



Western Contra Costa  
Transit Authority

## **NOTICE OF MEETING**

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

**DATE:** November 10<sup>th</sup>, 2022 (Wednesday)  
**TIME:** 6:30 PM  
**PLACE:** Via Zoom conference call (access details  
below)

### **Remote Participation**

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

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

### **Remote Viewing/Listening Webinar**

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

WestCAT is inviting you to a scheduled Zoom meeting.  
Time: Nov 10, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82402200138?pwd=QXdNRVIUZTFobFBGcGhmVDdPVFgwdz09>

Meeting ID: 824 0220 0138

Passcode: 601601

One tap mobile

+16699006833,,82402200138# US (San Jose)

Dial by your location

+1 669 444 9171 US

## Public Comment via Teleconference

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

*Public comments may be submitted via email to [info@westcat.org](mailto:info@westcat.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.*

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

## AGENDA

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

### B. APPROVAL OF AGENDA

### C. PUBLIC COMMUNICATIONS

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

### 1.0 CONSENT CALENDAR

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 August 11<sup>th</sup>, September 14<sup>th</sup>, and October 13<sup>th</sup> 2022. **[Action Requested: Approval of Minutes] \***
- 1.2 Approval of Expenditures of October 2022. **[Action Requested: Approval of Expenditures] \***
- 1.3 Receive Contractors Monthly Management Report, July, August, and September 2022. **[Action Requested: File and Receive]\***
- 1.4 WestCAT Marketing Update **[Action Requested: Information Only]\***
- 1.5 Approval of WCCTA FY 2023 Administration and Operations Holiday Schedule **[Action Requested: Approval of Administration and Operations Holiday Schedule]\***

- 1.6 Adoption of Resolution 2022-18, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning November 13<sup>th</sup>, 2022 or until its next scheduled meeting, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2022-18] \***

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

- 2.1 Presentation and Discussion of FY22 Operating Data Report **[ Action Requested: Information Only] \***
- 2.2 Presentation and Discussion of WCCTA Audited Financial Statements for Yr Ending June 30<sup>th</sup>, 2022 **[Action Requested: File and Receive] \***
- 2.3 Discussion and Presentation of Draft FY22 WCCTA Short-Range Transit Plan.**[Recommendation: Discussion and Direction to Staff] \***
- 2.4 Update on MV Transportation staffing **[Action Required: Information Only]**

## **3.0 COMMITTEE REPORTS**

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

## **4.0 CORRESPONDENCE**

## **5.0 BOARD COMMUNICATION**

## **6.0 ADJOURNMENT**

\* Enclosures

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). This information will also be uploaded and posted to the website before the meeting and made available at this link [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 December 8<sup>th</sup>, 2022**

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**

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**August 11, 2022**

**Regular Meeting**

**6:30 P.M. via Zoom Conference Call**

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

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

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

##### **DIRECTORS PRESENT**

Chair Dion Bailey, Tom Hansen, Norma Martinez-Rubin, Vice-Chair Maureen Toms, Tiffany Grimsley, Aleida Andrino-Chavez (arrived at 6:49 PM)

##### **STAFF PRESENT**

Rob Thompson, General Manager, Rob Petty, IT, Facilities & Fleet Manager, Yvonne Morrow, Chief Financial and Administrative Officer, Andramica McFadden, Administrative Services Coordinator, and Mike Furnary, Transit Grants and Compliance Manager

##### **GUESTS PRESENT**

Michael N. Conneran, Partner, Hanson Bridgett LLP

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

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

**MOTION: A motion was made by Director Martinez-Rubin, seconded by Director Grimsley to Approve the Agenda.** The motion was carried by the following vote:

**Ayes: 5**– Hansen, Grimsley, Martinez-Rubin, Bailey, Toms

#### **C. PUBLIC COMMUNICATIONS**

This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with provisions of the Brown Act, the

Board will automatically refer to staff any matters that are brought before them at this time, and the matter may be placed on a future agenda. The time limit is 3 minutes and is subject to modification by the Chair.

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

NONE.

#### 1) **CONSENT CALENDAR**

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

**MOTION: A motion was made by Director Hansen, seconded by Director Grimsley to Approve Consent Calendar Item 1.1 and Receive Item 1.2.** The motion was carried by the following vote:

**Ayes:** 5– Hansen, Grimsley, Toms, Martinez-Rubin, Bailey

#### 2) **ADJOURN TO CLOSED SESSION** (Pursuant to Section 54956.9(b) of the Ralph M. Brown Act)

Chair Bailey adjourned the regular meeting of the WCCTA Board of Directors to a closed session at 6:33 PM to conduct a conference with Legal Counsel - Anticipated Legislation Significant Exposure to Litigation Pursuant Government Code Section 54956.9(b). AA

#### 3) **RECONVENE TO OPEN SESSION**

##### 3.1 **Report of Actions Taken During Closed Session**

Chair Bailey reconvened to open session at 6:44 PM and Mr. Michael N. Conneran reported that the Board met in closed session to discuss an anticipated litigation matter and gave direction to Legal Counsel.

Mr. Conneran left the meeting at 6:45 PM.

#### 4) **ITEMS FOR BOARD ACTION I DISCUSSION**

- 4.1 **Adoption of Resolution 2022-15, Finding that there is a Proclaimed State of Emergency, Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning August 13th, 2022, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2022-15.

**MOTION: A motion was made by Director Toms, seconded by Director Martinez-Rubin to Adopt Resolution 2022-15.** The motion was carried by the following vote:

**Ayes:** 5– Grimsley, Hansen, Martinez-Rubin, Toms, Bailey

- 4.2 **Presentation of Staffing Changes and Updated Organizational Chart.** Action Requested: Information Only.

Chair Bailey introduced the item and GM Thompson provided a staff report.

GM Thompson explained that this item is for information only and is meant to provide the Board with an overview of where the agency is in terms of staffing and where we might be heading. The agency has gone through significant changes in staffing levels over the last year. He explained the changes in greater detail, and the effects they have had on the roles of the remaining seven staff members. The proposed organizational chart that was included with this item is meant to identify the functions that he feels need to be filled, but there is no expectation that they will be filled overnight. He plans to spend some time in a thoughtful process to fill them.

Director Andrino-Chavez arrived at the meeting at 6:49 PM.

GM Thompson went on to explain some of the main areas where the agency is going to need some support. As he had mentioned before, we have always been a lean organization in terms of staffing, probably the next comparable agency in the Bay Area to ours is SolTrans. They are slightly larger, with a larger budget, but they have fifteen full-time employees doing the same functions that our staff is doing. This is just an acknowledgment of the work that all of our staff are doing daily, and all of the different hats that they wear making sure that the agency stays on track

Directors asked questions, and GM Thompson responded.

Board members and GM Thompson agreed with Director Hansen's suggestion that he first meet with the F&A Committee to discuss the financial requirements and the strategy for filling these open positions before he begins any effort to fill them. He did plan on discussing this further during the General Manager's report.

**4.3 Approval of WCCTA Publicly Available Pay Schedule.** Action Requested: Retroactively Formally Approve and Adopt WCCTA Publicly Available Pay Schedules for FY16-17, FY17-18, FY18-19, FY19-20, FY20-21, FY21-22, and Formally Approve and Adopt the WCCTA Publicly Available Pay Schedule for FY22-23.

Chair Bailey introduced the item and GM Thompson provided the staff report.

GM Thompson confirmed that going forward, the WCCTA Publicly Available Pay Schedule would be brought to the Board for formal approval and adoption every July.

Directors asked questions, and GM Thompson responded.

GM Thompson concluded that going forward we know what we need to do, and we will make sure that we are complying with the CalPERS requirements. He confirmed that the approved pay schedule will be available on the agency's website.

**MOTION: A motion was made by Vice-Chair Toms, seconded by Director Hansen to Retroactively Approve and Adopt WCCTA Publicly Available Pay Schedules for FY16-17, FY17-18, FY18-19, FY19-20, FY20-21, FY21-22, and Formally Approve and Adopt the WCCTA Publicly Available Pay Schedule for FY22-23.** The motion was carried by the following vote:

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

**4.4 Consideration of Free-Fare Promotion Throughout October 2022.** Action Requested: Formal Authorization to Offer Free Rides Throughout the Month of October 2022.

Chair Bailey introduced the item and GM Thompson provided the staff report.

Directors made comments and asked questions. GM Thompson responded

**MOTION: A motion was made by Vice-Chair Toms, seconded by Director Andrino-Chavez to Authorize the Offer of Free Rides Throughout October 2022.** The motion was carried by the following vote:

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

**4.5 Presentation and Discussion of Final Report: Fiscal Year 2022 Triennial Review for Federal Transit Administration Region IX.** Action Requested: Receive and File.

Chair Bailey introduced the item, and GM Thompson provided the staff report.

GM Thompson concluded that tonight staff is looking to the Board to receive and file the final report.

Director Martinez-Rubin thanked staff for the report and made some concluding remarks.

Chair Bailey thanked the staff for the report and for addressing the two deficiencies as appropriate.

**4.6 Authorization to Release Request for Proposal (RFP) for the development of a Zero Emission Bus Rollout Plan.** Action Requested: Formal Authorization for General Manager to Release RFP for Competitive Bid.

Chair Bailey introduced the item, and GM Thompson asked Mike Furnary, Transit Grants and Compliance Manager to provide a staff report.

Director Martinez-Rubin asked a question relating to fuel types. Mike answered that electricity (battery fuel cell) and hydrogen fuel cell are both considered ZEB fuel sources. One of the jobs of the consultant will be to determine which of the two, or a combination of both would be suitable for our agency.

Director Martinez-Rubin made some additional comments.

Director Grimsley asked a question regarding the timeline for compliance. Mike replied, and GM Thompson confirmed the ZEB purchase requirements for the small operators begins in 2026, which is slightly different than the requirements of the larger operators. The ZEB purchase requirements are based on a percentage of new bus purchases each year that must be zero-emission, with a goal for the full transition by 2040.

**MOTION: A motion was made by Director Martinez-Rubin, seconded by Vice-Chair Toms to Authorize the General Manager to Release an RFP for Competitive Bid for the development of a Zero Emission Bus Rollout Plan.** The motion was carried by the following vote:

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

**5) COMMITTEE REPORTS**

**5.1 General Manager's Report.** No Action: Information Only.

General Manager Anderson provided a report on the following:

- 1) The agency is currently in the midst of our annual independent financial audit. It has been

challenging and he wanted to acknowledge all of the work that Yvonne and Debora have put into preparing for it, which is still ongoing.

- 2) Staff reports were included for all of the items presented tonight and this is something that he intends to carry on going forward.
- 3) The plan is to include a marketing memo in the packet to keep the Board better informed about all of the different things that are going on around the agency, what promotions are happening, what's happening around the facility, or around the service and the system in general.
- 4) The challenge of getting the F&A Committee to find a good time to meet, and the proposal to place a quarterly F&A Standing Committee meeting on the calendar. This item will go to the Board next month for discussion and formalization.
- 5) A meeting is scheduled in two weeks to include WestCAT, County Connection, Tri Delta, and LAVTA with the plan to make the One-Seat Ride Pilot Program, which has been a pilot for the last 18 months, a permanent part of our systems. We have found the pilot to be very beneficial to our ADA Paratransit passengers and would like to continue to offer the program on a permanent basis.
- 6) BART approached MTC about a year ago requesting to renegotiate the agreements they have with us, Tri Delta, County Connection, and LAVTA to provide feeder bus connections to the BART service from our service areas. The conversation has been stagnant over the last 6-8 months. The operators have remained talking with each other and we have an understanding of how we want to approach MTC and BART about the importance of these services and how these services need to still be funded. BART's desire to renegotiate its obligations to fund that kind of service is something that we are concerned about. We have a meeting with MTC next week and his feeling is that this is something that is going to have to be accelerated and a little bit more out in the open, so he wanted the Board to be aware that this is something that we will include on the agenda next month. Hopefully with a good resolution, but that remains to be seen.

Directors asked questions and made comments. GM Thompson responded.

GM Thompson concluded that he is still hopeful that the feeder bus agreements can still be resolved at the staff level, but staff will keep the Board informed.

## **5.2 WCCTAC Representative Report. No Action: Information Only.**

NONE.

## **6) BOARD COMMUNICATION**

Director Martinez-Rubin said to the new GM Thompson and staff to keep at it and just keep the Board informed however we can continually learn with each other and support the work that is necessary for transit to continue to be available and accessible and used.

Chair Bailey thanked GM Thompson for his support as this is his first full meeting as Chair and added that he loves the modifications to the agenda reports. It helps the meeting run smoothly.

## **7) CORRESPONDENCE**

NONE.



**8) ADJOURNMENT**

At 7:44 PM, Chair Bailey adjourned the regular meeting of the WCCTA Board of Directors of August 11, 2022.

The next meeting is TBD.

\_\_\_\_\_  
**Dion Bailey, Chair**

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

\_\_\_\_\_  
**Robert Thompson, Secretary**

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



Western Contra Costa  
Transit Authority

## **Agenda Item 1.1**

### **WESTERN CONTRA COSTA TRANSIT AUTHORITY**

#### **BOARD OF DIRECTORS**

#### **SPECIAL MEETING MINUTES**

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**Sept 14, 2022**

**Regular Meeting**

**6:30 P.M. via Zoom Conference Call**

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

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

Chair Bailey called the meeting to order at 6:32 PM and led the Pledge of Allegiance.

##### **DIRECTORS PRESENT**

Chair Dion Bailey, Tom Hansen, Maureen Toms, and Norma Martinez-Rubin

##### **STAFF PRESENT**

Rob Thompson, General Manager, Rob Petty, IT, Facilities & Fleet Manager, Yvonne Morrow, Chief Financial and Administrative Officer, and Mike Furnary, Transit Grants and Compliance Manager

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

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

**MOTION: A motion was made by Director Toms, seconded by Director Martinez-Rubin to Approve the Agenda.** The motion was carried by the following vote:

**Ayes: 4–** Hansen, Bailey, Toms, Martinez-Rubin

#### **C. PUBLIC COMMUNICATIONS**

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DUE TO COVID-19, The public was notified in advance of the meeting that public comments

could be submitted via email to info@westcat.org, and comments submitted before the meeting would be provided to the Directors before or during the meeting. Any comments submitted after the meeting was called to order would be included in correspondence that would be provided to the full Board.

NONE.

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

- 1.1 **Adoption of Resolution 2022-16, Finding that there is a Proclaimed State of Emergency, Finding that Meeting In Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency, and Authorizing Remote Teleconferenced Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority for the 30-Day Period Beginning September 12, 2022, or until its next scheduled meeting, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2022-16

Chair Bailey introduced the item and GM Thompson provided a staff report.

**MOTION: A motion was made by Director Toms, seconded by Director Hansen to Adopt Resolution 2022-16.** The motion was carried by the following vote:

**Ayes: 4– Hansen, Bailey, Toms, Martinez-Rubin**

2) **ADJOURNMENT**

At 6:37 PM, Chair Bailey adjourned the regular meeting of the WCCTA Board of Directors of September 14, 2022.

The next meeting is on October 13, 2022.

_____	_____
<b>Dion Bailey, Chair</b>	<b>Date</b>
_____	_____
<b>Robert Thompson, Secretary</b>	<b>Date</b>



Western Contra Costa  
Transit Authority

## Agenda Item 1.1

### WESTERN CONTRA COSTA TRANSIT AUTHORITY

#### BOARD OF DIRECTORS

#### REGULAR MEETING MINUTES

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October 13, 2022

Regular Meeting

6:30 P.M. via Zoom Conference Call

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

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

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

##### DIRECTORS PRESENT

Chair Dion Bailey, Tom Hansen, Norma Martinez-Rubin, Vice-Chair Maureen Toms, Tiffany Grimsley, and Maureen Powers

##### STAFF PRESENT

Rob Thompson, General Manager, Rob Petty, IT, Facilities & Fleet Manager, Yvonne Morrow, Chief Financial and Administrative Officer, Andramica McFadden, Administrative Services Coordinator, Mike Furnary, Transit Grants and Compliance Manager, Debora Harris, Finance Manager

##### GUESTS PRESENT

Chris Kelley, Alternate Board Member, and Devin Murphey, Alternate Board Member (departed at 6:32 PM)

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

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

**MOTION: A motion was made by Director Martinez-Rubin, seconded by Director Toms to Approve the Agenda.** The motion was carried by the following vote:

**Ayes: 6–** Toms, Grimsley, Martinez-Rubin, Powers, Hansen, Bailey

#### **C. PUBLIC COMMUNICATIONS**

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

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

NONE.

## 1) CONSENT CALENDAR

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

**MOTION: A motion was made by Director Powers, seconded by Director Hansen to Approve Consent Calendar Item 1.1 and Item 1.2, and Receive Item 1.2.** The motion was carried by the following vote:

**Ayes: 6**– Toms, Grimsley, Martinez-Rubin, Powers, Hansen, Bailey

## 2) ITEMS FOR BOARD ACTION I DISCUSSION

### 2.1 **Discussion regarding WCCTA Finance and Administration Subcommittee meetings.** Action Requested: Direction to Staff

Chair Bailey introduced the item and GM Thompson provided an overview of the staff report that was included in the packet.

GM Thompson indicated that he would like to start getting this subcommittee together on a more regular basis. Staff polled the members of the subcommittee, and there was somewhat of a consensus on the times, but not the dates. However, he asked that the members place the proposed dates on their calendars, and we can plan around that. The first meeting is scheduled in two weeks, and he would like to keep that one, as he would like to present the annual financial audit and the draft Short Range Transit Plan (SRTP) to the subcommittee before bringing them to the full Board. This is just an information item tonight.

The members of the subcommittee are Chair Bailey, Vice-Chair Toms, and Director Andrino-Chavez (previous Chair).

GM Thompson confirmed for Chair Bailey all that we need from the Board tonight is direction to staff to place the proposed meeting dates on the calendar.

Director Powers asked a clarifying question, and GM Thompson responded.

### 2.2 **Discussion Regarding Format of Future WCCTA Board Meetings.** Action Requested: Direction to Staff

Chair Bailey introduced the item and GM Thompson provided an overview of the staff report that was included in the packet.

GM Thompson mentioned that the staff report outlines how we've conducted these meetings in the past and offers a few options regarding the format of future WCCTA Board meetings. He reported on new and pending changes to the legislation that may affect the way Board meetings are conducted in the future and said that staff is asking for direction on how the Board would like to proceed for the remainder of the calendar year, and how they would like to do this going forward.

Directors asked questions and made comments. GM Thompson responded.

GM Thompson clarified that if we were to go back to holding in-person meetings, we would have to continue to do so going forward, we cannot switch back and forth.

Board members emphasized that we do need to continue to be responsive to the community and continue to make meetings accessible to them. There have been meetings in the past where the public has sought to participate.

Director Powers stated that she is in favor of conducting hybrid meetings. Rob Petty, IT, Facilities & Fleet Manager responded.

Director Toms commented on options for transmitting live meetings and wondered whether streaming might be a possibility. Rob Petty, IT, Facilities & Fleet Manager responded.

GM Thompson added that links to the recordings of all of our previous Zoom meetings over the last couple of years are available to view again on our website, but maybe we haven't done a great job of advertising that fact, but they are available for anyone to view at any time.

Director Powers mentioned to Rob Petty that he might want to get in touch with CCTA because their last meeting was broadcast in some kind of webinar format. Rob Petty confirmed that we also have that feature through Zoom but have not yet used it.

Chair Bailey stated that it seems that the Directors like Zoom but would like to direct staff to look into some way to link that to CCTV. So, he would like to leave it to the staff to come up with a solution that does both of those things and then report back to the Board what the options are.

Director Martinez-Rubin reiterated that what the Board would like is for the public to not only be able to view the recordings, but also to participate while the meeting is happening. Being able to participate is one of the key things we want to continue promoting, and also to build that public participation over time, even though we may have been interrupted because of COVID.

Director Grimsley commented on the City of Hercules' hybrid meeting options that have worked really well, even though they have returned to in-person meetings.

Chair Bailey recapped the comments that the Board had made about the various options, and then asked what direction they would like to give staff.

GM Thompson replied that there is a possibility that the Governor could rescind AB 361 at any time, so he thinks that it would be good if staff did some more research and come back to the Board next month for more discussion and maybe some additional options.

Directors made concluding comments. GM Thompson and Rob Petty replied.

**2.3 2022 Amended and Restated Clipper MOU.** Action Requested: Authorize the General Manager to sign the Amended and Restated Clipper Memorandum of Understanding and to continue participation in the Clipper Program

Chair Bailey introduced the item and GM Thompson provided the staff report.

GM Thompson said that the WCCTA Board did approve the original Clipper MOU back in 2015 and it is a requirement that we pass this amended MOU to remain part of the Clipper program. We as an agency and the region have invested heavily in the Clipper system to collect fares onboard our vehicles. Around 50 percent of our riders use Clipper. In the staff report, he did outline the annual cost over the last four years that we have paid to Clipper as part of the ongoing maintenance and operations of the system. He provided some further detail on the amended MOU but added that it was also included in the Board packet.

GM Thompson concluded his report by stating that Clipper has become a vital part of how we collect fares on our system, and he feels that it is important that we do approve this MOU. There is no real downside to it, and he does not anticipate that our costs are going to increase.

Directors made comments in favor of authorizing the signing of the amended MOU.

**MOTION: A motion was made by Director Powers, seconded by Director Martinez-Rubin to Authorize the General Manager to sign the Amended and Restated Clipper Memorandum of Understanding and to continue participation in the Clipper Program.** The motion was carried by the following vote:

**Ayes: 6**– Toms, Grimsley, Martinez-Rubin, Powers, Hansen, Bailey

**2.4 Update on WestCAT Marketing and Promotional Activities.** Action Requested: Information Only

Chair Bailey introduced the item and GM Thompson asked Administrative Services Coordinator, Mica McFadden, to provide some information about it and he will add a few comments at the end.

Mica said that going forward staff would like to highlight things that are going on around the facility, as well as community outreach programs, events, driver recognition, safety, and ongoing programs and promotions. For this first report, she with the help of staff highlighted a few things that the Board might find interesting or important to know about. There may be fewer activities in some months, but we did want to continue to inform the Board of what we have been doing in between meetings.

GM Thompson added that he intends to add this to the Consent Calendar.

Chair Bailey said that he appreciates seeing this information out there, and he thinks that the community will as well.

Director Martinez-Rubin commended the staff for this report and is looking forward to hearing about upcoming events and activities in advance so that as they are asked, they can mention them to the public in between meetings.

**3) COMMITTEE REPORTS**

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

General Manager Thompson provided a report on the following:

- 1) Initial ridership update for the start of the free fare promotion in October.
- 2) Update on the bus wash project (Rob Petty provided the update)

Directors made comments and asked questions. Rob Petty replied.

**3.2 WCCTAC Representative Report.** No Action: Information Only.

Director Powers was not able to attend the WCCTAC meeting but reported on the CCTA meeting of which she is the small bus operator’s representative.

**4) BOARD COMMUNICATION**

Chair Bailey asked staff to update the Board on a future agenda concerning the situation regarding the bus stop at the waterfront in Hercules.

GM Thompson replied that he would provide the Board with an update on that at the November meeting.

Director Martinez-Rubin added that she was happy to see WestCAT’s mascot “Wes” at the National Night Out in the City of Pinole recently. Mica was very busy with the public and Director Martinez-Rubin was happy to be able to assist at the table with getting the word out about the October free ride promotion. Having WestCAT representatives there was pretty extraordinary.

GM Thompson added that Wes had a lot of fun and is looking forward to the next event.

Director Martinez-Rubin emphasized the importance of WestCAT to the student population throughout our neighboring cities and Pinole. She concluded by extending her thanks to the drivers.

Director Grimsley invited everyone to the Filipino Heritage Month celebration at the City of Hercules’ public library on Saturday at 2:00 PM.

**5) CORRESPONDENCE**

NONE.

**6) ADJOURNMENT**

At 7:27 PM, Chair Bailey adjourned the regular meeting of the WCCTA Board of Directors of October 13, 2022.

The next meeting is on November 10, 2022.

_____	_____
<b>Dion Bailey, Chair</b>	<b>Date</b>
_____	_____
<b>Robert Thompson, Secretary</b>	<b>Date</b>



WCCTA - WestCAT  
Purchase Journal

**AP Disbursements**  
October 2022

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/6/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	51286	October inspection  Afforda-Test	100.00	  100.00
10/1/22	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 50908-10 Marketing & Advertising, Ope 11103 Office Equipment & Furniture 11105 Oper, Maint & Admin Facility 50499-60 Other Mat & Supplies, Admin 50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	11PJ-WFCG-J3YC	Office & facilities supplies, tech equipment etc. Supplies for building maintenance  Computer equipment  Office equipment/supplies  Spinning Prize wheel (Nite Out)  Facility Furniture (TDA)  Security cameras for building (TDA) Amazon Discount  Shipping, Handling & Tax  Amazon Capital Services, Inc.	339.68  797.08  542.01  63.14  79.09  1,049.00  2,999.30  603.29	             2.84       6,469.75
10/13/22	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	000018926101	September & October phone service  September & October phone service  AT&T	109.27  54.64	    163.91
10/4/22	50300-11 Outside svcs, Bank/Pyroll/Fee 50499-43 OtherMat&Sup-Non-Veh, Co 50499-42 Other Mat&Suppl, Non-Veh 50300-11 Outside svcs, Bank/Pyroll/Fee 50908-10 Marketing & Advertising, Ope 50300-42 Outside Service, Non-Veh Mai 50300-60 Outside Services, Admin 50902-60 Travel Expense, Admin 50499-43 OtherMat&Sup-Non-Veh, Co 50499-43 OtherMat&Sup-Non-Veh, Co 50499-43 OtherMat&Sup-Non-Veh, Co 11105 Oper, Maint & Admin Facility 50908-10 Marketing & Advertising, Ope 50499-42 Other Mat&Suppl, Non-Veh 50499-43 OtherMat&Sup-Non-Veh, Co 11105 Oper, Maint & Admin Facility 50300-43 O/S Service, Non-Veh, Compu 50300-42 Outside Service, Non-Veh Mai 50300-43 O/S Service, Non-Veh, Compu	9/5/22 - 10/4/22	Walmart (Delivery Tip)  Walmart (Printer ink)  Lowes (Facility equipment)  Walmart (delivery Tip)  Twilio (Messaging software for ridership (Text Alerts Mobile Air (Training for Mechanics) Diablo Paper Shred (paper shredding) CALACCT (Rob Petty conference)  Walmart.com (Printer ink)  Walmart.com (printer ink)  Walmart.com (printer ink)  Walmart.com (Secuirty cameras for building) - TDA Twilio (Messaging software for ridership) - Text Alert Home Depot (Facility supplies)  Walmart.com (Printer ink)  Lowes (Supplies for Bus wash) - TDA Dropbox (Recurring monthly billing for 8 licenses) Ameriradio (radio repairs)  Zoom (recurring monthly billing)	15.00  221.20  93.22  15.00  50.14  155.00  610.00  930.00  30.98  120.12  109.62  269.08  50.21  128.89  30.98  149.86  240.00  94.45  13.76	

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	50300-11 Outside svcs, Bank/Pyroll/Fee		Office 365 Business premium monthly fee for additional support	5.00	
	50300-43 O/S Service, Non-Veh, Compu 11105 Oper, Maint & Admin Facility		Amazon Digital (Antivirus software)	9.99	
	50300-11 Outside svcs, Bank/Pyroll/Fee		Lowes (supplies for Bus wash) - TDA	178.43	
	50499-42 Other Mat&Suppl, Non-Veh		Walmart.com (Delivery tip)	15.00	
	50908-10 Marketing & Advertising, Ope		Walmart.com (Supplies for building repair)	208.00	
	50499-42 Other Mat&Suppl, Non-Veh		Twilio (Messaging software for ridership) - Text Alerts	50.34	
	50300-43 O/S Service, Non-Veh, Compu		Walmart.com (supplies for building repair)	212.08	
	50300-11 Outside svcs, Bank/Pyroll/Fee		SSL & More (Software for IP address to be secured)	29.00	
	50908-10 Marketing & Advertising, Ope		International transaction fee	0.87	
	50410-10 Postage, Operations		Docucopies (Printing bus schedules)	1,307.88	
	50410-60 Postage, Admin		Stamps.com (September postage)	66.67	
	50410-10 Postage, Operations		Stamps.com (September postage)	33.33	
	50410-60 Postage, Admin		Stamps.com (recurring monthly service chrg)	16.66	
	50499-42 Other Mat&Suppl, Non-Veh		Stamps.com (recurring monthly service chrg)	8.33	
	20100 Accounts Payable		Ace Hardware (Supplies for clean up work 10/1 & 10/8/22)	138.24	
			Bank of America Business Card		5,607.33
10/6/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4133576919	October uniform  Cintas Corporation	521.23	521.23
10/13/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4134259713	October uniform  Cintas Corporation	521.23	521.23
10/13/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	2318	Exterior pressure wash& window cleaning Adiant Facility Support, Inc.	1,925.00	1,925.00
10/4/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	58437	Vehicle parts  Diesel Marine Electric	576.19	576.19
10/4/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-652616	Anti-freeze  Flyers Energy, LLC (RCP)	397.44	397.44
10/4/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	22-652617	DEF  Flyers Energy, LLC (RCP)	950.72	950.72
10/18/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0123	September cleaning services  GCI JANITORIAL SERVICES	2,301.00	2,301.00
10/7/22	50499-41 Other Mat & Supplies, Veh Ma 20100	40964794	Vehicle parts (unit 412)  Gillig LLC	83.07	83.07

