

## **NOTICE OF MEETING**

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

**DATE:** Jan 9, 2025 (Thursday)  
**TIME:** 6:30 PM  
**PLACE:** City of Pinole Council Chambers  
2131 Pear Street, Pinole CA

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

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

## **AGENDA**

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

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

### **1.0 CONSENT CALENDAR**

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

- 1.1 Approval of Minutes of Regular Board Meeting of November 14, 2024. **[Action Requested: Approval of Minutes] \***
- 1.2 Approval of Expenditures for November 2024 **[Action Requested: Approval of Expenditures] \***
- 1.3 Receive Contractors' Monthly Management Report for September 2024 and Monthly Passenger and Auxiliary Revenue Reconciliation Reports for September

- and October 2024. **[Action Requested: Receive and File] \***  
1.4 WestCAT Marketing Update **[Action Requested : Information Only]**

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

- 2.1 Consideration and Adoption of Resolution 2025-01 Authorizing the Filing of an Application for FTA Formula Program and Surface Transportation Programs Funding for Vehicle Replacements, and ADA Set-Aside and Committing the Necessary Local Match for the Project(s) and Stating the Assurance of WCCTA to Complete the Project. **[Action Requested: Formal Adoption of Resolution 2025-01]. \***
- 2.2 Paratransit One-Seat Ride Program – Permanent MOU Recommendation: Authorize the General Manager to finalize and enter into a permanent MOU with County Connection, Tri Delta Transit, and LAVTA to formalize the One-Seat Ride Paratransit program. **[Action Requested: Authorize the General Manager to Enter into the Permanent MOU] \***

## **3.0 COMMITTEE REPORTS**

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

## **4.0 CORRESPONDENCE**

## **5.0 BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS**

## **6.0 ADJOURNMENT**

\* Enclosures

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

**Next Board Meeting Thursday, February 13, 2025**

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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**November 14, 2024, Regular Meeting 6:30 PM Pinole City Council Chambers**

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The Board of Directors Meeting was held in person.

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

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

##### DIRECTORS PRESENT

Chair Tom Hansen, Dion Bailey, Cameron Sasai, Tiffany Grimsley, Jerry Parson (arrived 6:37 pm)

##### STAFF PRESENT

Rob Thompson, General Manager; Yvonne Morrow, Chief Financial Officer; Debora Harris, Finance Manager; Finn Wurtz, Transit Planner; Christina Lotfy, Accounting Technician

##### GUESTS PRESENT

Rami Razzouk, MV Transportation General Manager; Chris Kelley, Alternate Board Director; Ronny Kraft, Consultant

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

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

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

**Ayes: 4–** (Bailey, Grimsley, Hansen, Sasai)

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

NONE.

## 1) **CONSENT CALENDAR**

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

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

**Ayes: 4–** (Bailey, Grimsley, Hansen, Sasai)

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

### 2.1 **Presentation and Overview of WestCAT's Comprehensive Operations Analysis (WestCAT Evolution) by Ronny Kraft Consulting. (Information Only)**

Consultant Ronny Kraft discussed the project's purpose of taking a fresh look at the entire transit system. WestCAT would like to find out what the community's transit needs are post-pandemic. We will analyze the current trends and data to understand what is working and what is not. She stated that analysis and potential redesigns have proven to be successful at many other agencies since the pandemic.

She went on to identify WestCAT's key service goals for service delivery: effectiveness, reliability, community awareness, and customer satisfaction. This study will also consider coverage area, connectivity, accessibility, and equity.

Director Bailey asked about connectivity to and from the ferry system. Consultant Ronny Kraft answered that the survey would include open-ended questions about where passengers want to go. General Manager Rob Thompson stated that if there is, once demand is determined, funding would also potentially need to be sourced to implement some potential changes.

Director Sasai mentioned that the decline of Lynx ridership stood out to him. Consultant Ronny Kraft said it would take some deep diving and hearing from passengers to understand the causes of the decline in ridership.

## 3) **COMMITTEE REPORTS**

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

GM Thompson reported that CCTA recently held a workshop. Transit Operators and the Authority Board were involved in discussing the Integrated Transit plan that CCTA is developing. Operators are working with the Authority on potential options for transit-priority corridors and mobility hubs throughout the county.

GM Thompson reported that County Connection, Tri-Delta, and WCCTA staff will meet with MTC and the Regional Network Management staff. MTC asked if they could spend the day at one of the transit agencies' facilities to better understand transit operations. This is a unique first step by MTC to recognize that they could benefit from seeing how transit operations work.

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

Chair Hansen updated the Board that the City of Richmond reported on their Paratransit program. Chair Hansen reported that staff discussed the Western Contra Costa Unified School District Low Income Bus program and gave the program history.

4) **CORRESPONDENCE**

NONE.

5) **BOARD COMMUNICATION / ITEMS FOR FUTURE BOARD MEETINGS**

NONE.

6) **ADJOURNMENT**

Chair Hansen adjourned the meeting at 7:49 PM. The next meeting is scheduled for December 12, 2024.

|                                   |             |
|-----------------------------------|-------------|
| _____                             | _____       |
| <b>Chair Tom Hansen</b>           | <b>Date</b> |
| _____                             | _____       |
| <b>Robert Thompson, Secretary</b> | <b>Date</b> |

**AGENDA ITEM 1.2**

WCCTA - WestCAT

**Purchase Journal**

For the Month of November, 2024

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<br/>Account Description</b>   | <b>Invoice/CM #</b> | <b>Line Description</b>  | <b>Debit Amount</b>  | <b>Credit Amount</b> |
|-------------|---|---------------------|--|--|----------------------|
| 10/14/24    | 50300-42<br>Outside Service, Non-Veh Mai<br>20100<br>Accounts Payable   | 1279690-14          | Lift rental for outside bay lights<br><br>San Pablo Rentals, LP  | 1,156.62   | 1,156.62             |
| 11/1/24     | 11107<br>Communication/Information S<br>50499-41<br>Other Mat & Supplies,Veh Ma<br>50499-41<br>Other Mat & Supplies,Veh Ma<br><br>50499-42<br>Other Mat&Suppl. Non-Veh<br><br>50499-43<br>OtherMat&Sup-Non-Veh. Co<br>50499-60<br>Other Mat & Supplies, Admin<br>50903-60<br>Fees, Admin<br>20100<br>Accounts Payable | 1XRJ-WKMY-KDVM      | Laptop (Mica) - TDA<br><br>Vehicle parts<br><br>Maintenance supplies (Cleaners,<br>gloves, tire gauge, pressure washer<br>for rims)<br>Facilities supplies (Gloves, pressure<br>washer pump, lens wipes, safety<br>glasses)<br>IT supplies (Toner, USB drives,<br>cleaner, batteries)<br>Office supplies<br><br>Shipping/handling & taxes<br><br>Amazon Capital Services, Inc. | 1,287.98<br><br>569.70<br><br>547.21<br><br>1,085.14<br><br>1,264.76<br><br>273.13<br><br>347.56 | 5,375.48             |
| 10/14/24    | 50300-10<br>Outside Services, Operations<br>50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable  | 21761617            | UL certificate fees<br><br>UL certificate fees<br><br>Bay Alarm Company  | 95.22<br><br>47.61   | 142.83               |
| 11/2/24     | 50300-10<br>Outside Services, Operations<br>50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable  | 21789196            | Security monitoring (12/1 -<br>2/28/25)<br>Security monitoring (12/1 -<br>2/28/25)<br>Bay Alarm Company  | 89.36<br><br>44.68   | 134.04               |
| 10/18/24    | 11104<br>Facility Repairs<br>20100<br>Accounts Payable  | 601-101824          | Concrete slabs (Bus wash) - TDA<br><br>Calvary Construction Services   | 8,424.00   | 8,424.00             |
| 10/22/24    | 50499-42<br>Other Mat&Suppl. Non-Veh<br>20100<br>Accounts Payable   | 9371307             | Janitorial supplies<br><br>Brady Industries  | 4.00   | 4.00                 |
| 10/22/24    | 50499-42<br>Other Mat&Suppl. Non-Veh<br>20100<br>Accounts Payable   | 9371308             | Janitorial supplies<br><br>Brady Industries  | 150.42   | 150.42               |
| 10/29/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 142499              | Vehicle parts<br><br>Chuck's Brake & Wheel   | 3,802.90   | 3,802.90             |
| 10/14/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 4208194232          | October uniforms<br><br>Cintas Corporation   | 862.04   | 862.04               |
| 10/21/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 4208932235          | October uniforms<br><br>Cintas Corporation   | 862.04   | 862.04               |
| 10/28/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100  | 4209641094          | October uniforms<br><br>Cintas Corporation   | 862.04   | 862.04               |

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|-------------|---|---------------------|---|---------------------|----------------------|
|             | Accounts Payable  |                     |   |                     |                      |
| 11/4/24     | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                                    | 4210364850          | November uniforms<br><br>Cintas Corporation   | 862.04              | 862.04               |
| 11/11/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                                    | 4211101286          | November uniforms<br><br>Cintas Corporation   | 862.04              | 862.04               |
| 10/22/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                                    | 03198528P           | Vehicle parts (Bus 203)<br><br>COAST COUNTIES TRUCK &<br>EQUIPMENT CO.  | 564.52              | 564.52               |
| 10/24/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                                    | 03198740P           | Vehicle parts (stock)<br><br>COAST COUNTIES TRUCK &<br>EQUIPMENT CO.  | 564.52              | 564.52               |
| 10/29/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                                    | 03198989P           | Vehicle parts (Bus 165)<br><br>COAST COUNTIES TRUCK &<br>EQUIPMENT CO.  | 2,702.24            | 2,702.24             |
| 11/1/24     | 50501-10<br>Telephone, Operations<br>50501-60<br>Telephone, Admin<br>20100<br>Accounts Payable          | 001001599845        | Nov. fiber network (11/1 -<br>11/30/24)<br>Nov. fiber network (11/1 -<br>11/30/24)<br>Comcast Business            | 1,115.90<br>557.95  | 1,673.85             |
| 11/5/24     | 50215-60<br>Fringe Benefits, Admin<br>20200<br>Accrued Payroll Liabilities<br>20100<br>Accounts Payable | 15551               | November LTD<br><br>November supplemental insurance<br><br>BCC  | 1,027.32<br>235.21  | 1,262.53             |
| 10/1/24     | 50901-60<br>Dues & Subscriptions, Admin<br>20100<br>Accounts Payable                                    | 45723 - 10/24       | FY25 Membership renewal<br><br>California Special Districts Assoc.  | 2,064.00            | 2,064.00             |
| 10/31/24    | 50300-41<br>Outside Service, Vehicle Main<br>20100<br>Accounts Payable                                  | 07-241098857        | Annual subscription (software for<br>shop)<br>Cummins Sales & Service   | 840.00              | 840.00               |
| 10/28/24    | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable          | 529260 10/24        | Water service (8/22 - 10/23/24)<br><br>Water service (8/22 - 10/23/24)<br><br>East Bay Municipal Utility District | 914.20<br>457.10    | 1,371.30             |
| 10/28/24    | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable          | 529339 10/24        | Water service (8/22 - 10/23/24)<br><br>Water service (8/22 - 10/23/24)<br><br>East Bay Municipal Utility District | 761.51<br>380.75    | 1,142.26             |
| 10/30/24    | 50300-42<br>Outside Service, Non-Veh Mai<br>20100<br>Accounts Payable                                   | 246185              | October inspection<br><br>ECO-CHEK Compliance, Inc.   | 125.00              | 125.00               |
| 10/1/24     | 50401-10  | 24-158531A          | DEF   | 1,190.89            |                      |

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|----------|--|--------------|---|--------------|---------------|
|          | Fuel & Lubricants<br>20100<br>Accounts Payable                       |              | Flyers Energy, LLC (RCP)  |              | 1,190.89      |
| 10/1/24  | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-218624    | DEF (delivered 5/6/24)<br>Flyers Energy, LLC (RCP)                | 1,190.89     | 1,190.89      |
| 10/15/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-205143    | Mobil Delvac, DEF<br>Flyers Energy, LLC (RCP)                     | 2,282.45     | 2,282.45      |
| 10/21/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-210296    | Anti-freeze<br>Flyers Energy, LLC (RCP)                           | 339.47       | 339.47        |
| 10/28/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-214394    | Mobil Delvac<br>Flyers Energy, LLC (RCP)                          | 1,132.90     | 1,132.90      |
| 11/4/24  | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-219473    | Anti-freeze<br>Flyers Energy, LLC (RCP)                           | 192.11       | 192.11        |
| 11/4/24  | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-219474    | DEF<br>Flyers Energy, LLC (RCP)                                   | 994.42       | 994.42        |
| 11/11/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable           | 24-224534    | Mobil Delvac<br>Flyers Energy, LLC (RCP)                          | 1,744.31     | 1,744.31      |
| 10/17/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable | 41232129     | Vehicle parts<br>Gillig LLC                                       | 269.92       | 269.92        |
| 10/25/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable | 41235455     | Vehicle parts (Bus 416)<br>Gillig LLC                             | 1,393.14     | 1,393.14      |
| 10/25/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable | 41235456     | Vehicle parts (Bus 413)<br>Gillig LLC                             | 20.24        | 20.24         |
| 10/25/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable | 41235457     | Vehicle parts (Stock)<br>Gillig LLC                               | 9,406.39     | 9,406.39      |
| 10/31/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable | 41237572     | Vehicle parts<br>Gillig LLC                                       | 11.15        | 11.15         |
| 10/31/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable | 41237738     | Vehicle parts (Bus 413)<br>Gillig LLC                             | 86.10        | 86.10         |
| 10/30/24 | 11101<br>Transp. Vehicles & Equipment                                | SIN24002481S | Final pymt of cubic Clipper card<br>system integration prj (Prgm) | 56,294.40    |               |



