



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: **October 14, 2021 (Thursday)**
TIME: **6:30 PM**
PLACE: **Via Zoom conference call (access details
below)**

Remote Participation

As a result of the COVID-19 public health emergency and pursuant to Assembly Bill 361 (2021), there will be no physical location for the Board Meeting. Board members will attend via teleconference and members of the public are invited to attend the meeting and participate remotely. Pursuant to Assembly Bill 361 (2021), Board members: Aleida Andrino- Chavez, Dion Bailey, Chris Kelley, Tom Hanson, Norma Martinez- Rubin, Maureen Toms, and Maureen Powers may be attending this meeting via teleconference, as may WCCTA Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

The public may observe and address the WCCTA Board in the following ways.

Remote Viewing/Listening Webinar

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link to join the webinar at the noticed meeting time:

Join Zoom Meeting

<https://us02web.zoom.us/j/5355285443>

Meeting ID: 535 528 5443

One tap mobile

+1 669 900 6833 US (San Jose)

Meeting ID: 535 528 5443

Public Comment via Teleconference

Members of the public may address the Board during the initial public comment portion of the meeting or during the comment period for agenda items. Participants may use the chat function on Zoom or physically raise their hands to be recognized.

Public comments may be submitted via email to info@westcat.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting.

Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a WCCTA Board Meeting or you need a copy of the agenda or the agenda packet in an appropriate alternative format, please contact the WestCAT Administrative Office at (510) 724-3331. Notification at least 48 hours before the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangement can be made to provide accessibility to the meeting or service.

AGENDA

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

B. APPROVAL OF AGENDA

C. PUBLIC COMMUNICATIONS

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

1.0 CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meetings of July 29 & September 9, 2021. *
- 1.2 Approval of Expenditures of September, 2021. *
- 1.3 Receive Contractors Monthly Management Report for July* and August, 2021^^
[Action Requested: Approve Items 1.1 and 1.2 and Receive Item 1.3]

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Adoption of Resolution 2021-05, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning October 14, 2021, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2021-05]** *
- 2.2 Staff Presentation of Ridership Trends, and Summary of September Free-Fare Promotion and California Clean Air Day, October 6, 2021 **[No Action: Information Only]**.

3.0 COMMITTEE REPORTS

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

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION

6.0 ADJOURNMENT

* Enclosures
^ To Be Distributed Separately

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

Next Board Meeting November 11, 2021

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



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

MEETING MINUTES

July 29, 2021	Regular Meeting	6:30 P.M. via Zoom Conference Call
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The Board of Directors Meeting was held via teleconference due to COVID-19. Members of the public did not attend this meeting in person. Directors, staff, and the public participated remotely.

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

Chair Martinez-Rubin called the meeting to order at 6:31 P.M. and led the Pledge of Allegiance.

DIRECTORS PRESENT

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

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Manager of Marketing and Administrative Services, Andramica McFadden, Human Resource Analyst, and Compliance Specialist

GUESTS PRESENT

NONE.

B. APPROVAL OF AGENDA

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

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

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

C. PUBLIC COMMUNICATIONS

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

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

NONE.

1) CONSENT CALENDAR

Following an inquiry to the Board, Director Andrino-Chavez reported a potential conflict of interest with item 1.1 on the Consent Calendar and recused herself from the motion.

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

Ayes: 5– Kelley, Bailey, Hansen, Martinez-Rubin, Toms
Abstained: 1-Andrino-Chavez

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1 **Election of WCCTA Board Officers for FY21-22.** Action Requested: Nomination and Election of Board Chair and Vice-Chair for FY21-22

Chair Martinez-Rubin introduced the item and General Manager Anderson provided some background on the nomination and election process of Chair and Vice-Chair for the WCCTA Board of Directors.

MOTION: A motion was made by Director Kelley, seconded by Director Martinez-Rubin to appoint Director Andrino-Chavez as Chair of the WCCTA Board of Directors for FY 20/21 and Director Bailey as Vice-Chair. The motion was carried by the following vote:

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

2.2 **Report on Final Meeting of MTC’s Blue Ribbon Transit Recovery Task Force and Recommended Next Steps.** Action Requested: Discussion and Direction to Staff

Chair Andrino-Chavez introduced the item and recused herself from the discussion and direction to staff due to a conflict of interest involving her employer.

General Manager Anderson provided a report on the following discussion items and the one action item taken at the final meeting of the BRTRTF:

1. Consideration and discussion by the BRTRTF of a draft 'Transit Transformation' action plan that incorporated many recommendations developed over the course of the committee's work. It contained 27 near-term actions in 5 general categories, all consistent with the discussions and reflective of the consensus of the committee
 - a. The 5 general focus areas that the committee raised as priorities were; fare policy, the function of the network including transit priority, accessibility, regional mapping, and way-finding standards, and funding.
2. The BRTRTF received a report from a consultant team on various options for implementing a transit network management function, but did not make a final recommendation on the any preferred structure. Instead, the task force proposed that this topic be addressed through a business case analysis to be performed as a follow-on process to the work of the task force.
3. Now that the BRTRTF has come to the end of its term, there are several next steps in this process
 - a. MTC will consider the draft action plan and adopt that draft action plan
 - b. MTC is going to meet to select a consultant in October
 - c. MTC will consider the draft action plan and adopt that draft action plan
 - d. MTC is going to meet to select a consultant in October
 - e. Also, in October, they will formalize the structure of what the oversight committee is

- going to look like.
- f. MTC will hold a workshop on the action plan in October, which will be open to receive input from all interested parties
 - g. In November, the first meeting of the network oversight committee will be held to discuss how the consultants and the committee will approach conducting the business case
 - h. In the spring of 2022, MTC may seek legislation and discuss how to act on seeking legislation to implement some of the actions that are in the action plan

Director Martinez-Rubin requested a written list of thematic points for the Board to continually present to the different groups that they will be meeting with between now and the spring.

General Manager Anderson answered several questions posed by Board members and concluded that there is really nothing to react to right now because all of the actions contained within the action plan have been mutually agreed to by all of the interested parties in the region. However, this next phase of the work, which is the transformational piece and the decisions about where control is vested is where things will surface that we as the agency and Board members may wish to react to.

Director Kelley made some final remarks on the item.

Director Martinez-Rubin reiterated her desire to not wait to react to this as a Board and to be proactive about continuing to emphasize the things that we would like not to lose, however, the discussions take shape. She would like the Board to correspond in writing with MTC about these things, between now and the next Board meeting.

General Manager Anderson responded that there is a lot of discussion going on at the operator level to highlight the items that are worth requesting in the process. It is also important to remember the workshop that MTC is hosting on all of the Blue Ribbon Transit Recovery Task Force's work, which will happen in October and staff will provide more information to the Board about that as soon as it is posted. It is the staff's responsibility to provide the Board a summary of the discussions that are going on at both the large and small operators to help frame a request that the Board might make in a letter. It is slightly premature to do that, but maybe before the next Board meeting in September we could have a compilation of the key issues and the Board can then decide about what's important to highlight in correspondence to MTC.

2.3 Consideration of Free-Fare Promotion throughout September and for California Clean Air Day, October 6, 2021. Action Requested: Formal Authorization to Offer Free Fares on all WestCAT Routes throughout September 2021 and on California Clean Air Day, October 6, 2021

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

Assistant General Manager Thompson described the various free and discounted fare promotions that the various East Bay operators will be offering throughout September including BART. Staff is recommending WestCAT to take part in these efforts, which will align our fare policy with the other East Bay operators who all connect directly into the BART system. It will make things less confusing for the riders, and enhance our coordination efforts with the other East Bay operators and also align with the goals of the Blue Ribbon Transit Recovery Task Force. The goal of the promotion is to encourage riders back to the system, and will also coincide with MTC's regional marketing campaign called 'All Aboard', which has the same goal of increasing transit ridership and getting people back into transit throughout the entire region.

It is hard to predict expected ridership levels and the exact loss in fares, but based on an overall ridership increase of approximately 20%, staff has calculated that the farebox for the entire month could be approximately \$93K. We do have some LCTOP funding that originally the Board and Caltrans approved for us to use for free fares on Spare the Air Days and according to Caltrans, this

promotion would also qualify for that funding. We have approximately \$130K available through the LCTOP program, so, even after offering free fares throughout September, we anticipate that we would still have some additional revenue for fare promotions on Spare the Air Days for the upcoming months.

As well as seeking Board approval to offer free fares throughout September 2021, the staff is also proposing to offer free fares on October 6, 2021, California Clean Air Day, which is in response to requests from Supervisor John Gioia's office. Several other local operators are joining in on this initiative.

Board members made comments and asked questions. Assistant General Manager Thompson addressed their questions.

MOTION: A motion was made by Director Kelley, seconded by Director Bailey Authorizing WestCAT to Offer Free Fares on all WestCAT Routes throughout September 2021 and on California Clean Air Day, October 6, 2021. The motion was carried by the following vote:

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

2.4 Consideration and Approval of Amendment 1 to Agreement for General Manager Services between WCCTA and Charles Anderson Implementing a Vacation Accrual Cap. Action Requested: Formal Approval of Amendment 1 and Authorization for Board Chair to Execute the Amendment

Chair Andrino-Chavez introduced the item and General Manager Anderson provided a staff report.

Director Kelley commented that it is common practice in private businesses to have vacation accrual caps, and this will just bring the General Manager contract in line with everybody else, and it is a reasonable thing to do.

Chair Andrino-Chavez agreed that it is reasonable.

MOTION: A motion was made by Director Toms, seconded by Director Kelley to Approve Amendment 1 and Authorize the Board Chair to Execute the Amendment
The motion was carried by the following vote:

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

3) COMMITTEE REPORTS

3.1 General Manager's Report

General Manager Anderson provided a report on the following:

1. Good news on the progress of the bus wash project (photo shared). The expected completion date is now November 2021
2. A new service schedule will take effect in September, the exact date to be determined
3. In advance of the new schedule, coinciding with the opening of the schools, we will begin operating tripper service again
4. Update on COVID-19 and the delta variant involving operations, administrations, and virtual vs. in-person board meetings

Board members made comments and asked questions. General Manager Anderson answered questions.

3.2 WCCTAC Report

Director Kelley reported on the following:

1. A presentation was given at the June WCCTAC meeting on Phase 2 of the San Pablo Ave. Multimodal Corridor Study.

Director Kelley will send the presentation to staff to distribute to the other board members.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION

NONE.

6) ADJOURNMENT

General Manager Anderson extended his thanks to the WCCTA staff for adapting to a somewhat chaotic and interesting period, and a special thanks to our operations contractor, MV Transportation's employees who have been coping with this and maintaining great morale at the facility and in dealing with a lot of complexity and performing in a truly exemplary fashion.

At 7:45 PM, Chair Andrino-Chavez adjourned the regular meeting of the W CCTA Board of Directors of July 29, 2021.

Aleida Andrino-Chavez, Chair

Date

Charles Anderson, Secretary

Date



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

MEETING MINUTES

Sept 9, 2021

Regular Meeting

6:30 P.M. via Zoom Conference Call

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

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

Chair Andrino-Chavez called the meeting to order at 6:31 P.M. and led the Pledge of Allegiance.

DIRECTORS PRESENT

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

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Manager of Marketing and Administrative Services, Erenia Rivera, Accounting Clerk

GUESTS PRESENT

Peter Edwards, General Manager, MV Transportation, Pinole

B. APPROVAL OF AGENDA

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

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

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

C. PUBLIC COMMUNICATIONS

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

NONE.

1) CONSENT CALENDAR

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

MOTION: A motion was made by Director Hansen, seconded by Director Kelley to approve Consent Calendar Item 1.1. The motion was carried by the following vote:

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

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1 **Presentation and Discussion of FY2021 4th Quarter Financial and Operating Data Report.**

No Action: Information Only

Chair Andrino-Chavez introduced the item and General Manager Anderson provided the staff report.

General Manager Anderson explained that this report was done post-audit and reflects the actual numbers for the full FY2021 year and is in the standard format.

Board members made comments and asked questions. General Manager Anderson answered questions.

Director Kelley thanked all of the staff for realistic budgeting. WestCAT is extremely fiscally responsible.

General Manager Anderson thanked Director Kelley for her comments on behalf of the staff.

General Manager Anderson seconded comments made by Director Martinez-Rubin in appreciation of past boards for being conservative and allowing us to amass some revenues that have been very useful during this period.

Finally, General Manager Anderson directed the Board's attention to the workup on page 29 of the audit showing the surplus, and the amounts do match the FY2021 4th Quarter Financial and Operating Data Report.

2.2 **Presentation and Discussion of WCCTA Audited Financial Statements for the Year Ended June 30, 2021.** Action Requested: Receive and File

Chair Andrino-Chavez introduced the item and General Manager Anderson provided some background information and a staff report.

General Manager Anderson reported that there were no issues identified and no recommendations made by the independent auditor at the conclusion of the audit. It was a clean audit.

