Western Contra Costa
Transit Authority

NOTICE OF MEETING

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

DATE: **November 12, 2026 (Thursday)**
TIME: **6:30 PM**
PLACE: **City of Pinole Council Chambers**
2131 Pear Street, Pinole, CA

Attend in Person in the Pinole Council Chambers or via
Zoom ID: 862 0063 0753
https://us02web.zoom.us/j/86200630753
Zoom Phone Number: 1-669-900-6833
Meeting Number: 862 0063 0753

Americans with Disabilities Act: If you need assistance to participate in a WCCTA Board meeting or require the agenda or agenda packet in an accessible format, please contact the WestCAT Administrative Office at (510) 724-3331. Providing at least 48 hours' notice will help staff arrange reasonable accommodation for access to the meeting or service.

AGENDA

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

B. APPROVAL OF AGENDA

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

1.0 CONSENT CALENDAR

If a Board member would like to discuss any item on the Consent Calendar, it may be pulled from the Consent Calendar. **Action Requested: Recommend Approval of all Items on the Consent Agenda as follows:**

1.1 Approval of Minutes of Regular Board Meeting of October 8, 2026. **[Action Requested: Approval of Minutes] ***
1.2 Approval of Expenditures for October 2026 and 1st Quarter FY27 Income Statement. **[Action Requested: Approval of Expenditures] ***
1.3 Receive Contractors' Monthly Management Reports for September 2026 and the Monthly Revenue Reconciliation Report for August 2026. **[Action Requested: Receive and File] ***
1.4 Holiday Schedule. **[Action Requested: Receive and File] ***

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

2.1 Approval of WestCAT's Disadvantaged Business Enterprise Program updated in compliance with the September 25, 2026, Final Rule and authorization for staff to submit the program to the FTA. **[Action Requested: Approval of WestCAT's Disadvantaged Business Enterprise Program updated in compliance with the September 25, 2026, Final Rule and authorization for staff to submit the program to the FTA.]** *

2.2 Authorize General Manager to Procure (2) Replacement Over-The-Road Coaches through the State of Washington Procurement Cooperative Agreement at a cost not to exceed $2,350,000. **[Action Requested: Authorize General Manager to Utilize the Washington State Joint Procurement Agreement to Execute a Contract for the Purchase of 2 MCI Over-The-Road Coaches at a Cost Not to Exceed $2,350,000. Purchase to be Fully Funded by Federal 5307, SGR, AB664, and RM3 funds] ***

2.3 Authorize General Manager to Finalize and Release Request for Proposals for WCCTA Operations and Maintenance Services. **[Action Requested: Authorize General Manager to Finalize and Release Request for Proposals for WCCTA Operations and Maintenance Services.] ***

2.4 Discussion of WestCAT Service Changes **[Action Requested: Discussion Item Direction to Staff]**

3.0 COMMITTEE REPORTS

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

3.2 WCCTC Representative Report **[No Action: Information Only]**

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

6.0 ADJOURNMENT

* Enclosures
^^For Distribution

Next Board Meeting: Thursday, November 12, 2026

Agenda items for regular Board of Directors meetings are posted at least 72 hours before each meeting at the WCCTA Administrative Office and on the Authority's website: https://www.westcat.org/Home/InsBoard.

Documents provided to a majority of the Board of Directors after the packet is distributed regarding any item on this agenda will be available for public inspection at the Administration Counter at WCCTA, 601 Walter Avenue, during regular business hours (Pursuant to SB 343 or California Government Code Section 54957.5 - effective July 1, 2008). In addition to the meeting agendas and packets, this information will be uploaded and posted on the Authority's website: 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.

WCCTA Board meetings are prerecorded and available upon request. To request a recording, please call 510-724-3331 or email info@westcat.org and include the date(s) of the recording(s) you are requesting.

Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

October 8, 2026,	Regular Meeting 6:30 PM	Pinole City Council Chambers

The Board of Directors Meeting was held in person.

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

Norma Martinez-Rubin called the meeting to order at 6:33 PM and led the Pledge of Allegiance.

DIRECTORS PRESENT

Director Norma Martinez-Rubin, Jerry Parsons, Tiffaney Grimsley, Dion Bailey, and Vice Chair Tom Hansen.

STAFF PRESENT

Rob Thompson, General Manager; Yvonne Morrow, Chief Financial Officer; Finn Wurtz, Transit Planner; Christina Lotfy, Accounting Technician; Mica Mcfadden, Operations Manager; Tania Babcock, Grants and Compliance Manager; and Jeremy Cole, Facility Manager.

GUESTS PRESENT

Bob Saunders, MV Transportation General Manager.

B. APPROVAL OF AGENDA

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

MOTION: A motion was made by Director Parsons, seconded by Director Hansen, to Approve the Agenda. The motion was carried by the following vote:

Ayes: 4– (Parsons, Hansen, Martinez-Rubin, Grimsley)

C. PUBLIC COMMUNICATIONS

NONE.

1) CONSENT CALENDAR

Following an inquiry to the Board, the Board reported no conflicts with any items on the Consent Calendar.

MOTION: A motion was made by Director Hansen, seconded by Director Grimsley, to Approve the Consent Calendar. The motion was carried by the following vote:

Ayes: 4– (Parsons, Hansen, Martinez-Rubin, Grimsley)

Director Bailey arrived at 6:35 pm.

2) REGULAR ITEMS FOR BOARD ACTION/ DISCUSSION

2.1 Consideration and Discussion of Resolution 2026-04 Approving Western Contra Costa Transit Authority's Revised Zero- Emission Bus Rollout Plan and Submission to CARB [Action Requested: Adoption of Resolution 2026-04 Approving Western Contra Costa Transit Authority's Revised Zero- Emission Bus Rollout Plan and Submission to CARB].

Grants and Compliance Manager Tania Babcock reported that the Innovative Clean Transit (ICT) regulation requires each transit agency to submit a complete Zero-Emission Bus Rollout Plan, approved by its governing body, detailing how the agency plans to transition to zero-emission buses (ZEBs). The WCCTA Board of Directors previously approved WCCTA's Zero-Emission Bus Rollout Plan on April 20, 2023.

The Zero-Emission Bus Rollout Plan is a living document that will continue to be updated as zero-emission vehicle technology, infrastructure, regulatory requirements, and funding opportunities evolve. The Rollout Plan has been revised to reflect the required propulsion technology change associated with WestCAT's FY 2024 Low or No Emission Grant Program award. As a result of this change, funding is no longer available to install a hydrogen fueling station or to procure hydrogen fuel cell buses. Additionally, findings from Phase 2 of the Comprehensive Review of the Innovative Clean Transit Regulation concluded that the zero-emission bus market and technology for cutaway, over-the-road, and double-decker buses are not ready in the near term. These developments have been incorporated into the updated Rollout Plan to ensure it remains aligned with current industry conditions, regulatory guidance, and available funding resources.

MOTION: A motion was made by Director Parsons, seconded by Director Grimsley, for Approval of Adoption of Resolution 2026-04 Approving Western Contra Costa Transit Authority's Revised Zero- Emission Bus Rollout Plan and Submission to CARB. The motion was carried by the following vote:

Ayes: 5– (Parsons, Hansen, Martinez-Rubin, Grimsley, Bailey)

2.2 Consideration and Discussion of Resolution 2026-05 Authorizing the General Manager to Submit Western Contra Costa Transit Authority's Innovative Clean Transit Regulation Exemption Application to the California Air Resources Board [Action Requested: Adoption of Resolution 2026-05 Authorizing the General Manager to Submit Western Contra Costa Transit Authority's Innovative Clean Transit Regulation Exemption Application to the California Air Resources Board].

Grants and Compliance Manager Tania Babcock reported that the California Air Resources Board (CARB) adopted the Innovative Clean Transit (ICT) Regulation to transition public transit agencies to a zero-emission bus fleet over time. The regulation establishes requirements related to the

purchase and deployment of zero-emission buses.

To ensure transit service is not adversely affected, the ICT Regulation includes exemptions for circumstances beyond an agency's control. Transit agencies may request an exemption from the zero-emission bus requirements. CARB may approve exemptions for periods of up to three years. Approvals are issued annually and require transit agencies to submit updates on planned bus purchases.

Staff evaluated WestCAT's current fleet replacement needs, facility constraints, funding availability, and implementation schedule and determined that it is appropriate to seek an exemption from certain ICT Regulation zero-emission bus purchase requirements for calendar years 2026-2028.

Phase 2 of CARB's Comprehensive Review of the ICT Regulation concluded that the zero-emission bus market and technology for cutaway, over-the-road, and double-decker buses are not ready in the near term. The review also found that the capital costs associated with purchasing zero-emission buses and supporting infrastructure remain significantly higher than those for conventional buses.

WestCAT currently plans to procure a total of 23 buses during calendar years 2026 through 2028. Under the ICT regulation, at least six (6) of these buses would be required to be zero-emission buses.

MOTION: A motion was made by Director Grimsley, seconded by Director Parsons, for Approval of Adoption of Resolution 2026-04 Approving Western Contra Costa Transit Authority's Revised Zero- Emission Bus Rollout Plan and Submission to CARB.
The motion was carried by the following vote:

Ayes: 5– (Parsons, Hansen, Martinez-Rubin, Grimsley, Bailey)

2.3 Approval of the FY25-26 LCTOP Cycle A Local Match for the Zero- Emission Bus Purchase Project and the FY25-26 LCTOP Cycle B System- Wide Free Rides on Select Days Project. [Action Requested: Approval of the FY25-26 LCTOP Cycle A and Cycle B Projects].

Grants and Compliance Manager Tania Babcock reported that the Low Carbon Transit Operations Program (LCTOP) is one of several programs within the Transit, Affordable Housing, and Sustainable Communities Program, established by the California Legislature in 2014 through Senate Bill 862. LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

Due to changes in the LCTOP program, there are two FY25-26 Allocation Request cycles this year. Cycle A started in March 2026 and ended in April 2026, and Cycle B started in September 2026 and ends in October 2026.

For FY25–26 Cycle A, WestCAT continued its planned strategy of accumulating LCTOP funds over a four-year period to support the local match requirement for the purchase of three hydrogen fuel cell vehicles. FY25–26 represents the fourth and final year of this planned LCTOP fund rollover. With recent confirmation from the Federal Transit Administration that WestCAT's Low or No Emission Grant funding the purchase of hydrogen fuel cell buses and the associated infrastructure required a propulsion change away from zero-emission, WestCAT will no longer have the funding to purchase the hydrogen fuel cell buses. This change requires WestCAT to create a new project for LCTOP Cycle B. After the LCTOP Cycle B project is approved by Caltrans and the Air Resources Board, WestCAT will be able to request that the local match for the zero-emission bus purchase rollover project funds

be moved into the new project. WestCAT's LCTOP Cycle B project will be for System-Wide Free Rides on Select Days.

The Cycle B project will provide free rides throughout the Western Contra Costa Transit Authority service area on select days to encourage ridership. By offering both financial and environmental incentives, this program aims to attract new passengers, reduce single-occupancy vehicle trips, and lower greenhouse gas emissions.

MOTION: A motion was made by Director Grimsley, seconded by Director Parsons, for Approval of Adoption of Resolution 2026-04 Approving Western Contra Costa Transit Authority's Revised Zero- Emission Bus Rollout Plan and Submission to CARB. The motion was carried by the following vote:

Ayes: 5– (Parsons, Hansen, Martinez-Rubin, Grimsley, Bailey)

2.4 Discussion of WestCAT service to Hercules Waterfront/ HUB. [Action Requested: Discussion Item Direction to Staff].

General Manager Thompson reported that, at the July Board meeting, Director Bailey requested an item to discuss WestCAT service at the Hercules Waterfront (Hercules HUB). Staff has begun preparing a set of Service and Operation FAQ's that will be available on our website to help answer many of the everyday questions that staff, Directors, and the General Public have about our operations.

While Staff envisions this set of FAQs as an evolving document that will be added to over time, Staff is sharing the initial draft questions and responses directly related to the Board's question about service at the Hercules Waterfront.

2.5 Discussion of WestCAT Service Changes. [Action Requested: Discussion Item Direction to Staff].

General Manager Thompson presented a PowerPoint presentation detailing potential consequences if the Regional Transit Measure did not pass in November.

3) COMMITTEE REPORTS

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

GM Thompson reported that WestCAT's Annual Audit was completed with no findings, thanks to our finance department.

3.2 WCCTC Representative Report. [No Action: Information Only]

NO Report.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

NONE.

6) ADJOURNMENT

Chair Martinez-Rubin adjourned the meeting at 7:22 PM. The next meeting is scheduled for November 12, 2026.

Chair Norma Martinez-Rubin	**Date**
Robert Thompson, Secretary	**Date**

Western Contra Costa Transit Authority
601 Walter Avenue, Pinole, CA 94567
Phone: (510) 724-3331
Fax: (510) 724-5551

Western Contra Costa Transit Authority, C.

Expense Approval Report

By Fund

Payable Dates 9/22/2026 - 10/31/2026 Post Dates 9/22/2026 - 10/31/2026

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
Fund: 100 - FUND 1						
09/22/2026	1-503000-42	103270	Outside Service, Non-Veh Maint	Pacific Bay Equipment	Bus wash breaker install	336.66
09/22/2026	1-504020-10	181522	Tires & Tubes	J & O's Commercial Tire Center	September tires	10,325.41
09/22/2026	1-504990-41	41485818	Other Mat & Supplies,Veh Maint	Gillig LLC	Vehicle parts (Bus 176)	193.23
09/22/2026	1-504990-41	4549795-00	Other Mat & Supplies,Veh Maint	New Pig Corp.	Maintenance supplies	47.18
09/22/2026	1-504990-41	EB37492061084192	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	August O'Reilly Pro EB	-20.76
09/23/2026	1-509080-10	2570	Marketing & Advertising, Oper	Rico Visuals	Website maintenance & updates (6/23 - 9/11/26)	1,780.00
09/23/2026	1-505000-10	26 299697	Utilities, Operations	Contra Costa County Tax Collector	FY26/27 sewer usage	5,659.76
09/23/2026	1-505000-60	26 299697	Utilities, Admin	Contra Costa County Tax Collector	FY26/27 sewer usage	2,829.88
09/23/2026	1-505000-10	26 299707	Utilities, Operations	Contra Costa County Tax Collector	FY26/27 stormwater utility assessment	25.05
09/23/2026	1-505000-60	26 299707	Utilities, Admin	Contra Costa County Tax Collector	FY26/27 stormwater utility assessment	12.53
09/23/2026	1-503000-42	4215032	Outside Service, Non-Veh Maint	Pacific Site Management	Weed abatement & bushes empty lot	4,700.00
09/23/2026	1-504990-41	90042027	Other Mat & Supplies,Veh Maint	Interstate Batteries of Tri-Valley	Vehicle parts	815.95
09/23/2026	1-504013-10	928856	Lubricants	Hunt Oil of California	DEF	673.94
09/24/2026	1-503000-42	15348	Outside Service, Non-Veh Maint	ACCESS SYSTEMS, INC.	Troubleshoot back gate reader	780.00
09/24/2026	1-504990-41	16381079	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (Bus 601)	980.34
09/24/2026	1-504990-41	16383102	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (Bus 206)	127.89
09/24/2026	1-504012-10	377416	Diesel	Hunt & Sons LLC	Diesel	54,627.12
09/25/2026	1-503000-10	C50089.00-18	Outside Services, Operations	EKI Environment & Water, Inc	August litigation support	936.78
09/28/2026	1-504990-41	3495-126783	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts	277.42
09/28/2026	1-504990-41	4283869906	Other Mat & Supplies,Veh Maint	Cintas Corporation	September uniforms	409.02
09/28/2026	1-504990-41	C67488	Other Mat & Supplies,Veh Maint	BUCHANAN AUTO ELECTRIC INC.	Vehicle parts	4,495.47

AGENDA ITEM 1.2 SEPT-OCT 2026 EXPENDITURES

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
09/30/2026	1-504014-10	044-002477 9/2026	Fees/Taxes	State Board of Equalization / CDTFA	Jul - Sept underground storage tank	1,476.00
09/30/2026	1-504014-10	057-416014 9/2026	Fees/Taxes	State Board of Equalization / CDTFA	Jul - Sept diesel report	679.00
09/30/2026	1-505000-10	0851-156131635	Utilities, Operations	Republic Services #851	September garbage	1,078.86
09/30/2026	1-505000-60	0851-156131635	Utilities, Admin	Republic Services #851	September garbage	539.43
09/30/2026	1-503000-42	10666	Outside Service, Non-Veh Maint	Adasa Enterprises LLC	September cleaning service	3,300.00
09/30/2026	1-504990-41	16396294	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (Bus 177)	568.21
09/30/2026	1-503000-60	55275	Outside Services, Admin	Maze & Associates Accountancy Corp.	FY25/26 year end audit	3,570.00
09/30/2026	1-503000-42	715163895	Outside Service, Non-Veh Maint	Moore Mechanical	HVAC service call	225.00
09/30/2026	1-506000-10	9/2026	Insurance, Operations	MV Transportation	September liability insurance	18,089.06
09/30/2026	1-508000-10	9/2026	Purchased Transportation, Oper	MV Transportation	Less: CR for LD payrate error in Aug. billing	-236.92
09/30/2026	1-508000-10	9/2026	Purchased Transportation, Oper	MV Transportation	September service	795,811.98
09/30/2026	1-508000-10	9/2026	Purchased Transportation, Oper	MV Transportation	Less: CR for road sups	-5,076.84
09/30/2026	1-508000-10	9/2026	Purchased Transportation, Oper	MV Transportation	Less: September estimate	-894,639.78
09/30/2026	1-508000-41	9/2026	Purchased Transp, Veh Maint	MV Transportation	Less: CR for A Mechanic	-10,926.05
09/30/2026	1-508000-41	9/2026	Purchased Transp, Veh Maint	MV Transportation	September maintenance	112,137.33
09/30/2026	1-503000-42	VO000467	Outside Service, Non-Veh Maint	Vehicle Maintenance Equipment, LLC	Inspection of lifts (inground, Omer & 6 mobile)	2,222.98
09/30/2026	1-503000-42	VO000467-A	Outside Service, Non-Veh Maint	Vehicle Maintenance Equipment, LLC	Inspection of lifts (inground, Omer & 6 mobile)	1.00
10/01/2026	1-505010-10	001004957179	Telephone, Operations	COMCAST BUSINESS	October fiber network (10/1 - 10/31/26)	917.04
10/01/2026	1-505010-60	001004957179	Telephone, Admin	COMCAST BUSINESS	October fiber network (10/1 - 10/31/26)	458.52
10/01/2026	1-504990-41	181013730	Other Mat & Supplies,Veh Maint	Interstate Batteries of Tri-Valley	Vehicle parts	936.66
10/01/2026	1-202000	19725	Accrued Payroll Liabilities	BCC	October supplemental life insurance	305.08
10/01/2026	1-502150-60	19725	Fringe Benefits, Admin	BCC	October LTD	722.54
10/01/2026	1-504990-41	1XDC-NDLP-F1L4	Other Mat & Supplies,Veh Maint	Amazon Capital Services, Inc.	Maintenance supplies (gloves)	136.78
10/01/2026	1-504990-41	1XDC-NDLP-F1L4	Other Mat & Supplies,Veh Maint	Amazon Capital Services, Inc.	Brochure holders	27.99
10/01/2026	1-504990-41	1XDC-NDLP-F1L4	Other Mat & Supplies,Veh Maint	Amazon Capital Services, Inc.	Maintenance supplies (batteries, tape)	43.15
10/01/2026	1-504990-41	1XDC-NDLP-F1L4	Other Mat & Supplies,Veh Maint	Amazon Capital Services, Inc.	Maintenance supplies (glass clean, air fresh)	82.49