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|-------------|---|---------------------|-------------------------------------|---------------------|----------------------|
|             | 20100<br>Accounts Payable                 |                     | 2/19/21)<br>Hanover Displays, Inc.  |                     | 56,294.40            |
| 11/1/24     | 50215-42<br>Fringe Benefits, Non-Veh Mai  | 357040              | November dental insurance           | 214.21              |                      |
|             | 50215-43<br>Fringe Benefits, Non-Veh, Co  |                     | November dental insurance           | 54.52               |                      |
|             | 50215-60<br>Fringe Benefits, Admin        |                     | November dental insurance           | 833.21              |                      |
|             | 20100<br>Accounts Payable                 |                     | Health Care Dental                  |                     | 1,101.94             |
| 10/4/24     | 50499-41<br>Other Mat & Supplies,Veh Ma   | 367807FOW           | Vehicle parts                       | 46.71               |                      |
|             | 20100<br>Accounts Payable                 |                     | Hilltop Ford                        |                     | 46.71                |
| 11/8/24     | 50499-41<br>Other Mat & Supplies,Veh Ma   | 369689FOW           | Vehicle parts (DAR 34)              | 201.12              |                      |
|             | 20100<br>Accounts Payable                 |                     | Hilltop Ford                        |                     | 201.12               |
| 11/8/24     | 50499-41<br>Other Mat & Supplies,Veh Ma   | 369691FOW           | Vehicle parts (stock)               | 201.12              |                      |
|             | 20100<br>Accounts Payable                 |                     | Hilltop Ford                        |                     | 201.12               |
| 10/28/24    | 50402-10<br>Tires & Tubes                 | 169206              | October tires                       | 3,930.08            |                      |
|             | 20100<br>Accounts Payable                 |                     | J & O's Commercial Tire Center      |                     | 3,930.08             |
| 10/29/24    | 50402-10<br>Tires & Tubes                 | 169253              | October tires                       | 1,951.47            |                      |
|             | 20100<br>Accounts Payable                 |                     | J & O's Commercial Tire Center      |                     | 1,951.47             |
| 11/6/24     | 50402-10<br>Tires & Tubes                 | 169370              | November tires                      | 1,068.82            |                      |
|             | 20100<br>Accounts Payable                 |                     | J & O's Commercial Tire Center      |                     | 1,068.82             |
| 11/12/24    | 50402-10<br>Tires & Tubes                 | 169516              | November tires                      | 3,797.82            |                      |
|             | 20100<br>Accounts Payable                 |                     | J & O's Commercial Tire Center      |                     | 3,797.82             |
| 12/1/24     | 50215-42<br>Fringe Benefits, Non-Veh Mai  | 12/2024             | December medical insurance          | 3,473.89            |                      |
|             | 50215-43<br>Fringe Benefits, Non-Veh, Co  |                     | December medical insurance          | 501.77              |                      |
|             | 50215-60<br>Fringe Benefits, Admin        |                     | December medical insurance          | 13,466.48           |                      |
|             | 20100<br>Accounts Payable                 |                     | Kaiser Foundation Health Plan, Inc. |                     | 17,442.14            |
| 10/28/24    | 50499-41<br>Other Mat & Supplies,Veh Ma   | 102741438           | Vehicle parts                       | 444.80              |                      |
|             | 20100<br>Accounts Payable                 |                     | Kimball Midwest                     |                     | 444.80               |
| 11/7/24     | 50499-41<br>Other Mat & Supplies,Veh Ma   | 600147              | Vehicle parts (Bus 207)             | 3,901.61            |                      |
|             | 20100<br>Accounts Payable                 |                     | Kirk's Automotive, Inc.             |                     | 3,901.61             |
| 10/26/24    | 50499-41<br>Other Mat & Supplies,Veh Ma   | 470211              | Vehicle parts                       | 8,001.59            |                      |
|             | 20100<br>Accounts Payable                 |                     | Lim Automotive Supply Inc.          |                     | 8,001.59             |

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|-------------|---|---------------------|---|---------------------|----------------------|
| 9/9/24      | 50300-41<br>Outside Service, Vehicle Main | 7556                | Vehicle repair (Bus 602)                  | 2,460.00            |                      |
|             | 50499-41<br>Other Mat & Supplies, Veh Ma  |                     | Vehicle parts (Bus 602)                   | 5,910.81            |                      |
|             | 20100<br>Accounts Payable                 |                     | MCI Sales and Service, Inc.               |                     | 8,370.81             |
| 10/25/24    | 50300-42<br>Outside Service, Non-Veh Mai  | 452614-05           | HVAC maint. (service 1 of 4)              | 1,336.00            |                      |
|             | 20100<br>Accounts Payable                 |                     | Monterey Mechanical                       |                     | 1,336.00             |
| 10/29/24    | 11104<br>Facility Repairs                 | 452614-06           | HVAC repair (conf. room & dispatch) - TDA | 2,139.00            |                      |
|             | 20100<br>Accounts Payable                 |                     | Monterey Mechanical                       |                     | 2,139.00             |
| 10/31/24    | 50903-10<br>Clipper/Shopify/mtot fees, Op | AR037015            | Jul - Sept 2024 Clipper fee               | 2,084.85            |                      |
|             | 20100<br>Accounts Payable                 |                     | Metropolitan Transportation Commission    |                     | 2,084.85             |
| 11/5/24     | 50800-10<br>Purchased Transportation, Ope | 131766              | Estimated November service                | 775,416.63          |                      |
|             | 20100<br>Accounts Payable                 |                     | MV Transportation                         |                     | 775,416.63           |
| 11/13/24    | 50300-42<br>Outside Service, Non-Veh Mai  | 71408               | Generator maint. service                  | 1,128.63            |                      |
|             | 20100<br>Accounts Payable                 |                     | My Generator Guy                          |                     | 1,128.63             |
| 10/15/24    | 50499-41<br>Other Mat & Supplies, Veh Ma  | 14960555            | Vehicle parts (Bus 205)                   | 204.69              |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 204.69               |
| 10/15/24    | 50499-41<br>Other Mat & Supplies, Veh Ma  | 14960570            | Vehicle parts (Bus 201)                   | 62.25               |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 62.25                |
| 10/16/24    | 50499-41<br>Other Mat & Supplies, Veh Ma  | 14960774            | Vehicle parts (Bus 201)                   | 30.40               |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 30.40                |
| 10/30/24    | 50499-41<br>Other Mat & Supplies, Veh Ma  | 14991119            | Vehicle parts (Bus 165)                   | 58.44               |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 58.44                |
| 11/5/24     | 50499-41<br>Other Mat & Supplies, Veh Ma  | 15002230            | Vehicle parts (Bus 405)                   | 771.55              |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 771.55               |
| 11/6/24     | 50499-41<br>Other Mat & Supplies, Veh Ma  | 15005160            | Vehicle parts (stock)                     | 944.74              |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 944.74               |
| 11/13/24    | 50499-41<br>Other Mat & Supplies, Veh Ma  | 15018888            | Vehicle parts (Bus 412 & stock)           | 1,154.57            |                      |
|             | 20100<br>Accounts Payable                 |                     | Pape Kenworth                             |                     | 1,154.57             |
| 10/23/24    | 50300-41<br>Outside Service, Vehicle Main | 24-22807            | Towing service (Bus 603)                  | 2,024.74            |                      |
|             | 20100                                     |                     | Olivers Tow                               |                     | 2,024.74             |

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| <b>Date</b> | <b>Account ID<br/>Account Description</b>  | <b>Invoice/CM #</b> | <b>Line Description</b>  | <b>Debit Amount</b>      | <b>Credit Amount</b> |
|-------------|--|---------------------|--|--------------------------|----------------------|
|             | Accounts Payable   |                     |  |                          |                      |
| 11/6/24     | 51200-60<br>Rentals & Leases, Admin<br>20100<br>Accounts Payable                               | 588685523           | Nov. copier (11/1 - 11/30/24)<br><br>Pacific Office Automation/Lease         | 326.81                   | 326.81               |
| 10/9/24     | 51200-60<br>Rentals & Leases, Admin<br>20100<br>Accounts Payable                               | 782407              | Black & color meter (7/9 - 10/9/24)<br><br>Pacific Office Automation/Service | 143.64                   | 143.64               |
| 11/1/24     | 50300-42<br>Outside Service, Non-Veh Mai<br>20100<br>Accounts Payable                          | 4212960             | November landscaping<br><br>Pacific Site Management                          | 591.34                   | 591.34               |
| 10/31/24    | 50501-10<br>Telephone, Operations<br>50501-60<br>Telephone, Admin<br>20100<br>Accounts Payable | INV-20460-102024    | October phone service<br><br>October phone service<br><br>STREAMS            | 677.57<br><br>338.78     | 1,016.35             |
| 10/16/24    | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable | 10/2024             | Oct. gas & electric<br><br>Oct. gas & electric<br><br>PG & E                 | 3,693.52<br><br>1,846.76 | 5,540.28             |
| 10/18/24    | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable | 10/2024             | Oct. gas & electric<br><br>Oct. gas & electric<br><br>Pacific Gas & Electric | 12.31<br><br>6.15        | 18.46                |
| 11/4/24     | 50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable                               | 10/2024             | October consulting services<br><br>Politico Group Inc.                       | 2,500.00                 | 2,500.00             |
| 11/13/24    | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable                          | 902613580           | Vehicle parts (Bus 205)<br><br>Prevost Car (US) Inc.                         | 43.29                    | 43.29                |
| 10/31/24    | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable | 0851-155314063      | October garbage<br><br>October garbage<br><br>Republic Services #851         | 742.54<br><br>371.27     | 1,113.81             |
| 11/11/24    | 50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable                               | WCAT-2              | COA (tasks 1,2,4) & Marketing<br>(task 3)<br>Ronny Kraft Consulting          | 23,850.05                | 23,850.05            |
| 10/25/24    | 50499-60<br>Other Mat & Supplies, Admin<br>20100<br>Accounts Payable                           | 7002741901          | Office supplies<br><br>Staples   | 103.06                   | 103.06               |
| 11/5/24     | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable                                     | 044-002477 6/2024   | Apr - Jun underground tank storage<br><br>State Board of Equalization        | 1,996.00                 | 1,996.00             |
| 11/5/24     | 50401-10   | 057-416014 6/2024   | Apr - Jun diesel report  | 899.76                   |                      |

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|----------|--|---------------|--|--------------|---------------|
|          | Fuel & Lubricants<br>20100<br>Accounts Payable   |               | State Board of Equalization  |              | 899.76        |
| 10/21/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable                            | 10/2024       | October phones & DAR tablets<br><br>T-MOBILE                         | 2,107.92     | 2,107.92      |
| 9/21/24  | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable                            | 9/2024        | Plan charges for 16 IOT connected<br>devices.<br>T-Mobile            | 537.60       | 537.60        |
| 11/6/24  | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable                            | 83554830      | Vehicle parts (Bus 207)<br><br>The Aftermarket Parts Company,<br>LLC | 4,159.11     | 4,159.11      |
| 10/30/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable                            | INV0000001782 | Nov. maintenance & support<br><br>TransTrack Systems, Inc.           | 5,223.59     | 5,223.59      |
| 10/19/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable                            | 0000V446E9424 | Shipping rear bus sign to Hanover<br><br>UPS                         | 72.38        | 72.38         |
| 11/9/24  | 50300-10<br>Outside Services, Operations<br>50903-60<br>Fees, Admin<br>20100<br>Accounts Payable | 0000V446E9454 | Shipping rear bus sign to Hanover<br><br>Late fee<br><br>UPS         | 8.50<br>5.79 | 14.29         |
| 10/14/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable                                       | 854712        | Diesel<br><br>Western States Oil CO.                                 | 27,667.93    | 27,667.93     |
| 10/23/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable                                       | 854946        | Diesel<br><br>Western States Oil CO.                                 | 27,427.74    | 27,427.74     |
| 11/1/24  | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable                                       | 855235        | Diesel<br><br>Western States Oil CO.                                 | 27,332.82    | 27,332.82     |
| 11/12/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable                                       | 855547        | Diesel<br><br>Western States Oil CO.                                 | 27,214.50    | 27,214.50     |
| 11/8/24  | 50300-41<br>Outside Service, Vehicle Main<br>20100<br>Accounts Payable                           | I500-01142488 | Waste removal and admin fee<br><br>Asbury Environmental Services     | 52.00        | 52.00         |
| 11/13/24 | 50300-41<br>Outside Service, Vehicle Main<br>20100<br>Accounts Payable                           | I500-01143779 | Waste, drum pickup & admin fee<br><br>Asbury Environmental Services  | 633.04       | 633.04        |
|          |  |               |  | 1,110,761.78 | 1,110,761.78  |
|          |  |               |  | 1,110,761.78 | 1,110,761.78  |

