



Western Contra Costa  
Transit Authority

## **NOTICE OF MEETING**

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

**DATE:** January 9, 2020 (Thursday)  
**TIME:** 5:30 PM (**PLEASE NOTE EARLIER TIME**)  
**PLACE:** Pinole City Council Chambers  
2131 Pear Street, Pinole, CA

## **AGENDA**

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

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

### **B. APPROVAL OF AGENDA**

### **C. PUBLIC COMMUNICATIONS**

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

### **1.0 CONSENT CALENDAR**

- 1.1 Approval of Minutes of Regular Board Meeting of September 12, 2019.\*
- 1.2 Approval of Expenditures of November and December, 2019.\*
- 1.3 Receive Contractors Monthly Management Reports for October and November, 2019\*  
**[Action Requested: Approve Item 1.1 and 1.2 and Receive Item 1.3]**

### **2.0 ITEMS FOR BOARD ACTION / DISCUSSION**

- 2.1 Presentation and Discussion of 1<sup>st</sup> Quarter Financial and Operating Data Report.  
**[Action Requested: Review and Direction to Staff]\*.**
- 2.2 Consideration and Approval of Amendment 8 to Agreement for Public Transportation Services between WCCTA and MV Transportation to Cover Addition of Assistant General Manager Position, Four Additional Full Time Equivalent Positions, and Extension of Service Agreement by Three Months (Through September 30, 2020). **[Action Requested: Receive Recommendation from Finance and Administration Committee. Formal Approval of Amendment or Direction to Staff]\***

- 2.3 Report on 2019 Stuff-a-Bus Food Drive, California Highway Patrol CHIPS for Kids Toy Drive, and Giving Tree Campaign. **[No Action: Information Only]**.
- 2.4 Discussion of Current Service Planning Considerations, and Scheduling of Board Strategic Planning Workshop for Spring 2020. **[Action Requested: Discussion and Direction to Staff]**.

**3.0 CLOSED SESSION (Pursuant to Section 54957) of the Ralph M. Brown Act to Conduct Public Employee Performance Evaluation. Title: General Manager. (Expected Length 10 minutes).**

**Closed Session (pursuant to Government Code Section 54957.6 of the Ralph M. Brown Act). Conference with Labor Negotiator.**

Agency Representative: Board Chair Chris Kelley --- Unrepresented Employee: General Manager (Expected Length 5 minutes)

**4.0 RECONVENE to OPEN SESSION**

- 4.1 Report of Actions Taken During Closed Session

**5.0 COMMITTEE REPORTS**

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

**6.0 CORRESPONDENCE**

**7.0 BOARD COMMUNICATION**

**8.0 ADJOURNMENT**

\* Enclosures  
^^ To Be Distributed Separately

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

**Next Board Meeting: February 13, 2020**

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

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**

**BOARD OF DIRECTORS**

**MEETING MINUTES**

---

September 12, 2019

City Council Chambers, 2131 Pear Street, Pinole

---

**REGULAR MEETING -6:30 P.M.**

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

Chair Kelley called the meeting to order at 6:30 p.m., and Director Tave led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Tom Hansen, Vice-Chair Norma Martinez-Rubin, Anthony Tave, Dion Bailey, Aleida Chavez (at 6:56 p.m).

STAFF PRESENT

Charles Anderson, Yvonne Morrow, Rob Thompson, Mike Furnary

**B. APPROVAL OF AGENDA**

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

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

**C. PUBLIC COMMUNICATIONS** None

**1) CONSENT CALENDAR**

**MOTION: A motion was made by Vice-Chair Martinez-Rubin, seconded by Director Bailey 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-** Martinez-Rubin, Bailey, Tave, Hansen, Kelley

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

**2.1. Presentation and Discussion of FY2019 4th Quarter Financial and Operating Data Report: Information Only**

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

1. This report is post-audit. We have gone through the annual financial audit process, closed our books on the fiscal year FY18/19, and this report is being presented to the Board in the standard format for discussion and information.
2. In all of the expense line items, we did not exceed the budget authority and had remaining balances in some of the key areas of the budget, which is what we want to see.

3. We received all of the amounts or exceeded the amounts in almost all of the budget categories of expected revenues.
4. The key for us is in the Net Operating Surplus, which is the year-end closing amount of surplus remaining in the budget.
5. We have a surplus of \$1,449,472 remaining, which is the amount to be returned to MTC to our account that they administer for us.
6. In the operating data lines, we show a little bit under the projections that we had made for revenue passengers and total passengers for the year.
7. We are a little bit above the miles and hours that we had expected to operate. We did make some changes during the year, increased service slightly.
8. In the budget numbers, we had expected a 19% farebox recovery ratio, and for all the services that we operate we have a 20% farebox recovery ratio at years' end, which we are happy about.
9. Those numbers vary by mode. In particular, in the case of the Lynx, we ended the year with a 68% farebox recovery ratio. That is a good number and continues to remain high, and that service does cross-subsidize some of the other services that we provide.

Mr. Anderson confirmed for Director Tave that the \$97,539 in non-farebox revenue does include advertising revenue, but it is also the sale of assets and interest gained on assets that we hold. It is above where we expected it to be at years' end, so we are pleased about that as well.

Chair Kelley concluded that we do a great job here. She reiterated that we have a surplus of \$1.4 Million, we came very close to our budget numbers, and we have a 20% farebox recovery ratio, which she believes is higher than AC Transits and many other transit agencies for bus. That's pretty good, and as noted, the Lynx does very well and helps subsidize the other services that are needed for the community.

**2.2. Presentation and Discussion of WCCTA Audited Financial Statements for the Year Ended June 30, 2019: Receive and File**

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

1. At the end of each fiscal year, we have our bookkeeper and internal staff prepare and present our financial statements.
2. An auditor is with us for about a week looking through all of our numbers, pulling various transactions to look at, and observing our procedures.
3. This is the report that is presented to us as a result of that audit, and it is before the Board tonight for any questions, and to receive and file.
4. We are pleased that we once again have a clean audit with no findings or issues.
5. The report contains a summary, which is a useful summary of situations that we face and explains the structure of the financial statements while providing information

about the way depreciation, pension obligations, and other financial elements are presented. Also, it provides background on some of the major things that occurred during the year that stand out and explains why certain expense categories increased, and so on.

6. The last page of the report contains a worksheet that is probably the most accurate depiction of our actual operating expenses.
7. Some of the other concepts of depreciation are a little bit harder to make sense out of, because most of our capital needs are provided by the federal government, and it's done on a schedule. He explained a little more about how depreciation is represented in the statements, and that there is no actual accounting value to it in the sense of our books. However, it is calculated every year and presented in the financial statements.
8. The last page of the report shows our operating expenses, the revenues that we received, and the amount that is the calculated surplus that is shown as refundable to the Metropolitan Transportation Commission (MTC), which is the same \$1.4 Million Net Operating Surplus, as shown in the 4<sup>th</sup> Quarter Financial and Operating Data Report.
9. He spoke in some detail about how we calculate net pension expenses.

General Manager Anderson concluded his remarks and offered to answer any questions posed by the Board relating to the item.

Board Members followed up with some questions and comments on the various sections of the audit report.

Chair Kelley requested that Mr. Anderson clarify what "refundable to MTC" means as it relates to the \$1.4 Million surplus.

General Manager Anderson explained that Transportation Development Act (TDA) funds are the last to be spent. Consequently, all other sources are used to support our operating expenses, and any remaining balance is then returned to MTC following the close of each fiscal year. However, MTC then returns that money to the Local Transportation Fund (LTF), which is a reserve account that is maintained for our use at the Board's discretion. The accounting is done so that we never lose access to the money that MTC holds on account for us. We currently have a balance of over \$2 Million in that account and it has been accruing over time, but we have had demands on it. We've purchased other assets with it, expanded our Lynx fleet by withdrawing that money and using it for capital purchases. Purchases of vehicles are one of the primary uses of that money.

In answer to a question posed by Vice-Chair Martinez-Rubin, General Manager Anderson explained that the prepaid expenses are things like the payments for our CalTIP insurance program, which overlap an operating year, and provided information concerning the inflows and outflows of resources this is used in the calculation of our pension liability (i.e. CalPERS).

General Manager Anderson confirmed for Vice-Chair Martinez-Rubin that the non-operating revenues provided to WestCAT by the Bay Area Rapid Transit District as indicated in the audit report is in exchange for the services that we're operating that used to be the BART Express services. The amount each year that is available through the Express Bus Program to the operators that took over the operations of those services is being shown in this report as the Bay Area Rapid Transit District contribution. However, what's different this year is that we've

been operating the Early Bird Express services, and so that is also the line item where that revenue is showing up. It is a small amount of roughly \$50,000 for the period in this past operating year from February, when we started operating it, through June 30<sup>th</sup>.

General Manager Anderson responded to some additional follow-up questions on this subject asked by Vice-Chair Martinez-Rubin and Director Tave, explaining that the direct benefit in this area are the services that WestCAT operates to the BART system. He confirmed that the \$2.5 Million is the money that WestCAT receives directly from BART revenues and is made up of two separate sources; STA funds that would otherwise flow to BART, and their portion of TDA funds that they've put into make-up their full obligation to us.

Director Chavez arrived at 6:56 PM.

General Manager Anderson further explained that this payment is for the services that WestCAT took over on behalf of BART, so it is their rubber tire extension to the WestCAT service area, and this is the calculated number that covers our costs for providing all of those services. We have added services that are funded through other sources that also provide service to the BART system (i.e. JPX and JX that are funded in part by Regional Measure 2). We have expanded as necessary, and we have identified outside funding to cover those costs. He confirmed that the funding we receive from BART is part of a three-party agreement between WestCAT, MTC, and BART and there is a set formula for what reimbursement we get, which is adjusted annually for inflation and changes in the economy.

Director Hansen added that when BART was first being built, it was initially planned that there would be a station located where the new Safeway is going in in Hercules, but the community back then didn't want it, so BART stopped in Richmond instead. Thus, BART's answer to that was to put a bus in to complete the service and BART contracted with WestCAT in 1998 to provide that service on behalf of BART.

General Manager Anderson confirmed for Director Bailey that it is not a reimbursement, it is a set amount that we receive each year that is adjusted annually, but it augments our budget and it is the Board's discretion what services are provided in exchange for that support from BART.

He further explained that BART would not provide any added support if we were to add more services due to additional demand. The amount that BART provides to us is a set amount for operating the service that they had in place back in 1998 and has not been renegotiated, but because of the other sources available from the region, we've been able to keep up with the demands. Hypothetically, what would prompt a conversation with BART would be if we had a need that the community demanded, and we could not meet through other means.

Chair Kelley asked in terms of providing for the purchases of buses going forward if we have any major concerns about not being able to get the money to buy those buses.

General Manager Anderson replied that we have one purchase on the agenda tonight, and then we have one more round of major expenditures for vehicle replacements coming up. Beyond that, we have a significant time gap before we have replacement needs and the need for capital to support those.

One major concern is what the federal government is going to do because that is a big source of our capital revenues for the replacement of vehicles. That has historically been the way that public transit operators have funded their capital needs. There is so much uncertainty at the federal level that we don't know how those discussions are going to go, and that is his major worry.

We've created capital reserves in our budget and have had new sources of money provided by voters that we've made use of to fund our capital needs. Hence, if there's no major change, we're probably okay, but as we already pointed out, the TDA money, which is money that supports both capital (in worst-case scenarios) and our daily operations is the last resort source of our funding. Therefore, in some cases, if the federal money goes away, that will come right out of our operations in the form of a reduction in hours of service that we now operate. Thus, that is a looming concern that we'll just have to watch to see how it goes.

**MOTION: A motion was made by Director Tave, and seconded by Director Bailey to receive and file the WCCTA Audited Financial Statements for the Year Ended June 30, 2019:**

**Ayes:** 6- Tave, Bailey, Hansen, Martinez-Rubin, Kelley, Chavez

- 2.3. Authorization for General Manager to Enter into Purchase Contract with Gillig LLC for the Purchase of Five 35' Heavy Duty (Replacement) Transit Buses Using Pricing and Procurement Authority from CalACT/MBTA Purchasing Cooperative:** Authorize General Manager to Issue Purchase Order Not to Exceed \$2,875,000, (inclusive of Applicable Taxes), to Gillig, LLC. for Purchase and Delivery of Five (5) Thirty-Five Foot Low Floor Transit Buses. Funding to be Provided by Federal Transit Administration, Net Bridge Toll Revenues, TDA Capital Reserves, PTMISEA Capital Funds, and STA State of Good Repair Program.

General Manager Anderson, introduced the item and asked Assistant General Manager Thompson to provide a staff report.

1. Tonight, we're seeking authorization by the Board to enter into an agreement to replace the five (5) 2007 thirty-five-foot low floor vehicles that have reached the end of their useful life and are eligible to be replaced using federal funds.
2. We've completed the process for securing the federal portion of the funds through the MTC's Transit Capital Priorities program and the federal grant was approved and awarded last week, and finally executed this week.
3. The federal portion covers approximately 75% of the funding required for these vehicles and the remaining local match requirement will be made up of several different sources (i.e. Net Bridge Toll Revenues, Proposition 1B funds, STA State of Good Repair funds, and TDA funds).
4. It used to be that the Net Bridge Toll funds that we receive under AB 664 covered a large proportion of our local match, but that isn't the case anymore. That amount has steadily been decreasing over the years and we now receive less than 5% match to our federal dollars.
5. This purchase and the funding was included in the current capital budget that the Board approved back in March.
6. WestCAT is a named participant in the cooperative vehicle agreement procurement that was conducted by the California Association for Coordinated Transportation (CALACT) and was subsequently awarded to Gillig, LLC.
7. The agreement established a base price for the vehicle and a price list for a range of options and various components and equipment to make the vehicle our own.

8. A copy of this list is attached to the staff report, with the initial set of parts and components identified, but we're still working with Gillig to finalize a lot of these, so that is ongoing at present.
9. Once confirmed, all of this will be incorporated into a final quote and that will be the basis for a final purchase agreement.
10. The procurement process complied with all aspects of the federal procurement guidelines, and due to the size of the contract that CALACT entered into with Gillig, there's a large number of operators within that agreement and a large number of total vehicles. Therefore, it allows us to realize substantial cost savings, over us going out independently and trying to purchase these vehicles.
11. It also allows us to piggyback on the experience and expertise of the people putting together the procurement, in terms of a lot of the procurement requirements that we would do that is a fairly large undertaking for a small agency. Thus, these kinds of agreements can be really useful.

Assistant General Manager Thompson concluded that staff is recommending that the Board authorize the General Manager to execute the five options from the CALACT procurement and to enter into a purchase agreement with Gillig, LLC. for the five (5) thirty-five-foot low floor buses for the delivered price not to exceed \$2,875,000.

Board Members followed up with some questions and comments on the item.

Assistant General Manager Thompson replied to a question posed by Chair Kelley that these five buses are to be used primarily on the local routes, especially going into Crockett, where maneuvering a forty-foot vehicle can be difficult.

