



Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: December 10, 2020 (Thursday)
TIME: 6:30 PM
PLACE: Via Zoom conference call (access details
below)

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely:

Topic: WCCTA Board Meeting December 2020
Time: Dec 10, 2020 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/86527661756>

Meeting ID: 865 2766 1756
One tap mobile
+16699006833,,86527661756# US (San Jose)
+12532158782,,86527661756# US (Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 865 2766 1756
Find your local number: <https://us02web.zoom.us/u/kbTEtdAY2n>

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.

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 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.

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 Meeting of November 12, 2020. *
- 1.2 Approval of Expenditures of November 2020. *
- 1.3 Receive Contractors Monthly Management Report for Oct. & Nov. 2020. *
[Action Requested: Approve Items 1.1 and 1.2 and Receive Item 1.3]

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Approval of Task Order 4 under On-Call Engineering Services Contract with Gannett Fleming Inc. to Secure Additional Design and Engineering Support during Construction for Bus Wash Replacement Project. Exercise additional option year to extend On-Call Engineering Services Contract with Gannett Fleming through May 11, 2022. **[Action Requested: Formal Approval of Task Order 4 Proposal at a Cost Not to Exceed \$120,000, to be covered by Transportation Development Act reserves. Authorization for General Manager to Exercise Additional Option Year under Contract to Extend Term of Agreement through May 11, 2022).]. ^^**
- 2.2 Discussion of Preparations for Resuming Fare Collection in February, 2021. **[Action Requested: Discussion and Direction to Staff].**
- 2.3 Presentation and Approval of 2021 WestCAT Administration and Operations Holiday Schedule **[Action Requested: Approval of 2021 Holiday Schedule]. ***
- 2.4 Update on 2020 Food and Toy Drive and Community-Focused Activities. **[No Action: Information Only].**

3.0 COMMITTEE REPORTS

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

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION

6.0 ADJOURNMENT

- * Enclosures
- ^^ To Be Distributed Separately

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). 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 January 14, 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**

November 12, 2020	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 Director Tave led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Norma Martinez-Rubin, Vice-Chair Aleida Andrino-Chavez, Chris Kelley, Dion Bailey, Anthony Tave, Tom Hansen, Dr. Maureen Powers arrived at 6:33 PM

STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Donesha McKinley, Administrative Analyst

GUESTS PRESENT

Peter Edwards, MVT General Manager, Pinole, Karen DeRosa, MVT Assistant General Manager, 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 Andrino-Chavez to approve the agenda. The motion was carried by the following vote:

Ayes: 7–Chavez, Kelley, Bailey, Powers, Hansen, Tave, 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, the Board reported there were no conflicts with any items on the Consent Calendar.

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

Ayes: 7–Andrino-Chavez, Kelley, Bailey, Powers, Hansen, Tave, Martinez-Rubin

2) ITEMS FOR BOARD ACTION / DISCUSSION

2.1 Presentation of WCCTA's Federally-mandated Public Transportation Agency Safety Plan (PTASP): Approve WCCTA's Federally-mandated Public Transportation Agency Safety Plan (PTASP)

Chair Martinez-Rubin introduced the item. Transit Grants and Compliance Manager Furnary provided some background on the plan, and highlighted some of the necessary elements.

He explained that in 2018 the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule requiring public transportation operators that receive federal funds to develop an agency safety plan that includes the processes and procedures to implement a safety management system. To comply, WestCAT developed its safety plan in accordance with federal and state mandates that require us to establish and implement such a plan. This was done in coordination with MV Transportation's safety plan to ensure that the two plans were not in conflict. The plan that has been provided to the Board was developed using the guidelines and template provided by the FTA and includes four necessary elements for compliance as follows: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

Most of the procedures identified in our PTASP are already in place and followed by WestCAT and MV personnel. The plan formalizes and makes official these safety procedures while adhering to the guidelines set by the FTA. It is reviewed and updated annually. The rule requires that the PTASP be approved by the agency's governing board and staff is recommending that the Board approve WestCAT's federally mandated PTASP. Approval of the plan will have a positive impact on WestCAT's customers and its employees.

Chair Martinez-Rubin added that the plan is available to the public for review on the agency's web site and it is very detailed and comprehensive.

Director Powers made comments and asked questions. Transit Grants and Compliance Manager Furnary answered her questions.

MOTION: A motion was made by Director Kelley, seconded by Vice-Chair Andrino-Chavez to Approve WCCTA's Federally-mandated Public Transportation Agency Safety Plan (PTASP).
The motion was carried by the following vote:

Ayes: 7– Andrino-Chavez, Kelley, Bailey, Powers, Hansen, Tave, Martinez-Rubin

2.2 Authorization for General Manager to Enter into Purchase Contract with Gillig LLC for the Purchase of Four 40' Heavy Duty Transit Buses (to replace four 2002 year-model vehicles) Using Pricing and Procurement Authority from CalACT/MBTA Purchasing Cooperative: Authorize General Manager to Issue Purchase Order Not to Exceed \$2,420,000, (inclusive of Applicable Taxes), to Gillig, LLC. for Purchase and Delivery of Four (4) Forty Foot Low Floor Transit Buses. Funding to be Provided by Federal Transit Administration, AB664 Bridge Toll Revenues, TDA Capital Reserves, and STA State of Good Repair Program

Chair Martinez-Rubin introduced the item. Assistant General Manager Thompson provided a staff report.

Assistant General Manager Thompson said that staff are seeking authorization to enter into the purchase agreement with Gillig for four heavy duty transit vehicles to replace four 2002 year-models not to exceed

\$2,420,000. The FTA will provide approximately \$1.9 Million of the funding and the remaining will be a combination of local sources; bridge tolls, TDA, and the STA State of Good Repair Program. Officially twelve-year vehicles according to the FTA program, the vehicles were actually eligible for replacement back in 2014, but coupled with the fact that we've kept the vehicles because of how well they performed, we brought their replacements to the Board as part of the FY18/19 budget, and so the funding was actually approved back then and tonight we're just seeking to move forward with the actual replacement and purchase.

We do have a quote from Gillig, and we are still finalizing the numbers, but that's where we base the "Not to Exceed" amount. What we've been quoted so far would allow us to move forward with the authority within the \$2.4 Million "Not to Exceed" amount that we're asking for tonight.

Staff recommends the Board authorize the General Manager to enter into the agreement as stated.

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

For the public, Assistant General Manager Thompson explained that vehicles of this age are typically sent to auction, because they aren't generally worth a lot, but there's also the possibility of keeping them as a contingency fleet, so they would be there for emergencies. However, that's still up for discussion. Part of the federal process is that we replace and remove the vehicles from the active fleet.

To Chair Martinez-Rubin's question relating to the new vehicles and installation of the Automatic Vehicle Locator (AVL) equipment, Assistant General Manager Thompson replied that we're trying to finalize what equipment we can retrofit and what equipment would be brand new, but at the end of the day, all of the vehicles will have that equipment on board and be part of the same functioning fleet in that sense.

MOTION: A motion was made by Director Kelley, seconded by Vice-Chair Andrino-Chavez to Authorize General Manager to Issue Purchase Order Not to Exceed \$2,420,000, (inclusive of Applicable Taxes), to Gillig, LLC. for Purchase and Delivery of Four (4) Forty Foot Low Floor Transit Buses. Funding to be Provided by Federal Transit Administration, AB664 Bridge Toll Revenues, TDA Capital Reserves, and STA State of Good Repair Program: The motion was carried by the following vote:

Ayes: 7– Andrino-Chavez, Kelley, Bailey, Powers, Hansen, Tave, Martinez-Rubin

2.3 Power Point Presentation and Discussion of Service Priorities.: Discussion and Direction to Staff

Chair Martinez-Rubin introduced the item. General Manager Anderson provided a staff report and Power Point Presentation.

General Manager Anderson said that this Power Point Presentation of *Service Allocation and Priorities for Next Phases of Pandemic* is the same as was presented to the Finance and Administrations Committee at their latest meeting.

At the conclusion of the presentation, General Manager Anderson opened the item up for discussion, questions, and direction to staff.

Chair Martinez-Rubin made comments.

General Manager Anderson confirmed that WestCAT will continue to operate the local services that have bus stops at the schools, but not at the bell times and with limited capacity.

Board members made comments and asked questions, General Manager Anderson responded.

General Manager Anderson stated that staff are currently reviewing other fare collection alternatives, *not* including the 31-day passes on any of the services and the public will be notified of this as part of the reinstatement of fare collection, and included along with the public information that we put out at that point.

To a question concerning farebox and possible additional revenues he responded that there's a lot of acknowledgement that transit generally is in difficult waters at the moment. There's advocacy, but he doesn't think that any state or federal entity is in a position to do much to help in any significant way the moment. The prospect is pretty limiting. He offered that until there is widespread administration of a vaccine, we will remain in a kind of sorting out period, and will have difficult decisions about how to reinstitute and prioritize services, and about the larger existential question of what role we have as an industry. This is a critical time to ask for increasing Board input about how to make the best use of our limited resources throughout this period of recovery, or survival.

He confirmed that with respect to the schools, it is crucial to be part of the planning efforts that the districts are having about reopening in order to identify possible mobility alternatives and to facilitate, communication and information sharing with parents.

Every single transit agency is in the same situation that we are right now. However, by February we expect to have a better understanding of our financial position. Therefore, it would be prudent to keep the existing service levels as long as we can afford to, without eating into our capital obligations or other needs. We also expect to have a slightly better picture of what the demand increase is going to be after the holidays, and that's probably the point to begin the strategic discussion about where to put the resources we have, and what to cut in order to get us through what we expect to be the duration of the pandemic.

Chair Martinez-Rubin confirmed the F&A Committee's desire of maintaining the same service levels, and informing the school district sooner rather than later about not being able to meet their expectations due to the capacity restrictions on the buses.

Board members asked additional questions.

