

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
BASIC FINANCIAL STATEMENTS**

For the Year Ended June 30, 2024

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
Basic Financial Statements
For the Year Ended June 30, 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
West Contra Costa Transportation Advisory Committee
El Cerrito, California

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the West Contra Costa Transportation Advisory Committee (WCCTAC), California, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise WCCTAC's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund and the budgetary comparison listed as part of the basic financial statements in the Table of Contents for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of WCCTAC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

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

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

Required Supplementary Information

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



Pleasant Hill, California
January 6, 2025

MANAGEMENT'S DISCUSSION & ANALYSIS (MD&A)

The MD&A is a discussion and analysis of WCCTAC's financial activities for the fiscal year ended June 30, 2024. Please read this document in conjunction with the accompanying Basic Financial Statements.

Organization

This MD&A provides a discussion and analysis of the following:

- Overview of the Financial Report
- WCCTAC's Programs and Projects, and Activities and Accomplishments
- Entity-Wide Financial Statements – Statement of Net Position and Statement of Activities
- Fund Financial Statements – Balance Sheet, Revenues & Expenditures by Program and Agency-wide Budget vs. Actual
- Looking Ahead

Questions Regarding WCCTAC's Financial Management

This Financial Report is intended to provide citizens, members, investors, and creditors with a general overview of WCCTAC's finances. Questions about this Report should be directed to the WCCTAC at 6333 Potrero Avenue, El Cerrito, CA 94530.

OVERVIEW OF THE FINANCIAL REPORT

This Financial Report is presented in two parts:

- 1) Management's Discussion & Analysis (this part), and
- 2) The Basic Financial Statements, which include the Entity-wide and the Fund Financial Statements, along with the Notes to these financial statements.

The Basic Financial Statements

The Basic Financial Statements comprise the Entity-wide Financial Statements and the Fund Financial Statements, which provide two different views of WCCTAC's financial activities and financial position – long-term and short-term, respectively.

The Entity-wide Financial Statements provide a longer-term view of WCCTAC's activities and comprise the *Statement of Net Position* and the *Statement of Activities*. The Statement of Net Position provides information about the financial position of WCCTAC, including all of its capital assets and long-term liabilities on the full accrual basis, which means the flow of all economic resources, are measured. The Statement of Activities provides information about all of WCCTAC's revenues and expenses, also on the full accrual basis, with emphasis on measuring net revenues or expenses of each of WCCTAC's programs. The Statement of Activities explains in detail the change in Net Position for the year.

All WCCTAC's programs are considered to be governmental activities. These programs are supported by program revenues such as grants and member contributions, as well as general revenues such as investment earnings.

The Fund Financial Statements report WCCTAC's operations in more detail than the entity-wide statements and focus primarily on the short-term activities of WCCTAC's General Fund. The Fund Financial Statements measure only current revenues and expenditures, current assets, liabilities, deferred outflows/inflows of resources and fund balances; they exclude capital assets, long-term debt, and other long-term amounts. Governmental Fund Financial Statements are prepared on a modified accrual basis, which means only current financial resources and uses are measured. Comparisons of Budget and Actual financial information are also presented for the General Fund.

WCCTAC'S PROGRAMS AND PROJECTS, AND ACTIVITIES AND ACCOMPLISHMENTS

The following provides a description of WCCTAC's programs that are analyzed in this Financial Report and lists the major activities and accomplishments during FY 2023-2024.

Programs

WCCTAC's finances are organized around four major functions, all part of the General Fund, but each with its unique accounting needs:

Advisory Committee: This includes all work related to WCCTAC's function as the Regional Transportation Planning Committee for West County under Measure J, as well as local transportation planning efforts resulting from the agency's functions as a Joint Powers Authority (JPA). This program is funded with annual member agency contributions.

Transportation Demand Management (TDM): This includes all work aimed at reducing solo vehicle driving and promoting walking, bicycling, transit, carpooling, and vanpooling, which is coordinated with the larger countywide 511 Contra Costa Program. The program is funded on a reimbursement basis with Measure J and grants from the Air District that are administered by the countywide transportation authority.

Subregional Transportation Mitigation Fee Program (STMP): WCCTAC acts as the trustee for the developer impact fees collected by the West County cities and the unincorporated areas of the County to fund regionally significant transportation projects necessitated by new development. The STMP is a requirement under Measure J's Growth Management Element. WCCTAC administers the program, which comprises eleven capital projects that are managed by others.

Other Reimbursable Projects: As a JPA, WCCTAC can apply for and receive grants that facilitate various elements of transportation in West County. These grants usually flow on a reimbursement basis, and WCCTAC typically retains consultants to perform the work.

Activities and Accomplishments by Program

FY 2023-2024

Advisory Committee

- Worked with CCTA, and local jurisdictions to develop a “Phase 3” follow-up to the completed Phase 2 of the San Pablo Avenue Multimodal Corridor Study.
- Continued progress in developing the Richmond Parkway Transportation Plan by completing an Existing Conditions Analysis, developing draft strategies and conducting two rounds of public meetings.
- Prepared and released a Request for Qualifications to create an on-call bench of consultants to assist with grant writing and grant preparation.
- Created a working group involving MTC/BATA, Caltrans, CCTA, and Richmond to address local traffic impacts in Richmond resulting from I-580 congestion.
- Partnered in the launch of the West County Medical Trip pilot program in collaboration with the City of Richmond and CCTA.
- Began a transition to the use of a new “doing business as” name to the West Contra Costa Transportation Commission including securing a .gov web address and email domain.
- Completed an update to the WCCTAC Joint Powers Agreement (JPA) and forwarded to member agencies for approval

Transportation Demand Management (TDM)

- Provided 2 months of bus passes to nearly 1000 students in West County through the Pass2Class program
- The Take 10 program, which provides 10 free trips on long distance bus routes for AC Transit, WestCAT and SolTrans, awarded over 100 incentives.
- Expanded Bike to Wherever Day to include energizer stations at 3 West County high schools.
- Reached record participation with The Guaranteed Ride Home program, which exceeded 1,300 registered users.

Subregional Transportation Mitigation Fee Program (STMP)

- The STMP program collected over \$3M in fees in FY 23-24.
- Disbursed funds for Pinole’s San Pablo Ave. Bridge Replacement project, the City of San Pablo’s Bridge Replacement project, and the RITC project in Hercules.
- Allocated \$5.3M in STMP funds to eligible projects

Other Reimbursable Projects

- Worked with CCTA to evaluate next steps for the Measure J-funded travel training program.
-

ENTITY-WIDE FINANCIAL STATEMENTS

Statement of Net Position

WCCTAC's net position increased by \$3,363,679 in FY 2023-24. This increase is explained in detail in the discussion of the Statement of Activities below. Financial highlights are as follows:

- Cash and investments available for WCCTAC's operations were \$16,097,012. All cash was invested with the City of San Pablo's investment pool.
- The Net Other Post-Employment Benefits (OPEB) Liability was \$124,449 at year end. The Net OPEB liability represents the contributions needed to fund WCCTAC's post-employment health care benefits of its employees.
- Other assets and liabilities included normal business receivables and payables.

Statement of Activities

The Statement of Activities presents program revenues and program expenses in detail, followed by general revenues.

WCCTAC's main revenue sources are member operating contributions, operating grants from the Contra Costa Transportation Authority (CCTA) for the Transportation Demand Management Program, STMP developer impact fees for capital projects, and other grant sources. In FY 2023-24, WCCTAC received \$584,874 in member contributions, \$527,172 in TDM grants, \$3,710,651 in STMP fees, and \$407,426 in other grants. Total program revenues in FY 2023-24 decreased \$62,263 from the prior year to \$5,683,571 due to a decrease in collections from STMP.

WCCTAC's expenses had a slight increase by \$517,524 in FY 2023-24 to \$2,319,892.

In FY 2023-24, WCCTAC's program revenues of \$5,683,571 were higher than the program expenditures of \$2,319,892 which, overall resulted in an increase of \$3,363,679.

