



NOTICE OF MEETING

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

DATE: Aug 8, 2024 (Thursday)
TIME: 6:30 PM
PLACE: City of Pinole Council Chambers
2131 Pear Street, Pinole CA

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

AGENDA

- A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
- B. APPROVAL OF AGENDA**
- C. PUBLIC COMMUNICATIONS**

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

1.0 CONSENT CALENDAR

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

- 1.1 Approval of Minutes of Regular Board Meeting of July 11, 2024. **[Action Requested: Approval of Minutes] ***
- 1.2 Approval Expenditures for June 2024 **[Action Requested: Approval of Expenditures] ***
- 1.3 Receive Contractors' Monthly Management Reports for June 2024. **[Action Requested: Receive and File] ***

2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Update on Bus Wash Repair **[Action Requested: Direction to Staff] ***
- 2.2 Authorize the General Manager to Enter into an Agreement with Ronny Kraft Consulting to Undertake a Comprehensive Operational Analysis. **[Action Requested: Authorize the General Manager to Finalize and Enter into an Agreement with Ronny Kraft Consulting to Undertake a Comprehensive Operational Analysis for an Amount not to Exceed \$180,000]***
- 2.3 Consideration and Approval of Amendment 3 to the Agreement for Public Transit Services between WCCTA and MV Transportation to Establish a New Fixed Monthly Rate. **[Action Requested: Formal Approval of Amendment 3 Between WCCTA and MV Transportation.] ***
- 2.4 Discussion of Participation in California Clean Air Day – Free Transit Rides **[Action Requested: Direction to Staff] ***

3.0 COMMITTEE REPORTS

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

4.0 CORRESPONDENCE

5.0 BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

6.0 ADJOURNMENT

* Enclosures

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

Next Board Meeting Thursday, September 12, 2024

WCCTA Board meetings are prerecorded and posted for public viewing on the Authority's website at this link: [WestCAT Board of Directors](#).



Western Contra Costa
Transit Authority

Agenda Item 1.1

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

July 11, 2024	Regular Meeting	6:30 PM	Pinole City Council Chambers
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The Board of Directors Meeting was held in person.

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

Vice Chair Hansen called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

DIRECTORS PRESENT

Vice Chair Tom Hansen, Cameron Sasai, Dion Bailey, Jerry Parsons, Devin Murphy

STAFF PRESENT

Rob Thompson, General Manager; Rob Petty, General Services Manager; Yvonne Morrow, Chief Financial Officer; Mica McFadden, Executive Assistant/Clerk to the Board

GUESTS PRESENT

Treslyian Edwards, 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 Bailey and seconded by Director Sasai to approve the agenda. The motion was carried by the following vote:

Ayes: 5 – (Hansen, Sasai, Bailey, Parsons, Murphy)

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 Bailey, seconded by Director Parsons, to Approve the Consent Calendar. The motion was carried by the following vote:

Ayes: 5 – (Hansen, Sasai, Bailey, Parsons, Murphy)

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

2.1 **Nomination of WCCTA Board Officers for FY24-25 [Action Requested Nomination and Election of Board Chair and Vice Chair for FY24-25]**

MOTION: A motion was made by Director Bailey to nominate Vice Chair Hansen as Chair, seconded by Director Sasai. The motion was carried by the following vote:

Ayes: 5– (Hansen, Sasai, Bailey, Parsons, Murphy)

MOTION: A motion was made by Director Bailey to nominate Director Grimsley as Vice Chair, seconded by Director Sasai. The motion was carried by the following vote:

Ayes: 5– (Hansen, Sasai, Bailey, Parsons, Murphy)

2.2 **Authorize General Manager to Procure (3) Replacement Over-The-Road Coaches through the State of Washington Procurement Cooperative Agreement at a Cost not to Exceed \$3,350,000. [Action Requested: Authorize the General Manager to Utilize the Washington State Joint Procurement Agreement to Execute a Contract for the Purchase of (3) MCI Over-The-Road Coaches at a Cost Not to Exceed \$3,350,000. Purchase to be Fully Funded by Federal 5307, SGR, AB664, and RM3 Funds]**

GM Thompson introduced the item, highlighting the current need to replace a number of older vehicles that were beyond the end of their useful life; this purchase will help with rotating vehicles within the fleet. He went on to highlight that funding will come from the Federal Transportation Administration, with local match coming from funds approved for this usage. No reserves will be required for this purchase.

MOTION: A motion was made by Director Parsons, seconded by Director Murphy, to Approve the General Manager to move ahead with the Procurement. The motion was carried by the following vote:

Ayes: 5– (Hansen, Sasai, Bailey, Parsons, Murphy)

2.3 **Authorize General Manager to Finalize and Enter into a Three Year Service Agreement with Tyler Technologies for Purchase and Setup of New Financial Accounting Software in an Amount Not to Exceed \$90,000 [Action Requested: Authorize General Manager to Finalize and Enter into a Three Year Service Agreement with Tyler Technologies for Purchase and Setup of New Financial Accounting Software in an Amount Not to Exceed \$90,000]**

GM Thompson introduced the item, explaining the recent changes in accounting practices and staff within the agency, who identified a need to upgrade the current software to a more sophisticated

and detailed software program. There have been numerous technical issues with the current system that have also resulted in issues with updating and keeping data up to date. He went on to explain why staff were recommending Tyler Technologies for this procurement.

MOTION: A motion was made by Director Bailey, seconded by Director Murphy, to Authorize the General Manager to Finalize and Enter into the Agreement with Tyler Technologies. The motion was carried by the following vote:

Ayes: 5– (Hansen, Sasai, Bailey, Parsons, Murphy)

3) COMMITTEE REPORTS

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

GM Thompson highlighted that the Agency had received confirmation of the \$20.6M FA Low-No grant for upgrading the Maintenance facility, purchasing a fueling system, and purchasing up to 9 Hydrogen Fuel Cell vehicles. He went on to highlight the work that KTC Consulting did in helping us with the grant application. In response to a question from Director Sasai he explained the initial work would involve upgrading the WestCAT Maintenance facility to ensure it was compliant with regulations related to hydrogen safety, the mobile fueling system, and finally, the purchase of fuel cell vehicles. The anticipated timeline would span approximately 4 years

GM Thompson updated the Board on SB1031 and the current regional discussion around a potential future regional ballot measure, as well as an update on current staff thoughts on how to move forward with a comprehensive look at our funding and service levels over the coming months, with the help of an outside consultant to guide the process.

GM Thompson informed the Board of an issue with a leak at the Bus Wash and a potential need to perform emergency repairs. He stated that he would work with Chair Hansen if there was a need to move ahead with repairs and would return to the Board at the next meeting.

3.2 WCCTAC Representative Report. No Action: Information Only.

Chair Hansen gave an update on the most recent WCCTAC meeting.

4) CORRESPONDENCE

NONE.

5) BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS

NONE

6) **ADJOURNMENT**

Chair Hansen adjourned the meeting at 6:54 PM. The next meeting is scheduled for August 8, 2024.

Tom Hansen, Chair

Date

Robert Thompson, Secretary

Date

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For the Period From Jul 1, 2023 to Aug 31, 2024

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/15/24	51200-10 Rentals & Leases, Operations 20100 Accounts Payable	AR00002290	Apr - Jun TC Bus bay rental AC Transit	26,516.17	26,516.17
7/1/24	11105 Oper, Maint & Admin Facility 50499-41 Other Mat & Supplies,Veh Ma 50499-42 Other Mat&Suppl, Non-Veh 50499-43 OtherMat&Sup-Non-Veh, Co 50499-60 Other Mat & Supplies, Admin 50903-60 Fees, Admin 50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	1PFR-MQKK-7T71	Facilities maintenance & Modernization Project FY24 (shop) - (TDA) Vehicle parts Facilities supplies IT supplies Office supplies credit (return) Taxes Office supplies credit (return) Amazon Capital Services, Inc.	379.99 596.55 305.34 245.97 139.65	94.99 83.52 1,488.99
6/13/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000021860629	May & June phone service May & June phone service AT&T	114.72 57.36	172.08
6/13/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000022005067	Jun & July phone service Jun & July phone service AT&T	114.72 57.36	172.08
7/10/24	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	21508741	Monitoring fee - Fire (8/1 - 10/31/24) Monitoring fee - Fire (8/1 - 10/31/24) Bay Alarm Company	432.76 216.38	649.14
6/10/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	C64558	Vehicle parts Buchanan Auto Electric Inc.	1,357.89	1,357.89
6/12/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	C64438	Vehicle parts Buchanan Auto Electric Inc.	628.24	628.24
6/1/24	50600-10 Insurance, Operations 10400 Prepaid Expenses 20100 Accounts Payable	CALTIP-00063	FY24/25 CALTIP Liability Ins FY24/25 CALTIP Liability Ins CalTIP	88,853.00 444,265.00	533,118.00
7/10/24	10204 A/R Accrual - MV Liability In 20100 Accounts Payable	14-2024-June	June insurance & admin fee CalTIP	7,917.72	7,917.72
7/2/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	OS-WC_2024-04	April pilot Central Contra Costa Transit Authority	2,813.35	2,813.35