General Manager agreed that it is time to reach out to the school district to better understand their plans, and to tell them our limited ability to help them out on the transportation side of things, and he asked everyone to try and help communicate that effectively to the parents. He reiterated that the agency is not in a position to reinstate the school trippers right now, without negatively impacting other needs in the community. He clarified that we are saving some money by not operating vehicles right now, and bearing the operating costs of those vehicles, but we'll run out of that option soon, so we'll put more vehicles back into service as the need arises, but it is really just reallocating what limited additional capacity we have and not generating any savings per se.

Board members made some additional comments.

It was the consensus of the Board to maintain the current service levels, and as soon as possible, inform the school district and the parents that WestCAT will not be able to reinstate the school trippers at this time due to the capacity restrictions on the buses.

General Manager Anderson thanked the Board for their input and established that as we see demand for our service increase beyond the level that we think we can manage, there will be a prioritization that we will need to make a decision about, and that's why it is time to begin that conversation with the Board, so he appreciates that.

1) COMMITTEE REPORTS

1.1. General Manager's Report

General Manager Anderson provided a report on the following:

1. WestCAT bus wash project
2. The current situation at BART and our discussions with them and MTC about their desire to restructure the feeder bus arrangements.
3. As of November 1st, we began a one-seat ride pilot project for ADA paratransit passengers, through an agreement we now have with County Connection.

Director Hansen asked a question. General Manager Anderson replied.

1.2. WCCTAC Report

Director Andrino-Chavez provided a report on the WCCTAC meeting that took place on October 23, 2020.

1.3. CORRESPONDENCE

NONE.

2) BOARD COMMUNICATION

Director Bailey thanked staff for all of their hard work.

Chair Martinez-Rubin extended her thanks to the MVT staff as well.

MVT General Manager Edwards expressed his thanks to General Manager Anderson and his staff for keeping us going and funded during this disparate time. They have not had to lay-off or furlough anyone at this time, so that is a testament to how he cares for the system and the process for keeping us operating, so he appreciates that.

General Manager Anderson added that the service is delivered by MVT General Manager Edwards and the great team of managers and employees that he has. They've been awesome and as far as he can tell, morale is fantastic and it is really by virtue of the management approach of Peter and his team that we have service on the street every day and that is much appreciated.

Chair Martinez-Rubin asked the drivers to remain safe and the public to please continue adhering to public health guidelines that help everyone in having a safe ride on our buses.

Director Andrino-Chavez added the Roy Sweringen is stepping down from the WCCTAC Board after 8.5 years, but he is not sure of his replacement. Lastly, she communicated that Linda Young, previously the Transportation Demand Manager at WCCTAC/ 511 Contra Costa approximately eight years ago passed away in July of COVID-19.

Director Powers added her thanks to staff and said that is really great to work for an agency that you can be proud of, and one that she is proud to be a representative for. She concluded that WCCTAC is not going to meet in November, and their next meeting is on December 11th.

3) ADJOURNMENT

At 8:10 PM, Chair Martinez-Rubin adjourned the regular meeting of the WCCTA Board of Directors of November 12, 2020

Martinez-Rubin, Chair

Date

Charles Anderson, Secretary

Date

WCCTA - WestCAT
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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
10/27/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	41454	Oct inspection Afforda-Test	100.00	 100.00
10/29/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-I101114	Vehicle repair units #203 and #204 All-Pro Glass	500.00	 500.00
10/29/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	47569	Vehicle parts Bay Area Bus Repair, Inc.	63.00	 63.00
10/31/20	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	06523268	Classified advertising Bay Area News Group East Bay	169.20	 169.20
10/20/20	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1001	Graffiti removal supplies BayChem Supply	618.32	 618.32
10/31/20	11103 Office Equipment & Furniture 20100 Accounts Payable	10/20	Oct payment Bank of America Business Card	7,277.31	 7,277.31
11/15/20	50300-60 Outside Services, Admin 20100 Accounts Payable	Box 7974	Audit for FY 19/20 Carathimas & Associates	18,000.00	 18,000.00
10/26/20	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-1116925	Janitorial supplies Central Sanitary Supply	706.96	 706.96
11/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	11/20	Nov cell phone reimbursement Nov cell phone reimbursement Charles Anderson	40.00 20.00	 60.00
10/27/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	128809	Vehicle parts Chuck's Brake & Wheel	1,437.42	 1,437.42
10/29/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4065867123	Uniform Cintas Corporation	1,403.99	 1,403.99
11/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	111013506	Fiber optic network Fiber optic network Comcast Business	1,066.67 533.33	 1,600.00
10/9/20	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	20 292063	Sewer use FY 20/21 Sewer use FY 20/21 Contra Costa County Tax Collector	2,343.43 1,171.71	 3,515.14

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For the Period From Jul 1, 2020 to Dec 31, 2020

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/9/20	50500-10 Utilities, Operations	20 292073	FED storm water and health PRCL tax	233.06	
	50500-60 Utilities, Admin		FED storm water and health PRCL tax	116.52	
	20100 Accounts Payable		Contra Costa County Tax Collector		349.58
10/1/20	50215-60 Fringe Benefits, Admin	10/20	Oct LTD	667.54	
	20200 Accrued Payroll Liabilities		Oct supplemental life ins	288.77	
	20100 Accounts Payable		BCC		956.31
12/1/20	50215-60 Fringe Benefits, Admin	12/20	Dec LTD	667.54	
	20200 Accrued Payroll Liabilities		Dec supplemental life ins	288.77	
	20100 Accounts Payable		BCC		956.31
10/14/20	10202 A/R Accrual - MV & Insuranc	14-2020-OCT	Oct ins admin fee	3,081.20	
	20100 Accounts Payable		California Transit Systems		3,081.20
10/23/20	50300-41 Outside Service, Vehicle Main	Y5-43460	Vehicle repair unit #601	796.45	
	20100 Accounts Payable		Cummins Pacific LLC		796.45
10/27/20	50499-41 Other Mat & Supplies,Veh Ma	57547	Vehicle parts	682.81	
	20100 Accounts Payable		Diesel Marine Electric		682.81
11/8/20	50300-42 Outside Service, Non-Veh Mai	11/20	Bus shelter maint	660.00	
	20100 Accounts Payable		Don Hinkle		660.00
10/21/20	50500-10 Utilities, Operations	10/20	Water service 8/21-10/21/20	1,279.72	
	50500-60 Utilities, Admin		Water service 8/21-10/21/20	639.84	
	20100 Accounts Payable		EBMUD		1,919.56
10/21/20	50499-41 Other Mat & Supplies,Veh Ma	M- 61462884	Vehicle parts	3,168.76	
	20100 Accounts Payable		FleetPride		3,168.76
10/19/20	50401-10 Fuel & Lubricants	M- 20-202948	DEF, motor oil, and FCAB50	1,606.80	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,606.80
11/16/20	50401-10 Fuel & Lubricants	M- 20219241	DEF, motor oil, and FCAB50	2,167.13	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		2,167.13
11/16/20	11105 Oper, Maint & Admin Facility	062936.03*103585	Buswash support serv task order 3	13,924.47	
	20100 Accounts Payable		Gannett Fleming, Inc.		13,924.47
11/9/20	50300-42 Outside Service, Non-Veh Mai	INV0045	Cleaning and disinfecting	2,751.00	
	20100		GCI JANITORIAL SERVICES		2,751.00

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
10/30/20	50499-41 Other Mat & Supplies, Veh Ma 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M- 40746605	Vehicle parts Vehicle parts unit #166 DOA 10/27/20 Gillig LLC	10,682.14 259.39	 10,941.53
10/30/20	11104 Facility Repairs 20100 Accounts Payable	147889	New floor tile front desk (COVID-19) Granada Floor	2,776.31	 2,776.31
11/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	11/20	Nov Dental ins Health Care Dental	886.51	 886.51
10/29/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- FOW315729	Vehicle parts Hilltop Ford	4,910.37	 4,910.37
10/30/20	50402-10 Tires & Tubes 20100 Accounts Payable	M- 135716	Oct tires J & O's Commercial Tire Center	5,564.23	 5,564.23
12/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	12/20	Dec health ins Kaiser Foundation Health Plan, Inc.	10,548.49	 10,548.49
10/30/20	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M- G99402	Vehicle parts Vehicle repair unit #156 Kenworth Pacific Holding	10,301.48 475.19	 10,776.67
10/5/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	8281247	Vehicle parts Kimball Midwest	442.37	 442.37
10/28/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	45-6921-140	Quarterly maint Monterey Mechanical	432.00	 432.00
10/31/20	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	109895	Oct adj MV Transportation	6,954.13	 6,954.13
10/31/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	366329	Vehicle parts Napa Auto Parts Antioch	3,012.78	 3,012.78
11/7/20	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	70108503	Nov copier Pacific Office Automation/Lease	356.16	 356.16
11/14/20	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	70273116	Property tax and admin fee (copier) Pacific Office Automation/Lease	178.46	 178.46

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	59932	Nov landscaping Pacific Site Landscaping	557.87	 557.87
10/31/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-102020	Oct-Nov phone service Oct-Nov phone service STREAMS	754.16 377.07	 1,131.23
11/9/20	50499-41 Other Mat & Supplies, Veh Ma 50499-42 Other Mat&Suppl, Non-Veh 50401-10 Fuel & Lubricants 50908-10 Marketing & Advertising, Ope 50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	11/20	Vehicle parts Janitorial supplies Propane gas (x2) Employee anniversary (Karen) Office supplies Petty Cash, WCCTA/Erenia Rivera	31.08 14.52 80.33 100.00 98.44	 324.37
10/30/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	99696G	Black sliding gate repair R & S Erection of Richmond, Inc.	450.00	 450.00
10/31/20	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153964216	Oct service Oct service Republic Services #851	565.91 282.95	 848.86
11/18/20	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	2	Buswash Saboo Inc.	103,704.37	 103,704.37
10/3/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	164703	Diesel Spartan Tank Lines, Inc.	16,882.17	 16,882.17
10/14/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	164937	Diesel Spartan Tank Lines, Inc.	16,623.61	 16,623.61
10/26/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	165211	Diesel Spartan Tank Lines, Inc.	16,970.53	 16,970.53
7/28/20	11101 Transp. Vehicles & Equipment 20100 Accounts Payable	135155	Bike racks Sportworks Northwest, Inc.	7,461.47	 7,461.47
10/27/20	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M- 2678413591	Office supplies Staples	82.51	 82.51
10/21/20	50300-10 Outside Services, Operations 20100 Accounts Payable	10/20	DAR tablets and phones T-MOBILE	3,863.88	 3,863.88