In response to a question posed by Director Tave, General Manager Anderson went on to explain some of the standard equipment included in this procurement, as well as some of the equipment that is already in use on the system and that can be easily transferred from the buses being retired to the new buses. However, there will be some upgrades done to the telematics systems and cameras on the new vehicles, that were not previously available to us and that price is incorporated into this bid.

In answer to another question posed by Director Tave, General Manager Anderson explained that we have several ways that we dispose of vehicles at the end of their life. We have typically relied on auction, and there are some federal requirements on what we can do and how much revenue we can receive. The federal government wants a competitive process for going to market and seeing what the salvage value or residual value might be.

To another question posed by Director Hansen, Assistant General Manager Thompson confirmed that these vehicles are 2007s and federal guidelines allow you to retire a vehicle at twelve years or 500K miles, which they are all fast approaching.

For Director Bailey, Assistant General Manager Thompson confirmed that the federal money for this purpose stays on account with the federal government, but it is obligated to our agency. We can't have the money in our account for longer than three days, so we time the drawdown to when we are paying it. The other sources of funding were included in the current budget, but how that is managed and how those funds are spent is represented in our financial statements.

There were some additional questions by members of the Board relating to manufacture and delivery time of the five vehicles, and a request that once delivered that photos of the vehicles be made available for the Board and the public to see what they look like.

Assistant General Manager Thompson confirmed that these vehicles are to be assembled at the Gillig facility located in Livermore, California.

**MOTION: A motion was made by Director Chavez, and seconded by Vice-Chair Martinez-Rubin to Authorize General Manager to Issue Purchase Order Not to Exceed \$2,875,000, (inclusive of Applicable Taxes), to Gillig, LLC. for Purchase and Delivery of Five (5) Thirty-Five Foot Low Floor Transit Buses. Funding to be Provided by Federal Transit Administration, Net Bridge Toll Revenues, TDA Capital Reserves, PTMISEA Capital Funds, and STA State of Good Repair Program. The motion was carried by the following vote:**

**Ayes:** 6- Chavez, Martinez-Rubin, Bailey, Hansen, Tave, Kelley

### 3) COMMITTEE REPORTS

#### 3.1. General Manager's Report

General Manager Anderson introduced the item and provided a report.

1. Our bus wash has been inoperable for some time now, and we've been going through a process to secure the equipment.
2. We are about to go out to bid for a general contracting firm to do the site prep and the installation of the equipment.
3. We have been waiting because there was one final approval required through the City of Pinole, and that is for the manufacturer shop drawings with the engineer's stamp on it to be submitted and reviewed and approved by the City. We are very close, and we also have all the documentation ready to go to bid.
4. Therefore, we are refining the schedule, and we will have the expected delivery date once we have the final approval from the city. We'll then go to bid for the General Contractor, and we'll be involving the Board in the selection process and the award of that contract probably within a month or two.

General Manager Anderson concluded his report and invited WestCAT staff member Mike Furnary to provide a report on a new customer comment system that we've implemented.

Mike provided a brief demonstration of WestCAT's new customer relationship management program. The goal of this is to build better relationships with our customers through more effective and trustworthy communications.

1. This program allows for better two-way communications between our customers and the agency on any topic ranging from lost and found to service-related complaints or commendations.
2. The program is not just a new way to record customer comments or complaints, we can pull various reports and information out of the program that we can use in the future to better serve our customers.

3. This new program is not meant to replace the other means by which customers contact us, such as by telephone or email. It is meant to enhance the services we already provide by providing another option for communication.
4. Once a customer contacts us using this new form, and as long as they've provided their email address, they will automatically receive an email from the system that their comment has been received and has been routed to the appropriate department. It will also give them a date for which they can expect to hear back from us.
5. This is a way to ensure our customers that we are taking every matter seriously, and it's going to get to the right people for a response.
6. The agency receives a message whenever a customer has filled out the online comment form, and we try and get back to them within 7 days. Also, we can pull reports to see if we are achieving that goal.
7. We can also communicate directly to the customer through the system, or internally with staff without ever leaving our desks. It makes it very efficient so that we can meet that 7-day goal.
8. Once we have concluded our work, we have the ability to follow-up with the customer through the system with a response of what took place, and in the end, they are provided the opportunity to take a survey.
9. All of this information is now stored electronically in this system and not lost in a file somewhere. We then can pull up reports at any time in the future to help us analyze and improve our services.
10. This program is provided by a company called GOGovApps (aka GovOutreach), a popular Customer Relationship Management program with public agencies and local government.
11. It is a subscription service at a cost of approximately \$400 per month. A small investment for a big payoff.

Mike concluded that the whole idea of this new system is to build a better relationship with our customers through a more positive means of communication. Right now it is just replacing the old comment form on our current website, but arriving along with our new website that will be coming online soon, there will be a prominent Contact Us button located at the top of the front page with a landing page that includes information on how you can use it.

The Board complimented staff on introducing this great new system and thanked them for moving away from that customer paradigm to a more client-based system.

### **3.2. WCCTAC Report**

Chair Kelley introduced the item and provided a brief report.

1. The Contra Costa Transportation Authority (CCTA) has been developing a Transportation Expenditure Plan (TEP).
2. They have a draft study out now that is currently available on their website.

3. It is now being circulated amongst cities and will go to the County.
4. It came to the City of Hercules the other night, and the Council there approved it for placement on the ballot in March 2020.
5. In short, the majority of the cities have to approve it, and then the voters would vote on it.
6. It proposes a pretty comprehensive transportation expenditure plan for 35 years, slated to bring in about \$3.6 Billion in the form of a ½ cent sales tax if approved by the voters, and of that, 23.3% or approximately \$841 Million would be slated for West Contra Costa County.
7. A large portion of it, about \$250 Million would be slated for bus transportation, and there would also be monies in there for other things too (i.e. rail, ferry, local streets and roads, etc.).

Chair Kelley concluded her report with a recommendation to visit the CCTA website to read the plan and to listen to the recordings and read the transcripts of the Telephone Town Hall events conducted by CCTA that connected with residents about transportation needs in their communities.

**4) CORRESPONDENCE** None

**5) BOARD COMMUNICATION**

Director Chavez reported on her attendance at WestCAT and MV Transportation's annual picnic that was held in Hercules recently. She added that it is a great community-making event, one in which staff, drivers and their families, and Board members and their families have an opportunity to get to know one another and to interact on a different level. It is nice to be able to talk with people one on one outside of work and to get to know them.

Vice-Chair Norma Martinez-Rubin requested that for the next time if staff would poll the Board on potential dates in advance of planning their next get together. She would like to be able to attend.

**6) ADJOURNMENT**

At 7:58 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of September 12, 2019.

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

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

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

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

**A/P DISBURSMENTS NOVEMBER 2019**

**AGENDA**

WCCTA - WestCAT

Purchase Journal

**ITEM # 1.2**

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/1/19	50501-10 Telephone, Operations	11/19	Aug-Nov cell phone reimbursement	160.00	
	50501-60 Telephone, Admin		Aug-Nov cell phone reimbursement	80.00	
	20100 Accounts Payable		Charles Anderson		240.00
11/6/19	50902-60 Travel Expense, Admin	11/2019	CalACT Board Meeting and Fall Conference (So-Cal)	1,313.70	
	20100 Accounts Payable		Charles Anderson		1,313.70
10/31/19	50300-42 Outside Service, Non-Veh Mai	INV00052	October cleaning	2,301.00	
	20100 Accounts Payable		GCI JANITORIAL SERVICES		2,301.00
11/6/19	50902-60 Travel Expense, Admin	11/19	Aug-Nov meetings, and CalACT conference (So-Cal)	645.48	
	20100 Accounts Payable		Mike Furnary		645.48
10/31/19	50800-10 Purchased Transportation, Ope	104419	Oct service	603,423.10	
	50800-41 Purchased Transp, Veh Maint		Oct maintenance	75,017.00	
	50800-10 Purchased Transportation, Ope		Oct Ambassador	1,411.20	
	50600-10 Insurance, Operations		Oct liability ins	17,827.11	
	20100 Accounts Payable		MV Transportation		697,678.41
10/16/19	50500-10 Utilities, Operations	10/19	Oct electric 9/18-10/16/19	8.58	
	50500-60 Utilities, Admin		Oct electric 9/18-10/16/19	4.28	
	20100 Accounts Payable		PG & E		12.86
10/31/19	50902-60 Travel Expense, Admin	10/19	July-Oct meetings, and CalACT conference (So-Cal)	394.18	
	20100 Accounts Payable		Robert Thompson		394.18
10/24/19	50499-60 Other Mat & Supplies, Admin	M-9804712039	Office supplies (-50.59)	103.74	
	50499-41 Other Mat & Supplies, Veh Ma		Vehicle parts	101.58	
	50499-10 Other Mat & Supplies, Oper		New chairs for dispatch	385.19	
	20100 Accounts Payable		Staples		590.51
11/8/19	50300-42 Outside Service, Non-Veh Mai	5127	Pump repair (orig 5/18/19)	250.00	
	20100 Accounts Payable		Superior Underground Tank Serv.		250.00
				703,426.14	703,426.14

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/10/19	50300-10 Outside Services, Operations 20100 Accounts Payable	112	Nov transit consulting  Electra McFadden-Jeter	4,000.00	4,000.00
				4,000.00	4,000.00

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/9/19	11103 Office Equipment & Furniture 20100 Accounts Payable	5372.83	Security cameras (Prop 1B?)  Apollo Video Technology	585.58	585.58
10/10/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1097590	Vehicle repair unit #602  All-Pro Glass	400.00	400.00
10/10/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	46583	Vehicle parts  Bay Area Bus Repair, Inc.	629.76	629.76
10/13/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	10/2019	Oct gas and electric 9/13-10/13/19  Oct gas and electric 9/13-10/13/19  PG & E	2,575.53  1,287.76	3,863.29
10/16/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-901016966	Vehicle parts  Prevost Car, a division of	726.03	726.03
10/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	10/19	Oct DAR tablets (plus 4 new road sup phones) T-MOBILE	4,857.74	4,857.74
10/24/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	36990	October inspection  Afforda-Test	100.00	100.00
10/31/19	50300-42 Outside Service, Non-Veh Mai 50410-10 Postage, Operations 50410-10 Postage, Operations 50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 50902-60 Travel Expense, Admin 50499-42 Other Mat&Suppl, Non-Veh 11103 Office Equipment & Furniture 11103 Office Equipment & Furniture 20100 Accounts Payable	10/19	Computer software  Postage  Postage  Office supplies  Yelping, employees appreciation  ACT meeting in So.Cal (Rob)  Comp network expense, and shop supplies Tablets on buses (Prop 1B)  Network equip/comp upgrades (TDA) Bank of America Business Card	360.00  16.66  8.33  780.31  537.06  1,059.85  239.18  898.07  3,136.68	7,036.14
11/4/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	163171	Buswash  Aldran Chemical	834.79	834.79
11/9/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	65664112	Nov copier  Pacific Office Automation/Lease	356.16	356.16

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/14/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	11/19	CTA Fall conference Yvonne M. Morrow	508.68	508.68
12/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	12/19	Dec medical ins. Kaiser Foundation Health Plan, Inc.	9,697.89	9,697.89
				29,596.06	29,596.06

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/20/19	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	AAD004381	20th anniversary employee jackets Blue Sky Sports	159.65	159.65
11/20/19	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	2020-0354	Membership renewal 2020 CALACT	740.00	740.00
10/29/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-INV2417383	Janitorial supplies and fist aid kit CCP Industries Inc.	448.46	448.46
10/14/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-1015191	Janitorial supplies Central Sanitary Supply	1,054.06	1,054.06
10/31/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	125395	Vehicle parts Chuck's Brake & Wheel	3,812.52	3,812.52
10/31/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4033814848	Uniform Cintas Corporation	1,135.27	1,135.27
11/1/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	90764092	Nov fiber optic network Nov fiber optic network Comcast Business	1,066.67 533.33	1,600.00
10/24/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- 3292970010	Vehicle parts Dentoni's Welding Works Inc.	1,184.09	1,184.09
10/28/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-56975	Vehicle parts Diesel Marine Electric	1,120.92	1,120.92
10/31/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	10/19	Oct bus shelter maintenance Don Hinkle	660.00	660.00
10/22/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	10/19	Water service 8/22-10/22/19 Water service 8/22-10/22/19 EBMUD	1,347.22 673.61	2,020.83
10/25/19	50300-10 Outside Services, Operations 20100 Accounts Payable	50450	Transfers (PEM) Electronic Data Magnetics, Inc.	9,149.69	9,149.69
11/12/19	50499-41 Other Mat & Supplies, Veh Ma 20100	90157261	Vehicle parts GENFARE	169.90	169.90

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
	Accounts Payable				
10/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-40636979	Vehicle parts Gillig LLC	446.97	446.97
10/7/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	9315342627	Vehicle parts Grainger, Inc.	94.76	94.76
10/21/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-7489610	Vehicle parts Kimball Midwest	675.02	675.02
11/6/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	11/19	Oct and Nov meetings Andramica Mcfadden	120.88	120.88
11/14/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	390504	Excess color meter Pacific Office Automation/Service	34.63	34.63
10/31/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-102019	Oct phone service Oct phone service STREAMS	824.08 412.04	1,236.12
11/13/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11/19	Remove dead trees plus dump runs RAM Welding & FAB	560.00	560.00
10/31/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153617114	Oct service Oct service Republic Services #851	522.62 261.30	783.92
11/15/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	11/19	CTA conference in Monterey Robert Thompson	222.96	222.96
				27,430.65	27,430.65

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/15/19	50300-10 Outside Services, Operations 20100 Accounts Payable	2689124191115M	Security alarm monitoring serv. 12/1/19-3/1/20 Bay Alarm Company	134.04	134.04
10/19/19	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	14-2019-Oct	Ins. admin fee California Transit Systems	5,005.70	5,005.70
10/29/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M- 19-006941	DEF, motor oil and FCAB50 Flyers Energy, LLC (RCP)	4,910.12	4,910.12
10/30/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	19-009987	Diesel and gas Flyers Energy, LLC (RCP)	21,977.49	21,977.49
10/18/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	217893	Vehicle repair unit #34 Ford Lincoln Fairfield	838.19	838.19
11/22/19	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936.03*85248	Buswash support service task 3 Gannett Fleming, Inc.	1,907.03	1,907.03
12/1/19	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	12/19	Dec medical ins Health Care Dental	886.51	886.51
10/23/19	50402-10 Tires & Tubes 20100 Accounts Payable	M-126043	Oct. tires J & O's Commercial Tire Center	13,359.78	13,359.78
10/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-D76689	Vehicle parts Kenworth Pacific Holding	12,126.30	12,126.30
10/17/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	978326	Vehicle parts Mor/Ryde International, INC.	1,143.12	1,143.12
10/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	335145	Vehicle parts Napa Auto Parts Antioch	6,467.99	6,467.99
11/11/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	53442	Nov landscaping Pacific Site Landscaping	557.87	557.87
11/7/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	080P58364	Vehicle parts GWP HOLDINGS, LLC.	109.50	109.50
11/12/19	50500-10 Utilities, Operations	11/19	Nov gas and electric 10/14-11/12/19	2,271.56	

