



Western Contra Costa  
Transit Authority

## **NOTICE OF MEETING**

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

**DATE:** June 9, 2022 (Thursday)  
**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:

Topic: June 2022 Board Meeting  
Time: Jun 9, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/84647358999>

Meeting ID: 846 4735 8999  
One tap mobile  
+16699006833,,84647358999# US (San Jose)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 346 248 7799 US (Houston)

Meeting ID: 846 4735 8999  
Find your local number: <https://us02web.zoom.us/j/84647358999>

## 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

- 1.1 Approval of Minutes of Regular Board Meeting of April and May, 2022, and Special Board Meeting of May 23, 2022. \*
- 1.2 Approval of Expenditures of May, 2022. \*
- 1.3 Receive Contractors Monthly Management Report, March 2022. \* **[Action Requested: Approve Items 1.1 and 1.2 and Receive Item 1.3]**

### 2.0 ITEMS FOR BOARD ACTION / DISCUSSION

- 2.1 Adoption of Resolution 2022-11, 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 June 13, 2022, Pursuant to AB 361. **[Action Requested: Formal Adoption of Resolution 2022-11]** \*

- 2.2 Adoption of Resolution 2022-12 Formal Appointment of Robert Thompson as Director and Debora Harris as Alternate to Represent Western Contra Costa Transit Authority on the Board of Directors of the California Indemnity Pool Joint Powers Authority. **[Action Requested: Formal Adoption of Resolution 2022-12].** \*
- 2.3 Consideration of Proposal from Samsara Networks, Inc. for continued Access and Utilization of Cloud Hosted Fleet Tracking Equipment on 71 Vehicles for a 36 Month Term. **[Action Requested: Formal Approval for General Manager to extend the Agreement with Samsara Networks, Inc. for 36 Month Term for continued Access and Utilization of Cloud Hosted Fleet Tracking Equipment on 71 Vehicles at a cost Not to Exceed \$132,000].** \*

### 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  
^ To Be Distributed Separately

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

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

### MEETING MINUTES

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**April 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 in person. Directors, staff, and the public participated remotely.

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

Chair Andrino-Chavez called the meeting to order at 6:31 PM and led the Pledge of Allegiance.

##### DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Vice-Chair Dion Bailey, Maureen Toms, Tom Hansen, Norma Martinez-Rubin, Maureen Powers, and Tiffany Grimsley (arrived at 6:40 PM)

Alternate Director Chris Kelley

##### STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Chief Financial Officer, Debora Harris, Accounting Analyst, Rob Petty, IT Manager

##### GUESTS PRESENT

Peter Edwards, General Manager, MVT Pinole

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

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

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

**Ayes: 6**—Andrino-Chavez, Bailey, Toms, Hansen, Martinez-Rubin, Powers

### **C. PUBLIC COMMUNICATIONS**

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

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

NONE.

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

Chair Andrino-Chavez introduced the item.

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 Vice-Chair Bailey, seconded by Director Powers to approve Consent Calendar Items 1.1 and 1.2, and Receive Item 1.3.** The motion was carried by the following vote:

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

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

- 2.1 Adoption of Resolution 2022-08, 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 April 14, 2022, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2022-08

Chair Andrino-Chavez introduced the item.

**MOTION: A motion was made by Director Toms, seconded by Director Martinez-Rubin to Adopt Resolution 2022-08.** The motion was carried by the following vote:

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

- 2.2 Discussion of Options for Conducting Future Meetings of the Legislative Bodies of the Western Contra Costa Transit Authority.** Action Requested: Discussion and Direction to Staff

Chair Andrino-Chavez introduced the item. General Manager Anderson explained the purpose of the item and provided a brief staff report.

Chair Andrino-Chavez thanked General Manager Anderson for his report and asked the Directors who are also representatives of the cities whether they have returned to in-person meetings. She reported that her agency has not, but they are preparing to hold hybrid meetings.

Director Martinez-Rubin and Director Toms confirmed that the City of Pinole went to a hybrid meeting format on March 15<sup>th</sup>. However, Director Toms requested that the Board continue meeting remotely at least for a couple more months, due to the current COVID surge.

General Manager Anderson addressed the Director's questions.

*Director Tiffany Grimsley arrived at the meeting at 6:40 PM.*

Chair Andrino-Chavez asked Director Martinez-Rubin a question.

Director Martinez-Rubin replied. She also suggested that we continue meeting via Zoom because the public is still able to participate remotely if they chose.

Vice-Chair Bailey said that the City of Hercules returned to in-person meetings on March 12<sup>th</sup>, but he proposed that we come back for another discussion in June. Especially, since there is a new surge going on, and we will also have gotten past Spring Break.

Director Powers commented, adding that she is in favor of continuing the Zoom meetings and agrees with Vice-Chair Bailey's proposal.

Director Hansen asked General Manager Anderson if there is any indication from the State that they are going to continue allowing remote meetings.

General Manager Anderson replied to Director Hansen's question.

Director Hansen said that he is fine with whatever works best for this Board.

*It was the consensus of the Board to come back for another discussion in June, as Vice-Chair Bailey proposed, and to continue holding board meetings remotely, allowing staff time to put together a plan.*

General Manager Anderson suggested that staff reach out to the City of Pinole broadcast staff to see what they might propose in the way of a contract and what technical issues might be necessary if we are doing a hybrid format and then how that would be staffed.

Chair Andrino-Chavez added that staff can then report back to the Board in a couple of meetings.

Board Members made additional comments and had additional questions.

General Manager Anderson replied to the Director's questions.

IT Manager Petty commented on the hybrid meeting format and recording options for those meetings.

Chair Andrino-Chavez thanked Mr. Petty for his comments and reiterated the direction provided to staff.

- 2.3 Presentation of Task Order No.5 to On-Call Engineering Services Agreement between WCCTA and Gannett Fleming Inc. to Provide for Additional Construction Management Support for WCCTA Bus Wash Replacement Project.** Action Requested: Authorization for the General Manager to Execute Task Order No. 5 with Gannett Fleming Inc, and to Submit an Amended Capital Claim to MTC in the Amount of \$81,268 to be Funded from WCCTA Transportation Development Act Reserves.

Chair Andrino-Chavez introduced the item. General Manager Anderson provided the staff report.

Chair Andrino-Chavez asked a question.

General Manager Anderson confirmed that anything that is not used of the \$81,268 would go back to reserves. It would be issued as a capital instruction from MTC out of our Transportation Development Act reserve funds and any unused capacity in that capital instruction can either be administratively changed, moved back to reserves or would revert to reserves if no activity occurs after three years.

Assistant General Manager Thompson established for the Board that the Authority's TDA reserves are estimated to be \$4 Million.

Chair Andrino-Chavez thanked the staff for their responses to her questions.

Director Martinez-Rubin asked a question, and General Manager Anderson replied.

General Manager Anderson confirmed for Director Martinez-Rubin that we are looking to have someone with expertise to make certain that the quality standards required on this project are met.

General Manager Anderson provided an example of this for the Board to illustrate why we need the technical assistance for this project.

Vice-Chair Bailey stated that he does understand the challenges of the project and is ready to make a motion.

**MOTION: A motion was made by Vice-Chair Bailey and seconded by Director Martinez-Rubin to Authorize the General Manager to Execute Task Order No. 5 with Gannett Fleming Inc, and to Submit an Amended Capital Claim to MTC in the Amount of \$81,268 to be Funded from WCCTA Transportation Development Act Reserves.** The motion was carried by the following vote:

**Ayes:** 7– Andrino-Chavez, Bailey, Powers, Hansen, Toms, Martinez-Rubin, Grimsley

#### **2.4 Presentation and Initial Board Discussion of WCCTA Short Range Transit Plan FY22-23.**

Action Requested: Discussion and Direction to Staff

Chair Andrino-Chavez introduced the item. Assistant General Manager Thompson gave a PowerPoint Presentation on the item.

Board members asked questions. Assistant General Manager Thompson responded to the questions.

Chair Andrino-Chavez made comments and asked additional questions.

Assistant General Manager Thompson replied to her questions and added that this was just an initial discussion, and we will come back at the next board meeting with more information and have more conversations at that time.

General Manager Anderson added comments to the discussion.

Chair Andrino-Chavez reported that the Board has received the information on this item and confirmed that the staff is going to report back with more information at the next board meeting.

### **3) COMMITTEE REPORTS**

#### **3.1 General Manager's Report**

General Manager Anderson provided a report on the following:

1. The new TSA federal mask mandate for transit was extended today to May 3, 2022, which applies to all passengers and our facilities as well

### 3.2 WCCTAC Report

Director Powers provided a report on the following:

1. The San Pablo Avenue Study
2. The Countywide Transportation Plan spearheaded by CCTA
3. The return to the bike efficiency stations aimed to begin on the same day as the upcoming Bike to Wherever Day on May 20, 2022

General Manager Anderson reported on two related items that he meant to cover under the General Manager's report as follows:

1. The Complete Streets Project going on right now affecting the El Cerrito del Norte BART station
2. The project at the El Cerrito del Norte BART station to replace the high voltage cable that operates the BART Richmond line trains is taking place in the east bus lane, which is WestCAT's and Golden Gate Transit's main access to the station. Hence, the buses are being re-routed while the work, which began on the 11<sup>th</sup>, is in progress, which may affect the connections or the travel time to the BART station over the next 4 months

General Manager Anderson answered Chair Andrino-Chavez's questions relating to both items.