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7/28/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	OS-WC_2024-05	May Pilot Central Contra Costa Transit Authority	2,234.17	2,234.17
7/11/24	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	9035310	Janitorial Supplies Brady Industries	1,048.06	1,048.06
6/27/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	141181	Vehicle parts Chuck's Brake & Wheel	6,194.79	6,194.79
6/2/24	50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	1677	Facilities supplies Cinchem LLC	559.46	559.46
6/10/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4195320673	June uniforms Cintas Corporation	736.68	736.68
6/17/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4196017223	June uniforms Cintas Corporation	3,327.17	3,327.17
6/17/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4196739744	June uniforms Cintas Corporation	721.16	721.16
6/18/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03188637P	Vehicle parts (Bus 167) COAST COUNTIES TRUCK & EQUIPMENT CO.	801.50	801.50
6/18/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	0370303S	DPF cleaning (Bus 204) COAST COUNTIES TRUCK & EQUIPMENT CO.	534.15	534.15
6/26/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03189300P	Vehicle parts (Bus 170) COAST COUNTIES TRUCK & EQUIPMENT CO.	801.50	801.50
6/27/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03189296P	Vehicle parts (Bus 411) COAST COUNTIES TRUCK & EQUIPMENT CO.	5,087.10	5,087.10
7/5/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03190015P	Vehicle parts (Bus 405) COAST COUNTIES TRUCK & EQUIPMENT CO.	468.98	468.98
7/8/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03190052P	Vehicle parts (Bus 169) COAST COUNTIES TRUCK & EQUIPMENT CO.	358.47	358.47
7/9/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03190071P	Vehicle parts (Bus 169) COAST COUNTIES TRUCK & EQUIPMENT CO.	358.47	358.47
7/10/24	50499-41	03190280P	Vehicle parts (bus 165)	94.07	

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	Other Mat & Supplies,Veh Ma 20100 Accounts Payable		COAST COUNTIES TRUCK & EQUIPMENT CO.		94.07
7/11/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	03190291P	Vehicle parts (Bus 203)	283.50	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		283.50
7/11/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	03704755	DPF cleaning (Bus 406)	628.01	
			COAST COUNTIES TRUCK & EQUIPMENT CO.		628.01
7/1/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	708675151	July fiber network (7/1 -7/31/24)	1,112.24	
			July fiber network (7/1 -7/31/24)	556.12	
			Comcast Business		1,668.36
6/28/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	529260 6/24	Water service (4/24 - 6/25/24)	1,558.31	
			Water service (4/24 - 6/25/24)	779.15	
			East Bay Municipal Utility District		2,337.46
6/28/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	529339 6/24	Water service (4/24 - 6/25/24)	701.85	
			Water service (4/24 - 6/25/24)	350.93	
			East Bay Municipal Utility District		1,052.78
6/17/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-117899	Anti-freeze	448.62	
			Flyers Energy, LLC (RCP)		448.62
6/17/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-117900	Mobil Delvac	2,868.80	
			Flyers Energy, LLC (RCP)		2,868.80
7/1/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-128796	Mobil Delvac	3,031.44	
			Flyers Energy, LLC (RCP)		3,031.44
7/1/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-128797	Anti-freeze	230.31	
			Flyers Energy, LLC (RCP)		230.31
7/1/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-128801	Mobil Delvac	1,563.65	
			Flyers Energy, LLC (RCP)		1,563.65
7/15/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-137927	Anti-freeze	257.61	
			Flyers Energy, LLC (RCP)		257.61
7/24/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	24-123273	Mobil Delvac	2,084.17	
			Flyers Energy, LLC (RCP)		2,084.17
6/21/24	50300-42	INV0319	June cleaning services	2,658.00	

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	Outside Service, Non-Veh Mai 20100 Accounts Payable		GCI JANITORIAL SERVICES		2,658.00
6/2/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	41192999	Vehicle parts (402) Gillig LLC	580.49	580.49
6/25/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SIN24001437S	APC licenses & ext. hardware warranty. Onboarding equipment (multiple vehicles). Hanover Displays, Inc.	74,576.65	74,576.65
6/25/24	50300-43 O/S Service, Non-Veh, Compu 20100 Accounts Payable	SIN24001438S	Annual subscription for hosting server Hanover Displays, Inc.	15,769.25	15,769.25
6/25/24	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	351875	July dental insurance July dental insurance July dental insurance Health Care Dental	214.21 54.52 673.52	942.25
6/12/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	365291FOW	Vehicle parts Hilltop Ford	402.78	402.78
6/14/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	364195FOW	Vehicle parts Hilltop Ford	148.16	148.16
6/11/24	50402-10 Tires & Tubes 20100 Accounts Payable	166945	July tires J & O's Commercial Tire Center	4,458.26	4,458.26
6/17/24	50402-10 Tires & Tubes 20100 Accounts Payable	166397	June tires J & O's Commercial Tire Center	5,575.49	5,575.49
8/1/24	50215-42 Fringe Benefits, Non-Veh Mai 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	8/2024	August medical insurance August medical insurance August medical insurance Kaiser Foundation Health Plan, Inc.	3,473.89 501.77 10,906.10	14,881.76
6/20/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	102339910	Vehicle parts Kimball Midwest	389.28	389.28
6/11/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	461755	Vehicle parts Lim Automotive Supply Inc.	3,226.65	3,226.65
6/29/24	50499-41 Other Mat & Supplies,Veh Ma 20100	462913	Vehicle parts Lim Automotive Supply Inc.	5,218.88	5,218.88

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	Accounts Payable				
6/25/24	11107 Communication/Information S 20100 Accounts Payable	627713	Hardware for reading video on busses - (TDA) Luminator Mass Transit	413.27	413.27
6/24/24	11107 Communication/Information S 20100 Accounts Payable	627642	Hardware for reading video on buses - (TDA) Luminator Technology Group	3,634.92	3,634.92
6/30/24	50600-10 Insurance, Operations 50800-41 Purchased Transp, Veh Maint 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 50800-10 Purchased Transportation, Ope 20100 Accounts Payable	6/2024	June liability insurance June maintenance June service Less:CR for Rd Supervisors Less: June estimate MV Transportation	15,762.98 84,223.58 614,144.22	1,999.54 715,608.86
7/3/24	50800-10 Purchased Transportation, Ope 20100 Accounts Payable	130196	Estimated July service MV Transportation	749,051.07	749,051.07
7/1/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4648681-42	Maintenance supplies New Pig Corp.	280.71	280.71
7/3/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	14751606	Vehicle parts Pape Kenworth	37.21	37.21
7/9/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	14758264	Vehicle parts (Bus 404) Pape Kenworth	766.06	766.06
7/12/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	14766805	Vehicle parts (Bus 173) Pape Kenworth	766.06	766.06
7/17/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	14775843	Vehicle parts (Bus 170) Pape Kenworth	1,562.46	1,562.46
7/10/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-21531	Towing service (Bus 30) Olivers Tow	204.75	204.75
7/10/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-21535	Towing service (Bus 413) Olivers Tow	577.50	577.50
7/18/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	24-21634	Towing service (Bus 32) Olivers Tow	290.07	290.07
7/7/24	51200-60	587922937	July copier (71 - 7/31/24)	326.81	

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	Rentals & Leases, Admin 20100 Accounts Payable		Pacific Office Automation/Lease		326.81
7/9/24	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	367270	Black & color meter (4/9 - 7/9/24)	75.62	
			Pacific Office Automation/Service		75.62
7/1/24	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	4212517	July landscaping	591.34	
			Pacific Site Management		591.34
6/30/24	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	INV-20460-62024	June phone service	756.51	
			June phone service	378.26	
			STREAMS		1,134.77
6/18/24	50300-60 Outside Services, Admin 20100 Accounts Payable	DS2024WCT1	Broadcast Board Mtgs (FY23-24)	2,808.00	
			City of Pinole/Pinole Community TV		2,808.00
7/2/24	50300-60 Outside Services, Admin 20100 Accounts Payable	6/2024	June consulting services	2,500.00	
			Politico Group Inc.		2,500.00
7/1/24	50300-10 Outside Services, Operations 20100 Accounts Payable	41552	Airtime (July - Sept)	7,767.68	
			Precision Wireless Service		7,767.68
6/14/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	94188	Maintenance work order forms (MV)	801.06	
			Prestige Printing & Graphics		801.06
6/30/24	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-155194318	June garbage	673.95	
			June garbage	336.97	
			Republic Services #851		1,010.92
4/27/24	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1461	Vehicle parts (Bus 203)	5,637.06	
			Vehicle repair (Bus 203)	1,200.00	
			Solano Diesel Repair		6,837.06
6/5/24	50499-41 Other Mat & Supplies, Veh Ma 50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1376	Vehicle parts (Bus 203)	64,605.60	
			Vehicle repair (Bus 203)	11,500.00	
			Solano Diesel Repair		76,105.60
6/29/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SWO130314-1	Vehicle repair (Bus 200)	937.00	
			SONSRAY FLEET SERVICES		937.00
6/30/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SWO130423-1	Vehicle repair (Bus 205)	1,703.40	
			SONSRAY FLEET SERVICES		1,703.40