AGENDA ITEM 1.2 SEPT-OCT 2026 EXPENDITURES

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
10/01/2026	1-504990-41	1XDC-NDLP-F1L4	Other Mat & Supplies,Veh Maint	Amazon Capital Services, Inc.	Vehicle parts (belt cutters, seat covers, hose)	139.34
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Facilities supplies (2 new sensor faucets)	634.52
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Facilities supplies (gas pressure washer)	380.35
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Janitorial supplies	71.45
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Facilities supplies (regulator for lift)	47.49
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Facilities supplies (transfer pump, fittings)	82.99
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Facilities supplies (dehumidifier)	48.26
10/01/2026	1-504990-42	1XDC-NDLP-F1L4	Other Mat&Suppl, Non-Veh Maint	Amazon Capital Services, Inc.	Facilities supplies (roof vent, sign)	87.64
10/01/2026	1-504990-60	1XDC-NDLP-F1L4	Other Mat & Supplies, Admin	Amazon Capital Services, Inc.	Office supplies (see invoice for descriptions)	69.16
10/01/2026	1-509030-60	1XDC-NDLP-F1L4	Fees, Admin	Amazon Capital Services, Inc.	Shipping/handling & taxes	149.54
10/01/2026	1-503000-42	22515553	Outside Service, Non-Veh Maint	R&S Erection of Richmond, Inc.	Gates quarterly maintenance	783.00
10/01/2026	1-504990-41	3495-127176	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts	1,132.53
10/01/2026	1-502150-42	384221	Fringe Benefits, Non-Veh Maint	Health Care Dental	October dental insurance	224.71
10/01/2026	1-502150-60	384221	Fringe Benefits, Admin	Health Care Dental	October dental insurance	806.41
10/01/2026	1-503000-42	4215064	Outside Service, Non-Veh Maint	Pacific Site Management	October landscaping	609.08
10/01/2026	1-503000-10	43473	Outside Services, Operations	Precision Wireless Service	Airtime (Oct - Dec 2026)	8,652.60
10/01/2026	1-503000-43	54411	O/S Service, Non-Veh, Computer	R-Computer	October IT services	4,039.50
10/01/2026	1-503000-41	I500-01443288	Outside Service, Vehicle Maint	Asbury Environmental Services	Waste removal & admin fee	103.00
10/01/2026	1-111040	Stmt 9/02 - 10/01/26	Facility Repairs	Bank of America Commercial CC	Pacific Bay Equip: Install bus wash brush motor	1,803.51
10/01/2026	1-111050	Stmt 9/02 - 10/01/26	Oper, Maint & Admin Facility	Bank of America Commercial CC	Ross and White: Bus wash mechanical seal kit	2,287.54
10/01/2026	1-111050	Stmt 9/02 - 10/01/26	Oper, Maint & Admin Facility	Bank of America Commercial CC	Ross and White: Bus wash brush motor, gear reducer	7,410.56
10/01/2026	1-503000-10	Stmt 9/02 - 10/01/26	Outside Services, Operations	Bank of America Commercial CC	Boostlingo: Interpreter services	145.20
10/01/2026	1-503000-42	Stmt 9/02 - 10/01/26	Outside Service, Non-Veh Maint	Bank of America Commercial CC	Contra Costa Transfer: Waste disposal organics	153.00
10/01/2026	1-503000-42	Stmt 9/02 - 10/01/26	Outside Service, Non-Veh Maint	Bank of America Commercial CC	Contra Costa Transfer: Yard waste disposal	47.50

AGENDA ITEM 1.2 SEPT-OCT 2026 EXPENDITURES

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
10/01/2026	1-503000-43	Stmt 9/02 - 10/01/26	O/S Service, Non-Veh, Computer	Bank of America Commercial CC	Microsoft: Office 365 monthly license fee	39.39
10/01/2026	1-503000-43	Stmt 9/02 - 10/01/26	O/S Service, Non-Veh, Computer	Bank of America Commercial CC	Adobe: Acrobat Standard DC 8 licenses monthly	119.92
10/01/2026	1-503000-43	Stmt 9/02 - 10/01/26	O/S Service, Non-Veh, Computer	Bank of America Commercial CC	Grammarly: Grammar and spell check	75.00
10/01/2026	1-504100-10	Stmt 9/02 - 10/01/26	Postage, Operations	Bank of America Commercial CC	Stamps.com: Recurring monthly service charge	20.66
10/01/2026	1-504100-10	Stmt 9/02 - 10/01/26	Postage, Operations	Bank of America Commercial CC	Stamps.com: September stamps	100.00
10/01/2026	1-504100-60	Stmt 9/02 - 10/01/26	Postage, Admin	Bank of America Commercial CC	Stamps.com: Recurring monthly service charge	10.33
10/01/2026	1-504100-60	Stmt 9/02 - 10/01/26	Postage, Admin	Bank of America Commercial CC	Stamps.com: September stamps	50.00
10/01/2026	1-504990-41	Stmt 9/02 - 10/01/26	Other Mat & Supplies,Veh Maint	Bank of America Commercial CC	North Bay Truck Center: Calalytic converter (#6)	3,801.85
10/01/2026	1-504990-42	Stmt 9/02 - 10/01/26	Other Mat&Suppl, Non-Veh Maint	Bank of America Commercial CC	Ace Hardware: Hose, tubing	5.27
10/01/2026	1-509080-10	Stmt 9/02 - 10/01/26	Marketing & Advertising, Oper	Bank of America Commercial CC	ASK.QRCODECREATOR.COM: QR code software annual fee	134.53
10/01/2026	1-509080-10	Stmt 9/02 - 10/01/26	Marketing & Advertising, Oper	Bank of America Commercial CC	Upwork: Social media marketing	210.00
10/01/2026	1-509080-10	Stmt 9/02 - 10/01/26	Marketing & Advertising, Oper	Bank of America Commercial CC	Twilio: Emergency messaging software for ridership	603.65
10/03/2026	1-504011-10	387331	Gas	Hunt & Sons LLC	Gas	5,418.59
10/03/2026	1-504012-10	387331	Diesel	Hunt & Sons LLC	Diesel	48,561.02
10/05/2026	1-503000-10	23276087	Outside Services, Operations	Bay Alarm Company	Monitoring fee - Fire (11/1/26 - 1/31/27)	632.76
10/05/2026	1-503000-60	23276087	Outside Services, Admin	Bay Alarm Company	Monitoring fee - Fire (11/1/26 - 1/31/27)	316.38
10/05/2026	1-504990-41	4284588307	Other Mat & Supplies,Veh Maint	Cintas Corporation	October uniforms	361.60
10/05/2026	1-504990-42	4284588307	Other Mat&Suppl, Non-Veh Maint	Cintas Corporation	Janitorial supplies	235.93
10/05/2026	1-503000-60	9/2026	Outside Services, Admin	Politico Group, Inc.	September consulting services	2,500.00
10/06/2026	1-503000-60	071-0926	Outside Services, Admin	Capitol Government Contract Specialists	Ops & Maintenance Contract support	816.55
10/06/2026	1-504990-41	16406320	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (Bus 168/stock)	356.17
10/06/2026	1-503000-42	265299	Outside Service, Non-Veh Maint	ECO-CHEK Compliance, Inc.	September inspection	125.00
10/07/2026	1-504990-42	12259842	Other Mat&Suppl, Non-Veh Maint	Brady Industries	Janitorial supplies	115.08
10/07/2026	1-508000-10	140333	Purchased Transportation, Oper	MV Transportation	Estimated October service	921,669.03

AGENDA ITEM 1.2 SEPT-OCT 2026 EXPENDITURES

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
10/07/2026	1-504020-10	181827	Tires & Tubes	J & O's Commercial Tire Center	October tires	1,189.45
10/07/2026	1-512000-60	598884288	Rentals & Leases, Admin	Pacific Office Automation	October copier (10/1 - 10/31/26)	340.68
10/07/2026	1-503000-41	90236892	Outside Service, Vehicle Maint	Cubic Transportation Systems, Inc	Install Clipper OBV,OCU & cell comm device Bus 602	3,566.99
10/08/2026	1-509010-60	11/2026	Dues & Subscriptions, Admin	Costco Membership	Membership renewal (12/1/26 - 11/30/27)	520.00
10/08/2026	1-504990-41	12263025	Other Mat & Supplies,Veh Maint	Brady Industries	Degreaser	691.88
10/08/2026	1-504020-10	181855	Tires & Tubes	J & O's Commercial Tire Center	October tires	2,308.91
10/08/2026	1-504990-41	1906532872	Other Mat & Supplies,Veh Maint	Cintas Corporation	Maintenance supplies (gloves)	218.30
10/08/2026	1-504013-10	928876	Lubricants	Hunt Oil of California	Grease	781.77
10/08/2026	1-504013-10	938910	Lubricants	Hunt Oil of California	Grease	595.89
10/08/2026	1-512000-60	AR00888370	Rentals & Leases, Admin	Pacific Office Automation/Service	Black & color meter (7/9 - 10/8/26)	108.86
10/09/2026	1-504990-41	16356806	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (stock)	5,319.57
10/09/2026	1-504990-41	16412252	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (Bus 409)	176.95
10/09/2026	1-504990-41	16412429	Other Mat & Supplies,Veh Maint	Pape Kenworth	Vehicle parts (Bus 167)	671.96
10/09/2026	1-504013-10	938847	Lubricants	Hunt Oil of California	DEF	893.34
10/09/2026	1-111020	EQFA795821-71943	Maintenance Equipment	Equipment City	Rotary Cord Reel Assembly (Qty 8) for lifts	3,746.72
10/10/2026	1-502150-42	11/2026	Fringe Benefits, Non-Veh Maint	KAISER FOUNDATION HEALTH PLAN, INC.	November medical insurance	3,858.90
10/10/2026	1-502150-60	11/2026	Fringe Benefits, Admin	KAISER FOUNDATION HEALTH PLAN, INC.	November medical insurance	14,579.41
10/12/2026	1-503000-42	22515632	Outside Service, Non-Veh Maint	R&S Erection of Richmond, Inc.	Troubleshoot back gate exit loop	325.00
10/12/2026	1-504990-41	4285345353	Other Mat & Supplies,Veh Maint	Cintas Corporation	October uniforms	361.60
10/12/2026	1-504990-42	4285345353	Other Mat&Suppl, Non-Veh Maint	Cintas Corporation	Janitorial supplies	3.85
10/12/2026	1-503000-42	VO000490	Outside Service, Non-Veh Maint	Vehicle Maintenance Equipment, LLC	Repair lift cord reels	1,014.82
10/13/2026	1-505010-10	000025980173	Telephone, Operations	AT&T	Sept. - Oct. phone service	117.07
10/13/2026	1-505010-60	000025980173	Telephone, Admin	AT&T	Sept. - Oct. phone service	58.54
10/13/2026	1-102040	14-2026-September	A/R Accrual - MV Liability Ins	CalTIP	September insurance & admin fees	1,540.12
10/13/2026	1-504011-10	389877	Gas	Hunt & Sons LLC	Gas	8,219.96
10/13/2026	1-504012-10	389877	Diesel	Hunt & Sons LLC	Diesel	44,456.82

AGENDA ITEM 1.2 SEPT-OCT 2026 EXPENDITURES

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
10/13/2026	1-503000-41	I500-01447289	Outside Service, Vehicle Maint	Asbury Environmental Services	Waste removal & admin fee	342.30
10/13/2026	1-504990-42	Stmt 10/13/26	Other Mat&Suppl, Non-Veh Maint	HOME DEPOT CREDIT SERVICES	Facilities supplies (5-tier shelf Jeremy office)	184.63
10/13/2026	1-504990-42	Stmt 10/13/26	Other Mat&Suppl, Non-Veh Maint	HOME DEPOT CREDIT SERVICES	Facilities supplies (trowel, epoxy, hose, tote)	163.72
10/13/2026	1-504990-42	Stmt 10/13/26	Other Mat&Suppl, Non-Veh Maint	HOME DEPOT CREDIT SERVICES	Facilities supplies (roof patch)	52.87
10/13/2026	1-504990-42	Stmt 10/13/26	Other Mat&Suppl, Non-Veh Maint	HOME DEPOT CREDIT SERVICES	Facilities supplies (roof vent, flashing, hoses)	198.14
10/13/2026	1-504990-42	Stmt 10/13/26	Other Mat&Suppl, Non-Veh Maint	HOME DEPOT CREDIT SERVICES	Facilities supplies (see receipt for description)	186.48
10/14/2026	1-503000-60	1570705	Outside Services, Admin	Hanson Bridgett LLP	September legal services	555.00
10/14/2026	1-503000-10	23290302	Outside Services, Operations	Bay Alarm Company	UL certificate fees	98.67
10/14/2026	1-503000-60	23290302	Outside Services, Admin	Bay Alarm Company	UL certificate fees	49.33
10/14/2026	1-504990-41	3495-128699	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts	115.23
10/14/2026	1-505010-10	40006803418	Telephone, Operations	Nextiva, Inc.	Oct. - Nov. phone service	1,162.49
10/14/2026	1-505010-60	40006803418	Telephone, Admin	Nextiva, Inc.	Oct. - Nov. phone service	581.24
10/14/2026	1-504990-41	84463629	Other Mat & Supplies,Veh Maint	The Aftermarket Parts Company, LLC dba NFI Parts	Vehicle parts (Bus 211)	2,603.86
10/14/2026	1-504013-10	945807	Lubricants	Hunt Oil of California	Product return (grease)	-766.02
10/14/2026	1-504013-10	945807	Lubricants	Hunt Oil of California	Synthetic oil	2,035.79
10/14/2026	1-111020	Y5-261039870	Maintenance Equipment	Cummins Sales & Service	Inline-8 data link adapter (for shop software)	1,421.72
10/15/2026	1-505000-10	10/2026	Utilities, Operations	PG & E	October gas & electric	3,933.04
10/15/2026	1-505000-60	10/2026	Utilities, Admin	PG & E	October gas & electric	1,966.52
10/15/2026	1-503000-10	105340188	Outside Services, Operations	Western Exterminator Co.	October pest control	117.07
10/15/2026	1-503000-60	105340188	Outside Services, Admin	Western Exterminator Co.	October pest control	125.71
10/15/2026	1-504990-42	12291822	Other Mat&Suppl, Non-Veh Maint	Brady Industries	Janitorial supplies	218.40
10/15/2026	1-504020-10	181966	Tires & Tubes	J & O's Commercial Tire Center	October tires	7,013.51
10/15/2026	1-504990-41	3495-128857	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts (stock)	359.66
10/15/2026	1-503000-10	INV0000002229	Outside Services, Operations	TransTrack Systems, Inc.	October maintenance & support	5,786.42
10/20/2026	1-505000-10	10/2026	Utilities, Operations	Pacific Gas & Electric	October gas & electric	12.47
10/20/2026	1-505000-60	10/2026	Utilities, Admin	Pacific Gas & Electric	October gas & electric	6.24
10/20/2026	1-504990-41	EB37983621084192	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	September O'Reilly Pro EB	-7.38
10/27/2026	1-505000-10	529260 10/26	Utilities, Operations	East Bay Municipal Utility District	Water service (8/24 - 10/21/26)	1,226.75
10/27/2026	1-505000-60	529260 10/26	Utilities, Admin	East Bay Municipal Utility District	Water service (8/24 - 10/21/26)	613.38

AGENDA ITEM 1.2 SEPT-OCT 2026 EXPENDITURES

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Post Date	Account Number	Payable Number	Account Name	Vendor Name	Description (Item)	Amount
10/27/2026	1-505000-10	529339 10/26	Utilities, Operations	East Bay Municipal Utility District	Water service (8/24 - 10/21/26)	663.45
10/27/2026	1-505000-60	529339 10/26	Utilities, Admin	East Bay Municipal Utility District	Water service (8/24 - 10/21/26)	331.72
10/29/2026	1-504990-41	3495-130459	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts (stock)	168.19
10/29/2026	1-504990-41	3495-130502	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts (stock)	72.72
10/30/2026	1-503000-42	10686	Outside Service, Non-Veh Maint	Adasa Enterprises LLC	October cleaning service	3,300.00
10/30/2026	1-504990-41	3495-130595	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts (stock)	512.05
10/30/2026	1-504990-41	3495-130602	Other Mat & Supplies,Veh Maint	O'Reilly Auto Enterprises, LLC	Vehicle parts (stock)	399.77
					Fund 100 - FUND 1 Total:	**1,270,122.47**
					Grand Total:	**1,270,122.47**

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Report Summary

Fund Summary

Fund		Payment Amount
100 - FUND 1		1,270,122.47
	Grand Total:	**1,270,122.47**

Account Summary

Account Number	Account Name	Payment Amount
1-102040	A/R Accrual - MV Liability..	1,540.12
1-111020	Maintenance Equipment	5,168.44
1-111040	Facility Repairs	1,803.51
1-111050	Oper, Maint & Admin Fac..	9,698.10
1-202000	Accrued Payroll Liabilities	305.08
1-502150-42	Fringe Benefits, Non-Veh...	4,083.61
1-502150-60	Fringe Benefits, Admin	16,108.36
1-503000-10	Outside Services, Operat...	16,369.50
1-503000-41	Outside Service, Vehicle...	4,012.29
1-503000-42	Outside Service, Non-Ve...	17,923.04
1-503000-43	O/S Service, Non-Veh, C...	4,273.81
1-503000-60	Outside Services, Admin	7,932.97
1-504011-10	Gas	13,638.55
1-504012-10	Diesel	147,644.96
1-504013-10	Lubricants	4,214.71
1-504014-10	Fees/Taxes	2,155.00
1-504020-10	Tires & Tubes	20,837.28
1-504100-10	Postage, Operations	120.66
1-504100-60	Postage, Admin	60.33
1-504990-41	Other Mat & Supplies,V...	26,576.87
1-504990-42	Other Mat&Suppl, Non-...	2,717.07
1-504990-60	Other Mat & Supplies, A...	69.16
1-505000-10	Utilities, Operations	12,599.38
1-505000-60	Utilities, Admin	6,299.70
1-505010-10	Telephone, Operations	2,196.60
1-505010-60	Telephone, Admin	1,098.30
1-506000-10	Insurance, Operations	18,089.06
1-508000-10	Purchased Transportatio...	817,527.47
1-508000-41	Purchased Transp, Veh ...	101,211.28
1-509010-60	Dues & Subscriptions, A...	520.00
1-509030-60	Fees, Admin	149.54
1-509080-10	Marketing & Advertising,...	2,728.18
1-512000-60	Rentals & Leases, Admin	449.54
	Grand Total:	**1,270,122.47**