Director Powers added another item to her WCCTAC report:

3. The conversation that she and Director Martinez-Rubin had with WCCTAC staff regarding the rationale for stopping the corridor examination for San Pablo Avenue and Hilltop can be added for discussion on a future agenda

#### 4) **CORRESPONDENCE**

NONE.

#### 5) **BOARD COMMUNICATION**

NONE.

#### 6) **ADJOURN TO CLOSED SESSION** (Pursuant to Section 54957(b) of the Ralph M. Brown Act)

Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors to a closed session at 7:45 PM to conduct a discussion of Public Employment (Gov. Code §54957(b)). Position: General Manager

#### 7) **RECONVENE TO OPEN SESSION**

##### 7.1 Report of Actions Taken During Closed Session

Chair Andrino-Chavez reconvened to open session at 8:11 PM and reported that there were no reportable actions taken during the closed session.

#### 8) **ADJOURNMENT**

The Board wished General Manager Anderson a Happy Birthday.

At 8:12 PM, Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors of April 14, 2022.

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**Aleida Andrino-Chavez, Chair**

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**Date**

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**Charles Anderson, Secretary**

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**Date**



Western Contra Costa  
Transit Authority

## Agenda Item 1.1

### WESTERN CONTRA COSTA TRANSIT

### AUTHORITY BOARD OF DIRECTORS

### MEETING MINUTES

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**May 12, 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 in person. Directors, staff, and the public participated remotely.

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

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

#### DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Vice-Chair Dion Bailey, Maureen Toms, Tom Hansen, Norma Martinez-Rubin, and Maureen Powers

#### STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Andramica McFadden, Administrative Services Coordinator, Mike Furnary, Transit Grants and Compliance Manager, Yvonne Morrow, Chief Financial Officer, Debora Harris, Accounting Analyst, Rob Petty, IT Manager

#### GUESTS PRESENT

Peter Edwards, General Manager, MVT Pinole

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

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

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

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

### **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**

Chair Andrino-Chavez introduced the item.

Following an inquiry to the Board, the Board reported there were no conflicts with Item 1.1 on the Consent Calendar.

**MOTION: A motion was made by Vice-Chair Bailey, seconded by Director Martinez-Rubin to approve Consent Calendar Item 1.1.** The motion was carried by the following vote:

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

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

- 2.1 Adoption of Resolution 2022-09, 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 May 13, 2022, Pursuant to AB 361.** Action Requested: Formal Adoption of Resolution 2022-09

Chair Andrino-Chavez introduced the item.

**MOTION: A motion was made by Director Toms, seconded by Director Powers to Adopt Resolution 2022-09.** The motion was carried by the following vote:

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

- 2.2 Formal Appointment of Robert Thompson as Director and Debora Harris as Alternate to Represent Western Contra Costa Transit Authority on the Board of Directors of the California Indemnity Pool Joint Powers Authority.** Action Requested: Formal Appointment of Director and Alternate Positions

Chair Andrino-Chavez introduced the item. General Manager Anderson provided a staff report.

Staff recommendation is the appointment of Assistant General Manager Rob Thompson as Director and Accounting Analyst Debora Harris as Alternate Director to represent the Authority on the CalTIP Board of Directors.

Director Powers asked Debora Harris to provide the Board with an introduction to her background.

Debora provided the Board with her background in finance and accounting.

Director Powers and Chair Andrino-Chavez thanked Debora for her introduction and agreed that this appointment is very important and WestCAT has greatly benefited from being a member of CalTIP.

**MOTION: A motion was made by Director Toms, seconded by Director Powers to Formally Appoint Robert Thompson as Director and Debora Harris as Alternate to Represent Western Contra Costa Transit Authority on the Board of Directors of the California Indemnity Pool Joint Powers Authority** The motion was carried by the following vote:

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

- 2.3 Adoption of Resolution 2022-10 Approving the SB1 State of Good Repair Project List for FY 2022-23; Committing to Comply with all Conditions and Requirements set forth in the Certification and Assurances Document and Authorizing the General Manager to Submit a Request for Scheduled Allocation of the SB1 State of Good Repair Funds and to Execute the Related Grant Applications, Forms and Agreements: (Project Name, Local Match for Purchase of Replacement Vehicles, Requested SGR Amount \$85,452).** Action Requested: Formal Adoption of Resolution 2022-10

Chair Andrino-Chavez introduced the item. Transit Grants and Compliance Manager Furnary provided the staff report.

Board Members made comments and asked questions. Mr. Furnary responded.

Director Martinez-Rubin asked for some additional clarification and the staff responded.

Director Toms confirmed with staff that the resolution is a requirement of the application process.

Director Martinez-Rubin thanked the staff for the clarification.

**MOTION: A motion was made by Vice-Chair Bailey and seconded by Director Toms to Adopt Resolution 2022-10.** The motion was carried by the following vote:

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

- 2.4 Adoption of Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2023-2025 and Authorization for the Release of the DBE Goal for a 30-Day Public Review/45-Day Public Comment Period.** Action Requested: Approval of the Anticipated Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2023-2025

Chair Andrino-Chavez introduced the item. Transit Grants and Compliance Manager Furnary provided the staff report.

Board Members asked questions and Mr. Furnary responded.

**MOTION: A motion was made by Director Powers and seconded by Director Martinez-Rubin to Adopt the Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2023-2025 and Authorize the Release of the DBE Goal for a 30-Day Public Review/45-Day Public Comment Period.** The motion was carried by the following vote:

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

### 3) **COMMITTEE REPORTS**

### 3.1 General Manager's Report

General Manager Anderson provided a report on the following:

1. The impact of the most recent ransomware attack on the Authority
2. The Federal Transit Administration's triennial review of the Authority
  - a. The final report will be distributed to the Board when it has been reviewed by the FTA and released

IT Manager Petty responded to Chair Andrino-Chavez's question about the ransomware attack.

Chair Andrino-Chavez thanked the staff of both WestCAT and MV Transportation for their contributions during the triennial review and their response to the security event.

### 3.2 WCCTAC Report

Director Powers was unable to attend the April 22<sup>nd</sup> meeting but gave a brief report on what had been presented and discussed. Once the minutes come out, she will be able to provide a further explanation of the discussions.

Chair Andrino-Chavez confirmed that she will be attending the May 13 meeting.

Director Powers made some concluding remarks.

## 4) CORRESPONDENCE

NONE.

## 5) BOARD COMMUNICATION

Understanding how challenging it can be, Vice-Chair Bailey thanked the staff working in the background on the recent security incident.

## 6) ADJOURN TO CLOSED SESSION (Pursuant to Section 54957(b) of the Ralph M. Brown Act)

Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors to a closed session at 7:05 PM to conduct a discussion of Public Employment (Gov. Code §54957(b)). Position: General Manager

## 7) RECONVENE TO OPEN SESSION

### 7.1 Report of Actions Taken During Closed Session

Chair Andrino-Chavez reconvened to open session at 7:58 PM and reported that the Board will continue this discussion under closed session at a future meeting, possibly May 23<sup>rd</sup>, but it is yet to be confirmed.

## 8) ADJOURNMENT

At 7:59 PM, Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors of May 12, 2022.

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**Aleida Andrino-Chavez, Chair**

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**Date**

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**Charles Anderson, Secretary**

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**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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**May 23, 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. Director and staff participated remotely.

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

Chair Andrino-Chavez called the meeting to order at 6:30 PM

##### DIRECTORS PRESENT

Chair Aleida Andrino-Chavez, Vice-Chair Dion Bailey, Maureen Toms, Tom Hansen, Norma Martinez-Rubin, Tiffany Grimsley, and Maureen Powers (arrived at 6:32 PM)

##### STAFF PRESENT

Charles Anderson, General Manager, Rob Thompson, Assistant General Manager, Andramica McFadden, Administrative Services Coordinator, Rob Petty, IT 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 Martinez-Rubin, seconded by Vice-Chair Bailey to Approve the Agenda.** The motion was carried by the following vote:

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

*Director Powers arrived at 6:32 PM.*

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

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

modification by the Chair.

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

NONE.

**1) ADJOURN TO CLOSED SESSION** (Pursuant to Section 54957(b) of the Ralph M. Brown Act)

Before formal adjournment to closed session, General Manager Anderson mentioned that we had posted the next regularly scheduled board meeting for June 9th and that may need to be pushed later in the month. There are a couple of items that are not ready to bring to the Board so we will probably be polling members on their availability for a meeting maybe in the last two weeks of June. Depending on how the dates fall, we will be back in touch. Sadly, it may be necessary to convene the Board just for the purpose of adopting a resolution to extend our exemption from the Brown Act.

Chair Andrino-Chavez agreed with General Manager Anderson that upon reconvening to open session the Board can have a brief discussion with staff about cancelling the June 9th meeting and rescheduling the meeting to a later date in June.