**AGENDA ITEM 1.2 cont.**

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|----------|---|---------------------|---|--------------|---------------|
| 12/1/24  | 11107<br>Communication/Information S<br>50499-41    | 1XF6-GPF3-9LDN      | IT Equipment (Donesha & Tania laptops) -<br>TDA                                   | 2,575.96     |               |
|          | Other Mat & Supplies,Veh Ma<br>50499-42             |                     | Maintenance supplies (Signs)  | 248.50       |               |
|          | Other Mat&Suppl, Non-Veh<br>50499-42                |                     | Facilities supplies (Cones, harness,<br>insecticide, water filter)                | 450.14       |               |
|          | Other Mat&Suppl, Non-Veh<br>50499-43                |                     | Facilities supplies (Air purifier)  | 399.99       |               |
|          | OtherMat&Sup-Non-Veh, Co<br>50499-43                |                     | IT supplies (Toner, tools, batteries)   | 822.09       |               |
|          | OtherMat&Sup-Non-Veh, Co<br>50499-60                |                     | Product return (Toner)  |              | 359.98        |
|          | Other Mat & Supplies, Admin<br>50903-60             |                     | Office supplies (Bins, calendars)   | 293.87       |               |
|          | Fees, Admin<br>20100                                |                     | Shipping/handling & taxes   | 199.92       |               |
|          | Accounts Payable                                    |                     | Amazon Capital Services, Inc.   |              | 4,630.49      |
| 11/13/24 | 50501-10<br>Telephone, Operations<br>50501-60       | 000022595755        | Oct. & Nov. phone service   | 117.79       |               |
|          | Telephone, Admin<br>20100                           |                     | Oct. & Nov. phone service   | 58.89        |               |
|          | Accounts Payable                                    |                     | AT&T  |              | 176.68        |
| 11/1/24  | 50300-43<br>O/S Service, Non-Veh, Compu<br>50908-10 | Stmt 10/2 - 11/1/24 | Grammarly (Grammar and spell check)   | 75.00        |               |
|          | Marketing & Advertising, Ope<br>50908-10            |                     | Twilio (Emergency messaging software for<br>ridership)                            | 300.32       |               |
|          | Marketing & Advertising, Ope<br>50908-10            |                     | Upwork (Social media marketing)   | 210.00       |               |
|          | Marketing & Advertising, Ope<br>50300-42            |                     | 4 ALL PROMOS (Logo gift items for<br>promotions)                                  | 3,757.23     |               |
|          | Outside Service, Non-Veh Mai<br>50499-43            |                     | Diablo Valley Rock (Waste disposal bus wash<br>concrete)                          | 39.00        |               |
|          | OtherMat&Sup-Non-Veh, Co<br>50499-42                |                     | Walmart.com (IT supplies & network<br>elements)                                   | 836.79       |               |
|          | Other Mat&Suppl, Non-Veh<br>50300-42                |                     | Rubenstein Supply (Facilities supplies)   | 54.14        |               |
|          | Outside Service, Non-Veh Mai<br>50499-42            |                     | Contra Costa Waste Services (Waste disposal)                                      | 105.00       |               |
|          | Other Mat&Suppl, Non-Veh<br>50499-41                |                     | Rubenstein Supply (Bus wash materials)  | 90.54        |               |
|          | Other Mat & Supplies,Veh Ma<br>50300-43             |                     | Walmart.com (Maintenance supplies: air line<br>fittings, o-rings, pressure guage) | 347.29       |               |
|          | O/S Service, Non-Veh, Compu<br>50902-60             |                     | Microsoft (Office 365 monthly license fee)  | 12.50        |               |
|          | Travel Expense, Admin<br>50902-60                   |                     | The Local (Meals CALACT maint.conf.2024<br>Rob P & Al W)                          | 211.08       |               |
|          | Travel Expense, Admin<br>50902-60                   |                     | House of Juju (Meal CALACT<br>maint.conf.2024 Rob P & Al W)                       | 65.93        |               |
|          | Travel Expense, Admin<br>50902-60                   |                     | The Local (Meal CALACT maint.conf.2024<br>Rob P, Al W, Dinex rep)                 | 152.48       |               |
|          | Travel Expense, Admin<br>50401-10                   |                     | Arco (Travel incidentals CALACT<br>maint.conf.2024 Rob P & Al W)                  | 13.64        |               |
|          | Fuel & Lubricants<br>50499-41                       |                     | Arco (Gas: car 14 CALACT<br>maint.conf.2024)                                      | 60.00        |               |
|          | Other Mat & Supplies,Veh Ma<br>50300-43             |                     | Walmart.com (Vehicle parts)   | 684.69       |               |
|          | O/S Service, Non-Veh, Compu<br>50902-60             |                     | Dropbox (Recurring monthly billing for 8<br>licenses)                             | 240.00       |               |
|          | Travel Expense, Admin<br>50499-41                   |                     | Fairfield Inn Clovis (Hotel CALACT<br>maint.conf.2024 Rob,Al)                     |              | 0.06          |
|          | Other Mat & Supplies,Veh Ma<br>50300-43             |                     | Amazon (Maintenance supplies: cleaners)   | 227.62       |               |
|          | O/S Service, Non-Veh, Compu<br>50300-43             |                     | Zoom (Recurring monthly charge)   | 14.68        |               |
|          | O/S Service, Non-Veh, Compu<br>50499-42             |                     | Microsoft (Office 365 monthly support fee)  | 5.00         |               |
|          |   |                     | Walmart.com (Facilities supplies)   | 217.81       |               |

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|         | Other Mat&Suppl, Non-Veh<br>50410-10                 |                     | USPS Stamps (October stamps)                                      | 66.67        |               |
|         | Postage, Operations<br>50410-60                      |                     | USPS Stamps (October stamps)                                      | 33.33        |               |
|         | Postage, Admin<br>50901-60                           |                     | Costco Wholesale (Membership for 3 new members)                   | 195.00       |               |
|         | Dues & Subscriptions, Admin<br>50901-60              |                     | Costco Wholesale (Membership renewal)                             | 455.00       |               |
|         | Dues & Subscriptions, Admin<br>50410-10              |                     | Stamps.com (Recurring monthly service charge)                     | 19.99        |               |
|         | Postage, Operations<br>50410-60                      |                     | Stamps.com (Recurring monthly service charge)                     | 10.00        |               |
|         | Postage, Admin<br>20100                              |                     | Bank of America Commerical CC                                     |              | 8,500.67      |
|         | Accounts Payable                                     |                     |   |              |               |
| 12/2/24 | 50908-10<br>Marketing & Advertising, Ope<br>50908-10 | Stmt 11/2 - 12/2/24 | Twilio (Emergency messaging software for ridership)               | 605.78       |               |
|         | Marketing & Advertising, Ope<br>50300-43             |                     | Upwork (Social media marketing)                                   | 210.00       |               |
|         | O/S Service, Non-Veh, Compu<br>50499-10              |                     | Grammarly (Grammar and spell check)                               | 75.00        |               |
|         | Other Mat & Supplies, Oper<br>50499-43               |                     | Costco Checks (Deposit books for vault)                           | 143.72       |               |
|         | OtherMat&Sup-Non-Veh, Co<br>50300-43                 |                     | Westcat (Test charge credit card machine)                         | 0.01         |               |
|         | O/S Service, Non-Veh, Compu<br>50300-43              |                     | Sage Software (Recurring monthly charge - Oct.)                   | 178.18       |               |
|         | O/S Service, Non-Veh, Compu<br>50499-42              |                     | Sage Software (Recurring monthly charge - Nov.)                   | 178.18       |               |
|         | Other Mat&Suppl, Non-Veh<br>50499-42                 |                     | Walmart.com (Facilities supplies: door seal)                      | 33.83        |               |
|         | Other Mat&Suppl, Non-Veh<br>50499-42                 |                     | Walmart.com (Facilities supplies: sealant)                        | 464.39       |               |
|         | Other Mat&Suppl, Non-Veh<br>50499-43                 |                     | Walmart.com (Facilities supplies: self-leveling concrete sealant) | 237.59       |               |
|         | OtherMat&Sup-Non-Veh, Co<br>50300-42                 |                     | Walmart.com (IT supplies)   | 472.54       |               |
|         | Outside Service, Non-Veh Mai<br>50499-41             |                     | Contra Costa Transfer Station (Waste disposal)                    | 125.50       |               |
|         | Other Mat & Supplies,Veh Ma<br>50300-43              |                     | Walmart.com (Maintenance supplies)                                | 227.91       |               |
|         | O/S Service, Non-Veh, Compu<br>50499-42              |                     | Dropbox ( Recurring monthly billing for 8 licenses)               | 240.00       |               |
|         | Other Mat&Suppl, Non-Veh<br>50300-43                 |                     | Walmart.com (Facilities supplies)                                 | 376.77       |               |
|         | O/S Service, Non-Veh, Compu<br>50300-43              |                     | Zoom (Recurring monthly charge)                                   | 14.68        |               |
|         | O/S Service, Non-Veh, Compu<br>50300-43              |                     | Microsoft (Office 365 monthly license fee)                        | 12.50        |               |
|         | O/S Service, Non-Veh, Compu<br>50499-42              |                     | Microsoft (Office 365 monthly support fee)                        | 5.00         |               |
|         | Other Mat&Suppl, Non-Veh<br>50903-60                 |                     | Amazon (Facilities supplies: shop light)                          | 228.69       |               |
|         | Fees, Admin<br>11105                                 |                     | Walmart.com (Delivery fee)  | 6.69         |               |
|         | Oper, Maint & Admin Facility<br>50499-41             |                     | Amazon (Facilities supplies: Air circulator) - TDA                | 894.56       |               |
|         | Other Mat & Supplies,Veh Ma<br>50499-42              |                     | Amazon (Maintenance supplies: gloves, clamps)                     | 249.61       |               |
|         | Other Mat&Suppl, Non-Veh<br>50499-41                 |                     | Dolan's Lumber (Facilities supplies)                              | 20.60        |               |
|         | Other Mat & Supplies,Veh Ma<br>50499-41              |                     | Walmart.com (Maintenance supplies: brake/clutch bleeder)          | 183.05       |               |
|         | Other Mat & Supplies,Veh Ma<br>11105                 |                     | Walmart.com (Vehicle parts DAR)                                   | 312.73       |               |
|         | Oper, Maint & Admin Facility<br>11107                |                     | Amazon (Drill bit sharpener/grinder) - TDA                        | 436.81       |               |
|         | Communication/Information S<br>50499-42              |                     | Amazon (Infrared BGA preheater soldering station) - TDA           | 639.17       |               |
|         |  |                     | Walmart.com (Product return)                                      |              | 24.46         |

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|-------------|--|---------------------|--|---------------------|----------------------|
|             | Other Mat&Suppl, Non-Veh<br>50300-41                                   |                     | CTC-VIS (Cal.Air Res.Brd Clean Truck         | 432.56              |                      |
|             | Outside Service, Vehicle Main<br>50908-10                              |                     | Check Prog. 2024 compliance fees)            |                     |                      |
|             | Marketing & Advertising, Ope<br>50410-10                               |                     | Docucopies ( Printing bus schedules)         | 3,215.76            |                      |
|             | Postage, Operations<br>50499-60  |                     | Stamps.com (Monthly service charge)          | 19.99               |                      |
|             | Other Mat & Supplies, Admin<br>50902-60                                |                     | Stamps.com (Monthly service charge)          | 10.00               |                      |
|             | Travel Expense, Admin<br>50902-60                                      |                     | The Farmers Union (Meal CTA 2024 Fall        | 29.66               |                      |
|             | Travel Expense, Admin<br>50902-60                                      |                     | conf. Rob T.)                                |                     |                      |
|             | Travel Expense, Admin<br>50902-60                                      |                     | Hilton Hotels (Hotel CTA 2024 Fall conf. Rob | 332.71              |                      |
|             | Travel Expense, Admin<br>50902-60                                      |                     | T.)  |                     |                      |
|             | Travel Expense, Admin<br>50499-43                                      |                     | Hilton Hotels (Parking CTA 2024 Fall conf.   | 39.00               |                      |
|             | OtherMat&Sup-Non-Veh, Co<br>20100                                      |                     | Rob T.)                                      |                     |                      |
|             | Accounts Payable   |                     | Amazon (IT supplies)                         | 61.10               |                      |
|             |  |                     | Bank of America Commerical CC                |                     | 10,689.81            |
| 1/1/25      | 50901-60<br>Dues & Subscriptions, Admin<br>20100<br>Accounts Payable   | 2025-279            | 2025 CALACT membership renewal               | 975.00              |                      |
|             |  |                     | CALACT                                       |                     | 975.00               |
| 1/1/25      | 50901-60<br>Dues & Subscriptions, Admin<br>20100<br>Accounts Payable   | 00016410            | Annual membership dues (1/1/25 - 1/1/26)     | 8,000.00            |                      |
|             |  |                     | California Transit Association               |                     | 8,000.00             |
| 12/4/24     | 10204<br>A/R Accrual - MV Liability In<br>20100<br>Accounts Payable    | 14-2024-November    | Nov. insurance & admin fees                  | 675.80              |                      |
|             |  |                     | CalTIP                                       |                     | 675.80               |
| 11/26/24    | 50499-42<br>Other Mat&Suppl, Non-Veh<br>20100<br>Accounts Payable      | 9498392             | Janitorial supplies                          | 1,720.93            |                      |
|             |  |                     | Brady Industries                             |                     | 1,720.93             |
| 11/26/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable   | 142700              | Vehicle parts                                | 3,284.59            |                      |
|             |  |                     | Chuck's Brake & Wheel                        |                     | 3,284.59             |
| 11/18/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable   | 4211862450          | November uniforms                            | 862.04              |                      |
|             |  |                     | Cintas Corporation                           |                     | 862.04               |
| 11/25/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable   | 4212709713          | November uniforms                            | 859.72              |                      |
|             |  |                     | Cintas Corporation                           |                     | 859.72               |
| 12/2/24     | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable   | 4213284273          | December uniforms                            | 859.72              |                      |
|             |  |                     | Cintas Corporation                           |                     | 859.72               |
| 12/9/24     | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable   | 4214037474          | December uniforms                            | 856.22              |                      |
|             |  |                     | Cintas Corporation                           |                     | 856.22               |
| 12/9/24     | 50300-41<br>Outside Service, Vehicle Main<br>20100<br>Accounts Payable | 0371696S            | DPF cleaning (Bus 201)                       | 566.19              |                      |
|             |  |                     | COAST COUNTIES TRUCK &<br>EQUIPMENT CO.      |                     | 566.19               |
| 12/2/24     | 50501-10   | 001001637148        | Dec. fiber network (12/1 - 12/31/24)         | 1,115.90            |                      |