WCCTA - WestCAT
Purchase Journal

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6/21/24	50300-10 Outside Services, Operations 20100 Accounts Payable	6/2024	June DAR, Phones & Tablets T-MOBILE	2,405.06	2,405.06
6/10/24	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	023P25683	Vehicle parts (Bus 161) Oakland - The W.W. Williams Company LLC	8,062.83	8,062.83
7/16/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	023W23756	Vehicle repair (Bus 408) Oakland - The W.W. Williams Company LLC	1,091.00	1,091.00
3/29/24	50300-60 Outside Services, Admin 20100 Accounts Payable	INV0000001602	MV training TransTrack Systems, Inc.	3,820.00	3,820.00
5/17/24	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001681	Maintenance & support (6/1 - 6/30/24) TransTrack Systems, Inc.	4,758.13	4,758.13
6/26/24	10400 Prepaid Expenses 20100 Accounts Payable	INV0000001718	Maintenance & support (7/1 - 7/31/24) TransTrack Systems, Inc.	5,223.59	5,223.59
7/17/24	50901-60 Dues & Subscriptions, Admin 20100 Accounts Payable	21828	FY 24/25 dues WCCTAC	41,351.00	41,351.00
6/14/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	850313	Diesel Western States Oil CO.	29,089.34	29,089.34
6/21/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	850686	Diesel & gas Western States Oil CO.	30,897.45	30,897.45
6/29/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	850934	Diesel Western States Oil CO.	28,209.39	28,209.39
7/10/24	50401-10 Fuel & Lubricants 20100 Accounts Payable	851222	Diesel Western States Oil CO.	27,801.07	27,801.07
7/10/24	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	62842482	July pest control July pest control Western Exterminator Co.	136.00 68.00	204.00
6/24/24	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	1500-01084421	Waste removal (admin fee) Asbury Environmental Services	5.00	5.00
6/24/24	50300-41 Outside Service, Vehicle Main 20100	1500-01084422	Waste removal and admin fee Asbury Environmental Services	50.00	50.00

WCCTA - WestCAT
Purchase Journal

For the Period From Jul 1, 2023 to Aug 31, 2024

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable			2,504,380.11	2,504,380.11



Monthly Management Report Summary

June, FY 23/24

System & Program Summary

	June FY 23/24	June FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
System Total						
Total Passengers	47,721	54,650	-12.7	679,283	667,920	1.7
Revenue Passengers	45,109	47,772	-5.6	616,121	525,214	17.3
Weekday Total Passengers	43,335	51,230	-15.4	629,906	623,082	1.1
Saturday Total Passengers	2,785	2,206	26.2	30,037	28,854	4.1
Sunday Total Passengers	1,601	1,214	31.9	19,340	15,984	21.0
Weekday Average Passengers	2,167	2,329	-7.0	2,500	2,453	1.9
Saturday Average Passengers	557	552	0.9	527	506	4.2
Sunday Average Passengers	320	304	5.3	328	280	17.1
Vehicle Revenue Hours	6,403.74	7,100.78	-9.8	84,472.73	79,546.13	6.2
Total Vehicle Hours	6,821.62	7,543.67	-9.6	89,907.06	84,523.78	6.4
Revenue Vehicle Miles	112,368.4	121,182.4	-7.3	1,415,021.9	1,341,716.1	5.5
Total Miles	125,103.0	140,310.0	-10.8	1,707,096.9	1,570,387.7	8.7
Dial-A-Ride Program						
Number of Weekdays	20	22	-9.1	250	251	-0.4
Number of Saturdays	5	4	25.0	57	57	0.0
Total Passengers	1,590	1,578	0.8	20,272	18,873	7.4
Revenue Passengers	1,488	1,481	0.5	19,045	16,150	17.9
Weekday Total Passengers	1,410	1,422	-0.8	17,994	16,812	7.0
Saturday Total Passengers	180	156	15.4	2,278	2,061	10.5
Weekday Average Passengers	71	65	9.2	72	67	7.5
Saturday Average Passengers	36	39	-7.7	40	36	11.1
Vehicle Revenue Hours	843.03	784.32	7.5	11,323.50	9,565.38	18.4
Total Vehicle Hours	873.96	819.29	6.7	11,763.75	10,078.96	16.7
Productivity	1.89	2.01	-6.0	1.79	1.97	-9.1
Revenue Vehicle Miles	7,677.4	7,909.8	-2.9	99,661.3	101,107.0	-1.4
Total Miles	8,505.7	8,826.5	-3.6	111,085.6	113,016.9	-1.7
Express Routes Program						
Number of Weekdays	20	22	-9.1	250	251	-0.4
Number of Saturdays	5	4	25.0	57	57	0.0
Number of Sundays	5	4	25.0	59	57	3.5
Total Passengers	21,384	24,107	-11.3	296,413	280,691	5.6
Revenue Passengers	20,579	21,413	-3.9	273,171	224,225	21.8
Weekday Total Passengers	17,604	21,357	-17.6	255,368	244,096	4.6
Saturday Total Passengers	2,179	1,536	41.9	21,705	20,611	5.3
Sunday Total Passengers	1,601	1,214	31.9	19,340	15,984	21.0
Weekday Average Passengers	880	971	-9.4	1,021	972	5.0
Saturday Average Passengers	436	384	13.5	381	362	5.2
Sunday Average Passengers	320	304	5.3	328	280	17.1
Vehicle Revenue Hours	2,303.18	2,557.10	-9.9	29,996.01	26,383.96	13.7
Total Vehicle Hours	2,453.27	2,737.28	-10.4	32,183.56	28,093.51	14.6
Productivity	9.28	9.43	-1.6	9.88	10.64	-7.1
Revenue Vehicle Miles	39,680.5	41,849.0	-5.2	495,268.2	414,946.1	19.4
Total Miles	43,781.2	46,305.0	-5.5	548,729.9	447,264.9	22.7



Monthly Management Report Summary

June, FY 23/24

System & Program Summary

	June FY 23/24	June FY 22/23	% Change	Year-To-Date FY 23/24	Year-To-Date FY 22/23	% Change
Local Fixed Routes Program						
Number of Weekdays	20	22	-9.1	250	251	-0.4
Number of Saturdays	5	4	25.0	57	57	0.0
Total Passengers	12,874	16,087	-20.0	213,073	207,760	2.6
Revenue Passengers	11,526	12,585	-8.4	179,305	145,883	22.9
Weekday Total Passengers	12,448	15,573	-20.1	207,019	201,578	2.7
Saturday Total Passengers	426	514	-17.1	6,054	6,182	-2.1
Weekday Average Passengers	622	708	-12.1	828	803	3.1
Saturday Average Passengers	85	129	-34.1	106	108	-1.9
Vehicle Revenue Hours	2,162.93	2,633.61	-17.9	30,040.69	30,649.92	-2.0
Total Vehicle Hours	2,296.79	2,759.05	-16.8	31,653.45	32,224.66	-1.8
Productivity	5.95	6.11	-2.6	7.09	6.78	4.6
Revenue Vehicle Miles	34,590.5	37,961.5	-8.9	437,511.9	439,843.1	-0.5
Total Miles	36,819.0	40,414.8	-8.9	467,556.2	470,024.9	-0.5
Transbay Lynx Program						
Number of Weekdays	20	22	-9.1	252	254	-0.8
Total Passengers	11,873	12,878	-7.8	149,525	160,596	-6.9
Revenue Passengers	11,516	12,293	-6.3	144,600	138,956	4.1
Weekday Total Passengers	11,873	12,878	-7.8	149,525	160,596	-6.9
Weekday Average Passengers	594	585	1.5	593	632	-6.2
Vehicle Revenue Hours	1,094.60	1,125.75	-2.8	13,112.53	12,946.87	1.3
Total Vehicle Hours	1,197.60	1,228.05	-2.5	14,306.30	14,126.65	1.3
Productivity	10.85	11.44	-5.2	11.40	12.40	-8.1
Revenue Vehicle Miles	30,420.0	33,462.0	-9.1	382,580.5	385,820.0	-0.8
Total Miles	32,118.0	35,329.8	-9.1	404,051.3	407,359.0	-0.8



Passenger & Productivity Statistical Report

June, FY 23/24

System

All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	June			Fiscal Year To Date			June			Fiscal Year To Date		
	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change	FY 22/23	FY 23/24	% Change
Route 10 Weekday	1,520	746	-50.9	22,708	21,495	-5.3	5.6	4.9	-12.6	6.9	7.0	0.9
Route 11 Weekday	2,652	1,696	-36.0	35,159	33,001	-6.1	7.2	7.0	-3.2	8.5	8.3	-2.3
Route 11 Saturday	250	208	-16.8	3,107	3,082	-0.8	5.2	3.3	-36.2	4.5	4.4	-2.0
Route 11 Total	2,902	1,904	-34.4	38,266	36,083	-5.7	7.0	6.2	-10.7	7.9	7.7	-2.6
Route 12 Weekday	1,599	1,010	-36.8	22,220	21,715	-2.3	6.1	6.3	2.4	7.0	7.2	3.6
Route 15 Weekday	1,273	890	-30.1	13,971	15,239	9.1	6.8	5.9	-12.8	6.5	7.3	12.3
Route 16 Weekday	3,529	3,024	-14.3	44,534	48,237	8.3	5.7	5.3	-6.2	6.3	6.9	8.9
Route 19 Saturday	264	218	-17.4	3,075	2,972	-3.3	5.1	3.5	-30.1	4.2	4.1	-2.9
Route 30Z Weekday	1,024	1,076	5.1	13,260	13,638	2.9	3.6	4.3	18.7	4.1	4.3	3.4
Route C3 Weekday	3,976	4,006	0.8	49,726	53,694	8.0	7.3	7.7	6.4	8.0	8.6	7.2
Route DAR Weekday	1,422	1,410	-0.8	16,812	17,994	7.0	2.0	1.9	-7.0	1.9	1.8	-9.0
Route DAR Saturday	156	180	15.4	2,061	2,278	10.5	2.1	2.1	-0.4	2.2	1.9	-12.1
Route DAR Total	1,578	1,590	0.8	18,873	20,272	7.4	2.0	1.9	-6.3	2.0	1.8	-9.3
Route J Weekday	12,920	10,265	-20.5	148,158	152,507	2.9	10.4	10.6	1.8	10.2	10.8	5.9
Route J Saturday	1,536	2,179	41.9	20,611	21,705	5.3	11.4	10.8	-5.8	10.7	11.0	2.2
Route J Sunday	1,214	1,601	31.9	15,984	19,340	21.0	9.2	7.9	-14.5	8.5	9.4	11.6
Route J Total	15,670	14,045	-10.4	184,753	193,552	4.8	10.4	10.2	-1.7	10.1	10.7	5.8
Route JPX Weekday	7,116	5,513	-22.5	94,197	79,409	-15.7	10.8	8.9	-17.9	12.5	10.6	-15.7
Route JX Weekday	1,321	1,826	38.2	1,741	23,452	1,247.0	3.4	6.0	75.8	3.4	5.4	59.8
Route LYNX Weekday	12,878	11,873	-7.8	160,596	149,525	-6.9	11.4	10.8	-5.2	12.4	11.4	-8.1
Total System-Wide	54,650	47,721	-12.7	667,920	679,283	1.7	7.7	7.5	-3.2	8.4	8.0	-4.2