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
	50500-60 Utilities, Admin 20100 Accounts Payable		Nov gas and electric 10/14-11/12/19 PG & E	1,135.77	3,407.33
11/6/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	96900G	Repair front gate R & S Erection of Richmond, Inc.	219.00	219.00
10/26/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	M- 156809	Diesel Spartan Tank Lines, Inc.	120,185.21	120,185.21
10/17/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- 81894935	Vehicle parts The Aftermarket Parts Company, LLC	1,027.18	1,027.18
10/28/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	W21049	Vehicle repair unit #64 Tk Services, Inc.	976.30	976.30
11/11/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	3410	Annual renewal 10/19/19-10/18/20 Trillium Solutions, Inc.	2,400.00	2,400.00
10/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	9840559820	Oct cell phones 9/22-10/21/19 Verizon Wireless	546.96	546.96
				198,185.62	198,185.62

**A/P DISBURSMENTS DECEMBER 2019**

WCCTA - WestCAT

**Purchase Journal**

For the Period From Jul 1, 2018 to Jun 30, 2020

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

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
11/12/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11/2019	Labor to finish weeds at East Pinole Shores RAM Welding & FAB	670.00	670.00
12/4/19	50902-60 Travel Expense, Admin 20100 Accounts Payable	12/19	FTR training in Sacramento (SCO)  Erenia Rivera	81.55	81.55
12/5/19	50908-10 Marketing & Advertising, Ope 50902-60 Travel Expense, Admin 50499-60 Other Mat & Supplies, Admin 50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	12/19	Drivers appreciation and stuff-A-bus Bridge toll (Erenia)  Office supplies  Dump trips  Petty Cash, WCCTA/Erenia Rivera	90.62 6.00 63.28 40.00	199.90
				<u>951.45</u>	<u>951.45</u>

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/29/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	125659	Vehicle parts Chuck's Brake & Wheel	2,905.32	2,905.32
10/16/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	M-Y5-24054	Vehicle repair units #205 and #408 (warranty) Cummins Pacific LLC	303.53	303.53
12/9/19	50300-10 Outside Services, Operations 20100 Accounts Payable	113	Dec Transit Consulting Electra McFadden-Jeter	4,000.00	4,000.00
12/9/19	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	50972675 12/9	Bridge toll (James) FasTrak Custmer Service Center	41.93	41.93
1/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	01/20	Jan medical ins. Kaiser Foundation Health Plan, Inc.	10,548.49	10,548.49
12/2/19	50300-10 Outside Services, Operations 20100 Accounts Payable	110945413	Spare of the Air Bonus King (LCTOP) THE LAMAR COMPANIES	756.88	756.88
11/30/19	50800-10 Purchased Transportation, Ope 50800-41 Purchased Transp, Veh Maint 50600-10 Insurance, Operations 20100 Accounts Payable	104942	Nov service Nov maintenance Nov liability ins MV Transportation	536,197.47 75,017.00 14,950.35	626,164.82
10/1/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4648681-22	Mat pads New Pig Corp.	216.46	216.46
10/16/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	19-3411	Towing service unit #34 Olivers Tow	432.75	432.75
11/30/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-112019	Nov phone service Nov phone service STREAMS	747.46 373.72	1,121.18
11/15/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	11/2019	Nov electric 10/17-11/15/19 Nov electric 10/17-11/15/19 PG & E	8.62 4.31	12.93
10/21/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82146884	Vehicle parts RECARO North America, Inc.	2,060.00	2,060.00

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/30/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-153643438	Nov service	522.62	
			Nov service	261.30	
			Republic Services #851		783.92
11/25/19	50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	M6220	Office supplies	320.32	
			Marketing supplies and stuff-A-Bus	113.91	
			Staples		434.23
10/22/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	2103H	Vehicle parts	1,162.00	
			Veritech		1,162.00
				<u>650,944.44</u>	<u>650,944.44</u>

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/10/19	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	12/2019	Employees awards (gift cards)	378.00	
			Petty Cash, WCCTA/Erenia Rivera		378.00
				378.00	378.00

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/20/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	37414	Nov. inspection  Afforda-Test	100.00	  100.00
11/30/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	M- 11/19	Oct and Nov phone service  Oct and Nov phone service  AT&T	940.43  470.21	   1,410.64
11/27/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M-IN02434378	Janitorial supplies  CCP Industries Inc.	404.59	 404.59
12/2/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1027540	Janitorial supplies  Central Sanitary Supply	588.58	 588.58
12/1/19	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	12/19	December phone reimbursement  December phone reimbursement  Charles Anderson	40.00  20.00	   60.00
12/6/19	50501-10 Telephone, Operations 20100 Accounts Payable	12/2019	CalTIP Board meeting  Charles Anderson	580.76	 580.76
11/27/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4036118228	Nov uniform  Cintas Corporation	837.12	 837.12
12/1/19	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	92351570	Dec fiber optic network  Dec fiber optic network  Comcast Business	1,066.67  533.33	   1,600.00
1/1/20	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	1/20	Dec and Jan LTD  Dec and Jan supplemental life ins.  BCC	1,335.08  577.54	   1,912.62
11/21/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	Y5-25904	Vehicle repair unit #804  Cummins Pacific LLC	1,559.46	 1,559.46
11/21/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- 32932500009	Vehicle parts  Dentoni's Welding Works Inc.	474.58	 474.58
11/5/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	56983	Vehicle parts  Diesel Marine Electric	203.21	 203.21

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
11/30/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	11/19	Nov bus shelter maintenance  Don Hinkle	1,001.00	1,001.00
10/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	CASA161686	Vehicle parts  Fastenal Company	117.51	117.51
12/6/19	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	520-26137	Bus signage (LCTOP)  Fastsigns	397.73	397.73
11/27/19	50401-10 Fuel & Lubricants 50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	M- 19-025093	DEF, FCAB50,and motor oil  DEF big tank  Flyers Energy, LLC (RCP)	4,540.41  788.26	5,328.67
12/3/19	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	062936.03*86	Buswash WestCAT support services task order 3 Gannett Fleming, Inc.	7,490.54	7,490.54
11/22/19	50499-41 Other Mat & Supplies, Veh Ma 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-40645272	Vehicle parts  Vehicle parts unit #405 DOA 11/15/19 Gillig LLC	4,558.61  978.57	5,537.18
11/7/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	9349081860	Vehicle parts  Grainger, Inc.	139.99	139.99
1/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	01/20	January dental ins.  Health Care Dental	886.51	886.51
11/15/19	50402-10 Tires & Tubes 20100 Accounts Payable	M- 126716	Nov tires  J & O's Commercial Tire Center	11,839.53	11,839.53
11/26/19	50499-41 Other Mat & Supplies, Veh Ma 50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-D771157	Vehicle parts  Vehicle repair (DPF) unit #116  Kenworth Pacific Holding	3,272.21  300.00	3,572.21
11/18/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-7555252	Vehicle parts  Kimball Midwest	785.49	785.49
11/30/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	337625	Vehicle parts  Napa Auto Parts Antioch	4,600.96	4,600.96

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/7/19	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	597281	Dec copier  Pacific Office Automation/Lease	356.16	356.16
12/1/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	53555	Dec landscaping  Pacific Site Landscaping	557.87	557.87
12/10/19	50300-60 Outside Services, Admin  20100 Accounts Payable	M-1905	1st qt. accounting services, audit review, 10Qs, NTD & partial SCO reports (Aug 18-Dec 9) Patricia A. Raedy	11,170.33	11,170.33
11/22/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	36566	Vehicle repair units #116, 152, 161, 101, 402, 167, and 154 Precision Wireless Service	648.07	648.07
11/27/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M- 901123443	Vehicle parts  Prevost Car, a division of	222.84	222.84
12/15/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	12/2019	Made 47 farebox covers (LCTOP)  RAM Welding & FAB	250.00	250.00
11/6/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	157051	Diesel fuel  Spartan Tank Lines, Inc.	24,805.29	24,805.29
11/13/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	157272	Diesel fuel  Spartan Tank Lines, Inc.	23,926.49	23,926.49
11/20/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	157418	Diesel fuel  Spartan Tank Lines, Inc.	23,434.87	23,434.87
11/27/19	50401-10 Fuel & Lubricants 20100 Accounts Payable	157576	Diesel fuel  Spartan Tank Lines, Inc.	22,132.79	22,132.79
11/21/19	50300-10 Outside Services, Operations 20100 Accounts Payable	11/19	Nov DAR tablets  T-MOBILE	3,798.60	3,798.60
11/7/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	81918366	Vehicle parts  The Aftermarket Parts Company, LLC	1,397.09	1,397.09
11/14/19	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	2103J	Vehicle parts  Veritech	1,042.00	1,042.00
11/21/19	50300-10	9842612256	Nov cell phones 10/22-11/21/19	537.40	

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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
	Outside Services, Operations 20100 Accounts Payable		Verizon Wireless		537.40
12/4/19	10202 A/R Accrual - MV & Insuranc 10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	M-0116	Vehicle repair unit #405 DOA 11/15/19	3,114.45	
			Vehicle repair unit #36 DOA 10/16/19 Walker's Auto Body	4,081.97	7,196.42
11/30/19	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	11/19	Nov service	102.67	
			Nov service	51.33	
			Western Exterminator Co.		154.00
11/6/19	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-00499158	Waste pick-up	306.81	
			World Oil Environmental Services		306.81
				173,365.91	173,365.91

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/20/19	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	5210	Install new meter on diesel dispenser Superior Undergroud Tank Serv.	1,776.64	1,776.64
				<hr/> 1,776.64	<hr/> 1,776.64

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/30/19	50300-42 Outside Service, Non-Veh Mai	11/19	computer software (Zello)	360.00	
	50410-10 Postage, Operations		Nov Postage	216.66	
	50410-60 Postage, Admin		Nov Postage	108.33	
	50499-60 Other Mat & Supplies, Admin		Office supplies	856.49	
	50908-10 Marketing & Advertising, Ope		Yelping marketing, and Santa's chair rental	579.75	
	50499-42 Other Mat&Suppl, Non-Veh		Comp network exp, yard maintenance, bus stop maintenance supplies (LCTOP)	335.25	
	11103 Office Equipment & Furniture		Net work equip/up grades/control and monitor server, and files server (TDA)	7,369.60	
	50902-60 Travel Expense, Admin		CTA meeting (Rob T.)	598.58	
	20100 Accounts Payable		Bank of America Business Card		10,424.66
12/10/19	50499-41 Other Mat & Supplies, Veh Ma	FOW302235	Vehicle parts	263.15	
	20100 Accounts Payable		Hilltop Ford		263.15
12/12/19	50500-10 Utilities, Operations	12/19	Dec gas and electric 11/14-12/12/19	1,812.15	
	50500-60 Utilities, Admin		Dec gas and electric 11/14-12/12/19	906.07	
	20100 Accounts Payable		PG & E		2,718.22
12/13/19	50499-41 Other Mat & Supplies, Veh Ma	M- 080P64140	Vehicle parts	429.50	
	20100 Accounts Payable		GWP HOLDINGS, LLC.		429.50
12/16/19	50500-10 Utilities, Operations	12/2019	Dec electric 11/16-12/16/19	8.63	
	50500-60 Utilities, Admin		Dec electric 11/16-12/16/19	4.31	
	20100 Accounts Payable		PG & E		12.94
12/16/19	51200-60 Rentals & Leases, Admin	467810	Excess black and color meter	67.74	
	20100 Accounts Payable		Pacific Office Automation/Service		67.74
12/19/19	50300-60 Outside Services, Admin	7459807	HR policies and procedures manual	99.00	
	20100 Accounts Payable		Jackson Lewis P.C.		99.00
12/23/19	50300-42 Outside Service, Non-Veh Mai	M- 456920-144	Quarterly maintenance, and fixed heater in accounting room (net to conf rm)	1,242.00	
	20100 Accounts Payable		Monterey Mechanical		1,242.00
12/31/19	50501-10 Telephone, Operations	20460-82019	Aug phone service, new phone in dispatch, new phone in the shop, and external ringer (orig 8/31/19)	1,153.37	
	50501-60 Telephone, Admin		Aug phone service, new phone in dispatch, new phone in the shop, and external ringer (orig 8/31/19)	576.68	

WCCTA - WestCAT  
Purchase Journal

For the Period From Jul 1, 2018 to Jun 30, 2020

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		STREAMS		1,730.05
1/1/20	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	9562	Annual membership 1/1/19-1/1/21 California Transit Association	3,500.00	3,500.00
				20,487.26	20,487.26



# Monthly Management Report Summary

October, FY 19/20

## System & Program Summary

	October FY 19/20	October FY 18/19	% Change	Year-To-Date FY 19/20	Year-To-Date FY 18/19	% Change
<b>System Total</b>						
Total Passengers	120,322	119,275	0.9	431,370	415,840	3.7
Revenue Passengers	109,222	108,266	0.9	393,055	376,900	4.3
Weekday Total Passengers	116,186	115,185	0.9	412,742	396,786	4.0
Saturday Total Passengers	2,701	2,663	1.4	11,517	11,794	-2.3
Sunday Total Passengers	1,435	1,427	0.6	7,111	7,260	-2.1
Weekday Average Passengers	5,052	5,008	0.9	4,744	4,614	2.8
Saturday Average Passengers	675	666	1.4	677	694	-2.4
Sunday Average Passengers	359	357	0.6	374	363	3.0
Vehicle Revenue Hours	9,969.16	9,943.02	0.3	38,163.17	37,574.09	1.6
Total Vehicle Hours	10,597.95	10,600.64	0.0	40,574.60	39,995.13	1.4
Revenue Vehicle Miles	180,461.9	181,147.0	-0.4	686,494.5	683,104.0	0.5
Total Miles	198,079.0	197,277.0	0.4	757,408.1	744,159.0	1.8
<b>Dial-A-Ride Program</b>						
Number of Weekdays	23	23	0.0	87	86	1.2
Number of Saturdays	4	4	0.0	17	17	0.0
Total Passengers	3,126	3,342	-6.5	12,306	12,740	-3.4
Revenue Passengers	2,942	3,112	-5.5	11,551	11,889	-2.8
Weekday Total Passengers	2,934	3,174	-7.6	11,532	12,056	-4.3
Saturday Total Passengers	192	168	14.3	774	684	13.2
Weekday Average Passengers	128	138	-7.2	133	140	-5.0
Saturday Average Passengers	48	42	14.3	46	40	15.0
Vehicle Revenue Hours	1,415.47	1,320.79	7.2	5,517.83	5,232.04	5.5
Total Vehicle Hours	1,544.42	1,443.71	7.0	6,021.76	5,679.64	6.0
Productivity	2.2	2.5	-12.0	2.2	2.4	-8.3
Revenue Vehicle Miles	18,365.9	18,971.4	-3.2	70,854.2	73,999.5	-4.3
Total Miles	19,944.0	21,157.0	-5.7	77,557.0	81,661.0	-5.0
<b>Express Routes Program</b>						
Number of Weekdays	23	23	0.0	87	86	1.2
Number of Saturdays	4	4	0.0	17	17	0.0
Number of Sundays	4	4	0.0	19	20	-5.0
Total Passengers	48,958	51,282	-4.5	180,712	184,031	-1.8
Revenue Passengers	44,669	47,114	-5.2	166,332	168,207	-1.1
Weekday Total Passengers	45,497	47,838	-4.9	165,016	168,140	-1.9
Saturday Total Passengers	2,026	2,017	0.4	8,585	8,631	-0.5
Sunday Total Passengers	1,435	1,427	0.6	7,111	7,260	-2.1
Weekday Average Passengers	1,978	2,080	-4.9	1,897	1,955	-3.0
Saturday Average Passengers	507	504	0.6	505	508	-0.6
Sunday Average Passengers	359	357	0.6	374	363	3.0
Vehicle Revenue Hours	3,494.92	3,493.57	0.0	13,354.23	13,200.82	1.2
Total Vehicle Hours	3,729.62	3,747.30	-0.5	14,286.04	14,137.46	1.1
Productivity	14.0	14.7	-4.8	13.5	13.9	-2.9
Revenue Vehicle Miles	63,869.8	63,869.8	0.0	244,074.1	241,665.7	1.0
Total Miles	68,489.5	68,535.9	-0.1	261,415.9	259,107.1	0.9