Chair Andrino-Chavez adjourned the regular meeting of the WCCTA Board of Directors to a closed session at 6:38 PM to conduct a discussion of Public Employment (Gov. Code §54957(b)). Position: General Manager

**2) RECONVENE TO OPEN SESSION**

**2.1 Report of Actions Taken During Closed Session**

Chair Andrino-Chavez reconvened to open session at 8:14 PM and announced there is nothing to report from the closed session.

**3) ADJOURNMENT**

At 8:14 PM, Chair Andrino-Chavez adjourned the special meeting of the WCCTA Board of Directors of May 23, 2022.

The next meeting is tentatively scheduled for June 9, 2022, but that will be confirmed later.

\_\_\_\_\_  
**Aleida Andrino-Chavez, Chair**

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

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

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

**AGENDA ITEM 1.2**WCCTA - WestCAT  
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/13/22	50501-10 Telephone, Operations	000018204365	April & May phone service	122.80	
	50501-60 Telephone, Admin		April & May phone service	61.40	
	20100 Accounts Payable		AT&T		184.20
5/4/22	50401-10 Fuel & Lubricants	4/2022 (A)	Oliver's hardware (Propane-Fork lift fuel)	31.04	
	50300-42 Outside Service, Non-Veh Mai		Home Depot (shop supplies)	15.16	
	50908-10 Marketing & Advertising, Ope		Docucopies.com (Print schedules)	1,267.40	
	50908-10 Marketing & Advertising, Ope		Docucopies.com (Print schedules)	224.93	
	50903-60 Fees		Finance charge & late pymt fee	47.59	
	50300-43 O/S Service, Non-Veh, Compu		Dropbox (recurring monthly billing for 8 licenses)	200.00	
	50300-43 O/S Service, Non-Veh, Compu		Zoom	13.76	
	50499-43 OtherMat&Sup-Non-Veh, Co		Stellar (Data recovery technician for windows)	199.00	
	50903-60 Fees		Finance charge & late payment fee	119.79	
	50902-60 Travel Expense, Admin		Meal expense (Sauced BBQ Wings)	22.06	
	50902-60 Travel Expense, Admin		Embassy Suites (CALTIP Board Mtg 4/14/ - 4/15/22)	312.69	
	50410-10 Postage, Operations		Stamps.com (recurring monthly service charge).	16.66	
	50410-60 Postage, Admin		Stamps.com (recurring monthly service charge).	8.33	
	50901-60 Dues & Subscriptions, Admin		Amazon Business Prime (membership renewal)	547.65	
	20100 Accounts Payable		Bank of America Business Card		3,026.06
5/13/22	10204 A/R Accrual - MV Liability In	14-2022-APR	April insurance & Admin fee	2,845.12	
	20100 Accounts Payable		CalTIP		2,845.12
5/5/22	50499-41 Other Mat & Supplies,Veh Ma	4118562953	May uniform	490.32	
	20100 Accounts Payable		Cintas Corporation		490.32
5/12/22	50499-41 Other Mat & Supplies,Veh Ma	4119250228	May uniforms	490.32	
	20100 Accounts Payable		Cintas Corporation		490.32
5/19/22	50499-41 Other Mat & Supplies,Veh Ma	4119939115	May uniforms	490.32	
	20100 Accounts Payable		Cintas Corporation		490.32
12/29/21	50401-10 Fuel & Lubricants	21-446965	Anti-freeze	313.65	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		313.65
5/9/22	50401-10 Fuel & Lubricants	22-524560	DEF	1,303.62	
	20100 Accounts Payable		Flyers Energy, LLC (RCP)		1,303.62
7/30/21	11105 Oper, Maint & Admin Facility	1703.03-03	Additional CM & design costs (TDA)	1,101.25	
	20100		Gannett Fleming, Inc.		1,101.25

WCCTA - WestCAT  
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
11/30/21	11105 Oper, Maint & Admin Facility 20100 Accounts Payable	1703.03-05	Additional CM & design work (TDA) Gannett Fleming, Inc.	630.42	630.42
4/28/22	50300-10 Outside Services, Operations 20100 Accounts Payable	20064272	Tech support GENFARE	1,920.00	1,920.00
5/12/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	40919777	Vehicle parts Gillig LLC	2,013.98	2,013.98
5/13/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	40920174	Vehicle parts Gillig LLC	798.21	798.21
5/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	40920691	Vehicle parts Gillig LLC	1,297.03	1,297.03
5/13/22	50300-60 Outside Services, Admin 20100 Accounts Payable	1319447	Covid review & other administrative tasks Hanson Bridgett LPP	1,365.00	1,365.00
5/10/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	337093	Vehicle parts Hilltop Ford	227.02	227.02
5/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	337331	Vehicle parts Hilltop Ford	726.30	726.30
5/10/22	50402-10 Tires & Tubes 20100 Accounts Payable	149043	May tires J & O's Commercial Tire Center	5,364.00	5,364.00
5/13/22	50215-41 Fringe Benefits, Veh Maint 50215-43 Fringe Benefits, Non-Veh, Co 50215-60 Fringe Benefits, Admin 20100 Accounts Payable	6/2022	June Medical insurance June Medical insurance June Medical insurance Kaiser Foundation Health Plan, Inc.	1,535.16 1,134.79 9,864.61	12,534.56
5/9/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	9879608	Vehicle parts Kimball Midwest	402.65	402.65
5/6/22	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	00466879	Vehicle parts ( unit 602) MCI Service Parts, Inc.	8,056.97	8,056.97
5/10/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D910340	Vehicle parts (unit 163) NorCal Kenworth	279.74	279.74

WCCTA - WestCAT  
Purchase Journal

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/10/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D910353	Vehicle parts (unit 407) NorCal Kenworth	477.00	477.00
5/10/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D910354	Vehicle parts (unit 412) NorCal Kenworth	477.00	477.00
5/10/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D910453	Vehicle parts (unit 407) NorCal Kenworth	1,611.66	1,611.66
5/11/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D910570	Vehicle parts NorCal Kenworth	168.27	168.27
5/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D911529	Vehicle parts (unit 408) NorCal Kenworth	310.61	310.61
5/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D911697	Vehicle parts (unit 406) NorCal Kenworth	403.15	403.15
5/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D911699	Vehicle parts (unit 409) NorCal Kenworth	155.03	155.03
5/18/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D911700	Vehicle parts (unit 406) NorCal Kenworth	17.70	17.70
5/19/22	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	D911921	Vehicle parts (unit 601) NorCal Kenworth	2,436.50	2,436.50
5/11/22	51200-60 Rentals & Leases, Admin 20100 Accounts Payable	150337	April & May color meter excess Pacific Office Automation/Service	47.52	47.52
5/1/22	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	61590	May landscaping Pacific Site Management	591.34	591.34
4/1/22	50300-10 Outside Services, Operations 20100 Accounts Payable	39216	Airtime (April - June) Precision Wireless Service	7,767.68	7,767.68
5/28/22	50300-10 Outside Services, Operations 20100 Accounts Payable	INV0000000965	May maintenance TransTrack Systems, Inc.	4,017.00	4,017.00
5/2/22	50401-10 Fuel & Lubricants 20100 Accounts Payable	827468	Diesel Western States Oil CO.	43,412.73	43,412.73
5/10/22	50401-10	827702	Diesel & Gasoline	41,840.90	

WCCTA - WestCAT  
Purchase Journal

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
	Fuel & Lubricants 20100 Accounts Payable		Western States Oil CO.		41,840.90
1/10/22	50300-10 Outside Services, Operations	13316694	January pest control maintenance	78.46	
	50300-60 Outside Services, Admin 20100 Accounts Payable		January pest control maintenance Western Exterminator Co.	39.24	117.70
5/3/22	50300-10 Outside Services, Operations	23237815	May pest control maintenance	120.87	
	50300-60 Outside Services, Admin 20100 Accounts Payable		May pest control maintenance Western Exterminator Co.	60.43	181.30
				149,893.83	149,893.83
				149,893.83	149,893.83