FUND FINANCIAL STATEMENTS

Balance Sheet

	Year Ended		Difference
	PY: 6/30/2023	CY: 6/30/2024	
ASSETS			
Cash & investments	\$ 12,427,206	\$ 16,097,012	\$ 3,669,806
Revenue receivable	\$ 116,210	\$ 414,528	\$ 298,318
Total Assets	<u>\$ 12,543,416</u>	<u>\$ 16,511,540</u>	<u>\$ 3,968,124</u>
LIABILITIES			
Accounts payable	\$ 189	\$ 525,667	\$ 525,478
Unearned revenue	\$ 40,001	\$ 40,001	\$ -
Total Liabilities	<u>\$ 40,190</u>	<u>\$ 565,668</u>	<u>\$ 525,478</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue	\$ -	\$ -	\$ -
NET POSITION			
Restricted for:			
STMP	\$ 12,360,615	\$ 15,725,383	\$ 3,364,768
TDM	\$ 27,144	\$ 27,144	
Assigned to:			
Unused Accumulated Vacation	\$ -	\$ -	\$ -
Unassigned	\$ 115,467	\$ 193,345	\$ (77,878)
Total Fund Equity	<u>\$ 12,503,226</u>	<u>\$ 15,945,872</u>	<u>\$ 3,442,646</u>
Total Liabilities, Deferred Inflows of Resources & Fund Equity	<u>\$ 12,543,416</u>	<u>\$ 16,511,540</u>	<u>\$ 3,968,124</u>

Discussion

- Cash, investments, and liabilities increased, mainly due to Richmond Parkway Grant

Revenues, Expenditures, and Fund Balances by Program

Advisory Committee Program	Year Ended		Difference
	PY: 6/30/2023	CY: 6/30/2024	
REVENUES			
Intergovernmental			
Member contributions	\$ 556,329	\$ 584,874	\$ 28,545
Measure C/J & TFCA	\$ -	\$ -	\$ -
Subregional Trans. Fees	\$ -	\$ -	\$ -
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ 95,736	\$ 46,653	\$ (49,083)
Interest	\$ 753	\$ (3,789)	\$ (4,542)
Total Revenues	<u>\$ 652,818</u>	<u>\$ 627,738</u>	<u>\$ (25,080)</u>
EXPENDITURES			
Salary and benefits	\$ 548,798	\$ 530,829	\$ (17,969)
Consultants	\$ 72,278	\$ 75,872	\$ 3,594
Training & transportation	\$ 1,549	\$ 752	\$ (797)
Office expenses & supplies	\$ 31,382	\$ 31,251	\$ (131)
Other	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 654,007</u>	<u>\$ 638,704</u>	<u>\$ (15,303)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ (1,189)	\$ (10,966)	\$ (9,777)
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE	\$ (1,189)	\$ (10,966)	\$ (9,777)
Fund Balance (deficit) at beginning of year	<u>\$ 116,656</u>	<u>\$ 115,467</u>	<u>\$ (1,189)</u>
Fund Balance (deficit) at end of year	<u><u>\$ 115,467</u></u>	<u><u>\$ 104,501</u></u>	<u><u>\$ (10,966)</u></u>

Discussion

- Member dues increased 5% from PFY.
- Revenues and Expenditures for FY 24 show a decrease.
- Part-time staff member retired 12/31/23.
- Consultant contracts in FY 24 include Legal Counsel, Accounting, and IT.

Revenues, Expenditures, and Fund Balances by Program (cont'd.)

Transportation Demand Management (TDM) Program	Year Ended		Difference
	PY: 6/30/2023	CY: 6/30/2024	
REVENUES			
Intergovernmental			
Member contributions	\$ -	\$ -	\$ -
Measure C/J & TFCA	\$ 587,778	\$ 527,172	\$ (60,606)
Subregional Trans. Fees	\$ -	\$ -	\$ -
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Total Revenues	<u>\$ 587,778</u>	<u>\$ 527,172</u>	<u>\$ (60,606)</u>
EXPENDITURES			
Salary and benefits	\$ 329,972	\$ 336,644	\$ 6,672
Consultants and special department expense	\$ 226,594	\$ 162,286	\$ (64,308)
Training & transportation	\$ 1,744	\$ 1,297	\$ (447)
Office expenses & supplies	\$ 29,469	\$ 26,945	\$ (2,524)
Other	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 587,779</u>	<u>\$ 527,172</u>	<u>\$ (60,607)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES			
	\$ (1)	\$ -	\$ 1
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE			
	\$ (1)	\$ -	\$ 1
Fund Balance (deficit) at beginning of year	<u>\$ 27,145</u>	<u>\$ 27,144</u>	<u>\$ (1)</u>
Fund Balance (deficit) at end of year	<u>\$ 27,144</u>	<u>\$ 27,144</u>	<u>\$ -</u>

Discussion

- TDM revenue and expenditures show a decrease in FY 24.
- The TDM special department expense budget includes transit incentives (Try Transit), promotions, and ride vouchers for Guaranteed Ride Home Program (GRH) participants. The costs fluctuate year by year in large part due to the unpredictability of the number of GRH and Try Transit participants.
- Full time TDM Manager started to cover Part time retired staff in February 2024.

Subregional Transportation Mitigation Fee Program (STMP)	Year Ended		Difference
	PY: 6/30/2023	CY: 06/30/2024	
REVENUES			
Intergovernmental			
Member contributions	\$ -	\$ -	\$ -
Measure C/J & TFCA	\$ -	\$ -	\$ -
Subregional Trans. Fees	\$ 4,219,645	\$ 3,710,651	\$ (508,994)
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ -	\$ -	\$ -
Interest	\$ 153,942	\$ 410,584	\$ 256,642
Total Revenues	<u>\$ 4,373,587</u>	<u>\$ 4,121,235</u>	<u>\$ (252,352)</u>
EXPENDITURES			
Salary and benefits	\$ 101,728	\$ 80,000	\$ (21,728)
Consultants	\$ 556,540	\$ 676,467	\$ 119,927
Training & transportation	\$ -	\$ -	\$ -
Office expenses & supplies	\$ -	\$ -	\$ -
Publications & communications	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 658,268</u>	<u>\$ 756,467</u>	<u>\$ 98,199</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ 3,715,319	\$ 3,364,768	\$ (350,551)
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	\$ -	\$ -

Discussion

- STMP revenues decreased in FY 24 due to less new development activity.
- Expenditures increased from FY23, as the overall STMP reimbursement request was higher. The timing of STMP reimbursement requests is unpredictable and depends upon the timing of fund-recipient spending on projects.

Revenues, Expenditures, and Fund Balances by Program (cont'd.)

Other Reimbursable Program	Year Ended		Difference
	PY: 6/30/2023	CY: 6/30/2024	
REVENUES			
Intergovernmental			
Member contributions	\$ -	\$ -	\$ -
Measure C/J & TFCA	\$ -	\$ -	\$ -
Subregional Trans. Fees	\$ -	\$ -	\$ -
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ 131,651	\$ 407,426	\$ 275,775
Interest	\$ -	\$ -	\$ -
Total Revenues	<u>\$ 131,651</u>	<u>\$ 407,426</u>	<u>\$ 275,775</u>
EXPENDITURES			
Salary and benefits	\$ -	\$ -	\$ -
Consultants and special department expense	\$ 131,532	\$ 318,582	\$ 187,050
Training & transportation	\$ 6		\$ (6)
Office expenses & supplies	\$ 113		\$ (113)
Publications & communications	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 131,651</u>	<u>\$ 318,582</u>	<u>\$ 186,931</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 88,844	\$ 88,844
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE	\$ -	\$ 88,844	\$ 88,844
Fund Balance (deficit) at beginning of year	\$ -	\$ -	\$ -
Fund Balance (deficit) at end of year	<u>\$ -</u>	<u>\$ 88,844</u>	<u>\$ 88,844</u>

Discussion

- Activity in FY 24 was comprised of the Student Bus Pass Program, Travel Training, and West Contra Costa Express Bus Implementation Plan.
- Richmond Parkway - Caltrans Grant reimbursement is due to the increase in revenue and expenditures for FY24.

