the Authority.

ARTICLE XIII - RIGHT OF OFFSET

The Authority may offset any moneys owed to a Party, with amounts owed by the Party to the Authority whether the amounts owed by the Party are Contributions or any other amounts owed.

ARTICLE XIV - NEW PARTIES TO THE AGREEMENT

A qualified public entity requesting to be a Party to the Authority shall complete an application form and provide other information and documentation requested by the Authority, including that required by any Coverage Program in which the prospective Party would like to participate.

Each prospective Party will submit a non-refundable application fee, as determined by the Board, to defray processing costs along with its completed application form. The prospective Party shall be presented in summary to the Board of Directors for a vote in accordance with the Agreement.

ARTICLE XV - HIERARCHY OF GOVERNING DOCUMENTS

The Agreement forming the Authority shall be superior to these Bylaws and any provisions in these Bylaws that are contradictory or in conflict with any provisions in the Agreement shall be interpreted to be consistent with the Agreement or be voided to the extent it conflicts or is contradictory. The Board shall adopt Master Program Documents, and policies or procedures. However, such other documents shall be consistent with the Agreement and these Bylaws, and to the extent they are not consistent, those documents will be superseded by the Agreement and Bylaws.

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended by a majority vote of the Directors present and voting, provided that any amendment is compatible with the purposes of the Authority, is not in conflict with the Agreement, and has been submitted to the Board at least 30 days in advance. Any such amendment shall be effective immediately, unless otherwise designated.

APPENDIX A - PRINCIPAL EXECUTIVE OFFICE

The principal executive office for the transaction of business of the Authority is hereby fixed and located at:

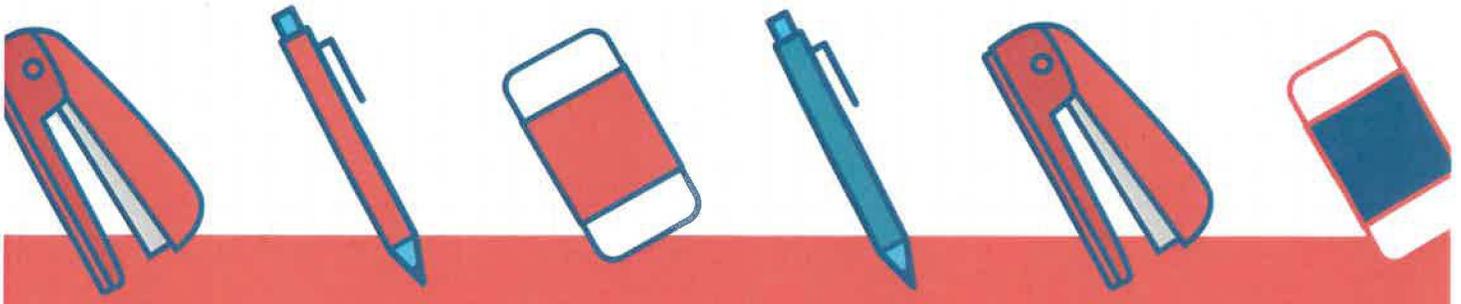
1750 Creekside Oaks Drive, Suite 200

Sacramento, CA 95833

California Transit Systems Joint Powers Authority
Comparison of JPA Agreements – Current versus Proposed

Current to Proposed:

Current JPA Reference	Changes in Proposed JPA	Proposed JPA Reference
Page 1, Lines 1 - 3	Changing the opening paragraph prior to recitals for clarification purposes.	Page 1, Lines 1 - 3
Page 1, Line 27	Adding language to clarify the amended Agreement will become effective as soon as three-quarters of the current Parties to the Agreement approve the Agreement.	Page 1, Lines 26 - 27
Page 2, Lines 81 - 83	Article IV – Term of Agreement: Adding language to clarify the agreement is effective as amended from time to time.	Page 2, Lines 85 - 87
Page 3, Line 111 - 112	Article VII – Governing Documents: Including language stating the amended Bylaws are attached to the document and noting they will be deemed adopted upon the effective date of the Agreement. (The Board has the authority to adopt the Bylaws; however, because some of the amendments to the Bylaws dovetail with the amendments to the Agreement, the Board adopted the amended Bylaws to become effective upon the effective date of the Agreement). The language was also changed to clarify the Board may amend the Bylaws.	Page 3, Lines 113 - 114
Page 3, Line 130	Article VIII – Responsibilities of the Parties: Clarifying one or more Alternates may be appointed to the Board, which is CalTIP’s current practice.	Page 3, Line 134
Page 4, Lines 148 - 154	Article X – Board of Directors: Adding language to maintain consistency regarding appointment of “one or more Alternates” to the Board, referring to the Bylaws for specifics regarding the constitution of the Board of Directors, and removing the specifics from the Agreement.	Page 4, Lines 153 - 154
Page 5, Line 202 - 203	Article XVI – New Parties: Removing the quorum requirement from this section of the Agreement. Specifics regarding the quorum requirement are contained in the amended Bylaws. (The Bylaws require a two-thirds affirmative vote of the Board present and voting).	N/A
Page 6, Lines 221 - 223	Article XVIII – Expulsion: Removing the quorum requirement from this section of the Agreement and referencing the Bylaws. (The Bylaws require a three-fourths vote of the Board present and voting). Adding language to clarify written notice of such action will be provided to the expelled Party at least 90 days prior to the effective date of the expulsion.	Page 6, Lines 220 - 222
N/A	Article XXII – Notices: Adding language stating notices of meetings may be provided via e-mail.	Page 7, Lines 290 - 291
Page 7, Line 303	Article XXV – Amendments: Changing the approval requirement to amend the Agreement from three-fourths of the Parties to two-thirds of the Parties for future amendments.	Page 7, Line 310



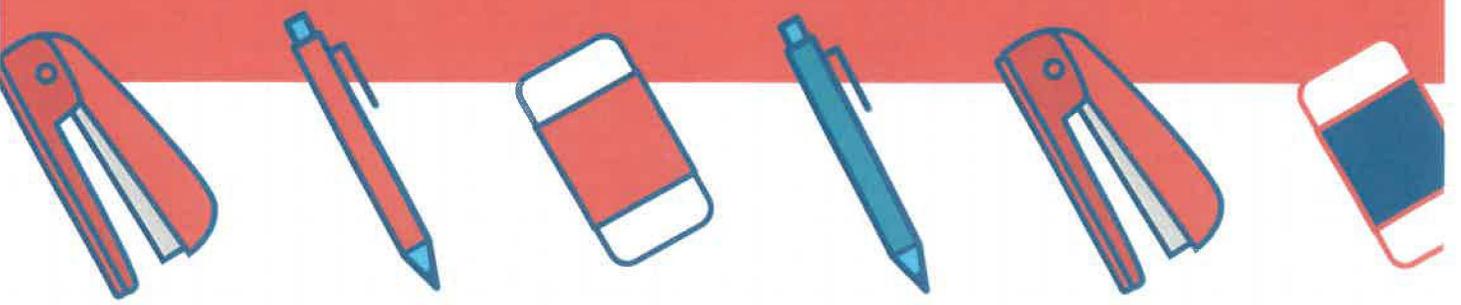
WestCAT's 4th Annual Back to School Supply Drive to Success

JULY 5-AUGUST 9, 2019

~Requested Items~

**New Backpacks, 2 inch Binders, Spiral
Notebooks, Pens, #2 Pencils, Highlighters,
Crayons, Binder Paper, Composition Books, Anti-
bacterial Gel, Markers, Glue Sticks, Mechanical
Pencils, Colored Pencils, &
2-Pocket Folders (CASH is also accepted)**

Donations are accepted at the WestCAT office 601 Walter Ave.,
Pinole, M-F from 7:30 AM - 6:00 PM. All donations go to support
kids in the Western Contra Costa Unified School District. Call (510)
724-3331 or email info@westcat.org for more informaton.