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|----------|--|--------------|--|--------------|---------------|
|          | Telephone, Operations<br>50501-60                  |              | Dec. fiber network (12/1 - 12/31/24)   | 557.95       |               |
|          | Telephone, Admin<br>20100                          |              | Comcast Business                       |              | 1,673.85      |
|          | Accounts Payable                                   |              |  |              |               |
| 12/13/24 | 50800-10<br>Purchased Transportation, Ope<br>20100 | 25065        | September Pilot                        | 3,004.55     |               |
|          | Accounts Payable                                   |              | Central Contra Costa Transit Authority |              | 3,004.55      |
| 12/13/24 | 50800-10<br>Purchased Transportation, Ope<br>20100 | 25068        | October pilot                          | 2,846.97     |               |
|          | Accounts Payable                                   |              | Central Contra Costa Transit Authority |              | 2,846.97      |
| 12/2/24  | 50215-60<br>Fringe Benefits, Admin<br>20200        | 15690        | December LTD & supplemental insurance  | 1,027.32     |               |
|          | Accrued Payroll Liabilities<br>20100               |              | December LTD & supplemental insurance  | 235.21       |               |
|          | Accounts Payable                                   |              | BCC                                    |              | 1,262.53      |
| 11/25/24 | 50300-42<br>Outside Service, Non-Veh Mai<br>20100  | 246762       | November inspection                    | 125.00       |               |
|          | Accounts Payable                                   |              | ECO-CHEK Compliance, Inc.              |              | 125.00        |
| 12/11/24 | 50300-42<br>Outside Service, Non-Veh Mai<br>20100  | 247015       | December inspection                    | 125.00       |               |
|          | Accounts Payable                                   |              | ECO-CHEK Compliance, Inc.              |              | 125.00        |
| 11/18/24 | 50401-10<br>Fuel & Lubricants<br>20100             | 24-229547    | Anti-freeze                            | 257.61       |               |
|          | Accounts Payable                                   |              | Flyers Energy, LLC (RCP)               |              | 257.61        |
| 11/18/24 | 50401-10<br>Fuel & Lubricants<br>20100             | 24-229548    | DEF                                    | 1,190.89     |               |
|          | Accounts Payable                                   |              | Flyers Energy, LLC (RCP)               |              | 1,190.89      |
| 12/2/24  | 50401-10<br>Fuel & Lubricants<br>20100             | 24-238137    | Mobil Delvac, DEF                      | 2,923.19     |               |
|          | Accounts Payable                                   |              | Flyers Energy, LLC (RCP)               |              | 2,923.19      |
| 12/9/24  | 50401-10<br>Fuel & Lubricants<br>20100             | 24-243938    | Anti-freeze                            | 339.47       |               |
|          | Accounts Payable                                   |              | Flyers Energy, LLC (RCP)               |              | 339.47        |
| 12/16/24 | 50401-10<br>Fuel & Lubricants<br>20100             | 24-249465    | Mobil Delvac, DEF                      | 1,911.53     |               |
|          | Accounts Payable                                   |              | Flyers Energy, LLC (RCP)               |              | 1,911.53      |
| 12/2/24  | 50300-42<br>Outside Service, Non-Veh Mai<br>20100  | INV0359      | November cleaning service              | 2,658.00     |               |
|          | Accounts Payable                                   |              | GCI JANITORIAL SERVICES                |              | 2,658.00      |
| 12/10/24 | 50300-42<br>Outside Service, Non-Veh Mai<br>20100  | INV0360      | December cleaning service              | 2,658.00     |               |
|          | Accounts Payable                                   |              | GCI JANITORIAL SERVICES                |              | 2,658.00      |
| 11/14/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100  | 41242781     | Vehicle parts (Bus 416)                | 2,254.98     |               |
|          |  |              | Gillig LLC                             |              | 2,254.98      |



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| Date     | Account ID<br>Account Description   | Invoice/CM #  | Line Description  | Debit Amount  | Credit Amount |
|----------|---|---------------|---|---|---------------|
|          | Accounts Payable  |               |   |   |               |
| 11/18/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 41243742      | Vehicle parts (Bus 416)<br><br>Gillig LLC   | 29.84   | 29.84         |
| 12/1/24  | 50215-42<br>Fringe Benefits, Non-Veh Mai<br>50215-43<br>Fringe Benefits, Non-Veh, Co<br>50215-60<br>Fringe Benefits, Admin<br>20100<br>Accounts Payable   | 359148        | December dental insurance<br>December dental insurance<br>December dental insurance<br>Health Care Dental   | 214.21<br>54.52<br>833.21   | 1,101.94      |
| 10/25/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 369129FOW     | Vehicle parts (#61)<br><br>Hilltop Ford   | 70.38   | 70.38         |
| 10/28/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 369275FOW     | Vehicle parts (DAR 38 & stock)<br><br>Hilltop Ford  | 389.61  | 389.61        |
| 11/18/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 370160FOW     | Vehicle parts<br><br>Hilltop Ford   | 53.23   | 53.23         |
| 12/4/24  | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 370678FOW     | Vehicle parts (DAR 30)<br><br>Hilltop Ford  | 671.57  | 671.57        |
| 12/5/24  | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 370734FOW     | Vehicle parts<br><br>Hilltop Ford   | 26.35   | 26.35         |
| 12/5/24  | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 370735FOW     | Vehicle parts<br><br>Hilltop Ford   | 249.45  | 249.45        |
| 12/6/24  | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 370785FOW     | Vehicle parts<br><br>Hilltop Ford   | 576.77  | 576.77        |
| 12/12/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable   | 370908FOW     | Vehicle parts<br><br>Hilltop Ford   | 1,018.59  | 1,018.59      |
| 12/13/24 | 50499-42<br>Other Mat&Suppl, Non-Veh<br>50499-42<br>Other Mat&Suppl, Non-Veh<br>50499-42<br>Other Mat&Suppl, Non-Veh<br>50499-42<br>Other Mat&Suppl, Non-Veh<br>50499-42<br>Other Mat&Suppl, Non-Veh<br>50499-42<br>Other Mat&Suppl, Non-Veh<br>11105<br>Oper, Maint & Admin Facility<br>50499-42 | Stmt 12/13/24 | Facilities supplies (see receipt for description)<br>Facilities supplies (Downspout repair)<br>Facilities supplies (Jigsaw, blades)<br>Facilities supplies (Mold prevention driver<br>break room floor)<br>Facilities supplies (Driver break room floor)<br>Facilities supplies (Paint sprayer)<br>Vinyl plank flooring (Driver break room,<br>offices) - TDA<br>Facilities supplies (Adhesive, paint, plywood) | 902.51<br>205.71<br>303.31<br>75.32<br>214.07<br>313.38<br>1,981.68<br>275.79 |               |

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| <b>Date</b> | <b>Account ID<br/>Account Description</b>   | <b>Invoice/CM #</b> | <b>Line Description</b>   | <b>Debit Amount</b>                      | <b>Credit Amount</b>                |
|-------------|---|---------------------|---|--|-------------------------------------|
|             | Other Mat&Suppl, Non-Veh<br>50499-42  |                     | Facilities supplies (Paint, rollers)  | 203.41                                   |                                     |
|             | Other Mat&Suppl, Non-Veh<br>20100<br>Accounts Payable   |                     | Home Depot Credit Services  |  | 4,475.18                            |
| 11/19/24    | 50402-10<br>Tires & Tubes<br>20100<br>Accounts Payable  | 169620              | November tires<br>J & O's Commercial Tire Center  | 3,307.47                                 | 3,307.47                            |
| 11/21/24    | 50402-10<br>Tires & Tubes<br>20100<br>Accounts Payable  | 169690              | November tires<br>J & O's Commercial Tire Center  | 817.09                                   | 817.09                              |
| 12/9/24     | 50402-10<br>Tires & Tubes<br>20100<br>Accounts Payable  | 169938              | December tires<br>J & O's Commercial Tire Center  | 4,383.84                                 | 4,383.84                            |
| 1/1/25      | 50215-42<br>Fringe Benefits, Non-Veh Mai<br>50215-43<br>Fringe Benefits, Non-Veh, Co<br>50215-60<br>Fringe Benefits, Admin<br>20100<br>Accounts Payable   | 1/2025              | January medical insurance<br>January medical insurance<br>January medical insurance<br>Kaiser Foundation Health Plan, Inc.  | 3,852.87<br>549.69<br>14,830.46          | 19,233.02                           |
| 11/26/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 102839881           | Vehicle parts<br>Kimball Midwest  | 305.34                                   | 305.34                              |
| 11/30/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 472281              | Vehicle parts<br>Lim Automotive Supply Inc.   | 11,479.93                                | 11,479.93                           |
| 11/30/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 472284              | Vehicle parts<br>Lim Automotive Supply Inc.   | 418.08                                   | 418.08                              |
| 12/14/24    | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable  | 473149              | Vehicle parts<br>Lim Automotive Supply Inc.   | 6,719.48                                 | 6,719.48                            |
| 11/30/24    | 50600-10<br>Insurance, Operations<br>50800-41<br>Purchased Transp, Veh Maint<br>50800-10<br>Purchased Transportation, Ope<br>50800-10<br>Purchased Transportation, Ope<br>50800-10<br>Purchased Transportation, Ope<br>50800-10<br>Purchased Transportation, Ope<br>20100<br>Accounts Payable | 11/2024             | November liability insurance<br>November maintenance<br>Less: CR for road sups.<br>Less: CR for October final<br>November service<br>Less: November estimate<br>MV Transportation | 15,217.65<br>97,082.17<br><br>607,767.98 | 10,649.76<br>9,148.47<br>775,416.63 |
| 12/5/24     | 50800-10<br>Purchased Transportation, Ope<br>20100<br>Accounts Payable  | 132129              | Estimated December service<br>MV Transportation   | 749,493.17                               | 749,493.17                          |
| 11/18/24    | 50499-41  | 15024324            | Vehicle parts (Bus 200)   | 4,259.76                                 |                                     |

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|----------|--|------------------|----------------------------------|--------------|---------------|
|          | Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                                       |                  | Pape Kenworth                    |              | 4,259.76      |
| 11/20/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                           | 15033401         | Vehicle parts (Bus 200)          | 18.93        |               |
|          |  |                  | Pape Kenworth                    |              | 18.93         |
| 11/25/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                           | 15041479         | Vehicle parts (Bus 170)          | 570.39       |               |
|          |  |                  | Pape Kenworth                    |              | 570.39        |
| 12/7/24  | 51200-60<br>Rentals & Leases, Admin<br>20100<br>Accounts Payable                               | 588927245        | Dec. copier (12/1 - 12/31/31)    | 326.81       |               |
|          |  |                  | Pacific Office Automation/Lease  |              | 326.81        |
| 12/1/24  | 50300-42<br>Outside Service, Non-Veh Mai<br>20100<br>Accounts Payable                          | 4213045          | December landscaping             | 591.34       |               |
|          |  |                  | Pacific Site Management          |              | 591.34        |
| 11/30/24 | 50501-10<br>Telephone, Operations<br>50501-60<br>Telephone, Admin<br>20100<br>Accounts Payable | INV-20460-112024 | November phone service           | 887.57       |               |
|          |  |                  | November phone service           | 443.79       |               |
|          |  |                  | STREAMS                          |              | 1,331.36      |
| 11/15/24 | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable | 11/2024          | Nov. gas & electric              | 2,846.37     |               |
|          |  |                  | Nov. gas & electric              | 1,423.19     |               |
|          |  |                  | PG & E                           |              | 4,269.56      |
| 11/19/24 | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable | 11/2024          | Nov. gas & electric              | 12.43        |               |
|          |  |                  | Nov. gas & electric              | 6.22         |               |
|          |  |                  | Pacific Gas & Electric           |              | 18.65         |
| 12/7/24  | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable                          | 11/2024          | November consulting services     | 2,500.00     |               |
|          |  |                  | Politico Group Inc.              |              | 2,500.00      |
| 11/14/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                           | 902614813        | Vehicle parts (Bus 205)          | 17.55        |               |
|          |  |                  | Prevost Car (US) Inc.            |              | 17.55         |
| 11/14/24 | 50499-41<br>Other Mat & Supplies,Veh Ma<br>20100<br>Accounts Payable                           | 902615178        | Vehicle parts (Bus 205)          | 4.74         |               |
|          |  |                  | Prevost Car (US) Inc.            |              | 4.74          |
| 12/12/24 | 50300-42<br>Outside Service, Non-Veh Mai<br>20100<br>Accounts Payable                          | 2257225          | Front exit gate repair           | 250.00       |               |
|          |  |                  | R & S Erection of Richmond, Inc. |              | 250.00        |
| 11/30/24 | 50500-10<br>Utilities, Operations<br>50500-60<br>Utilities, Admin<br>20100<br>Accounts Payable | 0851-155338730   | November garbage                 | 553.91       |               |
|          |  |                  | November garbage                 | 276.95       |               |
|          |  |                  | Republic Services #851           |              | 830.86        |