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
10/14/22	50300-60 Outside Services, Admin 20100 Accounts Payable	1331678	September Legal services  Hanson Bridgett LPP	969.00	969.00
10/6/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	342852FOW	Vehicle parts  Hilltop Ford	235.69	235.69
10/4/22	50402-10 Tires & Tubes 20100 Accounts Payable	152567	October tires  J & O's Commercial Tire Center	3,604.32	3,604.32
10/14/22	50402-10 Tires & Tubes 20100 Accounts Payable	152756	October Tires  J & O's Commercial Tire Center	5,906.77	5,906.77
11/1/22	50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	11/2022	November medical insurance  November medical insurance  Kaiser Foundation Health Plan, Inc.	1,134.79 8,394.79	9,529.58
10/3/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	4648681-35	Vehicle parts  New Pig Corp.	268.16	268.16
10/6/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D933564	Vehicle parts (unit 204)  NorCal Kenworth	116.18	116.18
10/6/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D933713	Vehicle parts (unit 45)  NorCal Kenworth	1,749.77	1,749.77
10/10/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D9394029	Vehicle parts (unit 601)  NorCal Kenworth	798.22	798.22
10/11/22	50499-41 Other Mat & Supplies,Veh Ma 20100 Accounts Payable	D934323	Vehicle parts (unit 204)  NorCal Kenworth	440.05	440.05
10/13/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SH61145	Vehicle maintenance (unit 173)  NVB Equipment Inc.	986.71	986.71
10/13/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	SH61146	Vehicle maintenance (unit 603)  NVB Equipment Inc.	365.37	365.37
9/7/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	22-14230	Towing service (unit 35)  Olivers Tow	279.28	279.28
10/12/22	50300-10 Outside Services, Operations	39761	Airtime (Oct - December)	7,767.68	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	20100 Accounts Payable		Precision Wireless Service		7,767.68
10/4/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	901934435	Vehicle parts (unit205) Prevost Car, a division of	346.49	346.49
10/4/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	901934436	Vehicle parts (unit 205) Prevost Car, a division of	3,638.60	3,638.60
10/4/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	901934437	Vehicle parts (unit 205) Prevost Car, a division of	1,426.75	1,426.75
9/30/22	50500-10 Utilities, Operations 50500-60 Utilities, Admin 20100 Accounts Payable	0851-154618732	September garbage service September garbage service Repcold Distributors	587.46 293.73	881.19
10/16/22	50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	5486	Website maintenance & updates Rico Visuals	1,000.00	1,000.00
9/23/22	50499-60 Other Mat & Supplies, Admin 20100 Accounts Payable	M-3146180281	Office supplies Staples	167.53	167.53
9/30/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	044-002477 9/2022	Qtr 3 (July - Sept) underground storage State Board of Equalization	1,652.00	1,652.00
9/30/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	057-416014 9/2022	Qtr 3 (July - September) Diesel Tax State Board of Equalization	757.00	757.00
9/1/22	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000001096	September maintenance & support TransTrack Systems, Inc.	4,137.50	4,137.50
8/4/22	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	0906	Vehicle parts (unit 167) Walker's Auto Body	457.50	457.50
8/15/22	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	0916	Vehicle parts (unit 416) Walker's Auto Body	2,906.36	2,906.36
9/2/22	10202 A/R Accrual - MV & Insuranc 20100 Accounts Payable	0916 (A)	Vehicle parts (unit 407) Walker's Auto Body	6,407.90	6,407.90
9/21/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	831932	Gas Western States Oil CO.	18,834.10	18,834.10
10/6/22	50401-10	832439	Diesel	40,728.90	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Fuel & Lubricants 20100 Accounts Payable		Western States Oil CO.		40,728.90
10/7/22	50300-10 Outside Services, Operations	942754	October pest control maintenance	120.87	
	50300-60 Outside Services, Admin		October pest control maintenance	60.43	
	20100 Accounts Payable		Western Exterminator Co.		181.30
10/4/22	50300-41 Outside Service, Vehicle Main	I500-00865784	Waste pickup - Oil	45.00	
	20100 Accounts Payable		World Oil Environmental Services		45.00
				136,204.61	136,204.61
				136,204.61	136,204.61

**AGENDA ITEM 1.2 cont.**WCCTA - WestCAT  
Purchase Journal**AP Disbursements**

October 2022

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

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
10/27/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	001	IT & facility work (10/18-10/27/22)  Alexander L Petty	1,200.00	1,200.00
10/14/22	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	20010590	Security Monitoring UL (12/1/22 - 3/1/23) Security Monitoring UL (12/1/22 - 3/1/23) Bay Alarm Company	87.16 43.59	130.75
10/15/22	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	20022451	Monitoring fee - Fire (11/1/22 - 2/1/23) Monitoring fee - Fire (11/1/22 - 2/1/23) Bay Alarm Company	432.76 216.38	649.14
10/27/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	136099	Vehicle parts  Chuck's Brake & Wheel	3,175.34	3,175.34
10/20/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4134944699	October uniform  Cintas Corporation	552.78	552.78
10/27/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4135679733	October Uniform  Cintas Corporation	552.78	552.78
10/14/22	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	11637	December LTD  December Supplemental Life  BCC	717.29 197.60	914.89
10/19/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	58454	Vehicle parts  Diesel Marine Electric	3,177.26	3,177.26
10/19/22	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	0000014844	Bus Wash Scope - Task Order 5 - (TDA) Gannett Fleming, Inc.	3,150.74	3,150.74
10/21/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	343493FOW	Vehicle parts  Hilltop Ford	249.68	249.68
10/28/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	343666FOW	Vehicle parts  Hilltop Ford	235.86	235.86
10/28/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	343729FOW	Vehicle parts  Hilltop Ford	33.97	33.97
10/19/22	50402-10 Tires & Tubes 20100 Accounts Payable	152869	October Tires  J & O's Commercial Tire Center	4,825.71	4,825.71

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/25/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	2461	Service call for Lift inspection  Makai Solutions	2,809.95	  2,809.95
10/19/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	G107125	DPF Cleaning (unit 166)  NorCal Kenworth	2,420.53	  2,420.53
10/24/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	78010112	November copier & fees  Pacific Office Automation/Lease	357.79	  357.79
10/12/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	257947	Vehicle repair  Pankey's Radiator Shop, Inc.	2,240.82	  2,240.82
10/25/22	50300-60 Outside Services, Admin 20100 Accounts Payable	80632	Business card (Robert Thompson)  Prestige Printing & Graphics	97.31	  97.31
10/21/22	50300-10 Outside Services, Operations 20100 Accounts Payable	10/2022	October DAR, Tablets & Phone  T-MOBILE	2,220.04	  2,220.04
10/17/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	832714	Diesel  Western States Oil CO.	39,343.25	  39,343.25
10/26/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	833091	Diesel  Western States Oil CO.	36,377.23	  36,377.23
				104,715.82	104,715.82
				104,715.82	104,715.82



Monthly Management Report Summary

July, FY 22/23

System & Program Summary

	July FY 22/23	July FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>System Total</b>						
Total Passengers	44,486	36,139	23.1	44,486	36,139	23.1
Revenue Passengers	39,151	31,565	24.0	39,151	31,565	24.0
Weekday Total Passengers	40,643	33,071	22.9	40,643	33,071	22.9
Saturday Total Passengers	2,355	1,852	27.2	2,355	1,852	27.2
Sunday Total Passengers	1,488	1,216	22.4	1,488	1,216	22.4
Weekday Average Passengers	2,032	1,575	29.0	2,032	1,575	29.0
Saturday Average Passengers	471	370	27.3	471	370	27.3
Sunday Average Passengers	248	243	2.1	248	243	2.1
Vehicle Revenue Hours	6,281.60	6,075.17	3.4	6,281.60	6,075.17	3.4
Total Vehicle Hours	6,648.39	6,405.23	3.8	6,648.39	6,405.23	3.8
Revenue Vehicle Miles	106,679.5	96,233.9	10.9	106,679.5	96,233.9	10.9
Total Miles	123,480.0	115,959.0	6.5	123,480.0	115,959.0	6.5
<b>Dial-A-Ride Program</b>						
Number of Weekdays	20	21	-4.8	20	21	-4.8
Number of Saturdays	5	5	0.0	5	5	0.0
Total Passengers	1,697	1,503	12.9	1,697	1,503	12.9
Revenue Passengers	1,517	1,434	5.8	1,517	1,434	5.8
Weekday Total Passengers	1,499	1,295	15.8	1,499	1,295	15.8
Saturday Total Passengers	198	208	-4.8	198	208	-4.8
Weekday Average Passengers	75	62	21.0	75	62	21.0
Saturday Average Passengers	40	42	-4.8	40	42	-4.8
Vehicle Revenue Hours	794.82	800.98	-0.8	794.82	800.98	-0.8
Total Vehicle Hours	847.43	851.68	-0.5	847.43	851.68	-0.5
Productivity	2.14	1.88	13.8	2.14	1.88	13.8
Revenue Vehicle Miles	8,710.7	7,783.5	11.9	8,710.7	7,783.5	11.9
Total Miles	9,719.7	8,789.7	10.6	9,719.7	8,789.7	10.6
<b>Express Routes Program</b>						
Number of Weekdays	20	21	-4.8	20	21	-4.8
Number of Saturdays	5	5	0.0	5	5	0.0
Number of Sundays	6	5	20.0	6	5	20.0
Total Passengers	19,630	16,075	22.1	19,630	16,075	22.1
Revenue Passengers	17,309	14,018	23.5	17,309	14,018	23.5
Weekday Total Passengers	16,556	13,567	22.0	16,556	13,567	22.0
Saturday Total Passengers	1,586	1,292	22.8	1,586	1,292	22.8
Sunday Total Passengers	1,488	1,216	22.4	1,488	1,216	22.4
Weekday Average Passengers	828	646	28.2	828	646	28.2
Saturday Average Passengers	317	258	22.9	317	258	22.9
Sunday Average Passengers	248	243	2.1	248	243	2.1
Vehicle Revenue Hours	2,074.62	1,934.53	7.2	2,074.62	1,934.53	7.2
Total Vehicle Hours	2,189.25	2,028.47	7.9	2,189.25	2,028.47	7.9
Productivity	9.46	8.31	13.8	9.46	8.31	13.8
Revenue Vehicle Miles	32,572.9	25,860.9	26.0	32,572.9	25,860.9	26.0
Total Miles	34,652.9	27,549.9	25.8	34,652.9	27,549.9	25.8





# Monthly Management Report Summary

July, FY 22/23

## System & Program Summary

	July FY 22/23	July FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	20	21	-4.8	20	21	-4.8
Number of Saturdays	5	5	0.0	5	5	0.0
Total Passengers	11,010	9,536	15.5	11,010	9,536	15.5
Revenue Passengers	8,469	7,249	16.8	8,469	7,249	16.8
Weekday Total Passengers	10,439	9,184	13.7	10,439	9,184	13.7
Saturday Total Passengers	571	352	62.2	571	352	62.2
Weekday Average Passengers	522	437	19.5	522	437	19.5
Saturday Average Passengers	114	70	62.9	114	70	62.9
Vehicle Revenue Hours	2,399.21	2,515.92	-4.6	2,399.21	2,515.92	-4.6
Total Vehicle Hours	2,505.76	2,627.84	-4.6	2,505.76	2,627.84	-4.6
Productivity	4.59	3.79	21.1	4.59	3.79	21.1
Revenue Vehicle Miles	34,976.0	39,655.6	-11.8	34,976.0	39,655.6	-11.8
Total Miles	37,108.0	41,946.4	-11.5	37,108.0	41,946.4	-11.5
<b>Transbay Lynx Program</b>						
Number of Weekdays	20	21	-4.8	20	21	-4.8
Total Passengers	12,149	9,025	34.6	12,149	9,025	34.6
Revenue Passengers	11,856	8,864	33.8	11,856	8,864	33.8
Weekday Total Passengers	12,149	9,025	34.6	12,149	9,025	34.6
Weekday Average Passengers	607	430	41.2	607	430	41.2
Vehicle Revenue Hours	1,012.95	823.74	23.0	1,012.95	823.74	23.0
Total Vehicle Hours	1,105.95	897.24	23.3	1,105.95	897.24	23.3
Productivity	11.99	10.96	9.4	11.99	10.96	9.4
Revenue Vehicle Miles	30,420.0	22,933.9	32.6	30,420.0	22,933.9	32.6
Total Miles	32,118.0	24,462.7	31.3	32,118.0	24,462.7	31.3

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**

**Month & Fiscal Year- July 2022**

<b>Cash Fares for Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Cash Fare - Regular	\$ 10,573.00	\$ 10,573.00	\$ -	\$ 5,025.50	\$ 5,547.50
Cash Fare - Senior & Disabled	\$ 3,294.25	\$ 3,294.25	\$ 1,041.25	\$ 642.75	\$ 1,610.25
Cash Fare - Transfers	\$ 1,080.25	\$ 1,080.25	\$ 16.00	\$ 15.75	\$ 1,048.50
Cash Fare - Regional Paratransit	\$ 267.00	\$ 267.00	\$ 267.00	-	-
Cash Fare - Local Day Pass Sales	\$ 1,899.50	\$ 1,899.50	-	\$ 5.00	\$ 1,894.50
<b>Total Estimated Cash (a)</b>	<b>\$ 17,114.00</b>	<b>\$ 17,114.00</b>	<b>\$ 1,324.25</b>	<b>\$ 5,689.00</b>	<b>\$ 10,100.75</b>
Over/(Short) Cash Count	\$ 0.54	\$ 0.54	\$ 0.09	\$ 0.01	\$ 0.44
Bank Deposit Corrections	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 17,114.54</b>	<b>\$ 17,114.54</b>	<b>\$ 1,324.34</b>	<b>\$ 5,689.01</b>	<b>\$ 10,101.19</b>
<b>Prepaid Sales Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Ticket Books	\$ 765.00	\$ 765.00	\$ 765.00	-	-
Clipper Sales	\$ 320.00	\$ 320.00	-	\$ 260.00	\$ 60.00
Lynx 31-Day Pass Sales	\$ 1,960.00	\$ 1,960.00	-	\$ 1,960.00	-
Lynx Stored Ride Pass Sales	\$ 200.00	\$ 200.00	-	\$ 200.00	-
Local 31-Day Pass Sales	\$ 1,120.00	\$ 1,120.00	-	-	\$ 1,120.00
Local Stored Value Pass Sales	\$ -	\$ -	-	-	-
Local Day Pass Sales (In-house)	\$ 52.50	\$ 52.50	-	-	\$ 52.50
Shopify	\$ 37.00	\$ 37.00	10.00	14.00	\$ 13.00
Summer Youth Pass	\$ -	\$ -	-	-	-
Returned Checks	\$ -	\$ -	-	-	-
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -	-	-	-
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 4,454.50</b>	<b>\$ 4,454.50</b>	<b>\$ 775.00</b>	<b>\$ 2,434.00</b>	<b>\$ 1,245.50</b>
<b>Billings Issued</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
BART Plus	\$ -	\$ -	-	-	-
CCC Nutrition Tickets	\$ 85.00	\$ 85.00	\$ 85.00	-	-
Lynx B1G1F	\$ -	\$ -	-	-	-
Wage Works	\$ 1,430.00	\$ 1,430.00	-	\$ 1,430.00	-
Capital Corridor Vouchers	\$ -	\$ -	-	-	-
Bio Rad	\$ -	\$ -	-	-	-
City of Pinole	\$ -	\$ -	-	-	-
511 CC Summer Youth Pass	\$ -	\$ -	-	-	-
CCTA (\$37.00 SBPP)	\$ -	\$ -	-	-	-
WCCUSD SBP	\$ -	\$ -	-	-	-
City of Hercules Parking Permit Program	\$ 71.50	\$ 71.50	-	-	\$ 71.50
HTC Parking Combos	\$ -	\$ -	-	-	-
CCTA Summer Youth Pass	\$ -	\$ -	-	-	-
Clipper	\$ 63,737.35	\$ 63,737.35	-	\$ 44,864.92	\$ 18,872.43
CCC Health Services	\$ -	\$ -	-	-	-
* LCTOP Fare Subsidy	\$ -	\$ -	-	-	-
* Pass 2 Class Program	\$ -	\$ -	-	-	-
<b>Subtotal Billings</b>	<b>\$ 65,323.85</b>	<b>\$ 65,323.85</b>	<b>\$ 85.00</b>	<b>\$ 46,294.92</b>	<b>\$ 18,943.93</b>
<b>Total Passenger Revenue</b>	<b>\$ 86,892.89</b>	<b>\$ 86,892.89</b>	<b>\$ 2,184.34</b>	<b>\$ 54,417.93</b>	<b>\$ 30,290.62</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 66,002.98</b>	<b>\$ 66,002.98</b>

Preventable Accidents per Miles Driven in 12 Month  
Period

July-22

	Miles	Accidents	Frequency 12 Month Period
FR	1,362,670	10	136,267
DAR	147,034	2	73,517

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

	Non-Preventable			Preventable		
	Month		FYTD	Month		FYTD
	Last Year	Current	Last Year	Last Year	Current	Last Year
FR	0	1	0	0	2	0
DAR	0	0	0	0	0	0

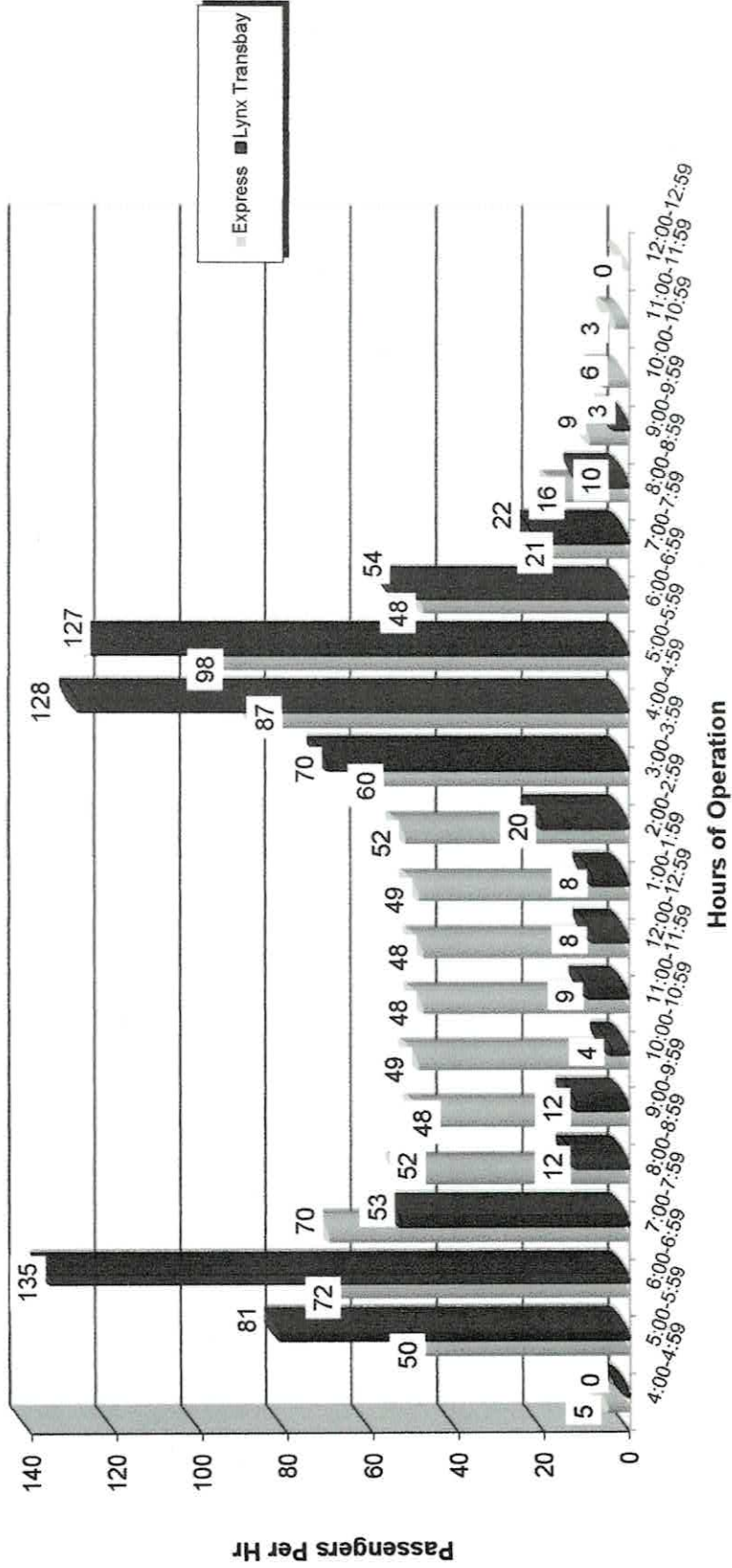


# Passenger & Productivity Statistical Report

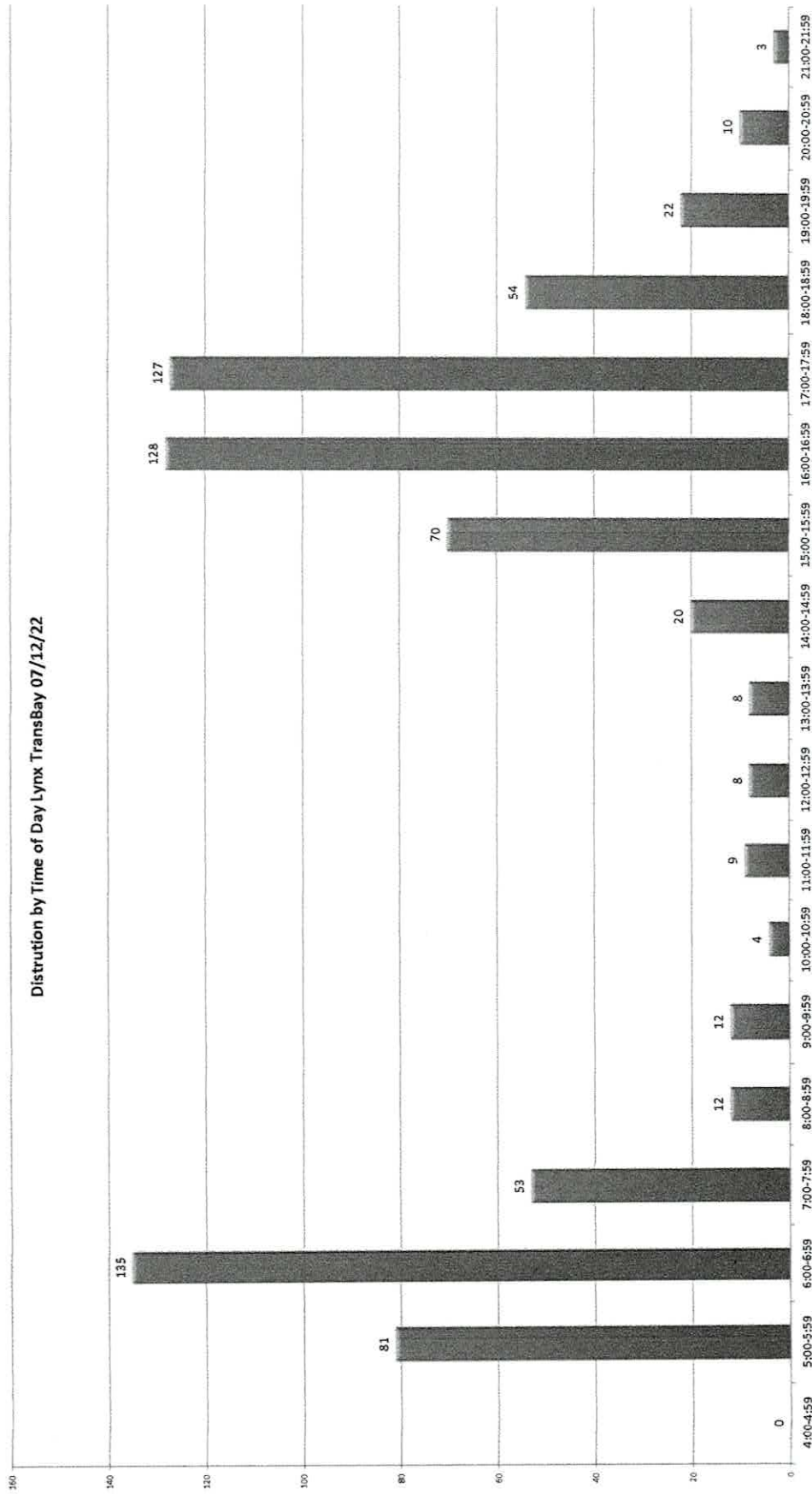
July, FY 22/23  
System  
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	July			Fiscal Year To Date			July			Fiscal Year To Date		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Route 10 Weekday	717	1,047	46.0	717	1,047	46.0	3.8	4.6	20.2	3.8	4.6	20.2
Route 11 Weekday	1,551	1,829	17.9	1,551	1,829	17.9	4.5	5.5	23.6	4.5	5.5	23.6
Route 11 Saturday	177	282	59.3	177	282	59.3	2.9	4.7	59.0	2.9	4.7	59.0
Route 11 Total	1,728	2,111	22.2	1,728	2,111	22.2	4.2	5.4	27.1	4.2	5.4	27.1
Route 12 Weekday	733	1,090	48.7	733	1,090	48.7	3.3	4.8	46.8	3.3	4.8	46.8
Route 15 Weekday	716	836	16.8	716	836	16.8	3.2	4.9	54.8	3.2	4.9	54.8
Route 16 Weekday	2,132	2,102	-1.4	2,132	2,102	-1.4	3.6	3.7	3.1	3.6	3.7	3.1
Route 19 Saturday	175	289	65.1	175	289	65.1	2.7	4.5	65.7	2.7	4.5	65.7
Route 30Z Weekday	626	1,016	62.3	626	1,016	62.3	2.2	4.0	83.1	2.2	4.0	83.1
Route C3 Weekday	2,709	2,519	-7.0	2,709	2,519	-7.0	5.2	5.1	-1.3	5.2	5.1	-1.3
Route DAR Weekday	1,295	1,499	15.8	1,295	1,499	15.8	1.8	2.1	15.0	1.8	2.1	15.0
Route DAR Saturday	208	198	-4.8	208	198	-4.8	2.5	2.7	9.6	2.5	2.7	9.6
Route DAR Total	1,503	1,697	12.9	1,503	1,697	12.9	1.9	2.1	13.8	1.9	2.1	13.8
Route J Weekday	7,614	9,167	20.4	7,614	9,167	20.4	7.6	8.3	8.1	7.6	8.3	8.1
Route J Saturday	1,292	1,586	22.8	1,292	1,586	22.8	7.7	9.4	23.0	7.7	9.4	23.0
Route J Sunday	1,216	1,488	22.4	1,216	1,488	22.4	7.2	7.5	5.3	7.2	7.5	5.3
Route J Total	10,122	12,241	20.9	10,122	12,241	20.9	7.6	8.3	9.4	7.6	8.3	9.4
Route JPX Weekday	5,953	7,389	24.1	5,953	7,389	24.1	9.9	12.3	24.2	9.9	12.3	24.2
Route LYNX Weekday	9,025	12,149	34.6	9,025	12,149	34.6	11.0	12.0	9.5	11.0	12.0	9.5
<b>Total System-Wide</b>	36,139	44,486	23.1	36,139	44,486	23.1	5.9	7.1	19.1	5.9	7.1	19.1

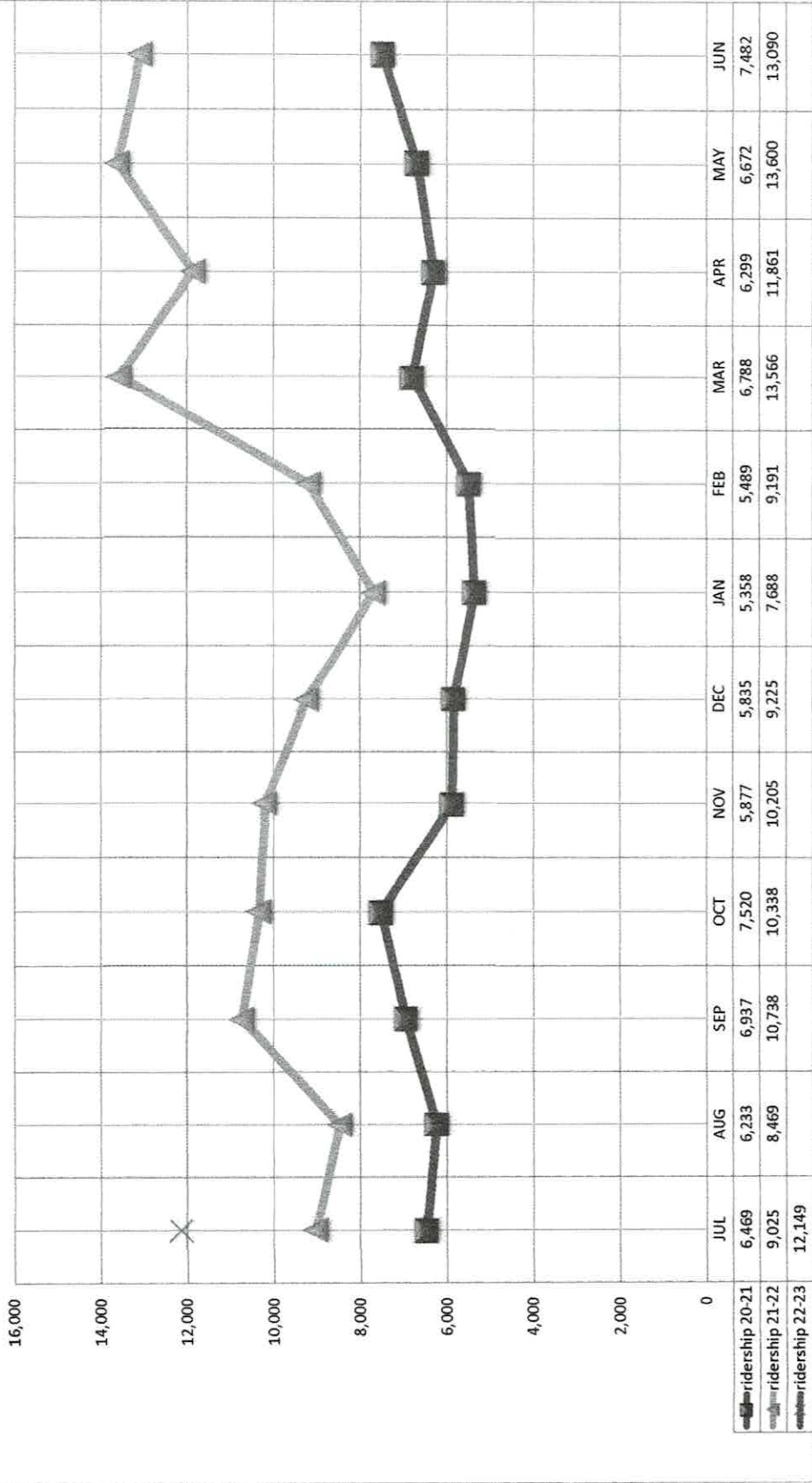
**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date: 07/12/22**