Expense Approval Report **Payable Dates: 9/22/2026 - 10/31/2026 Post Dates: 9/22/2026 - 10/31/2026**

Project Account Summary

Project Account Key	Payment Amount
None	1,270,122.47
Grand Total:	**1,270,122.47**

AGENDA ITEM 1.2 INCOME STATEMENT

WCCTA Income Statement
Period July 1 -September 30, 2026

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget Remaining
Operating Expenses - Functional					
Operations:					
Outside Services, Operations	34,602.37	34,602.37	227,260.00	192,657.63	84.77
Fuel & Lubricants	441,799.46	441,799.46	1,508,500.00	1,066,700.54	70.71
Tires & Tubes	44,166.25	44,166.25	134,400.00	90,233.75	67.14
Postage, Operations	107.98	107.98	1,200.00	1,092.02	91.00
Other Mat & Supplies, Oper	152.60	152.60	1,400.00	1,247.40	89.10
Utilities, Operations	24,588.25	24,588.25	72,853.00	48,264.75	66.25
Telephone, Operations	5,662.69	5,662.69	28,400.00	22,737.31	80.06
Insurance, Operations	181,932.75	181,932.75	736,088.00	554,155.25	75.28
Purchased Transportation, Oper	2,388,213.06	2,388,213.06	9,159,335.00	6,771,121.94	73.93
Marketing & Advertising, Oper	7,423.13	7,423.13	165,000.00	157,576.87	95.50
Miscellaneous Exp, Operations	0.00	0.00	2,500.00	2,500.00	100.00
Rentals & Leases, Operations	0.00	0.00	110,000.00	110,000.00	100.00
Clipper/Shopify/mtot fees, Ops	1,803.74	1,803.74	76,100.00	74,296.26	97.63
1. Operations	**3,130,452.28**	**3,130,452.28**	**12,223,036.00**	**9,092,583.72**	**74.39**
Vehicle Maintenance:					
Outside Service, Vehicle Maint	54,788.35	54,788.35	331,520.00	276,731.65	83.47
Other Mat & Supplies,Veh Maint	94,397.93	94,397.93	550,770.00	456,372.07	82.86
Purchased Transp, Veh Maint	325,485.94	325,485.94	1,345,648.00	1,020,162.06	75.81
2. Vehicle Maintenance	**474,672.22**	**474,672.22**	**2,227,938.00**	**1,753,265.78**	**78.69**
Non-Vehicle Maintenance:					
Other Salaries, Non-Veh Maint	42,140.01	42,140.01	180,218.00	138,077.99	76.62
Other Paid Absences, Non-Veh	2,292.02	2,292.02	0.00	(2,292.02)	0.00
Pension Benefits, Non-Veh Main	5,164.77	5,164.77	28,350.00	23,185.23	81.78
Fringe Benefits, Non-Veh Maint	16,971.24	16,971.24	72,400.00	55,428.76	76.56
GASB 68 Adjust, Non-Veh, Main	0.00	0.00	0.00	0.00	0.00
GASB 68 Adjust, Non-Veh, Comp	0.00	0.00	0.00	0.00	0.00
Outside Service, Non-Veh Maint	34,923.08	34,923.08	93,800.00	58,876.92	62.77
O/S Service, Non-Veh, Computer	70,891.70	70,891.70	135,200.00	64,308.30	47.57
Other Mat&Suppl, Non-Veh Maint	8,723.92	8,723.92	64,840.00	56,116.08	86.55
OtherMat&Sup-Non-Veh, Computer	273.42	273.42	10,500.00	10,226.58	97.40
Misc. Exp, Non-Veh Maint	0.00	0.00	500.00	500.00	100.00
3. Facilities	**181,380.16**	**181,380.16**	**585,808.00**	**404,427.84**	**69.04**
General Administration:					
Other Salaries & Wages, Admin	217,958.99	217,958.99	1,068,735.00	850,776.01	79.61
Other Paid Absences, Admin	39,832.51	39,832.51	0.00	(39,832.51)	0.00
Pension Benefits, Admin	49,077.71	49,077.71	195,100.00	146,022.29	74.84
GASB 68 Adjustment, Admin	0.00	0.00	0.00	0.00	0.00
Fringe Benefits, Admin	76,010.12	76,010.12	243,000.00	166,989.88	68.72
Outside Services, Admin	8,004.92	8,004.92	225,600.00	217,595.08	96.45
Postage, Admin	54.00	54.00	890.00	836.00	93.93
Other Mat & Supplies, Admin	334.25	334.25	5,000.00	4,665.75	93.32
Utilities, Admin	12,294.15	12,294.15	33,550.00	21,255.85	63.36
Telephone, Admin	2,831.33	2,831.33	13,800.00	10,968.67	79.48
Insurance, Admin	2,907.17	2,907.17	12,500.00	9,592.83	76.74
Dues & Subscriptions, Admin	44,583.00	44,583.00	57,750.00	13,167.00	22.80
Travel Expense, Admin	2,981.89	2,981.89	10,000.00	7,018.11	70.18
Miscellaneous Exp, Admin	1,012.72	1,012.72	3,700.00	2,687.28	72.63
Rentals & Leases, Admin	1,169.61	1,169.61	5,670.00	4,500.39	79.37
Fees, Admin	3,576.95	3,576.95	14,700.00	11,123.05	75.67
Other Exp, Over/Short	0.00	0.00	0.00	0.00	0.00
4. General Administration	**462,629.32**	**462,629.32**	**1,889,995.00**	**1,427,365.68**	**75.52**
5. Total Expenses	**4,249,133.98**	**4,249,133.98**	**16,926,777.00**	**12,677,643.02**	**74.90**

WCCTA Income Statement
Period July 1 -September 30, 2026

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget Remaining
Operating Expenses - Object Class					
Other Salaries, Non-Veh Maint	42,140.01	42,140.01	180,218.00	138,077.99	76.62
Other Salaries & Wages, Admin	217,958.99	217,958.99	1,068,735.00	850,776.01	79.61
Other Paid Absences, Non-Veh	2,292.02	2,292.02	0.00	(2,292.02)	0.00
Other Paid Absences, Admin	39,832.51	39,832.51	0.00	(39,832.51)	0.00
6. Labor	**302,223.53**	**302,223.53**	**1,248,953.00**	**946,729.47**	**75.80**
Pension Benefits, Non-Veh Main	5,164.77	5,164.77	28,350.00	23,185.23	81.78
Pension Benefits, Admin	49,077.71	49,077.71	195,100.00	146,022.29	74.84
GASB 68 Adjust, Non-Veh, Main	0.00	0.00	0.00	0.00	0.00
GASB 68 Adjust, Non-Veh, Comp	0.00	0.00	0.00	0.00	0.00
GASB 68 Adjustment, Admin	0.00	0.00	0.00	0.00	0.00
Fringe Benefits, Non-Veh Maint	16,971.24	16,971.24	72,400.00	55,428.76	76.56
Fringe Benefits, Admin	76,010.12	76,010.12	243,000.00	166,989.88	68.72
7. Fringe Benefits	**147,223.84**	**147,223.84**	**538,850.00**	**391,626.16**	**72.68**
Services:					
Outside Services, Operations	34,602.37	34,602.37	227,260.00	192,657.63	84.77
Outside Service, Vehicle Maint	54,788.35	54,788.35	331,520.00	276,731.65	83.47
Outside Service, Non-Veh Maint	34,923.08	34,923.08	93,800.00	58,876.92	62.77
O/S Service, Non-Veh, Computer	70,891.70	70,891.70	135,200.00	64,308.30	47.57
Outside Services, Admin	8,004.92	8,004.92	225,600.00	217,595.08	96.45
8. Services	**203,210.42**	**203,210.42**	**1,013,380.00**	**810,169.58**	**79.95**
9. Fuel/Lubricants	**441,799.46**	**441,799.46**	**1,508,500.00**	**1,066,700.54**	**70.71**
10. Tires and Tubes	**44,166.25**	**44,166.25**	**134,400.00**	**90,233.75**	**67.14**
Other Materials & Supplies:					
Postage, Operations	107.98	107.98	1,200.00	1,092.02	91.00
Postage, Admin	54.00	54.00	890.00	836.00	93.93
Other Mat & Supplies, Oper	152.60	152.60	1,400.00	1,247.40	89.10
Other Mat & Supplies,Veh Maint	94,397.93	94,397.93	550,770.00	456,372.07	82.86
Other Mat&Suppl, Non-Veh Maint	8,723.92	8,723.92	64,840.00	56,116.08	86.55
OtherMat&Sup-Non-Veh, Computer	273.42	273.42	10,500.00	10,226.58	97.40
Other Mat & Supplies, Admin	334.25	334.25	5,000.00	4,665.75	93.32
11. Other Materials & Supplies	**104,044.10**	**104,044.10**	**634,600.00**	**530,555.90**	**83.60**
Utilities:					
Utilities, Operations	24,588.25	24,588.25	72,853.00	48,264.75	66.25
Utilities, Admin	12,294.15	12,294.15	33,550.00	21,255.85	63.36
Telephone, Operations	5,662.69	5,662.69	28,400.00	22,737.31	80.06
Telephone, Admin	2,831.33	2,831.33	13,800.00	10,968.67	79.48
12. Utilities	**45,376.42**	**45,376.42**	**148,603.00**	**103,226.58**	**69.46**
Purchased Transportation:					
Purchased Transportation, Oper	2,388,213.06	2,388,213.06	9,159,335.00	6,771,121.94	73.93
Purchased Transp, Veh Maint	325,485.94	325,485.94	1,345,648.00	1,020,162.06	75.81
13. Purchased Transportation	**2,713,699.00**	**2,713,699.00**	**10,504,983.00**	**7,791,284.00**	**74.17**

WCCTA Income Statement
Period July 1 -September 30, 2026

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget Remaining
Casualty & Liability:					
Insurance, Operations	181,932.75	181,932.75	736,088.00	554,155.25	75.28
Insurance, Admin	2,907.17	2,907.17	12,500.00	9,592.83	76.74
14. Casualty & Liability	**184,839.92**	**184,839.92**	**748,588.00**	**563,748.08**	**75.31**
Leases & Rentals:					
Rentals & Leases, Operations	0.00	0.00	110,000.00	110,000.00	100.00
Rentals & Leases, Admin	1,169.61	1,169.61	5,670.00	4,500.39	79.37
15. Leases & Rentals	**1,169.61**	**1,169.61**	**115,670.00**	**114,500.39**	**98.99**
Other Object Class Expense:					
Dues & Subscriptions, Admin	44,583.00	44,583.00	57,750.00	13,167.00	22.80
Travel Expense, Admin	2,981.89	2,981.89	10,000.00	7,018.11	70.18
Clipper/Shopify/mtot fees, Ops	1,803.74	1,803.74	76,100.00	74,296.26	97.63
Fees, Admin	3,576.95	3,576.95	14,700.00	11,123.05	75.67
Marketing & Advertising, Oper	7,423.13	7,423.13	165,000.00	157,576.87	95.50
Miscellaneous Exp, Operations	0.00	0.00	2,500.00	2,500.00	100.00
Misc. Exp, Non-Veh Maint	0.00	0.00	500.00	500.00	100.00
Miscellaneous Exp, Admin	1,012.72	1,012.72	3,700.00	2,687.28	72.63
Other Exp, Over/Short	0.00	0.00	0.00	0.00	0.00
17. Other Object Class Expense	**61,381.43**	**61,381.43**	**330,250.00**	**268,868.57**	**81.41**
18. TOTAL Expenses	**4,249,133.98**	**4,249,133.98**	**16,926,777.00**	**12,677,643.02**	**74.90**
REVENUES - OPERATING					
Farebox:					
Passenger Fares, Cash, FR	262,081.51	262,081.51	1,400,000.00	1,137,918.49	81.28
Passenger Fares, Cash, DAR	4,253.17	4,253.17	0.00	(4,253.17)	0.00
Passenger Fares, Coupons, DAR	5,228.00	5,228.00	0.00	(5,228.00)	0.00
21. Farebox	**271,562.68**	**271,562.68**	**1,400,000.00**	**1,128,437.32**	**80.60**
Non-Farebox:					
Advertising Revenues	10,694.50	10,694.50	50,000.00	39,305.50	78.61
Interest Income	37,353.43	37,353.43	30,000.00	(7,353.43)	(24.51)
Misc. Non-Transp. Revenues	0.00	0.00	0.00	0.00	0.00
22. Non-Farebox	**48,047.93**	**48,047.93**	**80,000.00**	**31,952.07**	**39.94**
Measure J Operating Funds:					
Measure J Operating Funds, FR	388,732.50	388,732.50	1,721,470.80	1,332,738.30	77.42
Measure J Operating Funds, DAR	126,897.50	126,897.50	561,736.30	434,838.80	77.41
23. Measure J Operating Funds	**515,630.00**	**515,630.00**	**2,283,207.10**	**1,767,577.10**	**77.42**
TDA Operating Funds:					
TDA Operating Assistance	1,158,069.73	1,158,069.73	4,632,278.90	3,474,209.18	75.00
TDA 4.5 Oper Assist, DAR	57,378.00	57,378.00	229,512.00	172,134.00	75.00
25. TDA Operating Funds	**1,215,447.73**	**1,215,447.73**	**4,861,790.90**	**3,646,343.18**	**75.00**

WCCTA Income Statement
Period July 1 -September 30, 2026

	Current Qtr	Year to Date	Total Adopted	Budget Balance	% Budget Remaining
STA Operating Funds:					
STA Operating Assistance	126,729.75	126,729.75	506,919.00	380,189.25	75.00
STA County Block Grant	233,107.25	233,107.25	932,429.00	699,321.75	75.00
26. STA Operating Funds	**359,837.00**	**359,837.00**	**1,439,348.00**	**1,079,511.00**	**75.00**
Bridge Tolls					
RM3 Funds	421,386.50	421,386.50	4,395,823.00	3,974,436.50	90.41
RM2 Funds	247,923.00	247,923.00	991,692.00	743,769.00	75.00
RM2 Marketing Funds	0.00	0.00	50,000.00	50,000.00	100.00
27. Bridge Tolls	**669,309.50**	**669,309.50**	**5,437,515.00**	**4,768,205.50**	**87.69**
FTA Sec 8 (planning) & Sec 9 (operating):					
FTA 5303 Short Range Transit Planning	0.00	0.00	40,000.00	40,000.00	100.00
FTA 5307 Paratransit Set-Aside	0.00	0.00	384,916.00	384,916.00	100.00
28. Federal Operating Funds	**0.00**	**0.00**	**424,916.00**	**424,916.00**	**100.00**
Other Federal, State, Local Non-Operator Funds:					
Low Carbon Transit Oper Prog	0.00	0.00	0.00	0.00	0.00
29. Other Fed, State, Local Non-0perator	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Other Operator Funds:					
Regional Transit Measure (RTM)	0.00	0.00	1,000,000.00	1,000,000.00	100.00
30. Other Operator Funds	**0.00**	**0.00**	**1,000,000.00**	**1,000,000.00**	**100.00**
TOTAL Revenue	**3,079,834.84**	**3,079,834.84**	**16,926,777.00**	**13,846,942.17**	**81.80**
31. Net Operating Surplus (Deficit)	**(1,169,299.15)**	**(1,169,299.15)**	**0.00**	**(1,169,299.15)**	**0.00**

AGENDA ITEM 1.3

WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation

Month & Fiscal Year- August 2026

Cash Fares for Deposit	Monthly System Total	CYTD	Dial-A-Ride	Transbay-Lynx	Fixed Route
Cash Fare - General Public	$ 7,863.00	$ 13,882.25		$ 2,324.25	$ 5,538.75
Cash Fare - Senior & Disabled	$ 2,811.75	$ 5,277.00	$ 557.50	$ 627.50	$ 1,626.75
Cash Fare - Transfers	$ 1,597.75	$ 2,337.00	$ 30.00	$ 239.25	$ 1,328.50
Cash Fare - Regional Paratransit	$ 234.00	$ 405.00	$ 234.00		
Cash Fare - Local Day Pass Sales	$ 1,962.00	$ 3,536.00		$ 1.50	$ 1,960.50
Total Estimated Cash (a)	$ 14,468.50	$ 25,437.25	$ 821.50	$ 3,192.50	$ 10,454.50
Over/(Short) Cash Count	$ 0.20	$ 0.62	$ 0.54	$ (0.21)	$ (0.13)
Bank Deposit Corrections	$ -	$ -			$ -
Subtotal Cash Fare Deposit	**$ 14,468.70**	**$ 25,437.87**	**$ 822.04**	**$ 3,192.29**	**$ 10,454.37**
Prepaid Sales Deposit	**Monthly System Total**	**CYTD**	**Dial-A-Ride**	**Transbay-Lynx**	**Fixed Route**
Ticket Books	$ 555.00	$ 1,280.00	$ 555.00		
Summer Youth Psass (SYP)	$ -	$ -			
Clipper Sales	$ 473.15	$ 543.15			$ 473.15
Lynx 31-Day Pass Sales - GP	$ 420.00	$ 840.00		$ 420.00	
Lynx 31-Day Pass Sales - SNR/DSBLD	$ 280.00	$ 420.00		$ 280.00	
Lynx Stored Ride Pass Sales	$ 50.00	$ 450.00		$ 50.00	
Local 31-Day Pass Sales - GP	$ 760.00	$ 1,040.00			$ 760.00
Local 31-Day Pass Sales -SNR/DSBLD	$ 490.00	$ 790.00			$ 490.00
Local Stored Value Pass Sales	$ -	$ -			
Local Day Pass Sales (Prepaid)	$ -	$ 17.50			$ -
Shopify (Shipping Fees)	$ 24.00	$ 55.00	$ 8.00	$ 11.00	$ 5.00
Over payment	$ -	$ -			
Returned Checks	$ -	$ -			
Refunds Issued from Ticket / Pass Sales	$ -	$ -			
Subtotal Prepaid Sales Deposit	**$ 3,052.15**	**$ 5,435.65**	**$ 563.00**	**$ 761.00**	**$ 1,728.15**
Billings Issued	**Monthly System Total**	**CYTD**	**Dial-A-Ride**	**Transbay-Lynx**	**Fixed Route**
CCC Nutrition Tickets	$ 157.00	$ 309.00	$ 157.00		
Wage Works - Local GP 31-Day Pass	$ 40.00	$ 80.00			$ 40.00
Wage Works - Local SNR/DSBLD -31-Day Pass	$ -	$ -			
Wage Works - Lynx GP 31-Day Pass	$ 700.00	$ 1,400.00		$ 700.00	
Wage Works - Lynx SNR/DSBLD 31-Day Pass	$ -	$ -			
Wage Works - Lynx 10 Ride Pass	$ -	$ -			
Wage Works - Local Stored Value Pass	$ -	$ -			
Capital Corridor Vouchers (Annually)	$ -	$ -			
511 Contra Costa (BOGO LYNX)	$ -	$ -			
10 Ride LYNX Promo	$ -	$ -			
511 CC Summer Youth Pass	$ -	$ -			
WCCUSD ($37.00 SBPP)	$ 16,280.00	$ 16,280.00			$ 16,280.00
HTC Parking / BART Disc. Fare ($1.3575)	$ -	$ -			
CCTA Summer Youth Pass	$ -	$ -			
CCTA LIFE Program	$ -	$ -			
Clipper	$ 55,591.40	$ 105,005.35		38,913.98	$ 16,677.42
CCC Health Services	$ -	$ -			
CCC Employee & Human Services	$ -	$ -			
Contra Costa College	$ -	$ -			
Clipper Baypass - MTC	$ -	$ -			
Pass 2 Class Program	$ -	$ -			
***Other**	$ -	$ -			
Subtotal Billings	$ 72,768.40	$ 123,074.35	$ 157.00	$ 39,613.98	$ 32,997.42
Total Passenger Revenue	**$ 90,289.25**	**$ 153,947.87**	**$ 1,542.04**	**$ 43,567.27**	**$ 45,179.94**