# Monthly Management Report Summary

October, FY 19/20

## System & Program Summary

	October FY 19/20	October FY 18/19	% Change	Year-To-Date FY 19/20	Year-To-Date FY 18/19	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	23	23	0.0	87	86	1.2
Number of Saturdays	4	4	0.0	17	17	0.0
Total Passengers	33,437	33,934	-1.5	111,751	109,578	2.0
Revenue Passengers	27,393	27,849	-1.6	90,996	89,593	1.6
Weekday Total Passengers	32,954	33,456	-1.5	109,593	107,382	2.1
Saturday Total Passengers	483	478	1.0	2,158	2,196	-1.7
Weekday Average Passengers	1,433	1,455	-1.5	1,260	1,249	0.9
Saturday Average Passengers	121	120	0.8	127	129	-1.6
Vehicle Revenue Hours	3,317.24	3,388.18	-2.1	12,704.27	12,633.70	0.6
Total Vehicle Hours	3,483.71	3,558.32	-2.1	13,306.73	13,255.62	0.4
Productivity	10.1	10.0	1.0	8.8	8.7	1.1
Revenue Vehicle Miles	51,807.7	51,938.7	-0.3	195,982.8	193,873.7	1.1
Total Miles	54,958.3	55,155.7	-0.4	207,648.2	205,553.2	1.0
<b>Transbay Lynx Program</b>						
Number of Weekdays	23	23	0.0	87	86	1.2
Total Passengers	34,801	30,717	13.3	126,601	109,491	15.6
Revenue Passengers	34,218	30,191	13.3	124,176	107,211	15.8
Weekday Total Passengers	34,801	30,717	13.3	126,601	109,208	15.9
Weekday Average Passengers	1,513	1,336	13.2	1,455	1,270	14.6
Vehicle Revenue Hours	1,741.53	1,740.48	0.1	6,586.84	6,507.53	1.2
Total Vehicle Hours	1,840.20	1,851.31	-0.6	6,960.07	6,922.41	0.5
Productivity	20.0	17.6	13.6	19.2	16.8	14.3
Revenue Vehicle Miles	46,418.6	46,367.2	0.1	175,583.4	173,565.1	1.2
Total Miles	48,325.3	48,556.1	-0.5	182,795.7	181,759.7	0.6

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**

**Month & Fiscal Year- October 2019**

<b>Cash Fares for Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Cash Fare - Regular	\$ 33,792.25	\$ 132,580.75	\$ -	\$ 14,789.00	\$ 19,003.25
Cash Fare - Senior & Disabled	\$ 4,868.50	\$ 18,802.75	\$ 782.50	\$ 1,197.00	\$ 2,889.00
Cash Fare - Transfers	\$ 4,415.25	\$ 18,081.00	\$ 16.50	\$ 118.75	\$ 4,280.00
Cash Fare - Regional Paratransit	\$ 528.00	\$ 2,601.00	\$ 528.00		
Cash Fare - Local Day Pass Sales	\$ 3,845.50	\$ 14,302.50		\$ 1.50	\$ 3,844.00
<b>Total Estimated Cash (a)</b>	<b>\$ 47,449.50</b>	<b>\$ 186,368.00</b>	<b>\$ 1,327.00</b>	<b>\$ 16,106.25</b>	<b>\$ 30,016.25</b>
Over/(Short) Cash Count	\$ 1.97	\$ 6.50	\$ 0.32	\$ 0.26	\$ 1.39
Bank Deposit Corrections	\$ -	\$ -			
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 47,451.47</b>	<b>\$ 186,374.50</b>	<b>\$ 1,327.32</b>	<b>\$ 16,106.51</b>	<b>\$ 30,017.64</b>
<b>Prepaid Sales Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Ticket Books	\$ 3,200.00	\$ 11,000.00	\$ 3,200.00		
Clipper Sales	\$ 1,850.00	\$ 7,375.50		\$ 420.00	\$ 1,430.00
Lynx 31-Day Pass Sales	\$ 4,130.00	\$ 16,460.00		\$ 4,130.00	
Lynx Stored Ride Pass Sales	\$ 180.00	\$ 1,150.00		\$ 180.00	
Local 31-Day Pass Sales	\$ 4,200.00	\$ 12,650.00			\$ 4,200.00
Local Stored Value Pass Sales	\$ 235.00	\$ 1,282.50			\$ 235.00
Local Day Pass Sales (In-house)	\$ -	\$ 686.50			
East Bay Value Pass Sales	\$ -	\$ -			
75 Single Ride Passes	\$ -	\$ 70.00			
Returned Checks	\$ -	\$ (140.00)			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (90.00)			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 13,795.00</b>	<b>\$ 50,444.50</b>	<b>\$ 3,200.00</b>	<b>\$ 4,730.00</b>	<b>\$ 5,865.00</b>
<b>Billings Issued</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 222.00	\$ 905.00	\$ 222.00		
Lynx B1G1F	\$ 1,960.00	\$ 8,260.00		\$ 1,960.00	
Wage Works	\$ 7,190.00	\$ 28,280.00		\$ 7,050.00	\$ 140.00
Capital Corridor Vouchers	\$ 154.50	\$ 621.00			\$ 154.50
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC (PASS 2 PASS)	\$ 480.00	\$ 480.00			\$ 480.00
CCTA (\$37.00 SBPP)	\$ 13,150.00	\$ 13,150.00			\$ 13,150.00
WCCUSD SBP	\$ -	\$ 22,000.00			
City of Hercules Parking Permit Program	\$ 1,956.63	\$ 7,192.64			\$ 1,956.63
HTC Parking Combos	\$ 480.00	\$ 1,960.00			\$ 480.00
Cole Vocational	\$ -	\$ 1,545.00			
Clipper	\$ 153,468.24	\$ 563,058.94		\$ 111,626.22	\$ 41,842.02
*Other Contra Costa College 31 Day Pass	\$ 3,000.00	\$ 6,920.01			\$ 3,000.00
*Other CCTAC (Preloaded Clipper Card)	\$ 55.00	\$ 14,055.00			\$ 55.00
<b>Subtotal Billings</b>	<b>\$ 182,116.37</b>	<b>\$ 668,427.59</b>	<b>\$ 222.00</b>	<b>\$ 120,636.22</b>	<b>\$ 61,258.15</b>
<b>Total Passenger Revenue</b>	<b>\$ 243,362.84</b>	<b>\$ 905,246.59</b>	<b>\$ 4,749.32</b>	<b>\$ 141,472.73</b>	<b>\$ 97,140.79</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 223,527.47</b>	<b>\$ 820,493.18</b>

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

**October-19**

	Miles	Accidents	Frequency 12 Month Period
FR	1,933,102	23	84,048
DAR	224,744	3	74,915

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	3	4	4	1	2	8	6
DAR	0	0	1	1	1	0	2	0