Chair Andrino-Chavez thanked General Manager Anderson for his report, as well as the work of staff and the independent auditor, Carathimas.

Board members made comments and asked questions.

General Manager Anderson confirmed for the Board that the surplus returned to Metropolitan Transportation Commission at the end of the fiscal year is at their discretion and MTC has an oversight role, but that is a fairly straightforward transaction.

In response to a question from Director Hansen, General Manager Anderson replied that we have worked with this particular independent auditor for several years, and he is excellent to work with.

Fortunately, he and our outside accountant have established trust and a good working relationship. However, he is retiring, so we will be going out to bid for another independent auditor in the springtime.

General Manager Anderson described for the Board the parties that the Authority is obligated to submit copies of the audit to and provided some examples of the individuals and other interested parties that may have requested copies of the audit in the past, and for what reasons.

In answer to a final question posed by Director Martinez-Rubin, General Manager Anderson confirmed that there is more money being held in reserve than just the \$1.1 million in surplus that is being returned to MTC this year.

Assistant General Manager Thompson stated that our current reserve amount is around \$4 million.

General Manager Anderson concluded that it is above the amount that the Board has stipulated as a reserve balance and there are additional funds available, although some capital purchases are coming up that are not matched by our traditional sources and will come out of Transportation Development Act funds.

2.3 Discussion of September 18 Schedule Changes, Strategies, and Timeline for Restoration of Pre-COVID service levels. No Action: Information Only

Chair Andrino-Chavez introduced the item.

Assistant General Manager Thompson provided a staff report on the September 18 schedule changes, strategies, and timeline for restoration of pre-COVID service levels as follows:

- 1) Align the connections to the BART system and extend the span of service
- 2) Increase the number of express buses into BART to 30-minute intervals throughout the day
- 3) Begin operating the Lynx service at 20-minute intervals during the peaks
- 4) Retime the J, JPX, and the Lynx routes to better reflect the current traffic patterns and to improve on-time performance
- 5) Continue to monitor ridership across all of the routes, as there has been an uptick in recent weeks, particularly with the return to school and the ongoing September free fare promotion. It's too early to tell which has had the most impact on ridership, but we are definitely seeing increases
- 6) Continue planning work on the restoration of service back to pre-pandemic levels
- 7) MV Transit continues to work hard at recruiting and training new operators in response to the current driver shortage
- 8) We are committed to working towards adding more service as soon as we feel confident that we have enough operators

Assistant General Manager Thompson responded to a question posed by Director Kelley regarding the three routes (JX, 17, and 18) that were suspended at the start of the pandemic. The JX, because there are other options, and the routes 17 and 18, which had low ridership and very few trips, as well as the option of catching the Route J on San Pablo Ave. They have not been restored yet and at this point, we have not heard the need to bring them back, and they are not on this schedule.

In response to a question posed by Director Toms, Assistant General Manager Thompson explained that adding time to some of the routes does not impact the headways, but it may mean that we need to have an additional vehicle out there. He confirmed that we are maintaining the 30-minute headways.

Director Toms explained the reason for her question is that there is a link between these routes and the San Pablo Avenue Specific Plan Priority Development Area (PDA) that crosses several jurisdictions including Pinole and Hercules and unincorporated County, where the City of Pinole has been asked to increase the density of housing and then when the non-profit developers are looking for

financing, they're having to describe what public transportation is available and how often it is available. She is wondering with these changes, whether we still meet the minimum qualifications for that. She thinks that post-pandemic if they don't return, we may need to look at that to see if these jurisdictions still qualify for those special designations through ABAG.

Assistant General Manager Thompson agreed with Director Toms in her observations but said that one of the advantages that the San Pablo Avenue PDA has is that we operate more than one route along that corridor. Therefore, even though Route J is operating a 30-minute headway, we have Route C3 that is also operating, so in terms of how that definition works, we are offering 15-minute headways. Thus, in that particular area, we would still meet the requirement.

Board members asked additional questions.

MV Transportation General Manager Edwards and WestCAT General Manager Anderson responded to Director Martinez-Rubin's question about the number of available buses on the road, describing the coordination efforts between the WestCAT staff writing the schedules and the MV staff putting all of the pieces together. They explained the complexities of putting actual service on the road versus what the number of vehicles is in the fleet.

General Manager Anderson added that it is more complicated than just the number of available buses in the fleet, because we have certain buses and certain sub-fleets that are used exclusively on certain routes, and that does influence the levels of service to each of the communities. He concluded that there are approximately 50 fixed route vehicles in the fleet, excluding the Paratransit sub-fleet.

Director Martinez-Rubin thanked staff for broadening her understanding of the subject.

Chair Andrino-Chavez thanked General Manager Anderson for his clarifications, and asked a question regarding the service that is going to be revised, in particular, the Route JX. She would be interested to know if there is more ridership, or if there is a shift in ridership from the JX to the JPX.

Assistant General Manager Thompson clarified that we have not run the JX since April 2021, so the JPX has been covering the JX for that entire time.

Chair Andrino-Chavez clarified that she is aware of that, but would be interested to know the pre-COVID ridership levels of the JX and JPX versus any shift or gain in ridership on the JPX as we begin getting closer to those pre-COVID levels again because she is noticing that there is more traffic on the freeways and BART's capacity is filling up. It would be an interesting comparison to look at 2019 ridership versus what we see in the fall of this year.

Assistant General Manager Thompson advised that we are still not at pre-COVID levels.

General Manager Anderson confirmed that we are aware of the latent demand for the JX, and we are monitoring boardings by hour on each of the routes, so we have a lot of data about changes and trends that might be emerging and the demand for various services, and we are trying to allocate effectively among all of the places where we are seeing sufficient ridership. He concluded, that beyond the complications of assembling all of the necessary pieces, we are aware that as we build back ridership and build back the workforce that the JX is desired and likely to be reintroduced.

Assistant General Manager Thompson confirmed for Director Hansen that the JR and JL have remained in service and are the backbone of the entire system and have been retimed, giving the drivers more time on the routes. They are moving up to a 30-minute frequency between Hercules and Del Norte BART.

General Manager Anderson piggybacked on Assistant General Manager Thompson's comments, adding that there are two additional complications on the J routes, one is Hilltop Mall and its state of development right now and its diminished demand, and the other we discovered as schools

reconvened, parents picking students up at the Making Waves campus just off Richmond Parkway and Lakeside Drive is creating a lot of traffic congestion causing us to have to adjust the schedule to ensure that we did not run into that issue at afternoon bell times. There are a lot of moving parts right now, and it will be interesting to see what is going to come into Hilltop and what the demand is going to be an interesting evolution over the next few years.

Director Kelley added that right now we are in a new world and a lot of people are not commuting 5 days a week, and a lot of companies will go to hybrid systems. Things will change, so what we see right now may be different in a year, so it is something for all transit agencies to have to work out. We can not predict what is going to happen, and we will have to remain nimble.

Chair Andrino-Chavez concluded that this item is for information only, but the previous item is that we have to receive and file the audited financial statements for the year ended June 30, 2021, and she was remiss in doing that, so she requested a motion on the previous Item 2.2.

MOTION: A motion was made by Director Kelley, seconded by Director Toms to Receive and File the WCCTA Audited Financial Statements for the Year Ended June 30, 2021. The motion was carried by the following vote:

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

2.4 Discussion of September 30, 2021 Expiration of Executive Order N-29-20 Suspending Certain Provisions of the Ralph M. Brown Act Governing Conduct of Public Meetings.
Action Requested: Discussion and Direction to Staff

Chair Andrino-Chavez introduced the item and General Manager Anderson provided a staff report, explaining that this is being raised because we will not meet again until this item is resolved, and to put the Board on notice that there may be a change in the way we conduct business come October. It is complicated by the recall effort and the legislative calendar, but there is an intent to get AB 361 through the Legislature and prepared for signature, but we will keep the Board posted. If this is not extended, we will work with the Chair to determine how we are going to reconvene, and with the City of Pinole on the use of the council chambers, but If luck holds, we will have an extension for a while.

Director Martinez-Rubin echoed her support for continuing to hold meetings virtually if that remains an option not only for convenience but because the reason for doing so is to help minimize further exposure to COVID.

General Manager Anderson thanked Director Martinez-Rubin for that clarification and added that one of the concerns is that even if we introduced a hybrid meeting style, and the Brown Act provisions go back into effect, the locations where each member of the board would participate from whether it be home or office, would need to be publicly accessible and people would need to be admitted if they showed an interest in doing so. We would probably elect to go back to an in-person meeting style if that provision is not waived, even if there is a risk of COVID exposure. But, we are hoping that at least until we get out of the pandemic threat, that there will some extension to take that into account.

Chair Andrino-Chavez directed staff to continue following the developments on this Senate bill and reporting to the Board.

General Manager Anderson confirmed with the Chair that staff will be communicating with her and the rest of the Board on any changes to the format of the board meetings since all of the discussions on the Brown Act and extension will happen between our two meetings.

2.5 Approval of Updated 2021 and Proposed 2022 WCCTA Administration and Operations Holiday Schedule. Action Requested: Formal Approval of 2021 and 2022 Administration and Operations Holiday Schedules

Chair Andrino-Chavez introduced the item and General Manager Anderson provided a staff report, explaining that this was necessitated by the way that the December holidays fall this year and a number of the National holidays and the holidays that are called out in our personnel policy manual fall on weekends. We are dealing with the administrative offices and holidays, and then, we are also looking at the services we will operate on the various holidays.

Taking all of that into account, staff determined that it was time to review this for the remainder of 2021 and for 2022 because we need to both clarify some things and make some adjustments. After consultation with our staff and with MV, this is our best effort to layout the holiday schedules for the remainder of this calendar year and the upcoming calendar year.

Chair Andrino-Chavez said that it makes sense to her and she does not see any reason not to approve what is being proposed by staff.

General Manager Anderson responded to a couple of questions posed by Director Toms.

MOTION: A motion was made by Director Kelley, seconded by Director Toms to Approve the WCCTA 2021 and 2022 Administration and Operations Holiday Schedules. The motion was carried by the following vote:

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

3) COMMITTEE REPORTS

4) General Manager's Report

General Manager Anderson provided a report on the following:

- 1) An update on the bus wash project
- 2) The very productive discussions taking place on the monthly calls between staff from the Contra Costa Transportation Authority, the General Managers of the small operators, and MTC Commissioner, Amy Worth. There was a discussion about continuing the good work that Contra Costa operators have been doing in coordinating services and positioning ourselves for future funding opportunities, and for optimizing the coordination through a plan that CCTA proposes to initiate soon
- 3) The regional work on the fare integration study that is taking place
- 4) MTC is bringing the final report of the Blue Ribbon Transit Recovery Task Force through their Commission process starting tomorrow, and for Commission action later on in the month
- 5) The next step in the MTC process, appointing a consultant to conduct a business case analysis for the network management function in the region, but we have not seen a Scope of Work for the consultants as of yet.

General Manager Anderson concluded his report, adding that staff will keep the Board informed and will reach out if there is anything of undue concern.

5) WCCTAC Report

Director Kelley stated that there has not been a WCCTAC meeting since June, so there is nothing to report, but there will be a meeting on Friday, September 17 at 8:00 a.m.

6) **CORRESPONDENCE**

WCCTA staff member, Yvonne Morrow reported on the success of the staff's scaled-back school supply drive.

7) **BOARD COMMUNICATION**

NONE.

8) **ADJOURNMENT**

At 7:57 PM, Chair Andrino-Chavez adjourned the regular meeting of the W CCTA Board of Directors of September 9, 2021.