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|----------|--|---------------|---|--------------|---------------|
| 12/13/24 | 50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable       | WCAT-3        | COA tasks 1 & 4 & Mktg task 3<br>Ronny Kraft Consulting             | 15,172.95    | 15,172.95     |
| 11/25/24 | 50499-60<br>Other Mat & Supplies, Admin<br>20100<br>Accounts Payable   | 7003152232    | Office supplies<br>Staples  | 101.53       | 101.53        |
| 12/13/24 | 11104<br>Facility Repairs<br>20100<br>Accounts Payable                 | 6887          | Diesel dispenser repair - TDA<br>Superior Underground Tank Serv.    | 3,567.95     | 3,567.95      |
| 11/21/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable  | 11/2024       | November phones & DAR tablets<br>T-MOBILE                           | 2,063.64     | 2,063.64      |
| 10/21/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable  | 10/2024       | Plan charges for 16 IOT connected devices<br>T-Mobile               | 537.60       | 537.60        |
| 11/21/24 | 50499-41<br>Other Mat & Supplies, Veh Ma<br>20100<br>Accounts Payable  | 83570954      | Vehicle parts (Bus 204)<br>The Aftermarket Parts Company, LLC       | 169.49       | 169.49        |
| 11/18/24 | 50300-41<br>Outside Service, Vehicle Main<br>20100<br>Accounts Payable | 023W24070     | Vehicle parts (Bus 416)<br>Oakland - The W.W. Williams Company LLC  | 1,711.00     | 1,711.00      |
| 11/26/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable  | INV0000001822 | December maintenance & support<br>TransTrack Systems, Inc.          | 5,223.59     | 5,223.59      |
| 12/3/24  | 10400<br>Prepaid Expenses<br>20100<br>Accounts Payable                 | INVTR00669    | Annual GTFS Mgr. subscription & support<br>Trillium Solutions, Inc. | 4,900.00     | 4,900.00      |
| 11/13/24 | 50300-43<br>O/S Service, Non-Veh, Compu<br>20100<br>Accounts Payable   | 025-486524    | Project planning session<br>Tyler Technologies, Inc                 | 290.00       | 290.00        |
| 11/16/24 | 50300-10<br>Outside Services, Operations<br>20100<br>Accounts Payable  | 0000V446E9464 | Shipping parts to Gillig & Hanover<br>UPS                           | 187.32       | 187.32        |
| 11/27/24 | 50908-10<br>Marketing & Advertising, Ope<br>20100<br>Accounts Payable  | 72400112514   | Bus wrap for holiday<br>Vector Media Holding Corp.                  | 5,981.38     | 5,981.38      |
| 10/15/24 | 10202<br>A/R Accrual - MV & Insuranc<br>20100<br>Accounts Payable      | 2264          | Vehicle repair (Bus 167) DOA 9/30/24<br>Walker's Auto Body          | 7,264.21     | 7,264.21      |
| 11/27/24 | 50300-41<br>Outside Service, Vehicle Main<br>20100<br>Accounts Payable | 2281          | Vehicle repair (Bus 416)<br>Walker's Auto Body                      | 562.50       | 562.50        |

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|----------|--|--------------|--|---------------------|---------------|
| 11/20/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable   | 855765       | Diesel & gas<br><br>Western States Oil CO.   | 28,060.90           | 28,060.90     |
| 11/27/24 | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable   | 855987       | Diesel<br><br>Western States Oil CO.   | 27,020.10           | 27,020.10     |
| 12/9/24  | 50401-10<br>Fuel & Lubricants<br>20100<br>Accounts Payable   | 856291       | Diesel<br><br>Western States Oil CO.   | 25,431.17           | 25,431.17     |
| 11/25/24 | 50300-10<br>Outside Services, Operations<br>50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable | 69993759     | November pest control<br><br>November pest control<br><br>Western Exterminator Co. | 136.00<br><br>68.00 | 204.00        |
| 12/11/24 | 50300-10<br>Outside Services, Operations<br>50300-60<br>Outside Services, Admin<br>20100<br>Accounts Payable | 71192544     | December pest control<br><br>December pest control<br><br>Western Exterminator Co. | 136.00<br><br>68.00 | 204.00        |
|          |  |              |  | 1,809,952.40        | 1,809,952.40  |
|          |  |              |  | 1,809,952.40        | 1,809,952.40  |



# Monthly Management Report Summary

September, FY 24/25

## System & Program Summary

|                               | September<br>FY 24/25 | September<br>FY 23/24 | %<br>Change | Year-To-Date<br>FY 24/25 | Year-To-Date<br>FY 23/24 | %<br>Change |
|-------------------------------|-----------------------|-----------------------|-------------|--------------------------|--------------------------|-------------|
| <b>System Total</b>           |                       |                       |             |                          |                          |             |
| Total Passengers              | 61,842                | 59,463                | 4.0         | 172,820                  | 166,253                  | 4.0         |
| Revenue Passengers            | 58,534                | 53,020                | 10.4        | 163,385                  | 145,614                  | 12.2        |
| Weekday Total Passengers      | 57,201                | 54,985                | 4.0         | 159,429                  | 154,124                  | 3.4         |
| Saturday Total Passengers     | 2,328                 | 2,798                 | -16.8       | 7,805                    | 7,254                    | 7.6         |
| Sunday Total Passengers       | 2,313                 | 1,680                 | 37.7        | 5,586                    | 4,875                    | 14.6        |
| Weekday Average Passengers    | 2,860                 | 2,749                 | 4.0         | 2,491                    | 2,446                    | 1.8         |
| Saturday Average Passengers   | 582                   | 560                   | 3.9         | 600                      | 518                      | 15.8        |
| Sunday Average Passengers     | 386                   | 336                   | 14.9        | 372                      | 325                      | 14.5        |
| Vehicle Revenue Hours         | 6,434.59              | 6,825.13              | -5.7        | 20,247.77                | 20,902.68                | -3.1        |
| Total Vehicle Hours           | 6,906.97              | 7,266.89              | -5.0        | 21,640.63                | 22,218.37                | -2.6        |
| Revenue Vehicle Miles         | 112,762.0             | 113,513.9             | -0.7        | 356,611.6                | 352,206.6                | 1.3         |
| Total Miles                   | 136,320.0             | 134,743.0             | 1.2         | 425,738.0                | 422,992.9                | 0.6         |
| <b>Dial-A-Ride Program</b>    |                       |                       |             |                          |                          |             |
| Number of Weekdays            | 20                    | 20                    | 0.0         | 64                       | 63                       | 1.6         |
| Number of Saturdays           | 4                     | 5                     | -20.0       | 13                       | 14                       | -7.1        |
| Total Passengers              | 1,592                 | 1,715                 | -7.2        | 5,007                    | 4,832                    | 3.6         |
| Revenue Passengers            | 1,479                 | 1,605                 | -7.9        | 4,746                    | 4,548                    | 4.4         |
| Weekday Total Passengers      | 1,429                 | 1,487                 | -3.9        | 4,533                    | 4,235                    | 7.0         |
| Saturday Total Passengers     | 163                   | 228                   | -28.5       | 474                      | 597                      | -20.6       |
| Weekday Average Passengers    | 71                    | 74                    | -4.1        | 71                       | 67                       | 6.0         |
| Saturday Average Passengers   | 41                    | 46                    | -10.9       | 36                       | 43                       | -16.3       |
| Vehicle Revenue Hours         | 868.94                | 887.65                | -2.1        | 2,702.58                 | 2,473.66                 | 9.3         |
| Total Vehicle Hours           | 900.76                | 920.62                | -2.2        | 2,810.57                 | 2,579.87                 | 8.9         |
| Productivity                  | 1.83                  | 1.93                  | -5.2        | 1.85                     | 1.95                     | -5.1        |
| Revenue Vehicle Miles         | 7,579.0               | 8,040.8               | -5.7        | 24,040.3                 | 23,346.7                 | 3.0         |
| Total Miles                   | 8,396.4               | 8,855.2               | -5.2        | 26,735.7                 | 26,100.1                 | 2.4         |
| <b>Express Routes Program</b> |                       |                       |             |                          |                          |             |
| Number of Weekdays            | 20                    | 20                    | 0.0         | 64                       | 63                       | 1.6         |
| Number of Saturdays           | 4                     | 5                     | -20.0       | 13                       | 14                       | -7.1        |
| Number of Sundays             | 6                     | 5                     | 20.0        | 15                       | 15                       | 0.0         |
| Total Passengers              | 28,804                | 25,402                | 13.4        | 77,920                   | 72,873                   | 6.9         |
| Revenue Passengers            | 27,657                | 22,928                | 20.6        | 74,697                   | 64,918                   | 15.1        |
| Weekday Total Passengers      | 24,751                | 21,810                | 13.5        | 66,274                   | 63,007                   | 5.2         |
| Saturday Total Passengers     | 1,740                 | 1,912                 | -9.0        | 6,060                    | 4,991                    | 21.4        |
| Sunday Total Passengers       | 2,313                 | 1,680                 | 37.7        | 5,586                    | 4,875                    | 14.6        |
| Weekday Average Passengers    | 1,238                 | 1,091                 | 13.5        | 1,036                    | 1,000                    | 3.6         |
| Saturday Average Passengers   | 435                   | 382                   | 13.9        | 466                      | 357                      | 30.5        |
| Sunday Average Passengers     | 386                   | 336                   | 14.9        | 372                      | 325                      | 14.5        |
| Vehicle Revenue Hours         | 2,350.40              | 2,437.77              | -3.6        | 7,270.86                 | 7,557.09                 | -3.8        |
| Total Vehicle Hours           | 2,528.92              | 2,620.61              | -3.5        | 7,778.84                 | 8,095.60                 | -3.9        |
| Productivity                  | 12.25                 | 10.42                 | 17.6        | 10.72                    | 9.64                     | 11.2        |
| Revenue Vehicle Miles         | 40,331.9              | 39,947.3              | 1.0         | 125,611.8                | 123,512.5                | 1.7         |
| Total Miles                   | 44,783.9              | 44,307.0              | 1.1         | 139,067.8                | 136,657.4                | 1.8         |



**Monthly Management Report Summary**  
September, FY 24/25

**System & Program Summary**

|                                   | September<br>FY 24/25 | September<br>FY 23/24 | %<br>Change | Year-To-Date<br>FY 24/25 | Year-To-Date<br>FY 23/24 | %<br>Change |
|-----------------------------------|-----------------------|-----------------------|-------------|--------------------------|--------------------------|-------------|
| <b>Local Fixed Routes Program</b> |                       |                       |             |                          |                          |             |
| Number of Weekdays                | 20                    | 20                    | 0.0         | 64                       | 63                       | 1.6         |
| Number of Saturdays               | 4                     | 5                     | -20.0       | 13                       | 14                       | -7.1        |
| Total Passengers                  | 19,105                | 20,016                | -4.6        | 48,199                   | 50,925                   | -5.4        |
| Revenue Passengers                | 17,370                | 16,486                | 5.4         | 43,246                   | 40,058                   | 8.0         |
| Weekday Total Passengers          | 18,680                | 19,358                | -3.5        | 46,928                   | 49,259                   | -4.7        |
| Saturday Total Passengers         | 425                   | 658                   | -35.4       | 1,271                    | 1,666                    | -23.7       |
| Weekday Average Passengers        | 934                   | 968                   | -3.5        | 733                      | 782                      | -6.3        |
| Saturday Average Passengers       | 106                   | 132                   | -19.7       | 98                       | 119                      | -17.6       |
| Vehicle Revenue Hours             | 2,114.27              | 2,466.61              | -14.3       | 6,766.76                 | 7,624.66                 | -11.3       |
| Total Vehicle Hours               | 2,273.31              | 2,599.56              | -12.6       | 7,214.05                 | 8,002.68                 | -9.9        |
| Productivity                      | 9.04                  | 8.11                  | 11.5        | 7.12                     | 6.68                     | 6.6         |
| Revenue Vehicle Miles             | 34,480.9              | 35,105.8              | -1.8        | 109,665.2                | 109,709.7                | 0.0         |
| Total Miles                       | 36,980.9              | 37,623.8              | -1.7        | 116,958.8                | 117,030.9                | -0.1        |
| <b>Transbay Lynx Program</b>      |                       |                       |             |                          |                          |             |
| Number of Weekdays                | 20                    | 20                    | 0.0         | 64                       | 63                       | 1.6         |
| Total Passengers                  | 12,341                | 12,330                | 0.1         | 41,694                   | 37,623                   | 10.8        |
| Revenue Passengers                | 12,028                | 12,001                | 0.2         | 40,696                   | 36,090                   | 12.8        |
| Weekday Total Passengers          | 12,341                | 12,330                | 0.1         | 41,694                   | 37,623                   | 10.8        |
| Weekday Average Passengers        | 617                   | 617                   | 0.0         | 651                      | 597                      | 9.0         |
| Vehicle Revenue Hours             | 1,100.98              | 1,033.10              | 6.6         | 3,507.57                 | 3,247.27                 | 8.0         |
| Total Vehicle Hours               | 1,203.98              | 1,126.10              | 6.9         | 3,837.17                 | 3,540.22                 | 8.4         |
| Productivity                      | 11.21                 | 11.94                 | -6.1        | 11.89                    | 11.59                    | 2.6         |
| Revenue Vehicle Miles             | 30,370.2              | 30,420.0              | -0.2        | 97,294.2                 | 95,637.8                 | 1.7         |
| Total Miles                       | 32,068.2              | 32,118.0              | -0.2        | 102,727.8                | 100,986.5                | 1.7         |