FOR IMMEDIATE RELEASE

CONTACT: Yvonne Morrow
Title: WestCAT Manager of Marketing
Office: (510) 724-3331 ext. 117
Email: yvonne@westcat.org

WESTCAT'S 4TH ANNUAL BACK TO SCHOOL SUPPLY DRIVE TO SUCCESS IS UP & RUNNING

Pinole, Ca.— The Western Contra Costa Transit Authority (WestCAT) and WestCAT's contractor MV Transportation have begun accepting donations for the agency's 4th annual Back to School Supply Drive to Success. "This event is a WestCAT favorite, and all of the staff look forward to participating in it every year", said WestCAT Marketing Manager, Yvonne Morrow.

Posted inside the WestCAT buses, online at www.westcat.org, and our social media pages, is a detailed flyer announcing the drive along with a list of requested items. As in previous years, school starts at the end of August, so we are getting a head start now, so we can deliver all of the donated supplies to the school district before school begins. All donations go to support the West Contra Costa Unified School District's Families in Transition/Foster Youth program. The program supports homeless school-age children and youth who attend WCCUSD schools.

WestCAT will be accepting donations of new school supplies beginning Friday, July 5 through Friday, August 9, 2019 from 7:30 a.m.-6:00 p.m. at the WestCAT office located at 601 Walter Ave., Pinole. If you cannot make it to our office, and would really like to participate, you might consider ordering some school supplies online at your favorite store, and have them shipped directly to the WestCAT administrative office at the address above, or send a gift card designating it for the *WestCAT Back to School Supply Drive to Success*. If you would like a letter from our agency confirming our receipt of your donation, please email us at info@westcat.org and let us know where to send it. We can also arrange to pick-up your donation if you are within the WestCAT service area. No donation is too small!

Requested items are new backpacks (or gently used), spiral notebooks, boxes of #2 pencils, mechanical pencils, binder paper, markers, crayons, highlighters, colored pencils, black composition books, erasers, glue sticks, 2-inch binders, and antibacterial gel /wipes.

Please contact WestCAT at (510) 724-3331 or email us at info@westcat.org for more information.

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DEPARTMENT OF TRANSPORTATION
OFFICE OF RAIL AND MASS TRANSPORTATION
 P.O. BOX 942874, MS-74
 SACRAMENTO, CA 94274-0001
 PHONE (916) 654-8811
 FAX (916) 6543-4565
 TTY 711
 www.dot.ca.gov



Making Conservation
 a California Way of Life.

AGENDA
ITEM # 4.1

June 28, 2019

Charles Anderson
 General Manager
 Western Contra Costa Transit Authority (WCCTA)
 601 Walter Avenue
 Pinole, California 94564

Dear Charles Anderson:

Congratulations! Your FY 18-19 Low Carbon Transit Operations Program (LCTOP) project meets the guidelines of the program and has been authorized for funding. The California Department of Transportation (Caltrans), in coordination with the California Air Resources Board, reviewed the project(s) listed below and have determined they meet the requirements for funding. The funding will be allocated directly to you, the lead agency, by the State Controller's Office.

18-19-D04-074	'Spare the Fare' Program - Free Rides on weekday Spare the Air Days	\$230,055
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Please use the project ID number listed above on all future correspondence with Caltrans LCTOP including all semi-annual reports, corrective action plans and final reports. A list of awarded FY 18-19 projects will be posted on the LCTOP website (<http://www.dot.ca.gov/dmrt/splctop.html>) along with project summaries.

Should you have any questions, please feel free to contact LCTOP Branch Chief Amar Cid, by phone at 916-651-6114 or by email at LCTOPcomments@dot.ca.gov.

Sincerely,

Wendy King
 Office Chief
 Transit Grants and Contracts
 Division of Rail and Mass Transportation
 California Department of Transportation