Preventable Accidents per Miles Driven in 12 Month
Period

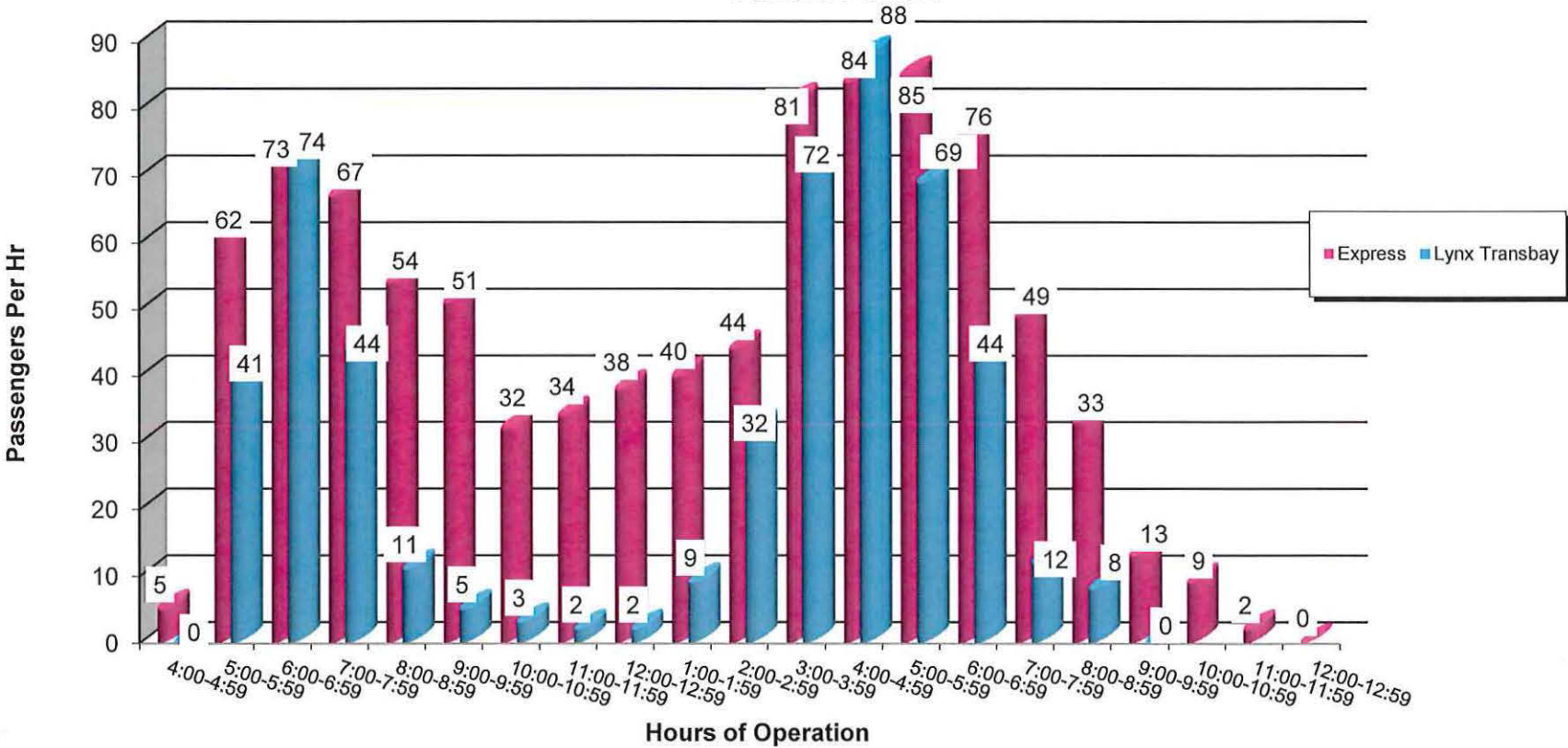
June-24

	Miles	Accidents	Frequency 12 Month Period
FR	1,529,489	11	139,044
DAR	143,146	3	47,715

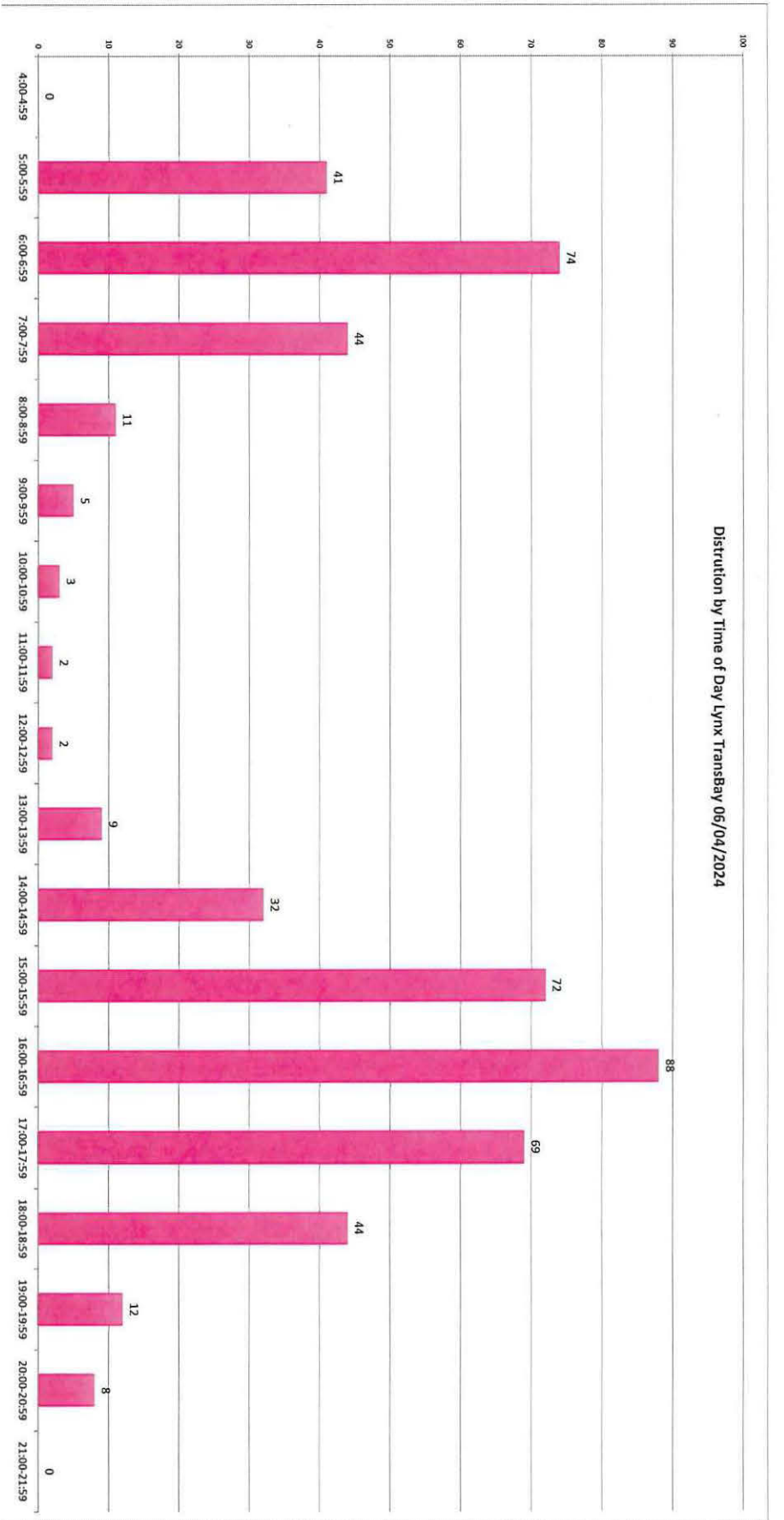
FR=Fixed Route, Martinez Link, Transbay, & Express
DAR=Dial-A-Ride

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	0	0	4	8	0	2	9	9
DAR	0	1	0	2	1	0	3	0