Revenues, Expenditures, and Fund Balances – Agency-Wide Budget and Actual

	Year Ended		Difference
	PY: 6/30/2023	CY: 6/30/2024	
REVENUES			
Original	\$ 5,471,244	\$ 3,968,415	\$ (1,502,829)
Final	\$ 4,453,152	\$ 3,951,119	\$ (502,033)
Actual	<u>\$ 5,745,834</u>	<u>\$ 5,683,571</u>	\$ (62,263)
Variance with Final Budget +/-(-)	<u>\$ 1,292,682</u>	<u>\$ 1,732,452</u>	
EXPENDITURES			
Original	\$ 8,604,654	\$ 8,260,422	\$ (344,232)
Final	\$ 8,606,624	\$ 7,679,222	\$ (927,402)
Actual	<u>\$ 2,031,705</u>	<u>\$ 2,240,925</u>	\$ 209,220
Variance with Final Budget +/-(-)	<u>\$ 6,574,919</u>	<u>\$ 5,438,297</u>	
CHANGE IN FUND BALANCE - ACTUAL	\$ 3,714,129	\$ 3,442,646	
Fund Balance (deficit) at beginning of year	<u>\$ 8,789,097</u>	<u>\$ 12,503,226</u>	
Fund Balance (deficit) at end of year	<u><u>\$ 12,503,226</u></u>	<u><u>\$ 15,945,872</u></u>	

Discussion

- In FY 24 budget, overall revenues were higher than budget expectations, largely due to a increase in STMP revenues and Richmond Parkway grant reimbursement. Expenditures were lower than budgeted, largely due to less STMP fund disbursements than expected.

LOOKING AHEAD

Financial Outlook by Program

WCCTAC remains financially solid despite the challenges brought about by the COVID-19 pandemic and changes to the countywide TDM program. The specific outlook by program for next year (Fiscal Year 2025) is as follows:

Advisory Committee: Despite a cost-of-living increase of 2.9%, and increases in health insurance premiums, there will be about a 7.5% decrease in expenses given a small reduction in overall staffing. The cost of other professional services, such as legal, financial, accounting and are expected to increase slightly, while the costs of materials, such as office supplies, will remain stable. The proposed increase in member agency dues is 2.6% for the for the upcoming year.

TDM: Both Measure J sales tax revenues and TFCA revenues are expected to be strong. In upcoming cycles, however, the TFCA allocation will be dramatically lower given CCTA changes to the TDM program. WCCTAC will begin to adjust to this new circumstance by reducing the amount of staff-time dedicated to this activity. In the near term, there will be more funding available to program incentives given reduced staffing costs and available revenue.

STMP: Revenues are expected to be strong in FY25, but slightly more modest than FY24, based on consultations with local jurisdictions. Staff will focus on finalizing funding agreements with agencies who received recent STMP allocations from the WCCTAC Board or whose past agreements are expiring. Staff will also initiate an update to the STMP Nexus Study in order to keep the program up to date

Other Reimbursable Projects: WCCTAC will continue, and complete, the Richmond Parkway Transportation Plan, funded by a Caltrans grant. It will also continue to serve as a pass-thru for Measure J Student Bus Pass Program funds set aside for the administration of the program by WCCUSD. WCCTAC will pause on the implementation of its travel training program until a strategy can be developed with the CCTA.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

**STATEMENT OF NET POSITION
AND STATEMENT OF ACTIVITIES**

The Statement of Net Position and the Statement of Activities summarize WCCTAC’s entire financial activities and financial position. They are prepared on the same basis as is used by most businesses, which means they include all of WCCTAC’s assets and deferred outflows of resources and all its liabilities and deferred inflows of resources, as well as all its revenues and expenses. This is known as the full accrual basis—the effect of all of WCCTAC’s transactions are taken into account, regardless of whether or when cash changes hands.

The Statement of Net Position reports the difference between WCCTAC’s total assets and deferred outflows of resources and WCCTAC’s total liabilities and deferred inflows of resources, including all WCCTAC’s capital assets and all its long-term debt. The Statement of Net Position focuses the reader on the composition of WCCTAC’s net position, by subtracting total liabilities and deferred inflows of resources from total assets and deferred outflows of resources.

The Statement of Net Position summarizes the financial position of all WCCTAC’s Governmental Activities in a single column. WCCTAC’s Governmental Activities include the activities of its General Fund.

The Statement of Activities reports increases and decreases in WCCTAC’s net position. It is also prepared on the full accrual basis, which means it includes all WCCTAC’s revenues and all its expenses, regardless of when cash changes hands. This differs from the “modified accrual” basis used in the Fund financial statements, which reflect only current assets, current liabilities, current deferred inflows/outflows, available revenues and measurable expenditures.

The Statement of Activities presents WCCTAC’s expenses first, listed by program. Program revenues—that is, revenues which are generated directly by these programs—are then deducted from program expenses to arrive at the net expense of each governmental program. WCCTAC’s general revenues are then listed in the Governmental Activities column, as appropriate, and the Change in Net Position is computed and reconciled with the Statement of Net Position.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
STATEMENT OF NET POSITION
JUNE 30, 2024

	Governmental Activities
ASSETS	
Cash and investments (Note 2)	\$16,097,012
Program revenue receivable	414,528
Total Assets	16,511,540
DEFERRED OUTFLOWS OF RESOURCES	
Related to pensions (Note 4)	422,804
Related to OPEB (Note 5)	43,269
Total Deferred Outflows of Resources	466,073
LIABILITIES	
Unearned revenue	40,001
Accounts payable	525,667
Accrued compensated absences (Note 1H)	44,256
Net pension liability (Note 4)	1,131,961
Net OPEB liability (Note 5)	124,449
Total Liabilities	1,866,334
DEFERRED INFLOWS OF RESOURCES	
Related to pensions (Note 4)	62,804
Related to OPEB (Note 5)	81,029
Total Deferred Inflows of Resources	143,833
NET POSITION (Note 6)	
Restricted for:	
STMP	15,725,383
Transportation Systems Management	27,144
Other Reimbursable Projects	88,844
Unrestricted	(873,925)
Total Net Position	\$14,967,446

See accompanying notes to financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:				
Advisory Committee	\$717,671	\$631,527		(\$86,144)
Transportation Demand Management	527,172	527,172		
STMP	756,467		\$3,710,651	2,954,184
Other reimbursable projects	318,582		407,426	88,844
Total Governmental Activities	<u>\$2,319,892</u>	<u>\$1,158,699</u>	<u>\$4,118,077</u>	<u>2,956,884</u>
General revenues:				
Investment earnings				<u>406,795</u>
Total General Revenues				<u>406,795</u>
Change in Net Position				3,363,679
Net Position - Beginning				<u>11,603,767</u>
Net Position - Ending				<u>\$14,967,446</u>

See accompanying notes to financial statements

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

**FUND FINANCIAL
STATEMENTS**

Major funds are defined generally as having significant activities or balances in the current year.