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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
11/16/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82244127	Vehicle parts The Aftermarket Parts Company, LLC	133.30	133.30
11/5/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	3897	Annual renewal 10/19/20-10/18/21 Trillium Solutions, Inc.	2,600.00	2,600.00
10/21/20	50300-10 Outside Services, Operations 20100 Accounts Payable	9865380018	Oct cell phones Verizon Wireless	568.85	568.85
10/31/20	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	10/20	Oct service Oct service Western Exterminator Co.	102.67 51.33	154.00
11/17/20	11103 Office Equipment & Furniture 20100 Accounts Payable	20050065	Netcloud renewal (11/20/20-11/19/210) Wireless N WiFi	9,744.01	9,744.01
				308,352.76	308,352.76



	October FY 20/21	October FY 19/20	% Change	Year-To-Date FY 20/21	Year-To-Date FY 19/20	% Change
System Total						
Total Passengers	31,361	120,323	-73.9	117,315	431,371	-72.8
Revenue Passengers	0	109,223	-100.0	0	393,056	-100.0
Weekday Total Passengers	28,553	116,187	-75.4	107,419	412,743	-74.0
Saturday Total Passengers	1,921	2,701	-28.9	6,538	11,517	-43.2
Sunday Total Passengers	887	1,435	-38.2	3,358	7,111	-52.8
Weekday Average Passengers	1,298	5,052	-74.3	1,249	4,744	-73.7
Saturday Average Passengers	384	675	-43.1	363	677	-46.4
Sunday Average Passengers	222	359	-38.2	177	374	-52.7
Vehicle Revenue Hours	6,333.42	10,010.18	-36.7	24,307.11	38,317.64	-36.6
Total Vehicle Hours	6,701.34	10,687.27	-37.3	25,790.14	40,909.76	-37.0
Revenue Vehicle Miles	108,725.1	180,908.1	-39.9	421,822.2	688,186.3	-38.7
Total Miles	119,906.0	198,079.0	-39.5	480,010.0	757,408.1	-36.6
Dial-A-Ride Program						
Number of Weekdays	22	23	-4.3	86	87	-1.1
Number of Saturdays	5	4	25.0	18	17	5.9
Total Passengers	1,182	3,126	-62.2	3,985	12,306	-67.6
Revenue Passengers		2,942	-100.0	0	11,551	-100.0
Weekday Total Passengers	1,024	2,934	-65.1	3,541	11,532	-69.3
Saturday Total Passengers	158	192	-17.7	444	774	-42.6
Weekday Average Passengers	47	128	-63.3	41	133	-69.2
Saturday Average Passengers	32	48	-33.3	25	46	-45.7
Vehicle Revenue Hours	749.40	1,415.47	-47.1	2,534.98	5,517.83	-54.1
Total Vehicle Hours	827.29	1,544.42	-46.4	2,883.43	6,021.76	-52.1
Productivity	1.58	2.21	-28.5	1.57	2.23	-29.6
Revenue Vehicle Miles	12,899.0	18,365.9	-29.8	47,577.9	70,854.2	-32.9
Total Miles	14,640.0	19,944.0	-26.6	52,926.1	77,557.0	-31.8
Express Routes Program						
Number of Weekdays	22	23	-4.3	86	87	-1.1
Number of Saturdays	5	4	25.0	18	17	5.9
Number of Sundays	4	4	0.0	19	19	0.0
Total Passengers	13,743	48,958	-71.9	50,860	180,712	-71.9
Revenue Passengers	0	44,669	-100.0	0	166,332	-100.0
Weekday Total Passengers	11,507	45,497	-74.7	42,866	165,016	-74.0
Saturday Total Passengers	1,349	2,026	-33.4	4,636	8,585	-46.0
Sunday Total Passengers	887	1,435	-38.2	3,358	7,111	-52.8
Weekday Average Passengers	523	1,978	-73.6	498	1,897	-73.7
Saturday Average Passengers	270	507	-46.7	258	505	-48.9
Sunday Average Passengers	222	359	-38.2	177	374	-52.7
Vehicle Revenue Hours	2,073.48	3,535.94	-41.4	8,120.55	13,509.68	-39.9
Total Vehicle Hours	2,169.59	3,818.94	-43.2	8,498.64	14,622.18	-41.9
Productivity	6.63	13.85	-52.1	6.26	13.38	-53.2
Revenue Vehicle Miles	28,602.7	64,316.0	-55.5	112,403.1	245,765.9	-54.3
Total Miles	30,330.3	70,343.3	-56.9	119,199.5	268,432.1	-55.6



Monthly Management Report Summary

October, FY 20/21

System & Program Summary

	October FY 20/21	October FY 19/20	% Change	Year-To-Date FY 20/21	Year-To-Date FY 19/20	% Change
Local Fixed Routes Program						
Number of Weekdays	22	23	-4.3	86	87	-1.1
Number of Saturdays	5	4	25.0	18	17	5.9
Total Passengers	8,916	33,437	-73.3	35,311	111,751	-68.4
Revenue Passengers	0	27,393	-100.0	0	90,996	-100.0
Weekday Total Passengers	8,502	32,954	-74.2	33,853	109,593	-69.1
Saturday Total Passengers	414	483	-14.3	1,458	2,158	-32.4
Weekday Average Passengers	386	1,433	-73.1	394	1,260	-68.7
Saturday Average Passengers	83	121	-31.4	81	127	-36.2
Vehicle Revenue Hours	2,608.68	3,317.24	-21.4	10,163.50	12,704.27	-20.0
Total Vehicle Hours	2,725.60	3,483.71	-21.8	10,619.16	13,306.73	-20.2
Productivity	3.42	10.08	-66.1	3.47	8.80	-60.6
Revenue Vehicle Miles	41,468.7	51,807.7	-20.0	161,704.8	195,982.8	-17.5
Total Miles	43,861.1	54,958.3	-20.2	171,022.4	207,648.2	-17.6
Transbay Lynx Program						
Number of Weekdays	22	23	-4.3	86	87	-1.1
Total Passengers	7,520	34,802	-78.4	27,159	126,602	-78.5
Revenue Passengers	0	34,219	-100.0	0	124,177	-100.0
Weekday Total Passengers	7,520	34,802	-78.4	27,159	126,602	-78.5
Weekday Average Passengers	342	1,513	-77.4	316	1,455	-78.3
Vehicle Revenue Hours	901.86	1,741.53	-48.2	3,488.08	6,585.86	-47.0
Total Vehicle Hours	978.86	1,840.20	-46.8	3,788.91	6,959.09	-45.6
Productivity	8.34	19.98	-58.3	7.79	19.22	-59.5
Revenue Vehicle Miles	25,754.8	46,418.6	-44.5	100,136.4	175,583.4	-43.0
Total Miles	27,356.4	48,325.3	-43.4	106,394.0	182,795.7	-41.8

Preventable Accidents per Miles Driven in 12 Month
Period

October-20

	Miles	Accidents	Frequency 12 Month Period
FR	1,483,684	15	98,912
DAR	164,275	1	164,275

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	0	3	4	1	0	3	7
DAR	1	0	1	1	0	0	0	1