Aleida Andrino-Chavez, Chair

Date

Charles Anderson, Secretary

Date

WCCTA - WestCAT
Purchase Journal

AGENDA

ITEM # 1.2

Filter Criteria includes: 1) 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
7/31/21	50800-10 Purchased Transportation, Ope	7/2021	July service	535,564.86	
	50800-10 Purchased Transportation, Ope		July E/B Drivers (COVID-19)	42,413.51	
	50800-41 Purchased Transp, Veh Maint		July maintenance	68,817.00	
	50600-10 Insurance, Operations		July insurance	13,683.16	
	50800-10 Purchased Transportation, Ope		Less July estimated service		642,204.42
	20100 Accounts Payable		MV Transportation		18,274.11
8/1/21	50800-10 Purchased Transportation, Ope	8/21	Aug estimated service	642,204.42	
	20100 Accounts Payable		MV Transportation		642,204.42
8/1/21	50215-60 Fringe Benefits, Admin	8/21	Aug dental ins	712.89	
	20100 Accounts Payable		Health Care Dental		712.89
8/1/21	50215-60 Fringe Benefits, Admin	8/21	Aug health ins.	8,508.38	
	50215-41 Fringe Benefits, Veh Maint		Aug health ins.	1,470.18	
	50215-43 Fringe Benefits, Non-Veh, Co		Aug health ins.	1,059.50	
	20100 Accounts Payable		Kaiser Foundation Health Plan, Inc.		11,038.06
8/1/21	50215-60 Fringe Benefits, Admin	9468	Aug LTD	646.91	
	20200 Accrued Payroll Liabilities		Aug supplemental life ins	534.85	
	20100 Accounts Payable		BCC		1,181.76
8/1/21	51200-60 Rentals & Leases, Admin	M-73272414	July and Aug copier	712.32	
	20100 Accounts Payable		Pacific Office Automation/Lease		712.32
				<u>1,316,327.98</u>	<u>1,316,327.98</u>

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs from MV Transportation to MV Transportation; 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
8/31/21	50800-10 Purchased Transportation, Ope	8/31	August Service	586,866.16	
	50800-41 Purchased Transp, Veh Maint		August maintenance	68,817.00	
	50600-10 Insurance, Operations		August liability ins.	14,024.54	
	50800-10 Purchased Transportation, Ope		August estimated service		642,204.42
	20100 Accounts Payable		MV Transportation		27,503.28
9/1/21	50800-10 Purchased Transportation, Ope	115080	September estimated service	642,204.42	
	20100 Accounts Payable		MV Transportation		642,204.42
				1,311,912.12	1,311,912.12

WCCTA - WestCAT
Purchase Journal

Filter Criteria includes: 1) Vendor IDs from Angela to Angela; 2) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/1/21	40107-1 Passenger Fares, Cash, FR 20100 Accounts Payable	9/21	Returned 2 Lynx C/P 31-Day Passes Angela Spry	280.00	280.00
				<u>280.00</u>	<u>280.00</u>

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/10/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	95687	Sep inspection Afforda-Test	100.00	100.00
8/24/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	76112	Repair coin machines Armor Locksmith Services	280.85	280.85
8/15/21	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	18859907	Security Alarm Monitoring Service 9/1-12/1/21 Security Alarm Monitoring Service 9/1-12/1/21 Bay Alarm Company	89.36 44.68	134.04
8/31/21	50410-10 Postage, Operations 50410-60 Postage, Admin 50499-42 Other Mat&Suppl, Non-Veh 11104 Facility Repairs 50300-43 O/S Service, Non-Veh, Compu 50499-60 Other Mat & Supplies, Admin 50902-60 Travel Expense, Admin 20100 Accounts Payable	8/21	Aug postage Aug postage Fence repair Rob and Mike's upgrade due to COVID Zoom, dropbox and Godaddy Office supplies CalACT conference (Mike) Bank of America Business Card	16.66 8.33 168.45 246.14 258.75 4,200.70 485.00	5,384.03
9/3/21	50300-60 Outside Services, Admin 20100 Accounts Payable	Box8772	Audit FY2021 Carathimas & Associates	20,000.00	20,000.00
8/23/21	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1186671	Janitorial supplies Central Sanitary Supply	764.33	764.33
9/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	9/21	Sep cell phone reimbursement Sep cell phone reimbursement Charles Anderson	40.00 20.00	60.00
8/30/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	131750	Vehicle parts Chuck's Brake & Wheel	2,372.40	2,372.40
8/26/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- 409	Aug uniform Cintas Corporation	1,682.52	1,682.52
9/1/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	001000148706	Sep fiber optic network Sep fiber optic network Comcast Business	1,066.67 533.33	1,600.00

WCCTA - WestCAT
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/21	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	11/21	Membership renewal 11/19/21-10/31/22 Costco Membership	600.00	600.00
10/1/21	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	10/21	Oct LTD Oct supplemental life ins. BCC	646.91 534.85	1,181.76
9/2/21	10204 A/R Accrual - MV Liability In 20100 Accounts Payable	14-2021-Aug	Aug ins. and admin fee California Transit Systems	7,810.29	7,810.29
9/2/21	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	57950	Vehicle parts Diesel Marine Electric	685.94	685.94
8/24/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	8/21	Water service 6/21-8/24/21 Water service 6/21-8/24/21 EBMUD	1,599.95 799.97	2,399.92
8/30/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	M- 21-380085	Agu DEF, FCAB50 and motor oil Flyers Energy, LLC (RCP)	6,583.26	6,583.26
9/13/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936	Aug WestCAT additional CM and design services Task order 4 Gannett Fleming, Inc.	12,652.03	12,652.03
9/14/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV00037	Aug cleaning GCI JANITORIAL SERVICES	2,301.00	2,301.00
9/10/21	50300-60 Outside Services, Admin 20100 Accounts Payable	1300618	Aug legal serevices Hanson Bridgett LPP	245.00	245.00
10/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	10/21	October dental ins. Health Care Dental	799.70	799.70
8/31/21	50402-10 Tires & Tubes 20100 Accounts Payable	M-143082	Aug tires J & O's Commercial Tire Center	6,152.29	6,152.29
10/1/21	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	10/21	October medical ins Kaiser Foundation Health Plan, Inc.	11,038.06	11,038.06
8/30/21	50499-41 Other Mat & Supplies,Veh Ma 50300-41 Outside Service, Vehicle Main	M-D868514	VEHICLE PARTS DPF #602	2,345.03 477.99	

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		Kenworth Pacific Holding		2,823.02
9/3/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	M-29645	AUG & SEP BUS WASH PROJECT MatriScope Engineering Laboratories, Inc	7,000.57	7,000.57
8/28/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	391814	Vehicle parts Napa Auto Parts Antioch	2,158.88	2,158.88
9/1/21	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	60880	Sep landscaping Pacific Site Landscaping	557.87	557.87
8/31/21	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-82021	Aug/Sep phone service Aug/Sep phone service STREAMS	758.90 379.44	1,138.34
8/12/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	8/2021	Aug gas and electric 7/14-8/12/21 Aug gas and electric 7/14-8/12/21 PG & E	3,480.54 1,740.26	5,220.80
8/21/21	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	8/21	Aug electric 7/17-8/17/21 Aug electric 7/17-8/17/21 PG & E	9.20 4.60	13.80
8/31/21	50500-10 Utilities, Operations 50500-10 Utilities, Operations 20100 Accounts Payable	0851-154245375	Aug service Aug service Republic Services #851	577.02 288.50	865.52
8/13/21	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	w30483-50	VEHICLE REPAIR UNIT #200 SONSRAY FLEET SERVICES	620.13	620.13
8/5/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	172517	DIESEL Spartan Tank Lines, Inc.	28,502.22	28,502.22
8/17/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	172862	DIESEL Spartan Tank Lines, Inc.	27,256.63	27,256.63
8/24/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	173112	DIESEL AND GAS Spartan Tank Lines, Inc.	26,191.16	26,191.16
8/13/21	50499-60 Other Mat & Supplies, Admin	M-2903492201	Office supplies	113.20	

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		Staples		113.20
8/20/21	50300-10 Outside Services, Operations 20100 Accounts Payable	8/21	AUG DAR TABLETS AND PHONES T-MOBILE	3,909.72	3,909.72
8/5/21	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	m-82455467	VEHICLE PARTS The Aftermarket Parts Company, LLC	1,011.73	1,011.73
8/28/21	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000000788	AUG MAINT ADN SUPPORT TransTrack Systems, Inc.	4,017.00	4,017.00
8/1/21	11104 Facility Repairs 20100 Accounts Payable	50080	OFFICE RENOVATION DUE TO COVID Wadsworth Glass INC	3,295.00	3,295.00
8/19/21	50401-10 Fuel & Lubricants 20100 Accounts Payable	95369	DEF Western States Oil CO.	950.31	950.31
9/2/21	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	8942023	SEP SERV SEP SERV Western Exterminator Co.	109.87 54.93	164.80
				200,638.12	200,638.12



	July FY 21/22	July FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	36,139	29,454	22.7	36,139	29,454	22.7
Revenue Passengers	31,565	0		31,565	0	
Weekday Total Passengers	33,071	27,147	21.8	33,071	27,147	21.8
Saturday Total Passengers	1,852	1,319	40.4	1,852	1,319	40.4
Sunday Total Passengers	1,216	988	23.1	1,216	988	23.1
Weekday Average Passengers	1,575	1,234	27.6	1,575	1,234	27.6
Saturday Average Passengers	370	330	12.1	370	330	12.1
Sunday Average Passengers	243	198	22.7	243	198	22.7
Vehicle Revenue Hours	6,075.17	6,124.92	-0.8	6,075.17	6,124.92	-0.8
Total Vehicle Hours	6,405.23	6,506.83	-1.6	6,405.23	6,506.83	-1.6
Revenue Vehicle Miles	100,137.2	107,715.7	-7.0	100,137.2	107,715.7	-7.0
Total Miles	115,959.0	127,544.0	-9.1	115,959.0	127,544.0	-9.1
Dial-A-Ride Program						
Number of Weekdays	21	22	-4.5	21	22	-4.5
Number of Saturdays	5	4	25.0	5	4	25.0
Total Passengers	1,503	922	63.0	1,503	922	63.0
Revenue Passengers	1,434	0		1,434	0	
Weekday Total Passengers	1,295	834	55.3	1,295	834	55.3
Saturday Total Passengers	208	88	136.4	208	88	136.4
Weekday Average Passengers	62	38	63.2	62	38	63.2
Saturday Average Passengers	42	22	90.9	42	22	90.9
Vehicle Revenue Hours	800.98	567.84	41.1	800.98	567.84	41.1
Total Vehicle Hours	851.68	660.90	28.9	851.68	660.90	28.9
Productivity	1.88	1.62	16.0	1.88	1.62	16.0
Revenue Vehicle Miles	11,686.8	11,388.8	2.6	11,686.8	11,388.8	2.6
Total Miles	12,693.0	12,582.0	0.9	12,693.0	12,582.0	0.9
Express Routes Program						
Number of Weekdays	21	22	-4.5	21	22	-4.5
Number of Saturdays	5	4	25.0	5	4	25.0
Number of Sundays	5	5	0.0	5	5	0.0
Total Passengers	16,075	12,788	25.7	16,075	12,788	25.7
Revenue Passengers	14,018	0		14,018	0	
Weekday Total Passengers	13,567	10,839	25.2	13,567	10,839	25.2
Saturday Total Passengers	1,292	961	34.4	1,292	961	34.4
Sunday Total Passengers	1,216	988	23.1	1,216	988	23.1
Weekday Average Passengers	646	493	31.0	646	493	31.0
Saturday Average Passengers	258	240	7.5	258	240	7.5
Sunday Average Passengers	243	198	22.7	243	198	22.7
Vehicle Revenue Hours	1,934.53	2,052.29	-5.7	1,934.53	2,052.29	-5.7
Total Vehicle Hours	2,028.47	2,148.23	-5.6	2,028.47	2,148.23	-5.6
Productivity	8.31	6.23	33.4	8.31	6.23	33.4
Revenue Vehicle Miles	25,860.9	28,379.7	-8.9	25,860.9	28,379.7	-8.9
Total Miles	27,549.9	30,104.1	-8.5	27,549.9	30,104.1	-8.5



Monthly Management Report Summary

July, FY 21/22

System & Program Summary

	July FY 21/22	July FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	21	22	-4.5	21	22	-4.5
Number of Saturdays	5	4	25.0	5	4	25.0
Total Passengers	9,536	9,275	2.8	9,536	9,275	2.8
Revenue Passengers	7,249	0		7,249	0	
Weekday Total Passengers	9,184	9,005	2.0	9,184	9,005	2.0
Saturday Total Passengers	352	270	30.4	352	270	30.4
Weekday Average Passengers	437	409	6.8	437	409	6.8
Saturday Average Passengers	70	68	2.9	70	68	2.9
Vehicle Revenue Hours	2,515.92	2,585.32	-2.7	2,515.92	2,585.32	-2.7
Total Vehicle Hours	2,627.84	2,701.23	-2.7	2,627.84	2,701.23	-2.7
Productivity	3.79	3.59	5.6	3.79	3.59	5.6
Revenue Vehicle Miles	39,655.6	41,157.4	-3.6	39,655.6	41,157.4	-3.6
Total Miles	41,946.4	43,525.4	-3.6	41,946.4	43,525.4	-3.6
Transbay Lynx Program						
Number of Weekdays	21	22	-4.5	21	22	-4.5
Total Passengers	9,025	6,469	39.5	9,025	6,469	39.5
Revenue Passengers	8,864	0		8,864	0	
Weekday Total Passengers	9,025	6,469	39.5	9,025	6,469	39.5
Weekday Average Passengers	430	294	46.3	430	294	46.3
Vehicle Revenue Hours	823.74	919.47	-10.4	823.74	919.47	-10.4
Total Vehicle Hours	897.24	996.47	-10.0	897.24	996.47	-10.0
Productivity	10.96	7.04	55.7	10.96	7.04	55.7
Revenue Vehicle Miles	22,933.9	26,789.8	-14.4	22,933.9	26,789.8	-14.4
Total Miles	24,462.7	28,391.4	-13.8	24,462.7	28,391.4	-13.8