	Monthly System Total	*CYTD*
Total Passenger Revenue Last Year	***$ 124,044.93***	***$ 245,501.16***

WESTCAT

Monthly Management Report Summary

September, FY 26/27

System & Program Summary

	September FY 26/27	September FY 25/26	% Change	Year-To-Date FY 26/27	Year-To-Date FY 25/26	% Change
System Total						
Total Passengers	68,679	67,518	1.7	189,202	182,005	4.0
Revenue Passengers	65,406	47,851	36.7	177,371	157,318	12.7
Weekday Total Passengers	64,891	63,746	1.8	177,039	169,944	4.2
Saturday Total Passengers	2,185	2,221	-1.6	6,520	7,193	-9.4
Sunday Total Passengers	1,603	1,551	3.4	5,643	4,868	15.9
Weekday Average Passengers	3,090	3,036	1.8	2,766	2,655	4.2
Saturday Average Passengers	546	555	-1.6	502	553	-9.2
Sunday Average Passengers	321	310	3.5	353	325	8.6
Vehicle Revenue Hours	6,873.38	6,718.86	2.3	20,944.14	20,594.61	1.7
Total Vehicle Hours	7,343.24	7,155.40	2.6	22,205.69	21,866.36	1.6
Revenue Vehicle Miles	111,146.9	111,669.7	-0.5	340,991.6	342,200.3	-0.4
Total Miles	132,306.0	131,353.7	0.7	414,598.0	413,199.7	0.3
Dial-A-Ride Program						
Number of Weekdays	21	21	0.0	64	64	0.0
Number of Saturdays	4	4	0.0	12	13	-7.7
Total Passengers	1,636	1,574	3.9	4,890	4,896	-0.1
Revenue Passengers	1,567	1,511	3.7	4,556	4,675	-2.5
Weekday Total Passengers	1,475	1,441	2.4	4,380	4,440	-1.4
Saturday Total Passengers	161	133	21.1	510	456	11.8
Weekday Average Passengers	70	69	1.4	68	69	-1.4
Saturday Average Passengers	40	33	21.2	43	35	22.9
Vehicle Revenue Hours	965.92	822.08	17.5	2,919.22	2,633.74	10.8
Total Vehicle Hours	1,000.53	875.18	14.3	3,029.15	2,797.99	8.3
Productivity	1.69	1.91	-11.5	1.68	1.86	-9.7
Revenue Vehicle Miles	8,122.3	7,853.2	3.4	23,837.3	23,984.7	-0.6
Total Miles	9,065.9	8,600.0	5.4	26,716.9	26,592.7	0.5
Express Routes Program						
Number of Weekdays	21	21	0.0	64	64	0.0
Number of Saturdays	4	4	0.0	12	13	-7.7
Number of Sundays	5	5	0.0	16	15	6.7
Total Passengers	28,493	25,917	9.9	78,465	72,806	7.8
Revenue Passengers	27,051	24,712	9.5	71,916	69,490	3.5
Weekday Total Passengers	25,289	22,709	11.4	68,054	62,526	8.8
Saturday Total Passengers	1,601	1,657	-3.4	4,768	5,412	-11.9
Sunday Total Passengers	1,603	1,551	3.4	5,643	4,868	15.9
Weekday Average Passengers	1,204	1,081	11.4	1,063	977	8.8
Saturday Average Passengers	400	414	-3.4	397	416	-4.6
Sunday Average Passengers	321	310	3.5	353	325	8.6
Vehicle Revenue Hours	2,376.97	2,418.80	-1.7	7,209.19	7,395.47	-2.5
Total Vehicle Hours	2,567.32	2,586.77	-0.8	7,672.46	7,869.68	-2.5
Productivity	11.99	10.71	12.0	10.88	9.84	10.6
Revenue Vehicle Miles	36,195.6	36,936.2	-2.0	110,951.2	114,088.4	-2.7
Total Miles	39,760.4	40,198.7	-1.1	119,625.5	123,315.2	-3.0

Monthly Management Report Summary

September, FY 26/27

System & Program Summary

	September FY 26/27	September FY 25/26	% Change	Year-To-Date FY 26/27	Year-To-Date FY 25/26	% Change
Local Fixed Routes Program						
Number of Weekdays	21	21	0.0	64	64	0.0
Number of Saturdays	4	4	0.0	12	13	-7.7
Total Passengers	19,184	19,712	-2.7	49,631	49,097	1.1
Revenue Passengers	17,628	18,163	-2.9	45,338	45,217	0.3
Weekday Total Passengers	18,761	19,281	-2.7	48,389	47,772	1.3
Saturday Total Passengers	423	431	-1.9	1,242	1,325	-6.3
Weekday Average Passengers	893	918	-2.7	756	746	1.3
Saturday Average Passengers	106	108	-1.9	104	102	2.0
Vehicle Revenue Hours	2,255.55	2,279.28	-1.0	6,929.55	6,924.65	0.1
Total Vehicle Hours	2,400.05	2,399.20	0.0	7,313.25	7,257.50	0.8
Productivity	8.51	8.65	-1.6	7.16	7.09	1.0
Revenue Vehicle Miles	33,992.4	34,823.8	-2.4	104,695.3	106,316.4	-1.5
Total Miles	36,342.8	36,782.0	-1.2	111,047.5	111,875.2	-0.7
Transbay Lynx Program						
Number of Weekdays	21	21	0.0	64	64	0.0
Total Passengers	19,366	20,315	-4.7	56,216	55,206	1.8
Revenue Passengers	19,160	3,465	453.0	55,561	37,936	46.5
Weekday Total Passengers	19,366	20,315	-4.7	56,216	55,206	1.8
Weekday Average Passengers	922	967	-4.7	878	863	1.7
Vehicle Revenue Hours	1,274.94	1,198.70	6.4	3,886.18	3,640.75	6.7
Total Vehicle Hours	1,375.34	1,294.25	6.3	4,190.83	3,941.19	6.3
Productivity	15.19	16.95	-10.4	14.47	15.16	-4.6
Revenue Vehicle Miles	32,836.6	32,056.5	2.4	101,507.8	97,810.8	3.8
Total Miles	34,867.0	34,093.5	2.3	107,687.7	104,592.8	3.0

Preventable Accidents per Miles Driven in 12 Month Period

September-26

	Miles	Accidents	Frequency 12 Month Period
FR	1,529,489	10	152,949
DAR	143,146	2	71,573

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	2	3	5	2	1	4	9
DAR	0	1	0	1	0	0	1	1

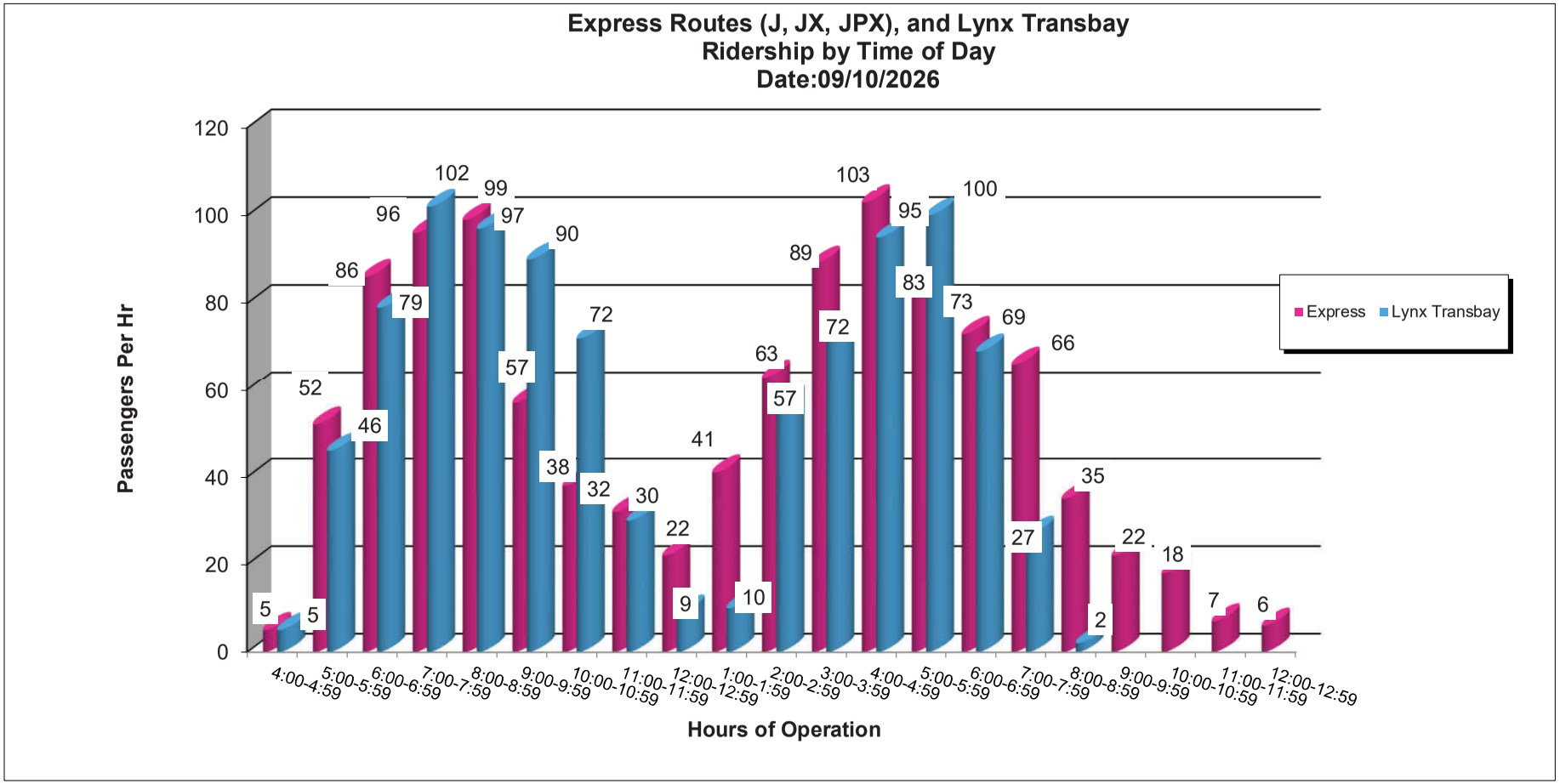
Passenger & Productivity Statistical Report

September, FY 26/27

System

All Routes

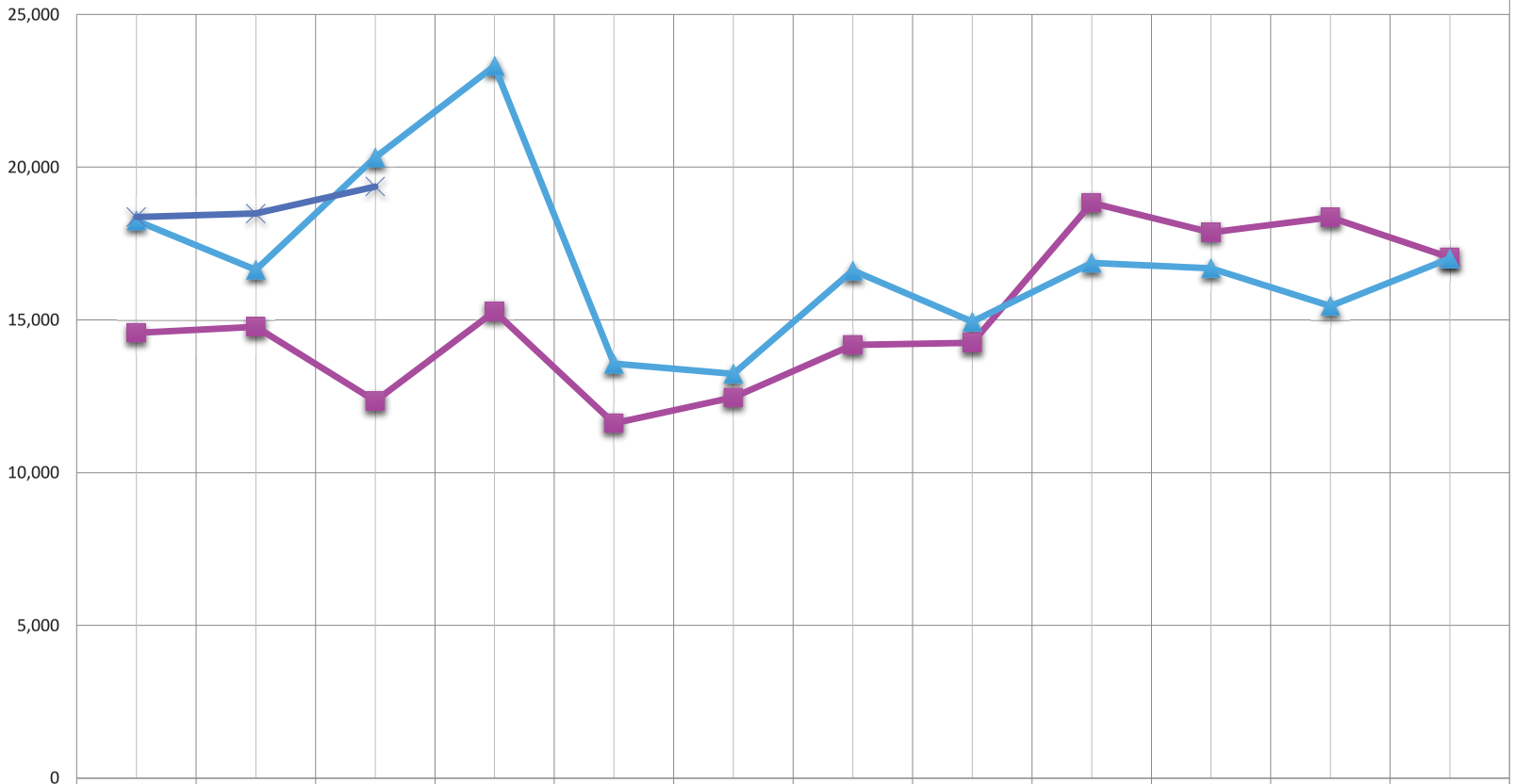
Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	September			Fiscal Year To Date			September			Fiscal Year To Date		
	FY 25/26	FY 26/27	% Change	FY 25/26	FY 26/27	% Change	FY 25/26	FY 26/27	% Change	FY 25/26	FY 26/27	% Change
Route 10 Weekday	1,987	1,950	-1.9	3,838	4,230	10.2	10.9	12.1	11.1	7.4	9.1	23.0
Route 11 Weekday	2,838	1,697	-40.2	7,147	4,780	-33.1	10.9	6.4	-40.8	8.9	5.8	-34.6
Route 11 Saturday	237	220	-7.2	725	609	-16.0	5.1	4.7	-9.6	4.8	4.4	-9.4
Route 11 Total	3,075	1,917	-37.7	7,872	5,389	-31.5	10.0	6.2	-38.4	8.3	5.6	-32.0
Route 12 Weekday	1,935	2,244	16.0	4,199	5,527	31.6	10.7	10.7	0.0	7.6	9.1	18.6
Route 15 Weekday	1,175	1,146	-2.5	3,201	3,069	-4.1	6.3	6.5	3.0	5.8	5.6	-4.1
Route 16 Weekday	4,685	4,905	4.7	11,949	11,844	-0.9	8.0	8.5	6.6	6.7	6.6	-0.5
Route 19 Saturday	194	203	4.6	600	633	5.5	3.8	4.0	4.3	3.6	3.8	5.7
Route 30Z Weekday	1,378	1,378	0.0	3,781	4,225	11.7	5.4	5.5	2.3	4.9	5.4	10.8
Route C3 Weekday	5,283	5,441	3.0	13,657	14,714	7.7	10.0	10.5	4.8	8.5	9.2	8.2
Route DAR Weekday	1,441	1,475	2.4	4,440	4,380	-1.4	1.9	1.7	-11.3	1.8	1.7	-9.5
Route DAR Saturday	133	161	21.1	456	510	11.8	2.0	1.7	-14.7	2.1	1.8	-14.3
Route DAR Total	1,574	1,636	3.9	4,896	4,890	-0.1	1.9	1.7	-11.5	1.9	1.7	-9.9
Route J Weekday	13,034	15,195	16.6	37,059	40,848	10.2	11.6	14.1	21.0	11.3	12.8	13.4
Route J Saturday	1,657	1,601	-3.4	5,412	4,768	-11.9	10.2	9.7	-4.5	8.3	9.7	16.7
Route J Sunday	1,551	1,603	3.4	4,868	5,643	15.9	7.6	7.8	2.6	7.9	8.6	8.5
Route J Total	16,242	18,399	13.3	47,339	51,259	8.3	10.9	12.7	16.2	10.4	11.8	13.5
Route JPX Weekday	7,397	7,468	1.0	19,163	20,108	4.9	11.9	11.9	-0.1	10.0	10.3	3.6
Route JX Weekday	2,278	2,626	15.3	6,304	7,098	12.6	7.4	8.8	19.3	6.7	7.6	12.7
Route LYNX Weekday	20,315	19,366	-4.7	55,206	56,216	1.8	16.9	15.2	-10.4	15.2	14.5	-4.6
Total System-Wide	67,518	68,679	1.7	182,005	189,202	4.0	10.0	10.0	-0.6	8.8	9.0	2.2


Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date:09/10/2026
Passengers Per Hr
Hours of Operation
Express
Lynx Transbay
0
20
40
60
80
100
120
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
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WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 24-25	14,579	14,774	12,341	15,275	11,616	12,459	14,179	14,254	18,834	17,862	18,360	17,043
ridership 25-26	18,252	16,639	20,315	23,317	13,565	13,238	16,614	14,937	16,864	16,692	15,457	17,010
ridership 26-27	18,368	18,482	19,366									

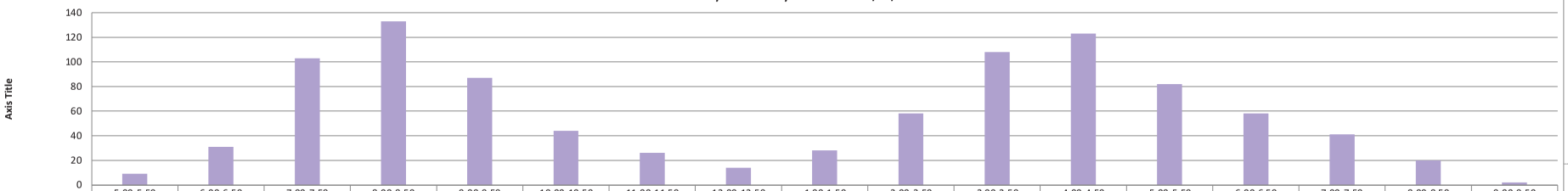
Distrubution by Time of Day - Fixed Route

Date: 9/10/2026

	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	
Rte 10	2	3	8	14	7	2	1	1	2	4	12	10	2	2	1	0	0	
Rte 11	1	3	9	13	6	4	2	1	1	3	8	11	8	5	3	2	2	2
Rte 12	2	7	18	21	16	8	4	4	5	8	17	22	18	8	5	2	0	
Rte 15		2	4	8	4	3	2	1	2	4	4	7	5	4	2	4		
Rte 16	4	7	26	28	19	9	6	1	6	9	25	29	20	18	18	6		
Rte 17		0	0	0	0	0			0	0	0	0	0	0				
Rte 18		0	0	0	0			0	0	0	0	0	0					
C3		7	34	40	29	15	9	5	9	25	31	36	24	17	9	6		
Martinez Link		2	4	9	6	3	2	1	3	5	11	8	5	4	3	0	0	
Total Passengers	**9**	**31**	**103**	**133**	**87**	**44**	**26**	**14**	**28**	**58**	**108**	**123**	**82**	**58**	**41**	**20**	**2**	

Total Route 10	**71**
Total Route 11	**82**
Total Route 12	**165**
Total Route 15	**52**
Total Route 16	**231**
Total Route 17	**0**
Total Route 18	**0**
Total C3	**296**
Martinez Link	**66**
Total	**963**

Distrubution By Time Of Day Fixed Route 09/10/2026



	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59
Rte 10	2	3	8	14	7	2	1	1	2	4	12	10	2	2	1	0	0
Rte 11	1	3	9	13	6	4	2	1	1	3	8	11	8	5	3	2	2
Rte 12	2	7	18	21	16	8	4	4	5	8	17	22	18	8	5	2	0
Rte 15		2	4	8	4	3	2	1	2	4	4	7	5	4	2	4	
Rte 16	4	7	26	28	19	9	6	1	6	9	25	29	20	18	18	6	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3		7	34	40	29	15	9	5	9	25	31	36	24	17	9	6	
Martinez Link		2	4	9	6	3	2	1	3	5	11	8	5	4	3	0	0
Total Passengers	9	31	103	133	87	44	26	14	28	58	108	123	82	58	41	20	2

Distrubution by Time of Day - WestCAT Express

Date: **9/10/2026**

	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	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX		7	20	23	28							10	30	14	5	4					
JPX		10	18	23	25	13	5	3	2	6	17	27	23	21	22	18	6	**0**	**0**	**0**	
J	5	35	48	50	46	44	33	29	20	35	46	52	50	48	46	44	29	22	18	7	6
Total Passengers	**5**	**52**	**86**	**96**	**99**	**57**	**38**	**32**	**22**	**41**	**63**	**89**	**103**	**83**	**73**	**66**	**35**	**22**	**4**	**7**	**6**

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	8	4	2	6
Total Passengers	**8**	**4**	**2**	**6**

JX	**141**
JPX	**239**
J	**713**
Total	**1093**

Distrubution by Time of Day -Lynx Transbay

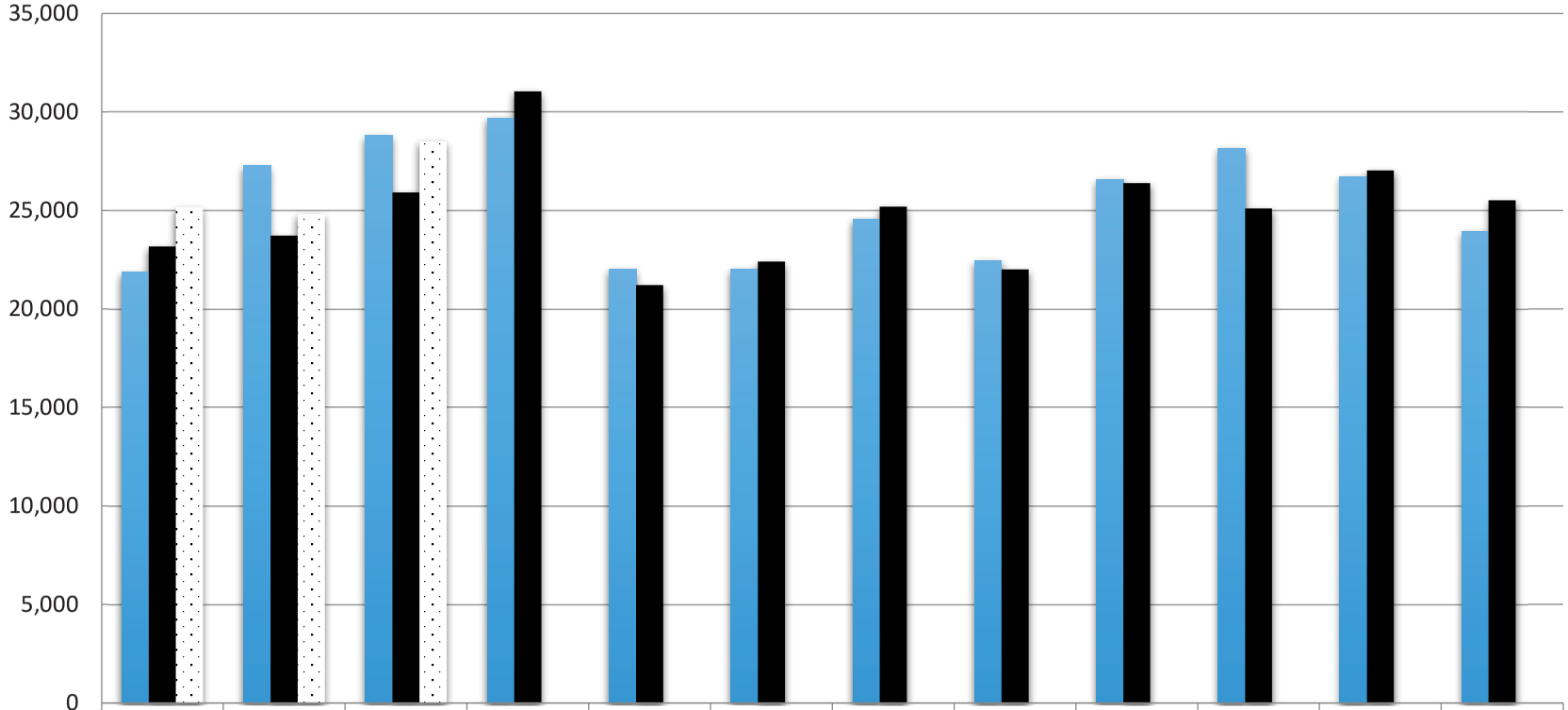
Date: **9/10/2026**

	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	21:00-21:59
TransBay LYNX	5	46	79	102	97	90	72	30	9	10	57	72	95	100	69	27	2	0
Total Passengers	**5**	**46**	**79**	**102**	**97**	**90**	**72**	**30**	**9**	**10**	**57**	**72**	**95**	**100**	**69**	**27**	**2**	**0**

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

Total Lynx	**962**	formula created from page 7

WESTCAT EXPRESS RIDERSHIP
Includes Routes J, JX and JPX



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 24-25	21,857	27,259	28,804	29,697	22,032	22,050	24,572	22,479	26,593	28,150	26,725	23,951
ridership 25-26	23,172	23,717	25,917	31,039	21,215	22,403	25,185	22,007	26,391	25,097	27,023	25,510
ridership 26-27	25,154	24,818	28,493									

AGENDA ITEM 1.4

TO: WCCTA Board of Directors **DATE: November 12 2026**
FROM: Rob Thompson
General Manager

SUBJECT: Proposed 2027 WCCTA Administration and Operations Holiday Schedule.

WestCAT Administrative Holidays 2027 (Office Closed)	WestCAT Operations Holidays 2027 (Holiday Service Schedule)	
1/1/2027 Friday - New Years Day	J (JL/JR)	Sunday Service
1/18/2027 Monday - Martin Luther King, Jr. Birthday	J (JL/JR), DAR, Local (11, 19)	Saturday Service
	LYNX	Reg Lynx Service
	*JX , JPX, 30Z, C3	No Service
2/15/2027 Monday - Presidents' Day	J (JL/J)R, DAR, Local (11, 19)	Saturday Service
5/31/2027 Monday - Memorial Day	J (JL/JR)	Sunday Service
6/19/2027 Friday - Juneteenth -Observed	ALL MODES	Regular Service
7/4/2027 Sunday - Independence Day	J (JL/JR)	Sunday Service
7/5/2027 Monday - Independence Day Observed	J (JL/JR)	Sunday Service
9/6/2027 Monday - Labor Day	J (JL/JR)	Sunday Service Only
11/11/2027 Thursday -Veterans Day	LYNX	Reg. Wkdy Service
	J (JL/JR), DAR, Local (11, 19)	Saturday Service
	*JX , 30Z, JPX, C3	No Service
11/25/2027 Thursday-Thanksgiving Day	J (JL/JR)	Sunday Service Only
	J (JR/JL), DAR, Local (11, 19)	Saturday Service
11/26/2027 Friday - Day After Thanksgiving Day	*JX , LYNX, JPX, 30Z, C3	No Service
12/24- 12/31/2027 WestCAT Admin. December Holidays Observed - Office Closed		
12/24/2027 Friday - Christmas Eve	ALL MODES	Reg. Wkdy Service
12/25/2027 Saturday- Christmas Day	J (JL/JR)	Sunday Service Only

Agenda Item 2.1

Staff Report on Disadvantaged Business Enterprise Program

Background

The US Department of Transportation issued an Interim Final Rule on October 3, 2025 and a Final Rule on September 25, 2026 that amended Title 49 CFR Part 26. All recipients of federal transportation funding subject to the DBE Program are required to comply.

Key changes to the DBE Program:

- Elimination of Presumptions: Race and sex based presumptions of social and economic disadvantage were removed. All applicants must demonstrate social and economic disadvantage through individualized evidence, including a personal narrative and financial documentation.
- Reevaluation of All Firms: Every DBE certified prior to the Interim Final Rule needed to be reevaluated. Firms meeting the new standards were recertified.
- Temporary Suspension of Goals and Counting: Agencies were unable to set or enforce their overall DBE goals during the reevaluation process.

Discussion

WestCAT made updates to the DBE Program to be in compliance with the September 25, 2026 Final Rule. We are required to receive approval by the Board of Directors and then submit the updated DBE Program to the FTA. FTA will review the submitted DBE Program for concurrence.

The following changes were made to be compliant with the Final Rule:

- The DBE Program objectives were updated.
- The previous requirement to obtain bidders list information about the majority owner's race and sex for all DBEs and non-DBEs who bid as prime contractors and subcontractors on each federally assisted contract was eliminated.
- The terminology race-neutral was replaced with DBE-neutral and race-conscious with DBE-conscious.
- Definitions were updated.

Requested Action

Staff recommends approval of WestCAT's Disadvantaged Business Enterprise Program updated in compliance with the September 25, 2026 Final Rule and authorization for staff to submit the program to the FTA.

Attached:

1. Disadvantaged Business Enterprise Program
2. Resolution 2026-06

WESTERN CONTRA COSTA TRANSIT AUTHORITY

(WESTCAT)

Disadvantaged Business Enterprise Program

Updated November 2026

Contact Information:
Western Contra Costa Transit Authority
(WestCAT)- Recipient ID 5624

Tania Babcock
Grants and Compliance Manager (DBE Liaison Officer)
(510) 724-3331
civilrights@westcat.org

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POLICY STATEMENT AND PROGRAM OBJECTIVES (§26.1, 26.23)

Western Contra Costa Transit Authority (WestCAT) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 Code of Federal Regulations (CFR) Part 26. As a recipient of Federal financial assistance from the USDOT, WestCAT has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of WestCAT to ensure nondiscrimination in the award and administration of DOT-assisted contracts. It is the intention of WestCAT to create a level playing field on which DBEs can compete fairly and participate in the performance of DOT-assisted contracts.

WestCAT's policies, procedures and goals in this area are detailed in its adopted DBE Program. The program is the result of WestCAT's commitment to the participation of small businesses owned and controlled by socially and economically disadvantaged individuals meeting eligibility standards set forth in 49 CFR Part 26, in purchasing and contracting opportunities funded, in whole or in part by USDOT assistance. The objectives of the DBE Program are:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the Department's DBE Program operates in a nondiscriminatory manner and without regard to race or sex, while maximizing efficiency of service;
- To ensure that only firms that meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts; and
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

WestCAT's General Manager has designated the Grants and Compliance Manager as the DBE Liaison Officer (DBELO). The Grants and Compliance Manager has direct and independent access to WestCAT's General Manager concerning DBE matters. The Grants and Compliance Manager is responsible for the development, implementation, and monitoring of the DBE Program in accordance with WestCAT's nondiscrimination policy. Implementation of the DBE Program has the same priority as compliance with all other legal obligations incurred by WestCAT in its financial assistance agreements with the U.S. DOT. It is the expectation of the Board of Directors and the General Manager that all WestCAT personnel shall adhere to the spirit, as well as the provisions and procedures of the program.

WestCAT has disseminated this policy statement to its Board of Directors and to all departments of its organization. This policy statement is disseminated to members of the DBE and non-DBE business communities that perform or are interested in performing work on WestCAT's DOT-assisted contracts. The policy statement is on the DBE Program page of the WestCAT website at https://www.westcat.org/Home/BusDBESBE . Questions regarding WestCAT's DBE Program should be addressed to: Tania Babcock, DBE Liaison Officer

Western Contra Costa Transit Authority (WestCAT)
601 Walter Avenue
Pinole, CA 94564
Telephone: (510) 724-3331 Fax: (510) 724-5551
Email: civilrights@westcat.org



Rob Thompson, General Manager

November 12, 2026
Date

SUBPART A – GENERAL REQUIREMENTS

(Section Numbers Reference Corresponding Sections of 49 CFR Part 26)

Objectives (§26.1)

The objectives are found in the policy statement on page four of this DBE Program.

Applicability (§26.3)

Pursuant to 49 CFR §26.3, WestCAT, a recipient of federal financial assistance from the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT), is required to implement a DBE Program in accordance with 49 CFR Part 26 (Regulations). The requirements of the Regulations are incorporated by reference. In the event of any conflicts or inconsistencies between the Regulations and the DBE Program with respect to DOT-assisted contracts, the Regulations shall prevail. The DBE Program outlined herein applies to all WestCAT contracts that are funded, in whole or in part, by USDOT federal financial assistance.

Definitions (§26.5)

WestCAT will adopt the definitions contained in §26.5 for this DBE Program. §26.5 definitions are outlined in Attachment 1.

Non-discrimination Requirements (§26.7)

WestCAT will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract governed by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, WestCAT will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program with respect to individuals of a particular race, color, sex, or national origin.

Record Keeping Requirements (§26.11)

Reporting to USDOT (§26.11)(a)

WestCAT will report DBE participation on a semi-annual basis to FTA using the Uniform Report Form. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

- DBE participation from October 1 through March 31 (submitted by June 1).
- DBE participation from April 1 through September 30 (submitted by December 1).

Reporting to USDOT (§26.11)(b)

WestCAT will continue to report DBE participation and overall goal-setting methods to FTA as directed. Statistical data will be maintained as advised, to provide reports to USDOT reflecting the DBE participation on federally assisted procurement activities

Bidders List: (§26.11)(c)

WestCAT will obtain bidders list information to compile as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on WestCAT's federally assisted contracts for use in helping set its overall goals and to provide FTA with data for evaluating the extent to which the objectives of §26.1 are being achieved.

WestCAT will obtain the bidders list information about all DBE and non-DBEs who bid as prime contractors and subcontractors on each federally assisted contract. The bidders list information will be submitted with the bid or initial response to negotiated procurements. The bidders list information will include:

1) Firm name;
2) Firm address including ZIP code;
3) Firm's status as a DBE or non-DBE;
4) NAICS code applicable to each scope of work the firm sought to perform in its bid;
5) Age of the firm; and
6) The annual gross receipts of the firm.

WestCAT will enter the bidders list information in the centralized USDOT database. WestCAT will maintain the confidentiality of any proprietary information in accordance with applicable California law and the Regulations.

WestCAT collects this information in the following ways:

- A notice in solicitations requesting firms quoting on the solicitation to provide the required information for themselves and all firms who bid, quote, or provide a proposal to perform work, provide labor, render services or provide supplies in connection with the contract. "Prime Contractor and Subcontractor/ Subconsultant/ Supplier Report" (Attachment 3).

Assurances (§26.13)

WestCAT has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance (§26.13)(a)

> *Western Contra Costa Transit Authority (WestCAT) shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. WestCAT shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. WestCAT's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to WestCAT of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).*

This language will appear verbatim in all USDOT operating administration financial assistance agreements and in all financial assistance agreements with subrecipients.

Contract Assurance (§26.13)(b)
WestCAT will ensure that the following clause is placed in each DOT-assisted sub-recipient agreement, each contract WestCAT signs with a contractor and in each subcontract the prime contractor signs with a subcontractor:

> *The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Western Contra Costa Transit Authority (WestCAT) deems appropriate, which may include, but is not limited to:*
>
> 1) *Withholding monthly progress payments;*
> 2) *Assessing sanctions;*
> 3) *Liquidated damages; and/or*
> 4) *Disqualifying the contractor from future bidding as non-responsible.*

This language will appear verbatim in all DOT-assisted contracts and subcontracts.