Passenger & Productivity Statistical Report

October, FY 20/21

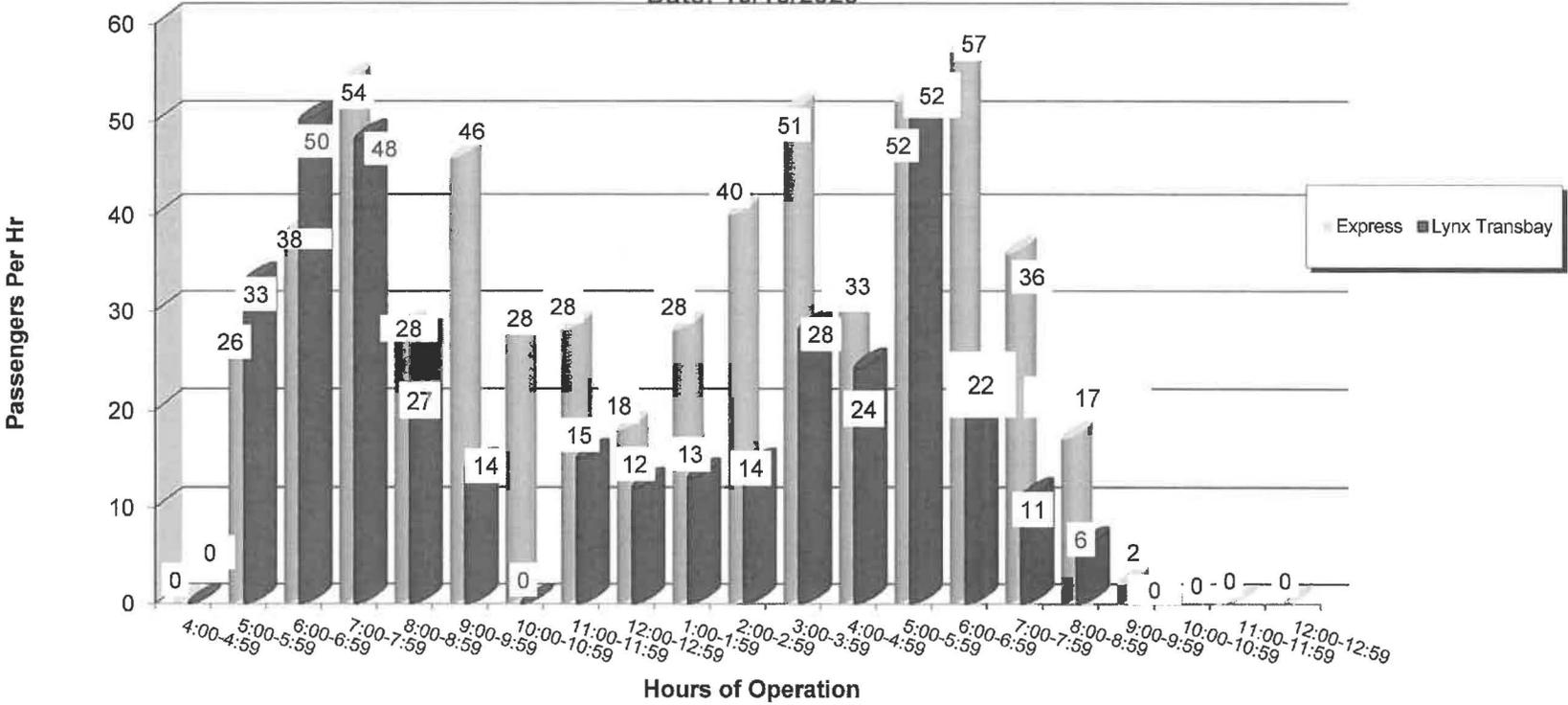
System

All Routes

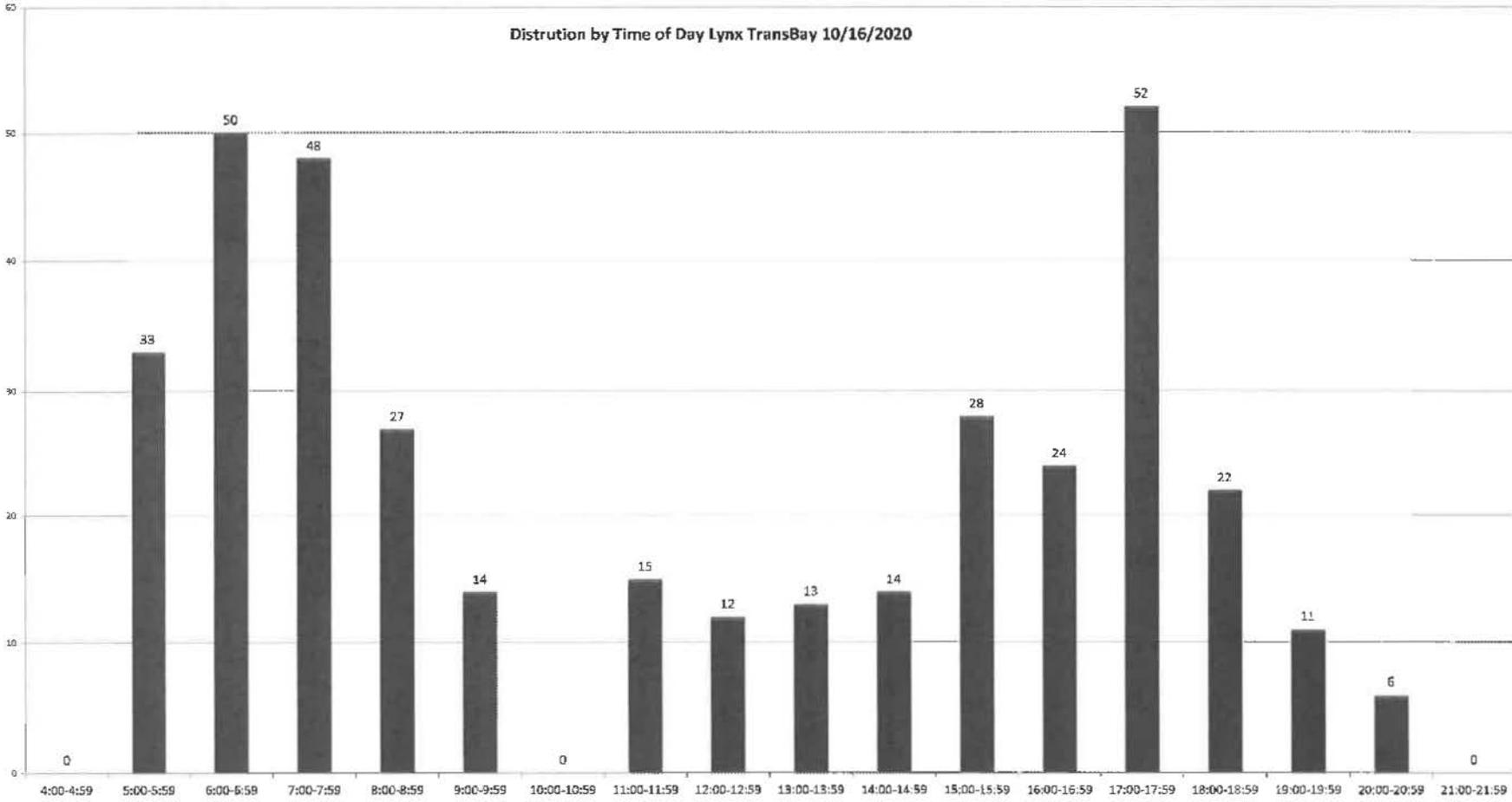
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	October			Fiscal Year To Date			October			Fiscal Year To Date		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Route 10 Weekday	3,329	557	-83.3	10,148	2,157	-78.7	12.0	2.8	-76.4	10.0	2.8	-71.9
Route 11 Weekday	6,018	1,579	-73.8	21,103	6,801	-67.8	15.7	4.5	-71.4	12.8	4.9	-61.4
Route 11 Saturday	215	197	-8.4	1,099	743	-32.4	4.4	3.3	-25.0	5.3	3.4	-34.9
Route 11 Total	6,233	1,776	-71.5	22,202	7,544	-66.0	14.4	4.3	-70.0	12.0	4.7	-60.4
Route 12 Weekday	3,721	585	-84.3	12,273	2,399	-80.5	11.3	2.5	-77.7	10.2	2.6	-74.1
Route 15 Weekday	2,119	541	-74.5	7,553	2,177	-71.2	8.1	2.3	-72.0	7.7	2.3	-69.5
Route 16 Weekday	6,929	1,982	-71.4	21,303	7,548	-64.6	10.1	3.2	-68.5	8.3	3.1	-62.4
Route 19 Saturday	268	217	-19.0	1,059	715	-32.5	4.8	3.4	-29.9	4.5	3.1	-30.9
Route 30Z Weekday	2,455	598	-75.6	9,478	2,475	-73.9	5.4	2.0	-62.6	5.5	2.1	-61.2
Route C3 Weekday	7,271	2,660	-63.4	23,636	10,296	-56.4	12.7	4.9	-61.9	11.0	4.8	-56.2
Route DAR Weekday	2,934	1,024	-65.1	11,532	3,541	-69.3	2.2	1.5	-30.9	2.2	1.5	-31.5
Route DAR Saturday	192	158	-17.7	774	444	-42.6	2.3	2.0	-10.8	2.2	2.0	-8.2
Route DAR Total	3,126	1,182	-62.2	12,306	3,985	-67.6	2.2	1.6	-28.6	2.2	1.6	-29.5
Route J Weekday	23,995	6,599	-72.5	85,571	24,752	-71.1	14.3	6.0	-58.1	13.7	5.8	-58.1
Route J Saturday	2,026	1,349	-33.4	8,585	4,636	-46.0	10.8	7.4	-31.6	10.7	7.3	-32.3
Route J Sunday	1,435	887	-38.2	7,111	3,358	-52.8	9.1	6.5	-28.9	9.5	5.2	-45.9
Route J Total	27,456	8,835	-67.8	101,267	32,746	-67.7	13.6	6.2	-54.2	13.0	5.9	-55.0
Route JPX Weekday	14,080	4,908	-65.1	51,044	18,114	-64.5	13.6	7.5	-44.9	13.1	7.2	-45.2
Route LYNX Weekday	34,802	7,520	-78.4	126,602	27,159	-78.5	20.0	8.3	-58.3	19.2	7.8	-59.5
Total System-Wide	111,789	31,361	-71.9	398,871	117,315	-70.6	12.0	5.0	-58.9	11.2	4.8	-57.0

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

Date: 10/16/2020



Distrution by Time of Day Lynx TransBay 10/16/2020



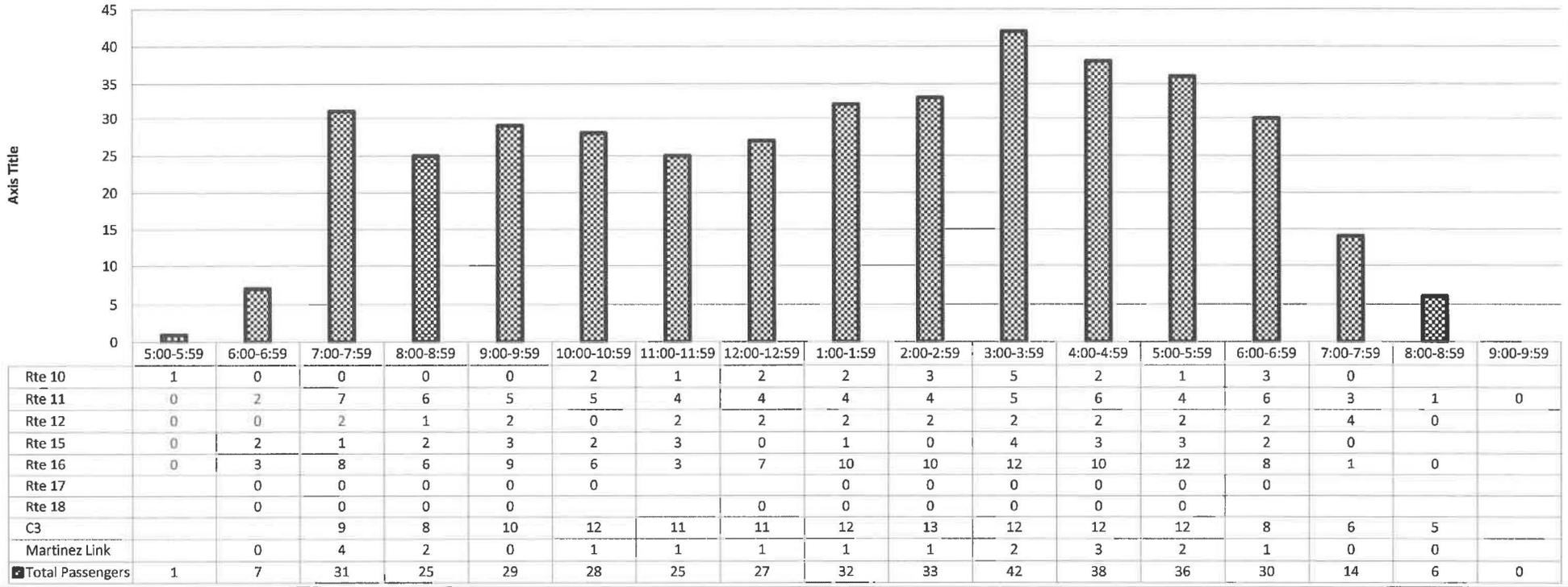
Distribution by Time of Day - Fixed Route