# Passenger & Productivity Statistical Report

September, FY 24/25

System

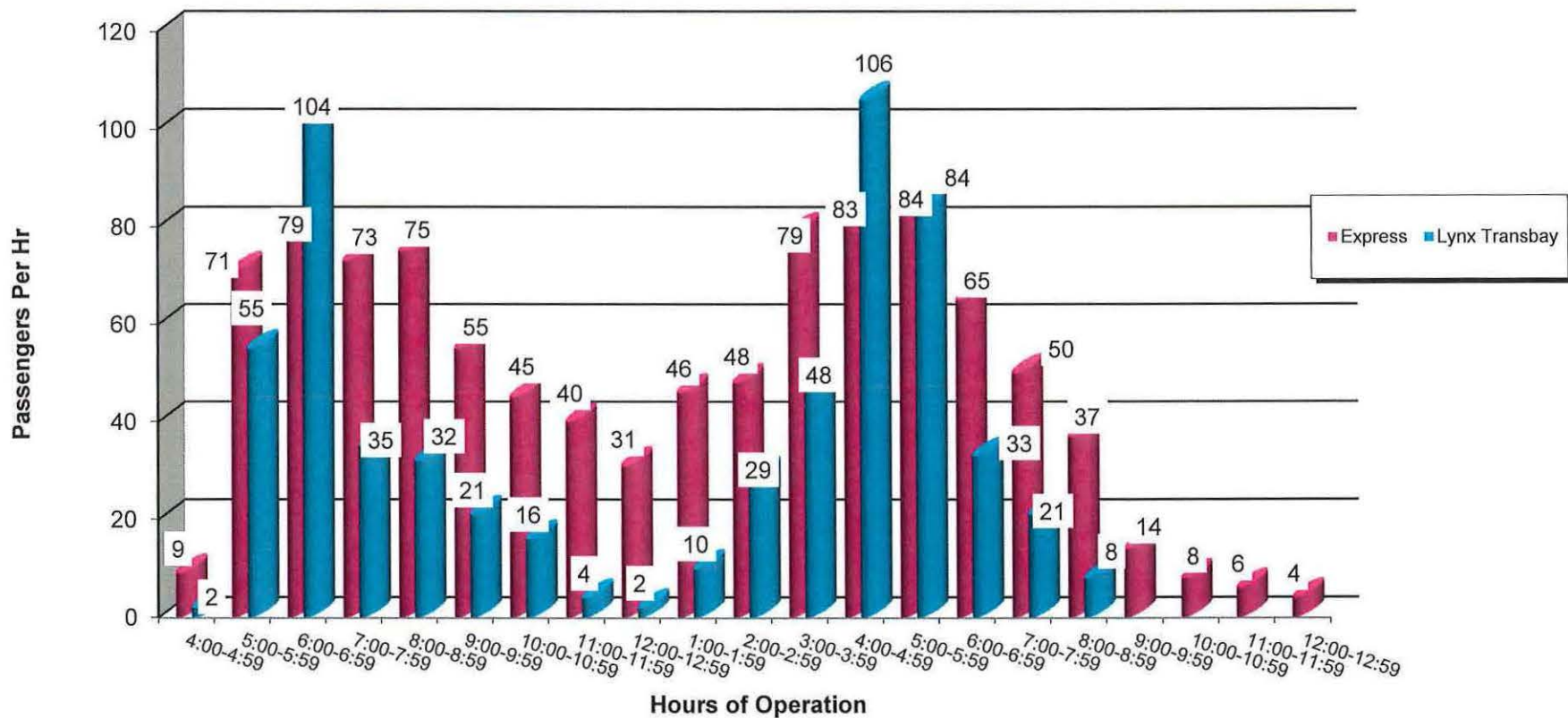
All Routes

| Route by Day Type & System | Passengers    |               |            |                     |                |            | Passengers Per Revenue Hour |            |             |                     |            |            |
|----------------------------|---------------|---------------|------------|---------------------|----------------|------------|-----------------------------|------------|-------------|---------------------|------------|------------|
|                            | September     |               |            | Fiscal Year To Date |                |            | September                   |            |             | Fiscal Year To Date |            |            |
|                            | FY 23/24      | FY 24/25      | % Change   | FY 23/24            | FY 24/25       | % Change   | FY 23/24                    | FY 24/25   | % Change    | FY 23/24            | FY 24/25   | % Change   |
| Route 10 Weekday           | 1,949         | 1,370         | -29.7      | 4,994               | 3,454          | -30.8      | 7.1                         | 10.2       | 43.5        | 6.3                 | 7.7        | 23.0       |
| Route 11 Weekday           | 3,420         | 2,761         | -19.3      | 8,309               | 6,772          | -18.5      | 10.2                        | 11.2       | 9.8         | 7.9                 | 8.6        | 9.5        |
| Route 11 Saturday          | 329           | 232           | -29.5      | 828                 | 637            | -23.1      | 5.4                         | 4.6        | -14.2       | 4.9                 | 3.9        | -19.5      |
| Route 11 Total             | 3,749         | 2,993         | -20.2      | 9,137               | 7,409          | -18.9      | 9.5                         | 10.1       | 6.6         | 7.5                 | 7.8        | 4.8        |
| Route 12 Weekday           | 1,984         | 1,839         | -7.3       | 5,005               | 4,338          | -13.3      | 7.5                         | 10.8       | 43.2        | 6.5                 | 8.8        | 35.9       |
| Route 15 Weekday           | 1,299         | 1,438         | 10.7       | 3,449               | 3,872          | 12.3       | 7.7                         | 9.4        | 22.4        | 6.5                 | 8.0        | 24.2       |
| Route 16 Weekday           | 4,512         | 4,685         | 3.8        | 11,380              | 11,415         | 0.3        | 8.3                         | 8.3        | 0.1         | 6.5                 | 6.3        | -3.3       |
| Route 19 Saturday          | 329           | 193           | -41.3      | 838                 | 634            | -24.3      | 5.1                         | 3.9        | -22.9       | 4.6                 | 4.0        | -12.5      |
| Route 30Z Weekday          | 1,166         | 1,106         | -5.1       | 3,633               | 3,501          | -3.6       | 4.5                         | 4.4        | -2.4        | 4.5                 | 4.4        | -2.4       |
| Route C3 Weekday           | 5,028         | 5,481         | 9.0        | 12,489              | 13,576         | 8.7        | 10.2                        | 11.1       | 9.4         | 8.0                 | 8.3        | 4.2        |
| Route DAR Weekday          | 1,487         | 1,429         | -3.9       | 4,235               | 4,533          | 7.0        | 1.9                         | 1.8        | -4.8        | 1.9                 | 1.8        | -4.0       |
| Route DAR Saturday         | 228           | 163           | -28.5      | 597                 | 474            | -20.6      | 2.2                         | 2.1        | -4.2        | 2.3                 | 2.0        | -12.4      |
| Route DAR Total            | 1,715         | 1,592         | -7.2       | 4,832               | 5,007          | 3.6        | 1.9                         | 1.8        | -5.2        | 2.0                 | 1.9        | -5.2       |
| Route J Weekday            | 13,206        | 16,158        | 22.4       | 36,362              | 39,671         | 9.1        | 11.4                        | 15.9       | 38.8        | 10.1                | 12.5       | 23.6       |
| Route J Saturday           | 1,912         | 1,740         | -9.0       | 4,991               | 6,060          | 21.4       | 11.4                        | 10.7       | -5.9        | 10.6                | 11.5       | 8.4        |
| Route J Sunday             | 1,680         | 2,313         | 37.7       | 4,875               | 5,586          | 14.6       | 10.0                        | 9.5        | -4.6        | 9.7                 | 9.2        | -5.8       |
| Route J Total              | 16,798        | 20,211        | 20.3       | 46,228              | 51,317         | 11.0       | 11.3                        | 14.2       | 26.0        | 10.1                | 11.9       | 17.6       |
| Route JPX Weekday          | 6,547         | 6,477         | -1.1       | 21,840              | 20,470         | -6.3       | 10.9                        | 10.4       | -4.6        | 11.5                | 10.3       | -10.7      |
| Route JX Weekday           | 2,057         | 2,116         | 2.9        | 4,805               | 6,133          | 27.6       | 5.9                         | 6.9        | 17.0        | 4.4                 | 6.3        | 43.9       |
| Route LYNX Weekday         | 12,330        | 12,341        | 0.1        | 37,623              | 41,694         | 10.8       | 11.9                        | 11.2       | -6.1        | 11.6                | 11.9       | 2.6        |
| <b>Total System-Wide</b>   | <b>59,463</b> | <b>61,842</b> | <b>4.0</b> | <b>166,253</b>      | <b>172,820</b> | <b>4.0</b> | <b>8.7</b>                  | <b>9.6</b> | <b>10.3</b> | <b>8.0</b>          | <b>8.5</b> | <b>7.3</b> |