# Passenger & Productivity Statistical Report

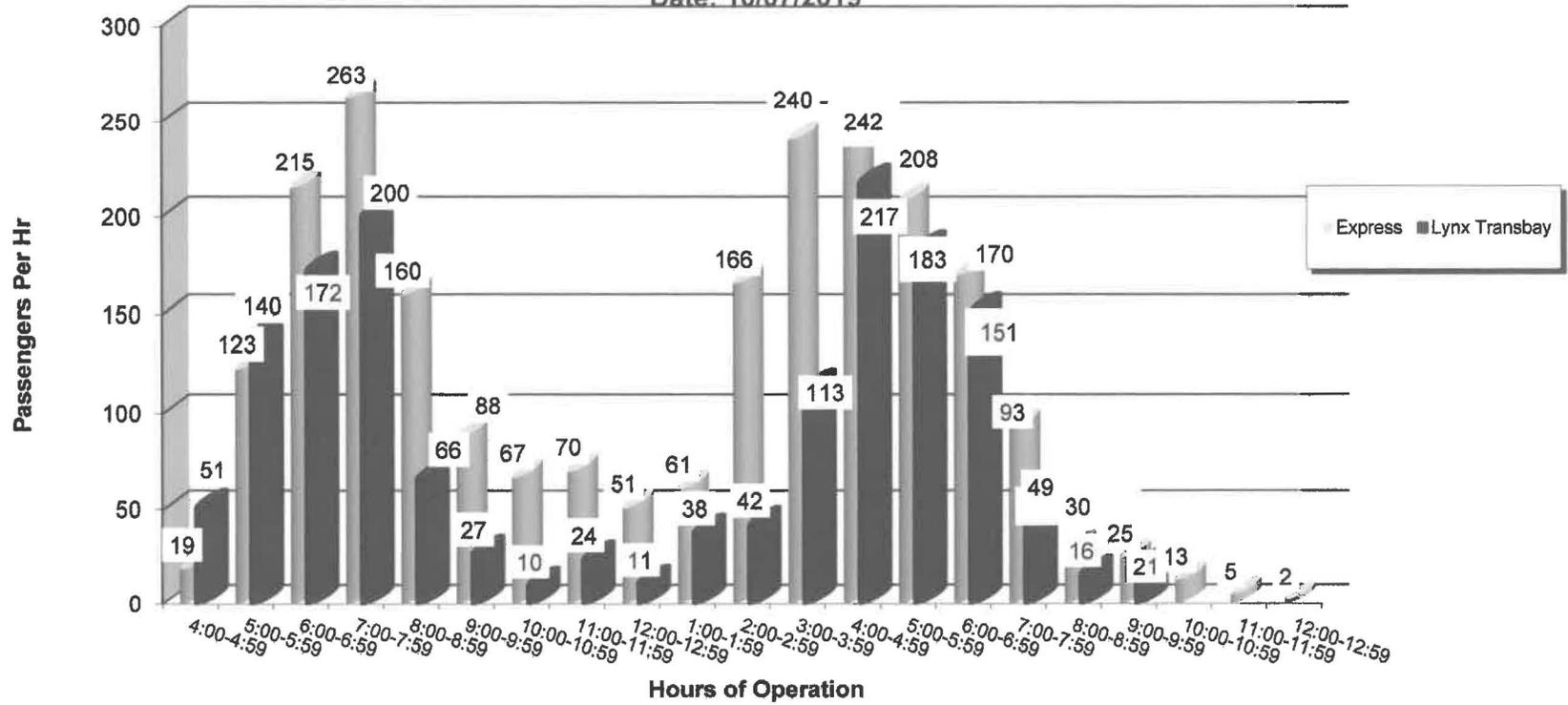
October, FY 19/20

System

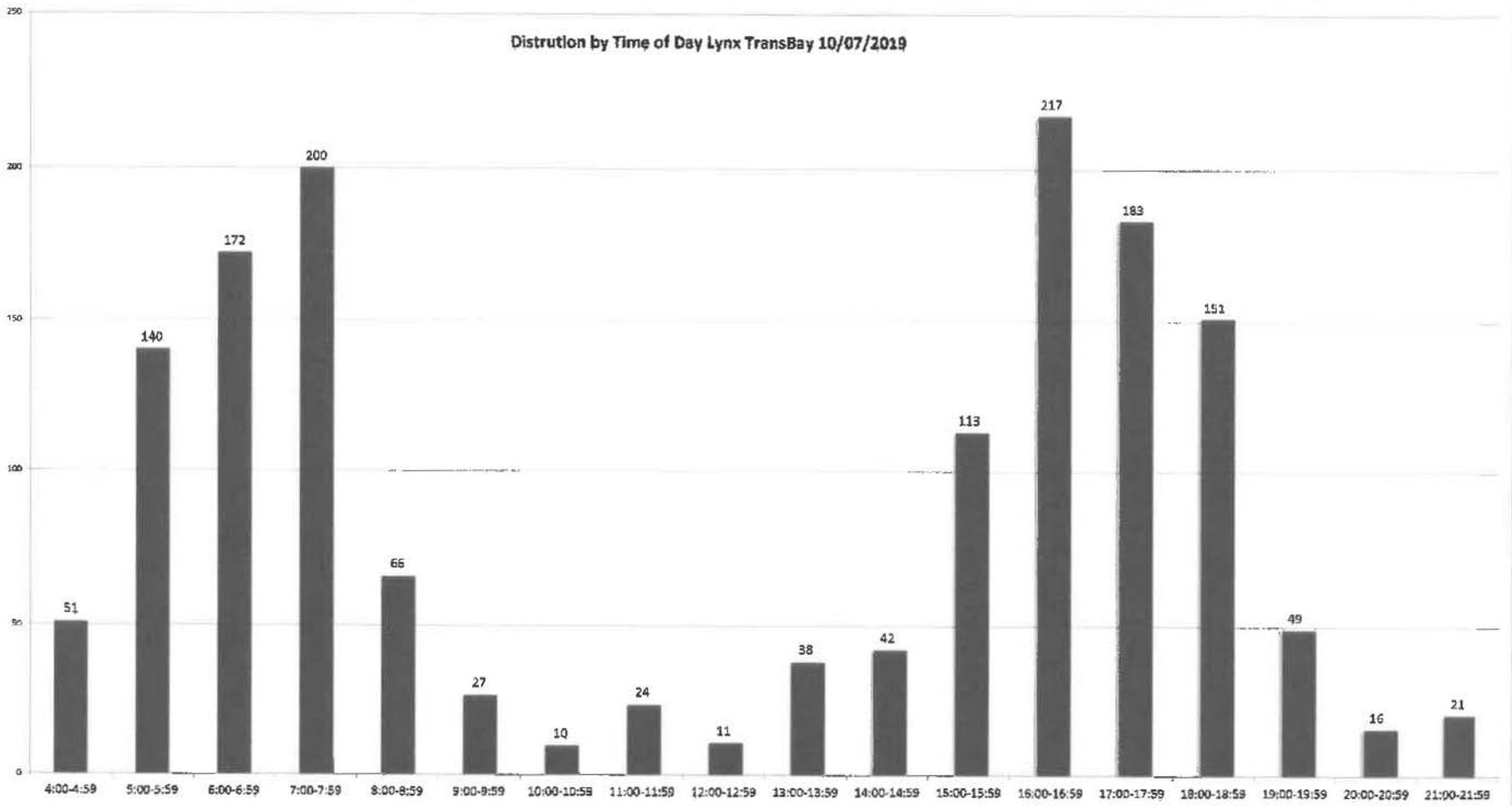
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	October			Fiscal Year To Date			October			Fiscal Year To Date		
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Route 10 Weekday	2,867	3,329	16.1	8,402	10,148	20.8	10.4	12.0	16.0	8.4	10.0	19.4
Route 11 Weekday	5,742	6,018	4.8	19,789	21,103	6.6	12.6	15.7	24.4	11.7	12.8	9.8
Route 11 Saturday	212	215	1.4	1,106	1,099	-0.6	4.3	4.4	1.2	5.2	5.3	0.7
Route 11 Total	5,954	6,233	4.7	20,895	22,202	6.3	11.8	14.4	22.0	10.9	12.0	9.2
Route 12 Weekday	4,309	3,721	-13.6	12,933	12,273	-5.1	13.0	11.3	-13.2	10.9	10.2	-6.1
Route 15 Weekday	1,866	2,119	13.6	6,994	7,553	8.0	7.1	8.1	13.9	7.2	7.7	7.0
Route 16 Weekday	7,213	6,929	-3.9	21,221	21,303	0.4	10.6	10.1	-4.2	8.3	8.3	-0.8
Route 17 Weekday	793	520	-34.4	2,385	1,957	-17.9	5.9	3.9	-34.9	4.8	3.8	-19.5
Route 18 Weekday	797	592	-25.7	2,460	2,142	-12.9	6.9	5.1	-25.7	5.7	4.9	-14.1
Route 19 Saturday	266	268	0.8	1,090	1,059	-2.8	4.8	4.8	-0.2	4.6	4.5	-3.6
Route 30Z Weekday	2,627	2,455	-6.5	10,410	9,478	-9.0	5.7	5.4	-6.3	6.1	5.5	-10.1
Route C3 Weekday	7,242	7,271	0.4	22,788	23,636	3.7	12.7	12.7	0.3	10.7	11.0	2.8
Route DAR Weekday	3,174	2,934	-7.6	12,056	11,532	-4.3	2.5	2.2	-13.2	2.5	2.2	-8.9
Route DAR Saturday	168	192	14.3	684	774	13.2	2.4	2.3	-5.0	2.2	2.2	0.5
Route DAR Total	3,342	3,126	-6.5	12,740	12,306	-3.4	2.5	2.2	-12.7	2.4	2.2	-8.4
Route J Weekday	23,956	23,995	0.2	84,300	85,571	1.5	14.6	14.7	0.5	14.1	14.1	0.2
Route J Saturday	2,017	2,026	0.4	8,631	8,585	-0.5	10.7	10.8	1.0	10.8	10.7	-0.9
Route J Sunday	1,427	1,435	0.6	7,260	7,111	-2.1	9.1	9.1	0.3	9.3	9.5	2.4
Route J Total	27,400	27,456	0.2	100,191	101,267	1.1	13.8	13.9	0.5	13.2	13.3	0.4
Route JPX Weekday	15,699	14,080	-10.3	53,442	51,044	-4.5	15.4	13.6	-11.3	14.0	13.1	-6.6
Route JX Weekday	8,183	7,422	-9.3	30,398	28,401	-6.6	16.8	15.4	-8.6	16.8	15.5	-7.6
Route LYNX Weekday	30,717	34,801	13.3	109,208	126,601	15.9	17.6	20.0	13.2	16.8	19.2	14.3
<b>Total System-Wide</b>	<b>119,275</b>	<b>120,322</b>	<b>0.9</b>	<b>415,840</b>	<b>431,370</b>	<b>3.7</b>	<b>12.0</b>	<b>12.1</b>	<b>0.6</b>	<b>11.1</b>	<b>11.3</b>	<b>2.1</b>

**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day**  
Date: 10/07/2019



Distrution by Time of Day Lynx TransBay 10/07/2019





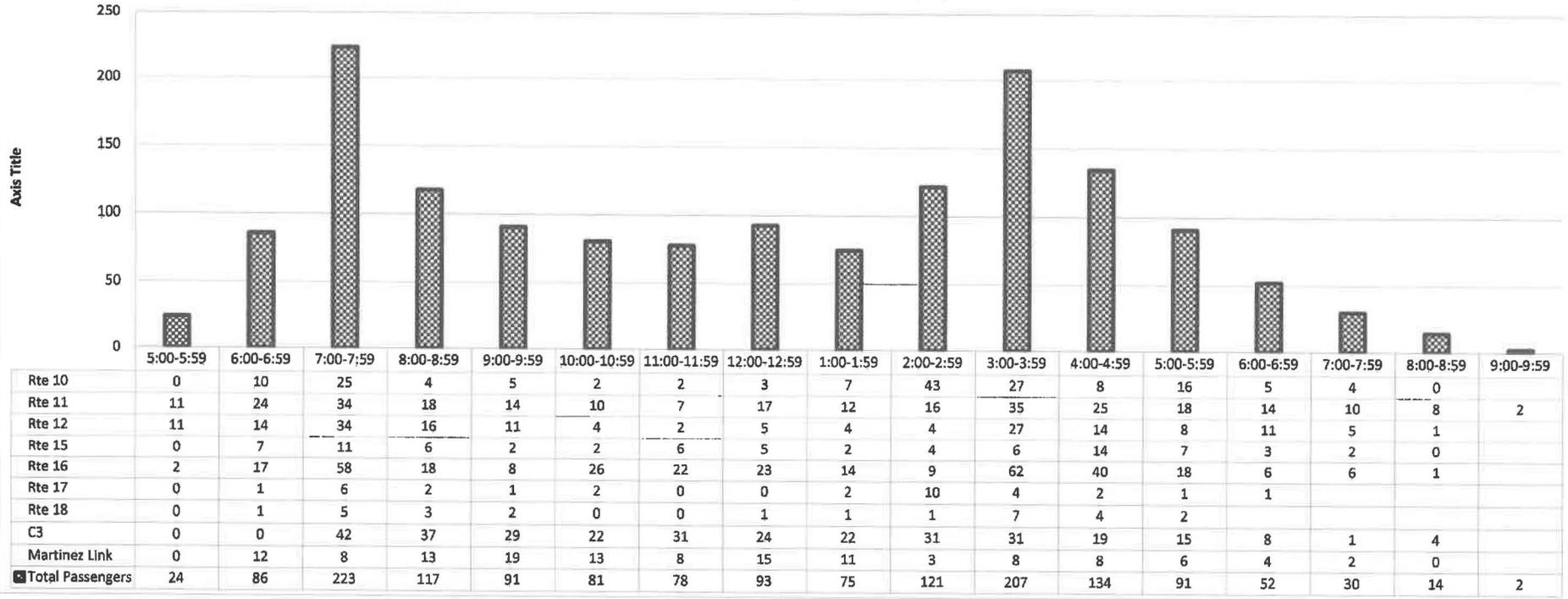
**Distribution by Time of Day - Fixed Route**

**Date:** 10/7/2019

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	0	10	25	4	5	2	2	3	7	43	27	8	16	5	4	0	
Rte 11	11	24	34	18	14	10	7	17	12	16	35	25	18	14	10	8	2
Rte 12	11	14	34	16	11	4	2	5	4	4	27	14	8	11	5	1	
Rte 15	0	7	11	6	2	2	6	5	2	4	6	14	7	3	2	0	
Rte 16	2	17	58	18	8	26	22	23	14	9	62	40	18	6	6	1	
Rte 17	0	1	6	2	1	2	0	0	2	10	4	2	1	1			
Rte 18	0	1	5	3	2	0	0	1	1	1	7	4	2				
C3	0	0	42	37	29	22	31	24	22	31	31	19	15	8	1	4	
Martinez Link	0	12	8	13	19	13	8	15	11	3	8	8	6	4	2	0	
<b>Total Passengers</b>	<b>24</b>	<b>86</b>	<b>223</b>	<b>117</b>	<b>91</b>	<b>81</b>	<b>78</b>	<b>93</b>	<b>75</b>	<b>121</b>	<b>207</b>	<b>134</b>	<b>91</b>	<b>52</b>	<b>30</b>	<b>14</b>	<b>2</b>

Total Route 10	161
Total Route 11	275
Total Route 12	171
Total Route 15	77
Total Route 16	330
Total Route 17	32
Total Route 18	27
Total C3	316
Martinez Link	130
<b>Total</b>	<b>1519</b>

Distribution By Time Of Day Fixed Route 10/07/2019



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

Date: 10/7/2019

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		26	59	69	8							26	46	37	41	11	
JPX		38	71	96	60	46	22	30	23	26	54	76	86	66	40	29	5
J	19	59	85	98	92	42	45	40	28	35	112	138	110	105	89	53	25
<b>Total Passengers</b>	<b>19</b>	<b>123</b>	<b>215</b>	<b>263</b>	<b>160</b>	<b>88</b>	<b>67</b>	<b>70</b>	<b>51</b>	<b>61</b>	<b>166</b>	<b>240</b>	<b>242</b>	<b>208</b>	<b>170</b>	<b>93</b>	<b>30</b>

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	25	13	5	2
<b>Total Passengers</b>	<b>25</b>	<b>13</b>	<b>5</b>	<b>2</b>

JX	323
JPX	768
J	1220
<b>Total</b>	<b>2311</b>

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

Date: 10/7/2019

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	51	140	172	200	66	27	10	24	11	38	42	113	217	183	151	49	16
<b>Total Passengers</b>	<b>51</b>	<b>140</b>	<b>172</b>	<b>200</b>	<b>66</b>	<b>27</b>	<b>10</b>	<b>24</b>	<b>11</b>	<b>38</b>	<b>42</b>	<b>113</b>	<b>217</b>	<b>183</b>	<b>151</b>	<b>49</b>	<b>16</b>

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

<b>Total Lynx</b>	<b>1531</b>
-------------------	-------------







**Monthly Management Report Summary**  
**November, FY 19/20**  
**System & Program Summary**

	<b>November FY 19/20</b>	<b>November FY 18/19</b>	<b>% Change</b>	<b>Year-To-Date FY 19/20</b>	<b>Year-To-Date FY 18/19</b>	<b>% Change</b>
<b>System Total</b>						
Total Passengers	97,085	92,970	4.4	528,455	508,810	3.9
Revenue Passengers	88,952	84,371	5.4	482,007	461,271	4.5
Weekday Total Passengers	89,866	87,311	2.9	502,608	484,097	3.8
Saturday Total Passengers	5,505	3,996	37.8	17,022	15,790	7.8
Sunday Total Passengers	1,714	1,663	3.1	8,825	8,923	-1.1
Weekday Average Passengers	4,730	4,366	8.3	4,742	4,567	3.8
Saturday Average Passengers	786	666	18.0	709	687	3.2
Sunday Average Passengers	343	333	3.0	368	357	3.1
Vehicle Revenue Hours	8,362.07	8,630.17	-3.1	46,525.24	46,204.26	0.7
Total Vehicle Hours	8,884.02	9,218.76	-3.6	49,458.62	49,213.89	0.5
Revenue Vehicle Miles	148,902.9	157,376.7	-5.4	835,397.4	840,480.8	-0.6
Total Miles	166,115.0	171,100.0	-2.9	923,523.1	915,259.0	0.9
<b>Dial-A-Ride Program</b>						
Number of Weekdays	18	19	-5.3	105	105	0.0
Number of Saturdays	7	6	16.7	24	23	4.3
Total Passengers	2,743	2,855	-3.9	15,049	15,595	-3.5
Revenue Passengers	2,612	2,690	-2.9	14,163	14,579	-2.9
Weekday Total Passengers	2,448	2,637	-7.2	13,980	14,693	-4.9
Saturday Total Passengers	295	218	35.3	1,069	902	18.5
Weekday Average Passengers	136	139	-2.2	133	140	-5.0
Saturday Average Passengers	42	36	16.7	45	39	15.4
Vehicle Revenue Hours	1,234.10	1,175.73	5.0	6,751.93	6,407.77	5.4
Total Vehicle Hours	1,333.96	1,308.25	2.0	7,355.72	6,987.89	5.3
Productivity	2.2	2.4	-8.3	2.2	2.4	-8.3
Revenue Vehicle Miles	15,936.5	17,345.0	-8.1	86,790.7	91,344.4	-5.0
Total Miles	17,250.0	19,169.0	-10.0	94,807.0	100,830.0	-6.0
<b>Express Routes Program</b>						
Number of Weekdays	18	19	-5.3	105	105	0.0
Number of Saturdays	7	6	16.7	24	23	4.3
Number of Sundays	5	5	0.0	24	25	-4.0
Total Passengers	40,948	41,363	-1.0	221,660	225,394	-1.7
Revenue Passengers	37,786	37,782	0.0	204,118	205,989	-0.9
Weekday Total Passengers	35,644	36,597	-2.6	200,660	204,737	-2.0
Saturday Total Passengers	3,590	3,103	15.7	12,175	11,734	3.8
Sunday Total Passengers	1,714	1,663	3.1	8,825	8,923	-1.1
Weekday Average Passengers	1,980	1,926	2.8	1,911	1,950	-2.0
Saturday Average Passengers	513	517	-0.8	507	510	-0.6
Sunday Average Passengers	343	333	3.0	368	357	3.1
Vehicle Revenue Hours	2,989.56	3,082.11	-3.0	16,343.79	16,282.93	0.4
Total Vehicle Hours	3,196.26	3,299.16	-3.1	17,482.30	17,436.62	0.3
Productivity	13.7	13.4	2.2	13.6	13.8	-1.4
Revenue Vehicle Miles	54,037.7	55,872.5	-3.3	298,111.7	297,538.2	0.2
Total Miles	57,832.0	59,846.3	-3.4	319,247.9	318,953.4	0.1