WCCTAC's **General Fund**, which accounts for all administrative, operating and other expenditures incurred by WCCTAC, and to account for member charges and project reimbursements, is its only fund and is therefore a major fund.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
GENERAL FUND
BALANCE SHEET
JUNE 30, 2024

ASSETS	
Cash and investments (Note 2)	\$16,097,012
Program revenue receivable	<u>414,528</u>
Total Assets	<u><u>\$16,511,540</u></u>

LIABILITIES	
Unearned revenue	\$40,001
Accounts payable	<u>525,667</u>
Total Liabilities	<u><u>565,668</u></u>

FUND BALANCE	
Fund Balance (Note 6)	
Restricted for:	
Transportation Demand Management	27,144
STMP	15,725,383
Unassigned	<u>193,345</u>
Total Fund Balance	<u><u>15,945,872</u></u>
Total Liabilities and Fund Balance	<u><u>\$16,511,540</u></u>

Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

FUND BALANCE	\$15,945,872
 LONG TERM ASSETS AND LIABILITIES	
The assets and liabilities below are not due and payable in the current period and therefore are not reported in the Fund:	
Net OPEB liability and deferred outflows/inflows related to OPEB	(162,209)
Non-current portion of compensated absences	(44,256)
Net pension liability and deferred outflows/inflows related to pensions	<u>(771,961)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$14,967,446</u></u>

See accompanying notes to the financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2024

	Programs			General Fund Total
	Advisory Committee	Transportation Demand Management	STMP	
REVENUES				
Intergovernmental (Note 1B):				
Member contributions	\$584,874			\$584,874
Measure C/J and AB434/TFCA		\$527,172		527,172
Subregional transportation fees			\$3,710,651	3,710,651
Other contributions	46,653			\$407,426
Interest	(3,789)		410,584	406,795
Total Revenues	<u>627,738</u>	<u>527,172</u>	<u>4,121,235</u>	<u>407,426</u>
EXPENDITURES				
Current:				
Salary and benefits	530,829	336,644	80,000	947,473
Consultants	75,872	162,286	676,467	318,582
Training	752	1,297		2,049
Office expense and supplies	31,251	26,945		58,196
Total Expenditures	<u>638,704</u>	<u>527,172</u>	<u>756,467</u>	<u>318,582</u>
NET CHANGE IN FUND BALANCES	(10,966)		3,364,768	88,844
Program/Fund balances at beginning of year	115,467	27,144	12,360,615	12,503,226
Program/Fund balances at end of year	<u>\$104,501</u>	<u>\$27,144</u>	<u>\$15,725,383</u>	<u>\$88,844</u>

See accompanying notes to the financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
 Reconciliation of the
 NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS
 with the
 STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2024

The schedule below reconciles the Net Changes in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$3,442,646
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

ACCRUAL OF NON-CURRENT ITEMS

The amounts below included in the Statement of Activities do not provide or (require) the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):

Net OPEB liability and deferred outflows/inflows of resources related to OPEB	(10,816)
Compensated absences	11,573
Net pension liability and deferred outflows/inflows of resources related to pensions	<u>(79,724)</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$3,363,679</u></u>
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See accompanying notes to financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental:				
Member contributions	\$584,874	\$584,874	\$584,874	
Measure C and AB434/TFCA	641,681	562,064	527,172	(\$34,892)
Subregional transportation fees	2,130,000	2,130,000	3,710,651	1,580,651
Other contributions	596,860	641,681	454,079	(187,602)
Interest	15,000	32,500	406,795	374,295
Total Revenues	<u>3,968,415</u>	<u>3,951,119</u>	<u>5,683,571</u>	<u>1,732,452</u>
EXPENDITURES				
Current:				
Salary and benefits	1,005,224	649,435	947,473	(298,038)
Consultants	7,185,548	6,990,648	1,233,207	5,757,441
Training	7,750	2,500	2,049	451
Office expense and supplies	61,900	36,639	58,196	(21,557)
Total Expenditures	<u>8,260,422</u>	<u>7,679,222</u>	<u>2,240,925</u>	<u>5,438,297</u>
CHANGE IN FUND BALANCE	<u>(\$4,292,007)</u>	<u>(\$3,728,103)</u>	3,442,646	<u>\$7,170,749</u>
Fund balance at beginning of year			<u>12,503,226</u>	
Fund balance at end of year			<u>\$15,945,872</u>	

See accompanying notes to financial statements

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The West Contra Costa Transportation Advisory Committee (WCCTAC) was formed in 1990 for the purpose of creating a city, county and transit district transportation advisory committee which would protect and advance the interests of the West Contra Costa County communities with regard to transportation issues in general and the utilization of Measure “C” and State Assembly Bill 434 funds in particular; and State Transportation funds for the Richmond Intermodal Station Project. Measure “C” expired in March 2009 and was replaced by Measure “J.” The current members of WCCTAC are the Cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo; Alameda - Contra Costa Transit District, County of Contra Costa, San Francisco Bay Area Rapid Transit District, and the Western Contra Costa Transit Authority.

WCCTAC is controlled by a Governing Board consisting of eleven members--three members of the City Council of the City of Richmond, one member each of the City Councils of the Cities of El Cerrito, Hercules, Pinole and San Pablo, one member from Contra Costa County Board of Supervisors, one member of the governing body of rail transit districts operating within WCCTAC’s boundaries, and one member of the governing body of each of the bus transit districts operating within WCCTAC’s boundaries.

Oversight responsibility and control of WCCTAC’s affairs is exercised by its Governing Board. Officers of WCCTAC include the Chair, Vice Chair, Treasurer and Secretary. The Finance Director of the City of Pablo serves as WCCTAC’s Treasurer. The City of San Pablo maintains custody of all monies and funds, and maintains related accounting records.

B. Programs

WCCTAC’s General Fund activity is separated into four programs.

WCCTAC general operations, including transportation planning, congestion management and project oversight, are accounted for in the **Advisory Committee Program**. These activities are funded through WCCTAC member contributions, which are a proportionate share of expenses incurred based upon a formula/dollar amount outlined in the Joint Exercise of Powers Agreement. No additional charges may be assessed without the written consent of the members, \$584,874 in charges were assessed for fiscal year 2023/2024.

The **Transportation Demand Management (TDM) Program** is responsible for educating local employers, residents and retailers on transportation issues and alternatives. The **TDM Program** assists with developing, marketing and implementing alternative transportation programs. The **TDM Program** is funded by State of California Assembly Bill 434 funds distributed by the Bay Area Air Quality Management District through the Program Manager through the Transportation Fund for Clean Air (TFCA) by Contra Costa County Measures “C” and “J” transportation sales tax funds. Prior to fiscal year 2008, this program was called the Transportation System Management Program.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The **Subregional Transportation Mitigation Program (STMP)** is a new program for WCCTAC. This program was established in 1997 and, until fiscal year 2007, it was administered by the Contra Costa Transportation Authority. During fiscal year 2007 the administration for the program was transferred to WCCTAC. STMP fees are collected by Contra Costa County along with the cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo and remitted to WCCTAC. The fees are to be used for transportation improvements to serve the WCCTAC area.

The **Other Reimbursable Projects Program** is used for projects administered by WCCTAC that are fully reimbursed by other agencies.

C. Reporting Entity

WCCTAC is the only entity included in these financial statements.

D. Basis of Presentation

WCCTAC's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

These Standards require that the financial statements described below be presented.

Government-wide Statements: The Statement of Net Position and the Statement of Activities display information about the primary government (WCCTAC). These statements include the financial activities of the overall government. Governmental activities generally are financed through intergovernmental revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues of each function of WCCTAC's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about WCCTAC's funds. The emphasis of fund financial statements is on major individual governmental funds.

E. Major Fund

WCCTAC's major governmental-type funds are required to be identified and presented separately in the fund financial statements. WCCTAC's **General Fund**, which accounts for all administrative, operating and other expenditures incurred by WCCTAC, and to account for member charges and project reimbursements, is its only fund and is therefore a major fund.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when *measurable and available*. WCCTAC considers all revenues reported in the governmental funds to be available if the revenues are collected within forty-five days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are interest and intergovernmental revenues.

Grant revenues are recognized in the fiscal year in which all eligibility requirements are met. Under the terms of grant agreements, WCCTAC may fund certain programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. WCCTAC's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

G. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position or balance sheet may report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. WCCTAC has two items that qualify for reporting in this category related to pensions and OPEB as discussed in Note 4 and Note 5, respectively.

In addition to liabilities, the statement of net position and balance sheet may report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. WCCTAC has two items that qualify for reporting in this category related to pensions and OPEB as discussed in Note 4 and Note 5, respectively.