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- July 2021

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 10,550.25	\$ 10,550.25	\$ -	\$ 4,785.75	\$ 5,764.50
Cash Fare - Senior & Disabled	\$ 2,929.00	\$ 2,929.00	\$ 1,070.00	\$ 609.50	\$ 1,249.50
Cash Fare - Transfers	\$ 965.25	\$ 965.25	\$ 1.50	\$ 50.75	\$ 913.00
Cash Fare - Regional Paratransit	\$ 342.00	\$ 342.00	\$ 342.00	-	-
Cash Fare - Local Day Pass Sales	\$ 1,571.50	\$ 1,571.50	-	\$ 8.00	\$ 1,563.50
Total Estimated Cash (a)	\$ 16,358.00	\$ 16,358.00	\$ 1,413.50	\$ 5,454.00	\$ 9,490.50
Over/(Short) Cash Count	\$ 2.79	\$ 2.79	\$ 0.01	\$ 0.42	\$ 2.36
Bank Deposit Corrections	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Cash Fare Deposit	\$ 16,360.79	\$ 16,360.79	\$ 1,413.51	\$ 5,454.42	\$ 9,492.86
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 450.00	\$ 450.00	\$ 450.00	-	-
Clipper Sales	\$ 45,605.11	\$ 45,605.11	-	\$ 31,264.94	\$ 14,340.17
Lynx 31-Day Pass Sales	\$ 1,190.00	\$ 1,190.00	-	\$ 1,190.00	-
Lynx Stored Ride Pass Sales	\$ 210.00	\$ 210.00	-	\$ 210.00	-
Local 31-Day Pass Sales	\$ 280.00	\$ 280.00	-	-	\$ 280.00
Local Stored Value Pass Sales	\$ -	\$ -	-	-	-
Local Day Pass Sales (In-house)	\$ -	\$ -	-	-	-
East Bay Value Pass Sales	\$ -	\$ -	-	-	-
Summer Youth Pass	\$ -	\$ -	-	-	-
Returned Checks	\$ -	\$ -	-	-	-
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -	-	-	-
Subtotal Prepaid Sales Deposit	\$ 47,735.11	\$ 47,735.11	\$ 450.00	\$ 32,664.94	\$ 14,620.17
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -	-	-	-
CCC Nutrition Tickets	\$ 86.00	\$ 86.00	\$ 86.00	-	-
Lynx B1G1F	\$ 770.00	\$ 770.00	-	\$ 770.00	-
Wage Works	\$ 560.00	\$ 560.00	-	\$ 560.00	-
Capital Corridor Vouchers	\$ -	\$ -	-	-	-
Bio Rad	\$ -	\$ -	-	-	-
City of Pinole	\$ -	\$ -	-	-	-
511 CC	\$ -	\$ -	-	-	-
CCTA (\$37.00 SBPP)	\$ -	\$ -	-	-	-
WCCUSD SBP	\$ -	\$ -	-	-	-
City of Hercules Parking Permit Program	\$ 56.38	\$ 56.38	-	-	\$ 56.38
HTC Parking Combos	\$ -	\$ -	-	-	-
Cole Vocational	\$ -	\$ -	-	-	-
Clipper	\$ -	\$ -	-	-	-
*Other CCC 12-Ride Passes	\$ -	\$ -	-	-	-
*Other	\$ -	\$ -	-	-	-
Subtotal Billings	\$ 1,472.38	\$ 1,472.38	\$ 86.00	\$ 1,330.00	\$ 56.38
Total Passenger Revenue	\$ 65,568.28	\$ 65,568.28	\$ 1,949.51	\$ 39,449.36	\$ 24,169.41

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ -	\$ -



Passenger & Productivity Statistical Report

July, FY 21/22

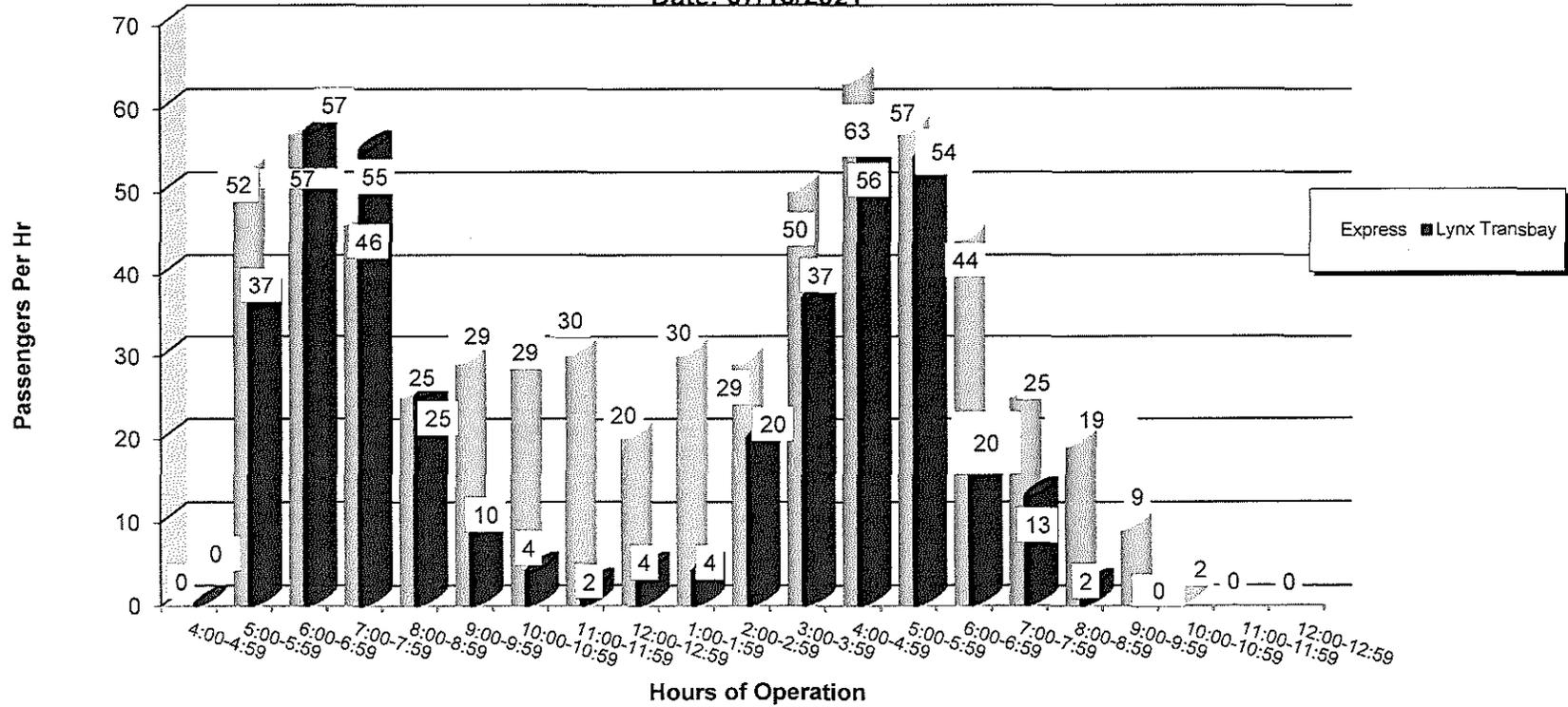
System

All Routes

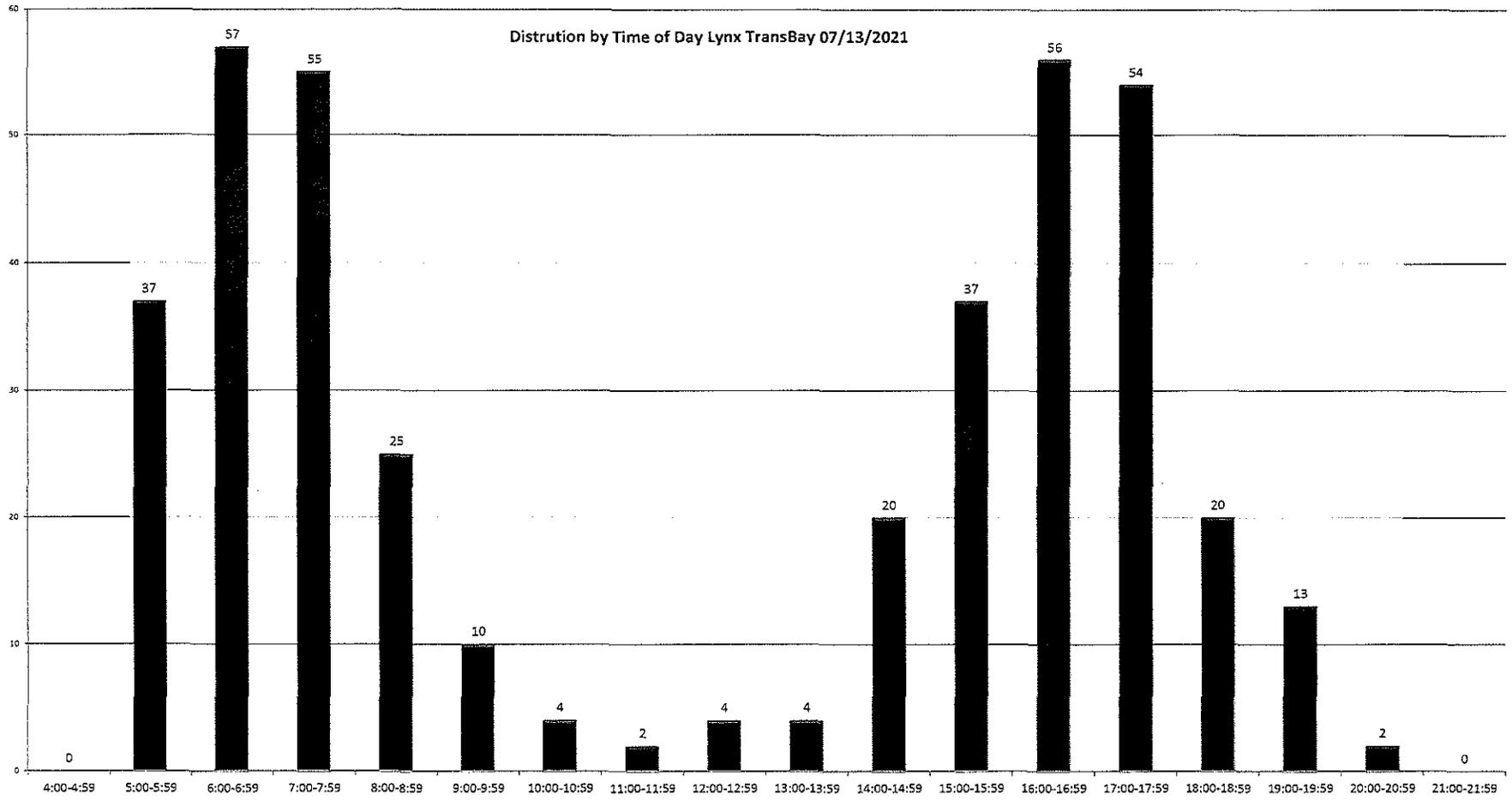
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	July			Fiscal Year To Date			July			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	589	717	21.7	589	717	21.7	3.0	3.8	27.1	3.0	3.8	27.1
Route 11 Weekday	1,843	1,551	-15.8	1,843	1,551	-15.8	5.2	4.5	-14.8	5.2	4.5	-14.8
Route 11 Saturday	112	177	58.0	112	177	58.0	2.3	2.9	27.9	2.3	2.9	27.9
Route 11 Total	1,955	1,728	-11.6	1,955	1,728	-11.6	4.9	4.2	-13.1	4.9	4.2	-13.1
Route 12 Weekday	659	733	11.2	659	733	11.2	2.8	3.3	16.2	2.8	3.3	16.2
Route 15 Weekday	609	716	17.6	609	716	17.6	2.6	3.2	23.2	2.6	3.2	23.2
Route 16 Weekday	1,895	2,132	12.5	1,895	2,132	12.5	3.1	3.6	17.6	3.1	3.6	17.6
Route 19 Saturday	158	175	10.8	158	175	10.8	3.1	2.7	-11.6	3.1	2.7	-11.6
Route 30Z Weekday	694	626	-9.8	694	626	-9.8	2.3	2.2	-6.3	2.3	2.2	-6.3
Route C3 Weekday	2,716	2,709	-0.3	2,716	2,709	-0.3	5.0	5.2	4.1	5.0	5.2	4.1
Route DAR Weekday	834	1,295	55.3	834	1,295	55.3	1.6	1.8	12.5	1.6	1.8	12.5
Route DAR Saturday	88	208	136.4	88	208	136.4	1.8	2.5	36.8	1.8	2.5	36.8
Route DAR Total	922	1,503	63.0	922	1,503	63.0	1.6	1.9	15.6	1.6	1.9	15.6
Route J Weekday	6,159	7,614	23.6	6,159	7,614	23.6	5.6	7.6	35.6	5.6	7.6	35.6
Route J Saturday	961	1,292	34.4	961	1,292	34.4	6.9	7.7	11.2	6.9	7.7	11.2
Route J Sunday	988	1,216	23.1	988	1,216	23.1	5.6	7.2	26.9	5.6	7.2	26.9
Route J Total	8,108	10,122	24.8	8,108	10,122	24.8	5.8	7.6	31.6	5.8	7.6	31.6
Route JPX Weekday	4,680	5,953	27.2	4,680	5,953	27.2	7.3	9.9	36.8	7.3	9.9	36.8
Route LYNX Weekday	6,469	9,025	39.5	6,469	9,025	39.5	7.0	11.0	55.7	7.0	11.0	55.7
Total System-Wide	29,454	36,139	22.7	29,454	36,139	22.7	4.8	5.9	23.7	4.8	5.9	23.7