**Monthly Management Report Summary**

March, FY 21/22



**System & Program Summary**

	March FY 21/22	March FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
<b>System Total</b>						
Total Passengers	54,431	29,174	86.6	383,673	245,505	56.3
Revenue Passengers	48,506	25,228	92.3	342,842	45,300	656.8
Weekday Total Passengers	51,950	26,937	92.9	358,487	223,239	60.6
Saturday Total Passengers	1,604	1,495	7.3	16,177	14,782	9.4
Sunday Total Passengers	877	742	18.2	9,009	7,484	20.4
Weekday Average Passengers	2,259	1,171	92.9	1,877	1,187	58.1
Saturday Average Passengers	401	374	7.2	395	344	14.8
Sunday Average Passengers	219	186	17.7	205	170	20.6
Vehicle Revenue Hours	7,296.29	6,350.36	14.9	58,547.37	53,093.35	10.3
Total Vehicle Hours	7,764.79	6,701.19	15.9	62,232.69	56,170.82	10.8
Revenue Vehicle Miles	121,017.1	102,931.9	17.6	963,268.3	868,512.3	10.9
Total Miles	145,263.0	122,667.0	18.4	1,146,454.9	1,046,157.3	9.6
<b>Dial-A-Ride Program</b>						
Number of Weekdays	23	23	0.0	189	187	1.1
Number of Saturdays	4	4	0.0	41	43	-4.7
Total Passengers	1,802	1,107	62.8	13,976	9,024	54.9
Revenue Passengers	1,740	1,046	66.3	13,341	1,970	577.2
Weekday Total Passengers	1,650	975	69.2	12,361	7,899	56.5
Saturday Total Passengers	152	132	15.2	1,615	1,125	43.6
Weekday Average Passengers	72	42	71.4	65	42	54.8
Saturday Average Passengers	38	33	15.2	39	26	50.0
Vehicle Revenue Hours	997.38	667.13	49.5	7,446.25	5,613.88	32.6
Total Vehicle Hours	1,050.75	717.25	46.5	7,937.42	6,207.94	27.9
Productivity	1.81	1.66	9.0	1.88	1.61	16.8
Revenue Vehicle Miles	9,853.0	6,323.3	55.8	73,841.2	56,037.7	31.8
Total Miles	11,046.5	7,252.8	52.3	83,734.5	65,011.1	28.8
<b>Express Routes Program</b>						
Number of Weekdays	23	23	0.0	189	187	1.1
Number of Saturdays	4	4	0.0	41	43	-4.7
Number of Sundays	4	4	0.0	44	44	0.0
Total Passengers	21,393	12,768	67.6	158,430	107,927	46.8
Revenue Passengers	19,134	11,127	72.0	142,644	19,981	613.9
Weekday Total Passengers	19,430	11,028	76.2	138,462	90,192	53.5
Saturday Total Passengers	1,086	998	8.8	10,959	10,251	6.9
Sunday Total Passengers	877	742	18.2	9,009	7,484	20.4
Weekday Average Passengers	845	479	76.4	733	482	52.1
Saturday Average Passengers	272	250	8.8	267	238	12.2
Sunday Average Passengers	219	186	17.7	205	170	20.6
Vehicle Revenue Hours	2,310.96	2,077.99	11.2	18,991.69	17,729.65	7.1
Total Vehicle Hours	2,467.42	2,176.95	13.3	20,192.57	18,559.70	8.8
Productivity	9.26	6.14	50.8	8.34	6.09	36.9
Revenue Vehicle Miles	36,091.2	28,181.4	28.1	284,842.6	244,255.4	16.6
Total Miles	38,898.3	29,960.4	29.8	306,466.3	259,176.0	18.2



# Monthly Management Report Summary

March, FY 21/22

## System & Program Summary

	March FY 21/22	March FY 20/21	% Change	Year-To-Date FY 21/22	Year-To-Date FY 20/21	% Change
<b>Local Fixed Routes Program</b>						
Number of Weekdays	23	23	0.0	189	187	1.1
Number of Saturdays	4	4	0.0	41	43	-4.7
Total Passengers	17,670	8,511	107.6	122,822	72,048	70.5
Revenue Passengers	14,262	6,480	120.1	100,353	11,556	768.4
Weekday Total Passengers	17,304	8,146	112.4	119,219	68,642	73.7
Saturday Total Passengers	366	365	0.3	3,603	3,406	5.8
Weekday Average Passengers	752	354	112.4	631	367	71.9
Saturday Average Passengers	92	91	1.1	88	79	11.4
Vehicle Revenue Hours	2,814.85	2,698.78	4.3	23,067.32	22,191.07	3.9
Total Vehicle Hours	2,966.57	2,820.03	5.2	24,240.34	23,183.44	4.6
Productivity	6.28	3.15	99.4	5.32	3.25	63.7
Revenue Vehicle Miles	40,089.9	42,866.5	-6.5	339,568.6	352,845.2	-3.8
Total Miles	42,954.1	45,342.5	-5.3	362,225.5	373,156.0	-2.9
<b>Transbay Lynx Program</b>						
Number of Weekdays	23	23	0.0	191	189	1.1
Total Passengers	13,566	6,788	99.9	88,445	56,506	56.5
Revenue Passengers	13,370	6,575	103.3	86,504	11,793	633.5
Weekday Total Passengers	13,566	6,788	99.9	88,445	56,506	56.5
Weekday Average Passengers	590	295	100.0	463	299	54.8
Vehicle Revenue Hours	1,173.10	906.46	29.4	9,042.11	7,558.75	19.6
Total Vehicle Hours	1,280.05	986.96	29.7	9,862.36	8,219.74	20.0
Productivity	11.56	7.49	54.3	9.78	7.48	30.7
Revenue Vehicle Miles	34,983.0	25,560.7	36.9	265,015.9	215,374.1	23.0
Total Miles	36,935.7	27,235.1	35.6	280,481.4	229,123.7	22.4

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

**March-22**

	Miles	Accidents	Frequency 12 Month Period
FR	1,312,061	9	145,785
DAR	143,174	2	71,567

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

	Non-Preventable				Preventable			
	Month		FYTD		Month		FYTD	
	Current	Last Year	Current	Last Year	Current	Last Year	Current	Last Year
FR	1	0	7	8	1	1	12	11
DAR	1	0	5	4	0	0	2	2

**WestCAT Monthly Passenger & Auxiliary Revenue Reconciliation**

**Month & Fiscal Year- March 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	\$ 15,644.00	\$ 97,610.25	\$ -	\$ 6,402.25	\$ 9,241.75
Cash Fare - Senior & Disabled	\$ 3,729.50	\$ 24,156.00	\$ 1,116.25	\$ 821.50	\$ 1,791.75
Cash Fare - Transfers	\$ 1,414.25	\$ 8,796.75	\$ 18.50	\$ 30.25	\$ 1,365.50
Cash Fare - Regional Paratransit	\$ 516.00	\$ 3,117.00	\$ 516.00		
Cash Fare - Local Day Pass Sales	\$ 1,901.50	\$ 12,730.00		\$ -	\$ 1,901.50
<b>Total Estimated Cash (a)</b>	<b>\$ 23,205.25</b>	<b>\$ 146,410.00</b>	<b>\$ 1,650.75</b>	<b>\$ 7,254.00</b>	<b>\$ 14,300.50</b>
Over/(Short) Cash Count	\$ (0.16)	\$ 10.49	\$ (0.14)	\$ (0.11)	\$ 0.09
Bank Deposit Corrections	\$ -	\$ -			
<b>Subtotal Cash Fare Deposit</b>	<b>\$ 23,205.09</b>	<b>\$ 146,420.49</b>	<b>\$ 1,650.61</b>	<b>\$ 7,253.89</b>	<b>\$ 14,300.59</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	\$ 805.00	\$ 3,265.00	\$ 805.00		
Clipper Sales	\$ 270.00	\$ 270.00			\$ 270.00
Lynx 31-Day Pass Sales	\$ 1,680.00	\$ 10,960.00		\$ 1,680.00	
Lynx Stored Ride Pass Sales	\$ 460.00	\$ 1,590.00		\$ 460.00	
Local 31-Day Pass Sales	\$ 820.00	\$ 31,345.00			\$ 820.00
Local Stored Value Pass Sales	\$ -	\$ 7.50			
Local Day Pass Sales (In-house)	\$ -	\$ 87.50			
East Bay Value Pass Sales	\$ -	\$ -			
Summer Youth Pass	\$ -	\$ -			
Returned Checks	\$ -	\$ -			
Refunds issued from Ticket / Pass Sales	\$ -	\$ (280.00)			
<b>Subtotal Prepaid Sales Deposit</b>	<b>\$ 4,035.00</b>	<b>\$ 47,245.00</b>	<b>\$ 805.00</b>	<b>\$ 2,140.00</b>	<b>\$ 1,090.00</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>
511 Contra Costa (JPX Promo)	\$ -	\$ -			
CCC Nutrition Tickets	\$ 119.00	\$ 759.00	\$ 119.00		
Lynx B1G1F	\$ -	\$ 1,610.00			
Wage Works	\$ 960.00	\$ 7,220.00		\$ 960.00	
Capital Corridor Vouchers	\$ -	\$ -			
WWCCTAC (S/D Clipper)	\$ -	\$ -			
John Swett USD	\$ -	\$ -			
511 CC	\$ -	\$ -			
CCTA (37.00 SBPP)	\$ -	\$ 40,600.00			
WCCUSD SBP	\$ -	\$ -			
City of Hercules Parking Permit Program	\$ 48.13	\$ 350.76			\$ 48.13
HTC Parking Combos	\$ -	\$ -			
Cole Vocational	\$ -	\$ -			
Clipper	\$ 71,872.19	\$ 420,826.05		\$ 50,536.88	\$ 21,335.31
*Other:	\$ -	\$ 1,400.00			
*Other LCTOP Fare Subsidy	\$ -	\$ 116,304.75			
*Other Pass 2 Class Program	\$ -	\$ 40,000.00			
<b>Subtotal Billings</b>	<b>\$ 72,999.32</b>	<b>\$ 629,070.56</b>	<b>\$ 119.00</b>	<b>\$ 51,496.88</b>	<b>\$ 21,383.44</b>
<b>Total Passenger Revenue</b>	<b>\$ 100,239.41</b>	<b>\$ 822,736.05</b>	<b>\$ 2,574.61</b>	<b>\$ 60,890.77</b>	<b>\$ 36,774.03</b>