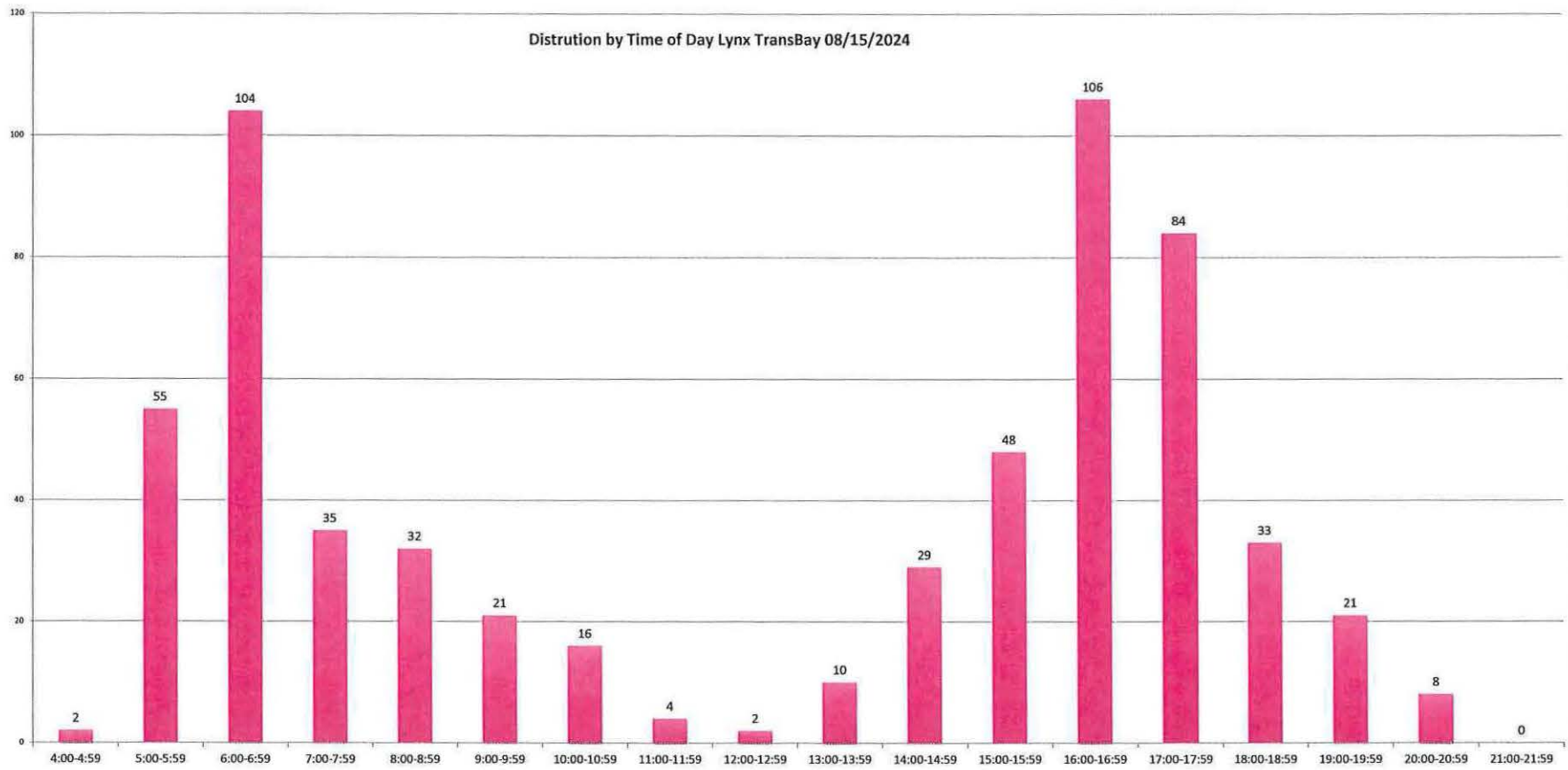




**Express Routes (J, JX, JPX), and Lynx Transbay  
Ridership by Time of Day  
Date:09/19/2024**

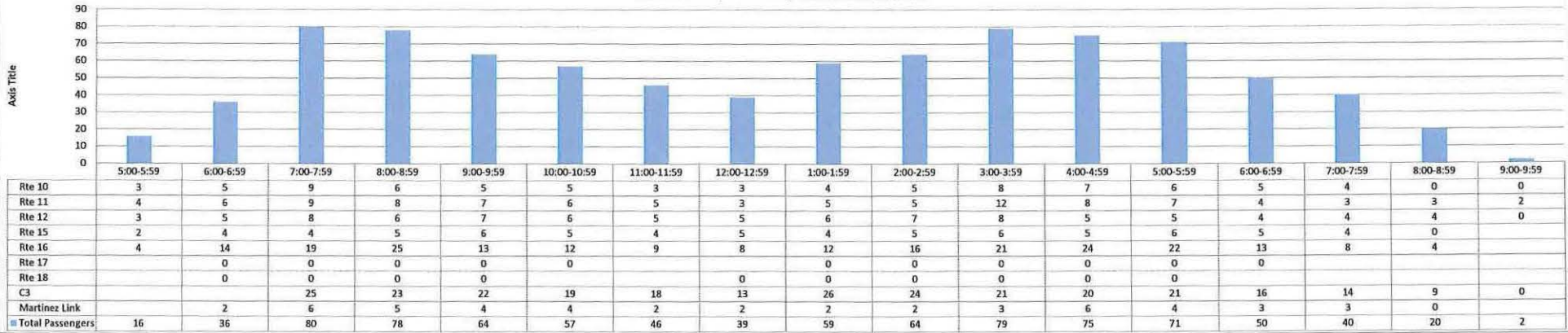


Distrution by Time of Day Lynx TransBay 08/15/2024





Distribution By Time Of Day Fixed Route 09/19/2024



Distribution by Time of Day - Fixed Route

Date: 9/19/2024

|                         | 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                  | 3         | 5         | 9         | 6         | 5         | 5           | 3           | 3           | 4         | 5         | 8         | 7         | 6         | 5         | 4         | 0         | 0         |
| Rte 11                  | 4         | 6         | 9         | 8         | 7         | 6           | 5           | 3           | 5         | 5         | 12        | 8         | 7         | 4         | 3         | 3         | 2         |
| Rte 12                  | 3         | 5         | 8         | 6         | 7         | 6           | 5           | 5           | 6         | 7         | 8         | 5         | 5         | 4         | 4         | 4         | 0         |
| Rte 15                  | 2         | 4         | 4         | 5         | 6         | 5           | 4           | 5           | 4         | 5         | 6         | 5         | 6         | 5         | 4         | 0         |           |
| Rte 16                  | 4         | 14        | 19        | 25        | 13        | 12          | 9           | 8           | 12        | 16        | 21        | 24        | 22        | 13        | 8         | 4         |           |
| 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                      |           |           | 25        | 23        | 22        | 19          | 18          | 13          | 26        | 24        | 21        | 20        | 21        | 16        | 14        | 9         | 0         |
| Martinez Link           |           | 2         | 6         | 5         | 4         | 4           | 2           | 2           | 2         | 2         | 3         | 6         | 4         | 3         | 3         | 0         |           |
| <b>Total Passengers</b> | <b>16</b> | <b>36</b> | <b>80</b> | <b>78</b> | <b>64</b> | <b>57</b>   | <b>46</b>   | <b>39</b>   | <b>59</b> | <b>64</b> | <b>79</b> | <b>75</b> | <b>71</b> | <b>50</b> | <b>40</b> | <b>20</b> | <b>2</b>  |

|                |            |
|----------------|------------|
| Total Route 10 | 78         |
| Total Route 11 | 97         |
| Total Route 12 | 88         |
| Total Route 15 | 70         |
| Total Route 16 | 224        |
| Total Route 17 | 0          |
| Total Route 18 | 0          |
| Total C3       | 271        |
| Martinez Link  | 48         |
| <b>Total</b>   | <b>876</b> |

Distribution by Time of Day - WestCAT Express

Date: 9/19/2024

|                         | 4:00-4:59 | 5:00-5:59 | 6:00-6:59 | 7:00-7:59 | 8:00-8:59 | 9:00-9:59 | 10:00-10:59 | 11:00-11:59 | 12:00-12:59 | 13:00-13:59 | 14:00-14:59 | 15:00-15:59 | 16:00-16:59 | 17:00-17:59 | 18:00-18:59 | 19:00-19:59 | 20:00-20:59 | 21:00-21:59 | 22:00-22:59 | 23:00-23:59 | 24:00-24:59 |
|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| JX                      |           | 11        | 13        | 10        | 9         |           |             |             |             |             |             | 11          | 15          | 17          | 10          | 5           |             |             |             |             |             |
| JPX                     |           | 19        | 28        | 26        | 25        | 21        | 16          | 14          | 12          | 15          | 19          | 29          | 31          | 27          | 24          | 17          | 11          | 0           | 0           | 0           |             |
| J                       | 9         | 41        | 38        | 37        | 41        | 34        | 29          | 26          | 19          | 31          | 29          | 39          | 37          | 40          | 31          | 28          | 26          | 14          | 8           | 6           | 4           |
| <b>Total Passengers</b> | <b>9</b>  | <b>71</b> | <b>79</b> | <b>73</b> | <b>75</b> | <b>55</b> | <b>45</b>   | <b>40</b>   | <b>31</b>   | <b>46</b>   | <b>48</b>   | <b>79</b>   | <b>83</b>   | <b>84</b>   | <b>65</b>   | <b>50</b>   | <b>37</b>   | <b>14</b>   | <b>4</b>    | <b>6</b>    | <b>4</b>    |

|                         | 21:00-21:59 | 22:00-22:59 | 23:00-23:59 | 24:00-24:59 |
|-------------------------|-------------|-------------|-------------|-------------|
| JX                      |             |             |             |             |
| JPX                     |             |             |             |             |
| J                       | 8           | 4           | 2           | 4           |
| <b>Total Passengers</b> | <b>8</b>    | <b>4</b>    | <b>2</b>    | <b>4</b>    |

|              |             |
|--------------|-------------|
| JX           | 101         |
| JPX          | 334         |
| J            | 567         |
| <b>Total</b> | <b>1002</b> |

Distribution by Time of Day -Lynx Transbay

Date: 9/19/2024

|                         | 4:00-4:59 | 5:00-5:59 | 6:00-6:59  | 7:00-7:59 | 8:00-8:59 | 9:00-9:59 | 10:00-10:59 | 11:00-11:59 | 12:00-12:59 | 13:00-13:59 | 14:00-14:59 | 15:00-15:59 | 16:00-16:59 | 17:00-17:59 | 18:00-18:59 | 19:00-19:59 | 20:00-20:59 | 21:00-21:59 |
|-------------------------|-----------|-----------|------------|-----------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| TransBay LYNX           | 2         | 55        | 104        | 35        | 32        | 21        | 16          | 4           | 2           | 10          | 29          | 46          | 106         | 84          | 33          | 21          | 8           | 0           |
| <b>Total Passengers</b> | <b>2</b>  | <b>55</b> | <b>104</b> | <b>35</b> | <b>32</b> | <b>21</b> | <b>16</b>   | <b>4</b>    | <b>2</b>    | <b>10</b>   | <b>29</b>   | <b>46</b>   | <b>106</b>  | <b>84</b>   | <b>33</b>   | <b>21</b>   | <b>8</b>    | <b>0</b>    |

|                         | 21:00-21:59 |
|-------------------------|-------------|
| TransBay LYNX           | 0           |
| <b>Total Passengers</b> | <b>0</b>    |

**Total Lynx** 610

formula created from page 7





## WestCAT Holiday Bus



WestCAT wrapped one of the newer 35-foot buses for December as a Holiday Bus. This bus was featured on twelve different routes in the WestCAT service area. If you notice on the wrap, each route was also incorporated in the hanging ornament. It is exciting to report that over 2,265 passengers boarded the bus for free. Ridership was heavier in the pm hours, along with Sundays and Wednesdays. The routes that captured the most riders were the Route 16 with 230 passengers, C3 with 254 passengers, and the J to BART with over 500 passengers. WestCAT will be using LCTOP funds to cover the free fares.

# Mapping & Wayfinding: Unveiling El Cerrito Del Norte

Our staff headed out to El Cerrito Del Norte BART for the public unveiling of the new graphics for the Bay Area transit signs and maps. This is one of two areas that's being beta tested to gain user feedback before a final look is introduced throughout the region.



**Staff report: Authorizing the Filing of an Application for FTA Formula Program and Surface Transportation Programs Funding for Vehicle Replacements - Resolution 2025-01**

Every 1-4 years, MTC solicits a “call for projects,” where transit agencies identify their upcoming projects for that time period, and their funding needs to complete them. Usually this is for a period of time between one and four years. The current call for projects is a two-year program for fiscal years 2025 through 2026.

During this period, we look at the projects we have planned during this time including our cycle of vehicle replacements and identify what our needs are for the project period. For the two-year period in the current call for project, WestCAT’s project list includes vehicle replacements, and ADA operations assistance.

In the next two years, WestCAT has two 45-foot buses that will reach the end of their useful life and require replacement, as well as annual funding-assistance needs to provide mandated ADA Paratransit operations.

The program of projects approved by MTC identifies the funding that has been approved for WestCAT as well as the local match obligation to achieve WestCAT’s plan over the next two years. WestCAT will use multiple sources of match funds to meet our local obligation including State of Good Repair, AB664, RM3, and TDA funds as well as a continued effort to seek out additional and new funding opportunities.

Our request is for the Board to approve the two-year program of projects, allowing us to submit the necessary grant applications to receive federal funds to achieve the plan. The amounts we are requesting permission to apply for total: \$2,132,904 in Federal Funds, with a local match requirement of \$533,227.

**Action Requested: Consideration and Adoption of Resolution 2025-01 Authorizing the Filing of an Application for FTA Formula Program and Surface Transportation Programs Funding for Vehicle Replacements, and ADA Set-Aside and Committing the Necessary Local Match for the Project(s) and Stating the Assurance of WCCTA to Complete the Project.**

**WESTERN CONTRA COSTA TRANSIT AUTHORITY  
RESOLUTION #2025-01**

**AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA PROGRAM AND SURFACE TRANSPORTATION PROGRAMS FUNDING FOR VEHICLE REPLACEMENTS AND ADA SET ASIDE AND COMMITTING THE NECESSARY LOCAL MATCH FOR THE PROJECT(S) AND STATING THE ASSURANCE OF WCCTA TO COMPLETE THE PROJECT**

**WHEREAS**, Infrastructure Investment and Jobs Act, or the Bipartisan Infrastructure Law (BIL, Public Law 117-58) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

**WHEREAS**, pursuant to BIL, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307 Urbanized Area, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

**WHEREAS**, (applicant) is an eligible project sponsor for FTA Formula Program or STP funds; and

**WHEREAS**, (applicant) wishes to submit a grant application to MTC for funds from the FY2025-2026 FTA Formula Program or STP funds, for the following project(s):

- Replacement of (2) 45-foot motorcoaches
- ADA Set Aside; and

**WHEREAS**, MTC requires, as part of the application, a resolution stating the following:

1) the commitment of necessary local matching funds (18-50% for FTA Formula Program funds, depending on project type, and 11.47% for STP funds); and

2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and

3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and

4) that the sponsor understands that FTA Formula Program funds must be obligated within three years of programming and STP funds must be obligated by January 31 of the year

that the project is programmed for in the TIP, or the project may be removed from the program.

**NOW, THEREFORE, BE IT RESOLVED** by WCCTA's Board of Directors that WCCTA is authorized to execute and file an application for funding under the FTA Formula Program and/or Surface Transportation Program in the amount of \$2,132,904 for VEHICLE REPLACEMENT, AND ADA SET ASIDE; and

**BE IT FURTHER RESOLVED** that WCCTA Board of Directors by adopting this resolution does hereby state that:

- 1) WCCTA will provide \$533,227 in local matching funds; and
- 2) WCCTA understands that the FTA Formula Program and STP funding for the project is fixed at \$2,132,904, and that any cost increases must be funded by the WCCTA from local matching funds, and that WCCTA does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds; and
- 3) VEHICLE REPLACEMENT, AND ADA SET ASIDE will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
- 4) The program funds are expected to be obligated by January 31 of the year the project is programmed for in the TIP; and
- 5) WCCTA will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed project; and

**BE IT FURTHER RESOLVED\***, that WCCTA is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and

**BE IT FURTHER RESOLVED\***, that WCCTA is authorized to submit an application for FTA Formula Program and STP funds for Vehicle Replacement and ADA Set Aside; and

**BE IT FURTHER RESOLVED\***, that there is no legal impediment to WCCTA making applications for FTA Formula Program and STP funds; and

**BE IT FURTHER RESOLVED\***, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of WCCTA to deliver such project; and

**BE IT FURTHER RESOLVED**, that WCCTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded projects in the Transportation Improvement Program (TIP); and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

Regularly passed and adopted this 9th day of January, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Tom Hansen, Chair

ATTEST: \_\_\_\_\_

Clerk to the Board

## **Staff Report - Paratransit One-Seat Ride Program – Permanent MOU**

In November 2020, the County Connection Board approved a six-month One-Seat Ride (OSR) pilot program serving ADA paratransit eligible passengers across multiple transit agency service areas, governed by a Memorandum of Understanding (MOU) between participating agencies including: Western Contra Costa Transit Authority, Livermore Amador Valley Transit Authority, Central Contra Costa County Transit Authority, and Eastern Contra Costa Transit Authority. The pilot program simplified regional travel on paratransit by eliminating the need for transfers when crossing between paratransit service areas, ensuring passengers have a seamless one-seat ride throughout their journey.