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

Date: 07/13/2021



Distrution by Time of Day Lynx TransBay 07/13/2021



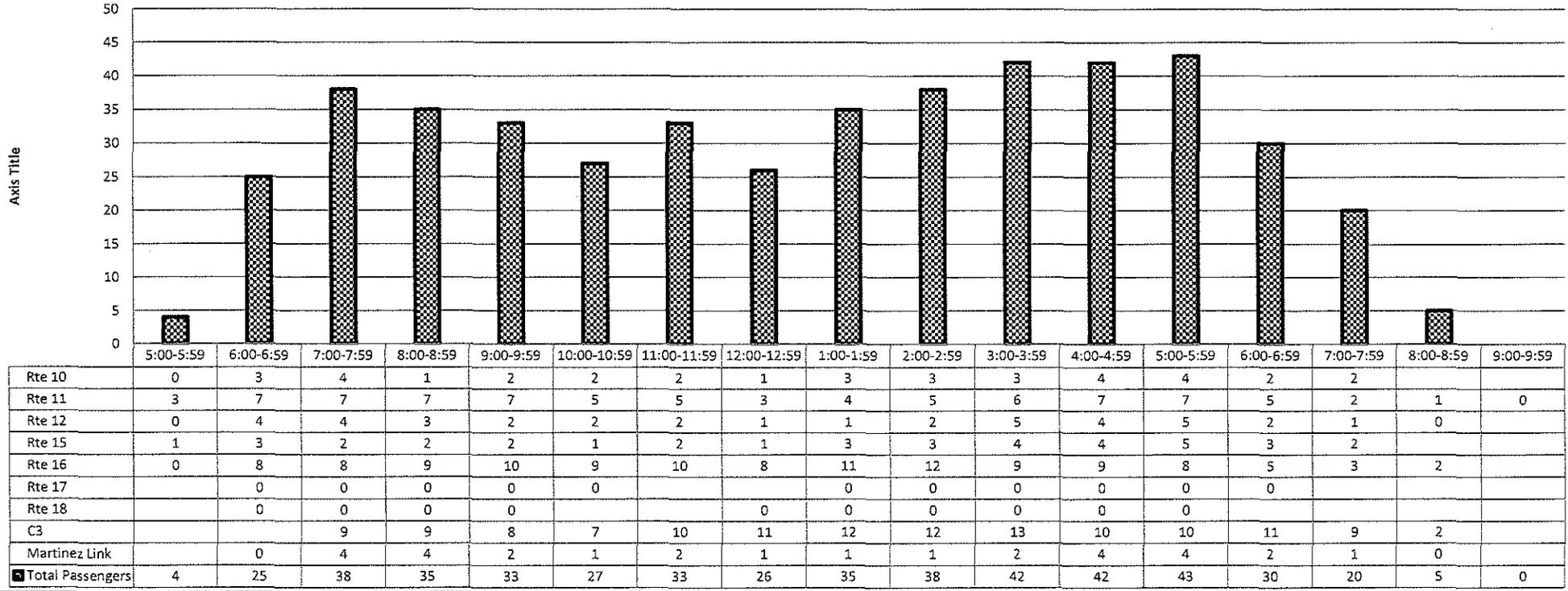
Distribution by Time of Day - Fixed Route

Date: 7/13/2021

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	0	3	4	1	2	2	2	1	3	3	3	4	4	2	2		
Rte 11	3	7	7	7	7	5	5	3	4	5	6	7	7	5	2	1	0
Rte 12	0	4	4	3	2	2	2	1	1	2	5	4	5	2	1	0	
Rte 15	1	3	2	2	2	1	2	1	3	3	4	4	5	3	2		
Rte 16	0	8	8	9	10	9	10	8	11	12	9	9	8	5	3	2	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			9	9	8	7	10	11	12	12	13	10	10	11	9	2	
Martinez Link		0	4	4	2	1	2	1	1	1	2	4	4	2	1	0	
Total Passengers	4	25	38	35	33	27	33	26	35	38	42	42	43	30	20	5	0

Total Route 10	36
Total Route 11	81
Total Route 12	38
Total Route 15	38
Total Route 16	121
Total Route 17	0
Total Route 18	0
Total C3	133
Martinez Link	29
Total	476

Distrubtion By Time Of Day Fixed Route 07/13/2021



Distribution by Time of Day - WestCAT Express

Date: 7/13/2021

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		17	27	30	11	14	11	10	12	10	11	20	28	21	10	7	8
J	0	35	30	16	14	15	18	20	8	20	18	30	35	36	34	18	11
Total Passengers	0	52	57	46	25	29	29	30	20	30	29	50	63	57	44	25	19

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	9	2	0	0
Total Passengers	9	2	0	0

JX	0
JPX	247
J	369
Total	616

Distribution by Time of Day -Lynx Transbay

Date: 7/13/2021

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	37	57	55	25	10	4	2	4	4	20	37	56	54	20	13	2
Total Passengers	0	37	57	55	25	10	4	2	4	4	20	37	56	54	20	13	2

	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx	400
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Monthly Management Report Summary

August, FY 21/22

System & Program Summary

	August FY 21/22	August FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
System Total						
Total Passengers	37,682	28,179	33.7	73,821	57,633	28.1
Revenue Passengers	32,642	0		64,207	0	
Weekday Total Passengers	35,200	25,543	37.8	68,271	52,690	29.6
Saturday Total Passengers	1,471	1,896	-22.4	3,323	3,215	3.4
Sunday Total Passengers	1,011	740	36.6	2,227	1,728	28.9
Weekday Average Passengers	1,600	1,216	31.6	1,588	1,225	29.6
Saturday Average Passengers	368	379	-2.9	369	357	3.4
Sunday Average Passengers	202	148	36.5	223	173	28.9
Vehicle Revenue Hours	6,370.20	5,968.21	6.7	12,445.38	12,093.13	2.9
Total Vehicle Hours	6,749.75	6,333.40	6.6	13,154.98	12,840.23	2.5
Revenue Vehicle Miles	104,117.4	103,515.1	0.6	204,254.6	211,230.7	-3.3
Total Miles	118,852.0	116,643.0	1.9	234,811.0	244,187.1	-3.8
Dial-A-Ride Program						
Number of Weekdays	22	21	4.8	43	43	0.0
Number of Saturdays	4	5	-20.0	9	9	0.0
Total Passengers	1,665	936	77.9	3,168	1,858	70.5
Revenue Passengers	1,577	0		3,011	0	
Weekday Total Passengers	1,494	829	80.2	2,789	1,663	67.7
Saturday Total Passengers	171	107	59.8	379	195	94.4
Weekday Average Passengers	68	39	74.4	65	39	66.7
Saturday Average Passengers	43	21	104.8	42	22	90.9
Vehicle Revenue Hours	851.39	615.39	38.3	1,652.38	1,183.23	39.6
Total Vehicle Hours	905.16	702.24	28.9	1,756.84	1,363.14	28.9
Productivity	1.96	1.52	28.9	1.92	1.57	22.3
Revenue Vehicle Miles	12,086.6	11,879.7	1.7	23,773.4	23,268.5	2.2
Total Miles	13,274.0	13,115.0	1.2	25,967.0	25,697.1	1.1
Express Routes Program						
Number of Weekdays	22	21	4.8	43	43	0.0
Number of Saturdays	4	5	-20.0	9	9	0.0
Number of Sundays	5	5	0.0	10	10	0.0
Total Passengers	15,456	12,338	25.3	31,531	25,126	25.5
Revenue Passengers	13,541	0		27,559	0	
Weekday Total Passengers	13,457	10,255	31.2	27,024	21,094	28.1
Saturday Total Passengers	988	1,343	-26.4	2,280	2,304	-1.0
Sunday Total Passengers	1,011	740	36.6	2,227	1,728	28.9
Weekday Average Passengers	612	488	25.4	628	491	27.9
Saturday Average Passengers	247	269	-8.2	253	256	-1.2
Sunday Average Passengers	202	148	36.5	223	173	28.9
Vehicle Revenue Hours	2,015.71	2,026.72	-0.5	3,950.24	4,079.01	-3.2
Total Vehicle Hours	2,138.70	2,120.15	0.9	4,167.17	4,268.38	-2.4
Productivity	7.67	6.09	25.9	7.98	6.16	29.5
Revenue Vehicle Miles	26,680.7	28,227.9	-5.5	52,541.6	56,607.6	-7.2
Total Miles	28,920.7	29,907.3	-3.3	56,470.6	60,011.4	-5.9



Monthly Management Report Summary

August, FY 21/22

System & Program Summary

	August FY 21/22	August FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	22	21	4.8	43	43	0.0
Number of Saturdays	4	5	-20.0	9	9	0.0
Total Passengers	12,092	8,672	39.4	21,628	17,947	20.5
Revenue Passengers	9,338	0		16,587	0	
Weekday Total Passengers	11,780	8,226	43.2	20,964	17,231	21.7
Saturday Total Passengers	312	446	-30.0	664	716	-7.3
Weekday Average Passengers	535	392	36.5	488	401	21.7
Saturday Average Passengers	78	89	-12.4	74	80	-7.5
Vehicle Revenue Hours	2,644.80	2,497.46	5.9	5,160.72	5,082.78	1.5
Total Vehicle Hours	2,770.59	2,609.04	6.2	5,398.43	5,310.27	1.7
Productivity	4.57	3.47	31.7	4.19	3.53	18.7
Revenue Vehicle Miles	41,444.4	39,776.6	4.2	81,099.9	80,933.9	0.2
Total Miles	43,940.0	42,061.0	4.5	85,886.3	85,586.3	0.4
Transbay Lynx Program						
Number of Weekdays	22	21	4.8	43	43	0.0
Total Passengers	8,469	6,233	35.9	17,494	12,702	37.7
Revenue Passengers	8,186	0		17,050	0	
Weekday Total Passengers	8,469	6,233	35.9	17,494	12,702	37.7
Weekday Average Passengers	385	297	29.6	407	295	38.0
Vehicle Revenue Hours	858.30	828.64	3.6	1,682.04	1,748.11	-3.8
Total Vehicle Hours	935.30	901.97	3.7	1,832.54	1,898.44	-3.5
Productivity	9.87	7.52	31.3	10.40	7.27	43.1
Revenue Vehicle Miles	23,905.8	23,630.9	1.2	46,839.7	50,420.7	-7.1
Total Miles	25,507.4	25,156.5	1.4	49,970.1	53,547.9	-6.7

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation
Month & Fiscal Year- August 2021

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 13,896.50	\$ 24,446.75	\$ -	\$ 5,699.50	\$ 8,197.00
Cash Fare - Senior & Disabled	\$ 2,992.25	\$ 5,921.25	\$ 1,091.25	\$ 603.50	\$ 1,297.50
Cash Fare - Transfers	\$ 1,030.00	\$ 1,995.25	\$ 3.00	\$ 31.50	\$ 995.50
Cash Fare - Regional Paratransit	\$ 330.00	\$ 672.00	\$ 330.00		
Cash Fare - Local Day Pass Sales	\$ 1,707.50	\$ 3,279.00		\$ 4.50	\$ 1,703.00
Total Estimated Cash (a)	\$ 19,956.25	\$ 36,314.25	\$ 1,424.25	\$ 6,339.00	\$ 12,193.00
Over/(Short) Cash Count	\$ 1.33	\$ 4.12	\$ (0.17)	\$ 0.23	\$ 1.27
Bank Deposit Corrections	\$ -	\$ -			
Subtotal Cash Fare Deposit	\$ 19,957.58	\$ 36,318.37	\$ 1,424.08	\$ 6,339.23	\$ 12,194.27
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 325.00	\$ 775.00	\$ 325.00		
Clipper Sales	\$ -	\$ 45,605.11			
Lynx 31-Day Pass Sales	\$ 980.00	\$ 2,170.00		\$ 980.00	
Lynx Stored Ride Pass Sales	\$ 200.00	\$ 410.00		\$ 200.00	
Local 31-Day Pass Sales	\$ 1,065.00	\$ 1,345.00			\$ 1,065.00
Local Stored Value Pass Sales	\$ 7.50	\$ 7.50			\$ 7.50
Local Day Pass Sales (In-house)	\$ 37.50	\$ 37.50			\$ 37.50
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -			
Subtotal Prepaid Sales Deposit	\$ 2,615.00	\$ 50,350.11	\$ 325.00	\$ 1,180.00	\$ 1,110.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 94.00	\$ 180.00	\$ 94.00		
Lynx B1G1F	\$ -	\$ 770.00			
Wage Works	\$ 490.00	\$ 1,050.00		\$ 490.00	
Capital Corridor Vouchers	\$ -	\$ -			
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (\$37.00 SBPP)	\$ -	\$ -			
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 44.00	\$ 100.38			\$ 44.00
HTC Parking Combos	\$ -	\$ -			
*Other WCCTAC pre loaded Clipper	\$ -	\$ -			
Clipper Sales	\$ 31,681.54	\$ 31,681.54		\$ 21,691.34	\$ 9,990.20
*Other 511 CC Wristbands	\$ -	\$ -			
*Other 511 (Pass 2 Class)	\$ -	\$ -			
Subtotal Billings	\$ 32,309.54	\$ 33,781.92	\$ 94.00	\$ 22,181.34	\$ 10,034.20
Total Passenger Revenue	\$ 54,882.12	\$ 120,450.40	\$ 1,843.08	\$ 29,700.57	\$ 23,338.47