Distribution by Time of Day Lynx TransBay 07/12/22



### WESCAT LYNX TRANSBAY 3YR STATS



Distribution by Time of Day - Fixed Route

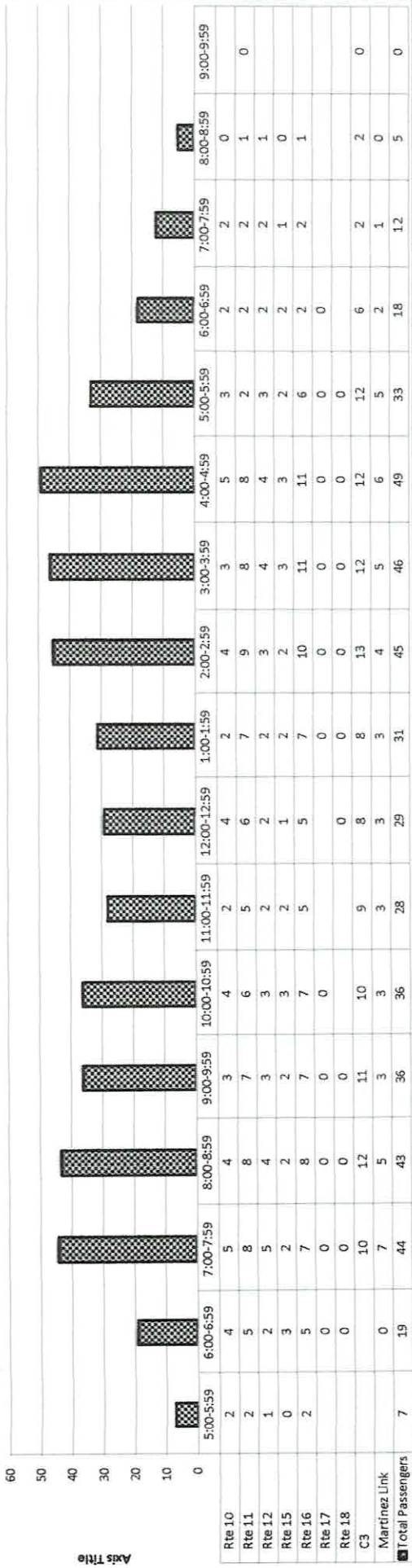
Date: 7/12/2022

	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	4	5	4	3	4	2	4	2	4	3	5	3	2	2	0	0
Rte 11	2	5	8	8	7	6	5	6	7	9	8	8	2	2	2	1	0
Rte 12	1	2	5	4	3	3	2	2	2	3	4	4	3	2	2	1	0
Rte 15	0	3	2	2	2	3	2	1	2	2	3	3	2	2	1	0	0
Rte 16	2	5	7	8	7	7	5	5	7	10	11	11	6	2	2	1	0
Rte 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rte 18	0	0	10	12	11	10	9	8	8	13	12	12	12	6	2	2	0
C3	0	0	7	5	3	3	3	3	3	4	5	6	5	2	1	0	0
Martinez Link	7	19	44	43	36	36	28	29	31	45	46	49	33	18	12	5	0
Total Passengers	7	19	44	43	36	36	28	29	31	45	46	49	33	18	12	5	0

Total Route 10	49
Total Route 11	86
Total Route 12	43
Total Route 15	30
Total Route 16	96
Total Route 17	0
Total Route 18	0
Total C3	127
Martinez Link	50
Total	481



Distribution By Time Of Day Fixed Route 07/12/22



Distribution by Time of Day - WestCAT Express

Date: 7/12/2022

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX		0	0	0	0							0	0	0	0	0	0
JPX		23	42	40	27	22	25	26	28	24	24	30	46	49	22	8	5
J	5	27	30	30	25	26	24	22	20	25	28	30	41	49	26	13	11
<b>Total Passengers</b>	<b>5</b>	<b>50</b>	<b>72</b>	<b>70</b>	<b>52</b>	<b>48</b>	<b>49</b>	<b>48</b>	<b>48</b>	<b>49</b>	<b>52</b>	<b>60</b>	<b>87</b>	<b>98</b>	<b>48</b>	<b>21</b>	<b>16</b>

	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JX				
JPX				
J	9	6	3	0
<b>Total Passengers</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>

JX	0
JPX	441
J	450
<b>Total</b>	<b>891</b>

Distribution by Time of Day -Lynx Transbay

Date: 7/12/2022

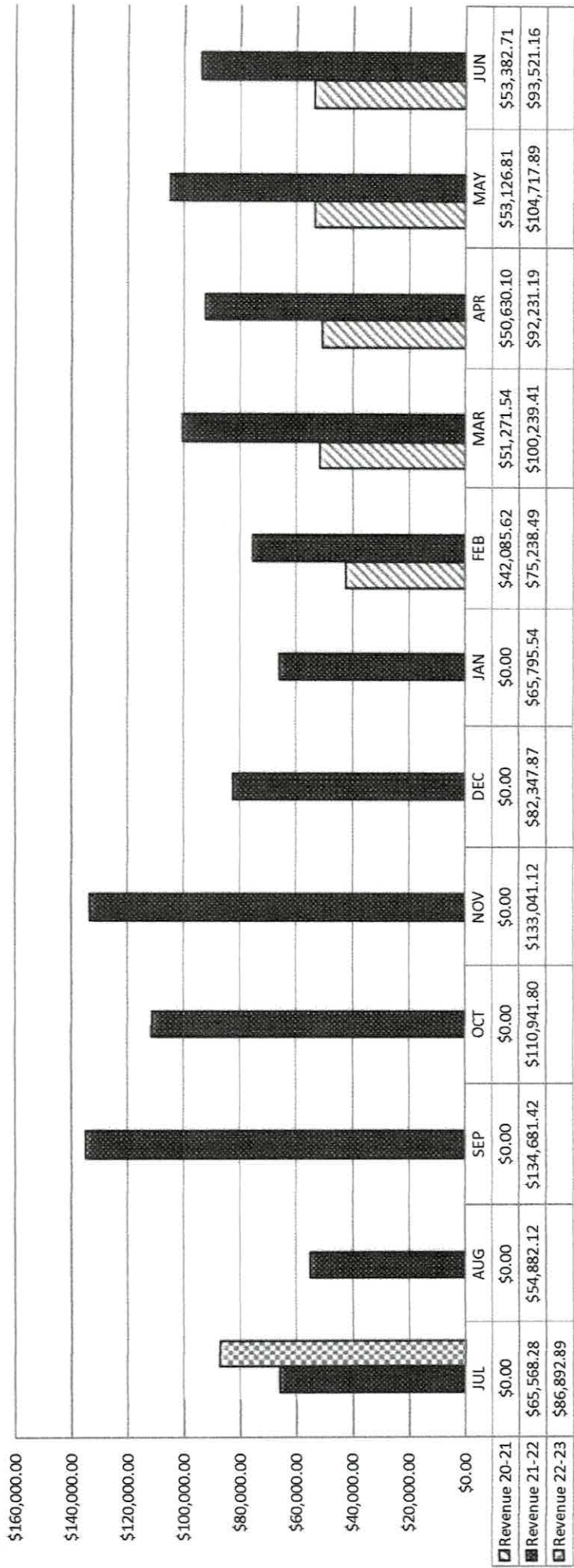
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	81	135	53	12	12	4	9	8	8	20	70	128	127	54	22	10
<b>Total Passengers</b>	<b>0</b>	<b>81</b>	<b>135</b>	<b>53</b>	<b>12</b>	<b>12</b>	<b>4</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>20</b>	<b>70</b>	<b>128</b>	<b>127</b>	<b>54</b>	<b>22</b>	<b>10</b>

	21:00-21:59
TransBay LYNX	3
<b>Total Passengers</b>	<b>3</b>

**Total Lynx 756**



## WESTCAT FAREBOX REVENUE







Monthly Management Report Summary

August, FY 22/23

System & Program Summary

	August FY 22/23	August FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>System Total</b>						
Total Passengers	55,416	37,682	47.1	99,902	73,821	35.3
Revenue Passengers	48,968	32,642	50.0	88,119	64,207	37.2
Weekday Total Passengers	52,389	35,200	48.8	93,032	68,271	36.3
Saturday Total Passengers	1,902	1,471	29.3	4,257	3,323	28.1
Sunday Total Passengers	1,125	1,011	11.3	2,613	2,227	17.3
Weekday Average Passengers	2,278	1,600	42.4	2,164	1,588	36.3
Saturday Average Passengers	476	368	29.3	473	369	28.2
Sunday Average Passengers	281	202	39.1	261	223	17.0
Vehicle Revenue Hours	7,126.53	6,370.20	11.9	13,408.13	12,445.38	7.7
Total Vehicle Hours	7,577.82	6,749.75	12.3	14,226.21	13,154.98	8.1
Revenue Vehicle Miles	119,876.9	100,539.2	19.2	226,556.4	196,773.1	15.1
Total Miles	139,619.0	118,852.0	17.5	263,099.0	234,811.0	12.0
<b>Dial-A-Ride Program</b>						
Number of Weekdays	23	22	4.5	43	43	0.0
Number of Saturdays	4	4	0.0	9	9	0.0
Total Passengers	1,938	1,665	16.4	3,635	3,168	14.7
Revenue Passengers	1,709	1,577	8.4	3,226	3,011	7.1
Weekday Total Passengers	1,793	1,494	20.0	3,292	2,789	18.0
Saturday Total Passengers	145	171	-15.2	343	379	-9.5
Weekday Average Passengers	78	68	14.7	77	65	18.5
Saturday Average Passengers	36	43	-16.3	38	42	-9.5
Vehicle Revenue Hours	911.72	851.39	7.1	1,706.54	1,652.38	3.3
Total Vehicle Hours	977.14	905.16	8.0	1,824.57	1,756.84	3.9
Productivity	2.13	1.96	8.7	2.13	1.92	10.9
Revenue Vehicle Miles	9,594.2	8,508.4	12.8	18,304.9	16,291.9	12.4
Total Miles	10,854.9	9,695.8	12.0	20,574.6	18,485.5	11.3
<b>Express Routes Program</b>						
Number of Weekdays	23	22	4.5	43	43	0.0
Number of Saturdays	4	4	0.0	9	9	0.0
Number of Sundays	4	5	-20.0	10	10	0.0
Total Passengers	24,248	15,456	56.9	43,878	31,531	39.2
Revenue Passengers	21,650	13,541	59.9	38,959	27,559	41.4
Weekday Total Passengers	21,748	13,457	61.6	38,304	27,024	41.7
Saturday Total Passengers	1,375	988	39.2	2,961	2,280	29.9
Sunday Total Passengers	1,125	1,011	11.3	2,613	2,227	17.3
Weekday Average Passengers	946	612	54.6	891	628	41.9
Saturday Average Passengers	344	247	39.3	329	253	30.0
Sunday Average Passengers	281	202	39.1	261	223	17.0
Vehicle Revenue Hours	2,283.10	2,015.71	13.3	4,357.72	3,950.24	10.3
Total Vehicle Hours	2,424.82	2,138.70	13.4	4,614.07	4,167.17	10.7
Productivity	10.62	7.67	38.5	10.07	7.98	26.2
Revenue Vehicle Miles	35,487.1	26,680.7	33.0	68,060.1	52,541.6	29.5
Total Miles	38,042.3	28,920.7	31.5	72,695.3	56,470.6	28.7



# Monthly Management Report Summary

August, FY 22/23

## System & Program Summary

	August FY 22/23	August FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	23	22	4.5	43	43	0.0
Number of Saturdays	4	4	0.0	9	9	0.0
Total Passengers	16,638	12,092	37.6	27,648	21,628	27.8
Revenue Passengers	13,269	9,338	42.1	21,738	16,587	31.1
Weekday Total Passengers	16,256	11,780	38.0	26,695	20,964	27.3
Saturday Total Passengers	382	312	22.4	953	664	43.5
Weekday Average Passengers	707	535	32.1	621	488	27.3
Saturday Average Passengers	96	78	23.1	106	74	43.2
Vehicle Revenue Hours	2,767.20	2,644.80	4.6	5,166.41	5,160.72	0.1
Total Vehicle Hours	2,904.40	2,770.59	4.8	5,410.16	5,398.43	0.2
Productivity	6.01	4.57	31.5	5.35	4.19	27.7
Revenue Vehicle Miles	39,812.5	41,444.4	-3.9	74,788.5	81,099.9	-7.8
Total Miles	42,464.4	43,940.0	-3.4	79,572.4	85,886.3	-7.4
<b>Transbay Lynx Program</b>						
Number of Weekdays	23	22	4.5	43	43	0.0
Total Passengers	12,592	8,469	48.7	24,741	17,494	41.4
Revenue Passengers	12,340	8,186	50.7	24,196	17,050	41.9
Weekday Total Passengers	12,592	8,469	48.7	24,741	17,494	41.4
Weekday Average Passengers	547	385	42.1	575	407	41.3
Vehicle Revenue Hours	1,164.51	858.30	35.7	2,177.46	1,682.04	29.5
Total Vehicle Hours	1,271.46	935.30	35.9	2,377.41	1,832.54	29.7
Productivity	10.81	9.87	9.5	11.36	10.40	9.2
Revenue Vehicle Miles	34,983.0	23,905.8	46.3	65,403.0	46,839.7	39.6
Total Miles	36,935.7	25,507.4	44.8	69,053.7	49,970.1	38.2

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**

**Month & Fiscal Year- August 2022**

<b>Cash Fares for Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Cash Fare - Regular	\$ 14,520.00	\$ 25,093.00	\$ -	\$ 5,964.25	\$ 8,555.75
Cash Fare - Senior & Disabled	\$ 3,779.25	\$ 7,073.50	\$ 1,152.50	\$ 636.25	\$ 1,990.50
Cash Fare - Transfers	\$ 1,352.75	\$ 2,433.00	\$ 16.50	\$ 15.25	\$ 1,321.00
Cash Fare - Regional Paratransit	\$ 333.00	\$ 600.00	\$ 333.00		
Cash Fare - Local Day Pass Sales	\$ 2,080.00	\$ 3,979.50			\$ 2,080.00
<b>Total Estimated Cash (a)</b>	<b>\$ 22,065.00</b>	<b>\$ 39,179.00</b>	<b>\$ 1,502.00</b>	<b>\$ 6,615.75</b>	<b>\$ 13,947.25</b>
Over/(Short) Cash Count	\$ 2.14	\$ 2.68	\$ 0.15	\$ 0.73	\$ 1.26
Bank Deposit Corrections	\$ -	\$ -			
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 22,067.14</b>	<b>\$ 39,181.68</b>	<b>\$ 1,502.15</b>	<b>\$ 6,616.48</b>	<b>\$ 13,948.51</b>
<b>Prepaid Sales Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Ticket Books	\$ 630.00	\$ 1,395.00	\$ 630.00		
Clipper Sales	\$ 1,481.00	\$ 1,801.00		\$ 1,220.00	\$ 261.00
Lynx 31-Day Pass Sales	\$ 2,450.00	\$ 4,410.00		\$ 2,450.00	
Lynx Stored Ride Pass Sales	\$ 250.00	\$ 450.00		\$ 250.00	
Local 31-Day Pass Sales	\$ 1,280.00	\$ 2,400.00			\$ 1,280.00
Local Stored Value Pass Sales	\$ -	\$ -			
Local Day Pass Sales (In-house)	\$ 25.00	\$ 77.50			\$ 25.00
Shopify	\$ 38.00	\$ 75.00	5.00	19.00	\$ 14.00
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 6,154.00</b>	<b>\$ 10,608.50</b>	<b>\$ 635.00</b>	<b>\$ 3,939.00</b>	<b>\$ 1,580.00</b>
<b>Billings Issued</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 111.00	\$ 196.00	\$ 111.00		
Lynx B1G1F	\$ -	\$ -			
Wage Works	\$ 1,680.00	\$ 3,110.00		\$ 1,640.00	\$ 40.00
Capital Corridor Vouchers	\$ -	\$ -			
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC Summer Youth Pass	\$ 965.07	\$ 965.07			\$ 965.07
CCTA (\$37.00 SBPP)	\$ 14,800.00	\$ 14,800.00			\$ 14,800.00
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 116.88	\$ 188.38			\$ 116.88
HTC Parking Combos	\$ -	\$ -			
CCTA Summer Youth Pass	\$ 894.93	\$ 894.93			\$ 894.93
Clipper Sales	\$ 65,706.46	\$ 129,443.81		\$ 42,998.48	\$ 22,707.98
CCC Health Services	\$ 1,400.00	\$ 1,400.00			\$ 1,400.00
* LCTOP Fare Subsidy	\$ -	\$ -			
* Pass 2 Class Program	\$ -	\$ -			
<b>Subtotal Billings</b>	<b>\$ 85,674.34</b>	<b>\$ 150,998.19</b>	<b>\$ 111.00</b>	<b>\$ 44,638.48</b>	<b>\$ 40,924.86</b>
<b>Total Passenger Revenue</b>	<b>\$ 113,895.48</b>	<b>\$ 200,788.37</b>	<b>\$ 2,248.15</b>	<b>\$ 55,193.96</b>	<b>\$ 56,453.37</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 54,850.33</b>	<b>\$ 120,853.31</b>





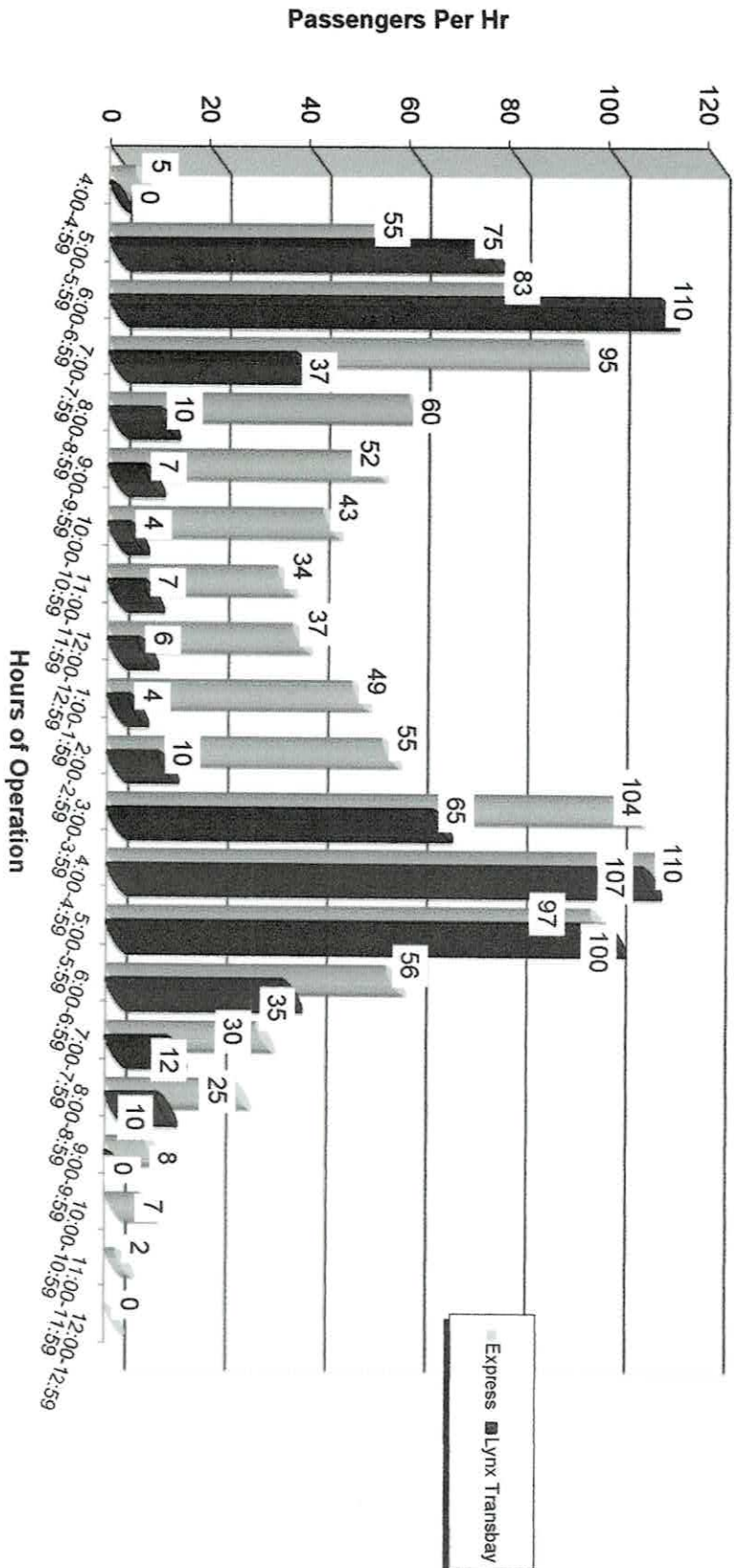


# Passenger & Productivity Statistical Report

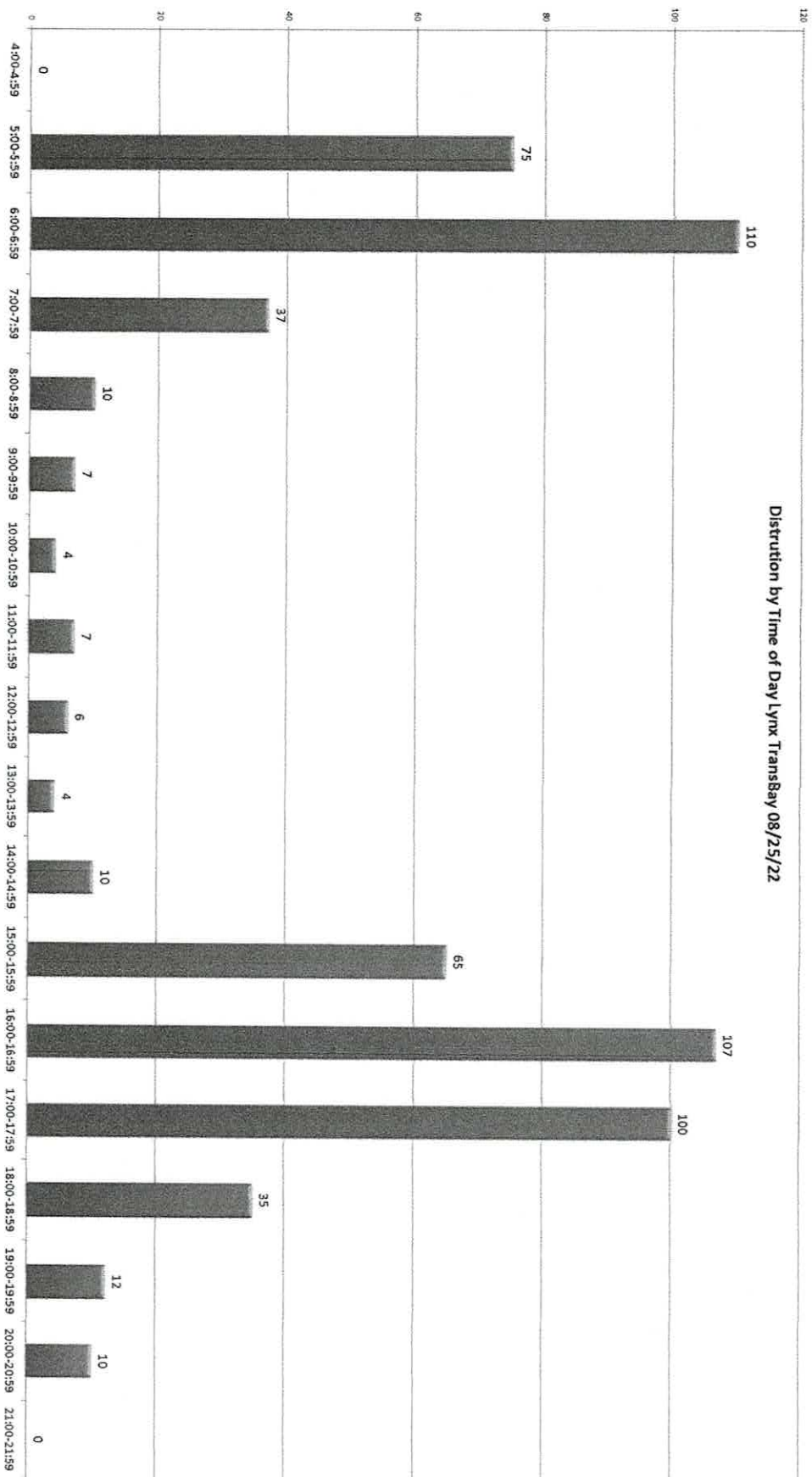
August, FY 22/23  
System  
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	August			Fiscal Year To Date			August			Fiscal Year To Date		
	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change	FY 21/22	FY 22/23	% Change
Route 10 Weekday	1,064	1,765	65.9	1,781	2,812	57.9	4.8	6.1	25.4	4.4	5.4	24.0
Route 11 Weekday	1,793	2,652	47.9	3,344	4,481	34.0	5.0	7.0	41.1	4.7	6.3	33.7
Route 11 Saturday	163	190	16.6	340	472	38.8	3.4	4.0	17.7	3.1	4.4	39.2
Route 11 Total	1,956	2,842	45.3	3,684	4,953	34.4	4.8	6.7	39.5	4.5	6.0	34.3
Route 12 Weekday	1,060	1,857	75.2	1,793	2,947	64.4	4.2	6.5	55.1	3.8	5.8	52.9
Route 15 Weekday	807	1,069	32.5	1,523	1,905	25.1	3.4	5.4	59.5	3.3	5.2	57.7
Route 16 Weekday	2,984	3,814	27.8	5,116	5,916	15.6	4.8	5.9	21.9	4.2	4.9	15.2
Route 19 Saturday	149	192	28.9	324	481	48.5	2.9	3.7	30.9	2.8	4.2	49.8
Route 302 Weekday	719	1,144	59.1	1,345	2,160	60.6	2.4	3.9	62.5	2.3	3.9	72.0
Route C3 Weekday	3,353	3,955	18.0	6,062	6,474	6.8	6.1	6.9	14.1	5.6	6.1	7.9
Route DAR Weekday	1,494	1,793	20.0	2,789	3,292	18.0	1.9	2.1	11.0	1.9	2.1	12.9
Route DAR Saturday	171	145	-15.2	379	343	-9.5	2.7	2.4	-10.5	2.6	2.6	0.2
Route DAR Total	1,665	1,938	16.4	3,168	3,635	14.7	2.0	2.1	8.7	1.9	2.1	11.1
Route J Weekday	7,847	12,863	63.9	15,461	22,030	42.5	7.2	9.7	34.3	7.4	9.0	21.8
Route J Saturday	988	1,375	39.2	2,280	2,961	29.9	7.3	10.1	38.4	7.5	9.8	29.7
Route J Sunday	1,011	1,125	11.3	2,227	2,613	17.3	6.0	8.6	43.5	6.6	8.0	21.0
Route J Total	9,846	15,363	56.0	19,968	27,604	38.2	7.1	9.6	36.2	7.3	9.0	22.8
Route JPX Weekday	5,610	8,885	58.4	11,563	16,274	40.7	9.0	12.9	43.5	9.4	12.6	33.7
Route LYNX Weekday	8,469	12,592	48.7	17,494	24,741	41.4	9.9	10.8	9.6	10.4	11.4	9.2
<b>Total System-Wide</b>	<b>37,682</b>	<b>55,416</b>	<b>47.1</b>	<b>73,821</b>	<b>99,902</b>	<b>35.3</b>	<b>5.9</b>	<b>7.8</b>	<b>31.5</b>	<b>5.9</b>	<b>7.5</b>	<b>25.6</b>

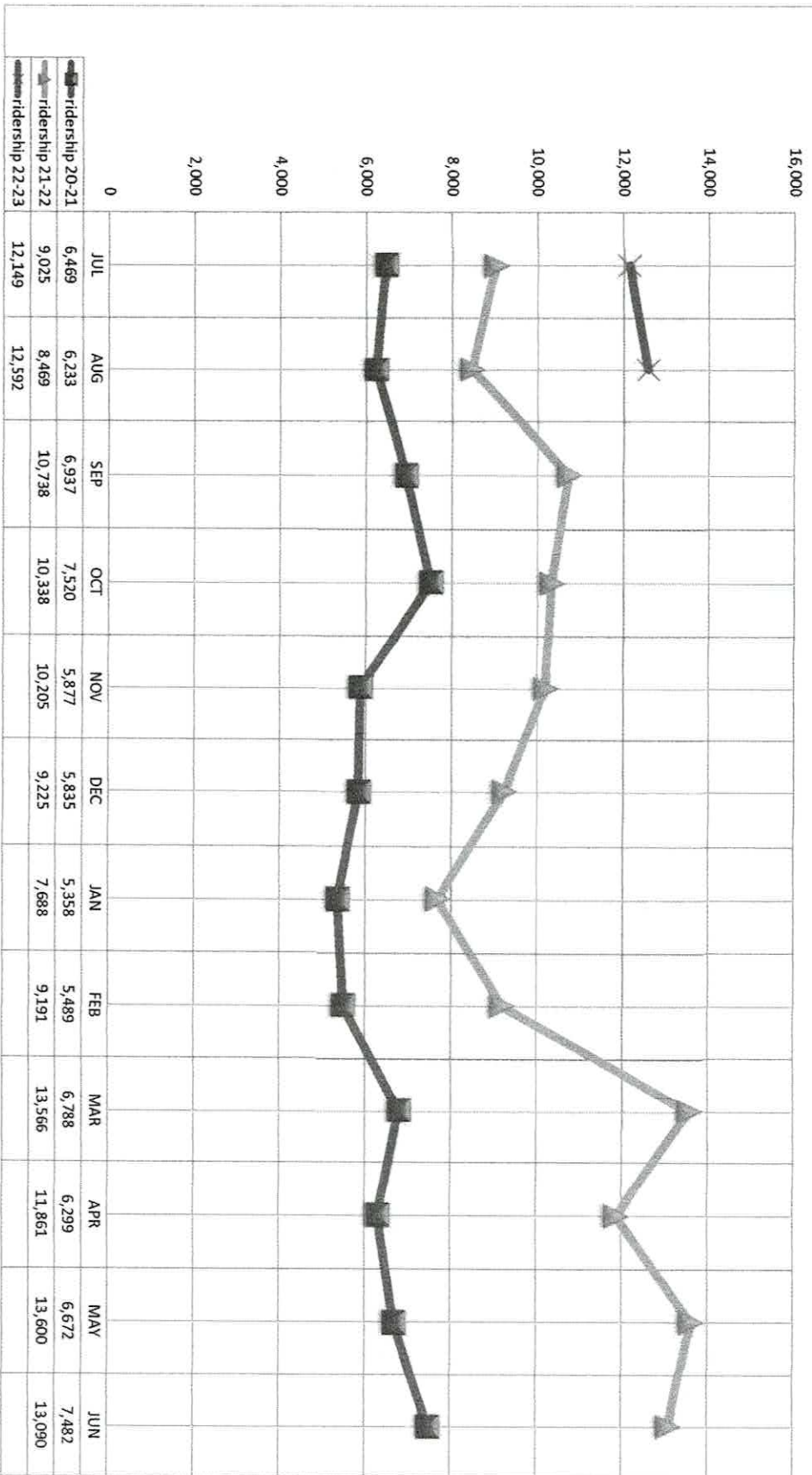
### Express Routes (J, JX, JPX), and Lynx Transbay Ridership by Time of Day Date: 08/25/22