Date: 10/16/2020

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	1	0	0	0	0	2	1	2	2	3	5	2	1	3	0		
Rte 11	0	2	7	6	5	5	4	4	4	4	5	6	4	6	3	1	0
Rte 12	0	0	2	1	2	0	2	2	2	2	2	2	2	2	4	0	
Rte 15	0	2	1	2	3	2	3	0	1	0	4	3	3	2	0		
Rte 16	0	3	8	6	9	6	3	7	10	10	12	10	12	8	1	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			9	8	10	12	11	11	12	13	12	12	12	8	6	5	
Martinez Link		0	4	2	0	1	1	1	1	1	2	3	2	1	0	0	
Total Passengers	1	7	31	25	29	28	25	27	32	33	42	38	36	30	14	6	0

Total Route 10	22
Total Route 11	66
Total Route 12	25
Total Route 15	26
Total Route 16	105
Total Route 17	0
Total Route 18	0
Total C3	141
Martinez Link	19
Total	404

Distrubution By Time Of Day Fixed Route 10/16/2020



Distribution by Time of Day - WestCAT Express

Date: 10/16/2020

	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		20	8	30	8	28	10	9	4	8	10	28	4	29	29	8	7
J	0	6	30	24	20	18	18	19	14	20	30	23	29	23	28	28	10
Total Passengers	0	26	38	54	28	46	28	28	18	28	40	51	33	52	57	36	17

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

JX	0
JPX	240
J	342
Total	582

Distribution by Time of Day -Lynx Transbay

Date: 10/16/2020

	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	33	50	48	27	14	0	15	12	13	14	28	24	52	22	11	6
Total Passengers	0	33	50	48	27	14	0	15	12	13	14	28	24	52	22	11	6

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

Total Lynx	369
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Monthly Management Report Summary

November, FY 20/21

System & Program Summary

	November FY 20/21	November FY 19/20	% Change	Year-To-Date FY 20/21	Year-To-Date FY 19/20	% Change
System Total						
Total Passengers	25,589	97,085	-73.6	142,904	528,456	-73.0
Revenue Passengers	0	88,952	-100.0	0	482,008	-100.0
Weekday Total Passengers	22,328	90,617	-75.4	129,747	503,360	-74.2
Saturday Total Passengers	2,124	4,754	-55.3	8,662	16,271	-46.8
Sunday Total Passengers	1,137	1,714	-33.7	4,495	8,825	-49.1
Weekday Average Passengers	1,240	5,034	-75.4	1,248	4,794	-74.0
Saturday Average Passengers	354	679	-47.9	361	678	-46.8
Sunday Average Passengers	190	343	-44.6	180	368	-51.1
Vehicle Revenue Hours	5,400.07	8,395.95	-35.7	29,707.17	46,713.59	-36.4
Total Vehicle Hours	5,702.34	8,957.80	-36.3	31,492.49	49,867.56	-36.8
Revenue Vehicle Miles	94,141.8	149,271.5	-36.9	515,964.0	837,457.8	-38.4
Total Miles	109,575.0	166,115.0	-34.0	589,585.1	923,523.1	-36.2
Dial-A-Ride Program						
Number of Weekdays	18	18	0.0	104	105	-1.0
Number of Saturdays	6	7	-14.3	24	24	0.0
Total Passengers	945	2,743	-65.5	4,930	15,049	-67.2
Revenue Passengers		2,612		0	14,163	-100.0
Weekday Total Passengers	796	2,448	-67.5	4,337	13,980	-69.0
Saturday Total Passengers	149	295	-49.5	593	1,069	-44.5
Weekday Average Passengers	44	136	-67.6	42	133	-68.4
Saturday Average Passengers	25	42	-40.5	25	45	-44.4
Vehicle Revenue Hours	590.30	1,234.10	-52.2	3,125.27	6,751.93	-53.7
Total Vehicle Hours	644.25	1,333.96	-51.7	3,527.69	7,355.72	-52.0
Productivity	1.60	2.22	-27.9	1.58	2.23	-29.1
Revenue Vehicle Miles	11,352.5	15,936.5	-28.8	58,930.4	86,790.7	-32.1
Total Miles	12,174.0	17,250.0	-29.4	65,100.1	94,807.0	-31.3
Express Routes Program						
Number of Weekdays	18	18	0.0	104	105	-1.0
Number of Saturdays	6	7	-14.3	24	24	0.0
Number of Sundays	6	5	20.0	25	24	4.2
Total Passengers	11,855	40,948	-71.0	62,715	221,660	-71.7
Revenue Passengers	0	37,786	-100.0	0	204,118	-100.0
Weekday Total Passengers	9,153	35,644	-74.3	52,019	200,660	-74.1
Saturday Total Passengers	1,565	3,590	-56.4	6,201	12,175	-49.1
Sunday Total Passengers	1,137	1,714	-33.7	4,495	8,825	-49.1
Weekday Average Passengers	509	1,980	-74.3	500	1,911	-73.8
Saturday Average Passengers	261	513	-49.1	258	507	-49.1
Sunday Average Passengers	190	343	-44.6	180	368	-51.1
Vehicle Revenue Hours	1,846.33	3,023.44	-38.9	9,966.88	16,533.12	-39.7
Total Vehicle Hours	1,931.24	3,270.04	-40.9	10,429.88	17,892.22	-41.7
Productivity	6.42	13.54	-52.6	6.29	13.41	-53.1
Revenue Vehicle Miles	25,849.7	54,406.3	-52.5	138,252.7	300,172.1	-53.9
Total Miles	27,376.5	59,363.4	-53.9	146,575.9	327,795.5	-55.3



Monthly Management Report Summary

November, FY 20/21

System & Program Summary

	November FY 20/21	November FY 19/20	% Change	Year-To-Date FY 20/21	Year-To-Date FY 19/20	% Change
Local Fixed Routes Program						
Number of Weekdays	18	18	0.0	104	105	-1.0
Number of Saturdays	6	7	-14.3	24	24	0.0
Total Passengers	6,912	24,829	-72.2	42,223	136,580	-69.1
Revenue Passengers	0	20,443	-100.0	0	111,439	-100.0
Weekday Total Passengers	6,502	23,960	-72.9	40,355	133,553	-69.8
Saturday Total Passengers	410	869	-52.8	1,868	3,027	-38.3
Weekday Average Passengers	361	1,331	-72.9	388	1,272	-69.5
Saturday Average Passengers	68	124	-45.2	78	126	-38.1
Vehicle Revenue Hours	2,182.29	2,742.27	-20.4	12,345.79	15,446.54	-20.1
Total Vehicle Hours	2,279.20	2,876.10	-20.8	12,898.36	16,182.83	-20.3
Productivity	3.17	9.05	-65.0	3.42	8.84	-61.3
Revenue Vehicle Miles	34,672.5	42,041.2	-17.5	196,377.4	238,024.0	-17.5
Total Miles	36,663.7	44,561.6	-17.7	207,686.2	252,209.9	-17.7
Transbay Lynx Program						
Number of Weekdays	19	19	0.0	105	106	-0.9
Total Passengers	5,877	28,565	-79.4	33,036	155,167	-78.7
Revenue Passengers	0	28,111	-100.0	0	152,288	-100.0
Weekday Total Passengers	5,877	28,565	-79.4	33,036	155,167	-78.7
Weekday Average Passengers	309	1,503	-79.4	315	1,464	-78.5
Vehicle Revenue Hours	781.15	1,396.14	-44.0	4,269.23	7,982.00	-46.5
Total Vehicle Hours	847.65	1,477.70	-42.6	4,636.56	8,436.79	-45.0
Productivity	7.52	20.46	-63.2	7.74	19.44	-60.2
Revenue Vehicle Miles	22,267.1	36,887.6	-39.6	122,403.5	212,471.0	-42.4
Total Miles	23,650.3	38,495.3	-38.6	130,044.3	221,291.0	-41.2

Preventable Accidents per Miles Driven in 12 Month
Period

November-20

	Miles	Accidents	Frequency 12 Month Period
FR	1,433,078	14	102,363
DAR	159,199	1	159,199

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	1	0	8	1	1	4	5
DAR	0	0	1	1	0	0	3	1