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ -	\$ -



Passenger & Productivity Statistical Report

August, FY 21/22

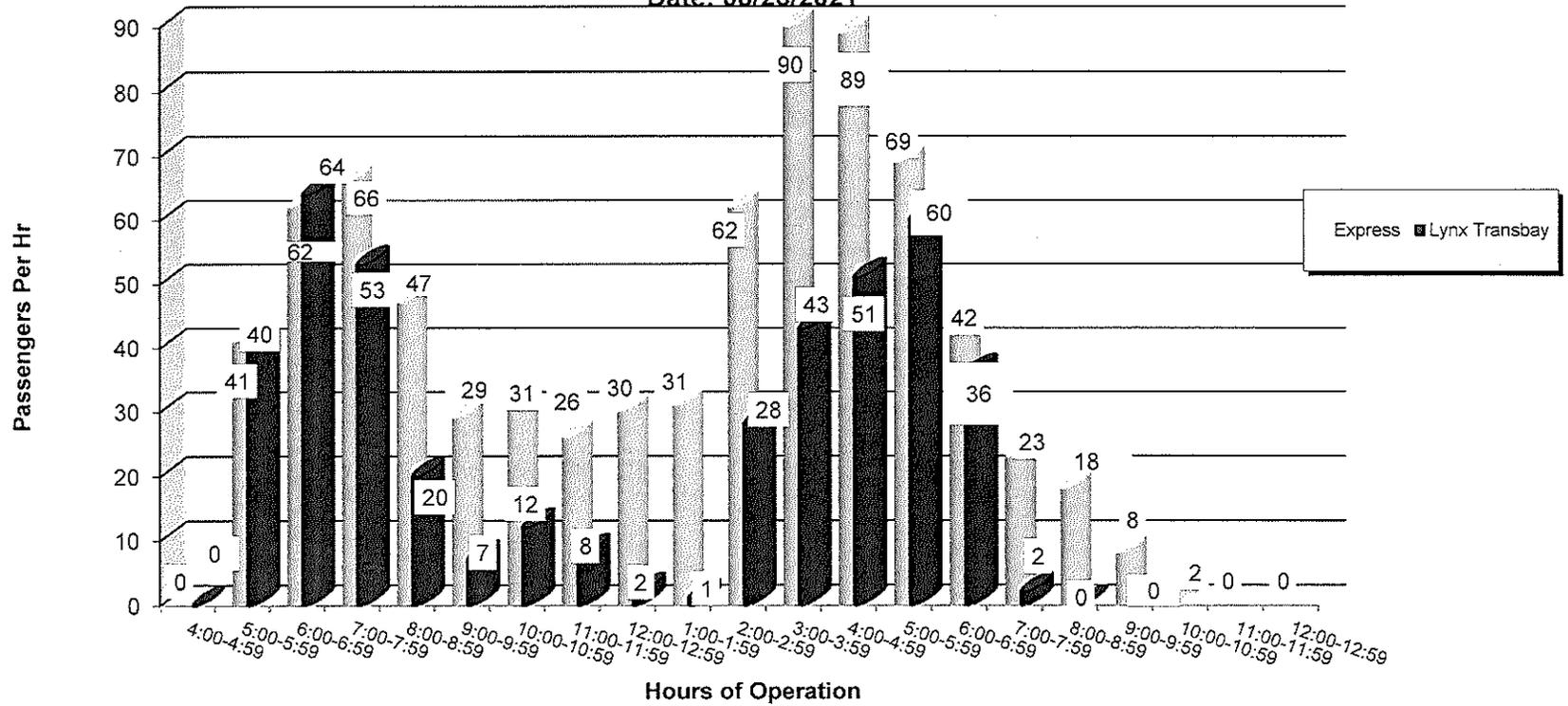
System

All Routes

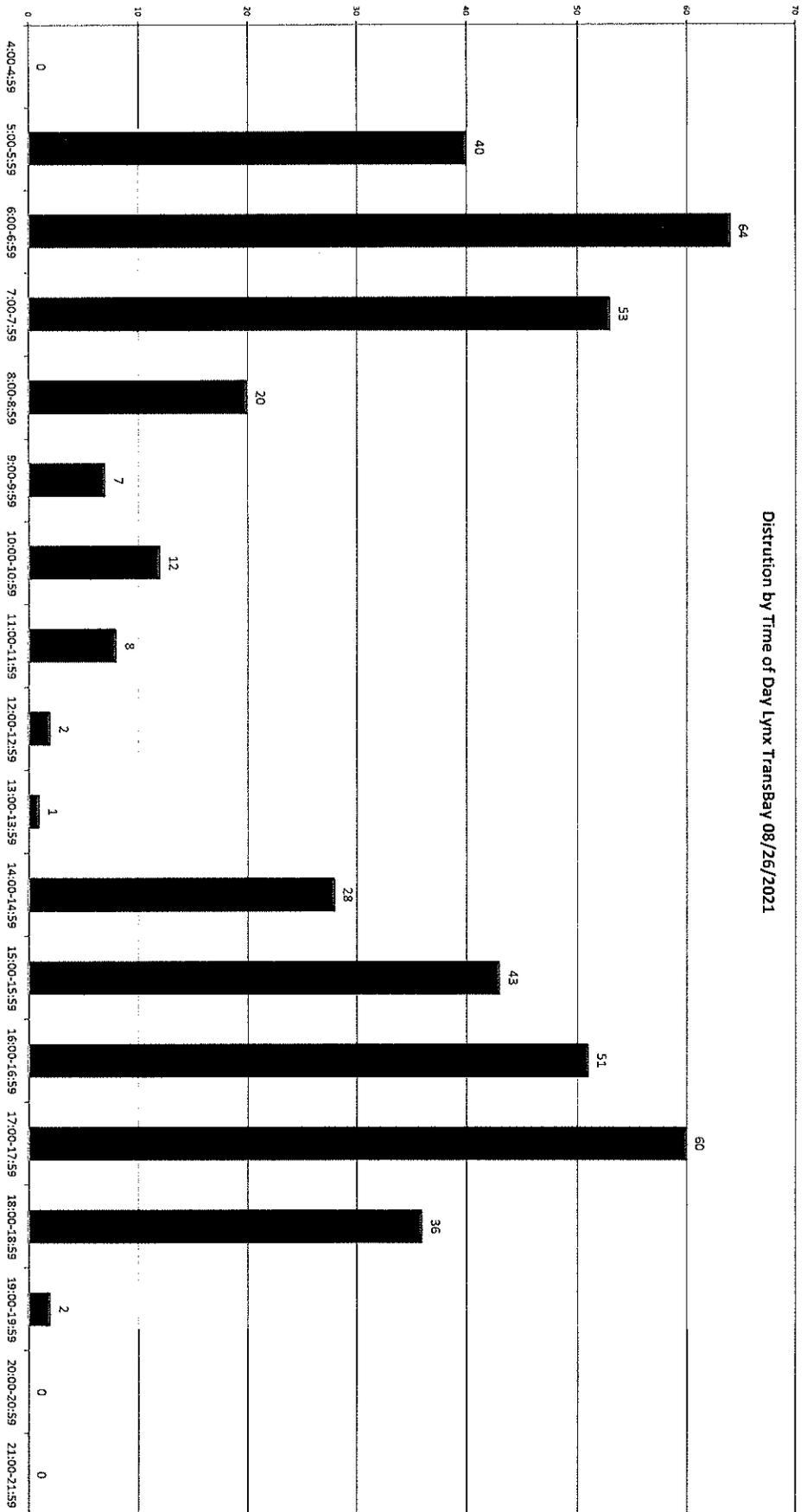
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	August			Fiscal Year To Date			August			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	476	1,064	123.5	1,065	1,781	67.2	2.5	4.8	90.5	2.8	4.4	57.3
Route 11 Weekday	1,749	1,793	2.5	3,592	3,344	-6.9	5.2	5.0	-4.6	5.2	4.7	-9.6
Route 11 Saturday	254	163	-35.8	366	340	-7.1	4.2	3.4	-19.9	3.4	3.1	-6.7
Route 11 Total	2,003	1,956	-2.3	3,958	3,684	-6.9	5.0	4.8	-5.5	5.0	4.5	-9.2
Route 12 Weekday	577	1,060	83.7	1,236	1,793	45.1	2.6	4.2	62.0	2.7	3.8	39.0
Route 15 Weekday	499	807	61.7	1,108	1,523	37.5	2.2	3.4	54.3	2.4	3.3	37.4
Route 16 Weekday	1,632	2,984	82.8	3,527	5,116	45.1	2.8	4.8	74.6	2.9	4.2	44.9
Route 19 Saturday	192	149	-22.4	350	324	-7.4	3.0	2.9	-4.3	3.0	2.8	-8.1
Route 30Z Weekday	631	719	13.9	1,325	1,345	1.5	2.2	2.4	7.7	2.3	2.3	0.6
Route C3 Weekday	2,662	3,353	26.0	5,378	6,062	12.7	5.1	6.1	19.4	5.0	5.6	12.1
Route DAR Weekday	829	1,494	80.2	1,663	2,789	67.7	1.5	1.9	28.0	1.5	1.9	20.2
Route DAR Saturday	107	171	59.8	195	379	94.4	1.9	2.7	39.8	1.9	2.6	37.4
Route DAR Total	936	1,665	77.9	1,858	3,168	70.5	1.5	2.0	28.6	1.6	1.9	22.1
Route J Weekday	6,084	7,847	29.0	12,243	15,461	26.3	5.7	7.2	26.4	5.7	7.4	30.8
Route J Saturday	1,343	988	-26.4	2,304	2,280	-1.0	7.6	7.3	-3.3	7.3	7.5	3.3
Route J Sunday	740	1,011	36.6	1,728	2,227	28.9	4.3	6.0	38.0	5.0	6.6	31.6
Route J Total	8,167	9,846	20.6	16,275	19,968	22.7	5.8	7.1	22.5	5.8	7.3	27.0
Route JPX Weekday	4,171	5,610	34.5	8,851	11,563	30.6	6.8	9.0	32.1	7.0	9.4	34.3
Route LYNX Weekday	6,233	8,469	35.9	12,702	17,494	37.7	7.5	9.9	31.2	7.3	10.4	43.1
Total System-Wide	28,179	37,682	33.7	57,633	73,821	28.1	4.7	5.9	25.3	4.8	5.9	24.5