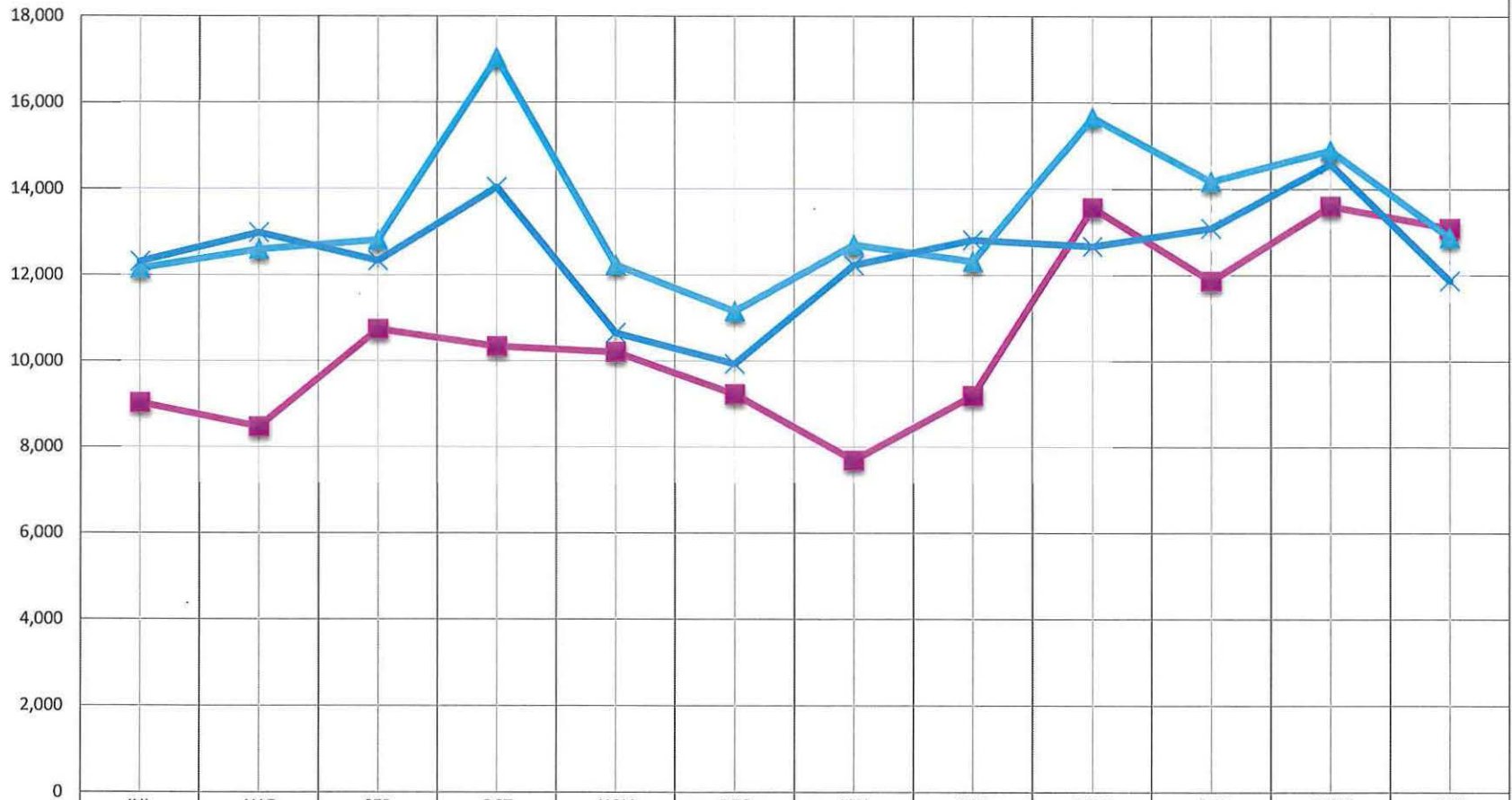
**Express Routes (J, JX, JPX), and Lynx Transbay
Ridership by Time of Day
Date:06/04/2024**



Distribution by Time of Day Lynx TransBay 06/04/2024

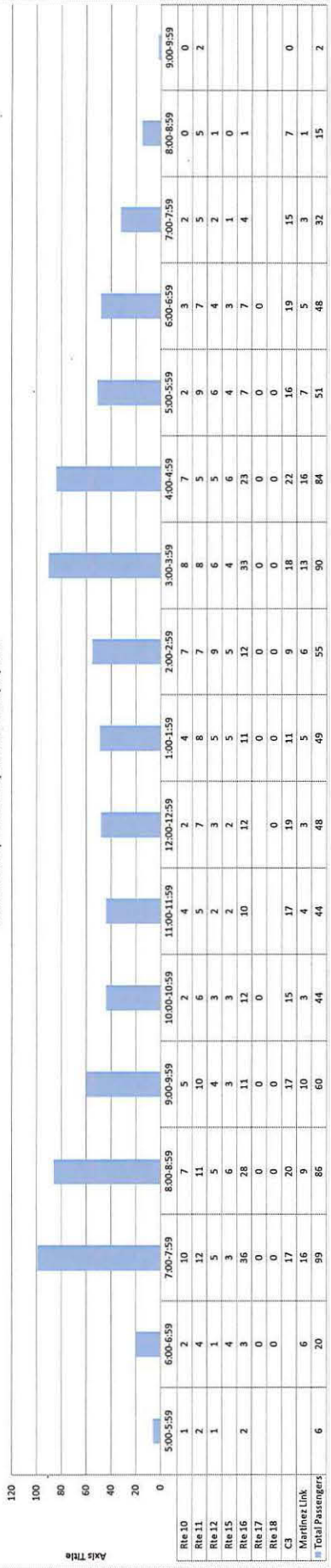


WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 21-22	9,025	8,469	10,738	10,338	10,205	9,225	7,688	9,191	13,566	11,861	13,600	13,090
ridership 22-23	12,149	12,592	12,812	17,034	12,229	11,155	12,702	12,318	15,656	14,173	14,898	12,878
ridership 23-24	12,312	12,981	12,330	14,035	10,650	9,933	12,229	12,816	12,668	13,085	14,582	11,873

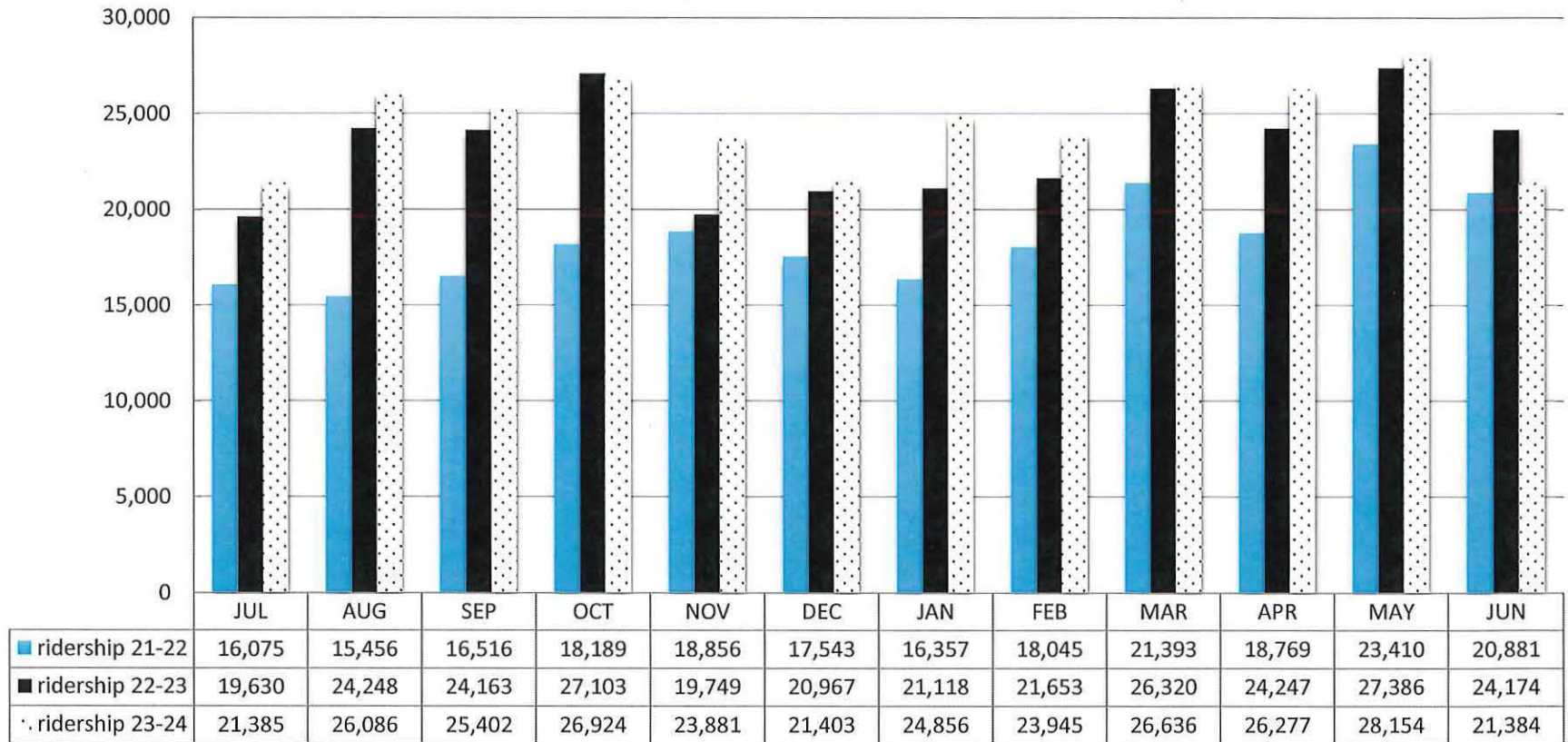
Distribution By Time Of Day Fixed Route 06/04/2024



Distrubution by Time of Day - WestCAT Express																					
Date:		6/4/2024																			
	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		18	27	23	6							24	21	19	10	6					
JPX		12	24	20	15	16	12	15	13	16	17	26	29	25	24	11	9	0	0	0	
J	5	32	22	24	33	35	20	19	25	24	27	31	34	41	42	32	24	13	9	2	0
Total Passengers	5	62	73	67	54	51	32	34	38	40	44	81	84	85	76	49	33	13	4	2	0
	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59																	
JX																					
JPX																					
J	13	9	2	0																	
Total Passengers	13	9	2	0																	
				JX	154																
				JPX	284																
				J	494																
				Total	932																
Distrubution by Time of Day -Lynx Transbay																					
Date:		6/4/2024																			
	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	0	41	74	44	11	5	3	2	2	9	32	72	88	69	44	12	8	0			
Total Passengers	0	41	74	44	11	5	3	2	2	9	32	72	88	69	44	12	8	0			
	21:00-21:59																				
TransBay LYNX	0																				
Total Passengers	0																				
				Total Lynx	516																
					formula created from page 7																



WESTCAT EXPRESS RIDERSHIP Includes Routes J, JX and JPX



Agenda Item 2.1

Staff Report – Bus Wash update

At the July Board meeting, staff informed the Board of a potential emergency repair needed to get the Bus Wash into an operable state. A leak was detected underneath the bed of the Bus wash, resulting in all water being shut off, therefore we are not currently able to wash vehicles.