The pilot program was extended in April 2021, November 2022, and November 2023, while the program matured and partner agencies implemented a variety of innovations and improvements, including: streamlining customer service procedures, expanding fare payment options, unified data management and invoicing algorithms, and procedures for reporting OSR program data to the National Transit Database (NTD).

After an extended pilot phase, the OSR program has proven itself to be enormously beneficial for riders as well as operationally advantageous and cost-effective for the partnering agencies, when compared to the previous system of coordinated inter-operator transfer trips.

Customers benefit from shorter and more comfortable origin-to-destination rides as well as lower fares, while OSR partner agencies benefit from significantly greater predictability and much lower shared per-trip costs. All OSR trips are booked and dispatched through County Connection's LINK paratransit call center. OSR trips are performed primarily by County Connection's paratransit subcontractor, with the primary contractor providing "reverse rescue" service in cases where the subcontractor is unable to provide the trip – typically about 12% of monthly OSR trips.

OSR passengers are charged the local ADA paratransit fare for the jurisdiction where each one way trip originates. Following the close of each month, County Connection invoices the other partner agencies for the actual hours and reverse rescue miles operated within each partner's jurisdiction. Going forward, County Connection will report all OSR operations data to the NTD in the same way as ADA paratransit service is reported, and the partners will report program costs through coordinated reports.

In consultation with the partner agencies and Legal, County Connection has prepared a draft permanent MOU to govern the OSR program going forward. The draft MOU is based largely on the earlier pilot-phase agreements and incorporates significant changes at the request of all parties involved. Notable changes from the pilot MOUs include clarification of party roles and responsibilities, and new provisions for cost sharing and monthly reporting. As before, the operating costs for OSR service will be apportioned between the partners based on the actual time and distance traveled in each agency's service area.

However, the new MOU also includes partial support for County Connection's overhead costs, which would increase each partner agency's share of the cost, including WestCAT, by about

10%. In FY24 the average cost per OSR trip for WestCAT was around \$15 compared to regular Dial-a-Ride trip for the same time period, which was over \$60. The cost for OSR during the pilot phase of the program has been lower since WestCAT (as well as Tri-Delta Transit and LAVTA) have only paid variable costs (based on revenue hours and miles traveled within the WestCAT service area), but not the fixed costs, which have been covered by County Connection. The new MOU also includes a list of specific metrics that will be reported to the partner agencies every month – which is also expected to facilitate some additional reporting and analysis to the Board.

**Fiscal Impact** - With OSR becoming a permanent program, County Connection will add about 10% administrative fee to partner agencies' costs. Assuming current ridership levels, the anticipated increase in cost to WestCAT will be approximately \$4,000 annually, making the total annual cost for the program around \$45,000.

**Action Requested: Staff recommends that the Board of Directors Authorize the General Manager to enter into a Permanent MOU with County Connection, Tri Delta Transit, and LAVTA to continue the One-Seat Ride program.**



**MEMORANDUM OF UNDERSTANDING**  
**REGARDING the**  
**CONTRA COSTA COUNTY & TRI VALLEY**  
**“ONE-SEAT RIDE” REGIONAL PARATRANSIT PROGRAM**

This Memorandum of Understanding (MOU) is entered into as of this 1st day of December 2024 (Effective Date), by and between the Central Contra Costa Transit Authority, Livermore Amador Valley Transit Authority, Western Contra Costa Transit Authority, Eastern Contra Costa Transit Authority, referred to individually as “Party” and collectively as “the Parties.”

**RECITALS**

The Central Contra Costa Transit Authority (County Connection) is a joint powers authority that provides public bus transit service including complementary paratransit in the Central Contra Costa County area.

The Livermore Amador Valley Transit Authority (LAVTA) is a joint powers authority that provides public bus service and (through a contract with County Connection) complementary paratransit service in the Tri-Valley area of Alameda County.

The Western Contra Costa Transit Authority (WestCat) is a joint powers authority that provides public bus service and complementary paratransit in the Western Contra Costa County area.

The Eastern Contra Costa Transit Authority (Tri Delta Transit) is a joint powers authority that provides public bus service and complementary paratransit in the Eastern Contra Costa County area.

On November 1, 2020, County Connection, LAVTA, Tri Delta Transit, and WestCat entered into an MOU to memorialize the arrangements for administration and coordination between the Parties regarding a pilot program to provide one-seat rides to paratransit customers traveling between Party jurisdictions, and to share the cost of those trips equitably between the Parties.

The MOU was amended on April 28, 2021, November 30, 2021, November 30, 2022, and November 30, 2023, to extend the program through November 30, 2024, and to make other necessary revisions.

The Parties now desire to execute a new MOU for a permanent One-Seat Ride Regional Paratransit Program.

**PURPOSE**

This MOU serves to memorialize arrangements for the ongoing administration and coordination between the Parties regarding the One-Seat Ride program.

## One-Seat Ride MOU

### **I. SCOPE OF ONE-SEAT RIDE (OSR) PROGRAM:**

The OSR program offers the eligible ADA Paratransit rider traveling between Party jurisdictions a single-seat, single-vehicle shared ride from their origin to destination, within the Parties' combined paratransit service areas. Eligible OSR trips must cross at least one jurisdictional boundary and may not begin and end within the same Party's jurisdiction.

The County Connection LINK paratransit call center will accept, schedule, and dispatch all OSR program trip reservations.

All OSR program trips will be performed under County Connection's ADA paratransit operations and maintenance contract. County Connection's paratransit subcontractor will act as the main provider of OSR trips, and the primary paratransit contractor will provide "reverse rescue" service in instances where the subcontractor is unable to provide a particular OSR trip, for reasons beyond its control.

The fare charged for each one-way trip on the OSR program will match the local undiscounted ADA paratransit fare for the partner agency having jurisdiction over the origin point of the trip.

The service area for OSR program operations will mirror, to the extent practicable, the service area by time of day and day of week within each partner agency's jurisdiction.

The on-time pickup window, no-show/cancellation policies, and rider code of conduct for the OSR program will match the corresponding rules contained in County Connection's LINK Paratransit Riders' Guide. A copy of the guide is available at: <https://countyconnection.com/wp-content/uploads/2023/06/LINK-Riders-Guide-Text-5.23.pdf>.

### **II. COUNTY CONNECTION RESPONSIBILITIES:**

County Connection will administer and provide primary oversight for the OSR program.

County Connection will retain all fares paid in cash or pre-purchased fare credit and will deduct the fare value retained from the invoices to the other Parties.

County Connection will prepare and send individual monthly invoices for each partner agency, based on the agreed-upon cost sharing formulas described in Section V.

County Connection will submit all OSR program operations data to the National Transit Database (NTD) using a single S-10 form and will submit OSR program financial data to the NTD using form B-30, in coordination with the other Parties.

### **III. SHARED & OTHER PARTY RESPONSIBILITIES:**

The Parties will meet regularly to discuss program operations, plans, and any desired changes to the program.

The Parties will cooperate on NTD reporting for the OSR program by submitting coordinated NTD B-30 forms to document program costs.

## One-Seat Ride MOU

The Parties will pay County Connection according to the formula described in Section V within 30 days after receipt of an invoice.

The Parties will have the right to audit County Connection's records to confirm that the compensation requested in the invoice is consistent with the services provided.

The primary contact person for administration of the program for each Party is as follows:

|                    |  |
|--------------------|--|
| County Connection: | Director of ADA & Specialized Services |
| LAVTA:             | Director of Operations & Innovation    |
| WestCat:           | General Manager                        |
| Tri Delta Transit: | Manager of Accessible Services         |

#### IV. MONTHLY REPORTS

County Connection will report the following individual trip and aggregate program operations data monthly to all Parties:

- A) Passenger ID,
- B) Pickup and drop-off dates, times, locations,
- C) Passenger type(s) (registered rider, attendant, companion),
- D) Passenger space type(s) (ambulatory, wheelchair, etc.),
- E) Fare collected and payment method,
- F) Trip distance,
- G) Trip vendor,
- H) Unlinked Passenger Trips by vendor within each partner agency's jurisdiction,
- I) Revenue Hours and Miles by vendor within each partner agency's jurisdiction,
- J) Deadhead Hours and Miles by vendor (where applicable) within each partner agency's jurisdiction,
- K) NTD S-10 and B-30 monthly reports,
- L) On-Time percentage,
- M) Validated customer complaints per 1,000 rides.

#### V. OSR PROGRAM COST SHARING

OSR program costs will be shared by all Parties in the following manner:

Hourly costs will be apportioned between the Parties, based on the total number of OSR revenue hours performed within each Party's service area for each OSR trip during the month.

The cost of fuel for reverse rescue trips will be shared between the Parties, based on the actual number of vehicle revenue miles driven within each Party's service area for reverse rescue trips during the month.

County Connection will charge a 10% administrative fee in addition to the hourly and per-mile costs described above, to partially offset County Connection's overhead costs to

## One-Seat Ride MOU

administer the OSR program, and the proportional share attributable to the OSR program of the fixed fee paid to County Connection's paratransit service contractor.

The monthly invoice for each party will be calculated as shown in the table below.

| Description                      | Qty.   | Rate       | Amount        |
|----------------------------------|--------|------------|---------------|
| <b>OSR Revenue Hours</b>         | 100.00 | \$ 63.83*  | \$ 6,383.00   |
| <b>Reverse Rescue Fuel Miles</b> | 319.83 | \$ 0.8194* | \$ 262.07     |
| <b>Admin Cost</b>                | 10%    |            | \$ 664.51     |
| <b>Fare Credit</b>               |        |            | \$ (1,000.00) |
| <b>Invoice Total</b>             |        |            | \$ 6,309.58   |

\*NOTE: July 2024 rates shown for hourly service and fuel miles. The per-mile rate for fuel is recalculated monthly by dividing the actual cost paid for fuel by the actual miles driven during the month.

### **VI. MUTUAL HOLD HARMLESS**

Each Party will hold harmless the other Parties, their directors, officers, representatives, agents and employees from and against all liability or losses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of negligence or intentional misconduct of the indemnifying Party, its directors, officers, representatives, agents and employees in connection with this MOU.

### **VII. TERM; WITHDRAWAL; TERMINATION**

The term of this MOU shall commence as of December 1, 2024, and continue until terminated by mutual written agreement of the Parties. Any Party may withdraw from this MOU with 30 days' notice to the other Parties. A defaulting Party's participation in the MOU may be terminated immediately for cause if the defaulting Party does not cure the default within 5 business days from written notice of default. All amounts due and owing for services provided will be paid to County Connection by the withdrawing or terminated Party through the effective date of withdrawal or termination.

### **VIII. SERVICE AREA ADDITIONS**

Additional service areas may be added to the OSR program following agreement between the Parties and written amendment of this MOU to include the designated public transit operators for the added jurisdictions as new Parties to this MOU. Upon ratification of any such amendment, the Parties so added will have the same rights and responsibilities as the other Parties specified herein.

### **IX. MISCELLANEOUS:**

#### **A. Notices.**

All notices and communications deemed by the Parties to be necessary or desirable shall be in writing and may be given by email, by personal delivery to a representative of the Parties, or by mailing the same postage prepaid, addressed as follows:

## One-Seat Ride MOU

If to County Connection: Central Contra Costa Transit Authority  
(dba: County Connection)  
Attn: General Manager  
2477 Arnold Industrial Way  
Concord, CA 94520-5327

If to LAVTA: Livermore Amador Valley Transit Authority  
Attn: Executive Director  
1362 Rutan Court, Suite 100  
Livermore, CA 94551

If to WestCat: Western Contra Costa Transit Authority  
(dba: WestCat)  
Attn: General Manager  
601 Walter Avenue  
Pinole, CA 94564

If to Tri Delta Transit: Eastern Contra Costa Transit Authority  
(dba: Tri Delta Transit)  
Attn: Chief Executive Officer  
801 Wilbur Ave  
Antioch, CA 94509

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

**B. Modification.**

This MOU may be amended or modified only in a writing approved by each of the Parties.

**C. No Third-Party Beneficiaries.**

Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies on any persons other than the parties to it, nor is anything in this MOU intended to relieve or discharge the obligation or liability of any third persons to any Party to this MOU.

**D. Attorneys' Fees.**

If any legal proceeding shall be instituted by any of the parties hereto to enforce the terms of this MOU or to determine their respective rights or obligations under this MOU, the prevailing Party in said proceeding shall recover, in addition to all court costs, reasonable attorneys' fees.

One-Seat Ride MOU

**E. Integration.**

This MOU constitutes the entire agreement between the Parties pertaining to the subject matter contained in it and supersedes all prior or contemporaneous oral or written agreements, representations, statements, documents, or understandings of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding by their respective duly authorized officers as of the Effective Date.

[add Signature Blocks]

DRAFT