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

Date: 08/26/2021



Distribution by Time of Day Lynx TransBay 08/26/2021



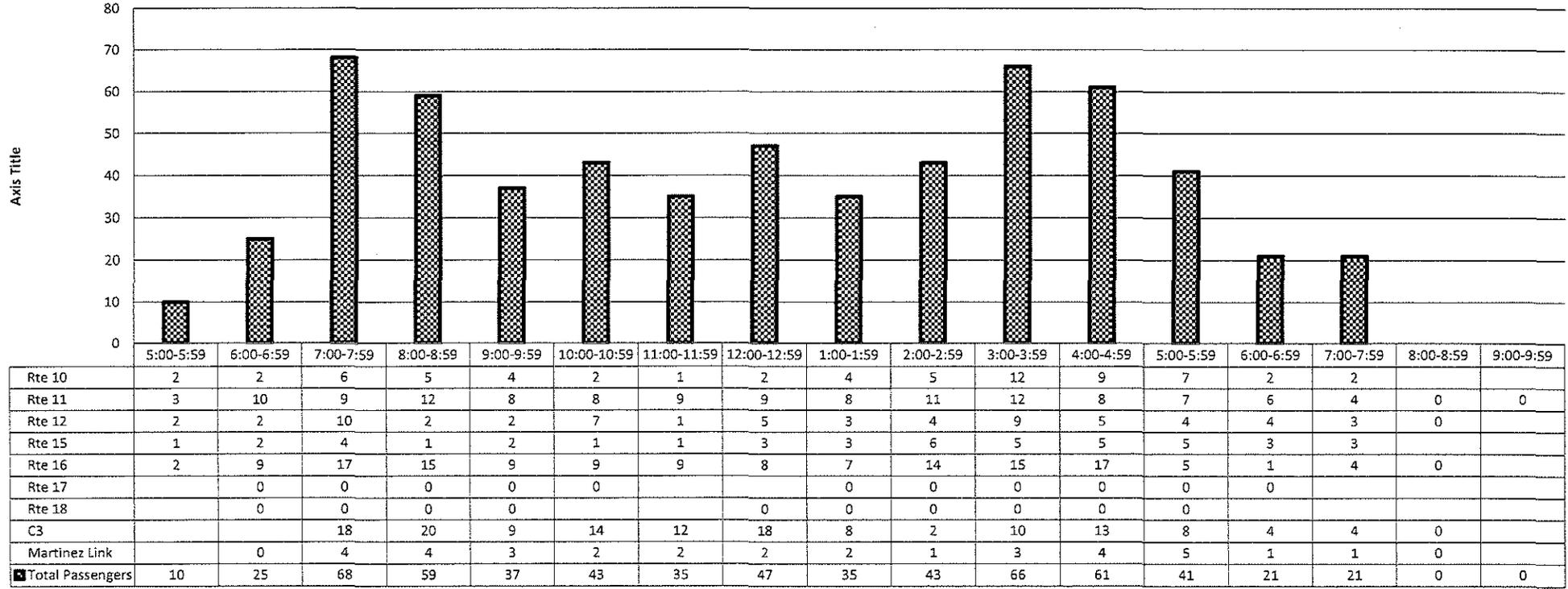
Distribution by Time of Day - Fixed Route

Date: 3/26/2021

	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	2	6	5	4	2	1	2	4	5	12	9	7	2	2		
Rte 11	3	10	9	12	8	8	9	9	8	11	12	8	7	6	4	0	0
Rte 12	2	2	10	2	2	7	1	5	3	4	9	5	4	4	3	0	
Rte 15	1	2	4	1	2	1	1	3	3	6	5	5	5	3	3		
Rte 16	2	9	17	15	9	9	9	8	7	14	15	17	5	1	4	0	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			18	20	9	14	12	18	8	2	10	13	8	4	4	0	
Martinez Link		0	4	4	3	2	2	2	2	1	3	4	5	1	1	0	
Total Passengers	10	25	68	59	37	43	35	47	35	43	66	61	41	21	21	0	0

Total Route 10	65
Total Route 11	124
Total Route 12	63
Total Route 15	45
Total Route 16	141
Total Route 17	0
Total Route 18	0
Total C3	140
Martinez Link	34
Total	612

Distribution By Time Of Day Fixed Route 08/26/2021



Distribution by Time of Day - WestCAT Express

Date: 8/26/2021

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		25	35	31	20	18	15	11	12	16	19	40	36	35	18	6	5
J	0	16	27	35	27	11	16	15	18	15	43	50	53	34	24	17	13
Total Passengers	0	41	62	66	47	29	31	26	30	31	62	90	89	69	42	23	18

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	8	2	0	0
Total Passengers	8	2	0	0

JX	0
JPX	342
J	424
Total	766

Distribution by Time of Day -Lynx Transbay

Date: 8/26/2021

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	40	64	53	20	7	12	8	2	1	28	43	51	60	36	2	0
Total Passengers	0	40	64	53	20	7	12	8	2	1	28	43	51	60	36	2	0

	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx	427
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Monthly Management Report Summary

August, FY 21/22

System & Program Summary

	August FY 21/22	August FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
Local Fixed Routes Program						
Number of Weekdays	22	21	4.8	43	43	0.0
Number of Saturdays	4	5	-20.0	9	9	0.0
Total Passengers	12,092	8,672	39.4	21,628	17,947	20.5
Revenue Passengers	9,338	0		16,587	0	
Weekday Total Passengers	11,780	8,226	43.2	20,964	17,231	21.7
Saturday Total Passengers	312	446	-30.0	664	716	-7.3
Weekday Average Passengers	535	392	36.5	488	401	21.7
Saturday Average Passengers	78	89	-12.4	74	80	-7.5
Vehicle Revenue Hours	2,644.80	2,497.46	5.9	5,160.72	5,082.78	1.5
Total Vehicle Hours	2,770.59	2,609.04	6.2	5,398.43	5,310.27	1.7
Productivity	4.57	3.47	31.7	4.19	3.53	18.7
Revenue Vehicle Miles	41,444.4	39,776.6	4.2	81,099.9	80,933.9	0.2
Total Miles	43,940.0	42,061.0	4.5	85,886.3	85,586.3	0.4
Transbay Lynx Program						
Number of Weekdays	22	21	4.8	43	43	0.0
Total Passengers	8,469	6,233	35.9	17,494	12,702	37.7
Revenue Passengers	8,186	0		17,050	0	
Weekday Total Passengers	8,469	6,233	35.9	17,494	12,702	37.7
Weekday Average Passengers	385	297	29.6	407	295	38.0
Vehicle Revenue Hours	858.30	828.64	3.6	1,682.04	1,748.11	-3.8
Total Vehicle Hours	935.30	901.97	3.7	1,832.54	1,898.44	-3.5
Productivity	9.87	7.52	31.3	10.40	7.27	43.1
Revenue Vehicle Miles	23,905.8	23,630.9	1.2	46,839.7	50,420.7	-7.1
Total Miles	25,507.4	25,156.5	1.4	49,970.1	53,547.9	-6.7

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation
Month & Fiscal Year- August 2021

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - Regular	\$ 13,896.50	\$ 24,446.75	\$ -	\$ 5,699.50	\$ 8,197.00
Cash Fare - Senior & Disabled	\$ 2,992.25	\$ 5,921.25	\$ 1,091.25	\$ 603.50	\$ 1,297.50
Cash Fare - Transfers	\$ 1,030.00	\$ 1,995.25	\$ 3.00	\$ 31.50	\$ 995.50
Cash Fare - Regional Paratransit	\$ 330.00	\$ 672.00	\$ 330.00		
Cash Fare - Local Day Pass Sales	\$ 1,707.50	\$ 3,279.00		\$ 4.50	\$ 1,703.00
Total Estimated Cash (a)	\$ 19,956.25	\$ 36,314.25	\$ 1,424.25	\$ 6,339.00	\$ 12,193.00
Over/(Short) Cash Count	\$ 1.33	\$ 4.12	\$ (0.17)	\$ 0.23	\$ 1.27
Bank Deposit Corrections	\$ -	\$ -			
Subtotal Cash Fare Deposit	\$ 19,957.58	\$ 36,318.37	\$ 1,424.08	\$ 6,339.23	\$ 12,194.27
Prepaid Sales Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Ticket Books	\$ 325.00	\$ 775.00	\$ 325.00		
Clipper Sales	\$ -	\$ 45,605.11			
Lynx 31-Day Pass Sales	\$ 980.00	\$ 2,170.00		\$ 980.00	
Lynx Stored Ride Pass Sales	\$ 200.00	\$ 410.00		\$ 200.00	
Local 31-Day Pass Sales	\$ 1,065.00	\$ 1,345.00			\$ 1,065.00
Local Stored Value Pass Sales	\$ 7.50	\$ 7.50			\$ 7.50
Local Day Pass Sales (In-house)	\$ 37.50	\$ 37.50			\$ 37.50
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -			
Subtotal Prepaid Sales Deposit	\$ 2,615.00	\$ 50,350.11	\$ 325.00	\$ 1,180.00	\$ 1,110.00
Billings Issued	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 94.00	\$ 180.00	\$ 94.00		
Lynx B1G1F	\$ -	\$ 770.00			
Wage Works	\$ 490.00	\$ 1,050.00		\$ 490.00	
Capital Corridor Vouchers	\$ -	\$ -			
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (\$37.00 SBPP)	\$ -	\$ -			
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 44.00	\$ 100.38			\$ 44.00
HTC Parking Combos	\$ -	\$ -			
*Other WCCTAC pre loaded Clipper	\$ -	\$ -			
Clipper Sales	\$ 31,681.54	\$ 31,681.54		\$ 21,691.34	\$ 9,990.20
*Other 511 CC Wristbands	\$ -	\$ -			
*Other 511 (Pass 2 Class)	\$ -	\$ -			
Subtotal Billings	\$ 32,309.54	\$ 33,781.92	\$ 94.00	\$ 22,181.34	\$ 10,034.20
Total Passenger Revenue	\$ 54,882.12	\$ 120,450.40	\$ 1,843.08	\$ 29,700.57	\$ 23,338.47