Passenger & Productivity Statistical Report

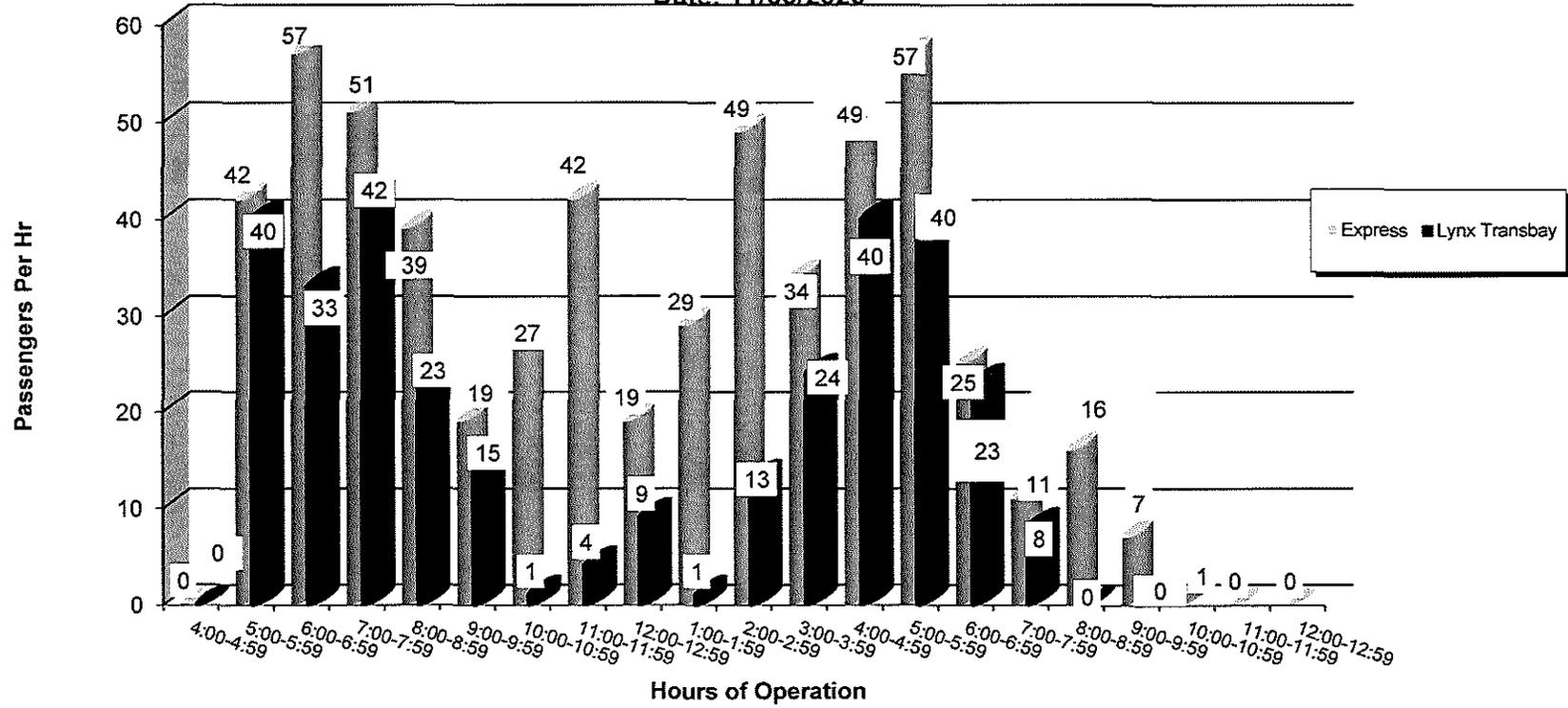
November, FY 20/21

System

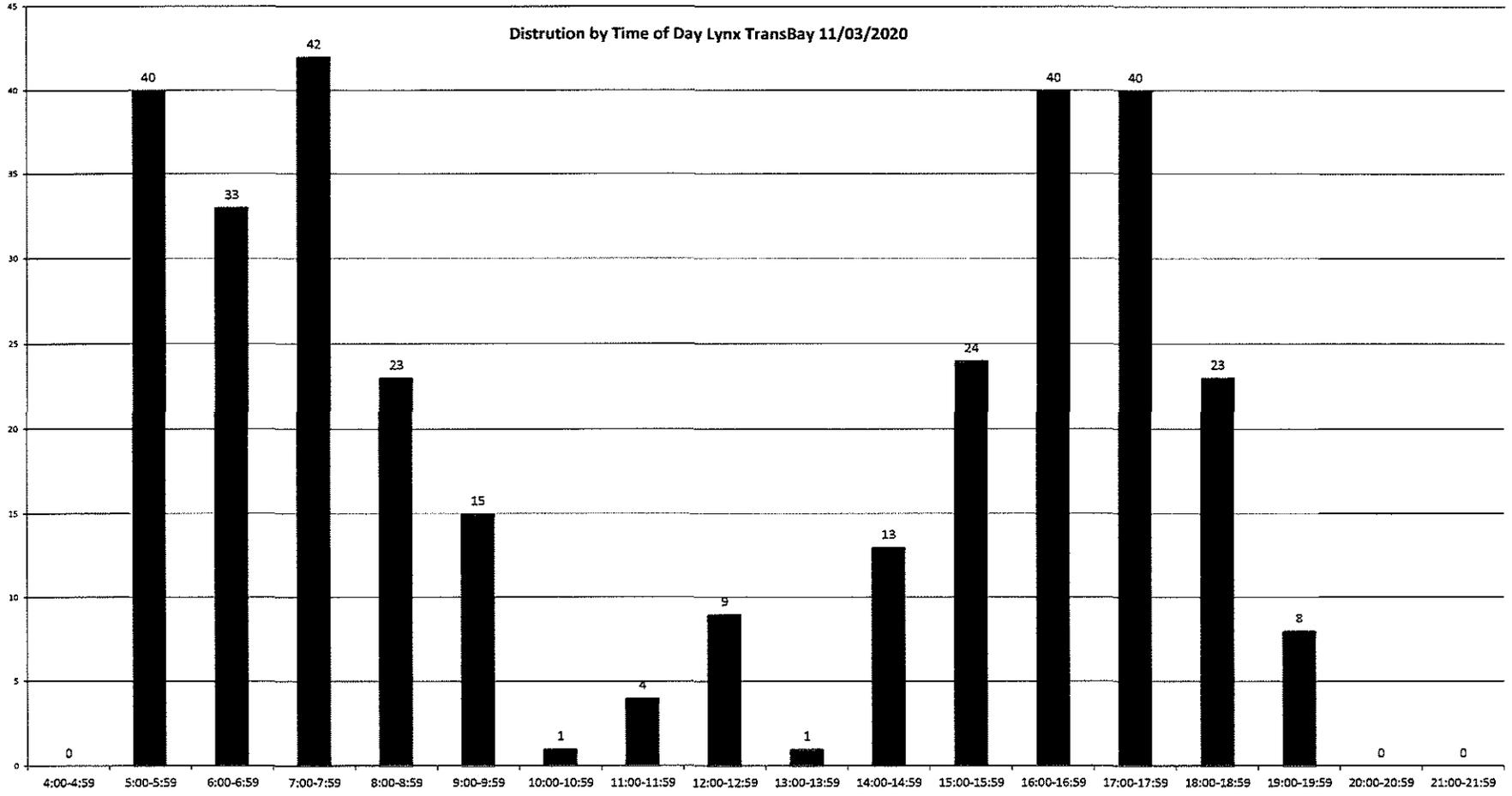
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	November			Fiscal Year To Date			November			Fiscal Year To Date		
	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change	FY 19/20	FY 20/21	% Change
Route 10 Weekday	2,339	492	-79.0	12,487	2,649	-78.8	10.9	3.1	-72.0	10.2	2.9	-71.9
Route 11 Weekday	3,755	1,320	-64.8	24,858	8,121	-67.3	10.5	4.6	-56.7	12.4	4.9	-60.7
Route 11 Saturday	434	218	-49.8	1,533	961	-37.3	5.0	3.0	-39.5	5.2	3.3	-35.9
Route 11 Total	4,189	1,538	-63.3	26,391	9,082	-65.6	9.5	4.3	-54.9	11.5	4.7	-59.5
Route 12 Weekday	3,012	497	-83.5	15,285	2,896	-81.1	11.8	2.6	-77.8	10.5	2.6	-74.8
Route 15 Weekday	1,604	445	-72.3	9,157	2,622	-71.4	7.9	2.3	-70.9	7.7	2.3	-69.7
Route 16 Weekday	4,714	1,373	-70.9	26,017	8,921	-65.7	8.9	2.7	-69.5	8.4	3.0	-63.7
Route 19 Saturday	435	192	-55.9	1,494	907	-39.3	4.5	2.5	-44.5	4.5	2.9	-34.3
Route 30Z Weekday	2,160	503	-76.7	11,638	2,978	-74.4	6.1	2.1	-65.9	5.6	2.1	-62.0
Route C3 Weekday	5,474	1,872	-65.8	29,110	12,168	-58.2	12.3	4.2	-66.0	11.2	4.7	-58.1
Route DAR Weekday	2,448	796	-67.5	13,980	4,337	-69.0	2.3	1.6	-30.5	2.2	1.5	-31.3
Route DAR Saturday	295	149	-49.5	1,069	593	-44.5	1.9	1.8	-8.5	2.1	1.9	-8.0
Route DAR Total	2,743	945	-65.5	15,049	4,930	-67.2	2.2	1.6	-28.0	2.2	1.6	-29.2
Route J Weekday	17,684	5,058	-71.4	103,255	29,810	-71.1	14.0	5.6	-59.7	13.8	5.7	-58.4
Route J Saturday	3,590	1,565	-56.4	12,175	6,201	-49.1	10.0	7.2	-27.6	10.5	7.3	-30.9
Route J Sunday	1,714	1,137	-33.7	8,825	4,495	-49.1	8.7	5.6	-35.9	9.4	5.3	-43.8
Route J Total	22,988	7,760	-66.2	124,255	40,506	-67.4	12.7	5.9	-53.4	12.9	5.9	-54.7
Route JPX Weekday	11,761	4,095	-65.2	62,805	22,209	-64.6	14.5	7.7	-46.9	13.3	7.3	-45.5
Route LYNX Weekday	28,565	5,877	-79.4	155,167	33,036	-78.7	20.5	7.5	-63.2	19.4	7.7	-60.2
Total System-Wide	89,984	25,589	-71.6	488,855	142,904	-70.8	11.5	4.7	-58.9	11.3	4.8	-57.3