Distribution by Time of Day Lynx TransBay 08/25/22



# WESCAT LYNX TRANSBAY 3YR STATS



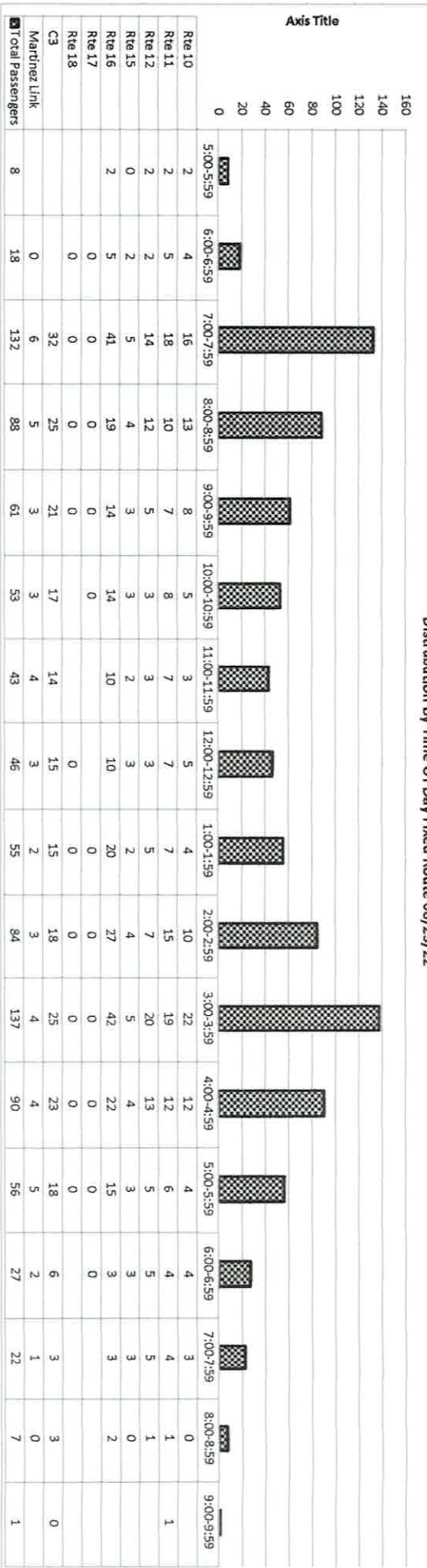
Distribution by Time of Day - Fixed Route

Date: 8/25/2022

	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	4	16	13	8	5	3	5	4	10	22	12	4	4	3	0	
Rte 11	2	5	18	10	7	8	7	7	7	15	19	12	6	4	4	1	1
Rte 12	2	2	14	12	5	3	3	3	5	7	20	13	5	5	5	1	
Rte 15	0	2	5	4	3	3	2	3	2	4	5	4	3	3	3	0	
Rte 16	2	5	41	19	14	14	10	10	20	27	42	22	15	3	3	2	
Rte 17	0	0	0	0	0	0			0	0	0	0	0	0			
Rte 18	0	0	0	0	0	0			0	0	0	0	0	0			
C3			32	25	21	17	14	15	15	18	25	23	18	6	3	3	0
Martinez Link		0	6	5	3	3	4	3	2	3	4	4	5	2	1	0	1
Total Passengers	8	18	132	88	61	53	43	46	55	84	137	90	56	27	22	7	1

Total Route 10	115
Total Route 11	133
Total Route 12	105
Total Route 15	46
Total Route 16	249
Total Route 17	0
Total Route 18	0
Total C3	235
Martinez Link	45
Total	928

Distribution By Time Of Day Fixed Route 08/25/22



Distribution by Time of Day - WestCAT Express

Date: 8/25/2022

JX	4:00-4:59	6:00-6:59	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
JPX		0	0	0	0	22	18	18	17	22	25	0	0	0	0	12	10
J	5	29	38	55	35	30	25	16	20	27	30	68	56	55	28	18	15
Total Passengers	5	55	83	95	60	52	43	34	37	49	55	104	110	97	56	30	25

JX	21:00-21:59	22:00-22:59	23:00-23:59	24:00-24:59
JPX				
J	8	7	2	0
Total Passengers	8	7	2	0

JX	0
JPX	440
J	567
Total	1007

Distribution by Time of Day - Lynx Transbay

Date: 8/25/2022

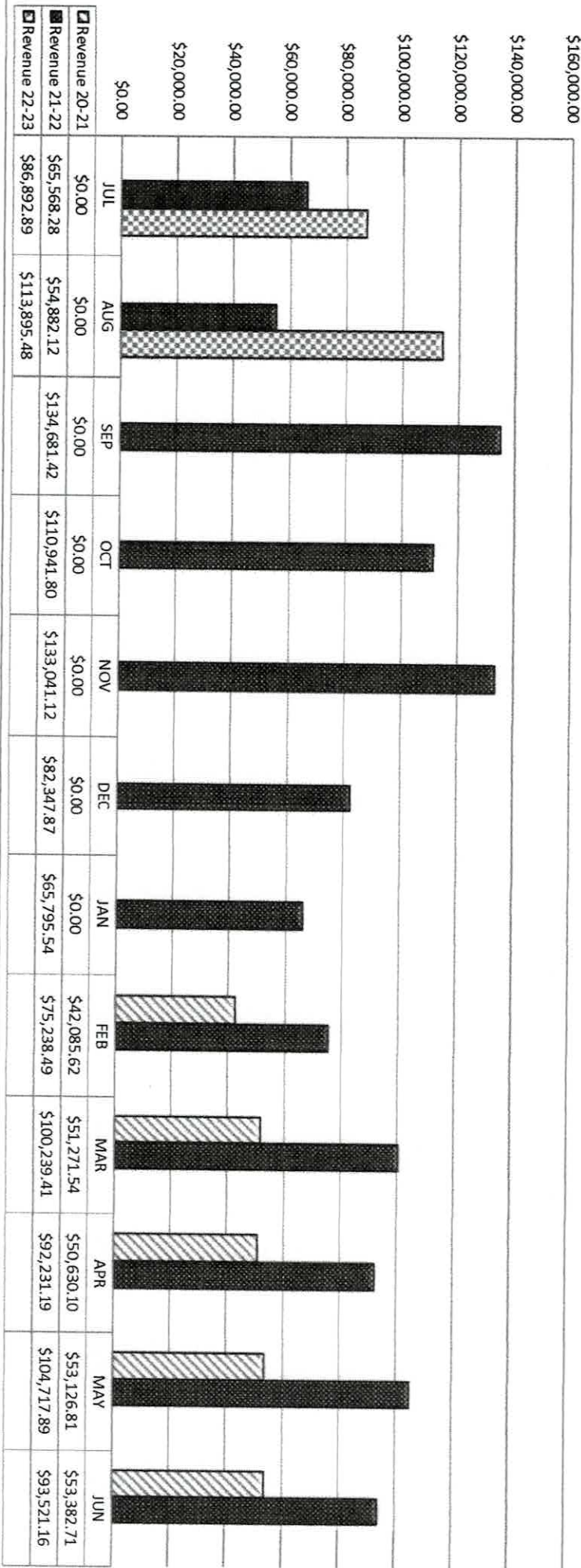
TransBay LYNX	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
Total Passengers	0	75	110	37	10	7	4	7	6	4	10	65	107	100	35	12	10

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

Total Lynx 599



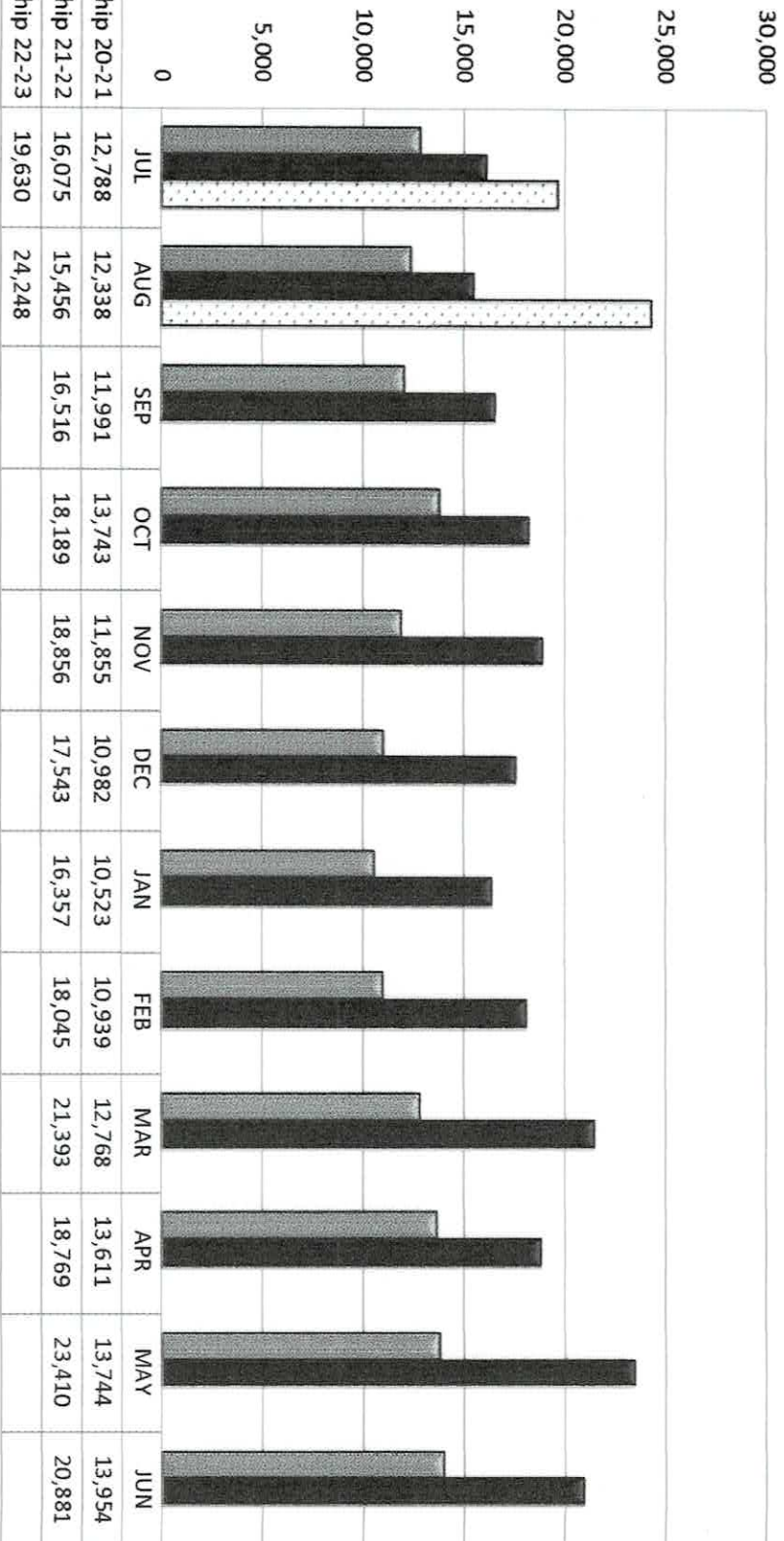
## WESTCAT FAREBOX REVENUE







**WESTCAT EXPRESS RIDERSHIP**  
Includes Routes J, JX and JPX





Monthly Management Report Summary

September, FY 22/23

System & Program Summary

	September FY 22/23	September FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>System Total</b>						
Total Passengers	58,586	43,909	33.4	158,488	117,730	34.6
Revenue Passengers	50,971	0		139,090	64,207	116.6
Weekday Total Passengers	54,713	41,288	32.5	147,745	109,559	34.9
Saturday Total Passengers	2,246	1,593	41.0	6,503	4,916	32.3
Sunday Total Passengers	1,627	1,028	58.3	4,240	3,255	30.3
Weekday Average Passengers	2,605	1,966	32.5	2,309	1,712	34.9
Saturday Average Passengers	562	398	41.2	500	378	32.3
Sunday Average Passengers	325	206	57.8	283	217	30.4
Vehicle Revenue Hours	6,673.06	6,411.48	4.1	20,081.19	18,856.86	6.5
Total Vehicle Hours	7,094.44	6,830.45	3.9	21,320.65	19,985.43	6.7
Revenue Vehicle Miles	111,788.6	103,509.9	8.0	338,345.0	300,283.0	12.7
Total Miles	130,311.0	124,183.0	4.9	393,409.9	358,994.0	9.6
<b>Dial-A-Ride Program</b>						
Number of Weekdays	21	21	0.0	64	64	0.0
Number of Saturdays	4	4	0.0	13	13	0.0
Total Passengers	1,661	1,578	5.3	5,296	4,746	11.6
Revenue Passengers	1,609			4,835	3,011	60.6
Weekday Total Passengers	1,498	1,385	8.2	4,790	4,174	14.8
Saturday Total Passengers	163	193	-15.5	506	572	-11.5
Weekday Average Passengers	71	66	7.6	75	65	15.4
Saturday Average Passengers	41	48	-14.6	39	44	-11.4
Vehicle Revenue Hours	867.05	854.52	1.5	2,573.59	2,506.90	2.7
Total Vehicle Hours	906.91	916.91	-1.1	2,731.48	2,673.75	2.2
Productivity	1.92	1.85	3.8	2.06	1.89	9.0
Revenue Vehicle Miles	9,349.5	8,702.5	7.4	27,654.4	24,994.4	10.6
Total Miles	10,359.9	9,903.9	4.6	30,934.4	28,389.5	9.0
<b>Express Routes Program</b>						
Number of Weekdays	21	21	0.0	64	64	0.0
Number of Saturdays	4	4	0.0	13	13	0.0
Number of Sundays	5	5	0.0	15	15	0.0
Total Passengers	24,163	16,516	46.3	68,041	48,047	41.6
Revenue Passengers	21,355	0		60,314	27,559	118.9
Weekday Total Passengers	21,003	14,487	45.0	59,307	41,511	42.9
Saturday Total Passengers	1,533	1,001	53.1	4,494	3,281	37.0
Sunday Total Passengers	1,627	1,028	58.3	4,240	3,255	30.3
Weekday Average Passengers	1,000	690	44.9	927	649	42.8
Saturday Average Passengers	383	250	53.2	346	252	37.3
Sunday Average Passengers	325	206	57.8	283	217	30.4
Vehicle Revenue Hours	2,163.23	2,068.49	4.6	6,520.95	6,018.73	8.3
Total Vehicle Hours	2,308.34	2,209.59	4.5	6,922.41	6,376.76	8.6
Productivity	11.17	7.98	40.0	10.43	7.98	30.7
Revenue Vehicle Miles	33,831.2	29,565.9	14.4	101,891.2	82,107.4	24.1
Total Miles	36,434.9	32,115.2	13.5	109,130.1	88,585.7	23.2



# Monthly Management Report Summary

September, FY 22/23

## System & Program Summary

	September FY 22/23	September FY 21/22	% Change	Year-To-Date FY 22/23	Year-To-Date FY 21/22	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	21	21	0.0	64	64	0.0
Number of Saturdays	4	4	0.0	13	13	0.0
Total Passengers	19,950	15,077	32.3	47,598	36,705	29.7
Revenue Passengers	15,478	0		37,216	16,587	124.4
Weekday Total Passengers	19,400	14,678	32.2	46,095	35,642	29.3
Saturday Total Passengers	550	399	37.8	1,503	1,063	41.4
Weekday Average Passengers	924	699	32.2	720	557	29.3
Saturday Average Passengers	138	100	38.0	116	82	41.5
Vehicle Revenue Hours	2,572.41	2,569.44	0.1	7,738.82	7,730.16	0.1
Total Vehicle Hours	2,711.17	2,701.07	0.4	8,121.33	8,099.50	0.3
Productivity	7.76	5.87	32.2	6.15	4.75	29.5
Revenue Vehicle Miles	36,666.9	38,611.8	-5.0	111,455.4	119,711.7	-6.9
Total Miles	39,288.3	41,170.0	-4.6	118,860.7	127,056.3	-6.5
<b>Transbay Lynx Program</b>						
Number of Weekdays	21	21	0.0	64	64	0.0
Total Passengers	12,812	10,738	19.3	37,553	28,232	33.0
Revenue Passengers	12,529	0		36,725	17,050	115.4
Weekday Total Passengers	12,812	10,738	19.3	37,553	28,232	33.0
Weekday Average Passengers	610	511	19.4	587	441	33.1
Vehicle Revenue Hours	1,070.37	919.03	16.5	3,247.83	2,601.07	24.9
Total Vehicle Hours	1,168.02	1,002.88	16.5	3,545.43	2,835.42	25.0
Productivity	11.97	11.68	2.5	11.56	10.85	6.5
Revenue Vehicle Miles	31,941.0	26,629.8	19.9	97,344.0	73,469.5	32.5
Total Miles	33,723.9	28,267.5	19.3	102,777.6	78,237.6	31.4

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**

**Month & Fiscal Year- September 2022**

<b>Cash Fares for Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Cash Fare - Regular	\$ 13,644.25	\$ 38,737.25	\$ -	\$ 5,274.00	\$ 8,370.25
Cash Fare - Senior & Disabled	\$ 3,804.25	\$ 10,877.75	\$ 1,083.75	\$ 731.50	\$ 1,989.00
Cash Fare - Transfers	\$ 1,458.25	\$ 3,891.25	\$ 19.00	\$ 31.25	\$ 1,408.00
Cash Fare - Regional Paratransit	\$ 306.00	\$ 906.00	\$ 306.00		
Cash Fare - Local Day Pass Sales	\$ 2,181.50	\$ 6,161.00		\$ 10.00	\$ 2,171.50
<b>Total Estimated Cash (a)</b>	<b>\$ 21,394.25</b>	<b>\$ 60,573.25</b>	<b>\$ 1,408.75</b>	<b>\$ 6,046.75</b>	<b>\$ 13,938.75</b>
Over/(Short) Cash Count	\$ 1.11	\$ 3.79	\$ (0.03)	\$ 0.06	\$ 1.08
Bank Deposit Corrections	\$ -	\$ -			
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 21,395.36</b>	<b>\$ 60,577.04</b>	<b>\$ 1,408.72</b>	<b>\$ 6,046.81</b>	<b>\$ 13,939.83</b>
<b>Prepaid Sales Deposit</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
Ticket Books	\$ 840.00	\$ 2,235.00	\$ 840.00		
Clipper Sales	\$ 338.00	\$ 2,139.00		\$ 200.00	\$ 138.00
Lynx 31-Day Pass Sales	\$ 420.00	\$ 4,830.00		\$ 420.00	
Lynx Stored Ride Pass Sales	\$ 190.00	\$ 640.00		\$ 190.00	
Local 31-Day Pass Sales	\$ 160.00	\$ 2,560.00			\$ 160.00
Local Stored Value Pass Sales	\$ -	\$ -			
Local Day Pass Sales (In-house)	\$ 15.00	\$ 92.50			\$ 15.00
Shopify	\$ 16.00	\$ 91.00	5.00	5.00	\$ 6.00
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds Issued from Ticket / Pass Sales	\$ -	\$ -			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 1,979.00</b>	<b>\$ 12,587.50</b>	<b>\$ 845.00</b>	<b>\$ 815.00</b>	<b>\$ 319.00</b>
<b>Billings Issued</b>	<b>Monthly System Total</b>	<b>CYTD</b>	<b>Dial-A-Ride</b>	<b>Transbay-Lynx</b>	<b>Fixed Route</b>
BART Plus	\$ -	\$ -			
CCC Nutrition Tickets	\$ 85.00	\$ 281.00	\$ 85.00		
Lynx B1G1F	\$ -	\$ -			
Wage Works	\$ 1,590.00	\$ 4,700.00		\$ 1,530.00	\$ 60.00
Capital Corridor Vouchers	\$ -	\$ -			
Bio Rad	\$ -	\$ -			
City of Pinole	\$ -	\$ -			
511 CC Summer Youth Pass	\$ -	\$ 965.07			
CCTA (\$37.00 SBPP)	\$ -	\$ 14,800.00			
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 85.25	\$ 273.63			\$ 85.25
HTC Parking Combos	\$ -	\$ -			
CCTA Summer Youth Pass	\$ -	\$ 894.93			
Clipper	\$ 63,765.55	\$ 193,209.36		\$ 39,622.21	\$ 24,143.34
CCC Health Services	\$ -	\$ 1,400.00			
* LCTOP Fare Subsidy	\$ -	\$ -			
* Pass 2 Class Program	\$ -	\$ -			
<b>Subtotal Billings</b>	<b>\$ 65,525.80</b>	<b>\$ 216,523.99</b>	<b>\$ 85.00</b>	<b>\$ 41,152.21</b>	<b>\$ 24,288.59</b>
<b>Total Passenger Revenue</b>	<b>\$ 88,900.16</b>	<b>\$ 289,688.53</b>	<b>\$ 2,338.72</b>	<b>\$ 48,014.02</b>	<b>\$ 38,547.42</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 134,641.42</b>	<b>\$ 255,494.73</b>

Preventable Accidents per Miles Driven In 12 Month  
Period

September-22

	Miles	Accidents	Frequency 12 Month Period
FR	1,386,955	12	115,580
DAR	146,099	1	146,099

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

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



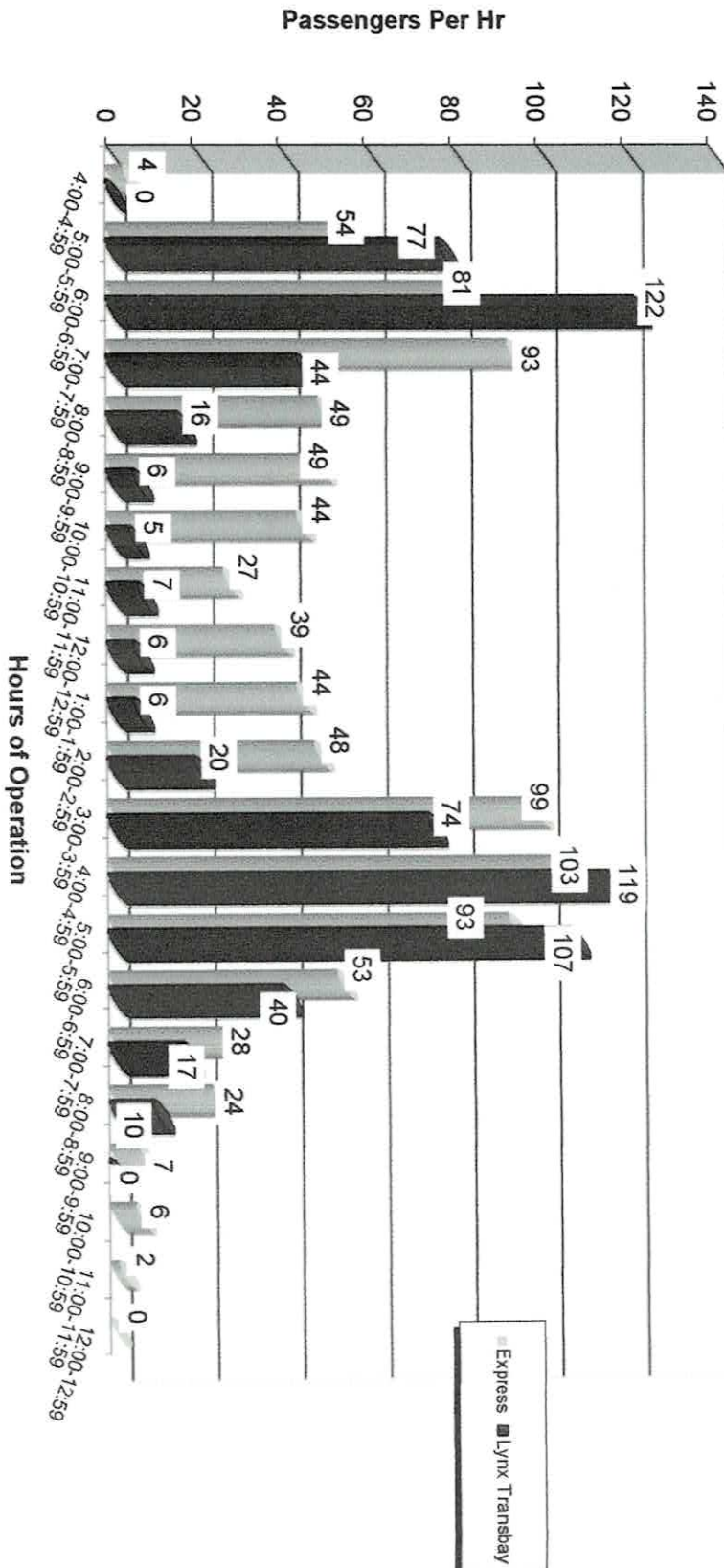
# Passenger & Productivity Statistical Report

September, FY 22/23

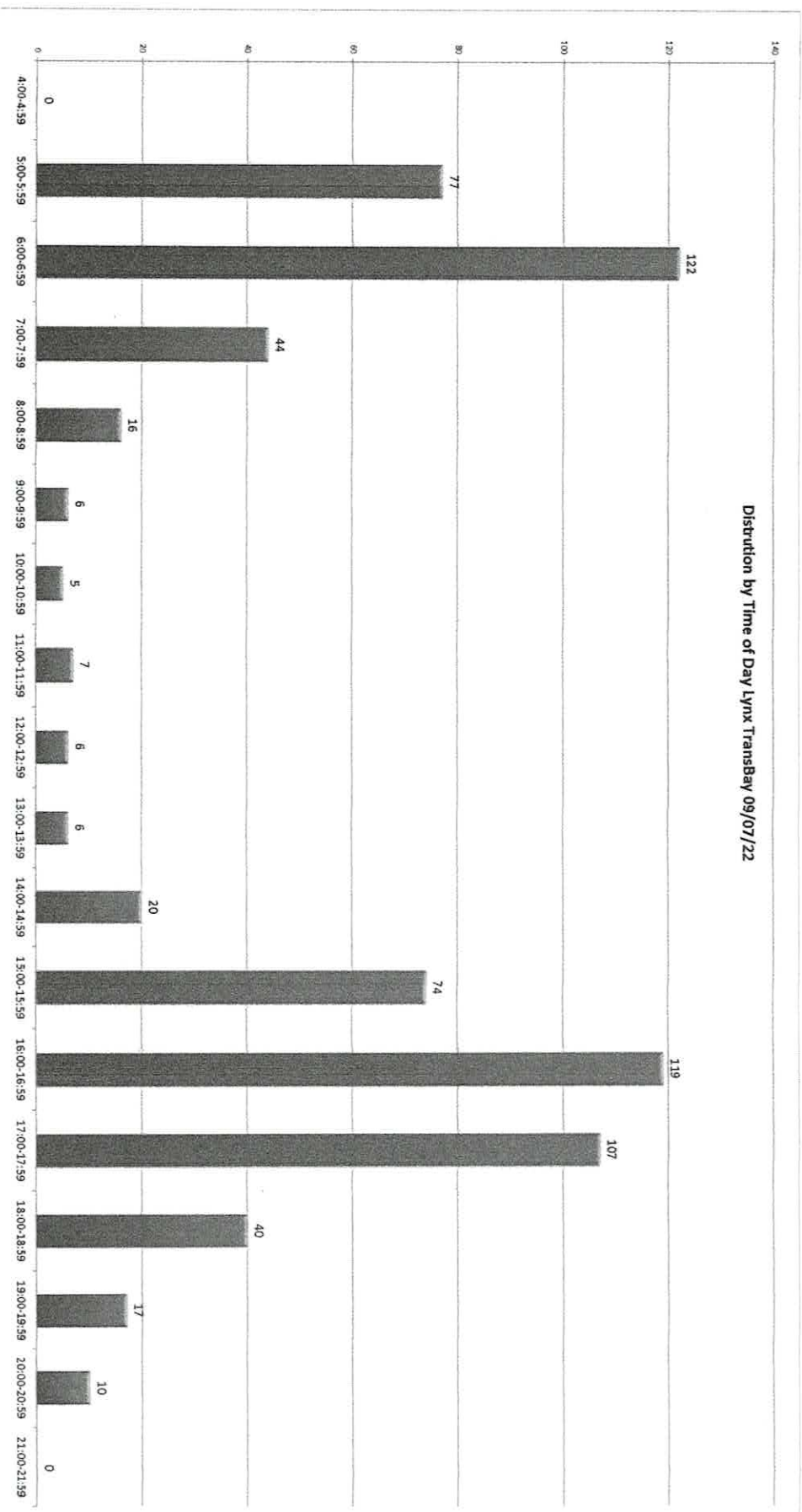
System  
All Routes

Route by Day Type & System	Passengers			Passengers Per Revenue Hour					
	September		% Change	September		% Change			
	FY 21/22	FY 22/23		FY 21/22	FY 22/23				
Route 10 Weekday	1,411	2,243	59.0	5.6	7.8	38.8	4.8	6.3	29.3
Route 11 Weekday	2,583	3,286	27.2	7.4	9.4	27.3	5.6	7.3	30.9
Route 11 Saturday	191	273	42.9	4.0	5.7	43.8	3.4	4.8	40.9
Route 11 Total	2,774	3,559	28.3	7.0	9.0	28.5	5.3	7.0	31.7
Route 12 Weekday	1,337	2,231	66.9	5.0	8.0	59.3	4.2	6.6	55.3
Route 15 Weekday	949	1,469	54.8	4.6	8.2	80.0	3.7	6.2	67.7
Route 16 Weekday	3,863	4,322	11.9	6.5	7.3	12.3	5.0	5.7	13.9
Route 19 Saturday	208	277	33.2	4.0	5.4	34.2	3.1	4.5	43.7
Route 30Z Weekday	723	1,145	58.4	2.6	4.3	64.1	2.4	4.0	69.3
Route C3 Weekday	3,812	4,704	23.4	7.3	9.0	24.3	6.2	7.0	14.3
Route DAR Weekday	1,385	1,498	8.2	1.8	1.9	5.3	1.8	2.0	10.4
Route DAR Saturday	193	163	-15.5	2.6	2.4	-4.4	2.6	2.5	-1.3
Route DAR Total	1,578	1,661	5.3	1.8	1.9	3.7	1.9	2.1	8.7
Route J Weekday	8,679	12,541	44.5	7.5	10.1	34.7	7.5	9.4	26.2
Route J Saturday	1,001	1,533	53.1	7.4	11.4	53.8	7.5	10.3	37.0
Route J Sunday	1,028	1,627	58.3	6.1	9.8	60.8	6.4	8.6	33.7
Route J Total	10,708	15,701	46.6	7.4	10.2	38.9	7.3	9.4	28.2
Route JPX Weekday	5,808	8,462	45.7	9.5	13.5	42.4	9.5	12.9	36.6
Route LYNX Weekday	10,738	12,812	19.3	11.7	12.0	2.4	10.9	11.6	6.5
<b>Total System-Wide</b>	<b>43,909</b>	<b>58,586</b>	<b>33.4</b>	<b>6.8</b>	<b>8.8</b>	<b>28.2</b>	<b>6.2</b>	<b>7.9</b>	<b>26.4</b>