Due to the location of the leak staff engaged with a couple of plumbing firms to determine the next steps to get the Bus wash functional as quickly as possible. One firm proposed digging up the existing concrete bed to relay piping, while other options were to bring the water line above ground at the base of the Bus Wash and pipe the water over the bus wash and into the internal plumbing system. Due to costs, timeliness, and consideration of similar future issues, bringing the pipe above ground was determined to be the best approach to a timely resolution.

As the desire to get the Bus wash operational again as quickly as possible, the General Manager, in consultation with the WestCAT Board chair, authorized an agreement with Jay's Plumbing in an amount not to exceed \$90,000. This amount is above the General Manager current authorized spending authority (\$40,000).

The current WestCAT procurement policy states

2.1.6. Emergencies

The General Manager may authorize the award of contracts or change orders exceeding WCCTA's threshold for approval in the following cases:

- When emergency action is required to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of WCCTA.
- Where an emergency has been declared by local, State or national officials affecting WCCTA's service area, directly or indirectly, or a request for waiver of regulatory requirements has been entered on FTA's Emergency Docket.

Staff is proposing to add additional language to the Policy that states, "In the event that an emergency action is determined, the General Manager, in direct consultation with the Board Chair, may authorize an award or expenditure above his authority, the item will be brought to the Board at the next Board meeting for any questions or clarifications of the action undertaken."

Staff Recommendation: Direction to staff.

RE: Bus Wash repair

Tom Hansen <tomh@ibewlu302.com>

Wed 7/17/2024 2:01 PM

To: Rob Thompson <rob@westcat.org>

Rob,

I authorize to move forward with the repair of the Bus Wash with an amount not to exceed \$90,000.

Tom

Tom Hansen
Business Manager
IBEW Local Union 302
925/228-2302 Office Phone
925/228-0764 Fax

From: Rob Thompson <rob@westcat.org>
Sent: Tuesday, July 16, 2024 12:06 PM
To: Tom Hansen <tomh@ibewlu302.com>
Subject: Bus Wash repair

Tom

I spoke with the plumber who has assessed the leak at our bus wash, and he has proposed a repair and solution that I would like to move ahead with as soon as possible. The amount proposed is above my \$40,000 Board approved authority and so I would like you to authorize me to enter into an agreement in an amount not to exceed \$90,000, and then we can formalize that at the next board meeting.

Having the bus wash out of action for so long already, I would like to get this project started in the next few days (at least start ordering parts) and not have to wait until the next Board meeting (August or September).

Happy to talk more about this over the phone, you are okay with this approach, having a written record would be appreciated. Thanks

Rob Thompson
General Manager
WestCAT
510-724-3331 (office)
510-309-7403 (Cell)

Agenda Item 2.2

Staff Report : Comprehensive Operations Analysis

As a result of continued reduced ridership due to the impacts of the COVID-19 pandemic, staff have recognized a need to reimagine and adjust current operations. A Comprehensive Operational Analysis (COA) will be undertaken to help the Board lay out a road map identifying the changes needed for WestCAT to remain an efficient, cost-effective, equitable, and sustainable transit.

The COA will look at ways that could best balance and address the:

- Needs of existing users
- Wants of people who would use transit if it was more convenient and
- Resources available as effectively and efficiently as possible.

In order to complete such a study, staff is proposing to enter into an agreement with Ronny Kraft Consulting to lead this project and provide expertise. Ronny Kraft Consulting specializes in transportation planning, market research, mobility management, geographic analysis, cartography, and stakeholder consensus building for public agencies. The firm is a certified Disadvantaged Business Enterprise by the California Unified Certification Program (42260), California Micro Small Business, and a certified Woman-Owned San Francisco Micro Local Business Enterprise (CMD032317078) for “Cartography, Urban & Regional Planning.” Ronny Kraft Consulting was established in 2014 and is based in San Francisco. Ms. Ronny Kraft, has 18 years of experience working with public sector clients to address the mobility challenges faced by many different communities throughout California. She excels at developing cost-effective and innovative transportation solutions for seniors, people with disabilities, and low-income populations through a combination of careful analysis and extensive community outreach.

The scope of work proposed by Ronny Kraft Consulting (attached) outlines a year-long project that will result in seven defined tasks with two public engagement workshops and four presentations to the Board.

Overview of proposed Work Plan -

- ❖ Finalize the work plan and schedule.
- ❖ Analyze the current conditions – Looking into current ridership trends across our entire system, looking into service area demographics, utilizing current studies and planning activities, and defining board goals, priorities, and key performance measures. ***Presentation to Board***
- ❖ Public Involvement – Develop a plan to get feedback from current riders, nonriders, the community, stakeholders, and current Operations staff to understand the transit needs of current and potential riders.
- ❖ Service Assessment - An Analysis of each of the current routes, looking at ridership by stop and time of day, ridership volumes and patterns, productivity, on-time performance, intra-agency transfers, span of service, costs and service issues, Microtransit feasibility within service area, connections with other agencies and services. ***Presentation to Board***

- ❖ Financial Analysis and Service Improvement Scenarios – Analysis of current operating costs and funding constraints, service Improvement Scenarios, and recommended service plan.
Presentation to Board

- ❖ Marketing Plan - Strategies to enhance WestCAT communications and marketing efforts with a goal of having a larger presence in the community, increasing awareness of WestCAT's services, and attracting new ridership.

- ❖ Final Comprehensive Operational Analysis Report. ***Presentation to Board***

The final report of the COA will identify a preferred service plan, recommended service improvements and next steps for full implementation

Given the cost of such an analysis, staff is proposing to use one-time TDA prior year funds to carry out this task.

Staff Recommendation – Authorize the General Manager to finalize and enter into an agreement with Ronny Kraft Consulting to undertake a Comprehensive Operational Analysis for an amount not to exceed \$180,000



July 25, 2024

Ronny Kraft
3418 B 19th Street
San Francisco, CA 94110
415.425.6496

ronny@ronnykraft.com
www.ronnykraft.com

Rob Thompson
Western Contra Costa Transit Authority
601 Walter Avenue
Pinole, CA 94564

SUBJECT: Consulting Services Proposal for a Comprehensive Operations Analysis

Dear Mr. Thompson,

Ronny Kraft Consulting is pleased to submit a proposal to develop a Comprehensive Operations Analysis of WestCAT's services.

To conduct this work, I will serve as project manager and key staff. I guarantee 100% client satisfaction with all deliverables.

I am the owner of Ronny Kraft Consulting and can contractually bind the company if awarded the contract. I will be the main project contact and can be reached at 415.425.6496 or ronny@ronnykraft.com.

I look forward to your review. This proposal is good for a period of 90 days. Ronny Kraft Consulting is a certified DBE and California Small Business Enterprise.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronny Kraft", with a long horizontal flourish extending to the right.

Ronny Kraft
Owner, Ronny Kraft Consulting

Agenda Item 2.2

Western Contra Costa Transit Authority Comprehensive Operations Analysis

DRAFT Scope of Work

July 30th, 2024

Task 1: Work Plan & Schedule

1-A: Project Kickoff meeting

Following receipt of the notice to proceed, consultant will schedule a kickoff meeting with WestCAT staff to:

- Refine the project scope, timeline, and key deliverables to be incorporated into the Project Work Plan
- Discuss potential public outreach methods, key stakeholders, and community-based organizations (CBO's)
- Identify available data relevant to the project, including service information, financial data, and relevant previous studies

1-B: Work Plan & Schedule

Following the Kickoff Meeting, consultant will finalize the Project Work Plan, key milestones, and project timeline.

1-C: Ongoing Project Management

Consultant will hold regularly scheduled check-ins with the WestCAT project manager and monthly progress reports will be provided.

Deliverable 1: Detailed Work Plan & Schedule

Task 2: Existing Conditions Assessment

2-A: System, Route, & DAR Performance Analysis

Consultant, in conjunction with WestCAT planning staff, will conduct an analysis of all WestCAT services, including Dial-a-Ride (DAR) against key performance measures, including ridership, on-time performance, coverage, and connections to other transit services. This information will feed into Task 4: Service Assessments & Opportunities.

2-B: Service Area Profiles & Demographics

Consultant will conduct geographic analyses to describe the WestCAT service areas, with focus on communities of disadvantaged populations that are more likely to use public transit. Potential factors to be analyzed in relation to disadvantaged populations include low-income, minority, limited English, zero-car and low-car households, people with disabilities, school aged youth, rent-burdened households, and older adults. Commute patterns of residents and workers within the service area will also be analyzed. Maps will be

developed to show communities of disadvantaged populations within the service area and overlaid with existing WestCAT routes.