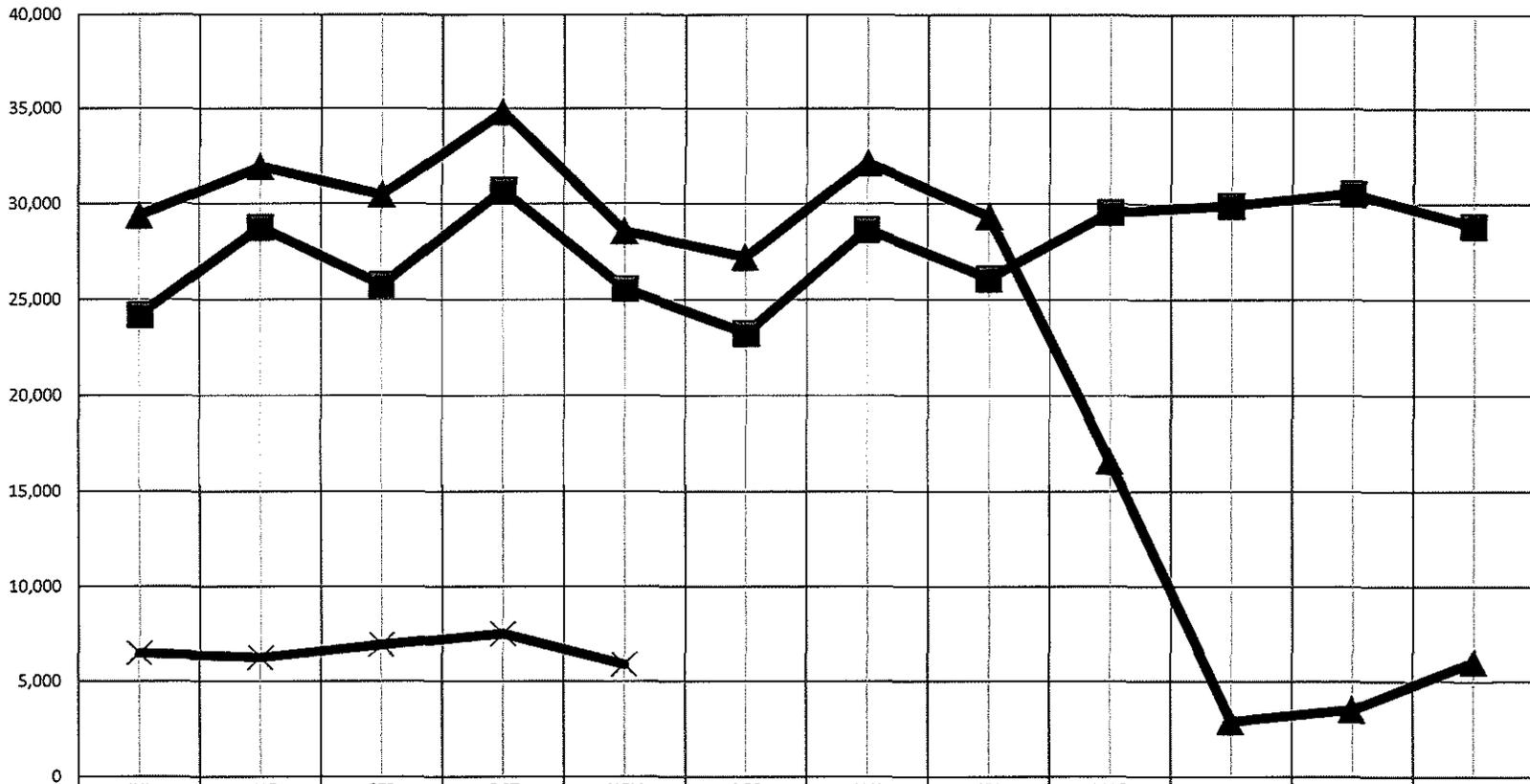
**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date: 11/03/2020**



Distrution by Time of Day Lynx TransBay 11/03/2020



WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 18-19	24,228	28,770	25,776	30,717	25,571	23,265	28,671	26,100	29,548	29,919	30,584	28,839
ridership 19-20	29,377	31,950	30,473	34,801	28,565	27,211	32,156	29,354	16,590	2,903	3,523	5,998
ridership 20-21	6,469	6,233	6,937	7,520	5,877							

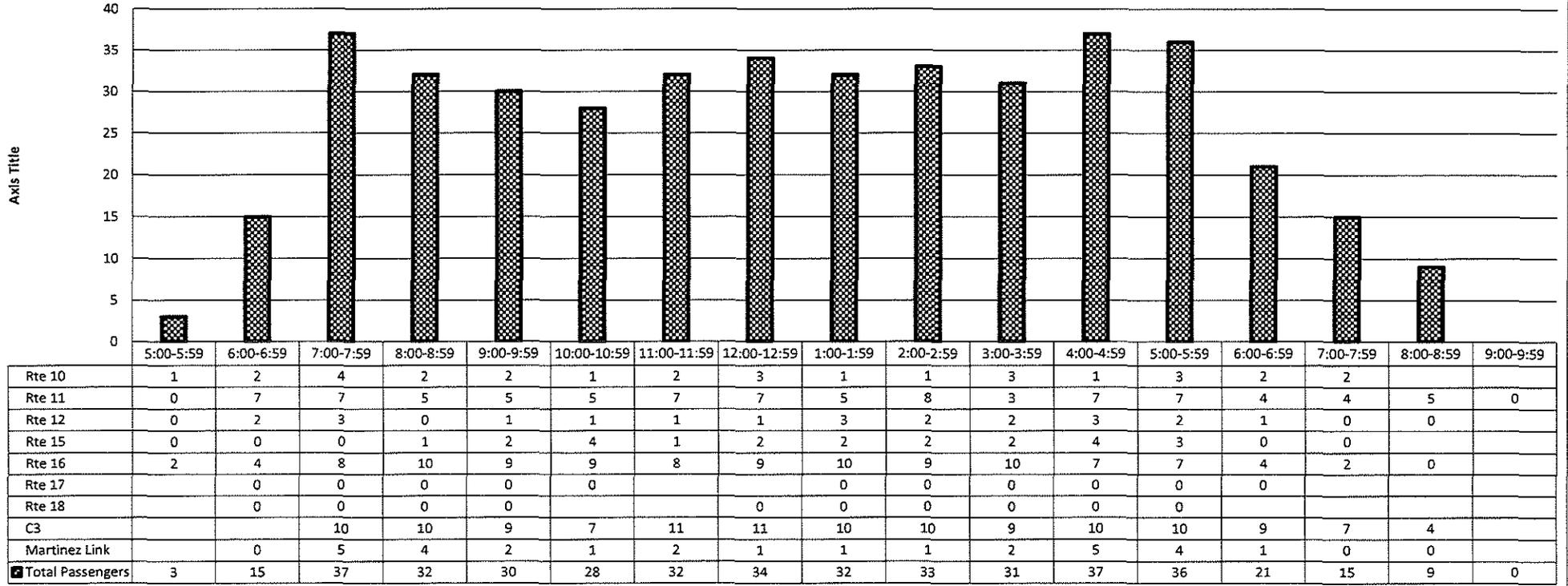
Distribution by Time of Day - Fixed Route

Date: 11/3/2020

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	1	2	4	2	2	1	2	3	1	1	3	1	3	2	2		
Rte 11	0	7	7	5	5	5	7	7	5	8	3	7	7	4	4	5	0
Rte 12	0	2	3	0	1	1	1	1	3	2	2	3	2	1	0	0	
Rte 15	0	0	0	1	2	4	1	2	2	2	2	4	3	0	0		
Rte 16	2	4	8	10	9	9	8	9	10	9	10	7	7	4	2	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			10	10	9	7	11	11	10	10	9	10	10	9	7	4	
Martinez Link		0	5	4	2	1	2	1	1	1	2	5	4	1	0	0	
Total Passengers	3	15	37	32	30	28	32	34	32	33	31	37	36	21	15	9	0

Total Route 10	30
Total Route 11	86
Total Route 12	22
Total Route 15	23
Total Route 16	108
Total Route 17	0
Total Route 18	0
Total C3	127
Martinez Link	29
Total	425

Distribution By Time Of Day Fixed Route 11/03/2020



Distribution by Time of Day - WestCAT Express

Date: 11/3/2020

	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		27	29	28	12	7	7	12	9	21	22	16	21	28	14	1	4
J	0	15	28	23	27	12	20	30	10	8	27	18	28	29	11	10	12
Total Passengers	0	42	57	51	39	19	27	42	19	29	49	34	49	57	25	11	16

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	7	1	0	0
Total Passengers	7	1	0	0