H. Compensated Absences

Compensated absences comprise unpaid vacation leave, which is accrued as earned. Sick pay does not vest and therefore is not accrued. The liability for compensated absences is determined annually and is recorded in the Statement of Net Position.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The changes in compensated absences were as follows:

Beginning Balance	\$55,829
Additions	46,231
Payments	<u>(57,804)</u>
Ending Balance	<u><u>\$44,256</u></u>

I. Estimates and Assumptions

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

NOTE 2 – CASH AND INVESTMENTS

WCCTAC’s cash is controlled and invested by the City of San Pablo, which also provides working capital when required. WCCTAC pools cash from all sources and all funds with the City of San Pablo so that it can be invested at the maximum yield, consistent with safety and liquidity, while individual funds can make expenditures at any time. The City’s Investment Policy and the California Government Code permits investments in Securities of the U.S. Government and its Agencies, Certificates of Deposit (Time Deposits with Commercial Banks or Savings and Loans), Bankers Acceptances, Commercial Paper, State of California Local Agency Investment Fund (LAIF Pool), Repurchase Agreements (Collateralized by U.S. Treasury Securities), and Money Market and Mutual Funds. The details of the City of San Pablo’s investment pool can be found in the City’s Basic Financial Statements.

WCCTAC’s investment in the City of San Pablo investment pool is stated at fair value, as required by generally accepted accounting principles. Each program’s cash and investment (overdraft) balance at June 30, 2024 was as follows:

Advisory Committee	(\$87,675)
Transportation Demand Management	(13,195)
STMP	16,252,109
Other Reimbursable Projects	<u>(54,227)</u>
	<u><u>\$16,097,012</u></u>

WCCTAC categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 2 – CASH AND INVESTMENTS (Continued)

The following is a summary of the fair value hierarchy of the fair value of investments of the City of San Pablo, which WCCTAC investments are pooled, as of June 30, 2024:

Investment Type	Level 2	Fair Value Total
Investments by Fair Value:		
U.S. Treasury Notes	\$9,087,431	\$9,087,431
U.S. Government Agencies	12,661,224	12,661,224
Medium Term Notes	8,372,542	8,372,542
Total Investments at Fair Value	<u>\$30,121,197</u>	30,121,197
Investments Measured at Amortized Cost:		
<i>Held by Trustee:</i>		
Money Market Funds		28,713,071
Vantage Point MP Long Term Growth Mutual Fund (Equities)		<u>15,162,219</u>
Investments Exempt from Fair Value Hierarchy:		
PARS Target Index PLUS Fund		1,045,340
Local Agency Investment Fund		<u>67,588,624</u>
Total Investments		142,630,451
<i>Cash with Banks and Petty Cash - City of San Pablo</i>		10,905,695
<i>Cash with Banks - Economic Development Corporation</i>		<u>3,128,368</u>
Total Cash and Investments		<u>\$156,664,514</u>

NOTE 3 – CAPITAL ASSETS

Capital assets used in governmental fund type operations are accounted for in the Statement of Net Position, rather than in governmental funds. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

All capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets. Depreciation of all capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, called accumulated depreciation, is reported on the balance sheet as a reduction in the book value of capital assets.

Depreciation is provided using the straight line method, which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. WCCTAC has assigned the useful lives and capitalization thresholds listed below to capital assets.

	Useful Lives Years
Equipment	<u>5</u>
Furniture	5

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 3 – CAPITAL ASSETS (Continued)

There were no additions or retirements to WCCTAC’s capital assets during fiscal year 2024, and since July 1, 2003, WCCTAC’s capital assets have been fully depreciated. Capital assets at June 30 comprise the following:

	Balance at June 30, 2024
<i>Governmental activities</i>	
Capital assets being depreciated:	
Equipment	\$9,327
Furniture	4,729
Total capital assets being depreciated	14,056
Less accumulated depreciation for:	
Equipment	(9,327)
Furniture	(4,729)
Total accumulated depreciation	(14,056)
Governmental activity capital assets, net	0

NOTE 4 – PENSION PLAN

A. General Information about the Pension Plan

Plan Description – Prior to January 1, 2014, WCCTAC’s employees participated in the City of San Pablo’s Miscellaneous Employee Pension Plan offered by California Public Employees Retirement System (CalPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CalPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefit provisions under the Plan were established by State statute and City resolution.

In September 2013, WCCTAC adopted a Resolution of Intention to separate from the City of San Pablo retirement system and enter into a separate contract with CalPERS for a retirement program. The contract was executed in October 2013 and as of January 1, 2014, WCCTAC’s employees transferred to a cost-sharing multiple employer defined benefit pension plan administered by CalPERS.

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

Participants included in the pension plan include 4 active employees, 2 separated employees and 4 retirees.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 4 – PENSION PLAN (Continued)

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the plan are applied as specified by the Public Employees’ Retirement Law. The Pension Reform Act of 2013 (PEPRA), Assembly Bill 340, is applicable to employees new to CALPERS, and hired after December 31, 2012, and not subject to grandfathering into the previously existing Plan.

The Plan’s provisions and benefits in effect at June 30, 2024, are summarized as follows:

	Miscellaneous	
	Classic Tier Prior to January 1, 2013	PEPRA Tier On or after January 1, 2013
Hire date		
Benefit formula	2.5% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	1.0% to 2.5%
Required employee contribution rates	8%	7.75%
Required employer contribution rates	14.06%	7.68%

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

For the year ended June 30, 2024, WCCTAC made contributions to the Plan of \$74,973.

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

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE NOTES TO BASIC FINANCIAL STATEMENTS For the Year Ended June 30, 2024

NOTE 4 – PENSION PLAN (Continued)
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As of June 30, 2024, WCCTAC reported a net pension liability for its proportionate share of the net pension liability as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	\$1,131,961

WCCTAC’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2023, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023 using standard update procedures. WCCTAC’s proportion of the net pension liability was based on a projection of WCCTAC’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. WCCTAC’s proportionate share of the net pension liability for the Plan as of June 30, 2022 and 2023 was as follows:

	Miscellaneous
	Classic
Proportion - June 30, 2022	0.02232%
Proportion - June 30, 2023	0.02264%
Change - Increase (Decrease)	0.00032%

For the year ended June 30, 2024, WCCTAC recognized pension expense of \$79,724. At June 30, 2024, WCCTAC reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$74,973	
Differences between actual and expected experience	57,827	(\$8,970)
Changes of assumptions	68,342	
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions		(53,834)
Changes in proportions	38,387	
Net differences between projected and actual earnings on plan investments	183,275	
Total	\$422,804	(\$62,804)

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 4 – PENSION PLAN (Continued)

\$74,973 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Annual Amortization
2025	\$83,166
2026	61,318
2027	135,283
2028	5,260
Total	\$285,027

WCCTAC’s net pension liability for each Plan is measured as the total pension liability, less the pension plan’s fiduciary net position. The net pension liability of each of the Plans is measured as of June 30, 2023, using an annual actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

Actuarial Assumptions – The total pension liability as of the June 30, 2023 measurement date were determined using the following actuarial assumptions:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Projected Salary Increase	Varies by Entry Age and Service
Mortality Rate Table	Derived using CalPERS Membership Data for all Funds (1)
Post Retirement Benefit Increase	Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.30% thereafter

(1) The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study and Review of Actuarial Assumptions. Mortality rates incorporate full generational mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the 2021 experience study report that can be found on the CalPERS website.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 4 – PENSION PLAN (Continued)

Discount Rate – The discount rate used to measure the total pension liability for each Plan was 6.90%. The projection of cash flows used to determine the discount rate for each Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, each Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members for all plans in the PERF. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability for each Plan.

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

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market returns expectations. Using historical returns of all the funds’ asset classes, expected compound (geometric) returns were calculated over the next 20 years using a building-block approach. The expected rate of return was then adjusted to account for assumed administrative expenses of 10 basis points..

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<u>Asset Class (1)</u>	<u>Assumed Asset Allocation</u>	<u>Real Return 1,2</u>
Global Equity-Cap Weighted	30.0%	4.54%
Global Equity-Non-Cap Weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
Total	<u>100%</u>	

(1) An expected inflation of 2.30% used for this period.

(2) Figures are based on the 2021 Asset Liability Management study.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024**

NOTE 4 – PENSION PLAN (Continued)

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

	Miscellaneous
	Classic
1% Decrease	5.90%
Net Pension Liability	\$1,607,376
Current Discount Rate	6.90%
Net Pension Liability	\$1,131,961
1% Increase	7.90%
Net Pension Liability	\$740,654

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

NOTE 5 – POST RETIREMENT HEALTHCARE BENEFITS

A. General Information about WCCTAC’s Other Post Employment Benefit (OPEB) Plan

Prior to January 1, 2017, WCCTAC’s employees participated in the City of San Pablo’s Retiree Health Savings Plan, an agent multiple-employer defined benefit healthcare plan.