2-C: Recent and Concurrent Planning Efforts & Projects

Relevant previous and in-process studies, planning activities, and projects will be reviewed and summarized. In some cases, coordination with concurrent planning efforts will be advantageous.

2-D: Existing Conditions Summary

A summary of the results from Task 2 will be developed into a technical memo format for review by WestCAT staff and presentation to Board of Directors and will provide input to subsequent planning tasks.

2-E: WestCAT Goals, Priorities, & Key Performance Standards

The purpose of this task is to define the system's goals, priorities, and key performance standards, which will provide a framework for evaluation of existing services and potential improvements. Examples include maintaining a certain span of service, cost per passenger, farebox recovery ratio, and productivity. Tasks 2-A through 2-CA draft list of potential goals, priorities, and performance standards will be created for presentation to and input from the Board of Directors.

2-F: Board of Directors Meeting #1

A presentation will be given to the WestCAT board of directors to lay out the scope of the COA and gather input on the Existing Conditions Summary and draft Public Involvement Plan (Task 3-A).

Deliverable 2A: Existing Conditions Summary

Deliverable 2B: Presentation for Board Meeting #1

Deliverable 2C: Summary of Comments Received at Board Meeting #1

Task 3: Public Involvement

3-A: Public Involvement Plan

A Public Involvement Plan will be developed through research and discussion with WestCAT staff and community resources. The Plan will outline the methodology for gathering input for the overall study from various market segments through the following strategies.

3-B: Onboard Survey

A printed survey will be distributed to current riders onboard the fixed-route vehicles to better understand who WestCAT's riders are, their travel needs, and priorities for potential improvements. The survey will be available in alternate languages as needed.

3-C: Dial-a-Ride Interviews

An effective means of gathering input from current paratransit and Senior Dial-a-Ride customers is to conduct telephone interviews with a sample of customers who have ridden

in a recent time period. A standard set of questions will be used to gather information about the needs of current customers and potential service improvements.

3-D: Non-rider Input

There are several options for gathering information about transit needs from non-riders, including an online survey, focus groups, intercept surveys, and discussions with existing community groups. Special attention will be given to recently completed and planned new residential and commercial developments within the service area. The specific strategies will be determined in concert with WestCAT staff when developing the Public Involvement Plan.

3-E: Community Workshops/Open Houses

A minimum of two community workshops/open houses will be held to encourage public participation and gather input to the study's planning process. The format of the events, locations, and methods for advertising will be determined when developing the Public Involvement Plan.

3-F: Stakeholder Organizations

Representatives of stakeholder organizations and existing community groups that serve or are comprised of existing and potential transit riders can be great resources for information about the transportation habits and needs of the service area communities. A contact list of these organizations and groups will be compiled and a strategy will be developed for gathering their input.

3-G: Operators & Operations Staff Input

WestCAT bus operators and operations staff will be asked to provide input to the planning process through a methodology that will be determined to be most convenient and effective.

3-H: Public Involvement Results Summary

A technical memo will be written which summarizes all of the input gathered from the public involvement efforts. The results will directly influence the following task.

Deliverable 3A: Public Involvement Plan

Deliverable 3B: Public Involvement Results Summary

Task 4: Service Assessments & Opportunities

4-A: Line by Line Analysis

The consultant will assess the strengths and weaknesses of each WestCAT fixed route within the context of the existing network. Available automatic passenger count (APC) and on-time performance data, as well as findings from the onboard survey and additional customer feedback, will be used to understand a number of service characteristics, including but not limited to ridership volumes and patterns, productivity, on time performance, intra-agency transfers, span of service, costs, and service issues. Service and

ridership to and from middle and high schools, community colleges, medical centers, social services, and other key locations will be included in the analysis. Current operations costs will be calculated and factored into each analysis. Each evaluation will conclude with initial opportunities for improvement which will feed into the overall system improvement scenarios. Data visualizations will be developed as needed to illustrate key findings.

4-B: ADA Paratransit & Dial-a-Ride Analysis

WestCAT's ADA Paratransit program, including the One-Seat regional service, and the Senior Dial-a-Ride program will be analyzed in terms of origins and destinations, ridership characteristics and patterns, costs, and service issues. The findings will be factored into the development of overall system improvement scenarios.

4-C: Microtransit Feasibility Assessment

Examples of successful and unsuccessful microtransit pilot programs have arisen throughout the Country in recent years. Comparative microtransit systems, in both size and proximity, will be reviewed to inform a feasibility assessment for operating a microtransit pilot program complimentary to, or in place of, WestCAT's existing services. Factors to be considered include, but are not limited to, potential ridership, service area size and demographics, and cost.

4-D: Connections & Coordination with Other Transportation Services

Existing connections with neighboring transportation services, such as BART and County Connection, will be assessed, including physical transfer points, passenger transfer activity, and schedule alignments. This task will include coordination other transit agencies who are currently conducting planning efforts focused on connectivity in the region. This analysis, along with findings from the public involvement task, will result in identification of improvements to existing connections and new connection and coordination opportunities to improve the passenger experience.

4-E: Service Assessments Report

A comprehensive report will be developed to present the results of Task 4, including evaluations and opportunities for improvements. The results presented in this report will be reviewed by WestCAT staff and presented to the Board for discussion and comment.

4-F: Board Meeting #2: Service Assessments

The results of the Public Involvement efforts and the Service Assessment Report will be presented to the Board for their information and input. Comments and direction received will feed into the Service Improvement Scenarios.

Deliverable 4A: Service Assessments Report

Deliverable 4B: Service Assessments Presentation to the Board

Deliverable 2C: Summary of Comments received at Board Meeting #2

Task 5: Financial Analysis & Service Improvements Scenarios

5-A: Financial Analysis

WestCAT services' current operating costs and funding will be analyzed and presented to provide a common basis for understanding. Recent and anticipated revenue and cost fluctuations will be included. This financial context will provide a baseline for development and evaluation of potential Service Improvement Scenarios (Task 5-B).

5-B: Service Improvement Scenarios

Based on the results of all previous tasks, at least two Service Improvement Scenarios will be developed that each present a set of service adjustments that have been evaluated against the Agency's goals, priorities, and key performance indicators. The Service Improvement Scenarios will build on the ridership recovery scenarios that were identified by MTC and fleshed out in the 2023 WestCAT Short Range Transit Plan. Additional factors that will frame the scenarios include service tradeoffs, such as coverage vs. productivity, and anticipated revenue levels. Maps and graphics will be developed as needed to illustrate the different scenarios.

5-C: Board Meeting #3: Service Improvement Scenarios

The Service Improvement Scenarios will be presented to the Board for discussion and input on the Recommended Preferred Service Plan. Comments and direction received will directly influence development of the Recommended Preferred Service Plan.

5-D: Recommended Preferred Service Plan

Based on a combination of technical analysis, as well as WestCAT staff, Board, and public input, consultant will develop a recommended preferred service plan. The Preferred Service Plan will consider funding constraints, as well as consideration for new/changing revenue sources. Key implementation considerations will be summarized, including the upcoming new service operations contract.

Deliverable 5A: Service Improvement Scenarios, including Financial Analysis

Deliverable 5B: Presentation for Board Meeting #3

Deliverable 5C: Summary of Comments received at Board Meeting #3

Deliverable 5D: Recommended Preferred Service Plan

Task 6: Marketing Plan

6-A: Marketing Plan Development

A set of strategies will be formulated for enhancing WestCAT's communications and marketing efforts with the goals of having a larger presence in the local communities, increasing awareness of WestCAT's services, and attracting new ridership. Recommended short- and medium-term marketing strategies and associated actionable implementation steps will be developed based on the results of the public involvement efforts and industry best practices. Estimated costs will be included.

6-B: Marketing Plan Document

The recommended marketing plan strategies and implementation steps will be presented in a document, including relevant examples and graphics.

Deliverable 6: Draft Marketing Plan**Task 7: Draft & Final COA Report****7-A: Draft COA Report & Presentation at Board Meeting #4**

Following all technical analysis, key findings from all tasks will be synthesized into a narrative describing the preferred service plan development, recommended service improvements, and next steps for implementation. An executive summary and presentation slide deck will be included.

7-B: Final COA Report

Following review by WestCAT staff and the Board, the draft COA Report will be finalized and submitted electronically, along with all original files and graphics. Printed and bound copies will be available upon request and availability of funds.