**Monthly Management Report Summary**  
**November, FY 19/20**  
**System & Program Summary**

	<b>November FY 19/20</b>	<b>November FY 18/19</b>	<b>% Change</b>	<b>Year-To-Date FY 19/20</b>	<b>Year-To-Date FY 18/19</b>	<b>% Change</b>
<b>Local Fixed Routes Program</b>						
Number of Weekdays	18	19	-5.3	105	105	0.0
Number of Saturdays	7	6	16.7	24	23	4.3
Total Passengers	24,829	23,181	7.1	136,580	132,759	2.9
Revenue Passengers	20,443	18,847	8.5	111,439	108,440	2.8
Weekday Total Passengers	23,960	22,506	6.5	133,553	129,888	2.8
Saturday Total Passengers	869	675	28.7	3,027	2,871	5.4
Weekday Average Passengers	1,331	1,185	12.3	1,272	1,237	2.8
Saturday Average Passengers	124	113	9.7	126	125	0.8
Vehicle Revenue Hours	2,742.27	2,861.79	-4.2	15,446.54	15,495.49	-0.3
Total Vehicle Hours	2,876.10	3,004.85	-4.3	16,182.83	16,260.47	-0.5
Productivity	9.1	8.1	12.3	8.8	8.6	2.3
Revenue Vehicle Miles	42,041.2	43,795.3	-4.0	238,024.0	237,669.1	0.1
Total Miles	44,561.6	46,492.9	-4.2	252,209.9	252,046.1	0.1
<b>Transbay Lynx Program</b>						
Number of Weekdays	18	20	-10.0	105	106	-0.9
Number of Saturdays	1	0		1	1	0.0
Total Passengers	28,565	25,571	11.7	155,166	135,062	14.9
Revenue Passengers	28,111	25,052	12.2	152,287	132,263	15.1
Weekday Total Passengers	27,814	25,571	8.8	154,415	134,779	14.6
Saturday Total Passengers	751			751	283	165.4
Weekday Average Passengers	1,545	1,279	20.8	1,471	1,272	15.6
Saturday Average Passengers	751			751	283	165.4
Vehicle Revenue Hours	1,396.14	1,510.54	-7.6	7,982.98	8,018.07	-0.4
Total Vehicle Hours	1,477.70	1,606.50	-8.0	8,437.77	8,528.91	-1.1
Productivity	20.5	16.9	21.3	19.4	16.8	15.5
Revenue Vehicle Miles	36,887.6	40,364.0	-8.6	212,471.0	213,929.1	-0.7
Total Miles	38,495.3	42,259.6	-8.9	221,291.0	224,019.3	-1.2

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

<b>Cash Fares for Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Cash Fare - Regular	\$ 27,024.75	\$ 159,605.50	\$ -	\$ 12,436.75	\$ 14,588.00
Cash Fare - Senior & Disabled	\$ 4,132.00	\$ 22,934.75	\$ 635.00	\$ 983.75	\$ 2,513.25
Cash Fare - Transfers	\$ 3,716.50	\$ 21,797.50	\$ 17.00	\$ 122.50	\$ 3,577.00
Cash Fare - Regional Paratransit	\$ 615.00	\$ 3,216.00	\$ 615.00		
Cash Fare - Local Day Pass Sales	\$ 3,124.00	\$ 17,426.50		\$ 3.00	\$ 3,121.00
<b>Total Estimated Cash (a)</b>	<b>\$ 38,612.25</b>	<b>\$ 224,980.25</b>	<b>\$ 1,267.00</b>	<b>\$ 13,546.00</b>	<b>\$ 23,799.25</b>
Over/(Short) Cash Count	\$ 1.22	\$ 7.72	\$ (0.15)	\$ 0.72	\$ 0.65
Bank Deposit Corrections	\$ 5.00	\$ 5.00			\$ 5.00
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 38,618.47</b>	<b>\$ 224,992.97</b>	<b>\$ 1,266.85</b>	<b>\$ 13,546.72</b>	<b>\$ 23,804.90</b>
<b>Prepaid Sales Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Ticket Books	\$ 1,995.00	\$ 12,995.00	\$ 1,995.00		
Clipper Sales	\$ 1,905.00	\$ 9,280.50		\$ 140.00	\$ 1,765.00
Lynx 31-Day Pass Sales	\$ 2,960.00	\$ 19,420.00		\$ 2,960.00	
Lynx Stored Ride Pass Sales	\$ 90.00	\$ 1,240.00		\$ 90.00	
Local 31-Day Pass Sales	\$ 2,560.00	\$ 15,210.00			\$ 2,560.00
Local Stored Value Pass Sales	\$ 47.50	\$ 1,330.00			\$ 47.50
Local Day Pass Sales (In-house)	\$ -	\$ 686.50			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ 70.00			
Returned Checks	\$ -	\$ (140.00)			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ (90.00)			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 9,557.50</b>	<b>\$ 60,002.00</b>	<b>\$ 1,995.00</b>	<b>\$ 3,190.00</b>	<b>\$ 4,372.50</b>
<b>Billings Issued</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 218.00	\$ 1,123.00	\$ 218.00		
Lynx B1G1F	\$ 1,120.00	\$ 9,380.00		\$ 1,120.00	
Wage Works	\$ 6,720.00	\$ 35,000.00		\$ 6,600.00	\$ 120.00
Capital Corridor Vouchers	\$ 192.00	\$ 813.00			\$ 192.00
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC	\$ -	\$ 480.00			
CCC Health Services	\$ -	\$ 13,150.00			
WCCUSD SBP	\$ 2,520.00	\$ 24,520.00			\$ 2,520.00
City of Hercules Parking Permit Program	\$ 1,450.00	\$ 8,642.64			\$ 1,450.00
HTC Parking Combos	\$ 360.00	\$ 2,320.00			\$ 360.00
Cole Vocational	\$ -	\$ 1,545.00			
Clipper	\$ 129,232.93	\$ 692,291.87		\$ 93,841.12	\$ 35,391.81
*Other	\$ -	\$ 6,920.01			
*Other WCCTAC (preloaed Clipper Card)	\$ 20.00	\$ 14,075.00			\$ 20.00
<b>Subtotal Billings</b>	<b>\$ 141,832.93</b>	<b>\$ 810,260.52</b>	<b>\$ 218.00</b>	<b>\$ 101,561.12</b>	<b>\$ 40,053.81</b>
<b>Total Passenger Revenue</b>	<b>\$ 190,008.90</b>	<b>\$ 1,095,255.49</b>	<b>\$ 3,479.85</b>	<b>\$ 118,297.84</b>	<b>\$ 68,231.21</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 188,025.13</b>	<b>\$ 1,008,518.31</b>

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

**November-19**

	Miles	Accidents	Frequency 12 Month Period
FR	1,930,528	23	83,936
DAR	222,825	3	74,275

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	1	5	5	4	2	12	8
DAR	0	0	1	1	0	0	2	0

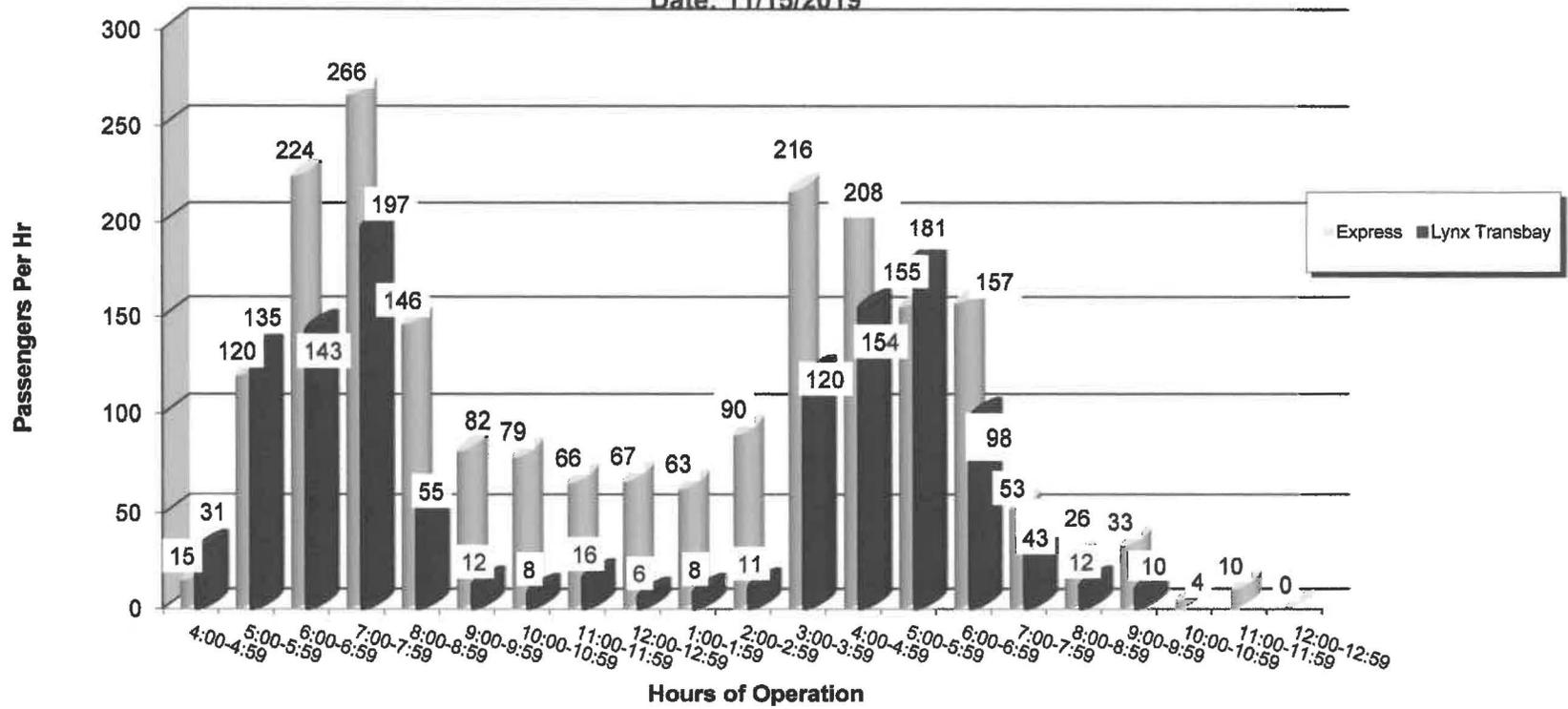


# Passenger & Productivity Statistical Report

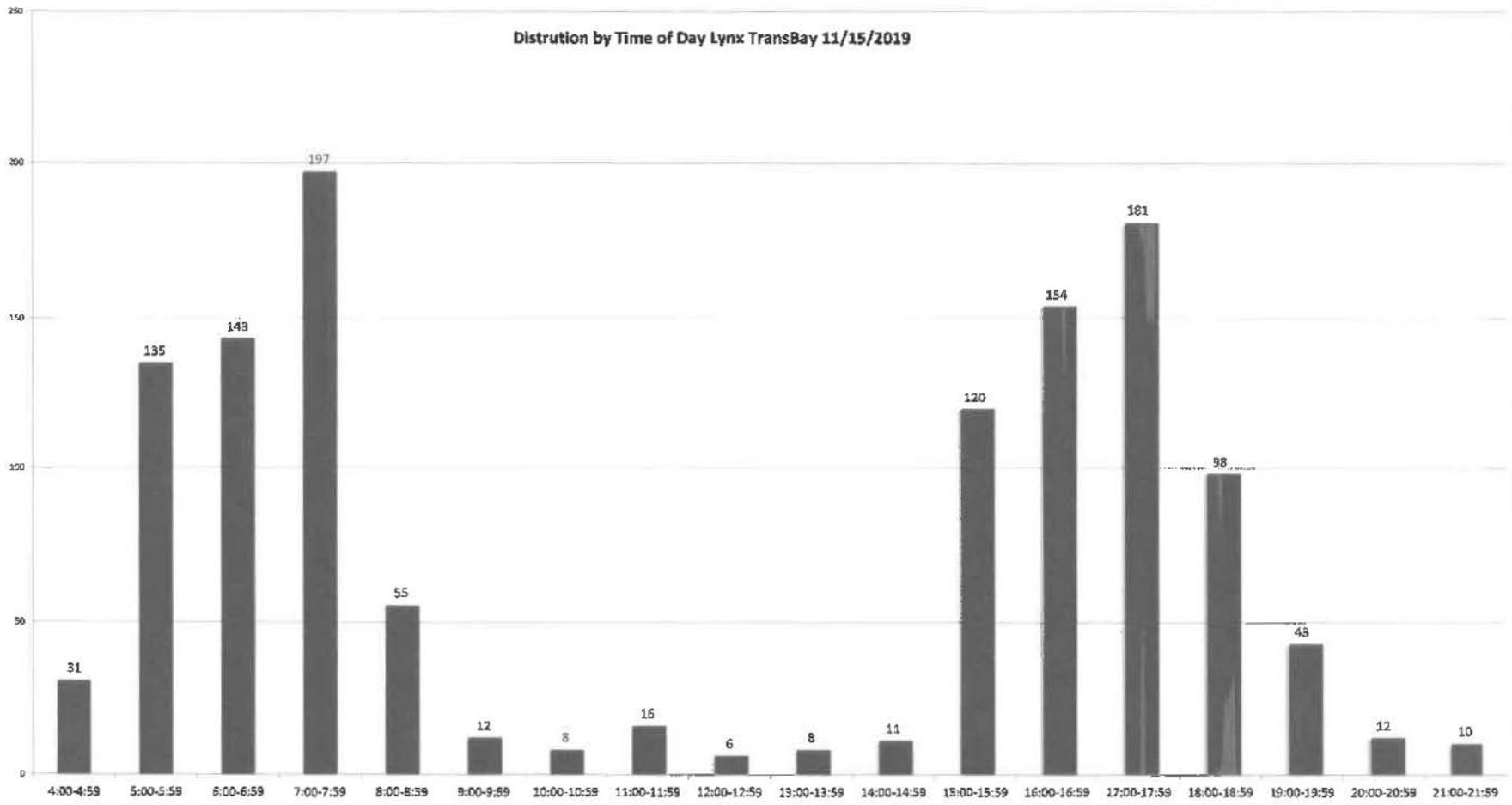
November, FY 19/20  
System  
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	November			Fiscal Year To Date			November			Fiscal Year To Date		
	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change	FY 18/19	FY 19/20	% Change
Route 10 Weekday	2,008	2,339	16.5	10,410	12,487	20.0	8.9	10.9	22.5	8.5	10.2	19.9
Route 11 Weekday	3,642	3,755	3.1	23,431	24,858	6.1	9.7	10.5	8.5	11.3	12.4	9.7
Route 11 Saturday	359	434	20.9	1,465	1,533	4.6	4.9	5.0	3.3	5.1	5.2	1.1
Route 11 Total	4,001	4,189	4.7	24,896	26,391	6.0	8.9	9.5	6.2	10.6	11.5	8.7
Route 12 Weekday	2,809	3,012	7.2	15,742	15,285	-2.9	10.4	11.8	13.2	10.8	10.5	-2.8
Route 15 Weekday	1,532	1,604	4.7	8,526	9,157	7.4	7.1	7.9	11.2	7.2	7.7	7.7
Route 16 Weekday	4,642	4,714	1.6	25,863	26,017	0.6	8.2	8.9	8.0	8.3	8.4	0.7
Route 17 Weekday	514	463	-9.9	2,899	2,420	-16.5	4.6	4.4	-5.1	4.7	3.9	-17.1
Route 18 Weekday	575	439	-23.7	3,035	2,581	-15.0	6.0	4.9	-19.4	5.8	4.9	-15.1
Route 19 Saturday	316	435	37.7	1,406	1,494	6.3	3.8	4.5	18.0	4.4	4.5	1.2
Route 30Z Weekday	1,925	2,160	12.2	12,335	11,638	-5.7	5.1	6.1	18.3	5.9	5.6	-5.8
Route C3 Weekday	4,859	5,474	12.7	27,647	29,110	5.3	10.3	12.3	19.1	10.6	11.2	5.5
Route DAR Weekday	2,637	2,448	-7.2	14,693	13,980	-4.9	2.5	2.3	-8.3	2.5	2.2	-8.8
Route DAR Saturday	218	295	35.3	902	1,069	18.5	2.0	1.9	-4.9	2.1	2.1	-1.4
Route DAR Total	2,855	2,743	-3.9	15,595	15,049	-3.5	2.4	2.2	-8.5	2.4	2.2	-8.4
Route J Weekday	18,208	17,684	-2.9	102,508	103,255	0.7	13.6	14.0	3.2	14.0	14.1	0.7
Route J Saturday	3,103	3,590	15.7	11,734	12,175	3.8	10.9	11.0	1.0	10.8	10.8	-0.3
Route J Sunday	1,663	1,714	3.1	8,923	8,825	-1.1	8.4	8.7	2.9	9.1	9.4	2.4
Route J Total	22,974	22,988	0.1	123,165	124,255	0.9	12.6	12.9	2.1	13.1	13.2	0.8
Route JPX Weekday	11,810	11,761	-0.4	65,252	62,805	-3.8	14.0	14.5	3.5	14.0	13.3	-4.8
Route JX Weekday	6,579	6,199	-5.8	36,977	34,600	-6.4	15.6	15.6	-0.2	16.6	15.5	-6.3
Route LYNX Weekday	25,571	27,814	8.8	134,779	154,415	14.6	16.9	20.3	19.9	16.8	19.4	15.2
Route LYNX Saturday		751		283	751	165.4		29.5		21.0	29.5	40.7
Route LYNX Total	25,571	28,565	11.7	135,062	155,166	14.9	16.9	20.5	20.9	16.8	19.4	15.4
<b>Total System-Wide</b>	<b>92,970</b>	<b>97,085</b>	<b>4.4</b>	<b>508,810</b>	<b>528,455</b>	<b>3.9</b>	<b>10.8</b>	<b>11.6</b>	<b>7.8</b>	<b>11.0</b>	<b>11.4</b>	<b>3.1</b>