As of January 1, 2017, WCCTAC established its own single employer Health Savings Plan (the Plan). Coverage is also provided for spouses of employees having a minimum of 20 years of service at retirement. The Plan provisions and benefits in effect at June 30, 2024 are summarized as follows:

Benefit Types Provided	Medical Only
Duration of Benefits	To age 65
Required Service	15 years
Minimum Age	50
Dependent Coverage	Yes
Employer Contribution	100% to cap
Contribution Cap per Month (Basic)	\$135

For the year ended June 30, 2024, WCCTAC’s contributions to the Plan were \$2,250.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 5 – POST RETIREMENT HEALTHCARE BENEFITS (Continued)

Employees Covered by Benefit Terms – Membership in the Plan consisted of the following at the measurement date of June 30, 2023:

Active employees	4
Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	0
Total	6

B. Net OPEB Liability

Actuarial Methods and Assumptions – WCCTAC’s net OPEB liability was measured as of June 30, 2023 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2023, based on the following actuarial methods and assumptions:

	Actuarial Assumptions
Valuation Date	June 30, 2023
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry Age
Actuarial Assumptions:	
Discount Rate	3.65%, net of expenses
Inflation	2.50%
Payroll Growth	2.75%
Mortality Rate	2021 CalPERS Mortality for Miscellaneous and Schools Employees
Retirement Rates	Hired 2013 and later: 2021 CalPERS 2.0%@62 Rates for Miscellaneous Employees Hired 2012 and earlier: 2021 CalPERS 2.5%@55 Rates for Miscellaneous Employees
Pre-Retirement Turnover	2021 CalPERS Turnover for Miscellaneous Employees
Healthcare Trend Rate	4%

Discount Rate – The discount rate used to measure the total OPEB liability was 3.65%. The projection of cash flows used to determine the discount rate assumed that WCCTAC’s contributions would be sufficient to fully fund the obligation over a period not to exceed 30 years. The discount rate was set using the Bond Buyer 20 Index at June 30, 2023.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 5 – POST RETIREMENT HEALTHCARE BENEFITS (Continued)

C. Changes in Net OPEB Liability

The changes in the net OPEB liability follows:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (a) - (b)
Balance at June 30, 2022	\$131,407		\$131,407
Changes Recognized for the Measurement Period:			
Service Cost	10,347		10,347
Interest on the total OPEB liability	4,795		4,795
Differences between expected and actual experience	(18,126)		(18,126)
Changes of assumptions	(1,724)		(1,724)
Contributions from the employer		\$2,250	(2,250)
Benefit payments	(2,250)	(2,250)	
Net changes	(6,958)		(6,958)
Balance at June 30, 2023 (Measurement Date)	\$124,449		\$124,449

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of WCCTAC's OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by ICMA-RC. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. The Plan does not issue separate financial statements.

D. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates

The following presents the net OPEB liability of WCCTAC, as well as what the WCCTAC's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.65%) or 1-percentage-point higher (4.65%) than the current discount rate:

Net OPEB Liability		
Discount Rate -1% (2.65%)	Discount Rate (3.65%)	Discount Rate +1% (4.65%)
\$144,495	\$124,449	\$108,066

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 5 – POST RETIREMENT HEALTHCARE BENEFITS (Continued)

The following presents the net OPEB liability of WCCTAC, as well as what WCCTAC's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3%) or 1-percentage-point higher (5%) than the current healthcare cost trend rates:

Net OPEB Liability		
1% Decrease	Healthcare Cost Trend Rates	1% Increase
(3.0%)	(4.0%)	(5.0%)
\$104,097	\$124,449	\$150,309

E. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2024, WCCTAC recognized OPEB expense of \$10,816. At June 30, 2024, WCCTAC reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Employer contributions made subsequent to the measurement date	\$186	
Differences between actual and expected experience		(\$54,772)
Changes of assumptions	43,083	(26,257)
Total	\$43,269	(\$81,029)

\$186 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense as follows:

Year Ended June 30	Annual Amortization
2025	(\$4,305)
2026	(4,305)
2027	(5,369)
2028	(7,256)
2029	(4,924)
Thereafter	(11,787)
Total	(\$37,946)

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 6 – NET POSITION AND FUND BALANCES

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund’s cash, receivables and deferred outflows of resources, less its liabilities and deferred inflows of resources.

Net Position is measured on the full accrual basis while Fund Balance is measured on the modified accrual basis, as explained in Note 1D.

A. Net Position

Net Position is the excess of all WCCTAC’s assets and deferred outflows of resources over all its liabilities and deferred inflows of resources, regardless of fund. Net Position is divided into two captions. These captions apply only to Net Position, which is determined only at the Government-wide level, and are described below:

Restricted describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which WCCTAC cannot unilaterally alter.

Unrestricted describes the portion of Net Position which is not restricted as to use.

B. Fund Balances

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund’s cash, receivables and deferred outflows of resources, less its liabilities and deferred inflows of resources.

WCCTAC’s fund balances are classified based on spending constraints imposed on the use of resources. For programs with multiple funding sources, WCCTAC prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendable represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

Committed fund balances have constraints imposed by formal action of the Board of Directors which may be altered only by formal action of the Board of Directors. Encumbrances and nonspendable amounts subject to Board commitments are included along with spendable resources.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 6 – NET POSITION AND FUND BALANCES (Continued)

Assigned fund balances are amounts constrained by WCCTAC’s intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board or its designee, the Executive Director, and may be changed at the discretion of the Board or its designee. This category includes encumbrances and nonspendables when it is WCCTAC’s intent to use proceeds or collections for a specific purpose.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance.

C. Contingency Arrangement

WCCTAC’s General Fund Reserve Policy requires WCCTAC to maintain an Emergency Reserve of \$10,000 to handle any unforeseen contingencies in the future to be used only upon approval of the Executive Director. As of June 30, 2024, the Emergency Reserve balance, which is reported within the unassigned fund balance of the General Fund, was \$10,000.

D. Minimum Fund Balance Policy

WCCTAC’s General Fund Reserve Policy requires WCCTAC to strive to maintain \$120,000, or the equivalent of two months of expenses, in the General Fund’s Unassigned Fund Balance to mitigate current and future risks and preserve service levels. The balance of Unassigned Fund Balance, including the Emergency Reserve discussed above, comprised the following as of June 30, 2024:

Advisory Committee:	
Emergency Reserve	\$10,000
Unassigned	183,345
Unassigned Fund Balance	\$193,345

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 7 – INSURANCE

Beginning January 31, 2014, WCCTAC entered into an agreement with Special Districts Risk Management Authority. The Authority provides coverage against the following types of loss risks under the terms of a joint-powers agreement with WCCTAC and several other governmental agencies as follows:

Type of Coverage (Deductible)	Coverage Limits
Liability (None, except \$500 on property damage, per occurrence and \$1,000 on auto damage, per occurrence)	\$2,500,000 per occurrence
Employer’s Liability (no deductible)	\$5,000,000
Worker’s Compensation (no deductible)	Statutory Limit
Property (\$1,000 per occurrence)	\$1,000,000,000
Boiler & Machinery (\$1,000 per occurrence)	\$100,000,000
Employee Dishonesty (no deductible)	\$1,000,000 per loss
Public Officials Personal Liability (\$1,000 per claim)	\$500,000 per occurrence, with annual aggregate of \$500,000 per elected/appointed official

SDRMA is governed by a Board consisting of representatives from member municipalities. The Board of Directors’ responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members.