**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date: 09/07/22**

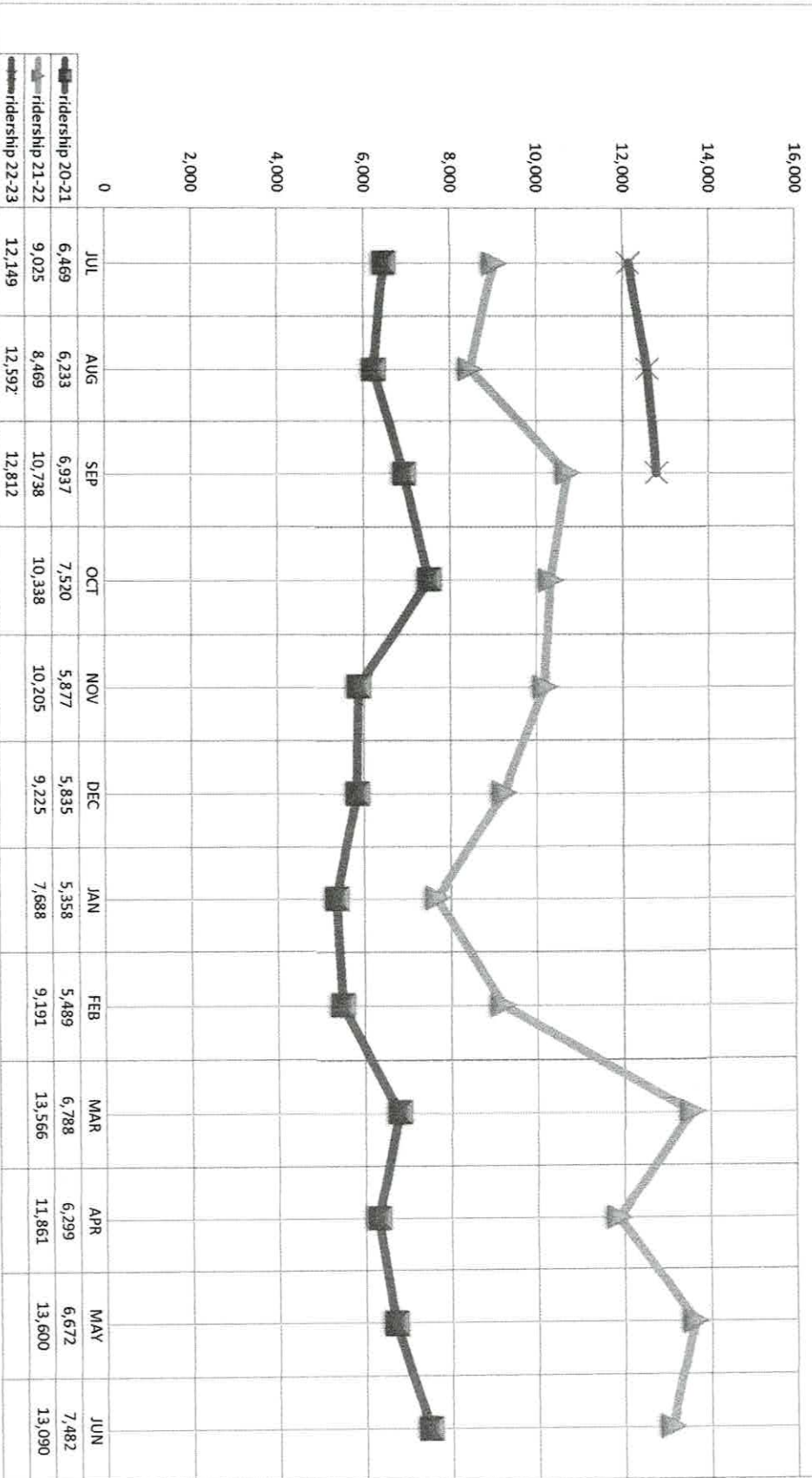


Distribution by Time of Day Lynx TransBay 09/07/22





# WESCAT LYNX TRANSBAY 3YR STATS



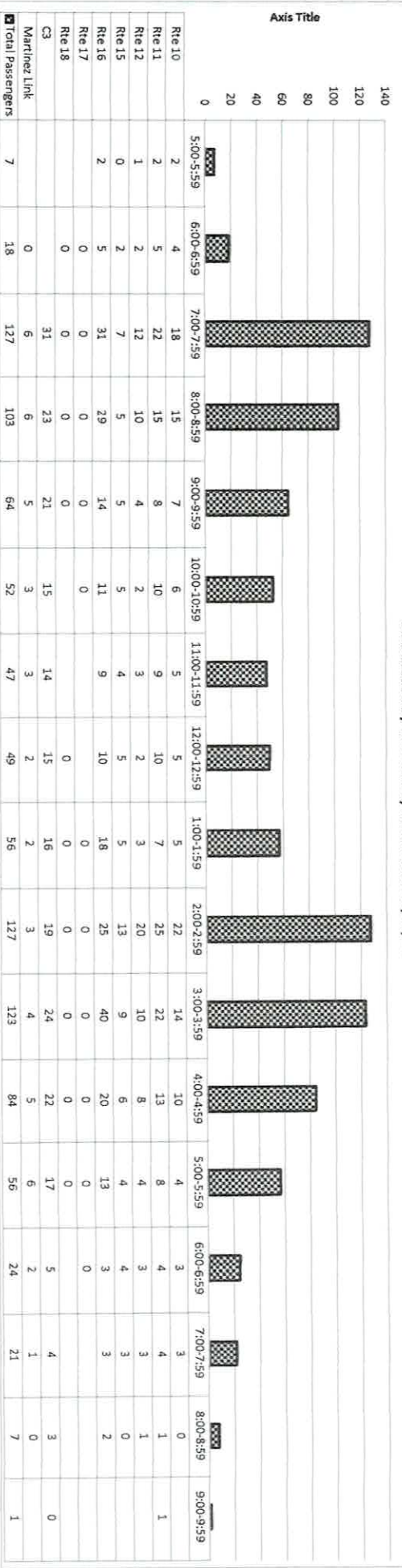
Distribution by Time of Day - Fixed Route

Date: 9/7/2022

	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
Rate 10	2	4	18	15	7	6	5	5	5	22	14	10	4	3	3	0	0
Rate 11	2	5	22	15	8	10	9	10	7	25	22	13	8	4	4	1	1
Rate 12	1	2	12	10	4	2	3	2	3	20	10	8	4	3	3	1	
Rate 15	0	2	7	5	5	5	4	5	5	13	9	6	4	4	3	0	
Rate 16	2	5	31	29	14	11	9	10	18	25	40	20	13	3	3	2	
Rate 17	0	0	0	0	0	0		0	0	0	0	0	0	0			
Rate 18	0	0	0	0	0	0		0	0	0	0	0	0	0			
C3			31	23	21	15	14	15	16	19	24	22	17	5	4	3	0
Martinez Link			6	6	5	3	3	2	2	3	4	5	6	2	1	0	
Total Passengers	7	18	127	103	64	52	47	49	56	127	123	84	56	24	21	7	1
Total Route 10																	
Total Route 11																	
Total Route 12																	
Total Route 15																	
Total Route 16																	
Total Route 17																	
Total Route 18																	
Total C3																	
Martinez Link																	
Total																	

Total Route 10	123
Total Route 11	166
Total Route 12	88
Total Route 15	77
Total Route 16	235
Total Route 17	0
Total Route 18	0
Total C3	229
Martinez Link	48
Total	966

Distribution By Time Of Day Fixed Route 09/07/22



Distribution by Time of Day - WestCAT Express

Date: 9/7/2022

	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
JX	0	0	0	0	0	19	15	15	14	17	18	0	0	0	0	0	8
JPX	24	42	36	18	31	30	29	12	25	27	30	65	61	53	31	18	16
J	4	30	39	57	31	30	44	27	39	44	48	99	103	93	53	28	24
<b>Total Passengers</b>	<b>4</b>	<b>54</b>	<b>81</b>	<b>93</b>	<b>49</b>	<b>49</b>	<b>44</b>	<b>27</b>	<b>39</b>	<b>44</b>	<b>48</b>	<b>99</b>	<b>103</b>	<b>93</b>	<b>53</b>	<b>28</b>	<b>24</b>

21:00-21:59 22:00-22:59 23:00-23:59 24:00-24:59

JX	0
JPX	374
J	573
<b>Total Passengers</b>	<b>7</b>

JX	0
JPX	374
J	573
<b>Total</b>	<b>947</b>

Distribution by Time of Day - Lynx Transbay

Date: 9/7/2022

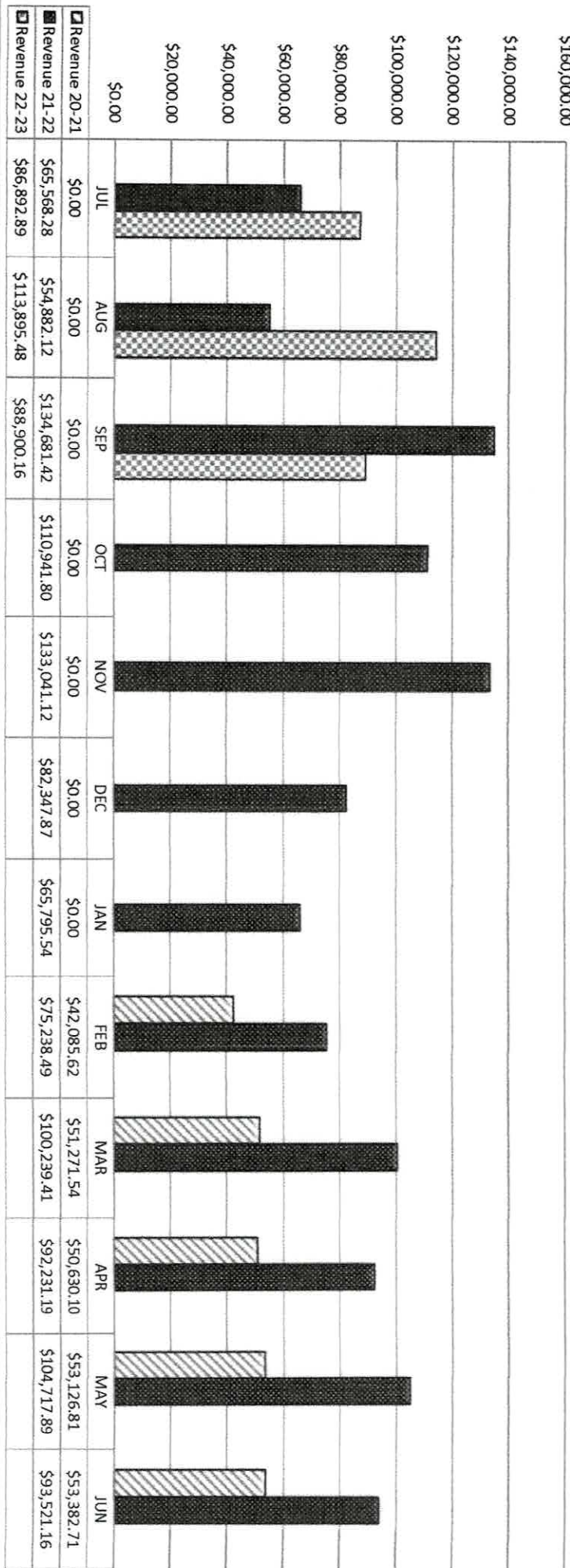
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	77	122	44	16	6	5	7	6	6	20	74	119	107	40	17	10
<b>Total Passengers</b>	<b>0</b>	<b>77</b>	<b>122</b>	<b>44</b>	<b>16</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>20</b>	<b>74</b>	<b>119</b>	<b>107</b>	<b>40</b>	<b>17</b>	<b>10</b>

TransBay LYNX	0
<b>Total Passengers</b>	<b>0</b>

Total Lynx 676



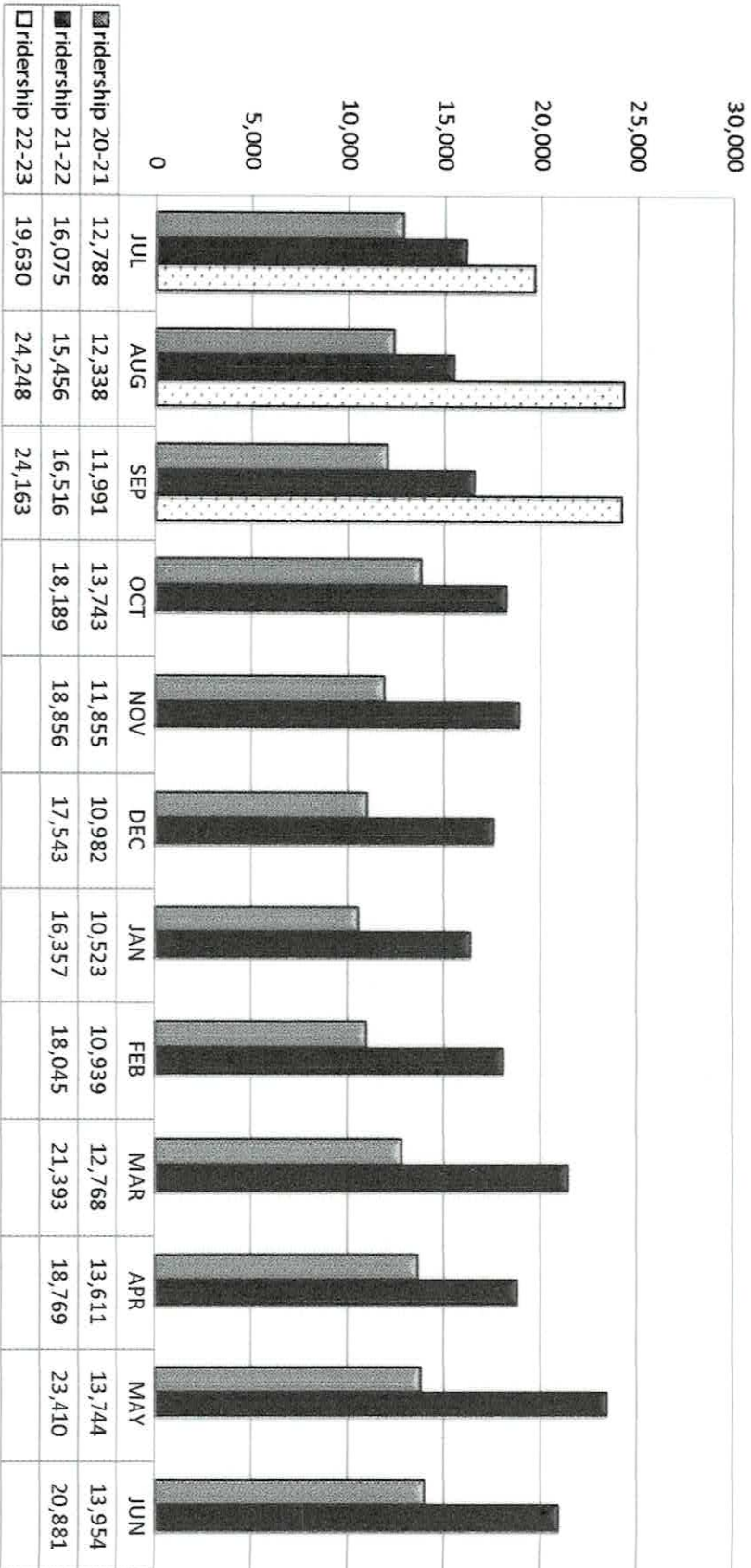
## WESTCAT FAREBOX REVENUE





## WESTCAT EXPRESS RIDERSHIP

Includes Routes J, JX and JPX





### **SUPPLY CHAIN PRESSURE, DELIVERY DELAYS IMPERIL CLIPPER®'S PLASTIC CARD INVENTORY!**

BART and the Metropolitan Transportation Commission (MTC) encourage travelers to put a Clipper® card on their mobile phones because global supply chain issues have once again severely depleted the inventory of plastic cards. Clipper is available for mobile phones through either Apple Pay or Google Pay.

Clipper through at least the end of this year will waive the standard \$3 new card fee for customers who choose either of the mobile options for their new cards. The \$3 fee will be charged to customers who opt for a traditional plastic Clipper card.

BART, which is by far the largest distributor of new plastic Clipper cards, has installed signs near ticket vending machines at its stations to let customers know they can save \$3 by putting Clipper on their mobile phones. BART also has temporarily reprogrammed ticket vending machines at its San Francisco International Airport station to issue old-style paper tickets instead of plastic Clipper cards. Clipper cards may still be refilled and used at the station, but only paper tickets will be sold.

While the acute shortage of plastic Clipper cards is expected to continue for several months, customers who use fare-discount cards such as those for seniors, youths, the Clipper START® program for lower-income adults, or the RTC Clipper card for disabled riders under age 65 need not worry about dwindling inventories. These special-purpose cards are distributed directly by Clipper and produced on a different card stock.

MTC is the transportation planning, funding and coordinating agency for the nine-county San Francisco Bay Area. MTC operates the Clipper system on behalf of the region's transit agencies.

## THE NUMBERS ARE IN...

Tuesday, October 11th the Lynx had 1,029 riders. First time WestCAT carried over 1,000 daily riders since March 2020.

Our highest ridership day all around since the Pandemic started - over 3,200 riders across the system.

Ridership numbers look like we saw 15% increase in October, with the Lynx seeing the largest increase in riders.



## AUTUMN CONFERENCE & EXPO

WestCAT staff attended the CalACT Conference and Expo in Santa Rosa. We were able to network and connect with many vendors and other agency staff during the conference. Working with current and new contacts to see the latest and greatest technology and products we can bring back to our system.





## LETTER FROM MV PRESIDENT & COO

JEFF BANE HAS ANNOUNCED HIS RETIREMENT FROM MV ON NOVEMBER 4, 2022. I WANT TO RECOGNIZE AND THANK JEFF FOR HIS SIGNIFICANT CONTRIBUTIONS SINCE HE JOINED THE COMPANY IN 2018 TO LEAD THE MID-PACIFIC REGION. HE HAS BEEN INSTRUMENTAL IN LEADING THE OPERATIONS TEAMS AND CRITICAL CUSTOMER RELATIONSHIPS THROUGH THE PANDEMIC AND SUCCESSFULLY POSITIONING THE REGION FOR GROWTH.

WE HAVE INITIATED A NATIONAL SEARCH FOR JEFF'S SUCCESSOR THAT WILL INCLUDE EVALUATION OF BOTH INTERNAL AND EXTERNAL QUALIFIED CANDIDATES.

I AM PLEASED TO ANNOUNCE PETER EDWARDS AS INTERIM LEADER FOR THE MID-PACIFIC REGION. PETER BRINGS 19 YEARS OF TRANSIT EXPERIENCE TO THE ROLE, MOST RECENTLY AS GENERAL MANAGER FOR DIVISION 21 PINOLE AND DIVISION 215 NOVATO. ADDITIONALLY, PETER PREVIOUSLY LED MV'S SANTA ROSA AND MARIN COUNTY DIVISIONS, WHERE HE WAS INSTRUMENTAL IN EXPANDING CUSTOMER RELATIONSHIPS AND GROWING THE BUSINESS, TO INCLUDE ESTABLISHING SEVERAL SUCCESSFUL TUCK-IN SHUTTLES AND SERVICES OVER THE YEARS. PETER HAS WORKED CLOSELY WITH JEFF OVER THE PAST 18 MONTHS, AND HAS A STRONG DEPTH OF UNDERSTANDING OF MV'S OPERATIONAL POLICIES AND PROGRAMS AS WELL AS A CLOSE WORKING RELATIONSHIP WITH THE REGION'S GMS. PETER RESIDES IN SACRAMENTO, CALIFORNIA AND IS IN CLOSE PROXIMITY TO MID-PACIFIC DIVISIONS AND CUSTOMERS.

TRESLYIAN EDWARDS WILL REPLACE PETER AS THE GM FOR DIVISION 21. TRESLYIAN IS EXCEPTIONALLY QUALIFIED TO LEAD THIS DIVISION, SUPPORTING OUR LOCAL OPERATIONS FOR MORE THAN 7 YEARS, MOST RECENTLY AS OPERATIONS MANAGER. HE HAS EXTENSIVE KNOWLEDGE OF BOTH FIXED-ROUTE AND PARATRANSIT SERVICES AND MAINTAINS A STRONG RELATIONSHIP WITH OUR PINOLE CUSTOMER.

PLEASE JOIN ME IN THANKING JEFF FOR HIS MANY CONTRIBUTIONS AND WISHING HIM ALL THE BEST IN HIS NEXT CHAPTER, AND PROVIDING YOUR FULL SUPPORT TO PETER AND TRESLYIAN AS THEY STEP INTO THEIR NEW ROLES.

KEVIN KLIKA  
PRESIDENT & COO



Treslyian Edwards  
Operations Manager

# UPCOMING EVENTS

As a tradition, WestCAT and MV staff deliver Thanksgiving boxes to our community. In the past, Dial-A- Ride passengers, Seniors Centers or our Drivers would let us know of families who are in need. Once all the donations are received. Boxes are assembled and delivered to each family filled with love. If you would like to donate. Please reach out to Donesha or Mica (510) 724-3331.



## Thanksgiving Donations



**If you would like to make a donation for our Thanksgiving boxes please sign your name on the list, along with what you will be donating. All boxes will help passengers and members of our community have a great Thanksgiving dinner.**

**The list will be hanging outside the dispatch office. The last day to donate will be Monday**

**11/21**

**Turkeys  
Potatoes  
Stuffing  
Cake Mix**

**Cranberry Sauce  
Canned Vegetables  
Dinner Rolls  
Pies**



www.westcat.org  
(510) 724-3331

# WESTCAT'S Annual

*Stuff A Bus*  
9:00 AM TO 4:00 PM



Tuesday, December 13, 2022

1551 Sycamore Ave. Hercules CA 94547

Big Lots Parking Lot

*and*

Wednesday, December 14, 2022

1400 Fitzgerald Dr. Pinole CA 94564

Target Parking Lot (across from In-N-Out)

All non-perishable food donations support the Contra Costa and Solano Food Bank. Toy donations support the California Highway Patrol's CHIPS for Kids toy drive.



**AGENDA ITEM 1.5**

**TO:** WCCTA Board of Directors      **DATE:** November 10, 2022  
**FROM:** Rob Thompson  
 General Manager

**SUBJECT:** Proposed 2023 WCCTA Administration and Operations Holiday Schedule.

**WestCAT Administrative Holidays 2023**  
**(Office Closed)**

**WestCAT Operations Holidays 2023**  
**(Holiday Service Schedule)**

<b>1/1/2023 Sunday - New Year's Day</b>	JL/JR	Sunday Service Only
<b>1/16/2023 Monday - Martin Luther King, Jr. Birthday</b>	JL/JR, DAR, Local (11, 19) LYNX *JX, JPX, 30Z, C3	Saturday Service Reg Lynx Service No Service
<b>2/20/2023 Monday - Presidents Day</b>	JL/JR, DAR, Local (11, 19)	Saturday Service
<b>5/29/2023 Monday - Memorial Day</b>	JL/JR	Sunday Service
<b>6/19/2023 Monday-Juneteenth</b>	ALL MODES	Reg. Wkdy Service
<b>7/4/2023 Tuesday - Independence Day</b>	JL/JR	Sunday Service
<b>9/4/2023 Monday - Labor Day</b>	JL/JR	Sunday Service Only
<b>11/10/2023 Friday -Veterans Day (Observed)</b>	LYNX JL/JR, DAR, Local (11, 19) *JX, 30Z, JPX, C3	Reg. Wkdy Service Saturday Service No Service
<b>11/23/2023 Thursday-Thanksgiving Day</b>	JL/JR	Sunday Service Only
<b>11/24/2023 Friday - Day After Thanksgiving Day</b>	JR/JL, DAR, Local (11, 19) *JX, LYNX, JPX, 30Z, C3	Saturday Service No Service
<b>12/24/2023 Sunday - Christmas Eve</b>	JL/JR	Sunday Service Only
<b>12/25/2023 Monday - Christmas Day</b>	JL/JR	Sunday Service Only
<b>12/26-12/29/2023 Tuesday - Friday WestCAT Admin. December Holidays Observed</b>	ALL MODES	Reg. Wkdy Service

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
RESOLUTION NO. 2022-18**

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY FOR THE 30-DAY PERIOD BEGINNING November 13th, 2022 or until its next scheduled meeting PURSUANT TO AB 361

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. The WCCTA Board of Directors will revisit the need to conduct meetings remotely within 30 days of the October 14th, 2022 effective date of this resolution, or at its next scheduled meeting

Regularly passed and adopted this 10<sup>th</sup> day of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Dion Bailey, Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Clerk to the Board

## Agenda Item 2.1

### **Staff Report: FY21-22 Year-End Financial and Operating Data Report**

The Financial and Operating Data Report offers a breakdown of both expenses and revenues across the functional and object class line items corresponding to those in the Adjusted FY21-22 Operations Budget. This report was finalized after the completion of the Independent Auditors' review of the Fiscal year ending June 30<sup>th</sup>, 2022. The report documents that the FY22 financial performance for the year, across all categories, was within budgetary levels approved by the board. The report also identifies an excess of revenues over expenditures at year-end totaling \$1,448,869, this amount shows in our Independent Audit as returnable to MTC. This item was discussed at the Finance and Administration Subcommittee at the end of last month.

Recommendation – Information Only



## Agenda Item 2.2

### **Staff Report: WCCTA Audited Financial Statements for the Year Ended June 30, 2022**

The Audit was completed with our new Auditing firm Maze and Associates, the Management discussion beginning on Page 5 of the financial statements provides some useful context for understanding significant events that occurred during the audit period and the Notes to Basic Financial Statements (PP) can help clarify the way the financial statements are presented while providing more detail about specific funding sources and programs.

Staff is pleased to report that the Independent Auditors' review of the financial statements identified no significant matters of concern. Documented in the 'Memorandum on Internal Control and Required Communications; page 3 does identify two areas of Material Weakness. Both items relate directly to the number of staff available to ensure correct procedures are followed. Staff has already incorporated the Auditor's recommendation and policies and procedures are in place to ensure items are addressed going forward.

Staff were very pleased with the relationship between Maze and Associates staff and our new Accounting and Finance team, and appreciate the productive conversations that were had to help put additional policies and procedures in place going forward. This item was discussed at the Finance and Administration Subcommittee at the end of last month and staff answered a number of questions from the Subcommittee.

Maze and Associates staff will present to the Board at the meeting and be available to answer any questions.

**Recommendation – File and Receive the WCCTA Audited Financial Statements for the Year Ended June 30, 2022**



**WESTERN CONTRA COSTA  
TRANSIT AUTHORITY  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

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**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
FOR THE YEAR ENDED JUNE 30, 2022**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Western Contra Costa Transit Authority  
Pinole, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the business-type activities of the Western Contra Costa Transit Authority (Authority), California, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Authority as of June 30, 2022, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying Supplementary Information, as listed in the Table of Contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2022, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*Maze + Associates*

Pleasant Hill, California  
October 17, 2022



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**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2022**

**INTRODUCTION**

The purpose of Management's Discussion and Analysis (MD&A) is to provide an objective and easily understandable analysis of the Western Contra Costa Transit Authority's (Authority's) financial activities and financial status based on currently known facts, conditions, or decisions as of June 30, 2022.

**FINANCIAL STATEMENTS**

The Authority's financial statements are prepared on an accrual basis in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). The Authority is structured as a single enterprise fund with revenues recognized when earned, not when received. Expenses are recognized when incurred, not when they are paid. Capital assets are tracked separately and are depreciated over their useful lives.

The basic financial information regarding the Authority's performance, financial position, and financial status for fiscal years 2022 and 2021 is presented in tabular form in the following two sections. The "Financial Position" table summarizes the major categories of the Authority's assets, liabilities, and total net position for fiscal years 2022 and 2021. The "Financial Operations" table presents a more detailed breakdown of operating and non-operating revenues and expenses.

**FINANCIAL POSITION SUMMARY**

Total net position may serve over time as a useful indicator of the Authority's financial position. The Authority's assets exceeded liabilities by about \$16,014,112 at June 30, 2022, an increase of \$397,975 from June 30, 2021.

A condensed summary of the Authority's statement of net position at June 30, 2022 and 2021 is shown below:

## Summary of Net Position

	<u>June 30, 2022</u>	<u>June 30, 2021</u>
<b>ASSETS:</b>		
Current Assets	\$ 6,298,853	\$ 4,484,642
Capital Assets (Net of Accumulated Depreciation)	<u>16,602,807</u>	<u>16,050,974</u>
Total Assets	<u>22,901,660</u>	<u>20,535,616</u>
 Deferred Outflows of Resources:		
Pension Related	<u>249,273</u>	<u>275,635</u>
 <b>LIABILITIES:</b>		
Current Liabilities	6,715,710	4,411,517
Deferred Capital Funds	110	73,125
Net Pension Liability	<u>219,322</u>	<u>690,555</u>
Total Liabilities	<u>6,935,142</u>	<u>5,175,197</u>
 Deferred Inflows of Resources:		
Pension Related	<u>201,679</u>	<u>19,917</u>
 <b>NET POSITION:</b>		
Net Investment in Capital Assets	16,602,807	16,050,974
Unrestricted	<u>(588,695)</u>	<u>(434,837)</u>
<b>Total Net Position</b>	<b><u>\$16,014,112</u></b>	<b><u>\$ 15,616,137</u></b>

The largest portion of the Authority's net position represents its investment in capital assets (e.g., land, buses, buildings, improvements, and equipment). The Authority uses these capital assets to provide services to its passengers and employees; and consequently, these assets are not available for future spending. Since funding for capital acquisition comes largely from Federal Transit Administration (FTA) sources outside of the Authority's operating budget, the Authority's change in net position value will typically increase dramatically in years new or replacement vehicles are acquired and decline at a relatively steady rate in years the Authority acquires no capital. Capital assets, net of accumulated depreciation, increased by about \$551,800 during the year ended June 30, 2022 because capital assets purchased was more than depreciation expense of \$2,311,975. Capital assets purchased decreased from \$4,716,000 in 2021 to \$2,863,800 in 2022.

The net pension liability of \$219,322 is recognized at June 30, 2022, along with the related deferred outflows and inflows of resources, per GASB Statement No. 68, Accounting and Financial Reporting for Pensions.

## FINANCIAL OPERATIONS SUMMARY

A condensed summary of the Authority's revenues, expenses, and changes in net position for the years ended June 30, 2022 and 2021 is shown below:

### Summary of Revenues, Expenses, and Changes in Net Position

	<u>FY 2022</u>	<u>FY 2021</u>
Operating Revenues	<u>\$ 998,119</u>	<u>\$ 275,867</u>
Operating Expenses:		
Operations	9,813,713	8,707,943
General and Administrative	1,056,841	1,364,101
Maintenance – Vehicles	1,484,924	1,594,745
Maintenance – Other	232,325	237,116
Depreciation	<u>2,311,975</u>	<u>2,299,389</u>
Total Operating Expenses	<u>14,899,778</u>	<u>14,203,294</u>
Non-Operating Revenues (Expenses):		
Interest Income	9,153	4,604
Other Non-Operating Revenue	33,247	18,900
Operating Assistance from Governmental Agencies	11,535,612	11,538,905
Capital Contributions	<u>2,708,490</u>	<u>4,716,021</u>
Total Non-Operating Revenues	<u>14,283,115</u>	<u>16,278,430</u>
Change in Net Position	397,975	2,351,003
Total Net Position - Beginning	<u>15,616,137</u>	<u>13,265,134</u>
<b>Total Net Position - Ending</b>	<b><u>\$16,014,112</u></b>	<b><u>\$ 15,616,137</u></b>

During the year ended June 30, 2022, operating revenues increased approximately \$722,252 due to increased fare box receipts, reflecting the ongoing recovery of COVID-19 on ridership. Total operating expenses, not including depreciation, increased by \$683,898. The majority of this resulted from an increase of \$576,953 in fuel costs.

Depreciation increased by about \$12,590 for a total increase of \$696,484 in operating expenses, including depreciation.

There was a small decrease in operating assistance in fiscal year 2022 of about \$3,290. Capital contributions available to the Authority decreased by about \$2,007,531 in fiscal year 2022. This is due to this year's smaller capital program and the corresponding change in Federal and State capital funding.