	Monthly System Total	CYTD
Total Passenger Revenue Last Year	\$ -	\$ -



Passenger & Productivity Statistical Report

August, FY 21/22

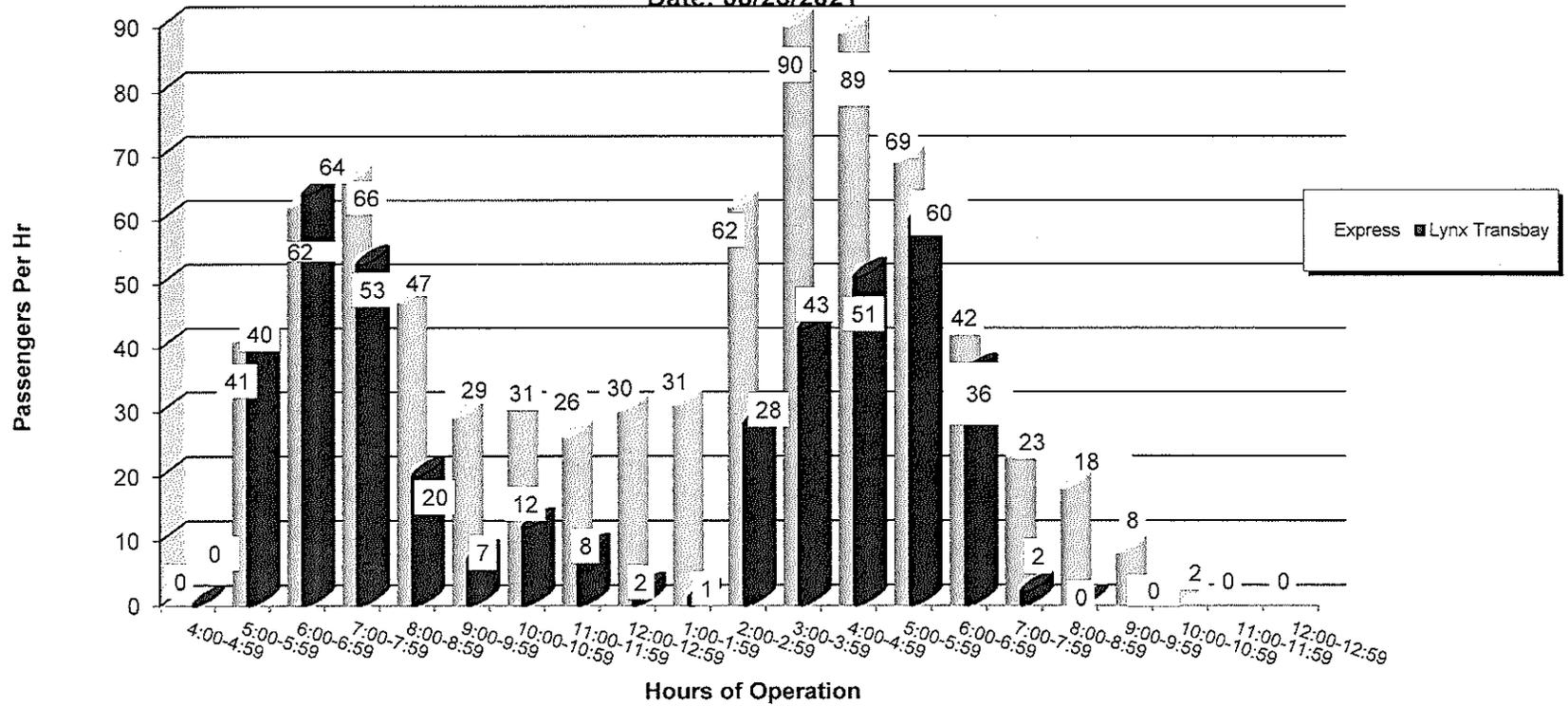
System

All Routes

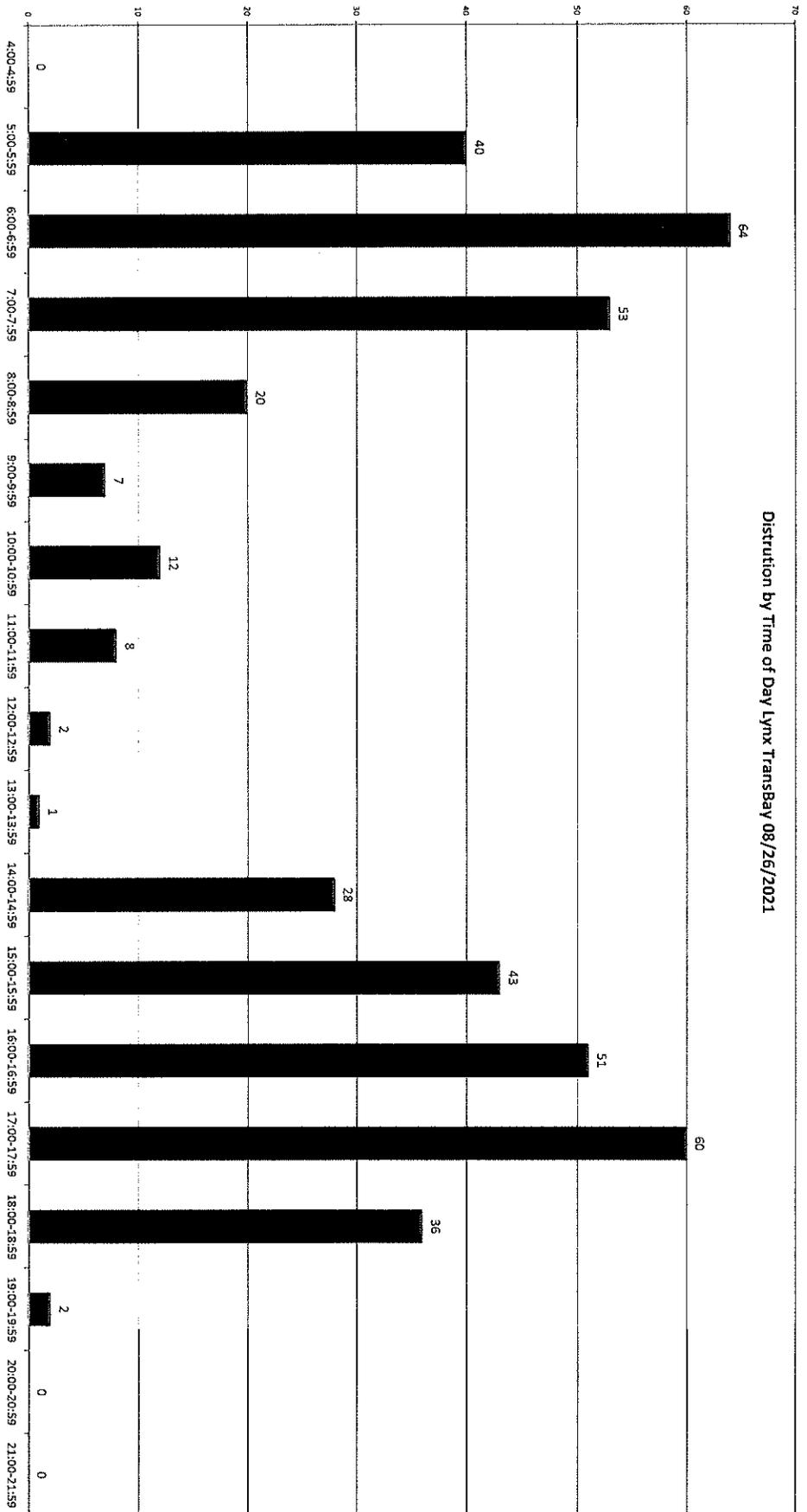
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	August			Fiscal Year To Date			August			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	476	1,064	123.5	1,065	1,781	67.2	2.5	4.8	90.5	2.8	4.4	57.3
Route 11 Weekday	1,749	1,793	2.5	3,592	3,344	-6.9	5.2	5.0	-4.6	5.2	4.7	-9.6
Route 11 Saturday	254	163	-35.8	366	340	-7.1	4.2	3.4	-19.9	3.4	3.1	-6.7
Route 11 Total	2,003	1,956	-2.3	3,958	3,684	-6.9	5.0	4.8	-5.5	5.0	4.5	-9.2
Route 12 Weekday	577	1,060	83.7	1,236	1,793	45.1	2.6	4.2	62.0	2.7	3.8	39.0
Route 15 Weekday	499	807	61.7	1,108	1,523	37.5	2.2	3.4	54.3	2.4	3.3	37.4
Route 16 Weekday	1,632	2,984	82.8	3,527	5,116	45.1	2.8	4.8	74.6	2.9	4.2	44.9
Route 19 Saturday	192	149	-22.4	350	324	-7.4	3.0	2.9	-4.3	3.0	2.8	-8.1
Route 30Z Weekday	631	719	13.9	1,325	1,345	1.5	2.2	2.4	7.7	2.3	2.3	0.6
Route C3 Weekday	2,662	3,353	26.0	5,378	6,062	12.7	5.1	6.1	19.4	5.0	5.6	12.1
Route DAR Weekday	829	1,494	80.2	1,663	2,789	67.7	1.5	1.9	28.0	1.5	1.9	20.2
Route DAR Saturday	107	171	59.8	195	379	94.4	1.9	2.7	39.8	1.9	2.6	37.4
Route DAR Total	936	1,665	77.9	1,858	3,168	70.5	1.5	2.0	28.6	1.6	1.9	22.1
Route J Weekday	6,084	7,847	29.0	12,243	15,461	26.3	5.7	7.2	26.4	5.7	7.4	30.8
Route J Saturday	1,343	988	-26.4	2,304	2,280	-1.0	7.6	7.3	-3.3	7.3	7.5	3.3
Route J Sunday	740	1,011	36.6	1,728	2,227	28.9	4.3	6.0	38.0	5.0	6.6	31.6
Route J Total	8,167	9,846	20.6	16,275	19,968	22.7	5.8	7.1	22.5	5.8	7.3	27.0
Route JPX Weekday	4,171	5,610	34.5	8,851	11,563	30.6	6.8	9.0	32.1	7.0	9.4	34.3
Route LYNX Weekday	6,233	8,469	35.9	12,702	17,494	37.7	7.5	9.9	31.2	7.3	10.4	43.1
Total System-Wide	28,179	37,682	33.7	57,633	73,821	28.1	4.7	5.9	25.3	4.8	5.9	24.5

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

Date: 08/26/2021



Distribution by Time of Day Lynx TransBay 08/26/2021



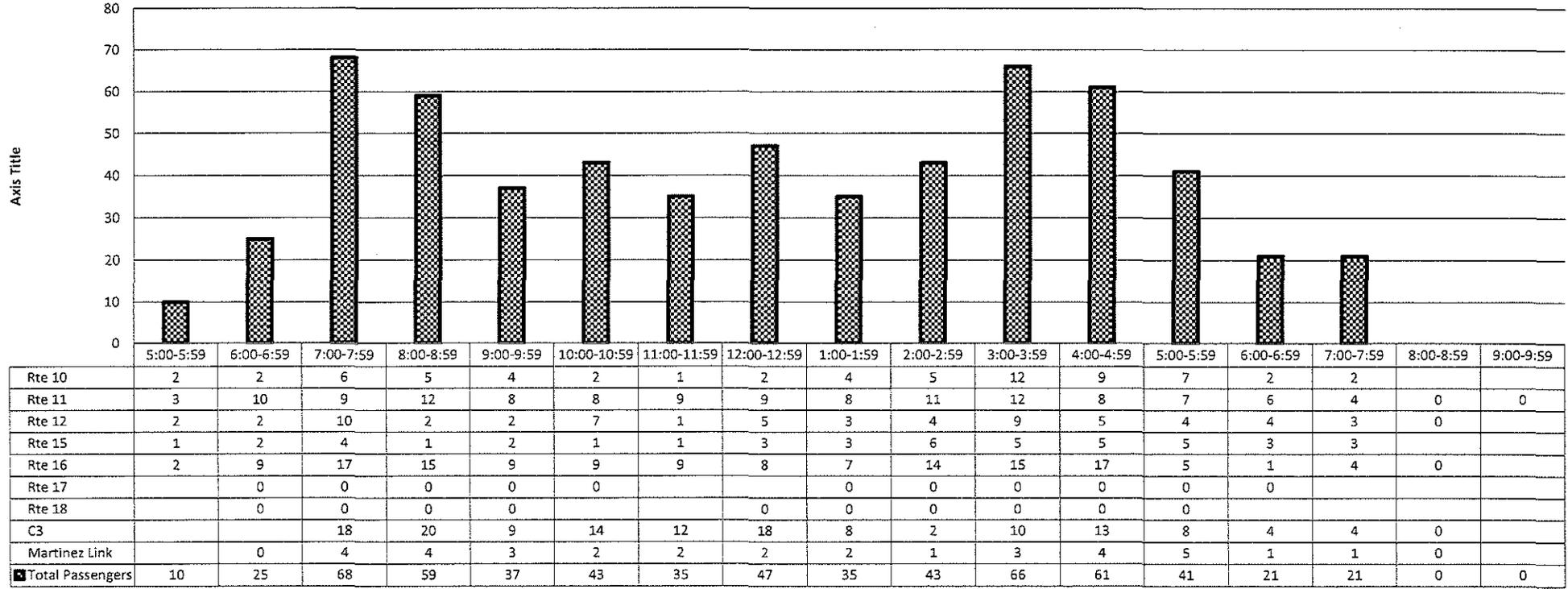
Distribution by Time of Day - Fixed Route

Date: 3/26/2021

	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	2	6	5	4	2	1	2	4	5	12	9	7	2	2		
Rte 11	3	10	9	12	8	8	9	9	8	11	12	8	7	6	4	0	0
Rte 12	2	2	10	2	2	7	1	5	3	4	9	5	4	4	3	0	
Rte 15	1	2	4	1	2	1	1	3	3	6	5	5	5	3	3		
Rte 16	2	9	17	15	9	9	9	8	7	14	15	17	5	1	4	0	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			18	20	9	14	12	18	8	2	10	13	8	4	4	0	
Martinez Link		0	4	4	3	2	2	2	2	1	3	4	5	1	1	0	
Total Passengers	10	25	68	59	37	43	35	47	35	43	66	61	41	21	21	0	0

Total Route 10	65
Total Route 11	124
Total Route 12	63
Total Route 15	45
Total Route 16	141
Total Route 17	0
Total Route 18	0
Total C3	140
Martinez Link	34
Total	612

Distribution By Time Of Day Fixed Route 08/26/2021



Distribution by Time of Day - WestCAT Express

Date: 8/26/2021

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	
JPX		25	35	31	20	18	15	11	12	16	19	40	36	35	18	6	5
J	0	16	27	35	27	11	16	15	18	15	43	50	53	34	24	17	13
Total Passengers	0	41	62	66	47	29	31	26	30	31	62	90	89	69	42	23	18

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	8	2	0	0
Total Passengers	8	2	0	0

JX	0
JPX	342
J	424
Total	766

Distribution by Time of Day -Lynx Transbay

Date: 8/26/2021

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	40	64	53	20	7	12	8	2	1	28	43	51	60	36	2	0
Total Passengers	0	40	64	53	20	7	12	8	2	1	28	43	51	60	36	2	0

	21:00-21:59
TransBay LYNX	0
Total Passengers	0

Total Lynx	427
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Agenda Item 2.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY RESOLUTION NO. 2021-05

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY FOR THE 30-DAY PERIOD BEGINNING OCTOBER 14, 2021 PURSUANT TO AB 361

WHEREAS, the Western Contra Costa Transit Authority ("WCCTA") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of Pinole, the City of Hercules, and the County of Contra Costa); and

WHEREAS, all WCCTA meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch WCCTA's legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all WCCTA Board meetings and meetings of all WCCTA legislative bodies; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the WCCTA Board make specified findings. AB 361 (2021) took effect immediately; and

WHEREAS, AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625; and

WHEREAS, AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in WCCTA's jurisdiction, specifically, Governor Newsom has declared a State of Emergency due to COVID-19; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household; and

WHEREAS, because of the rise in cases due to the Delta variant of COVID-19, the WCCTA Board of Directors is concerned about the health and safety of all individuals who intend to attend WCCTA Board meetings and meetings of WCCTA’s other legislative bodies; and

WHEREAS, the WCCTA Board of Directors hereby finds that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the legislative bodies and staff, should WCCTA’s legislative bodies hold in person meetings; and

WHEREAS, WCCTA shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Western Contra Costa Transit Authority as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the WCCTA Board of Directors makes the following findings:
 - a) The WCCTA Board of Directors has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the WCCTA Board of Directors and WCCTA’s legislative bodies, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and as a result of the presence of COVID-19 and the increase of cases due to the Delta variant, meeting in person would present imminent risks to the health or safety of attendees, the legislative bodies and staff.
3. The WCCTA Board of Directors and WCCTA’s legislative bodies may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
4. The WCCTA Board of Directors will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

Regularly passed and adopted this 14th day of October, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Aleida Andrino-Chavez, Chair, Board of Directors

ATTEST: _____
Clerk to the Board