WCCTAC’s deposits with the SDRMA are in accordance with formulas established by SDRMA. Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

Audited financial statements for SDRMA are available from SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

No claims have been filed against WCCTAC to date.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 8 – COMMITMENTS AND CONTINGENCIES

A. Use of STMP Funds for Various Projects

The WCCTAC Board approved the use of STMP funds to pay planning, studies and preliminary engineering costs. Total expenditures incurred for fiscal year 2024 of \$676,467 were spent on the following projects:

San Pablo Avenue Intersection 23rd St & Road 20	\$152,930
Hercules Regional Intermodal Transportation Center	7,935
West County BART Station Access Parking & Capacity Improvements	500,000
Pinole's San Pablo Ave Bridge Replacement	15,602
	<u>\$676,467</u>

B. Office Lease

WCCTAC entered a new leasing agreement on July 22, 2019 with 6333 Potrero Avenue Associates LLC. The lease is effective through June 30, 2024 for a lease term of five years. Monthly base rent for the first year is \$2,919, increasing annually by 3.5% the first year and then 3.0% for the following years.

Required Supplementary Information

Miscellaneous Plan, a Cost Sharing-Employer Defined Benefit Pension Plan
Last 10 Years

SCHEDULE OF WCCTAC'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Measurement Date	<u>6/30/2014</u>	<u>6/30/2015</u>	<u>6/30/2016</u>	<u>6/30/2017</u>
Plan's Proportion of the Net Pension Liability (Asset)	0.58900%	0.01961%	0.01907%	0.01945%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	<u>\$366,376</u>	<u>\$538,036</u>	<u>\$662,604</u>	<u>\$766,595</u>
Plan's Covered Payroll	<u>\$266,841</u>	<u>\$352,689</u>	<u>\$478,284</u>	<u>\$506,810</u>
Plan's Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	137.30%	152.55%	138.54%	151.26%
Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability*	0.00%	0.00%	0.00%	0.00%
Measurement Date	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>	<u>6/30/2021</u>
Plan's Proportion of the Net Pension Liability (Asset)	0.01998%	0.02048%	0.02106%	0.02757%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	<u>\$752,931</u>	<u>\$820,212</u>	<u>\$888,188</u>	<u>\$523,582</u>
Plan's Covered Payroll	<u>\$701,455</u>	<u>\$539,218</u>	<u>\$565,043</u>	<u>\$552,931</u>
Plan's Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	107.34%	152.11%	157.19%	94.69%
Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability*	0.00%	0.00%	0.00%	0.00%
Measurement Date	<u>6/30/2022</u>	<u>6/30/2023</u>		
Plan's Proportion of the Net Pension Liability (Asset)	0.02232%	0.02264%		
Plan's Proportionate Share of the Net Pension Liability/(Asset)	<u>\$1,044,436</u>	<u>\$1,131,961</u>		
Plan's Covered Payroll	<u>\$572,283</u>	<u>\$622,286</u>		
Plan's Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	182.50%	181.90%		
Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability*	0.00%	0.00%		

* During fiscal year ended June 30, 2020, the actuary determined that plan assets previously reported as fiduciary plan assets did not apply to the defined benefit plan, therefore, these percentages have been updated appropriately.

Required Supplementary Information

WCCTAC Miscellaneous Plan - Classic Benefit Tier, a Cost Sharing-Employer Defined Pension Plan
Last 10 Years

SCHEDULE OF CONTRIBUTIONS

Fiscal Year	2015	2016	2017	2018
Actuarially determined contribution	\$55,366	\$85,542	\$65,940	\$46,701
Contributions in relation to the actuarially determined contributions	(55,366)	(85,542)	(65,940)	(46,701)
Contribution deficiency (excess)	\$0	\$0	\$0	\$0
Covered payroll	\$352,689	\$478,284	\$506,810	\$701,455
Contributions as a percentage of covered payroll	15.70%	17.89%	13.01%	6.66%
Fiscal Year	2019	2020	2021	2022
Actuarially determined contribution	\$52,874	\$59,095	\$65,367	\$64,051
Contributions in relation to the actuarially determined contributions	(52,874)	(59,095)	(65,367)	(64,051)
Contribution deficiency (excess)	\$0	\$0	\$0	\$0
Covered payroll	\$539,218	\$565,043	\$552,931	\$572,283
Contributions as a percentage of covered payroll	9.81%	10.46%	11.82%	11.19%
Fiscal Year	2023	2024		
Actuarially determined contribution	\$69,522	\$74,973		
Contributions in relation to the actuarially determined contributions	(69,522)	(74,973)		
Contribution deficiency (excess)	\$0	\$0		
Covered payroll	\$622,286	\$503,276		
Contributions as a percentage of covered payroll	11.17%	14.90%		

Required Supplementary Information

SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS Post Retirement Health Care Defined Benefit Plan Last 10 fiscal years*

Measurement Date	6/30/17	6/30/18	6/30/20	6/30/21	6/30/22	6/30/23
Total OPEB Liability						
Service Cost	\$4,180	\$4,295	\$9,530	\$13,135	\$13,810	\$10,347
Interest	5,625	3,399	3,689	3,194	3,329	4,795
Changes in benefit terms		48,368				
Differences between expected and actual experience			(40,570)	(6,378)		(18,126)
Changes of assumptions			26,182	1,176	(32,034)	(1,724)
Benefit payments	(3,146)	(3,272)	(1,650)	(1,923)	(1,800)	(2,250)
Net change in total OPEB liability	6,659	52,790	(2,819)	9,204	(16,695)	(6,958)
Total OPEB liability - beginning	82,268	88,927	141,717	138,898	148,102	131,407
Total OPEB liability - ending (a)	<u>\$88,927</u>	<u>\$141,717</u>	<u>\$138,898</u>	<u>\$148,102</u>	<u>\$131,407</u>	<u>\$124,449</u>
Plan fiduciary net position						
Contributions - employer	\$3,146		\$1,650	\$1,923	\$1,800	\$2,250
Contributions - employee		\$1,774				
Net investment income						
Administrative expense						
Benefit payments	(3,146)	(1,774)	(1,650)	(1,923)	(1,800)	(2,250)
Net change in plan fiduciary net position	0	0	0	0	0	0
Plan fiduciary net position - beginning (as restated)	0	0	0	0	0	0
Plan fiduciary net position - ending (b)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net OPEB liability (asset) - ending (a)-(b)	<u>\$88,927</u>	<u>\$141,717</u>	<u>\$138,898</u>	<u>\$148,102</u>	<u>\$131,407</u>	<u>\$124,449</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Covered payroll	<u>\$506,810</u>	<u>\$701,455</u>	<u>\$595,192</u>	<u>\$590,054</u>	<u>\$642,986</u>	<u>\$539,926</u>
Net OPEB liability (asset) as a percentage of covered payroll	<u>17.55%</u>	<u>20.20%</u>	<u>23.34%</u>	<u>25.10%</u>	<u>20.44%</u>	<u>23.05%</u>

* Fiscal year 2018 was the first year of implementation.

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**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE**

MEMORANDUM ON INTERNAL CONTROL

FOR THE YEAR ENDED JUNE 30, 2024

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**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE**

MEMORANDUM ON INTERNAL CONTROL

For The Year Ended June 30, 2024

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MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of
West Contra Costa Transportation Advisory Committee
El Cerrito, California

In planning and performing our audit of the basic financial statements of the West Contra Costa Transportation Advisory Committee (WCCTAC) as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered WCCTAC's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WCCTAC's internal control. Accordingly, we do not express an opinion on the effectiveness of WCCTAC's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

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

A handwritten signature in blue ink that reads 'Maze & Associates' in a cursive script.

Pleasant Hill, California
January 6, 2025

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**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
MEMORANDUM ON INTERNAL CONTROL**

SCHEDULE OF OTHER MATTERS

NEW GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE

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

EFFECTIVE FISCAL YEAR 2024/25:

GASB 101 – Compensated Absences

The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

Recognition And Measurement

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee’s pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
MEMORANDUM ON INTERNAL CONTROL**

SCHEDULE OF OTHER MATTERS

GASB 101 – *Compensated Absences (Continued)*

Notes To Financial Statements

This Statement amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

How the Changes in this Statement Will Improve Financial Reporting

The unified recognition and measurement model in this Statement will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave.