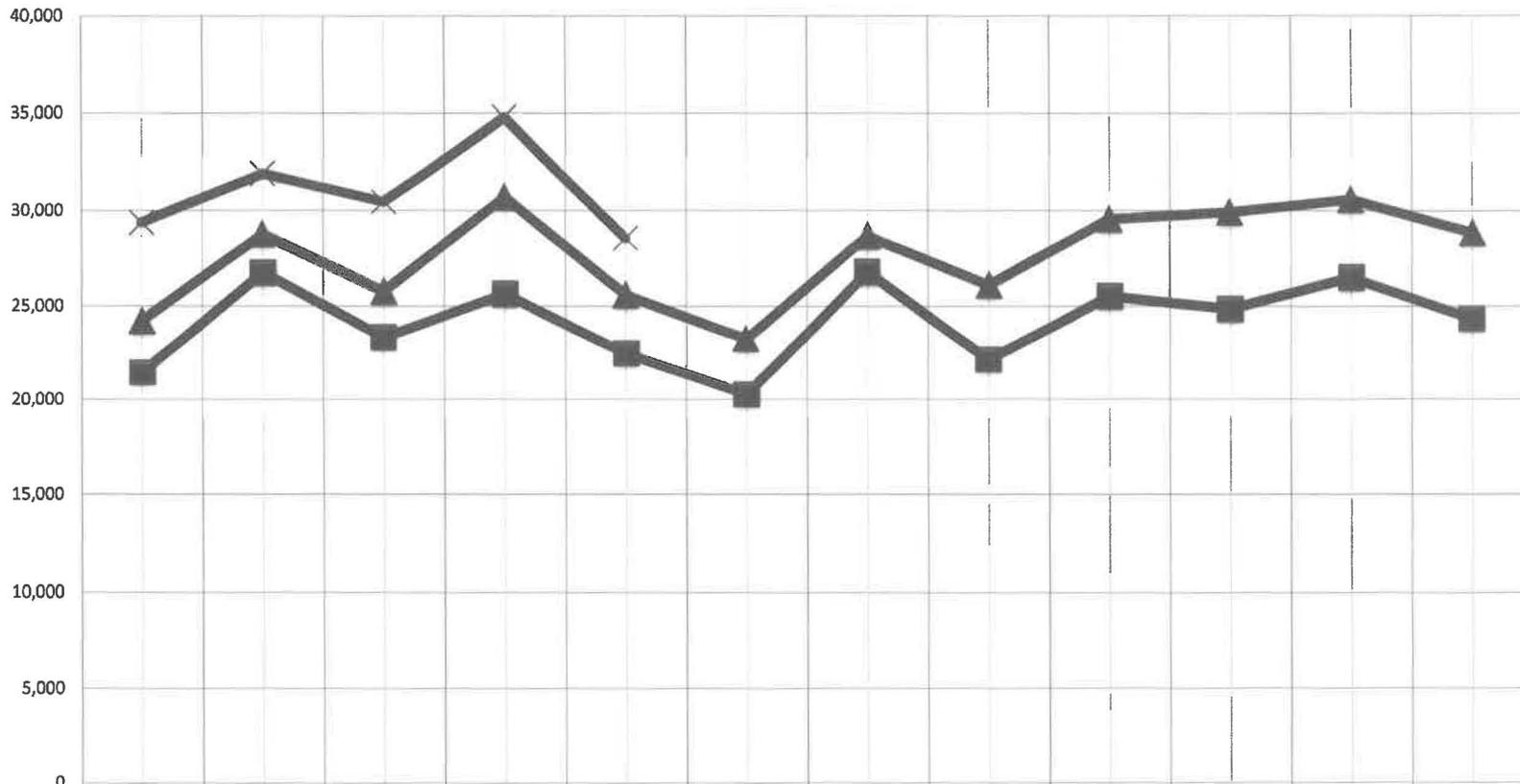
**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date: 11/15/2019**



Distrution by Time of Day Lynx TransBay 11/15/2019



### WESCAT LYNX TRANSBAY 3YR STATS



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

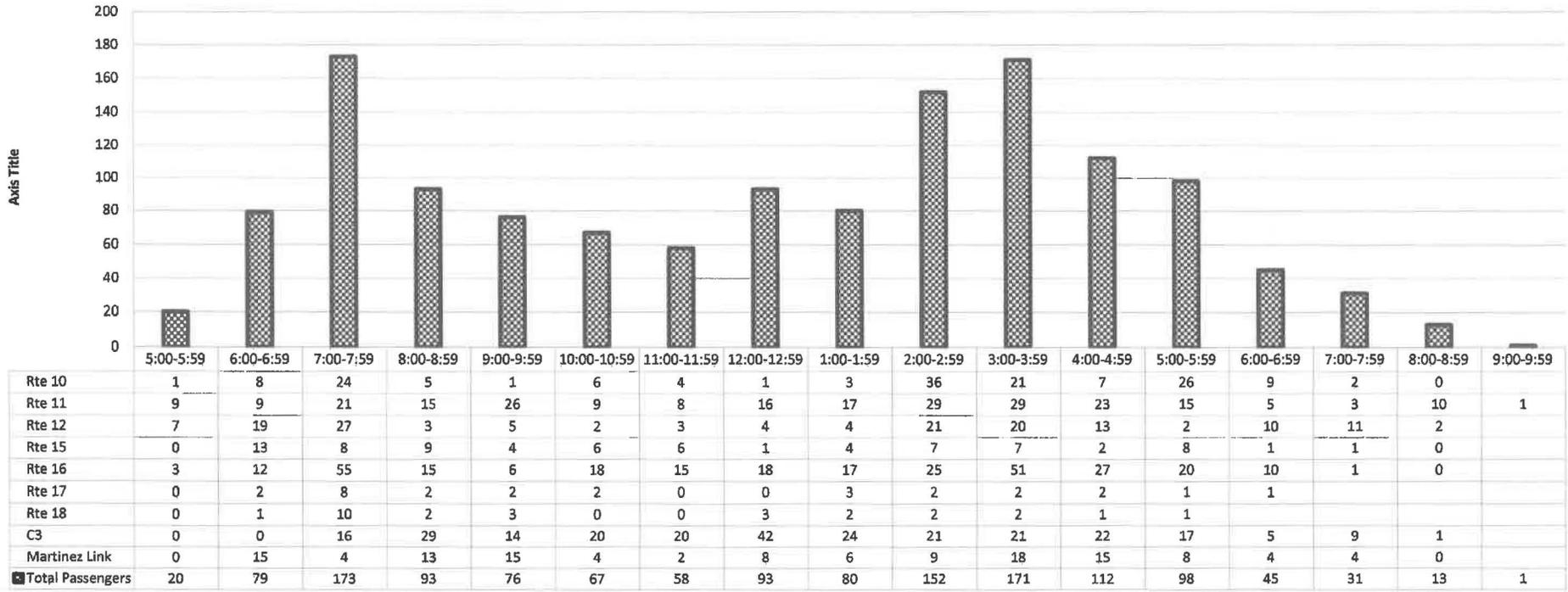
Distribution by Time of Day - Fixed Route

Date: 11/15/2019

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	1	8	24	5	1	6	4	1	3	36	21	7	26	9	2	0	
Rte 11	9	9	21	15	26	9	8	16	17	29	29	23	15	5	3	10	1
Rte 12	7	19	27	3	5	2	3	4	4	21	20	13	2	10	11	2	
Rte 15	0	13	8	9	4	6	6	1	4	7	7	2	8	1	1	0	
Rte 16	3	12	55	15	6	18	15	18	17	25	51	27	20	10	1	0	
Rte 17	0	2	8	2	2	2	0	0	3	2	2	2	1	1			
Rte 18	0	1	10	2	3	0	0	3	2	2	2	1	1				
C3	0	0	16	29	14	20	20	42	24	21	21	22	17	5	9	1	
Martinez Link	0	15	4	13	15	4	2	8	6	9	18	15	8	4	4	0	
<b>Total Passengers</b>	<b>20</b>	<b>79</b>	<b>173</b>	<b>93</b>	<b>76</b>	<b>67</b>	<b>58</b>	<b>93</b>	<b>80</b>	<b>152</b>	<b>171</b>	<b>112</b>	<b>98</b>	<b>45</b>	<b>31</b>	<b>13</b>	<b>1</b>

Total Route 10	154
Total Route 11	245
Total Route 12	153
Total Route 15	77
Total Route 16	293
Total Route 17	27
Total Route 18	27
Total C3	261
Martinez Link	125
<b>Total</b>	<b>1362</b>

Distrubution By Time Of Day Fixed Route 11/15/2019



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

Date: 11/15/2019

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		28	67	76	15							22	61	50	27	10	
JPX		37	69	90	59	43	34	27	31	29	43	71	58	47	24	7	10
J	15	55	88	100	72	39	45	39	36	34	47	123	89	58	106	36	16
<b>Total Passengers</b>	<b>15</b>	<b>120</b>	<b>224</b>	<b>266</b>	<b>146</b>	<b>82</b>	<b>79</b>	<b>66</b>	<b>67</b>	<b>63</b>	<b>90</b>	<b>216</b>	<b>208</b>	<b>155</b>	<b>157</b>	<b>53</b>	<b>26</b>

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	33	4	10	0
<b>Total Passengers</b>	<b>33</b>	<b>4</b>	<b>10</b>	<b>0</b>

JX	356
JPX	679
J	1045
<b>Total</b>	<b>2080</b>

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

Date: 11/15/2019

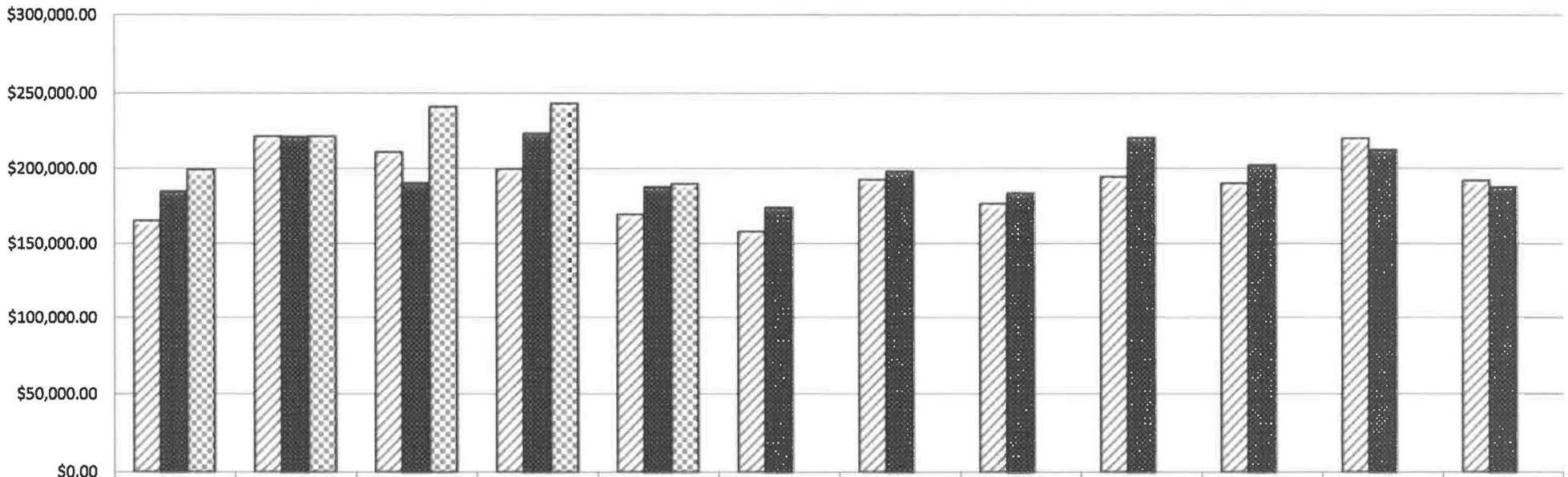
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	31	135	143	197	55	12	8	16	6	8	11	120	154	181	98	43	12
<b>Total Passengers</b>	<b>31</b>	<b>135</b>	<b>143</b>	<b>197</b>	<b>55</b>	<b>12</b>	<b>8</b>	<b>16</b>	<b>6</b>	<b>8</b>	<b>11</b>	<b>120</b>	<b>154</b>	<b>181</b>	<b>98</b>	<b>43</b>	<b>12</b>