Enforcement:
If a contractor, subcontractor, or sub-recipient fail or refuse to include the §26.13(a) and/or §26.13(b) assurances verbatim in all the DOT-assisted contracts, subcontracts, or sub-recipient agreements, WestCAT may impose penalties and administrative sanctions for non-compliance as documented in "Enforcement Actions for Noncompliance of Participants" on page 13.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

DBE Program (§26.21)(a)(2)(i)
WestCAT is a FTA Tier 1 recipient that will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds $670,000 in FTA funds in a Federal fiscal year. WestCAT will have a DBE Program meeting all of the requirements of §26.21.

(§26.21)(b)(1)(2)
WestCAT will submit a conforming DBE Program to FTA. WestCAT will submit an updated DBE Program to FTA when the DBE Program has significant changes, including those required by regulatory updates.

(§26.21)(c)
WestCAT will carry out its DBE Program until all funds from USDOT financial assistance have been expended.

Policy Statement (§26.23)
The Policy Statement is on page four of this DBE Program. The Policy Statement is signed and dated by WestCAT's General Manager.

DBE Liaison Officer (§26.25)
WestCAT has designated the following individual as its DBE Liaison Officer:

Tania Babcock, Grants and Compliance Manager
Western Contra Costa Transit Authority (WestCAT)
601 Walter Avenue
Pinole, CA 94564
Telephone: (510) 724-3331
Email: civilrights@westcat.org

In that capacity, the DBE Liaison Officer is responsible for implementing all aspects of the DBE Program and ensuring that WestCAT complies with all provision of 49 CFR Part 26. The DBE Liaison Officer has direct, independent access to the General Manager of WestCAT concerning DBE Program matters. An organization chart displaying the DBE Liaison Officer's position in the organization is found in Attachment 3.

The DBE Liaison Officer is responsible for developing, implementing and monitoring the DBE Program. The duties and responsibilities include the following:

1) Develops, implements, and updates the DBE Program.
2) Gathers and reports statistical data and other information as required by USDOT.
3) Works with all affected departments in establishing the overall DBE goal.
4) Ensures monitoring and oversight in the DBE Program.
5) Advises WestCAT's General Manager on the DBE Program.
6) Provides outreach to DBEs and small businesses to promote contracting opportunities.
7) Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.

DBE Financial Institutions (§26.27)
It is the policy of WestCAT to investigate financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. WestCAT has made the following efforts to identify and use such institutions:

- Reviewed all institutions certified as "Minority Depository Institutions (MDIs)" dated June 30, 2026 by using the Minority Depository Institution page on the Federal Deposit Insurance Corporation website at https://www.fdic.gov/minority-depository-institutions-program/minority-depository-institutions-list

To date, WestCAT has not identified any financial institutions owned and controlled by socially and economically disadvantaged individuals in WestCAT's community. WestCAT will re-evaluate the

availability of DBE financial institutions every three years when setting the overall DBE goal.

WestCAT includes the link to "Minority Depository Institutions (MDI's)" on the Disadvantaged Business Enterprise page of its website and encourages all businesses to use minority-owned financial institutions when seeking financial services.

WestCAT will include the following clause in each DOT-assisted prime contract:
Per 49 CFR Part 26.27, prime contractors and their subcontractors are encouraged to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in their community and make reasonable efforts to use these institutions.

Prompt Payment Mechanisms (§26.29)

- WestCAT requires that all subcontractors performing work on DOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law. Prompt payment and return of retainage requirements also apply to all lower-tier subcontractors.

- **In accordance with §26.29, WestCAT will include the following clause in each DOT-assisted prime contract:**
  The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from Western Contra Costa Transit Authority (WestCAT). The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors' work is satisfactorily complete. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of WestCAT. This clause applies to both DBE and non-DBE subcontracts.

- A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by WestCAT.

- When WestCAT has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

- WestCAT ensures prompt and full payment of retainage from the prime contractor to the subcontractor. Pursuant to §26.29, WestCAT has selected the following method to comply with this requirement:

  - <u>For construction procurements:</u> WestCAT will hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after WestCAT's payment to the prime contractors.

- For professional services procurements: WestCAT will decline to hold retainage and prohibit prime contractors from holding retainage from subcontractors.

  WestCAT will include the following clause in each DOT-assisted prime contract: *The prime contractor agrees to return retainage payments to each subcontractor within 30 days after the subcontractors' work is satisfactorily complete. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of Western Contra Costa Transit Authority (WestCAT). This clause applies to both DBE and non-DBE subcontracts.*

- If WestCAT determines that the prime contractor has failed to comply with the prompt payment provisions set forth above, WestCAT may give written notice to the prime contractor and the prime contractor's surety that, if the default is not remedied within 30 days, the contract may be terminated. WestCAT may also impose penalties and sanctions for non-compliance with the prompt payment clause contained in §26.37, Monitoring and Enforcement Mechanisms.

Directory (§26.31)

WestCAT is a non-certifying member of the California Unified Certification Program (CUCP). WestCAT uses the CUCP DBE directory that is jointly maintained and updated by the CUCP certifying member agencies statewide, and is hosted by the California Department of Transportation (Caltrans). The directory is updated in real time, as changes are made to the directory. The DBE Database is available on the Caltrans California Unified Certification Program website at https://californiaucp.dbesystem.com/ WestCAT will use the DBE directory as a primary resource in developing overall goals and conducting outreach and other activities to promote DBE participation in USDOT contracts.

The directory is an online system that permits the public to search and/or filter for DBEs by:

1) Physical location;
2) NAICS code(s);
3) Work descriptions; and
4) All optional information added pursuant to paragraph (c) of §26.31, which includes additional data fields of other items readily verifiable in State or locally maintained databases, such as State licenses held, prequalifications, and bonding capacity.

The DBE Database shall not in any way prequalify the identified DBE firms with respect to licensing, bondability, competence or financial responsibility.

Overconcentration (§26.33)

Since WestCAT is a federal recipient located within the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit and subject to *Western States Paving Co, Inc. v. Washington State Department of Transportation*, 407 F.3d 983 (9th Cir. 2005), WestCAT uses DBE-neutral means of achieving DBE participation. Overconcentration of DBEs is not applicable to WestCAT while using DBE-neutral means. However, WestCAT has not identified that overconcentration of DBEs exists in the types of work that DBEs perform on WestCAT contracts.

WestCAT will develop appropriate measures to address the over-concentration, if it determines that DBE participation is so over- concentrated in specific types of work or contracting opportunities assisted by the FTA, that it unduly burdens the participation of non-DBEs in that type of work. WestCAT will seek approval of such measures from FTA and, subsequently implement the measures into the DBE Program.

Business Development Programs (§26.35)

WestCAT may establish a DBE Business Development Program to assist firms in gaining the ability to compete successfully in the marketplace outside the DBE Program. If WestCAT determines such a program is beneficial, a proposed program will be written and submitted to FTA for approval, after which it will become part of this DBE Program. Guidelines outlined in Appendices C and D of 49 CFR Part 26 will be utilized in setting up the formal agreements and programs. WestCAT may participate in a Business Development Program and/or Mentor/Protégé Program established by other USDOT recipients.

WestCAT is a member of the Business Outreach Committee (BOC). The BOC represents the nine Bay Area counties, assisting DBEs and other small businesses with expansion of their businesses through training, technical assistance, and relationship building with Bay Area transportation agency staff and the contracting community.

Monitoring Responsibilities (§26.37)

WestCAT implements and carries out appropriate mechanisms to ensure compliance with 49 CFR Part 26 program requirements by all program participants, including prompt payment, and describes and sets forth these mechanisms in WestCAT's DBE Program.

Monitoring and Enforcement Mechanisms

- WestCAT requires prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for WestCAT's financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by an authorized representative of WestCAT or USDOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

- WestCAT documents its monitoring and oversight processes by completing a "Record of DBE Compliance Monitoring" (Attachment 5) for each DOT-assisted contract with DBE participation to ensure that work subcontracted to DBEs at contract award or subsequently is performed by the DBEs to which the work was committed or subcontracted. WestCAT reviews subcontracts, monitors work sites, monitors prime payments to subcontractors and provides a written certification of the monitoring during the life of the project. Payment reviews evaluate whether the actual amount paid to DBE subcontractors is equivalent to the amounts reported to WestCAT by the prime contractor at contract award. WestCAT's Project Manager or DBE Liaison Officer is responsible for completing the "Record of DBE Compliance Monitoring."

- To ensure compliance with the prompt payment and running tally provisions, WestCAT will require prime contractors to provide information concerning payments to subcontractors and release of retainage where held. WestCAT will require a "Progress Payment Report" (Attachment 6) be completed and submitted by the prime contractor with every invoice. WestCAT will also require a "Final Expenditure Report" (Attachment 7) be completed and submitted by the prime contractor at the end of the contract. Data collected from contractors may include copies of cancelled checks.

- To determine the Commercially Useful Function of a DBE, WestCAT completes the "Record of Commercially Useful Function Report" (Attachment 8) for all DBEs on each DOT-assisted contract. This is accomplished by conducting field reviews and DBE contractor interviews. WestCAT's Project Manager or DBE Liaison Officer is responsible for completing the "Record of Commercially Useful Function Report" and for monitoring the DBE firm to provide a written certification that Commercially Useful Function requirements are being met.

Prompt Payment Dispute Resolution

- WestCAT will take the following step to resolve disputes as to whether work has been satisfactorily completed for purposes of §26.29.
    - WestCAT will hold a dispute resolution meeting between the prime contractor and subcontractor, along with WestCAT's Project Manager, DBE Liaison Officer, or representative from WestCAT as appropriate. The meeting will include those individuals who are authorized to bind each interested party and a representative from WestCAT with authority to take enforcement action.

Prompt Payment Complaints

- Complaints by subcontractors regarding the prompt payment requirements are handled according to the following procedure.
    - Subcontractors are to contact the prime contractor to discuss payment discrepancies. If a resolution is not reached regarding the payment discrepancies, then the affected subcontractor may escalate the complaint to WestCAT's Project Manager or DBE Liaison Officer. WestCAT will investigate and follow up with both the subcontractor and prime contractor involved in the complaint resolution within 10 days. If filing a complaint with WestCAT does not result in timely and meaningful action by WestCAT, the affected subcontractor may contact FTA:
        - Region 9 Office
          Federal Transit Administration
          888 S Figueroa St, Ste 440
          Los Angeles, CA 90017
          213-757-5999

    - If a subcontractor is not comfortable contacting the prime contractor directly regarding payment discrepancies, the subcontractor may contact WestCAT's

Project Manager or DBE Liaison Officer. WestCAT will investigate and follow up with both the subcontractor and prime contractor involved in the complaint resolution within 10 days. If filing a complaint with WestCAT does not result in timely and meaningful action by WestCAT, the affected subcontractor may contact FTA:

- Region 9 Office
  Federal Transit Administration
  888 S Figueroa St, Ste 440
  Los Angeles, CA 90017
  213-757-5999

Enforcement Actions for Noncompliance of Participants

WestCAT will provide appropriate means to enforce the requirements of §26.29. These means include:

- WestCAT will bring to the attention of the United States Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in §26.109.

- In the event of non-compliance with the DBE regulation by a participant in WestCAT's procurement activities, including prompt payment and retainage requirements, under 49 C.F.R. §26.13 (b), the penalties imposed by WestCAT may include, but are not limited to, the following:
  (a) Liquidated damages;
  (b) Suspension of payment to the contractor of any monies held by WestCAT as retained on contract;
  (c) The denial to the contractor of right to participate in future WestCAT contracts for a specified time;
  (d) Contract termination.

Fostering Small Business Participation (§26.39)

Because WestCAT is a small transit agency, contracts tend to be a size that small businesses, including DBEs, can reasonably perform. In order to foster small business participation, WestCAT has incorporated the following non-discriminatory element into its DBE Program to facilitate competition on DOT-assisted projects by small business concerns.

- WestCAT is a member of the Business Outreach Committee (BOC) that represents Bay Area transit and transportation agencies. The BOC assists DBEs and other small businesses with expansion of their businesses through training, technical assistance, and relationship-building with agency staff and the contracting community of the San Francisco Bay Area. These efforts help to create a level playing field on which DBEs and small businesses can compete fairly;

enhance outreach and communication efforts with these firms; provide appropriate assistance and information for participation in DOT-assisted contracts; and develop joint resources among recipients. The BOC also works with NorCal APEX Accelerator as a resource for providing technical assistance and guidance to DBEs and small businesses. WestCAT's DBE Liaison Officer participates in meetings, trainings and workshops held by the BOC.

- WestCAT provides outreach to the small business community for procurement opportunities and provides a listing of DBE and SBE resources on the DBE Program page on the WestCAT website at https://westcat.org/Home/BusDBESBE

- Posting contact information of small business resources, including the Southwest Small Business Transportation Resource Center and NorCal APEX Accelerator, for small business assistance on the DBE Program page on the WestCAT website at https://westcat.org/Home/BusDBESBE

- Posting invitations for bids and requests for proposals on the procurement page on the WestCAT website at https://westcat.org/Home/BusProcurement

- Submitting timely solicitations and developing clearly written plans and specifications that facilitate small business firms' participation.

- WestCAT verifies small business size as provided in §26.65 and defined by the Small Business Administration (SBA).

SUBPART C - GOALS, GOOD FAITH EFFORTS, AND COUNTING

Set-asides or Quotas (§26.43)
WestCAT does not use set-asides or quotas in any way in the administration of this DBE Program.

Overall Goals (§26.45)
A description of the methodology used to calculate the overall goal and the goal calculation can be found in Attachment 9. This section of the program will be updated as required.

The DBE Liaison Officer shall calculate and establish WestCAT's three-year overall DBE goal ("Triennial Goal"). The Triennial Goal shall be expressed as a percentage of the total amount of USDOT funds (excluding the purchase of transit vehicles) WestCAT anticipates expending during the relative 3-year reporting period. WestCAT's Triennial Goal will represent the amount of ready, willing and able DBEs available to participate in contracting opportunities and shall reflect the amount of DBE participation WestCAT would expect absent the effects of social and economic disadvantage. WestCAT intends to meet the goal through DBE-neutral means. WestCAT shall use DBE-conscious means only if supported by the findings of an approved disparity study and the expressed authorization from FTA.

In accordance with §26.45(f), after approval by the Board of Directors, WestCAT will submit its Triennial Goal to FTA by August 1 at 3-year intervals, based on a schedule established by the FTA. Before finalizing the Triennial Goal, WestCAT will consult with general contractor groups, community organizations, and other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses and WestCAT's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, WestCAT will publish a public notice of the proposed Goal on the DBE Program page on the WestCAT website at https://westcat.org/Home/BusDBESBE, informing the public that the proposed goal and its rational are available for inspection from 9:00am to 4:00pm, Pacific Standard Time, Monday through Thursday, at WestCAT's administrative office and online on the DBE Program page on the WestCAT website at https://westcat.org/Home/BusDBESBE for 30 days following the date of the notice, and informing the public that WestCAT will accept comments on the goal for 30 days following the date of the notice. Normally, WestCAT will issue this notice by June 1 of each year that the Triennial Goal is due. The notice will include addresses to which comments may be sent or emailed.

WestCAT will begin using the Triennial Goal on October 1 of the calendar year following the August 1 submission to FTA, unless other instructions have been received from FTA. If WestCAT receives approval from FTA to establish a goal on a project basis, WestCAT will begin using that goal by the time of the first solicitation for a USDOT-assisted contract for the project.

Once established, if circumstances deem the overall Triennial Goal requires adjustment prior to the end of the three-year period, WestCAT will publish a notice of the proposed adjustment of the Triennial Goal on the DBE Program page on the WestCAT website at https://westcat.org/Home/BusDBESBE, informing the public that the proposed goal and its rational are available for inspection from 9:00am to 4:00pm, Pacific Standard Time, Monday through Thursday, at WestCAT's administrative office and online on the DBE Program page on the WestCAT website at https://westcat.org/Home/BusDBESBE for 15 days following the date of the notice, and informing the public that WestCAT will accept comments on the goal for 15 days following the date of the notice. WestCAT will also mail the notice to those contractor groups, community organizations, and other officials or organizations WestCAT consulted with when setting its initial Triennial Goal. The adjusted Triennial Goal will be approved by the Board of Directors, then submitted to FTA.

Meeting Overall Goals and Accountability (§26.47)

If the awards and commitments shown on WestCAT's Uniform Report Form at the end of any Federal fiscal year are less than the overall goal applicable to that Federal fiscal year, the DBE Liaison Officer will, in accordance with 49 CFR §26.47(c) conduct a Shortfall Analysis. The Shortfall Analysis will analyze in detail the reasons for the difference between the overall goal and WestCAT's awards and commitments in that Federal fiscal year and establish specific steps and milestones to correct the problems identified in the Shortfall Analysis. WestCAT will retain the Shortfall Analysis for three years and make it available to FTA upon request for review.

Awarding DOT-Assisted Contracts to Transit Vehicle Manufacturers (TVMs) (§26.49)
WestCAT will require each transit vehicle manufacturer (TVM), as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section and established an overall DBE goal that has been approved or not disapproved by FTA.

Before awarding to a TVM, WestCAT shall verify that the bidder is listed on FTA's eligible TVM list at https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-transit-vehicle-manufacturers

WestCAT's DBE Liaison Officer will submit to FTA within 30 days of WestCAT becoming contractually required to procure a transit vehicle, the name of the TVM that was the successful bidder, and the Federal share of the contractual commitment at that time.

WestCAT does not include FTA assistance used in transit vehicle procurements in the base amount from which its overall DBE goal "Triennial Goal" is calculated. WestCAT will establish project-specific goals for DBE participation or include in the overall DBE goal calculation, contracts awarded to non-TVMs when there are no TVMs available to manufacture the transit vehicle in FTA-assisted transit vehicle procurements.

Breakout of Estimated DBE-Neutral & DBE-Conscious Participation (§26.51)(a-c)
WestCAT uses DBE-neutral means of achieving DBE participation.

WestCAT uses the following DBE-neutral means to achieve DBE participation:

- Making DBEs and other small businesses aware of opportunities.
- Submitting timely solicitations and developing clearly written plans and specifications to facilitate DBEs and other small business firms' participation.
- Posting invitations for bids and requests for proposals on the procurement page on the WestCAT website at https://westcat.org/Home/BusProcurement
- Participating in the Business Outreach Committee (BOC) that represents Bay Area transit and transportation agencies. The BOC assists DBEs and other small businesses with expansion of their businesses through training, technical assistance, and relationship-building with agency staff and the contracting community of the San Francisco Bay Area.
- Including WestCAT's procurement opportunities in the Business Outreach Committee (BOC) newsletter.

For reporting purposes, DBE-neutral participation includes, but is not necessarily limited to, the following:

- DBE participation through a prime contract that a DBE obtains through customary competitive procurement procedures;

- DBE participation through a subcontract on a prime contract that does not carry a DBE contract goal;

- DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

Contract Goals (§26.51)(d-g)
Since WestCAT is a federal recipient located within the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit and subject to *Western States Paving Co, Inc. v. Washington State Department of Transportation*, 407 F.3d 983 (9th Cir. 2005), WestCAT uses DBE-neutral means of achieving DBE participation. If WestCAT uses contract goals, it will get approval from FTA to set contract goals.