The model also will result in a more robust estimate of the amount of compensated absences that a government will pay or settle, which will enhance the relevance and reliability of information about the liability for compensated absences.

GASB 102 – *Certain Risk Disclosures*

State and local governments face a variety of risks that could negatively affect the level of service they provide or their ability to meet obligations as they come due. Although governments are required to disclose information about their exposure to some of those risks, essential information about other risks that are prevalent among state and local governments is not routinely disclosed because it is not explicitly required. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.

This Statement defines a concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority. Concentrations and constraints may limit a government's ability to acquire resources or control spending.

This Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
MEMORANDUM ON INTERNAL CONTROL**

SCHEDULE OF OTHER MATTERS

GASB 102 – Certain Risk Disclosures (Continued)

If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The disclosure should include descriptions of the following:

- The concentration or constraint.
- Each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements.
- Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information that currently is not often provided. The disclosures will provide users with timely information regarding certain concentrations or constraints and related events that have occurred or have begun to occur that make a government vulnerable to a substantial impact. As a result, users will have better information with which to understand and anticipate certain risks to a government's financial condition.

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
MEMORANDUM ON INTERNAL CONTROL**

SCHEDULE OF OTHER MATTERS

EFFECTIVE FISCAL YEAR 2025/26:

GASB 103 – Financial Reporting Model Improvements

The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues.

Management's Discussion and Analysis – This Statement continues the requirement that the basic financial statements be preceded by management's discussion and analysis (MD&A), which is presented as required supplementary information (RSI). MD&A provides an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, or conditions and presents comparisons between the current year and the prior year. This Statement requires that the information presented in MD&A be limited to the related topics discussed in five sections: (1) Overview of the Financial Statements, (2) Financial Summary, (3) Detailed Analyses, (4) Significant Capital Asset and Long-Term Financing Activity, and (5) Currently Known Facts, Decisions, or Conditions. Furthermore, this Statement stresses that the detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed. This Statement emphasizes that the analysis provided in MD&A should avoid unnecessary duplication by not repeating explanations that may be relevant to multiple sections and that "boilerplate" discussions should be avoided by presenting only the most relevant information, focused on the primary government. In addition, this Statement continues the requirement that information included in MD&A distinguish between that of the primary government and its discretely presented component units.

Unusual or Infrequent Items – This Statement describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence. Furthermore, governments are required to display the inflows and outflows related to each unusual or infrequent item separately as the last presented flow(s) of resources prior to the net change in resource flows in the government-wide, governmental fund, and proprietary fund statements of resource flows.

Presentation of the Proprietary Fund Statement of Revenues, Expenses, and Changes in Fund Net Position – This Statement requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses. Operating revenues and expenses are defined as revenues and expenses other than nonoperating revenues and expenses. Nonoperating revenues and expenses are defined as (1) subsidies received and provided, (2) contributions to permanent and term endowments, (3) revenues and expenses related to financing, (4) resources from the disposal of capital assets and inventory, and (5) investment income and expenses.

In addition to the subtotals currently required in a proprietary fund statement of revenues, expenses, and changes in fund net position, this Statement requires that a subtotal for operating income (loss) and noncapital subsidies be presented before reporting other nonoperating revenues and expenses. Subsidies are defined as (1) resources received from another party or fund (a) for which the proprietary fund does not provide goods and services to the other party or fund and (b) that directly or indirectly keep the proprietary fund's current or future fees and charges lower than they would be otherwise, (2) resources provided to another party or fund (a) for which the other party or fund does not provide goods and services to the proprietary fund and (b) that are recoverable through the proprietary fund's current or future pricing policies, and (3) all other transfers.

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
MEMORANDUM ON INTERNAL CONTROL**

SCHEDULE OF OTHER MATTERS

GASB 103 – Financial Reporting Model Improvements (Continued)

Major Component Unit Information – This Statement requires governments to present each major component unit separately in the reporting entity’s statement of net position and statement of activities if it does not reduce the readability of the statements. If the readability of those statements would be reduced, combining statements of major component units should be presented after the fund financial statements.

Budgetary Comparison Information – This Statement requires governments to present budgetary comparison information using a single method of communication—RSI. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in notes to RSI.

How the Changes in This Statement Will Improve Financial Reporting

The requirements for MD&A will improve the quality of the analysis of changes from the prior year, which will enhance the relevance of that information. They also will provide clarity regarding what information should be presented in MD&A.

The requirements for the separate presentation of unusual or infrequent items will provide clarity regarding which items should be reported separately from other inflows and outflows of resources.

The definitions of operating revenues and expenses and of nonoperating revenues and expenses will replace accounting policies that vary from government to government, thereby improving comparability. The addition of a subtotal for operating income (loss) and noncapital subsidies will improve the relevance of information provided in the proprietary fund statement of revenues, expenses, and changes in fund net position.

The requirement for presentation of major component unit information will improve comparability.

The requirement that budgetary comparison information be presented as RSI will improve comparability, and the inclusion of the specified variances and the explanations of significant variances will provide more useful information for making decisions and assessing accountability.

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
MEMORANDUM ON INTERNAL CONTROL**

SCHEDULE OF OTHER MATTERS

EFFECTIVE FISCAL YEAR 2026/27:

GASB 104 – Disclosure of Certain Capital Assets

State and local governments are required to provide detailed information about capital assets in notes to financial statements. GASB Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, requires certain information regarding capital assets to be presented by major class. The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets.

This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets recognized in accordance with GASB Statement No. 87, *Leases*, and intangible right-to-use assets recognized in accordance with GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, should be disclosed separately by major class of underlying asset in the capital as-sets note disclosures. Subscription assets recognized in accordance with GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, also should be separately disclosed. In addition, this Statement requires intangible assets other than those three types to be disclosed separately by major class.

This Statement also requires additional disclosures for capital assets held for sale. A capital asset is a capital asset held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. Governments should consider relevant factors to evaluate the likelihood of the capital asset being sold within the established time frame. This Statement requires that capital assets held for sale be evaluated each reporting period. Governments should disclose (1) the ending balance of capital assets held for sale, with separate disclosure for historical cost and accumulated depreciation by major class of asset, and (2) the carrying amount of debt for which the capital assets held for sale are pledged as collateral for each major class of asset.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information about certain types of capital assets in order to make informed decisions and assess accountability. Additionally, the disclosure requirements will improve consistency and comparability between governments.

**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE**

REQUIRED COMMUNICATIONS

**FOR THE YEAR ENDED
JUNE 30, 2024**

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**WEST CONTRA COSTA TRANSPORTATION
ADVISORY COMMITTEE
REQUIRED COMMUNICATIONS**

For the Year Ended June 30, 2024

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REQUIRED COMMUNICATIONS

To the Board of Directors of
West Contra Costa Transportation Advisory Committee
El Cerrito, California

We have audited the basic financial statements of the West Contra Costa Transportation Advisory Committee (WCCTAC) for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information with the Chair of the Board during our communication on June 17, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Accounting Policies – Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by WCCTAC are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year, except as follows.

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 100 – Accounting for Changes and Error Corrections

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

Accounting Estimates – Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events.

Certain accounting estimates are particularly sensitive because of their significances to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the WCCTAC’s financial statements were:

Estimated Fair Value of Investments: As of June 30, 2024, WCCTAC held approximately \$16.1 million of cash and investments as measured by fair value as disclosed in Note 2 to the financial statements. Fair value is essentially market pricing in effect as of June 30, 2024. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2024.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 3 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimate of Compensated Absences: Accrued compensated absences which are comprised of accrued vacation, holiday, and certain other compensating time is estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1H to the financial statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Net Pension Liability and Pension-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net pension liability and deferred outflows/inflows of resources are disclosed in Note 4 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of WCCTAC. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Net OPEB Liability and OPEB-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net OPEB liability and deferred outflows/inflows of resources are disclosed in Note 5 to the financial statements and is based on actuarial study determined by a consultant, which is based on the experience of WCCTAC. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

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

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Corrected and Uncorrected Misstatements

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

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in a management representation letter dated January 6, 2025.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

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

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



Pleasant Hill, California
January 6, 2025