	<b>Monthly System Total</b>	<b>CYTD</b>
<b>Total Passenger Revenue Last Year</b>	<b>\$ 51,271.54</b>	<b>\$ 93,357.16</b>



# Passenger & Productivity Statistical Report

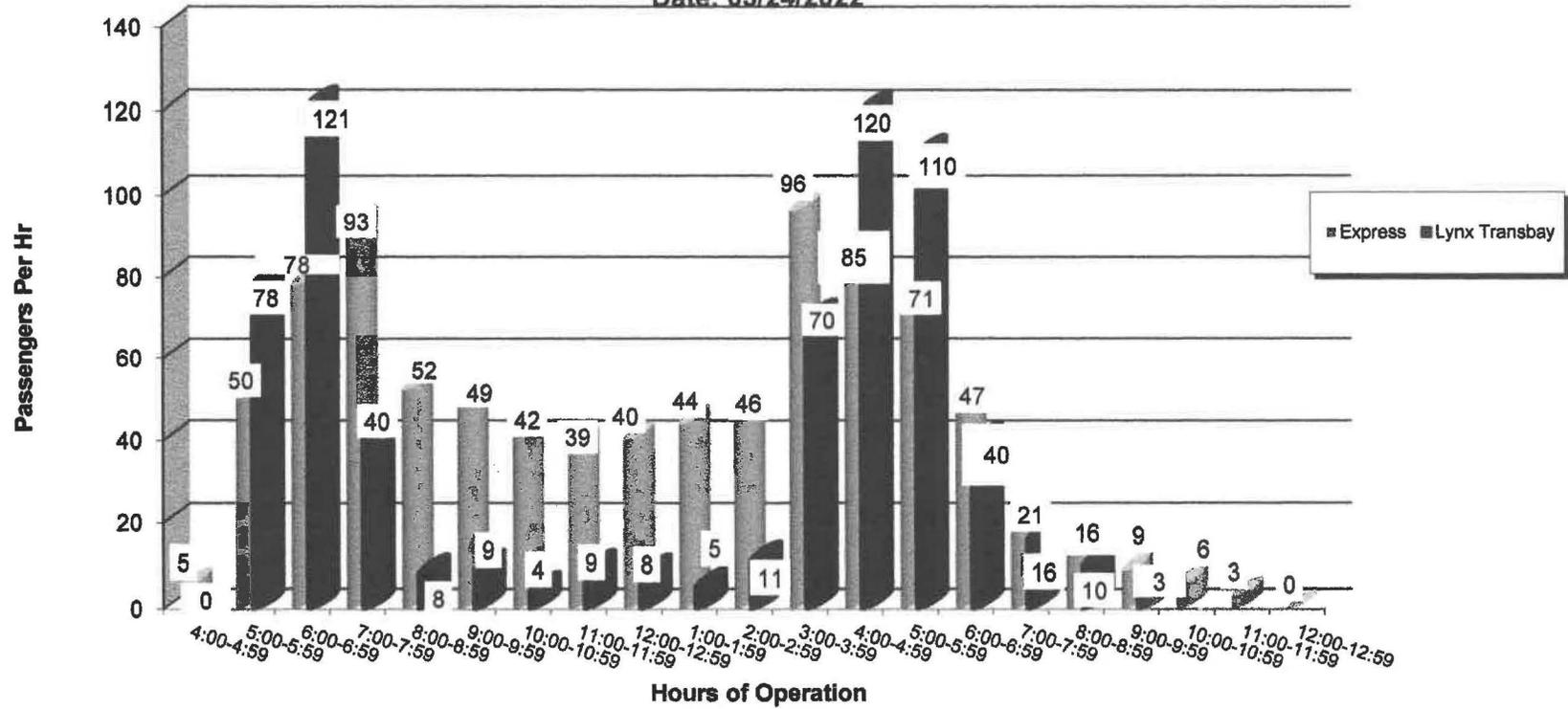
March, FY 21/22

System

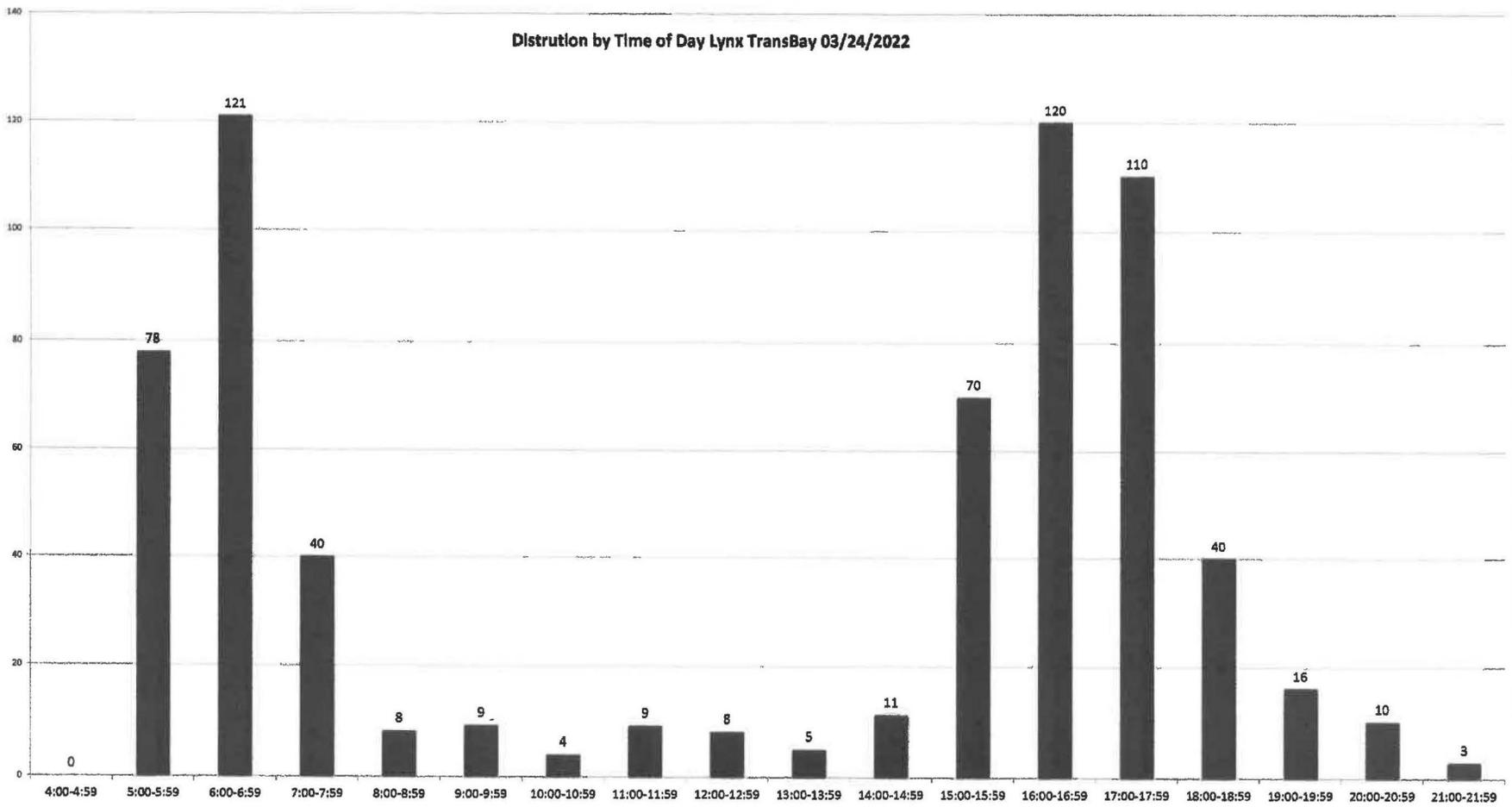
All Routes

Route by Day Type & System	Passengers						Passengers Per Revenue Hour					
	March			Fiscal Year To Date			March			Fiscal Year To Date		
	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change	FY 20/21	FY 21/22	% Change
Route 10 Weekday	670	2,087	211.5	4,924	12,761	159.2	3.3	6.7	103.7	3.0	5.5	86.3
Route 11 Weekday	1,491	2,638	76.9	13,241	21,241	60.4	4.0	6.9	70.0	4.4	6.8	53.0
Route 11 Saturday	205	175	-14.6	1,766	1,845	4.5	4.3	3.7	-15.0	3.4	3.8	9.5
Route 11 Total	1,696	2,813	65.9	15,007	23,086	53.8	4.1	6.5	60.0	4.3	6.4	48.7
Route 12 Weekday	736	2,007	172.7	5,444	12,076	121.8	3.0	6.6	117.0	2.8	5.1	85.9
Route 15 Weekday	660	1,198	81.5	4,779	7,792	63.0	2.7	6.1	130.3	2.4	4.5	89.6
Route 16 Weekday	1,773	4,265	140.6	15,469	29,580	91.2	2.7	6.6	140.0	2.9	5.5	89.1
Route 19 Saturday	160	191	19.4	1,640	1,758	7.2	3.1	3.7	18.2	3.0	3.3	11.7
Route 30Z Weekday	608	967	59.0	4,901	6,869	40.2	1.9	3.3	70.6	1.9	2.8	45.1
Route C3 Weekday	2,208	4,142	87.6	19,884	28,900	45.3	3.8	7.2	86.9	4.3	6.1	43.7
Route DAR Weekday	975	1,650	69.2	7,899	12,361	56.5	1.6	1.8	10.5	1.6	1.8	17.2