## **CAPITAL ACQUISITIONS**

During the fiscal year 2022, the Authority purchased four new vehicles with \$2,278,913 of FTA, AB664, STA-State of Good Repair, and prior year TDA funds. The Authority initiated a major project to replace its bus wash equipment four years ago and expended an additional \$329,565 of prior year TDA funds this year. The overall cost of the project is estimated at \$2.88 million. Work commenced in September 2020 with an anticipated completion date in October 2022. Office equipment and facility upgrades accounted for \$100,011 in capital asset additions, which were funded by prior year TDA capital contributions.

## **CURRENT FACTORS**

Since March, 2020, when the first COVID-19 Shelter in Place order was issued by the Contra Costa Health Officer, the pandemic has caused significant and sustained damage to the Authority's operations and finances. While the pandemic is significantly more under control at this time, it is still impossible to assess the full extent to which traditional funding sources and operating costs will be impacted, the ways in which the virus has affected passenger demand, and the overall changes to travel patterns for public transit services. While fare restrictions, limits on passenger boarding and social distancing have been lifted, ridership has only slowly begun to return.

The Authority faces many uncertainties in planning for a post-COVID future. These include the unknown future demand for public transportation. It is also unclear whether transit's traditional roles and priorities will have to evolve to respond to changes in travel patterns within the region (telecommuting, etc.).

COVID impacts on the national economy could also have a major impact on the Authority's future. The Authority is scheduled to replace approximately one-sixth of its fixed route vehicle fleet over the next 3 years, and it will face a State mandate to transition to more expensive zero-emission vehicles. The Federal government has historically covered 80% of the replacement cost of the vehicles while stipulating that the remaining 20% match must be funded from local sources. In the wake of the unprecedented levels of Federal financial assistance authorized during the pandemic, it is unclear whether congress can maintain transit capital support at historic levels.

To cover the replacement needs alone, the Authority will need to assemble approximately \$1.4 million in local capital funding to satisfy the local match requirement on the Federal assets and to cover other capital needs for which there will be no Federal support. Historically, the San Francisco region has made toll bridge revenues available for local match purposes, however, toll bridge revenue in recent years has been insufficient to completely match the Federal funds. The Authority will likely need to use its own Transportation Development Act funding to complete the purchases, thereby reducing the revenue available to fund ongoing operating costs.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**STATEMENT OF NET POSITION**  
**June 30, 2022**

**ASSETS**

Current Assets:

Cash	\$3,676,708
Accounts Receivable	377,938
Grants Receivable	2,064,139
Prepaid Expenses	180,068
Total Current Assets	6,298,853

Non-Current Assets:

Capital Assets, depreciable (Net of Accumulated Depreciation)	16,602,807
Total Non-Current Assets	16,602,807

**Total Assets**

22,901,660

Deferred Outflows of Resources:

Pension related	249,273
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**LIABILITIES**

Current Liabilities:

Accounts Payable and Accrued Liabilities	277,522
Deferred Operating Funds	2,032,462
Payable to Metropolitan Transportation Commission	4,405,726
Total Current Liabilities	6,715,710

Non-Current Liabilities:

Deferred Capital Funds	110
Net Pension Liability	219,322
Total Non-Current Liabilities	219,432

**Total Liabilities**

6,935,142

Deferred Inflows of Resources:

Pension related	201,679
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**NET POSITION**

Net Investment in Capital Assets	16,602,807
Unrestricted	(588,695)

**Total Net Position**

\$16,014,112

See accompanying notes to financial statements.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the Year Ended June 30, 2022**

**OPERATING REVENUES**

Passenger Fares	\$998,119
Advertising Revenues	55,532
<b>Total Operating Revenues</b>	<u>1,053,651</u>

**OPERATING EXPENSES**

Operations	9,813,713
General and Administrative	1,056,841
Maintenance - Vehicles	1,484,924
Maintenance - Other	232,325
Depreciation	2,311,975
<b>Total Operating Expenses</b>	<u>14,899,778</u>

**Operating Loss** (13,846,127)

**NON-OPERATING REVENUES (EXPENSES)**

Interest Revenue	9,153
Other Non-Operating Revenues (Expenses)	33,247
Operating Assistance:	
Bay Area Rapid Transit District	3,100,167
Transportation Development Act	1,184,008
State Transit Assistance	1,262,721
Low Carbon Transit Operations Program	116,352
Regional Measure 2	993,518
Measure J	2,004,347
Federal Transit Administration	2,832,099
<b>Net Non-Operating Revenues</b>	<u>11,535,612</u>

**Loss Before Capital Contributions** (2,310,515)

**CAPITAL CONTRIBUTIONS** 2,708,490

**Change in Net Position** 397,975

Net Position, July 1, 2021 15,616,137

**Net Position, June 30, 2022** \$16,014,112

See accompanying notes to financial statements.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**STATEMENT OF CASH FLOWS**  
**For the Year Ended June 30, 2022**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from passengers	\$965,016
Payments to employees for services	(1,319,949)
Payments to suppliers for goods and services	(10,451,142)
Receipts from advertisers	55,532
<b>Cash Used by Operating Activities</b>	<u>(10,750,543)</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest received	<u>9,153</u>
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**CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES**

Operating assistance received	<u>11,420,196</u>
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**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES**

Purchase of capital assets	(2,863,808)
Sale of assets and other non-operating	33,247
Capital grants received	2,708,490
<b>Cash Received (Used) by Capital and Related Financing Activities</b>	<u>(122,071)</u>

<b>Increase (decrease) in cash</b>	556,735
Cash, July 1, 2021	<u>3,119,973</u>
<b>Cash, June 30, 2022</b>	<u><u>\$3,676,708</u></u>

**RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:**

Operating loss	(\$13,846,127)
Depreciation	2,311,975
Increase (decrease) in accounts receivable	(33,103)
Increase (decrease) in grants receivable	(1,079,811)
Increase (decrease) in prepaid expenses	(144,562)
Increase (decrease) in deferred outflows of resources - pensions	26,363
Decrease (increase) in accounts payable and accrued liabilities	1,061,127
Decrease (increase) in deferred operating funds	1,243,066
Decrease (increase) in net pension liabilities	(471,233)
Decrease (increase) in deferred inflows of resources - pensions	<u>181,762</u>
Net cash provided (used) by operating activities	<u><u>(\$10,750,543)</u></u>

See accompanying notes to financial statements.



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**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 1 – ORGANIZATION**

The Western Contra Costa Transit Authority (Authority) was organized as a separate legal entity in August 1977 by a Joint Exercise of Powers Agreement between Contra Costa County, City of Pinole and City of Hercules. The Authority is governed by a seven-member Board of Directors. Three board members are appointed by the County’s Board of Supervisors and two each are from the city councils of Hercules and Pinole.

The Authority provides fixed route and “dial-a-ride” public transit services throughout Western Contra Costa County. WestCAT, a service of the Authority, provides local, express, and regional service to the cities of Pinole and Hercules and the unincorporated communities of Montalvin Manor, Tara Hills, Bayview, Rodeo, Crockett, and Port Costa. The agency operates eight local fixed routes, and three express routes to BART. In addition, the agency operates three weekday only regional bus routes – service between Martinez and El Cerrito del Norte BART station, between Hercules and San Francisco, and from Hercules to Contra Costa College.

The Authority’s operations are funded primarily through Transportation Development Act (TDA) Article 4 funds, and State Transit Assistance funds. The Authority also receives TDA Article 4.5 funding to provide transportation for seniors and disabled passengers. The Authority has contracted with an independent contractor, MV Transportation, for most operating activities.

The Authority has an agreement with the Bay Area Rapid Transit District (BART) whereby the Authority operates express bus service in the Interstate 80 corridor of western Contra Costa County to and from BART. The agreement requires BART to provide sufficient funding annually, through the Metropolitan Transportation Commission (MTC), to cover the annual operating and capital costs of the service.

**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when the related liability is incurred, regardless of the timing of the related cash flows.

The accounts of the Authority are organized on the basis of an enterprise fund. Its activities are accounted for with a set of self-balancing accounts that comprise the Authority’s assets, liabilities, net position, revenues and expenses. Enterprise funds account for activities: (i) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; (ii) that are required by laws or regulations that the activity’s cost of providing services, including capital costs (such as depreciation or debt service) be recovered with fees and charges, rather than with taxes or similar revenues; or (iii) that the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs.

Enterprise funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with an enterprise fund’s principal ongoing operations. The principal operating revenues of the Authority are charges to passengers for transportation services provided. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Cash Equivalents**

For purposes of the statement of cash flows, the Authority's deposits in the Local Agency Investment Fund (LAIF) are, in substance, demand deposits and are therefore considered cash equivalents. Restricted investments are not considered a cash equivalent.

**Accumulated Vacation and Sick Leave**

By Authority policy, employees can carry up to twenty days of vacation benefits. The Authority has accrued \$21,746 for this liability at June 30, 2022.

Sick leave benefits are accumulated up to 30 days for each employee. The employees do not gain a vested right to accumulated sick leave. Accumulated employee sick leave benefits are not recognized as liabilities of the Authority since payment of such benefits is not probable. Sick leave benefits are recorded as expenses in the period that sick leave is taken.

**Operating Assistance**

Grants are reported as non-operating revenue as soon as all eligibility requirements have been met.

**Net Position**

Net Position is reported in the following categories:

- Net Investment in Capital Assets – This category groups all capital assets into one category. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. When both restricted and unrestricted net position are available, unrestricted resources are used only after the restricted resources are depleted.
- Unrestricted Net Position – This category represents net position of the Authority, not restricted for any project or other purpose.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**Fair Value Measurements**

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within Level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

**Lease Accounting**

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. The Authority does not current have any leases that meet the definition under GASB 87.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 3 – CASH AND INVESTMENTS**

Cash and investments at June 30, 2022 consisted of the following:

Cash in bank and on hand	\$1,509,960
Cash with Local Agency Investment Fund (LAIF)	<u>2,166,748</u>
Total Cash and Investment	<u><u>\$3,676,708</u></u>

Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation. The remainder of these cash deposits are entirely collateralized by the bank holding the deposit. California law requires banks to pledge government securities with a market value of 110% of the deposit as collateral for all public agency deposits. This collateral remains with the institution, but is considered to be held in the Authority’s name and places the Authority ahead of general creditors of the bank.

The Authority is a voluntary participant in LAIF that is regulated by the California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the Town’s investment in this pool as reported in the accompanying financial statements is based upon the Entity’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio).

The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF’s investment portfolio are U.S. Treasuries, Federal Agency obligations, time deposits, negotiable certificates of deposits, commercial paper, corporate bonds, and security loans. At June 30, 2022, the average life on investment funds invested by LAIF was 311 days.

**NOTE 4 – CAPITAL ASSETS**

Capital assets of the Authority consist of transit facilities, transportation equipment and other equipment. Capital assets are recorded at historical cost and depreciated over their estimated useful lives. The Authority's policy is to capitalize all assets when acquired with capital contributions.

Depreciation of capital assets in service is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated.

The Authority has assigned the useful lives as follows:

Facilities	5 - 31.5 years
Transportation Equipment	5-16 years
Shop, office and other equipment	5-10 years

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 4 – CAPITAL ASSETS (Continued)**

Capital asset activity for the year ended June 30, 2022, were as follows:

	Balance June 30, 2021	Additions / Adjustments	Retirements	Balance June 30, 2022
Facilities	\$8,730,982	\$555,119		\$9,286,101
Transportation Equipment	27,551,699	2,278,914	(\$1,306,473)	\$28,524,140
Other Equipment	490,456	29,775	(32,572)	487,659
Total Capital Assets	36,773,137	2,863,808	(1,339,045)	38,297,900
Less Accumulated Depreciation	(20,722,163)	(2,311,975)	1,339,045	(21,695,093)
Capital assets, net	<u>\$16,050,974</u>	<u>\$551,833</u>	<u></u>	<u>\$16,602,807</u>

**NOTE 5 – OPERATING AND CAPITAL ASSISTANCE**

**Bay Area Rapid Transit District** – Operating funds from BART consist of \$2,737,806 in State Transit Assistance (STA) funds and \$362,361 in Transportation Development Act funds.

**Transportation Development Act** – The Transportation Development Act (TDA) creates in each California local jurisdiction a Local Transportation Fund that is funded by ¼ cent from the 7.25 percent retail sales tax collected statewide. The California Board of Equalization returns these funds to the local jurisdiction according to the amount of sales taxes collected in that jurisdiction. TDA funds are allocated to the Authority from Contra Costa County to meet, in part, the Authority’s operating requirements. The allocation is based on population within the Authority’s service area.

**State Transit Assistance** – State Transit Assistance (Proposition 111) funds are allocated to the Authority based on the portion of the Authority’s qualifying revenues as a portion of qualifying revenues statewide and the population of the areas that the Authority serves. The qualifying revenues are property taxes, Measure J funds and other funds generated at the local level, excluding state or federal subsidies.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 5 – OPERATING AND CAPITAL ASSISTANCE(Continued)**

The Authority spent \$86,829 of STA – State of Good Repair funds for match on vehicles. This was from receipts from prior years of \$86,373; and \$347 in prior year interest and \$109 in interest received during fiscal year 2022.

Project Name	Grant Amount	Interest Earned		Expended in Fiscal		Unearned Revenue
		Prior Years	2021-22	Prior Years	2021-22	
SGR Programs						
FY 20 Local Match Vehicle Purchase	\$79,240	\$278	\$8	\$73,517	\$6,009	
FY 21 Local Match Vehicle Purchase	80,651	69	101		80,821	
FY 22 Local Match Vehicle Purchase	<u>82,512</u>					\$82,512
Total State of Good Repair	<u>\$ 242,403</u>	<u>\$ 347</u>	<u>\$ 109</u>	<u>\$ 73,517</u>	<u>\$ 86,830</u>	<u>\$ 82,512</u>
Total Unearned Revenues						<u>\$82,512</u>

**Regional Measure 2** – Regional Measure 2 (RM2) raised the toll on the seven State-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in SB 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding.

**Measure J** – The Authority has entered into an agreement with the Contra Costa Transportation Authority (CCTA) pursuant to Contra Costa County Measure J for improvement of bus transit and para-transit services. The Authority must apply funds received under the agreement, including any interest earned thereon, for the specific routes, services, or capital acquisitions approved annually by CCTA.

**Federal Transit Administration** – The Authority received 5307 funds as capital assistance for vehicles. CRRSAA Act Relief funds and ARP Act Funds for operating assistance were also received.

**Low Carbon Transit Operations Program** – The Authority spent \$116,352 for the Spare the Air program in fiscal year 2022, all of which was comprised of prior year funds from fiscal year 2021.

**AB 664 East Bay** – The Authority spent \$130,233 in AB 664 funds for match on vehicles in fiscal year 2022.

**NOTE 6 – PAYABLE TO METROPOLITAN TRANSPORTATION COMMISSION**

TDA regulations require the Authority to return excess operating revenues over operating costs, as defined in section 6634 of the California Code of Regulations, to MTC. The payable to MTC at June 30, 2022 was composed of such excess revenues for fiscal years 2019, 2020, 2021, and 2022 for a total of \$4,405,726. Such refundable is reported as a reduction of TDA revenues.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 7 – INSURANCE/JOINT POWERS AGREEMENT**

The Authority secures vehicular, property damage, Employment Risk Management Authority and general liability coverage of up to \$100,000 per incident through its bus operations contractor. Coverage above this amount up to \$25 million per incident is secured through the Authority’s participation in the California Transit Insurance Pool (CalTIP), a Joint Powers Authority. Losses over \$25 million per incident are uninsured. CalTIP was formed May 1987 to provide to its members comprehensive and economical insurance for public liability, property and other risks. CalTIP is governed by a board consisting of a representative from each of the 35 member agencies. CalTIP is independent of influence by the member agencies beyond the representation on the governing board. There has been no reduction in the Authority’s insurance coverage from the prior year, and no settlement amounts have exceeded insurance coverage for the last three years.

The Authority pays a premium commensurate with the level of coverage requested. Member agencies share surpluses and deficits proportionately to their participation in the CalTIP. During the year ended June 30, 2022, the Authority paid \$444,392 to CalTIP.

Financial information of CalTIP as of and for the year ended April 30, 2021 (the most recent available) was as follows:

Total Assets	\$ 46,512,537
Total Liabilities	\$ 21,367,354
Net Position	\$ 25,145,183
Total Revenues	\$ 15,456,236
Total Expenses	\$ 13,314,479

**NOTE 8 – PENSION PLAN**

**A. General Information about the Pension Plan**

***Plan Description***

All qualified permanent and probationary employees are eligible to participate in the Authority’s separate Miscellaneous Employee Pension Plans, cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Authority’s resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.



**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 8 – PENSION PLAN (Continued)**

***Benefits Provided***

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan provisions and benefits in effect at June 30, 2022, are summarized as follows:

	Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-55	52-67
Monthly benefits, as a % of eligible compensation	1.426% - 2.418%	1.000% - 2.50%
Required employee contribution rates	7.00%	6.75%
Required employer contribution rates	10.34%	7.59%

***Contributions*** – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2022, the contributions recognized as part of pension expense for the Plan were as follows:

	Miscellaneous
Contributions - employer	\$152,322

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 8 – PENSION PLAN (Continued)**

***B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions***

As of June 30, 2022, the Authority reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	\$219,322

The Authority's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The Authority's proportionate share of the net pension liability for the Plan as of June 30, 2020 and 2021 was as follows:

	Miscellaneous
Proportion - June 30, 2020	0.0164%
Proportion - June 30, 2021	0.0116%
Change - Increase (Decrease)	-0.0048%

For the year ended June 30, 2022, the Authority recognized pension expense of (\$263,109). At June 30, 2022, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$152,322	
Differences between expected and actual experience	24,595	(\$191,457)
Changes of assumptions		
Change in proportion and differences between employer contributions and proportionate share of contributions	72,356	
Net difference between projected and actual earnings on pension plan investments		(10,222)
Total	\$249,273	(\$201,679)

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 8 – PENSION PLAN (Continued)**

\$152,322 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Annual Amortization
2023	(\$6,639)
2024	(15,558)
2025	(29,621)
2026	(52,910)
Thereafter	

**Actuarial Assumptions** – The total pension liabilities in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions:

	Miscellaneous
Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	3.00%
Projected Salary Increases	Varies by Entry-Age and Service
Investment Rate of Return	7.15% (1)
Mortality Rate Table <sup>1</sup>	Derived using CalPERS Membership Data for all Funds
Post Retirement Benefit Increase	The lesser of contract COLA or 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter

(1) The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

**Discount Rate** – The discount rate used to measure the total pension liability for each Plan was 7.15%. The projection of cash flows used to determine the discount rate for each Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability for each Plan.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 8 – PENSION PLAN (Continued)**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical and forecasted information for all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for the assumed administrative expenses.

The table below reflects the long-term expected real rates of return by asset class.

Asset Class (a)	New Strategic Allocation	Real Return Years 1 - 10(b)	Real Return Years 11+(c)
Global Equity	50.0%	4.80%	5.98%
Global Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	<u>100%</u>		

(a) In the CalPERS Annual Comprehensive Financial Report, Fixed Income is included in Global Det Securities; liquidity is included in Short-term Investments; inflation Assets are included in both Global Equity Securities and Global Debt Securities.

(b) An expected inflation of 2.0% used for this period.

(c) An expected inflation of 2.92% used for this period.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 8 – PENSION PLAN (Continued)**

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*  
– The following presents the Authority’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the Authority’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Miscellaneous
1% Decrease	6.15%
Net Pension Liability	\$777,088
Current Discount Rate	7.15%
Net Pension Liability	\$219,322
1% Increase	8.15%
Net Pension Liability	(\$241,775)

*Pension Plan Fiduciary Net Position* – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

**NOTE 9 – DEFERRED COMPENSATION PLAN**

For employees hired before May 1, 2007 the Authority contributes 1% of all employees’ salaries to International City Managers Association (ICMA), now MissionSquare Retirement, a defined contribution benefit system that administers deferred compensation plans for participating public entities within the State of California. For new hires, the Authority contributes 7% of their salaries to MissionSquare Retirement for the first 1,000 hours of employment, after which, the employees are enrolled in CalPERS. The Plan’s trust administrator is Mission Square Retirement, P.O. Box 96220, Washington, DC 20090-6220.

All full time and regular part time Authority employees are eligible to participate in MissionSquare Retirement. Employees are allowed to defer a percentage of their salary into the plan. Employees determine how their account balance is invested within a certain array of investment options. Benefits vest immediately. Upon retirement, the employees can select from various payout options. During the fiscal year 2022, the Authority contributed \$5,212 to the plan.

**NOTE 10 – CONCENTRATIONS**

The Authority receives a significant amount of its support from funding administered by the State of California, including sales tax revenues from the Local Transportation Fund and diesel tax proceeds through the State Transit Assistance (STA) program. The STA program is also the source of payments made to the Authority by the BART system. A significant reduction in the level of this support, if this was to occur, may have a significant effect on the operations of the Authority.

**NOTE 11 – CONTINGENCIES**

The Authority receives funding from various governmental agencies that are subject to review and audit. Such audits could result in a request for reimbursement for expenses disallowed under the terms and conditions of the contracts. It is the opinion of management that no material liabilities will result from such potential audits.

**REQUIRED SUPPLEMENTARY INFORMATION**

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WESTERN CONTRA COSTA TRANSIT AUTHORITY  
 Cost-Sharing Multiple-Employer Defined Pension Plan  
 Last 10 Years\*  
 SCHEDULE OF THE PLAN'S PROPORTIONATE SHARE OF THE  
 NET PENSION LIABILITY AND RELATED RATIOS AS OF  
 THE MEASUREMENT DATE

Measurement Date	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021
Plan's proportion of the Net Pension Liability (Asset)	0.0138%	0.0295%	0.0151%	0.0136%	0.0138%	0.0151%	0.0164%	0.0116%
Plan's proportion share of the Net Pension Liability (Asset)	\$859,495	\$808,383	\$523,652	\$537,394	\$521,412	\$605,112	\$690,555	\$219,322
Plan's Covered Payroll	\$591,498	\$647,939	\$690,283	\$863,582	\$891,011	\$914,786	\$1,043,790	\$955,240
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	145.31%	124.76%	75.86%	62.23%	58.52%	66.15%	66.16%	22.96%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	61.20%	66.19%	80.31%	81.75%	83.50%	82.57%	82.03%	94.81%

Change in assumption - In 2017, the accounting discount rate was decreased from 7.65% to 7.15%.

\*- Fiscal year 2015 was the 1st year of implementation.

WESTERN CONTRA COSTA TRANSIT AUTHORITY  
 Cost-Sharing Multiple Employer Defined Pension Plan  
 Last 10 Years\*  
 SCHEDULE OF CONTRIBUTIONS

Fiscal Year	2015	2016	2017	2018	2019	2020	2021	2022
Actuarially determined contribution	\$156,188	\$178,760	\$158,462	\$81,063	\$89,072	\$102,498	\$127,032	\$152,322
Contributions in relation to the actuarially determined contributions	(156,188)	(178,760)	(506,339)	(81,063)	(\$89,072)	(\$102,498)	(\$127,032)	(\$152,322)
Contribution deficiency (excess)	\$0	\$0	(\$347,877)	\$0	\$0	\$0	\$0	\$0
Covered payroll	\$647,939	\$690,283	\$863,582	\$891,011	\$914,786	\$1,043,790	\$955,240	\$956,046
Contributions as a percentage of covered payroll	24.11%	25.90%	18.35%	9.10%	9.74%	9.82%	13.30%	15.93%

\*Fiscal year 2015 was the 1st year of implementation.



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**SUPPLEMENTARY INFORMATION**

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**WESTERN CONTRA COSTA TRANSIT AUTHORITY**  
**SCHEDULE OF REFUNDABLE TO METROPOLITAN TRANSPORTATION COMMISSION**  
**Year Ended June 30, 2022**

<b>OPERATING REVENUES</b>	
Passenger Fares	\$ 998,119
Advertising Revenue	55,532
	<hr/>
<b>Total Operating Revenues</b>	<b>1,053,651</b>
<b>OPERATING EXPENSES</b>	
Operations	9,813,713
General and Administrative	1,056,841
Maintenance – Vehicles	1,484,924
Maintenance – Other	232,325
	<hr/>
<b>Total Operating Expenses</b>	<b>12,587,803</b>
<b>Operating Loss</b>	<b>(11,534,152)</b>
<b>NON-OPERATING REVENUES</b>	
Interest Income	9,153
Other Non-Operating Revenues	33,247
Operating Assistance and Grants From Governmental Agencies:	
Bay Area Rapid Transit District	3,100,167
Transportation Development Act	2,631,417
State Transit Assistance	1,262,721
Low Carbon Transit Operations Program	116,352
Regional Measure 2	993,518
Measure J	2,004,347
Federal Transit Administration	2,832,099
	<hr/>
<b>Total Non-Operating Revenues</b>	<b>12,983,021</b>
<b>Refundable to Metropolitan Transportation Commission for June 30, 2022</b>	<b>\$ 1,448,869</b>
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**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS**

**FOR THE YEAR ENDED JUNE 30, 2022**

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**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS**

**For The Year Ended June 30, 2022**

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## MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors  
Western Contra Costa Transit Authority  
Pinole, California

In planning and performing our audit of the basic financial statements of the Western Contra Costa Transit Authority (Authority) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies in internal control included on the Schedule of Material Weaknesses to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiency.

*Government Auditing Standards* require the auditor to perform limited procedures on the Authority's response to the findings identified in our audit and described in the accompanying Schedule of Material Weaknesses and Schedule of Other Matters. The Authority's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

*Maze + Associates*

Pleasant Hill, California  
October 17, 2022

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF MATERIAL WEAKNESSES**

**2022-01: Journal Entry Reviews and Approvals**

**Criteria:** Journal entries are an important transaction cycle that affects all aspects of accounting and financial reporting. Prudent internal control concepts dictate that no single employee should process a transaction without the involvement of another employee. For journal entries, this typically takes the form of a second employee performing a review and approving the proposed entry prior to posting. The review and approval should be documented by a reviewer signing and dating that their review has been completed and the entry is approved.

**Condition:** We selected journal entries for testing but were informed that during a period of transition of the outside CPA and the Accounting Clerk, some journal entries were posted without a second review or approval. In addition, there are no documentation that shows who prepared and reviewed the journal entries. The lack of review and documentations represents a material weakness and a potential that some journal entries may not be appropriate.

**Effect:** Without proper approval of journal entries the likelihood of error, improper accounting treatments, and potential fraud increase.

**Cause:** Staffing shortages and changes.

**Recommendation:** We recommend that the Authority implement a park and place function that allows someone to create entries and then alerts and allows the proper authorized employees to review and approve the entry prior to posting.

**Management's Response:** The Authority has put the auditor's recommendation into practice and has implemented a procedure that allows the Finance Manager to create entries, and allows the properly authorized employees to review and approve the entry before posting.

**2022-02: Bank Reconciliation Timeliness and Review**

**Criteria:** Bank reconciliations are an important element of the Authority's internal control structure. In order to have an effective control, the Authority should complete bank reconciliations as soon as possible after each month-end, usually within thirty days of receipt of statements, and subsequently reviewed for accuracy. Errors and un-reconciled differences should be researched, understood and corrected immediately, so as to prevent additional errors and a decrease in efficiency.

The Uniform Commercial Codes provides that under certain conditions, the most important being timely bank reconciliation, depositors who detect fraudulent transactions and inform their banks in a timely manner will not be responsible for the fraud loss. Banks will pay for that loss.

**Condition:** We reviewed the bank reconciliation for September 2021, December 2021 and March 2022 for the four bank accounts of the Authority. During that review, we found that most were not completed within 30 days. Also, one of the September 2021 reconciliations did not indicate the date of the review.

**Effect:** As a result of late bank reconciliations, errors and/or check fraud may not be detected and corrected in a timely manner.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF MATERIAL WEAKNESSES**

**Cause:** We were told that after the prior outside CPA and Accounting Clerk left the Authority, staffing shortages made timely reconciliations difficult.

**Recommendation:** The Authority should consider bank reconciliations as a high priority and bring it to a current status as soon as possible.

**Management's Response:** The Authority considers bank reconciliations a high priority and has put the auditor's recommendation into practice and has implemented a procedure to have all bank reconciliations completed in a timely manner.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**NEW GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE**

The following comment represents new pronouncements taking effect in the next few years. We have cited them here to keep you abreast of developments:

**EFFECTIVE FISCAL YEAR 2022/23:**

**GASB 91 – Conduit Debt Obligations**

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

A conduit debt obligation is defined as a debt instrument having *all* of the following characteristics:

- There are at least three parties involved:
  - (1) an issuer
  - (2) a third-party obligor, and
  - (3) a debt holder or a debt trustee.
- The issuer and the third-party obligor are not within the same financial reporting entity.
- The debt obligation is not a parity bond of the issuer, nor is it cross-collateralized with other debt of the issuer.
- The third-party obligor or its agent, not the issuer, ultimately receives the proceeds from the debt issuance.
- The third-party obligor, not the issuer, is primarily obligated for the payment of all amounts associated with the debt obligation (debt service payments).

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB 91 – Conduit Debt Obligations, (Continued)**

Issuers should not report those arrangements as leases, nor should they recognize a liability for the related conduit debt obligations or a receivable for the payments related to those arrangements. In addition, the following provisions apply:

- If the title passes to the third-party obligor at the end of the arrangement, an issuer should not recognize a capital asset.
- If the title does not pass to the third-party obligor and the third party has exclusive use of the entire capital asset during the arrangement, the issuer should not recognize a capital asset until the arrangement ends.
- If the title does not pass to the third-party obligor and the third party has exclusive use of only portions of the capital asset during the arrangement, the issuer, at the inception of the arrangement, should recognize the entire capital asset and a deferred inflow of resources. The deferred inflow of resources should be reduced, and an inflow recognized, in a systematic and rational manner over the term of the arrangement.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

***How the Changes in this Statement will Improve Financial Reporting***

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

***GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements***

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

***PPPs*** – This Statement requires that PPPs that meet the definition of a lease apply the guidance in Statement No. 87, Leases, as amended, if existing assets of the transferor that are not required to be improved by the operator as part of the PPP arrangement are the only underlying PPP assets and the PPP does not meet the definition of an SCA. This Statement provides accounting and financial reporting requirements for all other PPPs: those that either (1) meet the definition of an SCA or (2) are not within the scope of Statement 87, as amended (as clarified by this Statement). The PPP term is defined as the period during which an operator has a noncancellable right to use an underlying PPP asset, plus, if applicable, certain periods if it is reasonably certain, based on all relevant factors, that the transferor or the operator either will exercise an option to extend the PPP or will not exercise an option to terminate the PPP.

A transferor generally should recognize an underlying PPP asset as an asset in financial statements prepared using the economic resources measurement focus. However, in the case of an underlying PPP asset that is not owned by the transferor or is not the underlying asset of an SCA, a transferor should recognize a receivable measured based on the operator's estimated carrying value of the underlying PPP asset as of the expected date of the transfer in ownership. In addition, a transferor should recognize a receivable for installment payments, if any, to be received from the operator in relation to the PPP. Measurement of a receivable for installment payments should be at the present value of the payments expected to be received during the PPP term. A transferor also should recognize a deferred inflow of resources for the consideration received or to be received by the transferor as part of the PPP. Revenue should be recognized by a transferor in a systematic and rational manner over the PPP term.