Good Faith Efforts Procedures Where There are Contract Goals (§26.13)
Good faith efforts procedures apply to contract goals. WestCAT uses DBE-neutral means of achieving DBE participation, not contract goals.

Counting DBE Participation (§26.55)
WestCAT will count DBE participation toward overall goals as provided in §26.55.

WestCAT uses the "DBE Regular Dealer/Distributor Affirmation Form" developed by USDOT to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in §26.55 (e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. Prime contractors are required to submit with their bid or proposal the "DBE Regular Dealer/Distributor Affirmation Form" (Attachment 4).

SUBPART D - CERTIFICATION STANDARDS

Certification Process (§26.61 - 26.73)
WestCAT is a participant of the CUCP that uses the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. The CUCP Memorandum of Agreement (MOA) provides USDOT recipients the option to be either a certifying member or a non-certifying member. WestCAT is a non-certifying member.

The CUCP makes all DBE certification decisions on behalf of USDOT recipients in the state. WestCAT relies upon the CUCP for the certification of DBE firms and ensures that only firms certified as eligible DBEs participate in the DBE Program.

To be certified as a DBE, a firm must meet all certification eligibility standards. The Caltrans website at https://dot.ca.gov/programs/civil-rights/dbe provides information on required documentation and the certification process.

SUBPART E - CERTIFICATION PROCEDURES

Unified Certification Programs (§26.81-§26.83)
WestCAT is a non-certifying member of the CUCP. As such, WestCAT does not provide certification procedures itself. Certifying agencies may be found online on the California Unified Certification Program website at https://californiaucp.dbesystem.com/

Procedures for Certification Decisions (§26.83)
Re-certifications (§26.83)(a)(c)
WestCAT is a non-certifying member of the CUCP and currently does not re-certify or make certification decisions.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Compliance Procedures Applicable to WestCAT (§26.101)
WestCAT understands that if it fails to comply with any requirement of this part, WestCAT may be subject to formal enforcement action under §26.103 or §26.105 or appropriate program sanctions by the concerned operating administration, such as the suspension or termination of Federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied. Program sanctions may include, in the case of the FTA program, any actions permitted under 49 U.S.C. chapter 53 or applicable FTA program requirements.

Information, Confidentiality, Cooperation (§26.109)
WestCAT will follow the procedures in §26.109 regarding availability of records, confidentiality of information on complainants, cooperation, intimidation and retaliation.

WestCAT will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Participants in WestCAT's DBE Program are required to cooperate fully and promptly with compliance reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the party involved.

Participants in WestCAT's DBE Program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by §26.109, or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing. Failure to comply with this part is a violation.

Attachment 1- Definitions

(§ 26.5) What do the terms used in 49 CFR Part 26 mean?

Affiliation has the same meaning the term has in the Small Business Administration (SBA) regulations, 13 CFR part 121.

(1) Except as otherwise provided in 13 CFR part 121, concerns are affiliates of each other when, either directly or indirectly:

(i) One concern controls or has the power to control the other; or

(ii) A third party or parties controls or has the power to control both; or

(iii) An identity of interest between or among parties exists such that affiliation may be found.

(2) In determining whether affiliation exists, it is necessary to consider all appropriate factors, including common ownership, common management, and contractual relationships. Affiliates must be considered together in determining whether a concern meets small business size criteria and the statutory cap on the participation of firms in the DBE Program.

Alaska Native means a citizen of the United States who is a person of one-fourth degree or more Alaskan Indian (including Tsimshian Indians not enrolled in the Metlakatla Indian Community), Eskimo, or Aleut blood, or a combination of those bloodlines. The term includes, in the absence of proof of a minimum blood quantum, any citizen whom a Native village or Native group regards as an Alaska Native if their father or mother is regarded as an Alaska Native.

Alaska Native Corporation (ANC) means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, *et seq.*).

Assets mean all the property of a person available for paying debts or for distribution, including one's respective share of jointly held assets. This includes, but is not limited to, cash on hand and in banks, savings accounts, IRA or other retirement accounts, accounts receivable, life insurance, stocks and bonds, real estate, and personal property.

Business, business concern or business enterprise means an entity organized for profit with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the United States economy through payment of taxes or use of American products, materials, or labor.

Compliance means that a recipient has correctly implemented the requirements of this part.

Contingent Liability means a liability that depends on the occurrence of a future and uncertain event. This includes, but is not limited to, guaranty for debts owed by the applicant concern, legal claims and judgments, and provisions for federal income tax.

Contract means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For purposes of this part, a lease is considered to be a contract.

Contractor means one who participates, through a contract or subcontract (at any tier), in a DOT-assisted highway, transit, or airport program.

Days mean calendar days. In computing any period of time described in this part, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, or Federal holiday, the period extends to the next day that is not a Saturday, Sunday, or Federal holiday. Similarly, in circumstances where the recipient's offices are closed for all or part of the last day, the period extends to the next day on which the agency is open.

DBE-conscious measure or program is one that is focused specifically on assisting only DBEs.

DBE-neutral measure or program is one that is, or can be, used to assist all small businesses.

Department* or *DOT means the U.S. Department of Transportation, including the Office of the Secretary, the Departmental Office of Civil Rights, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA).

Disadvantaged business enterprise* or *DBE means a for-profit small business concern—

(1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged; and

(2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

DOT-assisted contract means any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land.

FTA Tier I recipient means an FTA recipient to whom this part applies that will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds $670,000 in FTA funds in a Federal fiscal year.

FTA Tier II recipient means an FTA recipient to whom this part applies who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which does not exceed $670,000 in FTA funds in a Federal fiscal year.

Good faith efforts means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement.

Immediate family member means father, mother, husband, wife, son, daughter, brother, sister, grandfather, grandmother, father-in-law, mother-in-law, sister-in-law, brother-in-law, and domestic partner and civil unions recognized under State law.

Indian tribe or Native American Tribe means any federally or State-recognized Tribe, band, nation, or other organized group of Indians (Native Americans), or an ANC.

Joint venture means an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the DBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

Liabilities mean financial or pecuniary obligations. This includes, but is not limited to, accounts payable, notes payable to bank or others, installment accounts, mortgages on real estate, and unpaid taxes.

Native Hawaiian means any individual whose ancestors were natives, prior to 1778, of the area which now comprises the State of Hawaii.

Native Hawaiian Organization means any community service organization serving Native Hawaiians in the State of Hawaii which is a not-for-profit organization chartered by the State of Hawaii, is controlled by Native Hawaiians, and whose business activities will principally benefit such Native Hawaiians.

Noncompliance means that a recipient has not correctly implemented the requirements of this part.

Notice of decision or NOD means determination that denies a firm's application or decertifies a DBE.

Notice of intent of NOI means recipients letter informing a DBE of a suspension or proposed decertification.

Operating Administration* or *OA means any of the following parts of DOT: the Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The "Administrator" of an operating administration includes his or her designees.

Personal net worth or PNW means the net value of an individual's reportable assets and liabilities, per the calculation rules in §26.68.

Primary industry classification means the most current North American Industry Classification System (NAICS) designation which best describes the primary business of a firm. The NAICS is described in the North American Industry Classification Manual—United States, which is available on the Internet at the U.S. Census Bureau Web site: *http://www.census.gov/naics/.*

Primary recipient means a recipient which receives DOT financial assistance and passes some or all of it on to another recipient.

Principal place of business means the business location where the individuals who manage the firm's day-to-day operations spend most working hours. If the offices from which management is directed and where the business records are kept are in different locations, the recipient will determine the principal place of business. The term does not include construction trailers or other temporary construction sites.

Program means any undertaking on a recipient's part to use DOT financial assistance, authorized by the laws to which this part applies.

Recipient means any entity, public or private, to which DOT financial assistance is extended, whether directly or through another recipient, through the programs of the FAA, FHWA, or FTA, or who has applied for such assistance.

Secretary means DOT's Secretary of Transportation or the Secretary's designee.

Set-aside means a contracting practice restricting eligibility for the competitive award of a contract solely to DBE firms.

Small Business Administration **or** ***SBA*** means the United States Small Business Administration.

SBA certified firm refers to firms that have a current, valid certification from or recognized by the SBA under the 8(a) BD or SDB programs.

Small business concern means, with respect to firms seeking to participate as DBEs in DOT- assisted contracts, a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in §26.65(b).

Socially and economically disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who a certifier finds to be socially and economically disadvantaged on a case-by-case basis. A determination that an individual is socially and economically disadvantaged must not be based in whole or in part on a presumption based on race or sex. For that reason, all owners may qualify as socially and economically disadvantaged only if they meet the relevant criteria described in §26.67.

Spouse means a married person, including a person in a domestic partnership or a civil union recognized under State law.

Transit vehicle manufacturer (TVM) means any manufacturer whose primary business purpose is to manufacture vehicles built for mass transportation. Such vehicles include, but are not limited to buses, rail cars, trolleys, ferries, and vehicles manufactured specifically for paratransit purposes. Businesses that perform retrofitting or post-production alterations to vehicles so that such vehicles may be used for public transportation purposes are also considered TVMs. Businesses that manufacture, mass-produce, or distribute vehicles primarily for personal use are not considered TVMs.

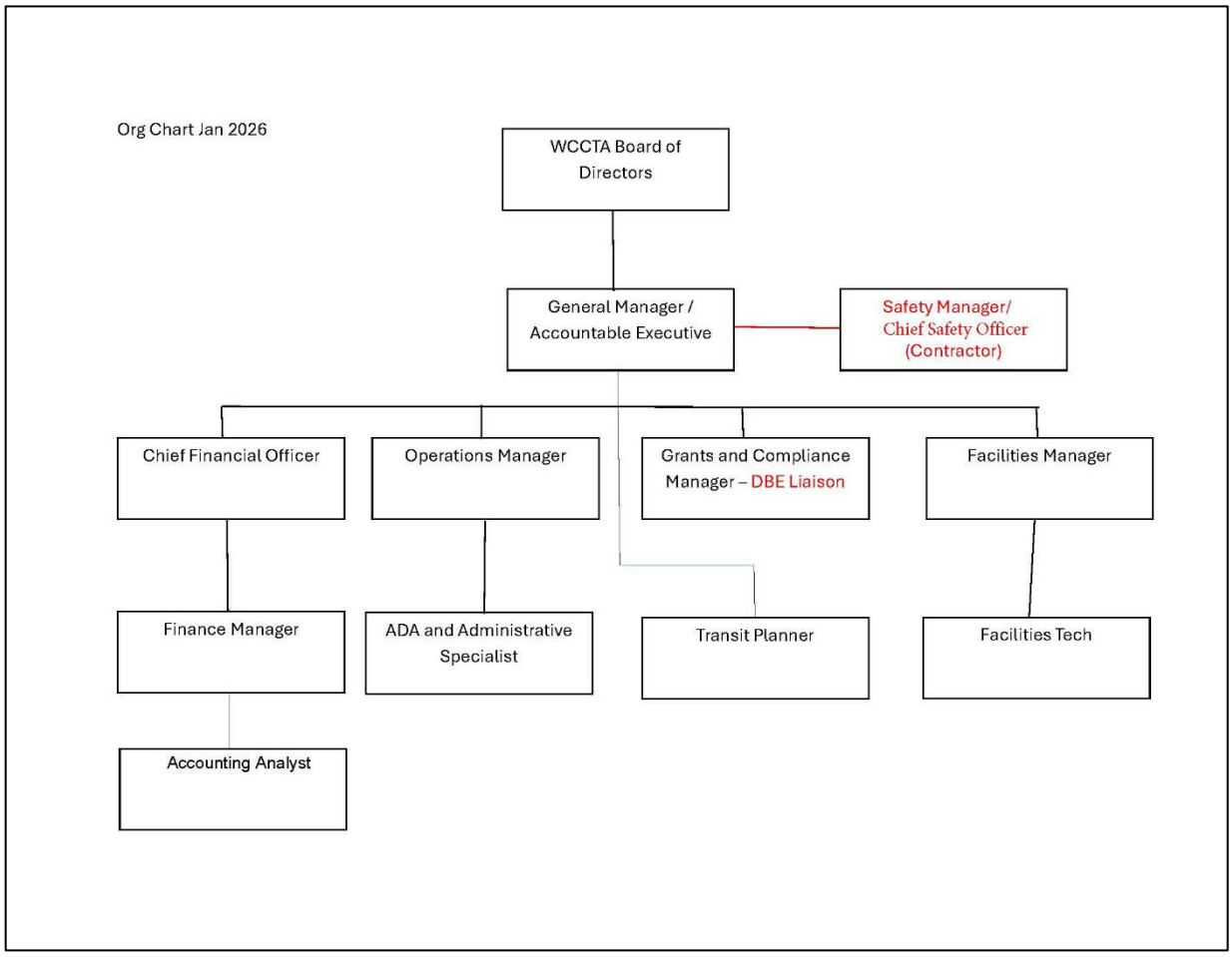
Tribally-owned concern means any concern at least 51 percent owned by an Indian tribe as defined in this section.

Unsworn declaration means an unsworn statement, dated and in writing, subscribed as true under penalty of perjury.

You refers to a recipient, unless a statement in the text of this part or the context requires otherwise (i.e., 'You must do XYZ' means that recipients must do XYZ).

[64 FR 5126, Feb. 2, 1999, as amended at 64 FR 34570, June 28, 1999; 68 FR 35553, June 16, 2003; 76 FR 5096, Jan. 28, 2011; 79 FR 59592, Oct. 2, 2014; 89FR 24963, Apr. 9, 2024; 90 FR 47979, Oct. 3, 2025]

Attachment 2- Organizational Chart



Attachment 3- Prime Contractor and Subcontractor/ Subconsultant/ Supplier Report

WESTERN CONTRA COSTA TRANSIT AUTHORITY (WestCAT)
Prime Contractor and Subcontractor/Subconsultant/Supplier Report

WESTCAT

Bidder's Name:_____ Contract # and Name:_____

Address:_____ Zip Code:_____ Is your firm a Disadvantaged Business Enterprise: Yes_____ No_____

Owner or Contact Person:_____ Phone: ( ) _____ Fax: ( ) _____

E-Mail:_____ Annual Gross Receipts:_____ Age of Firm: _____

INSTRUCTIONS: Please provide information on ALL firms (subcontractors/subconsultants/suppliers) that provided Bidder a bid, quote, or proposal to perform work, provide labor, render services or provide supplies in connection with this contract *WHETHER BID WAS ACCEPTED OR NOT*. You shall provide this information for all sub-bidders regardless of tier for both DBEs and non-DBEs alike. Include all bid acceptance(s) AND rejection(s). If no subcontractors/subconsultants/suppliers will be used, mark "N/A" and sign the form.

Provide the North American Industry Classification System (NAICS) code(s) applicable to each scope of work the firm is sought out to perform on the contract. NAICS search https://www.census.gov/naics/.

Signature is required on page two of this form to be deemed responsive.

	Subcontractor/Subconsultant/Supplier Firm Name/Address/Contact Information	Contractor's License No. DIR Registration No.	DBE (Yes*/No)	Portion of Work or Type of Materials/Supplies (DBE suppliers must complete the DBE Regular Dealer/ Distributor Affirmation Form))	NAICS Code(s) for each work item	Dollar Amount of Work Materials/Supplies	Bid/Quote Accepted (Yes**/No)	DBE Amount***	Annual Gross Receipts
1	Name: Address: Zip Code: Contact Person: E-mail: Phone:								___ < $1 Million ___ < $5 Million ___ < $10 Million ___ < $15 Million + Age of Firm: ____
2	Name: Address: Zip Code: Contact Person: E-mail: Phone:								___ < $1 Million ___ < $5 Million ___ < $10 Million ___ < $15 Million + Age of Firm: ____
3	Name: Address: Zip Code: Contact Person: E-mail: Phone:								___ < $1 Million ___ < $5 Million ___ < $10 Million ___ < $15 Million + Age of Firm: ____

Prime Contractor and Subcontractor/Subconsultant/Supplier Report (Continued)

	Subcontractor/Subconsultant/Supplier Firm Name/Address/Contact Information	Contractor's License No. DIR Registration No.	DBE (Yes*/No)	Portion of Work or Type of Materials/Supplies (DBE suppliers must complete the DBE Regular Dealer/ Distributor Affirmation Form)	NAICS Code(s) for each work item	Dollar Amount of Work Materials/Supplies	Bid/Quote Accepted (Yes**/No)	DBE Amount***	Annual Gross Receipts
4	Name: Address: Zip Code: Contact Person: E-mail: Phone:								___ < $1 Million ___ < $5 Million ___ < $10 Million ___ < $15 Million + Age of Firm: _____
5	Name: Address: Zip Code: Contact Person: E-mail: Phone:								___ < $1 Million ___ < $5 Million ___ < $10 Million ___ < $15 Million + Age of Firm: _____
6	Name: Address: Zip Code: Contact Person: E-mail: Phone:								___ < $1 Million ___ < $5 Million ___ < $10 Million ___ < $15 Million + Age of Firm: _____

Attach additional sheets as necessary.

DBE Amount: $ _____ = _____**% Bidder's DBE Achievement**

Total Bid Amount: $ _____

* If Yes, please also provide certification number or California Unified Certification Program Firm ID number (www.californiaucp.dbesystem.com)

** Do not indicate more than one "Yes" for alternative subcontractors for the same work. **Do not indicate TBD for "Bid Quote Accepted**."

*** DBE participation includes that portion of the work actually performed by a certified DBE with its own forces. The **DBE Regular Dealer/Distributor Affirmation Form** must be submitted to confirm counting determinations for DBE supplier/distributor credit. Count 60%, of the cost of materials and supplies or 40% for DBE distributor.

The undersigned agrees that if it is the successful bidder and is awarded the contract with Western Contra Costa Transit Authority (WestCAT) it will enter into a formal agreement with the subcontractor(s), subconsultant(s) and/or supplier(s) whose bid/quote was accepted for the work as indicated above. I certify that the information included on this form is accurate and true.

_____ _____ _____

Signature of Owner or Authorized Representative | Title | Date

Attachment 4- DBE Regular Dealer/Distributor Affirmation Form

OMB Control #2105-0586 (Exp. 5/31/2027)

U.S. Department of Transportation

DBE Regular Dealer/Distributor Affirmation Form

Bidder Name:

Contract Name/Number:

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. The U.S. Department of Transportation is providing this form as a tool for recipients, prime contractors, regular dealers, and distributors to use to carry out their respective responsibilities under this regulation. The form may be used by each DBE supplier whose participation is submitted by a bidder for regular dealer or distributor credit on a federally-assisted contract with a DBE participation goal. The form may also be used by prime contractors in connection with DBE regular dealer or distributor participation submitted after a contract has been awarded provided such participation is subject to the recipient's prior evaluation and approval. If this form is used, it should be accompanied by the bidder's commitment, contract, or purchase order showing the materials the DBE regular dealer or distributor is supplying. Use of this tool is not mandatory. If a recipient chooses a different method for complying with Section 26.53(c)(1), it must include that method in its DBE Program Plan.