Route DAR Saturday	132	152	15.2	1,125	1,615	43.6	2.0	2.0	-1.2	2.0	2.2	14.7
Route DAR Total	1,107	1,802	62.8	9,024	13,976	54.9	1.7	1.8	8.9	1.6	1.9	16.8
Route J Weekday	6,080	11,040	81.6	51,150	81,466	59.3	5.4	8.1	51.9	5.5	7.7	39.7
Route J Saturday	998	1,086	8.8	10,251	10,959	6.9	7.2	8.1	11.4	6.8	7.9	16.9
Route J Sunday	742	877	18.2	7,484	9,009	20.4	5.5	6.6	19.0	5.0	6.1	21.9
Route J Total	7,820	13,003	66.3	68,885	101,434	47.3	5.6	8.0	44.0	5.6	7.6	34.7
Route JPX Weekday	4,948	8,390	69.6	39,042	56,996	46.0	7.4	12.2	65.6	7.1	10.2	43.0
Route LYNX Weekday	6,788	13,566	99.9	56,506	88,445	56.5	7.5	11.6	54.4	7.5	9.8	30.8
<b>Total System-Wide</b>	<b>29,174</b>	<b>54,431</b>	<b>86.6</b>	<b>245,505</b>	<b>383,673</b>	<b>56.3</b>	<b>4.6</b>	<b>7.5</b>	<b>62.4</b>	<b>4.6</b>	<b>6.6</b>	<b>41.7</b>

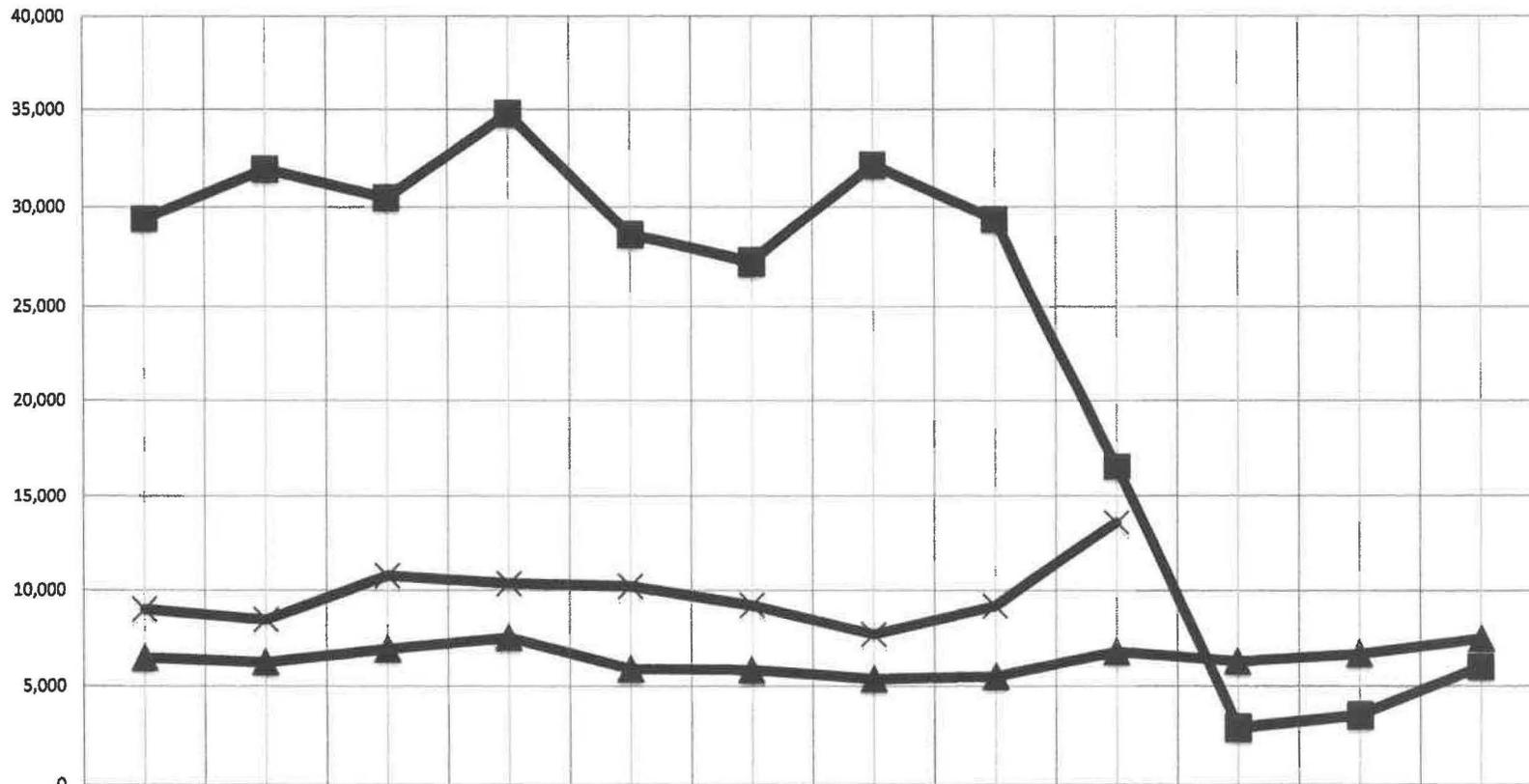
**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date: 03/24/2022**



Distrution by Time of Day Lynx TransBay 03/24/2022



### WESCAT LYNX TRANSBAY 3YR STATS



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 19-20	29,377	31,950	30,473	34,801	28,565	27,211	32,156	29,354	16,590	2,903	3,523	5,998
ridership 20-21	6,469	6,233	6,937	7,520	5,877	5,835	5,358	5,489	6,788	6,299	6,672	7,482
ridership 21-22	9,025	8,469	10,738	10,338	10,205	9,225	7,688	9,191	13,566			

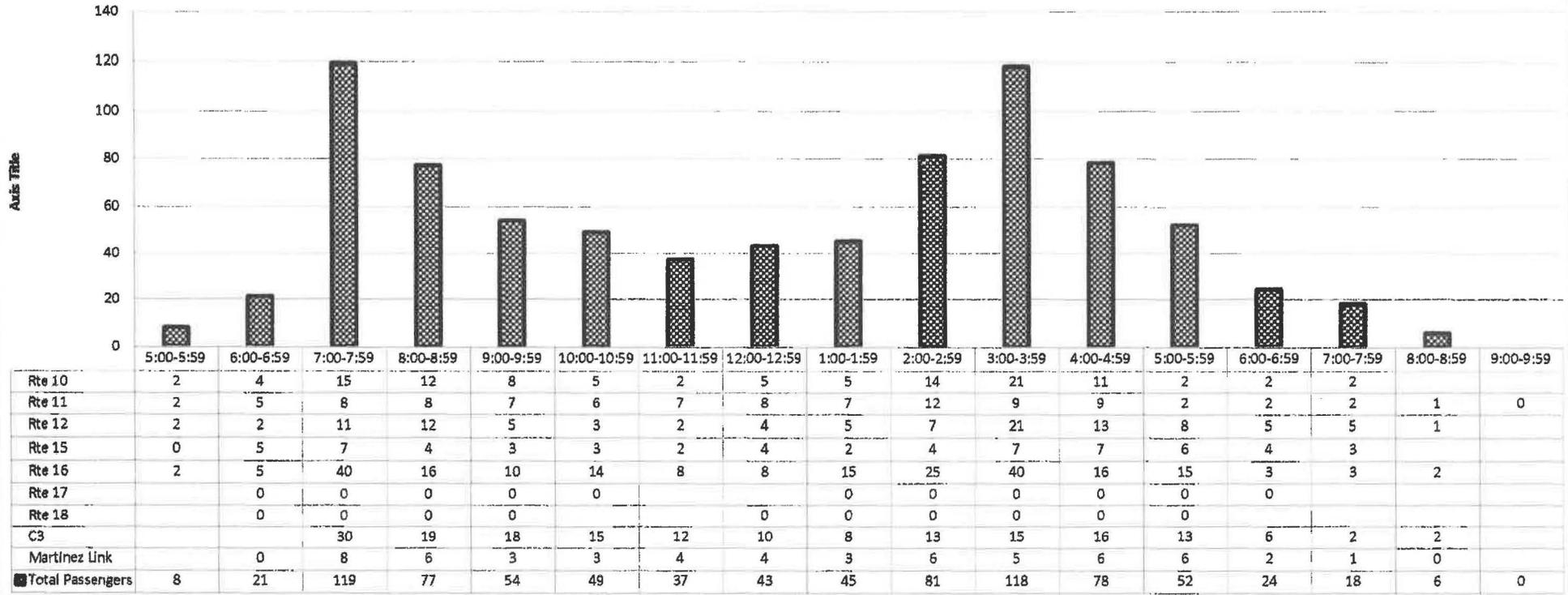
**Distrubution by Time of Day - Fixed Route**