This Statement requires a transferor to recognize a receivable for installment payments and a deferred inflow of resources to account for a PPP in financial statements prepared using the current financial resources measurement focus. Governmental fund revenue would be recognized in a systematic and rational manner over the PPP term.



**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements,  
(Continued)**

This Statement also provides specific guidance in financial statements prepared using the economic resources measurement focus for a government that is an operator in a PPP that either (1) meets the definition of an SCA or (2) is not within the scope of Statement 87, as amended (as clarified in this Statement). An operator should report an intangible right-to-use asset related to an underlying PPP asset that either is owned by the transferor or is the underlying asset of an SCA. Measurement of the right-to-use asset should be the amount of consideration to be provided to the transferor, plus any payments made to the transferor at or before the commencement of the PPP term, and certain direct costs. For an underlying PPP asset that is not owned by the transferor and is not the underlying asset of an SCA, an operator should recognize a liability measured based on the estimated carrying value of the underlying PPP asset as of the expected date of the transfer in ownership. In addition, an operator should recognize a liability for installment payments, if any, to be made to the transferor in relation to the PPP. Measurement of a liability for installment payments should be at the present value of the payments expected to be made during the PPP term. An operator also should recognize a deferred outflow of resources for the consideration provided or to be provided to the transferor as part of the PPP. Expense should be recognized by an operator in a systematic and rational manner over the PPP term.

This Statement also requires a government to account for PPP and non-PPP components of a PPP as separate contracts. If a PPP involves multiple underlying assets, a transferor and an operator in certain cases should account for each underlying PPP asset as a separate PPP. To allocate the contract price to different components, a transferor and an operator should use contract prices for individual components as long as they do not appear to be unreasonable based on professional judgment or use professional judgment to determine their best estimate if there are no stated prices or if stated prices appear to be unreasonable. If determining the best estimate is not practicable, multiple components in a PPP should be accounted for as a single PPP.

This Statement also requires an amendment to a PPP to be considered a PPP modification, unless the operator's right to use the underlying PPP asset decreases, in which case it should be considered a partial or full PPP termination. A PPP termination should be accounted for by a transferor by reducing, as applicable, any receivable for installment payments or any receivable related to the transfer of ownership of the underlying PPP asset and by reducing the related deferred inflow of resources. An operator should account for a termination by reducing the carrying value of the right-to-use asset and, as applicable, any liability for installment payments or liability to transfer ownership of the underlying PPP asset. A PPP modification that does not qualify as a separate PPP should be accounted for by remeasuring PPP assets and liabilities.

**APAs** – An APA that is related to designing, constructing, and financing a nonfinancial asset in which ownership of the asset transfers by the end of the contract should be accounted for by a government as a financed purchase of the underlying nonfinancial asset. This Statement requires a government that engaged in an APA that contains multiple components to recognize each component as a separate arrangement. An APA that is related to operating or maintaining a nonfinancial asset should be reported by a government as an outflow of resources in the period to which payments relate.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

***GASB 96 – Subscription-Based Information Technology Arrangements***

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which a government has a noncancelable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the government or SBITA vendor will not exercise that option).

Under this Statement, a government generally should recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, —which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

The subscription asset should be initially measured as the sum of (1) the initial subscription liability amount, (2) payments made to the SBITA vendor before commencement of the subscription term, and (3) capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. A government should recognize amortization of the subscription asset as an outflow of resources over the subscription term.

Activities associated with a SBITA, other than making subscription payments, should be grouped into the following three stages, and their costs should be accounted for accordingly:

- Preliminary Project Stage, including activities such as evaluating alternatives, determining needed technology, and selecting a SBITA vendor. Outlays in this stage should be expensed as incurred.
- Initial Implementation Stage, including all ancillary charges necessary to place the subscription asset into service. Outlays in this stage generally should be capitalized as an addition to the subscription asset.
- Operation and Additional Implementation Stage, including activities such as subsequent implementation activities, maintenance, and other activities for a government's ongoing operations related to a SBITA. Outlays in this stage should be expensed as incurred unless they meet specific capitalization criteria.

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

***GASB 96 – Subscription-Based Information Technology Arrangements, (Continued)***

In classifying certain outlays into the appropriate stage, the nature of the activity should be the determining factor. Training costs should be expensed as incurred, regardless of the stage in which they are incurred.

If a SBITA contract contains multiple components, a government should account for each component as a separate SBITA or nonsubscription component and allocate the contract price to the different components. If it is not practicable to determine a best estimate for price allocation for some or all components in the contract, a government should account for those components as a single SBITA.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

***How the Changes in this Statement will Improve Financial Reporting***

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.

## REQUIRED COMMUNICATIONS

To the Board of Directors  
Western Contra Costa Transit Authority  
Pinole, California

We have audited the basic financial statements of the Western Contra Costa Transit Authority (Authority) for the year ended June 30, 2022. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

### **Significant Audit Matters**

#### *Qualitative Aspects of Accounting Practices*

*Accounting Policies* - Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

#### **GASB 97 – Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—An Amendment of GASB Statements No. 14 and No. 84, and a Supersession of GASB Statement No. 32**

The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

The pronouncement became effective, but did not have a material effect on the financial statements.

*Unusual Transactions, Controversial or Emerging Areas* - We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

*Accounting Estimates* - Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements were:

*Estimated Fair Value of Investments:* As of June 30, 2022, the Authority held approximately \$3.7 million of cash and investments as measured by fair value as disclosed in Note 3 to the financial statements. Fair value is essentially market pricing in effect as of June 30, 2022. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2022.

*Estimate of Depreciation:* Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 4 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimated Net Pension Assets and Liabilities and Pension-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net pension assets and liabilities and deferred outflows/inflows of resources are disclosed in Note 8 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the Authority. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Disclosures* - The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board.

#### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### ***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated October 17, 2022.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Authority’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

We were engaged to report on the supplementary information, which accompanying the financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

\*\*\*\*\*

This information is intended solely for the use of Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Maze + Associates*

Pleasant Hill, California  
October 17, 2022

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## Agenda Item 2.3

### **Staff Report: Draft Short Range Transit Plan 2022**

As we discussed with the Board back in April MTC requires all Bay Area Transit Agencies who receive federal funding through the Regional Transportation Improvement Program (TIP) to prepare, adopt and submit a Short Range Transit Plan (SRTP) to MTC in order to remain eligible to receive federal funding.

WCCTA's last full SRTP was completed in 2016 and the current effort will result in an updated SRTP covering FT23 through FY28. Revised guidelines were established as a result of the COVID-19 pandemic in part to narrow the scope to a five-year planning horizon with a focus on financial and service planning through 3 specific planning scenarios.

The plan focuses on evaluating existing services and developing future service plans based on three scenarios of varying revenue recovery over the next five years. The operating budget for these scenarios is based on projections from MTC of recovery of various revenue sources and ridership recovery.

#### **Scenario 1 – Robust Recovery**

Assumes there is adequate funding to return overall revenue to 100% of Pre-pandemic levels with escalation. Due to cost increases, this would not result in returning to full-service levels, instead would enable some additional services to be added back up and then maintain these service levels over the rest of the plan.

#### **Scenario 2 – Revenue Recovery, with Fewer riders**

Assumes that Federal Relief funds are exhausted and are replaced by the recovery of other funding sources. However, Farebox revenue would be stagnant. Under this scenario, it is unlikely WCCTA would be able to add in any additional service and service levels would remain at the current levels of operations

#### **Scenario 3 – Some Progress**

Assumes the Federal Relief funds are exhausted and total revenues are 15% below pre-pandemic levels. Under this scenario, WCCTA would have to assume that service levels would need to be reduced in order to maintain a balanced budget.

Staff generated a 4<sup>th</sup> scenario that reflects an Operation budget that aligns with service growth back to pre-pandemic service levels. The discussion under all four scenarios attempts to lay out some potential key decisions that will need to be made by the Board going forward when actual service planning discussions take place.

Staff has submitted the draft plan to MTC for comment and review as is awaiting comments and feedback, we are looking for feedback and direction from the Board with the ultimate goal being to bring the Final plan back to the Board in December for Final Adoption.

#### **Recommendation – Discussion and Direction to Staff**



# WESTERN CONTRA COSTA TRANSIT AUTHORITY

DRAFT Short Range Transit Plan



Rob Thompson  
rob@westcat.org

DRAFT

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# Section 1: Introduction

## Overview

The Western Contra Costa Transit Authority (“WCCTA” or the “Authority”) is located in Pinole, CA, and was formed in 1977 under the provisions of the California Joint Exercise of Powers Act, Government Code Sections 6500 et. seq. It represents the cities of Pinole, Hercules, and the unincorporated communities of Montalvin Manor, Bayview, Tara Hills, Rodeo, Crockett, and Port Costa. WCCTA is governed by a seven-member Board of Directors composed of two elected officials from each city’s City Council and three members appointed by the Contra Costa County Board of Supervisors. WCCTA is responsible for the provision of public transit service within an approximately 20-square-mile service area.

## Location

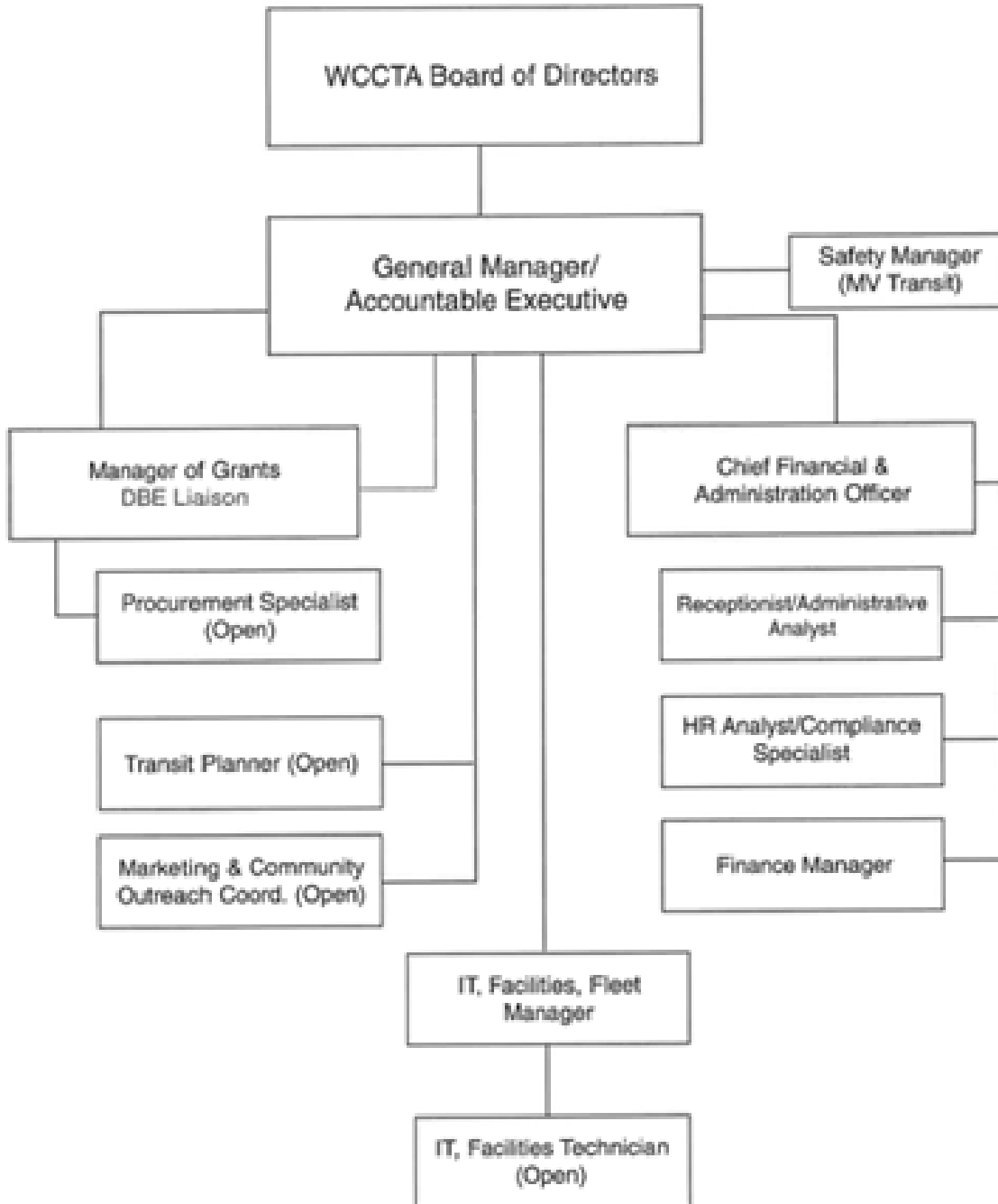
The WCCTA service area is located on the Interstate 80 corridor approximately 20 miles northeast of San Francisco. It is primarily a suburban residential area with several shopping centers and limited commercial/industrial development. The current population of the area is approximately 67,000 people.

## Staffing

WCCTA has undergone significant staffing changes in the past 18 months, including changes in the Accounting department, Maintenance oversight, and General Manager positions. The current staffing chart is presented below and indicates the current organizational chart and highlights positions that have been identified, but not yet filled.

# WCCTA Administration Organizational Chart

Updated July 2022



## Service Operations

WCCTA operates local and express fixed route bus service (WestCAT), Transbay bus service (Lynx), and paratransit service (Dial-A-Ride) for seniors and persons with disabilities. Dial-A-Ride is currently offered beyond ADA-required service levels to include anyone 65 years of age or older, regardless of ADA eligibility status. WCCTA also operates Transbay bus service (Lynx) between Hercules and San Francisco.

## Funding Sources

WCCTA receives grants and allocations from a variety of federal, state, and local sources for both its operating and capital needs. WCCTA is both a direct grant recipient (Contra Costa County "Measure J",) and a recipient of funding allocations administered by the Metropolitan Transportation Commission (MTC) and CalTrans, including Transportation Development Act Article 4.0 and 4.5, Federal Urbanized Area Capital Formula funds, Federal, Coronavirus Response and Relief Supplemental Appropriations Act, Federal American Recovery Plan Act, State of Good Repair funds, Low Carbon Transit Operations Program funds and Regional Measure 2 Bridge Toll revenues

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## Section 2 - Pre-pandemic State of Service – FY 2018-19

WestCAT operated a consistent amount of weekday service for several years pre-pandemic of approximately 35,000 hours on 10 local routes, 28,000 hours on 3 Express Feeder Bus Routes into the BART system, and 17,000 hours on 1 Transbay route Monday - Friday. Additionally, 4,000 hours on Saturday with 1 feeder bus route into the BART network and 2 local routes, and 2,200 hours on a BART Feeder route on Sunday.

Feeder bus service has always matched the span of BART service operating day 7 days a week. When BART had to change the start of their day from 4 am to 5 am, WestCAT provided Early Bird Express trips on BART's behalf from the Del Norte BART station to MacArthur BART, to 19<sup>th</sup> St. in Oakland, then to San Francisco's Salesforce Center.

WestCAT has operated a coverage model for the local routes trying to ensure equitable geographical coverage of the entire service area. Routes serving Hercules are timed to connect at the Hercules Transit Center to the Feeder Bus routes. Feeder and Transbay routes operated at 15-minute headway during peak, and around 30 minutes off-peak. Local service operated at 30-minute headway peak, and 45-60 minutes off-peak.

New development, particularly in the Hercules area, meant the fixed route system did not cover all areas of the city. Major housing development has occurred in the Waterfront area of the city over the last few years, including plans for an Intermodal Transit Center, which will see the implementation of a Capitol Corridor stop with long-term plans for a Ferry Terminal.

WestCAT had been experiencing the effects of the driver shortage in the years before the pandemic. Over the course of the year, some routes were temporarily suspended (the JX, Route 17, and Route 18) while other routes (Route 16 and C3) had service levels cut from 30-minute headway to hourly also on a temporary basis.

WestCAT ridership on local and express routes was steady in the years before the pandemic. However, ridership on the Transbay Lynx experienced growth for several years. Ridership seemed to plateau around 2017/18. However, this was due to capacity being reached on the available vehicles and trips, not due to demand. Double Decker vehicles were added in 2018 and once again, WestCAT saw ridership increase on this route. Double Deckers made it possible to increase capacity on certain trips from 53 (on a conventional over-the-road coach) to 88 on the Double Decker vehicles.

Route by Day Type & System	Fiscal Year To Date		
	FY 17/18	FY 18/19	% Change
Route 10 Weekday	30,629	26,108	-14.8
Route 11 Weekday	57,573	53,653	-6.8
Route 11 Saturday	3,682	3,501	-4.9
Route 11 Total	61,255	57,154	-6.7
Route 12 Weekday	37,083	33,726	-9.1
Route 15 Weekday	26,056	21,205	-18.6
Route 16 Weekday	64,103	59,568	-7.1
Route 17 Weekday	6,795	6,888	1.4
Route 18 Weekday	7,358	6,922	-5.9
Route 19 Saturday	3,948	3,447	-12.7
Route 30Z Weekday	25,577	26,118	2.1
Route C3 Weekday	54,716	61,616	12.6
Route DAR Weekday	37,907	33,331	-12.1
Route DAR Saturday	2,574	2,340	-9.1
Route DAR Total	40,481	35,671	-11.9
Route J Weekday	274,858	234,051	-14.8
Route J Saturday	28,165	26,776	-4.9
Route J Sunday	19,930	19,648	-1.4
Route J Total	322,953	280,475	-13.2
Route JPX Weekday	178,120	147,083	-17.4
Route JX Weekday	58,531	81,576	39.4
Route LYNX Weekday	289,786	331,338	14.3
Route LYNX Saturday	401	650	62.1
Route LYNX Total	290,187	331,988	14.4
<b>Total System-Wide</b>	<b>1,207,792</b>	<b>1,179,545</b>	<b>-2.3</b>

Several bus studies conducted just before the pandemic indicated latent demand from WestCAT's service area into areas of Emeryville, Oakland as well as additional demand into San Francisco. While additional analysis and planning would be required, as well as significant new sources of operating and capital funds, WestCAT was considering working on potential alignments and service plans for these services.

### [Fare and Pass Information](#)

WestCAT fares are among the lowest in the Bay Area. We offer a variety of fare payment options, including cash and an assortment of pre-paid passes. We also accept Clipper, the all-inclusive transit pass for the Bay Area. The fare box accepts bills and coins. However, if you are paying with cash, exact fare is required. Transfers are issued and accepted on all WestCAT buses, and we accept transfers from neighboring transit agencies.

### [Reduced Fare Information](#)

To receive a reduced fare, a passenger may be asked to show one of the following:



- State-issued ID (senior fare)
- Regional Transit Connection card (RTC)\*
- Photo ID and Medicare card (not Medi-Cal)
- Photo ID and registration receipt / DMV placard
- Disabled Veterans ID card (disabled fare)

\*Currently we honor, but do not certify, the Regional Transit Connection card (RTC). The RTC Discount ID card is available to qualified persons with disabilities. RTC cardholders are eligible for reduced fares on Fixed-Route Transit Bus, Rail, and Ferry systems throughout the San Francisco Bay Area.

### [Day Pass Information](#)

Day Passes allow riders unlimited travel in any direction on local fixed-route and express buses only. Passes are valid only if stamped with the correct date and are good for use through the last bus of the service day when first used. Day Passes may be pre-purchased through WestCAT or on board buses from the driver on the day of travel. The exact fare is required. Passes will be time stamped

If you pay cash value with a Clipper card, you can automatically accumulate a Day Pass for unlimited rides in a single day on most County Connection, Tri Delta Transit, WestCAT, and Wheels routes. Once you accumulate/pay \$3.75 in fares in one day (\$1.75 for senior and RTC customers) on any combination of these transit services, your rides will be free of charge for the rest of that day. Free rides and fares paid on WestCAT Lynx Transbay service do not apply toward a Day Pass.

### [Dial-a-Ride Sheets of 10 Information](#)

Discount Tickets provide 10 one-way rides per sheet. There is no expiration date. Tickets are not sold in any other denomination and cannot be purchased from the driver.

### [Stored Value Pass Information](#)

Passes are non-transferable and expire one year from print date. Stored Value Pass allows one-way rides on all WestCAT Local Fixed Route and Express buses. Local Fixed Route and Express Stored Value Passes with a remaining value equal to less than the full cash fare will be allowed one last ride at no additional charge (Lynx excluded).

### [31-Day Pass Information](#)

Passes are non-transferable and expire one year from print date. Allows unlimited travel in any direction on Local Fixed Route and Express buses. Lynx passes also allow travel on Local Routes. Passes are good for 31 consecutive days beginning on the first day of use. Paper passes will be time-stamped. Passes are also available on Clipper cards.

### [Transfers](#)

If more than one bus is required to reach your destination, ask the driver for a transfer when you first board the bus. WestCAT transfers will be honored only on the day of issue at established transfer points within

90 minutes of their time of issue. They will not be accepted on any line that will return the passenger to the area in which the transfer was originally issued, nor to re-board the same route.

All Transfers from County Connection and Tri-Delta Transit at shared stops in Martinez are free with a valid transfer. WestCAT will not issue another transfer upon receiving a transfer from one of these two agencies in Martinez.

Transfers from Capital Corridor trains to WestCAT are free anywhere within WestCAT's service area with a validated transfer (exception Lynx to/from SF, and Paratransit/ Dial-a-Ride). Passenger must relinquish transfer to driver upon boarding. See Capitol Corridor's Transit Transfer Page for more information.

If you are using Clipper, Clipper automatically grants free or discounted transfers when transferring to another agency that accepts Clipper. Transfers are good for 120 minutes after boarding a bus. If you tag your second bus within the appropriate time frame, you will be granted your transfer. If you tag after that period, Clipper will deduct additional fare from your card.

### [WestCAT Transfer Policy](#)

- Passengers may request a transfer at the time of boarding.
- Valid for up to one hour to board another route to complete one-way trip.
- Accepted only at established transfer points
- Not valid to reboard the same route after a stopover (to run an errand, get groceries, etc.).
- Not valid to return to original boarding location (no round trip).
- Valid for up to one hour to board another route to complete one-way trip.
- Void if improperly used. Transfers will not be accepted if rolled, mutilated, torn or information is not readable.
- May not be shared with another passenger.
- No transfers to the BART system.
- AC Transit monthly passes on Clipper are valid transfer media at shared stops only, with payment of transfer fare.
- Other Operators (ex. AC Transit, Soltrans, etc.) employee and dependent passes are not accepted on any of WestCAT's routes, with the exception of BART employees and dependents.

<b>CASH FARES (one-way)**</b>	<b>Age 6-64</b>	<b>Age 65+ / Disabled/Medicare*</b>	<b>Under age 6</b>
Local Fixed Route and Express Bus	\$1.75	\$0.75	Free
Lynx Transbay Bus	\$5.00	\$2.00	Free
ADA Paratransit Local	\$1.25	\$1.25	Free
ADA Paratransit Regional	\$3.00	\$3.00	Free
Senior Dial-a-Ride Local	N/A	\$1.25 (senior only)	Free
Senior Dial-a-Ride Regional††	N/A	\$3.00 (senior only)	Free

<b>TRANSFER FARES</b>	<b>Age 6-64</b>	<b>Age 65+ / Disabled/Medicare*</b>	<b>Under age 6</b>
To WestCAT fixed Route Buses From BART, SolTrans, AC Transit, FAST, and Golden Gate Transit	\$1.00	\$0.50	Free
From WestCAT Local Fixed Route Buses to WestCAT LYNX	\$3.25	\$1.25	Free
From WestCAT Local Bus to another WestCAT Local Bus	Free with transfer slip at shared bus stops only	Free with transfer slip at shared bus stops only	Free

<b>PASS PRICES</b>	<b>Age 6-64</b>	<b>Age 65+ / Disabled/Medicare*</b>	<b>Under age 6</b>
Lynx 10-Ride Passes	\$50.00	\$20.00	N/A
Lynx 31-Day Pass	\$140.00	\$70.00	N/A
Fixed Route 31- Day Pass	\$40.00	\$20.00	N/A
Fixed Route Day Pass	\$3.50	\$1.50	N/A
Fixed Route Stored Value Pass	\$20.00	\$7.50	N/A
ADA Paratransit 10-Ride Sheet Local	\$10.00	\$10.00	N/A
ADA Paratransit 10-Ride Sheet Regional	\$25.00	\$25.00	N/A
Senior Dial-a-Ride 10-Ride Sheet Local	N/A	\$10.00 (senior only)	N/A
Senior Dial-a-Ride 10-Ride Sheet Regional††	N/A	\$25.00 (senior only)	N/A

\* Must present valid Medicare Card to driver when boarding.

\*\* Exact fare required when paying cash.

† With paying adult. Limit two free riders per paying adult.

†† Mon-Fri 9am - 3pm. Restrictions Apply.

Other Operators' (i.e. AC Transit, Soltrans, etc.) employee and dependent passes are not accepted on any of WestCAT's routes, with the exception of BART employees and dependents.

## [Clipper Fares and Integration](#)

WestCAT accepts Clipper cards on all WestCAT Local, Express, and Lynx routes (some restrictions apply). Clipper cards allow you to store multiple passes and cash fare on one easy-to-use card. Clipper automatically figures out the cost of your ride, including all discounts and transfers. Just tag and go! All WestCAT passes are currently available on Clipper, with the exception of student passes.

## Section 3: Current – State of the Service

Pre-pandemic, the driver shortage resulted in the cancellation of routes more frequently than was desirable. Conveying this information to the general public was challenging as well as a major inconvenience to the riding public. Therefore, it was strategically more advantageous to keep service at levels that we were able to commit to providing on a daily basis, without the chance of canceling routes with little notice to passengers.

The main challenge in returning service to pre-pandemic levels is driver availability. While funding has been made available to restore some service levels, due to the driver shortage, the strategic decision was made to keep reduced service levels to ensure we would not miss trips or have to cancel routes on short notice.

Even with the restoration of some service, the longer-term outlook does have several fiscal concerns. Funding that is generated through sales taxes has stayed fairly constant. However, there is a longer-term concern that diesel and gasoline sales tax revenues will decline as the state moves to more electrification of fleets. Coupled with this is the fact that ridership and fare revenues have not yet recovered and are not anticipated to recover to pre-pandemic levels for many years.

### How has the distribution of service changed by geography, time of day, and/or mode?

The reduction in service frequency has been applied across the system as a whole. Therefore, no individual geographic area has had to bear the brunt of the reduction in service. WestCAT's commitment to maintaining the service span has resulted in the preservation of local fixed-route (and corresponding ADA Paratransit) service throughout the day.

### Describe changes to ridership and travel patterns since the start of the pandemic.

WestCAT's current ridership is around 500,000 annual passengers, down from approx. 1.25M pre-pandemic. Lynx ridership is around 50%, Express Routes at 56%, Local routes at 78%, and Dial-a-Ride at 60% as of September 2022

As of July 2022, BART's ridership was approximately 35 percent of its pre-COVID ridership. This directly impacts WestCAT Express ridership, as those routes primarily serve BART stations. With fewer people riding BART, it is not surprising that Express Bus ridership has not fully returned. It is anticipated that Express Bus and Lynx ridership will take longer to recover than local fixed-route ridership unless more commuters return to the office (rather than working remotely).

### How have equity priority communities been considered in service planning or changes?

This factor was a consideration in WestCAT's approach to service reductions early in the pandemic, which focused on preserving lifeline service throughout the service day rather than maintaining service frequency within a smaller span of service. Service reductions concentrated on keeping geographical coverage throughout the entire service area.

### How has the operating budget changed?

The operating budget for FY 2022/23 represents a 17 percent increase over FY 2018/19. This increase is due to both an increase in the cost of operations (due in part to a new operations contract that started in October 2020) and the general increase in associated costs. When WestCAT entered into a new Operations

and Maintenance contract, costs had escalated considerably since the previous contract had been agreed upon in 2013.

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## Section 4 - Future – Plans and expansions

Maintaining local transit service is vital for the community in which WestCAT operates. With its location being outside the footprint of the BART system, it is also vital to maintain the connection to the Regional Network at Del Norte BART. This is a pivotal access point for residents of Western Contra Costa to be able to make regional connections.

Studies continue to show increased demand for additional service into San Francisco from the Pinole area as well as service from West Contra Costa into Oakland and Emeryville. Therefore, this potential service remains high on the list of possible service expansion projects. However, it should be noted that until service levels on current routes return to higher levels, any expansion to new service areas is unlikely to occur.

The structure and setup of the current service may need to be examined moving forward. The basic configuration of service has been in place for many years. However, while a coverage model has served the community well, it is possible that resources might be more effectively deployed considering the new developments that have occurred, particularly in Hercules Waterfront. There are areas of underserved developments in Hercules and Pinole. Micro transit is an approach that could be studied and piloted in specific areas of the service area. It could allow for smaller vehicles to make more targeted trips while offering a more convenient and effective transit service, offering more opportunities for first mile/last-mile trips.

Expansion of the One Seat Ride ADA Paratransit service pilot to include East Bay Paratransit would allow residents of the WCCTA service area the convenience and accessibility of a non-transfer trip into areas towards the core of the inner East Bay. Currently, the One Seat Ride program allows someone to make a trip from the WestCAT service to anywhere in the County Connection, Tri-Delta, or LAVTA service areas without the need to transfer between systems.

The rollout to a zero-emission fleet and the substantial associated capital costs may also impact WestCAT on a medium-term basis. The capital costs of more expensive zero-emission vehicles and the costs of either Hydrogen or Eclectic infrastructure on-site create many challenges. One significant obstacle would be available space at the current facility and the associated costs of training existing staff or potentially adding new staff who are properly trained in the maintenance of zero-emission fleets and infrastructure.

## Section 5 - Scenario Planning (FY 2023/24 – FY 2027/28)

A key component of the 2022 SRTP Update is developing an understanding of how service planning would be adjusted to accommodate different revenue constraints. To this end, MTC has identified three funding scenarios: Robust Recovery; Revenue Recovery, with Fewer Riders; and Some Progress. Each scenario and WestCAT's anticipated response are detailed below.

While MTC focuses on a return to pre-pandemic levels as the ultimate goal, it is important to note that there has been such a shift in travel that returning to full pre-pandemic service levels is not feasible within the given planning time period. This is especially noticeable with the WestCAT Express service, which is highly dependent on BART riders, and the Lynx, which was heavily used by commuters traveling to downtown San Francisco. If BART ridership remains low, then connecting service to/from BART will also remain low. WestCAT is carefully monitoring the emergence of new travel patterns within its service area and will strive to meet those needs to the greatest extent possible under each MTC recovery scenario.