JX	0
JPX	258
J	316
Total	574

Distribution by Time of Day -Lynx Transbay

Date: 11/3/2020

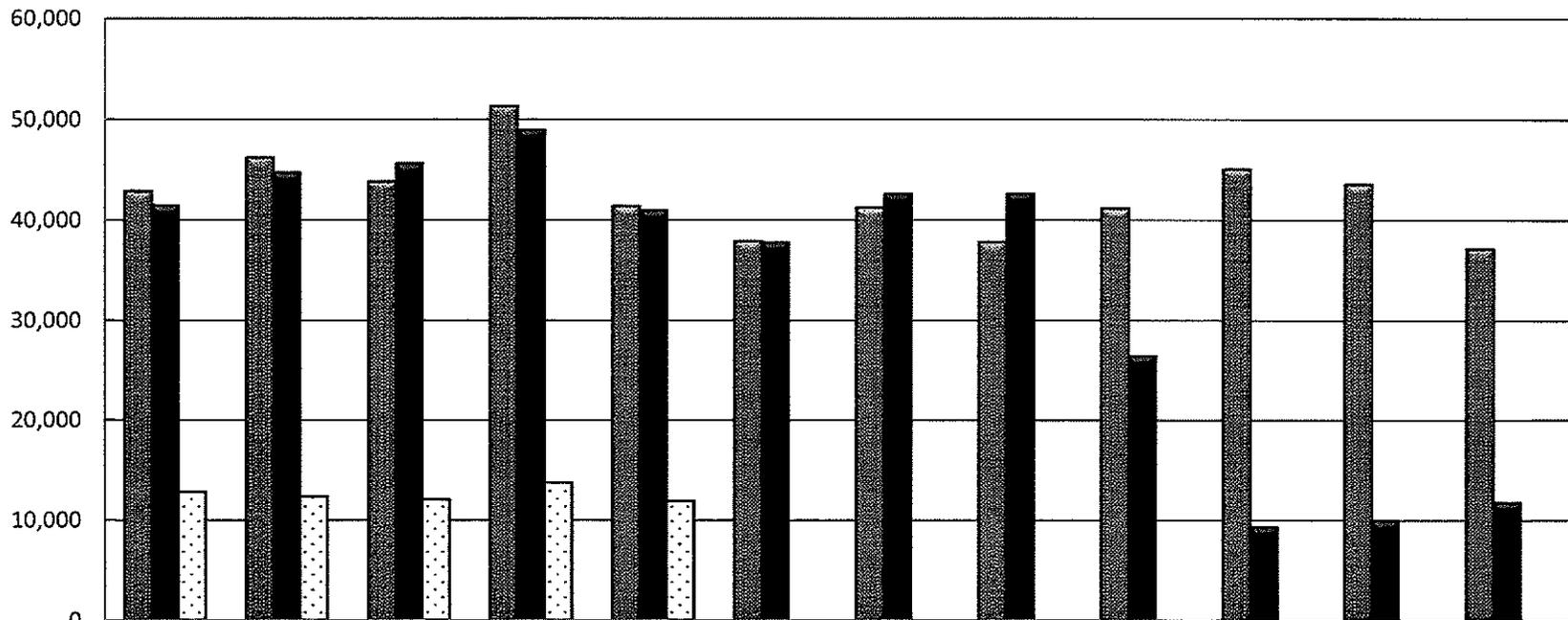
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	40	33	42	23	15	1	4	9	1	13	24	40	40	23	8	0
Total Passengers	0	40	33	42	23	15	1	4	9	1	13	24	40	40	23	8	0

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

Total Lynx	316
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WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 18-19	42,824	46,152	43,773	51,282	41,363	37,882	41,212	37,787	41,158	45,044	43,527	37,130
ridership 19-20	41,469	44,659	45,626	48,958	40,948	37,767	42,598	42,632	26,430	9,304	9,946	11,773
ridership 20-21	12,788	12,338	11,991	13,743	11,855							

Agenda Item 2.1
Approval of Task Order 4 with Gannett Fleming, Inc. and
Extension of On-Demand Design and Engineering Contract through May 11, 2022

Background

In the spring of 2017, in anticipation of a series of capital improvement projects at its current operations and maintenance facility, WCCTA conducted a procurement process to select an engineering firm to provide on-call design and engineering assistance to support the WCCTA staff on technical matters associated with the projects. The Board awarded a contract to Gannett Fleming, Inc. in May, 2017, and has engaged the firm to perform three specific task orders since the initial contract award.

The most recent Task Order (#3) has been focused on doing the design for the replacement of the bus wash equipment, producing the bid documents, assisting in contractor selection, and in helping to shepherd the project through the City of Pinole's review and permitting process. This process has proven more complicated than anticipated, and when coupled with the impacts of the COVID-19 crisis, it has added both more time and more design and engineering overhead to the project. Gannett Fleming has also been doing construction management for the project.

While Task Order 3 still has some capacity remaining, staff has concluded that more assistance will be required during the remaining 10-months of the project, and has requested Gannett Fleming to prepare a new task order to cover the remaining scope of professional services necessary to get the project to a successful completion.

Task Order 4 is intended to accomplish three things. First, it authorizes Gannett Fleming to conduct updated structural calculations for the foundations of the bus wash structure that were required by the City of Pinole due to a change in the California Building Code that took effect after the initial building permit was approved. Second, it details the scope of professional assistance from Gannett Fleming through the new completion date for the project in August, 2021. Finally, it authorizes the use of the last remaining option year under the contract to extend the effective date through May 11, 2022. This latter action gives WCCTA access to the existing contract structure, with existing terms and conditions, for any further Task Orders which the Board may wish to engage Gannett Fleming to perform into the Spring of 2022. The projected \$118,862 cost for the additional professional services would be covered by WCCTA's Transportation Development Act reserve funds.

Recommendation

Staff recommends that the Board approve the Task Order 4 scope of professional services at a cost not to exceed \$120,000, and that WCCTA exercise its remaining one-year extension under its contract with Gannett Fleming to extend the term of the contract through May 11, 2022.

WESTCAT ON-CALL ENGINEERING SERVICES CONTRACT

TASK ORDER 4

November 25, 2020

Project: Bus Wash Facilities and New Service for Electric Bus

Scope: Additional Construction Management and Design Services During Construction:

1. Additional Construction Management (CM) services related to daily contractor coordination, addressing contract issues and/or design changes requested by contractor or owner from initial anticipated construction completion of Feb 1, 2021 through current anticipated construction completion date of August 1, 2021. The Gannett Fleming Inc. (GF) additional services and projections from February 1, 2021 to August 1, 2021 are projected to be as noted below:

GF Staff	Hours 1/15/21 to 8/1/21	Base Rate	Total
Kambiz F. Shadan	40	\$124.90	\$4,996.00
Byron Dixon	40	\$82.00	\$3,280.00
Christopher Atwood	16	\$51.90	\$830.40
Mark Jaffee	200	\$40.30	\$8,060.00
William Saumier	280	\$82.00	\$22,960.00
Subtotal			\$40,126.40
Overhead 156.8%			\$62,918.20
Profit 10% (Overhead Markup)			\$10,304.42
Total Projection to Complete CM Services			\$113,349.02

2. Structural Design Services during Construction for updating foundation design to 2019 California Building Code to comply with the City of Pinole permit comments for the building deferred submittal and to include solar panel dead load requirements, per WESTCAT's request.

GF Staff	Hours 1/15/21 to 8/1/21	Base Rate	Total
Robert Stanley (Sr Structural Engineer)	4	\$149.87	\$599.48
Aaron Krebs (Junior Structural Engineer)	16	\$70.15	\$1,122.40
Michael Kasting (CADD Technician)	4	\$57.40	\$229.60
Subtotal			\$1,951.48
Overhead 156.8%			\$3,059.92
Profit 10% (Overhead Markup)			\$501.14
Total Projection to Complete Structural Design Update			\$5,512.54

Total Budgetary Estimate: \$118,861.56

WESTCAT ON-CALL ENGINEERING SERVICES CONTRACT

TASK ORDER 4

Exclusions:

- Third party Special Inspections contract management.
- Landscape Architect Design Services During Construction and Construction Inspection
- Any further work on Annex lot
- Any further change orders or claims that may impact schedule or additional design services.

Task Order and contract Time Extension:

- WCCTA Exercises Additional Option year to Extend Professional Services Agreement contract through May 11,2022.

The work performed under this Task Order shall be subject to all terms and conditions contained in the professional services contract between Western Contra Costa Transit Authority and Gannett Fleming, Inc dated May 12, 2017.

APPROVED BY:

CONSULTANT
GANNETT FLEMING, INC

OWNER
WESTERN CONTRA COSTA TRANSIT AUTHORITY

By _____

By _____

Name: Kambiz Shadan

Name: Charles Anderson

Title: Vice President

Title: General Manager

Date: _____

Date _____

AGENDA ITEM 2.3

TO: Board of Directors
FROM: Charles Anderson
 General Manger

DATE: December 10, 2020

SUBJECT: 2021 WestCAT Administration and Operations Holiday Schedule (*COVID-19 schedule subject to change based on status of current state and federal orders)

WestCAT Administrative Holidays
(Office Closed)

WestCAT Operations Holidays
(Holiday Service Schedule)

<p>1/1/2021 Friday New Year's Day <i>(approved 3/10/2020)</i></p>	<p>JR/JL</p>	<p>Sunday Service</p>
<p>1/18/21 Monday Martin Luther King, Jr. Day</p>	<p>JL/JR, DAR, Local (11, 19) LYNX *JX, JPX, 30Z, C3</p>	<p>Saturday Service *COVID Schedule No Service</p>
<p>2/15/21 Monday Presidents Day</p>	<p>JL/JR, DAR, Local (11, 19)</p>	<p>Saturday Service</p>
<p>5/31/21 Monday Memorial Day</p>	<p>JL/JR</p>	<p>Sunday Service</p>
<p>7/5/21 Monday Independence Day (observed)</p>	<p>JL/JR</p>	<p>Sunday Service</p>
<p>9/6/21 Monday Labor Day</p>	<p>JL/JR</p>	<p>Sunday Service</p>
<p>10/11/21 Monday Columbus Day</p>	<p>ALL MODES</p>	<p>*COVID Schedule</p>
<p>11/11/21 Thursday Veterans Day</p>	<p>LYNX JL/JR, DAR, Local (11, 19) 30Z, JX, JPX, C3</p>	<p>*COVID Schedule Saturday Service No Service</p>
<p>11/25/21 Thursday Thanksgiving Day</p>	<p>JL/JR</p>	<p>Sunday Service</p>
<p>11/26/21 Friday Day after Thanksgiving Day 12/24/21 Friday</p>	<p>JR/JL, DAR, Local (11, 19) LYNX, JX, JPX, 30Z, C3</p>	<p>Saturday Service No Service</p>

Christmas Eve (Floating Holiday)	ALL MODES	*COVID Schedule
12/25/21 Saturday Christmas Day	JR/JL	Sunday Service
	12/31/21 Friday New Year's Eve	
	ALL MODES	*COVID Schedule

<i>1/1/2021 Saturday New Year's Day</i>	<i>JR/JL</i>	<i>Sunday Service</i>
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