Date: 3/24/2022

	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	15	12	8	5	2	5	5	14	21	11	2	2	2		
Rte 11	2	5	8	8	7	6	7	8	7	12	9	9	2	2	2	1	0
Rte 12	2	2	11	12	5	3	2	4	5	7	21	13	8	5	5	1	
Rte 15	0	5	7	4	3	3	2	4	2	4	7	7	6	4	3		
Rte 16	2	5	40	16	10	14	8	8	15	25	40	16	15	3	3	2	
Rte 17		0	0	0	0	0			0	0	0	0	0	0			
Rte 18		0	0	0	0			0	0	0	0	0	0				
C3			30	19	18	15	12	10	8	13	15	16	13	6	2	2	
Martinez Link		0	8	6	3	3	4	4	3	6	5	6	6	2	1	0	
<b>Total Passengers</b>	<b>8</b>	<b>21</b>	<b>119</b>	<b>77</b>	<b>54</b>	<b>49</b>	<b>37</b>	<b>43</b>	<b>45</b>	<b>81</b>	<b>118</b>	<b>78</b>	<b>52</b>	<b>24</b>	<b>18</b>	<b>6</b>	<b>0</b>

Total Route 10	110
Total Route 11	96
Total Route 12	106
Total Route 15	61
Total Route 16	222
Total Route 17	0
Total Route 18	0
Total C3	179
Martinez Link	57
<b>Total</b>	<b>830</b>

Distribution By Time Of Day Fixed Route 03/24/2022



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

Date: 3/24/2022

	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	
JPX		23	42	33	20	20	13	13	15	19	18	26	44	32	22	8	5
J	5	27	36	60	32	29	29	28	25	25	28	70	41	39	25	13	11
<b>Total Passengers</b>	<b>5</b>	<b>50</b>	<b>78</b>	<b>93</b>	<b>52</b>	<b>49</b>	<b>42</b>	<b>39</b>	<b>40</b>	<b>44</b>	<b>46</b>	<b>96</b>	<b>85</b>	<b>71</b>	<b>47</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	363
J	539
<b>Total</b>	<b>892</b>

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

Date: 3/24/2022

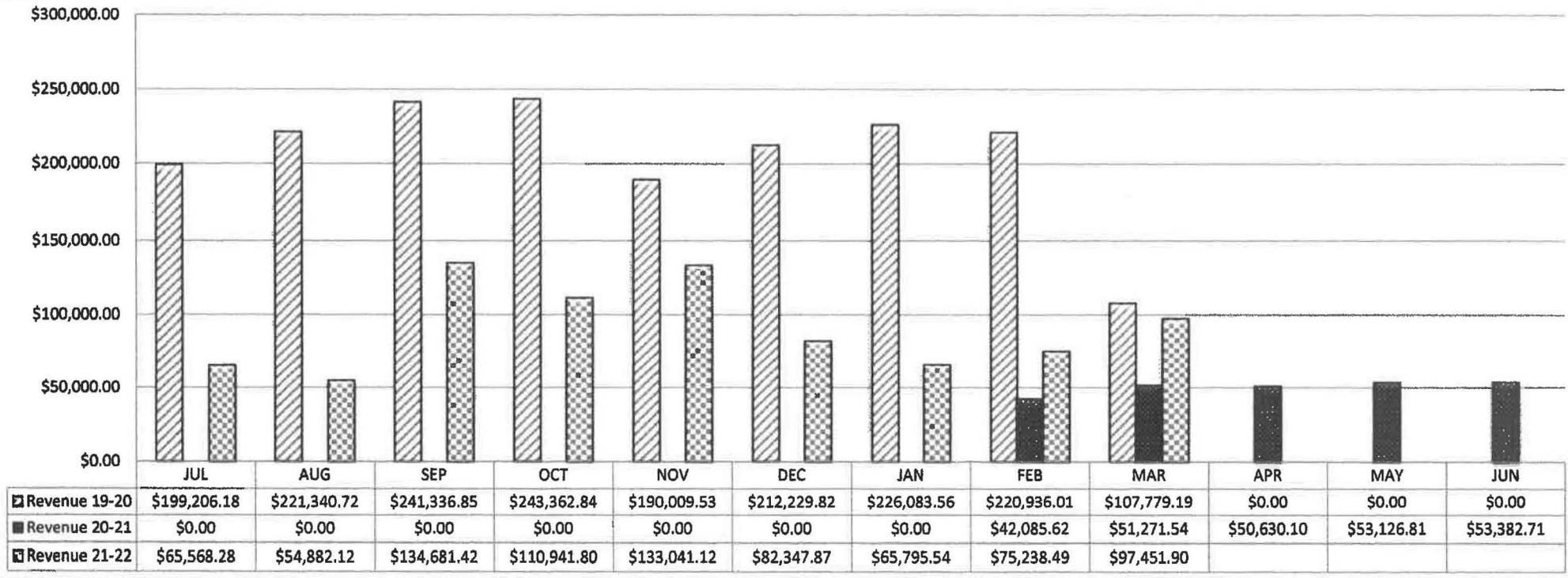
	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	12:00-12:59	13:00-13:59	14:00-14:59	15:00-15:59	16:00-16:59	17:00-17:59	18:00-18:59	19:00-19:59	20:00-20:59
TransBay LYNX	0	78	121	40	8	9	4	9	8	5	11	70	120	110	40	16	10
<b>Total Passengers</b>	<b>0</b>	<b>78</b>	<b>121</b>	<b>40</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>11</b>	<b>70</b>	<b>120</b>	<b>110</b>	<b>40</b>	<b>16</b>	<b>10</b>

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

<b>Total Lynx</b>	<b>662</b>
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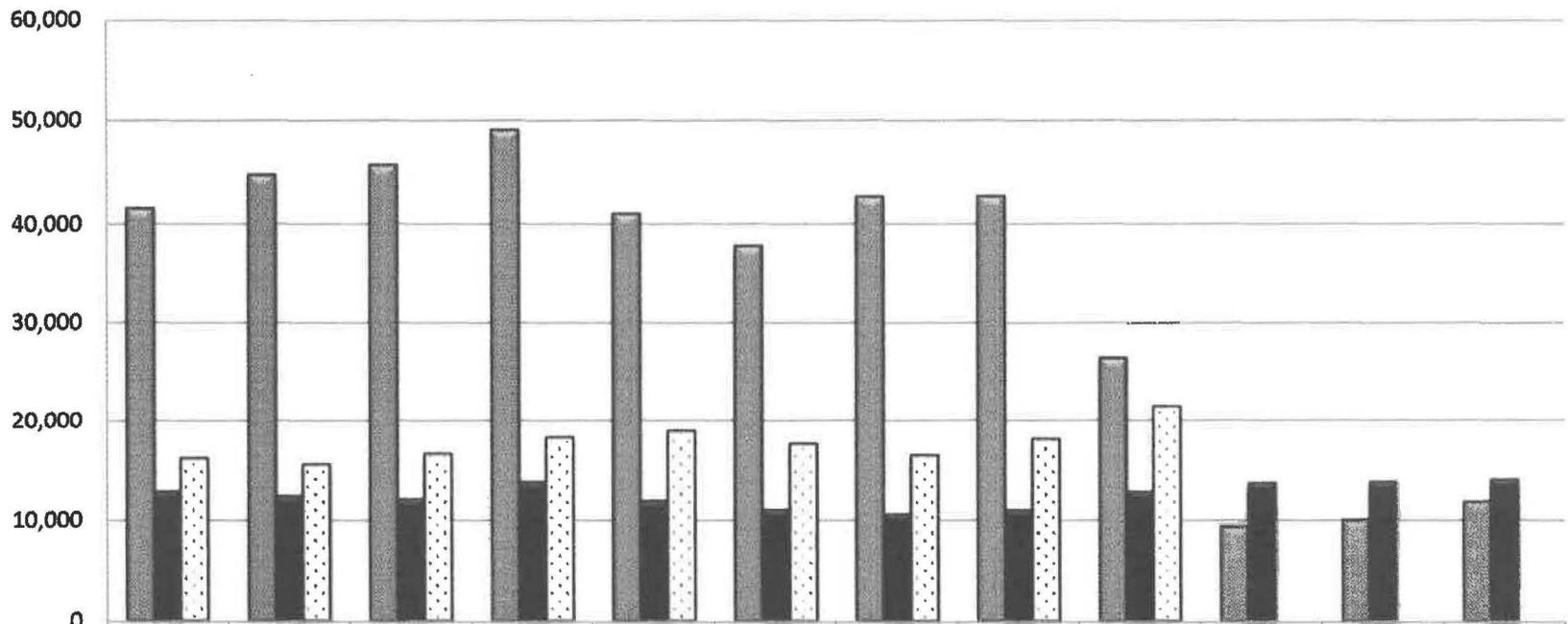


### WESTCAT FAREBOX REVENUE





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



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ridership 19-20	41,469	44,659	45,626	48,958	40,948	37,767	42,598	42,632	26,430	9,304	9,946	11,773
ridership 20-21	12,788	12,338	11,991	13,743	11,855	10,982	10,523	10,939	12,768	13,611	13,744	13,954
ridership 21-22	16,075	15,456	16,516	18,189	18,856	17,543	16,357	18,045	21,393			

## AGENDA ITEM 2.1

### **WESTERN CONTRA COSTA TRANSIT AUTHORITY RESOLUTION NO. 2022-11**

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 JUNE 13, 2022 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 June 13, 2022 effective date of this resolution.