	21:00-21:59
TransBay LYNX	10
<b>Total Passengers</b>	<b>10</b>

<b>Total Lynx</b>	<b>1240</b>
-------------------	-------------



## WESTCAT FAREBOX REVENUE

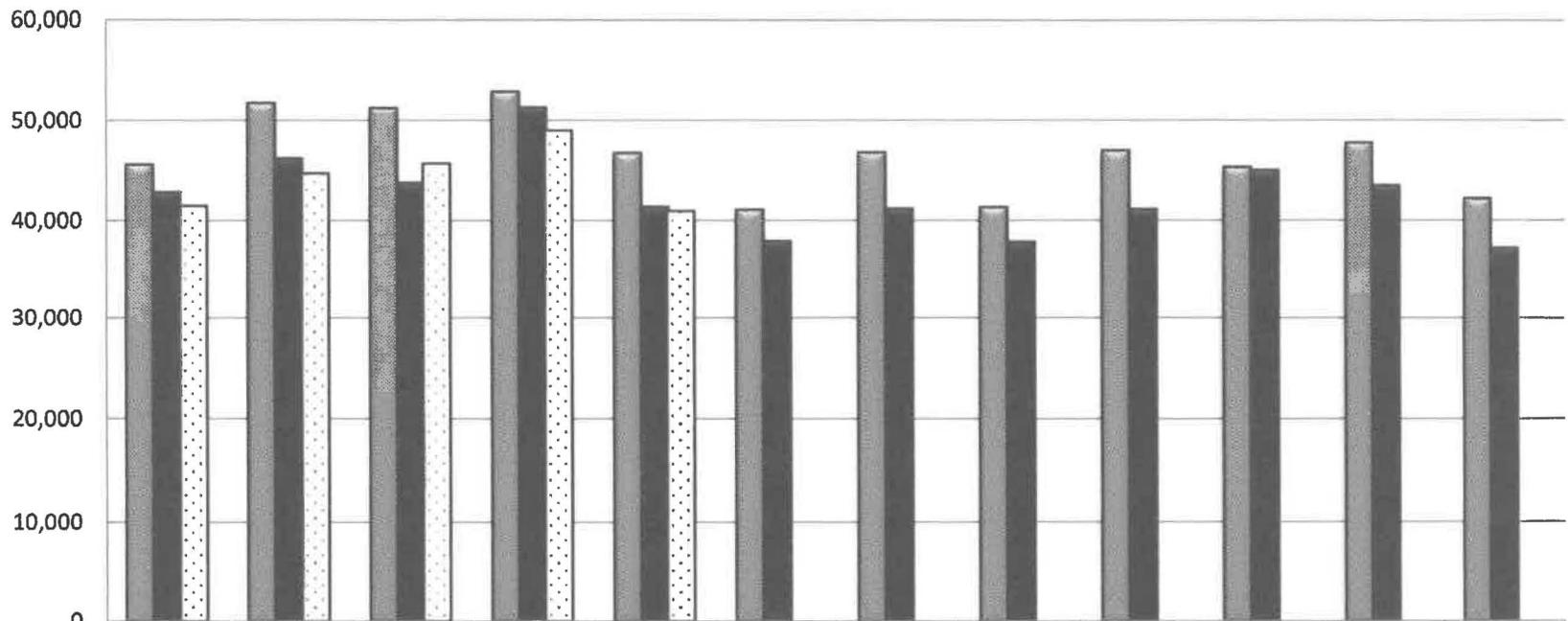


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Revenue 17-18	\$165,315.45	\$221,474.75	\$210,911.91	\$199,498.04	\$169,705.65	\$158,267.36	\$192,566.32	\$176,781.57	\$194,592.30	\$190,345.99	\$220,138.14	\$192,134.73
Revenue 18-19	\$184,967.76	\$221,324.62	\$190,523.20	\$223,527.47	\$188,025.13	\$174,300.03	\$197,954.01	\$183,770.89	\$220,391.31	\$202,210.14	\$212,549.81	\$187,875.42
Revenue 19-20	\$199,206.18	\$221,340.72	\$241,336.85	\$243,362.84	\$190,008.90							



## WESTCAT EXPRESS RIDERSHIP

Includes Routes J, JX and JPX



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

Motor Bus  
 Rail  
 Ferryboat  
 Demand Response  
 Total All Modes

**AGENDA ITEM 2.1**

MTC Form 10Q  
 Operator: WCCTA  
 Quarter Ending: 9/30/19  
 Date: Nov. 22, 2019

**QUARTERLY FINANCIAL & OPERATING DATA REPORT**  
 (Article 4 Claimants)

**FINANCIAL DATA**

**Operating Expenses - Functional**

1. Operations
2. Vehicle Maintenance
3. Non-Vehicle Maintenance
4. General Administration
5. Total Expenses (lines 1-4)

**Operating Expenses - Object Class**

6. Labor
7. Fringe Benefits
8. Services
9. Fuel/Lubricants
10. Tires and Tubes
11. Other Materials & Supplies
12. Utilities
13. Purchased Transportation
14. Casualty & Liability
15. Leases & Rentals
16. Interest Expense
17. Other Object Class Expense \*
18. TOTAL Expenses(line6 thru 17)
19. Depreciation
20. Memo Item

**REVENUES-OPERATING & NON-OPERATING**

21. Farebox
22. Non-Farebox
23. Sales Tax, contributed by other agencies
24. Sales Tax, directly levied by operator
25. TDA(operating & planning & admin. funds)
26. STA(operating & planning & admin. funds)
27. RM2 funds
28. FTA sec.8(planning )& sec.9(operating)funds
29. Other Fed.,State,or local, non-operator funds
30. Other Operator Funds
31. TOTAL Revenue(add lines 21 through 30)

**Balance**

32. Net Operating Surplus/(Deficit)(line 31 - line 18)
33. Line 32,less transfers to oper., Capital, or Other

**OPERATING DATA**

34. Revenue Passengers
35. Total Passengers
36. Revenue Vehicle Miles
37. Revenue Vehicle Hours
38. Employees, FT equivalent(FTE=500 hrs/qtr.)
39. Farebox Recovery Ratio

	Current Fiscal	Year 2019 -	2020	
Current Qtr. Actual	Year to Date Actual	Total Adopted Budget	Remaining	
1. Operations	2,368,331	2,368,331	9,748,000	76
2. Vehicle Maintenance	407,784	407,784	1,614,900	75
3. Non-Vehicle Maintenance	56,495	56,495	257,800	78
4. General Administration	327,639	327,639	1,247,400	74
5. Total Expenses (lines 1-4)	3,160,249	3,160,249	12,868,100	75
6. Labor	230,770	230,770	920,500	75
7. Fringe Benefits	79,959	79,959	315,200	75
8. Services	101,975	101,975	449,900	77
9. Fuel/Lubricants	330,965	330,965	1,689,200	80
10. Tires and Tubes	31,045	31,045	175,000	82
11. Other Materials & Supplies	116,594	116,594	474,200	75
12. Utilities	26,726	26,726	139,400	81
13. Purchased Transportation	1,962,389	1,962,389	7,550,200	74
14. Casualty & Liability	195,503	195,503	784,400	75
15. Leases & Rentals	1,143	1,143	105,400	99
16. Interest Expense				
17. Other Object Class Expense *	83,180	83,180	264,700	69
18. TOTAL Expenses(line6 thru 17)	3,160,249	3,160,249	12,868,100	75
19. Depreciation				
20. Memo Item				
21. Farebox	661,884	661,884	2,300,000	71
22. Non-Farebox	6,250	6,250	30,000	79
23. Sales Tax, contributed by other agencies	425,415	425,415	1,622,769	74
24. Sales Tax, directly levied by operator				
25. TDA(operating & planning & admin. funds)	775,713	775,713	3,045,138	75
26. STA(operating & planning & admin. funds)	359,012	359,012	1,517,617	76
27. RM2 funds	292,210	292,210	1,068,844	73
28. FTA sec.8(planning )& sec.9(operating)funds	61,182	61,182	244,729	75
29. Other Fed.,State,or local, non-operator funds	0	0	115,028	100
30. Other Operator Funds	763,737	763,737	2,923,975	74
31. TOTAL Revenue(add lines 21 through 30)	3,345,403	3,345,403	12,868,100	74
32. Net Operating Surplus/(Deficit)(line 31 - line 18)	185,154	185,154	0	
33. Line 32,less transfers to oper., Capital, or Other				
34. Revenue Passengers	283,833	283,833	1,112,100	74
35. Total Passengers	311,048	311,048	1,225,400	75
36. Revenue Vehicle Miles	506,033	503,033	2,014,800	75
37. Revenue Vehicle Hours	28,194	28,194	110,940	75
38. Employees, FT equivalent(FTE=500 hrs/qtr.)				
39. Farebox Recovery Ratio	20.9	20.9	17.9	

\* Other Object Class Expense includes planning & marketing expenses, dues & subscriptions, and travel expenses.

This form has been completed on the following basis (check one):

Cash Basis   
 Accrual Basis

## Agenda Item 2.2

### **Staff Report on Draft Amendment 8 to Agreement for Provision of Public Transit Services between WCCTA and MV Transportation, Inc.**

WCCTA's existing *Agreement for Provision of Public Transit Services* between WCCTA and MV Transportation will end on June 30, 2020. The WCCTA Board has directed staff to begin preparation of a Request for Proposals, in consultation with the Finance and Administration Committee, in order to put this service contract out for competitive bid.

The Board also concurred with a staff recommendation that WCCTA should seek a three-month extension of the contract with MV Transportation in order to provide adequate time to resolve important technical questions about the RFP's scope of work. This approach has the added benefit of moving the submittal deadline out of the traditionally busy proposal season in hopes of attracting both healthier competition and more comprehensive and thoughtful proposals from the industry.

#### Staffing Changes

In negotiating the details of the extension, staff felt it important to address MV's current management staffing. Under existing contract terms, required staffing levels are not adequate to provide road supervisor coverage during all hours of operation or to fully cover the dispatch function during hours of peak demand.

MV has been very attentive to improving service quality, but they do not have adequate resources under the current contract to comprehensively monitor and respond to schedule adherence issues or other incidents in the field. WCCTA staff feels that improving the customer experience is the top priority for attracting and retaining passengers on the WestCAT system.

As a result, staff is recommending amending the existing contract to expand MV's workforce by four full-time positions (1.5 dispatchers, 1.5 road supervisors, and one utility worker). In addition, the management team changes would include restoration of an Assistant General Manager position, and the placement of a new General Manager at 80% of a full-time commitment. It should be noted that MV added two of these position (one utility worker and one dispatch position in July, 2019 and September, 2019 respectively), and that MV has been fully covering the costs of these positions since they were filled, with no adjustment to pricing.

WCCTA and MV management have negotiated the terms of the proposed Amendment 8 and MV has calculated changes to current billing rates to implement the requested staffing changes. MV staffing would be increased as described above. WCCTA would pick up the fully burdened cost of the service worker and dispatcher on the effective date of the amendment. MV and WCCTA would evenly split the cost of the two new Full Time Equivalent (FTE) employees (1.5 Road Supervisor and .5 Dispatcher). There would be minor offsetting cost impacts of the assignment of a new General Manager at

80% time, and the reassignment of the current GM to the newly created AGM position. MV has also removed profit from the pricing of this management team change.

The resulting cost of these changes will be covered by an increase in the monthly fixed fee from the current \$255,199.11 per month, to the new rate of \$284,366.03, which will be in effect from February 1, 2020 through June 30, 2020. The current variable rate of \$38.76 will stay in effect through June 30, 2019, at which time it will increase to \$40.23 for the three-month extension (July 1, 2020 through September 30, 2020).

The staffing changes contemplated in Amendment 8 will add an estimated \$150,000 to WCCTA's purchased transportation costs during the remainder of Fiscal Year 2020.

### **Three Month Contract Extension**

Amendment 8 includes terms for extending the Agreement with MV Transportation from July 1, 2020 through September 30, 2020. Pricing for this extension period assumes that the management changes and increased staffing levels would continue through the September 30, 2020 expiration of the agreement.

In addition, the proposed pricing is adjusted to reflect the changes to MV's Collective Bargaining Agreement with Teamsters Local 315 that increases driver wage scales, effective July 1, 2020. This affects both the monthly fixed rate, which could increase slightly to \$287,527.61, and the variable rate, which would rise to \$40.23 per billable hour. Both rates are calculated using MV's actual costs for implementing a \$1 across-the-board raise for all hourly and salaried employees at the Pinole division. The calculation includes payroll taxes and other direct payroll-based expenses, but MV has removed some overhead and profit in developing the new rates. Further negotiation of the contract details may result in some downward adjustment to these stated rates, but staff is recommending that the rates be approved as a "not-to-exceed" threshold, preventing increases during negotiations, but allowing for modest reduction if appropriate.

The proposal reflects a continuing partnership between WCCTA and MV in addressing the ongoing pressures imposed by the tight labor market. The staffing changes are considered essential to provide the monitoring needed to elevate service quality. Pricing for the three-month extension has been calculated in a transparent manner, and WCCTA staff feels that the proposal is not only fair, but more cost effective than what would result from putting the service out for competitive bid.

### **Recommended Action**

Staff and the Finance and Administration recommend that the Board formally approve ***Amendment 8 to the Agreement between WCCTA and MV Transportation***, incorporating the staffing and management team changes as described in this staff report, and extending the Agreement term through September 30, 2020 at negotiated rates "not to exceed" a Monthly Fixed Fee of \$284,366.03 and Variable Rate of \$38.76 per billable hour (effective date of the amendment through June 30, 2020), and Monthly Fixed Fee of \$287,527.61 and Variable Rate of \$40.23 (July 1, 2020 through September 30, 2020).

December 23, 2019

**AGENDA**  
**ITEM #** 2.3

**FOR INFORMATION ONLY**

WestCAT  
601 Walter Ave  
Pinole, CA 94564

Thank you for your wonderful food drive donation of 896 pounds of food on 12/18/19 from the employees and friends of WestCAT! Your donations equate to 747 meals which will brighten many faces. We are very appreciative of your continued support of the Food Bank and those in need in our community!

How does your donation help? Jason (age 14) has a hard time focusing at school because he doesn't always have enough to eat. His teacher noticed he doesn't do well in class on Mondays and Jason explained that there isn't enough food for their family (he has two younger sisters) especially on the weekend. He is happy that he receives breakfast and lunch at school Monday through Friday but often those are his only meals of the day. His teacher took Jason to the office and set him up with a bag of nutritious food to take home for the family. The school food pantry is one of our newest expanding "direct to students" food pantries. Your monetary donations can be designated to help provide bags of new food every week to students like Jason. Since he started to receive the bags of food, Jason's grades have improved, he regularly contributes in class discussions and he smiles a lot more.

We serve 178,000 people each month and distribute over 70,000 pounds of food every working day. Those that receive your food donations, whether they are children, seniors, low-income or just hungry, gratefully appreciate your kindness in thinking of them. THANK YOU for providing food to feed John Jr, Marianna and their parents. We hope you will continue to support the Food Bank and the new families that come to us for assistance. Together we are ending hunger!

Sincerely,



Neil Zarchin  
Food Drive Administrator  
925-771-1315  
nzarchin@foodbankccs.org  
Fed Tax ID 94-2418054