In addition, several funding sources are expected to remain flat regardless of the scenario. TDA funds based on sales tax revenues have increased, while RM2 revenues remained constant and do not adjust over time. STA funds are uncertain, given they are based on both population and fare revenue, and fare revenues are down. Federal stimulus dollars were a welcome addition to the funding mix in recent years, but due to WestCAT's place in the large Urbanized Area of Oakland/San Francisco, Federal dollars are not available for operations and are capital funds only. With an annual increase in costs of four to six percent per annum, just maintaining the status quo can be a challenge. Without a county-wide dedicated sales tax initiative, the funding situation is not sufficient to return to the full pre-pandemic level of service under any scenario.

### Scenario 1 – Robust Recovery

In the "Robust Recovery" scenario, there is adequate funding to return overall revenue to 100 percent of pre-pandemic levels, with escalation. This would not assume proportionate recovery across all revenue levels. It should be noted that this does not mean there is sufficient funding to return to 100% service levels. This is due to cost increases in providing service, and other cost increases that have been above the assumptions in this scenario.

This scenario assumes an ongoing three percent overall escalation in operating cost, as well as annual ridership increases. Ridership increases are expected to occur at a higher rate during the first two years of the five-year horizon (due to riders continuing to return to transit), then tapering off in the last three years.

#### How would priorities and goals change with revenue constraints?

Throughout the pandemic, WestCAT has been committed to maintaining span of service, even at the expense of service frequency. With a robust recovery, WestCAT will seek to restore service frequency when possible. Although, a return to pre-pandemic operational levels (service span and frequency) is unlikely given the rising cost of operations and may actually no longer be appropriate given the travel patterns and ridership numbers. However, a robust recovery may enable WestCAT to instead pursue the introduction of desired local service into the Hercules Waterfront area with regional connections from the Planned Intermodal Transit Center (Hercules Hub) while potential Express service between Pinole and Hercules to Oakland or Emeryville along the Highway 80 corridor would likely drop in the priority list.



### What would inform or trigger service changes?

Available revenue would be the greatest catalyst for service changes, in terms of both increasing and decreasing service. Secondary to this would be changes in travel patterns, which may require adjustments to existing routes (even if the level of service were to remain the same), or the introduction of new routes. The availability of drivers could also impact WestCAT's ability to implement service changes, even if they were warranted and there was enough revenue to support them. This has already been the case. Service level increases planned in September 2021 were scaled back and plans to add additional service in August 2022 were put on hold mainly due to the ongoing driver shortage.

### How much service would be available?

Under this scenario, WestCAT would be unable to restore full-service but could restore service to one line (JX) that has not been in operation since the beginning of the pandemic. While revenues would increase over time, the rate of cost increases and escalation of cost per service hour would mean WestCAT would not be able to fully restore service levels.

### How would the deployment of service change by mode, geography, or route, and/or time of day or week?

A balance between increasing commuter service to BART and San Francisco, as well as looking at increasing local frequencies and weekend service, would need to be analyzed further to determine the most effective use of scarce future operating funds.

### How would equity priority communities be considered under each scenario?

Equity priority communities would be considered with respect to reductions in service. It is WestCAT's priority to maintain lifeline service throughout its local fixed-route service area to the greatest extent possible.

### How would these revenue constraints impact staffing and budgeting?

This is not expected to impact WestCAT's Administrative staffing. Current Administration staffing is low compared to other similar sized agencies, however, reductions in service may impact contracted driver staffing. Although, given the nationwide driver and staffing shortage, a reduction in service may result in a better match between available staffing and service levels.

Even if the operating budget allows for service restoration or expansion, implementation of such will be dependent upon having sufficient drivers to operate the additional service. The same concerns are present regarding other contracted staff, including mechanics, dispatchers, and customer service representatives. As a result, revenue constraints are not the only variable impacting WestCAT's ability to provide new or restored service.

### How would different service levels impact fleet requirements or spare ratios?

Spare ratios for fixed-route services are higher than the recommended 20 percent due to the reduction in service resulting from COVID-19. Additionally, supply chain and manpower issues do not allow buses to be repaired and put back into service as quickly as before the pandemic requiring additional buses to maintain service. A higher spare ratio may be necessary if more of the fleet is comprised of battery electric vehicles

as WestCAT transitions to a ZEB fleet, due to range limitations of batteries. WestCAT will be mindful of the spare ratio as it plans vehicle replacements.

## Scenario 2 – Revenue Recovery, with Fewer Riders

This scenario assumes federal relief funds are eventually exhausted, while other funds recover to pre-pandemic levels. However, farebox revenue remains stagnant for the next five years. Prior to the pandemic, fare revenues comprised approximately 20 percent of overall operating cost (Transbay Lynx service was covering around 65% of costs with fare revenue). The Metropolitan Transportation Commission assumes a ridership recovery of 70 percent for WestCAT, which would result in a reduction in revenue of approximately 12 percent due to stagnant farebox revenue. Local fixed-route ridership may recover more quickly than Express ridership, as BART ridership recovery continues to be slow (currently about 35 percent of pre-pandemic levels). And the same slower recovery could also be seen on the Transbay Lynx service.

This scenario assumes an ongoing three percent overall escalation in operating cost, as well as annual ridership increases. However, ridership increases are expected to be small, ultimately resulting in a return to 65 percent of pre-pandemic levels by FY 2027/28. As such, operating costs have been reduced to reflect the corresponding reduction in fare revenues, and available vehicle service hours adjusted accordingly based on the escalating operating cost.

### How would priorities and goals change with revenue constraints?

Throughout the pandemic, WestCAT has been committed to maintaining the span of service, even at the expense of service frequency. Fewer riders and lower fare revenues have not changed these priorities. This has especially been a focus for the Express service into the BART network, ensuring WestCAT service meets early and late trains as a priority to enable as many of our riders to utilize the services we are able to put on the street.

### What would inform or trigger service changes?

As with the first scenario, revenue would be the greatest catalyst for service changes, in terms of both increasing and decreasing service. However, demand is another contributing factor, as is the recovery of connecting services such as BART. A third crucial factor is the ongoing driver shortage and difficulty in recruiting operations staff.

### How much service would be available?

Under this scenario, WestCAT would likely be able to maintain vehicle service hours at the current levels, but could not expand service if fare revenues do not rebound, and additional funding sources are not identified.

How would the deployment of service change by mode, geography, or route, and/or time of day or week?

With lower fare revenues impacting operating costs, all modes of service will need to be evaluated in order to determine effectiveness. While WestCAT currently operates a Dial-A-Ride system above and beyond the current ADA regulations, service could potentially be eliminated for some currently eligible segments of the community. Weighing the demands of the local community in terms of Fixed Route provision and Paratransit services for the seniors could be something the WestCAT Board needs to revisit in the future under a funding scenario like this one.

For the local fixed-route service, this could mean evaluating trips on some routes to realign with ridership models and potentially change to the span of service coverage throughout the day, Express and Lynx service could see reduced frequencies during the commute, in order to bolster Fixed route services.

How would Equity priority communities be considered under each scenario?

Equity priority communities would be considered when it came to decisions regarding reductions in service. It is WestCAT's priority to maintain above lifeline service throughout its local fixed-route service area to the greatest extent possible.

How would these revenue constraints impact staffing and budgeting?

This is not expected to impact WestCAT's Administrative staffing. Current Administration staffing is low compared to other sized agencies. However, reductions in service may impact contracted driver staffing. Although, given the nationwide driver and staffing shortage, a reduction in service may result in a better match between available staffing and service levels.

How would different service levels impact fleet requirements or spare ratios?

Spare ratios for fixed-route services are higher than the recommended 20 percent due to the reduction in service resulting from COVID-19. Additionally, supply chain and manpower issues do not allow buses to be repaired and put back into service as quickly as before the pandemic requiring additional buses to maintain service. A higher spare ratio may be necessary if more of the fleet is comprised of battery electric vehicles as WestCAT transitions to a ZEB fleet due to range constraints of batteries. WestCAT will be mindful of the spare ratio as it plans vehicle replacements.

### Scenario 3 – Some Progress

In this scenario, federal relief funds are eventually exhausted and the total revenue available to each operator is 15 percent below pre-pandemic levels for the next five years. This results in projected operating costs greater than that of FY 2018/19, though lower than other scenarios. The "Some Progress" scenario is likely to require the greatest amount of adjustment in order to accommodate the budget constraints.

Under this scenario, ridership (and fare revenue) remains flat for both local fixed-route, Express, and Transbay services due to reductions in service levels.

How would priorities and goals change with revenue constraints?

Throughout the pandemic, WestCAT has been committed to maintaining span of service, even at the expense of service frequency. It intends to uphold this commitment to the greatest extent possible, even if additional service reductions become necessary.

#### What would inform or trigger service changes?

Reduced revenue would be the primary catalyst for service reductions, while travel patterns and ridership would be taken into account in determining where reductions would be needed, the availability of funding would be the main factor in decision making.

#### How much service would be available?

Under this scenario, WestCAT would likely have to cut vehicle service hours if fare revenues do not rebound, and additional funding sources could not be identified. For fixed-route service, this translates to approximately a 10 percent reduction in vehicle service hours in FY27-28 compared to FY22/23, due to annual escalations in operating costs.

#### How would the deployment of service change by mode, geography, or route, and/or time of day or week?

WestCAT would strive to maintain the service span while reducing the number of service hours. For the local fixed-route service, Express, and Transbay service, this would likely mean eliminating trips on all routes during the middle of the day or reducing the span of service (which goes against WestCAT's commitment to the community in terms of service provision).

#### How would equity priority communities be considered under each scenario?

Equity priority communities would be considered when it came to decisions regarding reductions in service. It is WestCAT's priority to maintain lifeline service throughout its local fixed-route service area to the greatest extent possible.

#### How would these revenue constraints impact staffing and budgeting?

The operating budget (determined through available revenues) is expected to determine how much service can be provided. This is not expected to impact WestCAT staffing. Significant reductions in service will impact contracted driver staffing. In addition, such a significant reduction in hours is likely to trigger a potential contract renegotiation with WestCAT's operations contractor. As noted above, a reduction in service may result in a better match between available staffing and service levels.

#### How would different service levels impact fleet requirements or spare ratios?

Spare ratios for fixed-route services are higher than the recommended 20 percent due to the reduction in service resulting from COVID-19. A higher spare ratio may be necessary as more of the fleet is partially comprised of battery electric vehicles. However, if fleet needs are further reduced due to lower service levels, WestCAT may consider delaying or canceling the replacement of some vehicles so as to keep spare ratios at a reasonable level.

## Section 6 - Capital Considerations

While not a formal part of the Metropolitan Transportation Commission's 2022 Short Range Transit Plan update, a discussion of capital considerations is included to provide a more comprehensive view of the capital funding needs of WestCAT, particularly given the unfunded mandate to transition to all Zero Emission Fleet

### Revenue Fleet

As of July 2022, the revenue fleet included the following:

- 20 - 35ft vehicles
- 18 - 40ft Vehicles
- 9 – 45ft Over the Road Coaches
- 3 – Double Decker Vehicles
- 10 – Cut-away vans
- 2 – Sedans (still in rev service?)

With 5 non-revenue vehicles encompassing a Shop truck and 4 Road Supervisor vehicles

### Local Fixed and Express Route Fleet

WestCAT's' local fixed route fleet is comprised of (20) low-floor 35-foot Gillig diesel vehicles and (16) low-floor 40-foot Gillig vehicles. These buses accommodate between 39-44 seated passengers per vehicle. All buses are available for deployment in active service.

### Lynx Transbay Service

The Transbay Service is comprised of (7) 45-foot Motor Coach Industries (MCI) D4500 buses, (2) 45-foot Proterra diesel vehicles, and (3) Double Decker Diesel Vehicles. The over-the-road coaches have seating capacities of up to 57, and the Double Deckers can seat 88 passengers.

### Paratransit Fleet

The paratransit fleet consists of 12 demand-response vehicles. The active fleet includes (10) Ford Starcraft cutaway vans, and (2) Toyota Hybrid sedans. These buses have a seating capacity of 16 to 20.

### Support Fleet

WestCAT's support fleet includes one maintenance truck and four supervisor vans. These supervisor vehicles are utilized by Road Supervisors and drivers to shuttle out to vehicles.

## Rolling Stock Status Report – Sept 2022

### Western Contra Costa Transit Authority

Vehicle #	Vehicle Year	Make / Model or vehicle description	Date in Service	Fed Useful Life (yrs.)	
5	2015	Ford - MV1	02/01/2016	5 YEARS	Shop Truck -Non-Revenue
7	2007	T300 KENWORTH	1/11/2008	10 YEARS	Supervisor - Non-Revenue
10	2007	Toyota Camry Hybrid	1/11/2008	4 YEARS	Sedan - Dial-A-Ride Revenue
11	2007	Toyota Camry Hybrid	1/11/2008	4 YEARS	Sedan - Dial-A-Ride Revenue
30	2016	FORD –STARCRAFT	9/21/2016	5 Years	Dial-A-Ride Revenue
31	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
32	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
33	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
34	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
35	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
36	2016	FORD –STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
37	2016	FORD -STARCRAFT	9/19/2016	7 YEARS	Dial-A-Ride Revenue
38	2016	FORD -STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
39	2016	FORD -STARCRAFT	9/22/2016	7 YEARS	Dial-A-Ride Revenue
61	2008	FORD - EL DORADO	9/19/2008	7 YEARS	Supervisor - Non-Revenue
66	2008	FORD - EL DORADO	9/19/2008	7 YEARS	Supervisor - Non-Revenue
69	2008	FORD - EL DORADO	9/19/2008	7 YEARS	Supervisor - Non-Revenue
111	2000	GILLIG-PHANTOM	1/11/2000	12 YEARS	Lynx – Revenue
155	2008	GILLIG-LOW FLOOR	9/4/2008	12 YEARS	35ft Revenue
156	2008	GILLIG-LOW FLOOR	9/4/2008	12 YEARS	35ft Revenue
157	2008	GILLIG-LOW FLOOR	9/4/2008	12 YEARS	35ft Revenue
158	2008	GILLIG-LOW FLOOR	9/15/2008	12 YEARS	35ft Revenue
159	2008	GILLIG-LOW FLOOR	9/2/2008	12 YEARS	35ft Revenue
160	2008	GILLIG-LOW FLOOR	9/10/2008	12 YEARS	35ft Revenue
161	2013	GILLIG-LOW FLOOR	8/27/2013	12 YEARS	35ft Revenue
162	2013	GILLIG-LOW FLOOR	8/13/2013	12 YEARS	35ft Revenue
163	2013	GILLIG-LOW FLOOR	8/13/2013	12 YEARS	35ft Revenue
164	2013	GILLIG-LOW FLOOR	8/14/2013	12 YEARS	35ft Revenue
165	2013	GILLIG-LOW FLOOR	8/13/2013	12 YEARS	35ft Revenue
166	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	35ft Revenue
167	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	35ft Revenue
168	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	35ft Revenue
169	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	35ft Revenue
170	2020	Gillig 35-Foot	2/4/2021	12 YEARS	35ft Revenue
171	2020	Gillig 35-Foot	11/6/2020	12 YEARS	35ft Revenue
172	2020	Gillig 35-Foot	2/10/2021	12 YEARS	35ft Revenue
173	2020	Gillig 35-Foot	3/3/2021	12 YEARS	35ft Revenue
174	2020	Gillig 35-Foot	2/17/2021	12 YEARS	35ft Revenue
200	2008	MCI - D4500	9/25/2008	14 YEARS	45ft Over The Road Revenue

201	2008	MCI - D4500	9/25/2008	14 YEARS	45ft Over The Road Revenue
203	2012	MCI - D4500	3/20/2012	14 YEARS	45ft Over The Road Revenue
204	2012	MCI - D4500	3/20/2012	14 YEARS	45ft Over The Road Revenue
205	2015	PREVOST	2/23/2018	14 YEARS	45ft Over The Road Revenue
206	2012	PREVOST	4/7/2015	14 YEARS	45ft Over The Road Revenue
207	2014	MCI - D4500	9/8/2015	14 YEARS	45ft Over The Road Revenue
401	2014	GILLIG-LOW FLOOR	2/27/2014	12 YEARS	40ft Revenue
402	2014	GILLIG-LOW FLOOR	2/27/2014	12 YEARS	40ft Revenue
403	2014	GILLIG-LOW FLOOR	3/3/2014	12 YEARS	40ft Revenue
404	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	40ft Revenue
405	2014	GILLIG-LOW FLOOR	3/3/2014	12 YEARS	40ft Revenue
406	2014	GILLIG-LOW FLOOR	3/21/2014	12 YEARS	40ft Revenue
407	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	40ft Revenue
408	2014	GILLIG-LOW FLOOR	3/24/2014	12 YEARS	40ft Revenue
409	2019	GILLIG-LOW FLOOR	3/19/2019	12 YEARS	40ft Revenue
410	2019	GILLIG-LOW FLOOR	3/20/2019	12 YEARS	40ft Revenue
411	2019	GILLIG-LOW FLOOR	3/19/2019	12 YEARS	40ft Revenue
412	2019	GILLIG-LOW FLOOR	3/19/2019	12 YEARS	40ft Revenue
413	2021	GILLIG-LOW FLOOR	5/20/2022	12 YEARS	40ft Revenue
414	2021	GILLIG-LOW FLOOR	5/10/2022	12 YEARS	40ft Revenue
415	2021	GILLIG-LOW FLOOR	5/6/2022	12 YEARS	40ft Revenue
416	2021	GILLIG-LOW FLOOR	5/9/2022	12 YEARS	40ft Revenue
601	2018	Enviro 500 Double Decker	2/12/2019	12 YEARS	Double Decker - Revenue
602	2018	Enviro 500 Double Decker	2/5/2019	12 YEARS	Double Decker - Revenue
603	2018	Enviro 500 Double Decker	2/5/2019	12 YEARS	Double Decker - Revenue
804	2003	GILLIG – PHANTOM	5/14/2004	12 YEARS	40 ft - Revenue
805	1996	MCI - D4500	5/1/2016	12 YEARS	45ft Over The Road Revenue
806	1999	MCI - D4500	5/1/2016	12 YEARS	45ft Over The Road Revenue

## Existing Facilities

### *Administrative/Maintenance Facilities*

WestCAT has been at its current facility since 1991. Any service expansion would require additional vehicle storage space to be developed. WestCAT owns a parcel of land adjacent to the current facility that could be developed for additional capacity on site.

### Fleet Electrification

WestCAT is currently exploring the needs and requirements that will provide the electrical infrastructure or the hydrogen storage capabilities for a future transition to an all Zero Emission fleet. This potentially includes charging stations, induction charging at the transit centers, solar panels and battery storage, and hydrogen storage. The project is likely to be funded through a combination of state, federal, and local funding. While WestCAT is undertaking its transition plan and rollout, this would be an ongoing project throughout the five-year planning horizon. Moving to a Zero Emission fleet is a major undertaking requiring significant capital investment. It will also require the retraining of drivers and mechanics to operate and service the zero-emission vehicles, supported by a much different level of service planning.

### Other Capital Projects

WestCAT has just completed the installation of a new Bus Wash on-site at the Administration and Maintenance facility. No other major capital projects, outside of the facility expansion, are currently anticipated to be undertaken within the horizon of this Short-Range Transit Plan.

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Appendix: A

	Actuals	Budgeted	Forecast under provided revenue envelope								Forecast under provided revenue envelope								Forecast under provided revenue envelope								
			Prepandemic		Current		SRTP Planning Horizon - Scenario 1				SRTP Planning Horizon - Scenario 2				SRTP Planning Horizon - Scenario 3												
			FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28								
	<b>Data Category (Annual amounts)</b>																										
Total	Revenue Vehicle Hours	109740	78835	81640	83000	83000	83000	83000	78835	78835	78835	78835	78835	78835	69500	69500	69500	69500	69500								
Total	Revenue Vehicle Miles	1979400	1302859	1462500	1562500	1562500	1562500	1562500	1305466	1305466	1305466	225466	225466	1030000	1030000	1030000	1030000	1030000	1030000								
Total	Number of Routes Operated	24	18	19	20	20	20	20	18	18	18	18	18	19	19	19	19	19	19								
Total	Total Route Miles	2108800	1548803	1565000	1540000	1498750	1458737.5	1419925.375	1520000	1520000	1520000	1520000	1520000	1115000	1115000	1115000	1115000	1115000	1115000								
Total	Ridership	1171800	533271	697500	749000	826000	851500	877000	620000	670500	721000	747000	772750	619000	634500	664500	700000	700000	720000								
Total	Operating Budget	12059300	12587803	13200000	13500000	13800000	14100000	14400000	12400000	12700000	13000000	13200000	13500000	11200000	11500000	11700000	12000000	12000000	12200000								
Total	Total Revenue Vehicles	62	62	62	60	60	60	60	60	60	60	60	60	53	53	53	53	53	53								
Total	Vehicles Required For Max Service	50	39	43	47	47	47	47	44	44	44	44	44	37	37	37	37	37	37								
Total	Employees (Full Time Equivalent)	109	102	107	109	109	109	109	102	102	102	102	102	88	88	88	88	88	88								
Please complete table in whole numbers and dollars for each service mode. Mode will be autopopulated based on completion of ReadMe Tab:																											
Mode	Data Category (Annual amounts)	Prepandemic	Current	SRTP Planning Horizon - Scenario 1								SRTP Planning Horizon - Scenario 2								SRTP Planning Horizon - Scenario 3							
				FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28							
Motorbus	Revenue Vehicle Hours	95,000	68,650	70,640	72,000	72,000	72,000	72,000	68,650	68,650	68,650	68,650	68,650	62,000	62,000	62,000	62,000	62,000	62,000								
Motorbus	Revenue Vehicle Miles	1,772,000	1,200,466	1,300,000	1,400,000	1,400,000	1,400,000	1,400,000	1,200,466	1,200,466	1,200,466	120,466	120,466	900,000	900,000	900,000	900,000	900,000	900,000								
Motorbus	Number of Routes Operated	14	11	11	12	12	12	12	11	11	11	11	11	11	11	11	11	11	11								
Motorbus	Total Route Miles	1,880,100	1,433,190	1,400,000	1,375,000	1,333,750	1,293,738	1,254,925	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	975,000	975,000	975,000	975,000	975,000	975,000								
Motorbus	Ridership	1,136,129	514,213	675,000	725,000	800,000	825,000	850,000	600,000	650,000	700,000	725,000	750,000	600,000	615,000	645,000	680,000	700,000	700,000								
Motorbus	Operating Budget	10,390,711	10,960,907	11,616,000	11,881,152	12,145,537	12,409,139	12,671,940	10,788,000	11,049,000	11,310,000	11,484,000	11,745,000	9,744,000	10,000,000	10,180,000	10,440,000	10,620,000	10,620,000								
Motorbus	Total Revenue Vehicles	50	50	50	48	48	48	48	50	50	50	50	50	45	45	45	45	45	45								
Motorbus	Vehicles Required For Max Service	41	34	36	40	40	40	40	36	36	36	36	36	32	32	32	32	32	32								
Motorbus	Employees (Full Time Equivalent)	94	92	96	98	98	98	98	92	92	92	92	92	80	80	80	80	80	80								
Mode	Data Category (Annual amounts)	Prepandemic	Current	SRTP Planning Horizon - Scenario 1								SRTP Planning Horizon - Scenario 2								SRTP Planning Horizon - Scenario 3							
				FY19	FY23	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28	FY24	FY25	FY26	FY27	FY28							
Demand Response	Revenue Vehicle Hours	14,740	10,185	11,000	11,000	11,000	11,000	11,000	10,185	10,185	10,185	10,185	10,185	7,500	7,500	7,500	7,500	7,500	7,500								
Demand Response	Revenue Vehicle Miles	207,400	102,393	162,500	162,500	162,500	162,500	162,500	105,000	105,000	105,000	105,000	105,000	130,000	130,000	130,000	130,000	130,000	130,000								
Demand Response	Number of Routes Operated	10	7	8	8	8	8	8	7	7	7	7	7	8	8	8	8	8	8								
Demand Response	Total Route Miles	228,700	115,613	165,000	165,000	165,000	165,000	165,000	120,000	120,000	120,000	120,000	120,000	140,000	140,000	140,000	140,000	140,000	140,000								
Demand Response	Ridership	35,671	19,058	22,500	24,000	26,000	26,500	27,000	20,000	20,500	21,000	22,000	22,750	19,000	19,500	19,500	20,000	20,000	20,000								
Demand Response	Operating Budget	1,668,589	1,626,896	1,584,000	1,618,848	1,654,463	1,690,861	1,728,060	1,612,000	1,651,000	1,690,000	1,716,000	1,755,000	1,456,000	1,500,000	1,520,000	1,560,000	1,580,000	1,580,000								
Demand Response	Total Revenue Vehicles	12	12	12	12	12	12	12	10	10	10	10	10	8	8	8	8	8	8								
Demand Response	Vehicles Required For Max Service	9	5	7	7	7	7	7	8	8	8	8	8	5	5	5	5	5	5								
Demand Response	Employees (Full Time Equivalent)	15	10	11	11	11	11	11	10	10	10	10	10	8	8	8	8	8	8								

## Appendix: B

### Scenario 4 – Reality Check

In this scenario, the basis is to show the cost of returning to Pre-Pandemic service levels, this was a primary goal of the Blue Ribbon Task Force. Costs and Revenues are escalated at 3% annually while service hours and miles ramp back up to the 2019 levels throughout the planning period. This scenario is included to demonstrate the fiscal costs of a return to full-service levels.

This scenario uses FY22 as the base year for the escalation of costs and revenues. As the last audited Fiscal year, the revenues and costs are known and can be used to provide projections and escalations.

Under this scenario, ridership (and fare revenue) grows over time for both local fixed-route, Express, and Transbay services as service levels gradually return to pre-pandemic levels.

#### How would priorities and goals change with revenue constraints?

While this scenario ultimately is a no-fiscal-constraints scenario, the goal is to return to full service levels by FY27. As ridership grows, so would service on the street. The balance between Local service, Express Feeder Bus service and Transbay service would need to be evaluated to: 1) Ensure equitable distribution of service across the entire service area, and 2) Ensure service returns in a way that best serves the customer and how they ride and travel on transit.

#### What would inform or trigger service changes?

Ridership growth and travel patterns would be the primary catalyst for service changes. This scenario does not intend to assume that service would return in the same way as it was in FY19, but rather that overall hours of service on the street would return to those levels. New areas of service could be evaluated and explored, and also how service is delivered, particularly local first mile/last mile trips within the communities, all with the goal of accomplishing the vision outlined in the Blue Ribbon Transformational Action Plan.

#### How much service would be available?

Under this scenario, WestCAT would return to the same number of Revenue Service hours as pre-pandemic. As noted above this does not mean service is delivered in the same way, rather the community would have at least the same level of access to public transit.

#### How would the deployment of service change by mode, geography, or route, and/or time of day or week?

WestCAT would strive to expand the service span on weekends and local trips in the evening and early morning. If local ridership growth warrants additional service in identified communities, evaluation of Express Routes and ridership would be balanced with the need to ensure equitable access to effective transit service to the rider in a way that tried to best serve their needs.

How would equity priority communities be considered under each scenario?

The Pandemic showed the importance of the provision of local service and the connections to the regional transportation network. Ensuring workers who rely on public transportation have access not only during commute times but later in the evening and on weekends would show an equitable approach to local service planning, ensuring effective transit service is in place to serve the local community.

How would these revenue constraints impact staffing and budgeting?

The one critical factor that this scenario tries to capture is the need for adjustments in Driver and other associated Operations staff wages. Outside of funding, one of the other factors holding back the restoration of service is the availability of drivers. Addressing wage concerns would be necessary to ensure enough drivers are available to operate the levels of service indicated in this scenario.

How would different service levels impact fleet requirements or spare ratios?

The WestCAT fleet has remained at the same levels for several years. This scenario would not require additional expansion vehicles, merely the continued replacement of current revenue vehicles when they reach the end of their useful life. The impact would be the local portion of the cost of the replacement vehicles that would need to also be funded going forward.

		Actuals	Budgeted	Forecast under provided revenue envelope				
		Prepandemic	Current	SRTP Planning Horizon - Scenario 4				
	Data Category (Annual amounts)	FY19	FY22	FY24	FY25	FY26	FY27	FY28
Total	Revenue Vehicle Hours	109740	78835	85185	98000	104000	106000	109000
Total	Revenue Vehicle Miles	1979400	1302859	1462000	1650000	1775000	1950000	1950000
Total	Number of Routes Operated	24	18	18	19	22	24	24
Total	Total Route Miles	2108800	1548803	1575000	1775000	1960000	2060000	2060000
Total	Ridership	1171800	533271	670000	747000	825000	927000	1030000
Total	Operating Budget	12059300	12587803	13871265	16048000	17146000	17688000	18298000
Total	Total Revenue Vehicles	62	62	62	62	62	62	62
Total	Vehicles Required For Max Service	50	39	39	42	49	50	50
Total	Employees (Full Time Equivalent)	109	102	100	103	108	108	108
<b>Please complete table in whole numbers and dollars for each service mode. Mode will be autopopulated based on completion of ReadMe Tab:</b>								
		Prepandemic	Current	SRTP Planning Horizon - Scenario 4				
Mode	Data Category (Annual amounts)	FY19	FY23	FY24	FY25	FY26	FY27	FY28
Motorbus	Revenue Vehicle Hours	95,000	68,650	75,000	86,000	90,000	92,000	95,000
Motorbus	Revenue Vehicle Miles	1,772,000	1,200,466	1,325,000	1,500,000	1,600,000	1,775,000	1,775,000
Motorbus	Number of Routes Operated	14	11	11	11	12	14	14
Motorbus	Total Route Miles	1,880,100	1,433,190	1,423,000	1,600,000	1,750,000	1,850,000	1,850,000
Motorbus	Ridership	1,136,129	514,213	650,000	725,000	800,000	900,000	1,000,000
Motorbus	Operating Budget	10,390,711	10,960,907	12,150,000	14,104,000	14,850,000	15,364,000	15,960,000
Motorbus	Total Revenue Vehicles	50	50	50	50	50	50	50
Motorbus	Vehicles Required For Max Service	41	34	34	36	40	41	41
Motorbus	Employees (Full Time Equivalent)	94	92	90	92	94	94	94
Mode	Data Category (Annual amounts)	Prepandemic	Current	SRTP Planning Horizon - Scenario 4				
		FY19	FY23	FY24	FY25	FY26	FY27	FY28
Demand Response	Revenue Vehicle Hours	14,740	10,185	10,185	12,000	14,000	14,000	14,000
Demand Response	Revenue Vehicle Miles	207,400	102,393	137,000	150,000	175,000	175,000	175,000
Demand Response	Number of Routes Operated	10	7	7	8	10	10	10
Demand Response	Total Route Miles	228,700	115,613	152,000	175,000	210,000	210,000	210,000
Demand Response	Ridership	35,671	19,058	20,000	22,000	25,000	27,000	30,000
Demand Response	Operating Budget	1,668,589	1,626,896	1,721,265	1,944,000	2,296,000	2,324,000	2,338,000
Demand Response	Total Revenue Vehicles	12	12	12	12	12	12	12
Demand Response	Vehicles Required For Max Service	9	5	5	6	9	9	9
Demand Response	Employees (Full Time Equivalent)	15	10	10	11	14	14	14