Regularly passed and adopted this 9th day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Aleida Andrino-Chavez, Chair, Board of Directors

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

**AGENDA ITEM 2.2**

**RESOLUTION 2022 -12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN CONTRA COSTA TRANSIT AUTHORITY (WCCTA) APPOINTING A DIRECTOR AND AN ALTERNATE TO SERVE ON THE CALIFORNIA TRANSIT INDEMNITY POOL (CalTIP)**

**WHEREAS** WCCTA was a founding member of the California Transit Indemnity Pool (CalTIP), and

**WHEREAS** WCCTA remains a member in good standing of the California Transit Indemnity Pool, and desires to continue its active participation in the governance of CalTIP, be it hereby

**RESOLVED** that WCCTA Assistant General Manager Robert Thompson is appointed Director, and Accounting Analyst Debora Harris is appointed as the Alternate Director of CalTIP to serve at the pleasure of the WCCTA Board of Directors

Adopted this 9<sup>th</sup> day of June 2022 by the following vote

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Aleida Andrino-Chavez, Chair, Board of Directors

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



Samsara Inc.  
350 Rhode Island Street  
4<sup>th</sup> Floor, South Building  
San Francisco, CA 94103  
www.samsara.com

**QUOTE #Q-330746**

**Issued 05-26-2022**

**Expires 05-06-2022**

**Prepared For:**

WestCAT  
601 Walter Ave  
Pinole, California  
94564

**Prepared By:**

Mac Caceres  
macario.caceres@samsara.com

**Quote Summary**

**Subtotal**

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Hardware and Accessories	\$0.00
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Licenses	\$125,244.00
License Term – 36 Months	

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Shipping and Handling	\$0.00
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Sales Tax Total	\$6,750.45
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<b>Due Upfront</b>	<b>\$131,994.45</b>
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If shipping is "Pending" - Amount is pending due to size of order; Shipping and Handling subject to change.  
If Sales tax is "Pending" – Final amount will be provided prior to payment  
\*3% fee charged on non-ACH charges (Canada Exempt)  
\*Sales tax subject to



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San Francisco, CA 94103  
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SHIP TO			
Hardware and Accessories	Quantity	Net Unit Price	Total Price
		Hardware Due	0

Licenses	Quantity	Net Unit Price	Total Price
License for Dual-Facing Camera LIC-CM2-ENT	71	\$1,116.00	\$79,236.00
		License Due	\$79,236.00

Bundles	Quantity	Net Unit Price	Total Price
License for Vehicle Gateways - Public Sector Only, No WiFi, No ELD LIC-VG-PS	71	\$648.00	\$46,008.00
		Total Due	\$46,008.00



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## **Thank you for considering Samsara for your fleet.**

Samsara provides real-time visibility, business-relevant tools, and powerful analytics that enable customers to increase the productivity of their fleets and reduce operating costs. A solution for your fleet is proposed below.

### **What is included?**

Samsara's fleet tracking solution includes hardware accessories and a per-gateway license. Gateway licenses provide all ongoing elements of the service, including:

- Real-time location and vehicle telematics
- Dashboard access with unlimited administrator accounts
- Driver App for iOS and Android devices with unlimited driver accounts
- Over-the-air software feature upgrades
- API access as it relates to features for integration with 3rd party systems
- Maintenance and phone support

Samsara does not include hidden costs in its licenses. If you want access to Samsara's full set of fleet features--including but not limited to WiFi hotspot and ELD capabilities--you will need to upgrade your license. Samsara reserves the right to audit usage of features unrelated to the solution as well as remove them from the Samsara Dashboard.



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San Francisco, CA 94103  
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## Payment Terms

This order form includes a license fee for the Samsara Software associated with the Hardware to be paid upfront and, if applicable, a one-time Hardware cost to be paid upfront (Net-30). All transfers are subject to a 3% processing fee unless the wire transfer is initiated by Samsara via ACH, in which case the 3% processing fee will be waived. Late payments are subject to a 1.5% per month late fee. If license payments are delinquent by 60 days, Samsara may suspend the Service until late payments are remitted.

## License Term

The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date"). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license term shall be the day that Samsara extends your access to the Hosted Software for the renewal license term. Samsara Hardware requires a license to function.

Samsara may ship Hardware under this Order Form subject to a schedule as mutually agreed between the Parties or as determined by Samsara. To the extent such Hardware is associated with then-unactivated Samsara Software licenses, the Samsara Software license term for each such Hardware device will start on the day that device ships regardless of the shipment schedule for the other such Hardware devices. If all such Hardware is shipped in one shipment, the license term for all such Hardware will be the full license term under this Order Form. If such Hardware is shipped in multiple shipments, only the license term of such Hardware in the initial shipment will be such full license term. The license term of the remaining such Hardware shipped after the initial shipment will be set to match the then-remaining license term of the initial shipment, so that the license term for all such Hardware under this Order Form expires on the same date. The total cost of the licenses for such Hardware shipped after the initial shipment will be pro-rated based on their actual license term, rounded up to the nearest month, as compared to the full license term under this Order Form. Certain payment amounts under this Order Form assume that the entire order is fulfilled at the same time and are subject to potential reduction based on the actual schedule of order fulfillment.

## Support and Warranty

Samsara stands behind its Products. Hardware Products that require a valid license to function come with a warranty that lasts as long as you maintain a valid license for such Hardware. All other Hardware Products, such as accessories, come with a one-year warranty, unless otherwise specified on the relevant Samsara data sheet. During the warranty period, Hardware exhibiting material defects will be replaced. For more information, see our Hardware Warranty & RMA policy at [www.samsara.com/support/hardware-warranty](http://www.samsara.com/support/hardware-warranty). Additional support information can be found at [www.samsara.com/support](http://www.samsara.com/support).



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## Terms

Unless otherwise set forth herein, your use and access of the Hardware, Products, and Services specified herein are governed by Samsara's terms of service found at <https://www.samsara.com/terms-of-service>, unless the Parties have entered into a separate terms of service agreement and/or a separate terms of service agreement is attached to this Order Form, in which case such separate terms of service agreement shall govern (the "Terms of Service"). You agree to be bound by the Terms of Service, and any capitalized terms not defined herein shall have the meaning set forth in the Terms of Service. You further agree that any other Order Forms you enter into for the purchase of Products shall also be governed by the Terms of Service unless otherwise set forth in the applicable Order Form. For clarity, unless otherwise agreed by the Parties or approved by Samsara, the pricing and payment terms under this Order Form shall not apply to any such other Order Forms.

The continuation of this Order Form one (1) year after the license start date and annually thereafter is contingent upon the appropriation of sufficient funds by Customer. If sufficient funds fail to be appropriated by Customer to provide for the continuation of the Order Form for Customer's then-subsequent fiscal year, Customer may terminate this Order Form with prior written notice effective as of the later of the date of the beginning of such subsequent fiscal year and the end of the then-current annual license period. If Customer so terminates this Order Form, Samsara shall be entitled to payment of and for: all amounts due as of the date of termination; deliverables in progress; liabilities, fees, or costs caused by such termination including for obligations that extend beyond the date of termination; and reasonable Order Form close-out costs.



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## Notification of Confidentiality

Except as legally required under applicable public records request laws, provided that you use reasonable efforts to provide Samsara with advance notice of any such disclosure, you agree that the pricing and payment terms specified in this Order Form shall (i) be held in strict confidence; (ii) not be disclosed to any Samsara competitor or other entity, except as pre-approved in writing by Samsara; and (iii) not be used except to evaluate the suitability of the Samsara Products for your business. You will immediately notify Samsara in the event of any unauthorized use or disclosure under these terms. Violation of these obligations will cause irreparable harm to Samsara for which Samsara may obtain compensatory and timely injunctive relief from a court, as well as any other remedies that may be available, including recovery of all reasonable attorney's fees and costs incurred in seeking such remedies. Your obligations specified herein shall last until the pricing and payment terms herein are, through no fault or action by you, public. This Order Form is a legally binding agreement between you ("Customer") and Samsara Inc. ("Samsara"). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein. Please confirm acceptance of this Order Form by signing below:

**Signature**

---

**Print Name:**

---

**Date:**

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