Deliverable 7A: Draft COA Report**Deliverable 7B: Draft COA Presentation****Deliverable 7C: Summary of Comments received at Board Meeting #4****Deliverable 7D: Final COA Report and Supporting Documentation**

Comprehensive Operations Analysis		COST PROPOSAL	
Western Contra Costa Transit Authority			7/30/24
Task	Description	Hours	Cost
1	Develop Work Plan & Schedule	92	\$ 16,560
1-A	Project Kickoff meeting	10	
1-B	Work Plan & Schedule	6	
1-C	Ongoing Project Management	76	
2	Existing Conditions Assessment	100	\$ 18,000
2-A	System, Route, & DAR Performance Analysis	24	
2-B	Service Area Profiles & Demographics (incl. maps)	36	
2-C	Recent and Concurrent Planning Efforts & Projects	8	
2-D	Existing Conditions Summary	16	
2-E	WestCAT Goals, Priorities, & Key Performance Standards	16	
2-F	Board Meeting #1: Existing Cond. & Public Involvement Plan	--	
3	Public Involvement	266	\$ 47,880
3-A	Public Involvement Plan	12	
3-B	Onboard Survey	54	
3-C	Dial-a-Ride Interviews	40	
3-D	Non-rider Input	50	
3-E	Community Workshops/Open Houses	40	
3-F	Stakeholder Organizations	30	
3-G	Operators & Operations Staff Input	16	
3-H	Public Involvement Results Summary	24	
4	Service Assessments & Opportunities	156	\$ 28,080
4-A	Line by Line Analysis	30	
4-B	ADA Paratransit & Dial-a-Ride Analysis	30	
4-C	Microtransit Feasibility Assessment	40	
4-D	Connections with Other Transportation Services	32	
4-E	Service Assessments Report	24	
4-F	Board Meeting #2: Service Assessments	--	
5	Financial Analysis & Service Improvements Scenarios	178	\$ 32,040
5-A	Financial Analysis	60	
5-B	Service Improvement Scenarios	78	
5-C	Board Meeting #3: Service Improvement Scenarios	--	
5-D	Recommended Preferred Service Plan	40	
6	Marketing Plan	114	\$ 20,520
6-A	Marketing Plan Development	32	
6-B	Marketing Plan Document	16	
7	Draft & Final COA Report	66	\$ 11,880
7-A	Draft COA Report & Presentation	50	
	Board Meeting #4	--	
7-B	Final COA Report	16	
	Labor Total	972	\$174,960
		Rate/hr	\$ 180
	Direct Costs		
	Printing questionnaires etc.		\$ 1,500
	Data entry		\$ 1,400
	Translation		\$ 600
	Travel		\$ 500
	Supplies		\$ 300
	Direct Costs Total		\$ 4,300
	Total Cost Proposal		\$179,260

Agenda Item 2.3

Staff Report on Amendment 3 to Agreement for Provision of Public Transit Services between WCCTA and MV Transportation, Inc.

Previous Amendments to this agreement have extended the contract through WCCTA's available, contractual options, made adjustments to driver, Road Supervisor and Dispatcher salary scales to ensure salaries remained competitive and allowed for the hiring and retention of qualified individuals

Staff determined that the current classification of maintenance workers needed updating. Under the agreement, MV is obligated to provide -

- 3 - A Mechanics
- 2 – B level Mechanics
- 1 – C level Mechanic

Several of the Mechanics have been with MV, directly supporting the WestCAT operations for a number of years, and staff felt that given the level of work that was being undertaken the organizational structure should be revisited. Working with MV, staff determined that 2 Mechanics deserved to step up a level, which would result in the following staffing levels_

- 4 - A Mechanics
- 2 – B level Mechanics
- 0 – C level Mechanic

It was also determined that the overall Wage scale covering all Maintenance workers had not been adjusted in the same way that other MV employees over the last year, staff proposed taking a similar approach to previous Amendments and increasing the wage scale to keep them in line with industry standards

The *Fixed Monthly* cost will increase from \$297,332.39 to \$301,115.63, which is a 1.1% increase. This increase is a result of the increase in wages and benefits for the Maintenance staff and the reclassification of two employees. These additional costs are the directly related costs to wages and associated taxes and benefits, no other monetary changes are proposed.

The proposed amendment reflects the continued partnership between WCCTA and MV in addressing the ongoing pressures imposed by the tight labor market. Both parties have made the necessary adjustments to remain competitive in attracting and retaining drivers, mechanics, and other key staff during the continued period of driver shortages.

After reviewing the proposed rates, WCCTA staff believe that approving this amendment will allow for our continued partnership with MV Transportation.

Recommended Action: Staff Recommends the Approval of Amendment 3 to the Agreement for Provision of Public Transit Services between WCCTA and MV Transportation and Authorize the General Manager to sign the Amendment.

**AGREEMENT FOR THE PROVISION OF FIXED-ROUTE AND
PARATRANSIT SERVICE**

AMENDMENT NO. 3

THIS AMENDMENT NO. 3 (this “Amendment”) is made effective this ___ day of August, 2024 (the “Effective Date”) by and between MV Transportation, Inc., a California corporation (“MV”) and The Western Contra Costa Transit Authority “WCCTA”). WCCTA and MV may each be referred to hereinafter individually as a “Party” or collectively as the “Parties.”

WHEREAS, WCCTA and MV are parties to that certain Agreement referred to above and dated September 25, 2020 (the “**Original Agreement**”), as amended by that certain Amendment No. 1, dated January 23, 2024 (“**Amendment No. 1**”), and as amended by that certain Amendment No. 2, dated May 2024 (“**Amendment No. 2**”) (collectively, the “**Agreement**”), pursuant to which MV provides certain transportation services to WCCTA; and

WHEREAS, WCCTA wishes to exercise its modify the Agreement to allow for certain pay increases, and

WHEREAS, the Parties wish to amend the Agreement on the terms and subject to the conditions set forth herein.

AGREEMENTS:

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, WCCTA and MV agree as follows:

1. **Defined Terms**. Capitalized terms used, but not otherwise defined herein, shall have the meaning(s) ascribed to them in the Agreement.
2. **Modifications**. The Agreement is modified as follows:
 - a. Notwithstanding anything in the Agreement to the contrary, MV shall promote 2 mechanic’s positions and provide associated raises from Mechanic B and Mechanic C to Mechanic A and Mechanic B, respectively.
 - b. Mechanic’s Wages and Total Contract Cost is revised as provided in Exhibit A.
3. **Ratification; No Waiver**. Except as expressly modified hereby, the Agreement and all documents, instruments, and agreements related thereto are hereby ratified and confirmed in all respects and shall continue in full force and effect. The execution, delivery, and effectiveness of this Amendment shall not operate as a waiver of any right, power, or remedy of either Party hereto under the Agreement, nor constitute a waiver of any provision of the Agreement. The Agreement shall, together with this Amendment, be read and construed as a single agreement. All

references in the Agreement and any related documents, instruments, and agreements shall hereafter refer to the Agreement as modified hereby.

- 4. **Authority.** Each Party hereto represents and warrants that the execution and delivery by such Party of this Amendment and the performance by such Party of all of its agreements and obligations under the Agreement as modified hereby are within the organizational authority of such Party and have been duly authorized by all necessary organizational action on the part of such Party.
- 5. **Counterparts; Effectiveness.** This Amendment may be executed in one or more counterparts (including by means of telecopied signature page or as a PDF or similar attachment to an electronic communication), all of which shall be considered one and the same agreement, and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Parties.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the date first written above.

MV TRANSPORTATION, INC.

By: _____
Name:
Title:

**THE WESTERN CONTRA COSTA TRANSIT
AUTHORITY**

By: _____
Name: _____
Title: _____

Approved as to form:

Exhibit A

Pinole, CA - Wage Increase Request - Impact Year 5

Extension Pricing Year 5

Hourly Rate	\$	59.25
Increase 2023	\$	2.18
Revised Hourly Rate	\$	61.43

Anticipated Hours 92,000

Variable Cost \$ 5,651,560.00

Fixed Cost \$ 3,567,988.74

Projected Wage Increases FY 24

B Mechanic to A Mechanic	\$	17,496.18
C Mechanic to B Mechanic	\$	5,937.95
A Mechanic Increase \$1.50/hour	\$	16,473.60
B Mechanic Increase \$1.00/hour	\$	5,491.20
Total Increase	\$	45,398.93

Revised Fixed Cost \$ 3,613,387.67

Total Contract Cost \$ 9,264,947.67

Agenda Item: 2.4

Staff Report: California Clean Air Day October 2, 2024

Staff received the attached letter from Supervisor John Gioia and Jim Wunderman (co-chairs of the Bay Area Clean Air Day), asking WestCAT to support the California Clean Air Day on October 2, 2024, and to offer free transit rides on that day.

WestCAT does have Low Carbon Transit (LCTOP) funds in the amount of \$145,000 set aside to provide free transit trips, and staff would propose utilizing those funds for this purpose. We anticipate this would be less than \$10,000 based on current ridership.

Staff would plan to coordinate and work together with other transit operators in the region who have committed to providing free fares on October 2 in order to market and promote this incentive for riders jointly across the region.

Staff recommendation: Direct staff to participate in offering Free Fares in support of California Clean Air Day on October 2, 2024



July 15, 2024

Mr. Rob Thompson
General Manager
Western Contra Costa Transit Authority
601 Walter Ave.
Pinole, CA 94564

Dear Rob Thompson,

As Co-Chairs of the Bay Area Clean Air Day, we are asking you to assist us in working with transit agencies to make transit free on California Clean Air Day on October 2nd.

California Clean Air Day is a statewide effort to engage Californians on air quality issues. For more than 5 years, we have seen Californians take action to improve air quality through their individual actions, including through using and taking public transit. In 2023 we saw more than 20 transit agencies throughout the state offer free or reduced fare for Clean Air Day, including AC Transit, Sacramento Regional Transit District, LA Metro, San Diego MTS and more.

This year, on California Clean Air Day on October 2nd, we're inviting Bay Area transit agencies to join with other agencies across the state to make transit free for the day. This allows for joint messaging and a call to action for all residents to return to transit and help clear the air. We all support getting Bay Area residents to increase public transit use.

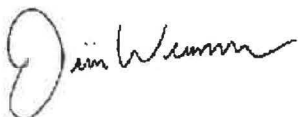
Participating in a statewide effort such as Clean Air Day, particularly a coordinated fare-free day, could help attract hesitant riders and provide an opportunity for public transit to demonstrate that it is still a safe option for people to get around. Across the state, agencies are working to implement this fare-free day, including LA Metro and MTS in San Diego.

We look forward to working with you to get as many transit agencies as possible to make transit free on October 2nd. Please let us know how we can work with you on this goal.

Sincerely,



John Gioia
Contra Costa County Board of Supervisors
Bay Area Air Quality Management District Boardmember



Jim Wunderman
President/CEO, Bay Area Council
Chairman, Water Emergency Transportation Authority (SF Bay Ferry)