DBE Name:

Total Subcontract/Purchase Order Amount:

Authorized DBE Representative (Name and Title):

NAICS Code(s) Related to the Items to be Sold/Leased:

1. Will **all** items sold or leased be provided from the on-hand inventory at your establishment? ☐ YES ☐ NO

(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below. If "NO" Continue.)

a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characterisics (aka specialty items)?

☐ YES ☐ NO **(If "YES," Go to Question 2. If "NO" Continue.)**

b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory?

☐ YES ☐ NO* **(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below.**

***If 1.,1.a), and 1. b) above are "NO," your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. (Go to Question 3. to determine if the items delivered from and by other sources are eligible for Distributor credit.)**

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate?

☐ YES ☐ NO[1]

(If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. STOP here. Read and sign the affirmation below.)

[1] If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacture's facility) ? ☐ YES[2] ☐ NO[3]

a) Will you be using sources **other than** the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased ? ☐ YES[2] ☐ NO[3]

[2] If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%.

[3] If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative:

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative:

Attachment 5- Record of DBE Compliance Monitoring

Record of DBE Compliance Monitoring

Contract Number:		Contract Award Date:	
Current Contract Amount:		Contract End Date:	
Prime Contractor:		DBE Commitment Amount:	
DBE Subcontractors:			

Records reviewed:

Subcontracts Review

DBE Name	Date Reviewed	Reviewed By	Subcontract Reviewed for the Following			
			Scope (Y/N)	Price (Y/N)	Restrictions (Note Any)	Additional Comments

Summary Site or Place of Business Visits

Date	Place	Business	Comments

Record of DBE Compliance Monitoring Page 1

Summary of Invoice/Payment Review

Date	Activity	Comments

This summary serves as the certification that the above monitoring activities occurred on the project noted in accordance with 49 CFR Part 26.37.

_____ _____

Name/Signature Date

Record of DBE Compliance Monitoring Page 2

Attachment 6- Progress Payment Report

Western Contra Costa Transit Authority (WestCAT)

PROGRESS PAYMENT REPORT

To be completed by Prime Contractor and submitted with every invoice.

PART 1: PROJECT SUMMARY

Contract Award Date:	WestCAT Contract No.:	Contract Title:
Prime Contractor:	Contact Person:	Contact Phone No.:
Prime Contractor Address:		
Invoice Date:	Invoice No.:	

1. Award amount of Prime Contract	$
2. Amount of Change Orders, Amendments and Modifications to Date	$
3. Total Contract Amount to Date including Change Orders, Amendments and Modifications (Line 1 + Line 2)	$
4. Total Amount for this Invoice	$
5. Total Previously Invoiced Awaiting Payment	$
6. Total Amount Paid to Date (not including Lines 4 and 5)	$

PART 2: SUBCONTRACTOR PAYMENT DETAIL SUMMARY

Payments to subcontractor shall be made no later than thirty (30) working days following receipt of progress payment from WestCAT.

A	B	C	D	E	F	G	H	I
Name of Firm (Subcontractor)	**DBE (Y/N)**	**Contract Amount ($)**	**Amount of Change Orders to Date ($)**	**Total = Contract Amount + Change Orders (C+D) ($)**	**Amount Invoiced This Period ($)**	**Previously Invoiced Awaiting Payment ($)**	**Amount Paid to Date ($)**	Date of Last Payment/ Check #
TOTAL								

Page 1 of 1

Attachment 7- Final Expenditure Report

WESTERN CONTRA COSTA TRANSIT AUTHORITY (WestCAT)
FINAL EXPENDITURE REPORT

To be completed and submitted by Prime Contractor at the end of the contract.

CONTRACT TITLE/NO.	**TOTAL CONTRACT AWARD AMOUNT**	**DATE OF AWARD**	
PRIME CONTRACTOR NAME AND ADDRESS INCLUDING ZIP CODE	**PROJECT MANAGER NAME**	**DATE OF CONTRACT COMPLETION**	
CONTACT PHONE NUMBER	**CONTACT EMAIL**		

List all subcontractors

LIST FIRM(s) List Name, Address including ZIP code, and Contact Person	Phone Number	Email Address	Item of Work, Service or Materials Supplied	NAICS Code *	Certified DBE (Y/N)	Date of Work Completed	Date of Final Payment	Total Amount Paid
A. PRIME Contractor								
B. Subcontractor								
TOTAL								$

(Comments/Notes: (Explain cost overruns or discrepancies; (DBE firm substitutions, etc…)

* NAICS Code: North American Industry Classification System Code. Codes can be found at http://www.census.gov/naics.

- DBEs must be certified by an agency participating in the California Unified Certification Program. www.caltrans.dbesystem.com

- Use additional sheets as necessary.

Page 1 of 1

Attachment 8- Record of Commercially Useful Function Report

Record of Commercially Useful Function Report

Contract Number:
Review Date:
Prime Contractor:
DBE Firm:
DBE Function:

Please mark "YES", "NO" or "N/A" for each question.

For any question marked "NO", please explain in the "COMMENTS" section below.

PERFORMANCE

1. Does the DBE have its own employees on the job to perform the work? _____
2. Does the DBE own the equipment being utilized to perform its work? (If there is a lease agreement, review information on lease document.) _____
3. Is the DBE self performing the subcontract defined task for a specific item of work on the contract? _____

HAULING FIRMS

1. Does the DBE hauling firm own and/or lease their trucks? (Review ownership/vehicle registration and/or lease documents to verify). _____
2. Does the DBE employ drivers for trucks owned by the company? (If leased trucks include operators, this should be indicated in the agreement/purchase order.) _____
3. Do the haul tickets and/or bills of lading associated with the project confirm that hauling is being performed by the DBE? _____

MATERIAL SUPPLIERS OR MANUFACTURERS/FABRICATORS

1. Does the DBE's name appear on all applicable invoices, haul tickets, and/or bills of lading? _____
2. Did the DBE provide documentation showing that the funds used to pay a supplier in fact came from the DBE's own funds? _____
3. If the DBE had any materials drop shipped to the project site, was the invoice addressed to the DBE? _____
4. Did the DBE deliver materials to the site with their own and/or leased trucks? _____

SUPERVISION

1. Is the DBE self performing work without assistance from the prime or another subcontractor? _____

Record of Commercially Useful Function Report Page 1

2. Is the DBE providing supervision of its employees and their work? _____

3. Is the supervisor a full-time employee of the DBE? _____

Comments:_____

_____

_____

_____

_____

_____

This summary serves as the certification that the above Commercially Useful Function review occurred on the project noted in accordance with 49 CFR Part 26.55.

_____ _____

Name/Signature Date

Record of Commercially Useful Function Report Page 2

GUIDANCE FOR COMPLETING THE RECORD OF COMMERCIALLY USEFUL FUNCTION REPORT

The guidance below is included to assist you in determining whether or not a Disadvantaged Business Enterprise (DBE) is performing a Commercially Useful Function (CUF) as required under Section 26.55 of Title 49 Code of Federal Regulations Part 26. Federal DBE regulations provide that a DBE is performing a CUF when it is responsible for execution of the work it committed to perform under a contract with the prime and is carrying out its contractual responsibilities by performing, managing, and supervising the work. If it is determined that a DBE is not performing a CUF on some or all of the work subcontracted to them, the prime contractor will lose DBE credit. Continue to monitor the DBE firm to ensure that Commercially Useful Function requirements are being met during the life of the project. A CUF form must be completed for all DBEs performing on any federally funded project.

The following are some examples of some common incidences:

PERFORMANCE

RED FLAGS

- Employee(s) working for both the Prime and the DBE
- Equipment used by DBE belongs to the Prime Contractor
- Equipment used by DBE belongs to another contractor with no formal lease agreement
- Equipment signs and markings cover another contractor's identity
- Equipment has another contractor's name on it
- A portion of the DBE's work being done by the Prime Contractor or jointly with another contractor

RECORDS/DOCUMENTS

- Certified payrolls
- Equipment ownership, rental, or lease documents
- Subcontract Agreement or Purchase Order

HAULING FIRMS

RED FLAGS

- Trucks used by DBE belong to the Prime Contractor.
- Trucks used by DBE belong to another contractor with no formal lease agreement
- Truck signs and markings conceal another contractor's identity
- Trucks have another contractor's name on them
- Operator(s) working for both the Prime and DBE
- Use of operator(s) for leased trucks is/are not specified in the lease agreement and operator(s) is not an/are not employee(s) of the DBE
- Haul tickets and/or bills of lading have a firm other than the DBE listed

RECORDS/DOCUMENTS

- Certified payrolls
- Truck ownership/vehicle registration, purchase orders, rental, or lease documents

MATERIAL SUPPLIERS OR MANUFACTURERS/FABRICATORS

RED FLAGS

- Invoices do not indicate that DBE is the customer
- A Prime Contractor's employee is listed as the contact person on invoices
- Materials are ordered, billed to, and/or paid, by the Prime Contractor
- Drop shipped materials are addressed to the Prime Contractor
- Materials for DBE credited work are delivered by the Prime Contractor
- Evidence is provided that the DBE supplier is not actually supplying material
- Evidence is provided that the DBE manufacturer is not actually manufacturing material
- Two Party checks or joint checks are sent by the Prime to the supplier or manufacturer

RECORDS/DOCUMENTS

- Invoices/Purchase Orders
- Copies of cancelled checks, electronic bill transfers, bank statements, credit card statement, etc.
- Bills of Lading

SUPERVISION

RED FLAGS

- Prime Contractor or another subcontractor is performing the DBE's work
- The DBE's employees are being supervised by the Prime Contractor or another subcontractor
- The DBE provides little or no supervision of work
- The DBE supervisor is not a full-time employee of the DBE

RECORDS/DOCUMENTS

- Document communication with DBE owner or Superintendent
- Certified Payroll

Attachment 9- Overall DBE Goal "Triennial Goal" (§26.45)

SUMMARY

In accordance with 49 CFR Part 26, WestCAT implements a Disadvantaged Business Enterprise (DBE) Program. As part of this program, WestCAT has established a Triennial Goal for DBE participation in all new contracts planned to be funded with Federal Transit Administration (FTA) funds for the applicable period. WestCAT does not include FTA assistance used in transit vehicle procurements in the base amount from which its overall DBE goal "Triennial Goal" is calculated.

WestCAT has calculated a Triennial DBE Goal, which is available for review on the DBE Program page of the WestCAT website at https://www.westcat.org/Home/BusDBESBE

DEVELOPMENT OF ANTICIPATED DBE GOAL

As an eligible recipient of federal funding, WestCAT is required to comply with 49 CFR Part 26, which states that grantees must establish and implement a DBE Program and set triennial DBE participation goals.

GOAL METHODOLOGY

The methodology to calculate an agency's DBE goal is a two-step process described in 49 CFR Part 26. Step-One of the methodology establishes a base figure for new federally funded contracts anticipated to be awarded in the upcoming three Federal Fiscal Years. The base figure is derived from the relative availability of DBEs that are ready, willing, and able to participate on these anticipated contracts.

Step-Two relies on the agency's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. The calculation using the two-step methodology results in the anticipated Triennial DBE Goal.

Step-One Process: Development of Base Figure

The initial step in developing an anticipated Triennial DBE Goal is to determine the market area for WestCAT. WestCAT's market area consists of the nine Bay Area counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma. The nine-county Bay Area is the most appropriate market area for WestCAT to use in its goal-setting methodology as the majority of past and current WestCAT vendors are from the Bay Area.

Then, WestCAT determines the relative availability of DBE's in WestCAT's market area. WestCAT determines the number of ready, willing, and able DBEs in the market area from the CUCP directory. Using the Census Bureau's County Business Pattern database, WestCAT determines the number of all ready, willing, and able businesses in the market area that perform work in the same NAICS codes. WestCAT divides the number of DBEs by the number of all businesses to derive a base figure for the relative availability of DBEs in the market area.

Step-Two Process: Adjustment to the Base Figure

The purpose of the analysis in Step-Two is to make a determination based on relevant evidence available to WestCAT if any adjustments to the Step-One Base Figure are justified. WestCAT's DBE participation history can assist in determining whether an adjustment to the Step-One Base Figure is warranted.

PUBLIC PARTICIPATION / OUTREACH IN SETTING DBE GOAL

WestCAT has sought and encouraged public participation input from general contractor groups, community organizations, and other officials or organizations through its participation as a member of the BOC (Business Outreach Committee). This consortium of Bay Area Transit and Transportation Agencies assists Disadvantaged Business Enterprises (DBEs) and small businesses with expansion of their businesses through training, technical assistance, and relationship-building with agency staff and the contracting community of the San Francisco Bay Area. WestCAT attends monthly BOC meetings and participates in BOC events. WestCAT participates in the BOC's Public Participation Meetings that provide members of the public with the opportunity to learn about upcoming transportation projects and provide input on the goal-setting process for federally assisted contracts.

NOTICE OF PROPOSED DBE GOAL

Federal regulations require that notice of WestCAT's proposed overall DBE goal be posted on the Agency's official website. Such notice must inform the public that the proposed DBE goal and its rationale are available for inspection during normal business hours for a period of thirty (30) days following the date of the notice. WestCAT accepts comments on the proposed goal for thirty (30) days following the date of notice. The notice includes addresses to which comments may be sent or emailed.

Attachment 10-- DBE Program Board Resolution 2026-06

A RESOLUTION OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY TO APPROVE WESTCAT'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATED IN COMPLIANCE WITH THE SEPTEMBER 25, 2026 FINAL RULE AND TO AUTHORIZE STAFF TO SUBMIT THE PROGRAM TO THE FTA

WHEREAS, In accordance with 49 CFR Part 26, Western Contra Costa Transit Authority (WestCAT) is a Federal Transit Administration (FTA) Tier 1 recipient that will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds $670,000 in FTA funds in a Federal fiscal year; and

WHEREAS, As a condition of receiving Federal financial assistance, WestCAT must prepare a Disadvantaged Business Enterprise Program in compliance with 49 CFR Part 26; and

WHEREAS, WestCAT has prepared an updated Disadvantaged Business Enterprise Program in compliance with the September 25, 2026 Final Rule (49 CFR Part 26); and

WHEREAS, It is the policy of WestCAT to ensure nondiscrimination in the award and administration of DOT-assisted contracts; and

WHEREAS, It is the intention of WestCAT to create a level playing field on which DBEs can compete fairly and participate in the performance of DOT-assisted contracts; now, therefore be it

RESOLVED, That the Board of Directors approves WestCAT's Disadvantaged Business Enterprise Program updated in compliance with the September 25, 2026 Final Rule and authorizes staff to submit the program to the FTA.

I hereby certify that the foregoing resolution is a full, true, and correct copy of a resolution passed by Western Contra Costa Transit Authority Board of Directors.

Passed this 12th day of November 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE:

_____ November 12, 2026

BY: Norma Martinez-Rubin, Chair Date

WestCAT Board of Directors

Resolution 2026-06

A RESOLUTION OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY TO APPROVE WESTCAT'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATED IN COMPLIANCE WITH THE SEPTEMBER 25, 2026 FINAL RULE AND TO AUTHORIZE STAFF TO SUBMIT THE PROGRAM TO THE FTA

WHEREAS, In accordance with 49 CFR Part 26, Western Contra Costa Transit Authority (WestCAT) is a Federal Transit Administration (FTA) Tier 1 recipient that will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds $670,000 in FTA funds in a Federal fiscal year; and

WHEREAS, As a condition of receiving Federal financial assistance, WestCAT must prepare a Disadvantaged Business Enterprise Program in compliance with 49 CFR Part 26; and

WHEREAS, WestCAT has prepared an updated Disadvantaged Business Enterprise Program in compliance with the September 25, 2026 Final Rule (49 CFR Part 26); and

WHEREAS, It is the policy of WestCAT to ensure nondiscrimination in the award and administration of DOT-assisted contracts; and

WHEREAS, It is the intention of WestCAT to create a level playing field on which DBEs can compete fairly and participate in the performance of DOT-assisted contracts; now, therefore be it

RESOLVED, That the Board of Directors approves WestCAT's Disadvantaged Business Enterprise Program updated in compliance with the September 25, 2026 Final Rule and authorizes staff to submit the program to the FTA.

I hereby certify that the foregoing resolution is a full, true, and correct copy of a resolution passed by Western Contra Costa Transit Authority Board of Directors.

Passed this 12th day of November 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE:

_____ November 12, 2026

BY: Norma Martinez-Rubin, Chair Date
WestCAT Board of Directors

Agenda Item 2.2
Staff Report on Replacement of Over The Road Coaches

WCCTA has an immediate need to replace (2) MCI Over The Road Coaches (45 ft Diesel Coaches), 2008 and 2012 model years, which are both beyond their useful life.

These vehicles have been programmed within the Regional Transit Capital Priorities Program approved by the Metropolitan Transportation Commission (MTC) and therefore, Federal Funding is available in part for these vehicles. WestCAT has been awarded $1,317,593 in Federal 5307 Funds for this replacement purchase. The vehicle replacement project is in WCCTA's Capital Replacement Plan and has been approved by the WestCAT Board and the Metropolitan Transportation Commission (MTC).

Vehicles will be purchased through the Washington State Joint Procurement contract (DES) #04824-01 via a purchasing agreement with MCI. Using this existing cooperative agreement will expedite delivery, and defray the costs of attorney fees, advertising costs, and staff time associated with going out to bid for a specific agency procurement.

The funding breakdown is as follows
(2) MCI D45CRT Over the Road Coaches - $1,127,394 per vehicle (Total $2,254,788)

- $1,317,593 Federal
- $937,195 Local AB664, SGR and RM3 Funds)

Staff is planning to use previously approved RM3 funding as the primary source of local match, this purchase will have no impact on our current reserve levels

Staff recommendation: Approve the General Manager to enter into a purchase agreement with MCI for the purchase of (2) Over The Road 45 ft Diesel Coaches for an amount not to exceed $2,350,000. Funding will be provided using FTA 5307 funds, State of Good Repair funds, AB664 Bridge Toll funds and Regional Measure 3 funds. These totals include vehicles, tax, and delivery

Agenda Item 2.3

Release of Request for Proposals for WCCTA Operations and Maintenance Services

WCCTA is in the final option year of its contract with MV Transit for the provision of Operations and Maintenance of the WestCAT services. The original contract has been in place since 2020, and expires on June 30, 2027. Staff has been working with Capital GCS Consulting to finalize the Scope of Work and the actual RFP document to prepare it for release.

Staff is seeking approval to prepare the RFP for release for a competitive bid process for the range of services that we currently receive from MV transit. Staff anticipates releasing the document in December or January, with Board discussion and action anticipated in March of 2027 in order for the contractor to begin operations on July 1 2027

Action Requested: Authorize General Manager to Finalize and Release Request for Proposals for WCCTA Operations and Maintenance Services