

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT**  
**MEASURE VV AGREED UPON PROCEDURES**  
June 30, 2021

MEASURE VV AGREED UPON PROCEDURES  
June 30, 2021

TABLE OF CONTENTS

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES .....	1
SCHEDULE OF SERVICE HOURS AND SERVICE MILES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT .....	5
SCHEDULE OF OPERATIONS AND MAINTENANCE EXPENSES FUNDED BY MEASURE VV TAXES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT .....	6
SCHEDULE OF MAINTENANCE COSTS FUNDED BY MEASURE VV TAXES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT .....	7
NOTES TO THE SCHEDULE OF SERVICE HOURS AND SERVICE MILES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT AND THE SCHEDULE OF OPERATIONS AND MAINTENANCE EXPENSES FUNDED BY MEASURE VV TAXES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT .....	8

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Management and the Board of Directors  
Alameda-Contra Costa Transit District  
Oakland, California

We have performed the procedures enumerated below, which were agreed to by management and the Board of Directors of the Alameda-Contra Costa Transit District (the District), solely to assist you in evaluating service hours, service miles, and the allocation of operations and maintenance expenses by county and Special Transit Service District (STSD) set forth in the accompanying schedules for the year ended June 30, 2021. The District's management is responsible for the accompanying schedules. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

### **General**

- a) We read the Measure VV voter approved ballot measure noting that the ten-year parcel tax is levied for the purposes of providing essential transportation services, including the operation and maintenance of bus services within District 1.

*Step performed without exception.*

- b) We traced Measure VV funds received for the year ended June 30, 2021 to the District's general ledger and to the independent confirmations received from the County of Alameda and the County of Contra Costa.

*Step performed without exception.*

### **Schedule of Service Hours and Service Miles By County and Special Transit Service District**

- a) We tested the schedule for clerical accuracy.

*Step performed without exception.*

- b) We compared service hours for the year ended June 30, 2021 to the worksheets prepared by the District.

*Step performed without exception.*

- c) We compared STSD No. 1 service hours for the year ended June 30, 2021 to the worksheets prepared by the District.

*Step performed without exception.*

---

(Continued)

- d) We recomputed the net changes in service hours during the year ended June 30, 2021 by county and STSD.

*Step performed without exception.*

- e) We compared STSD No. 1 miles by county for the year ended June 30, 2021 to the worksheets prepared by the District.

*Step performed without exception.*

- f) We recomputed the net changes in service miles during the year ended June 30, 2021 by county and STSD.

*Step performed without exception.*

## **Schedule of Operations and Maintenance Expenses Funded by Measure VV Taxed by County and Special Transit Service District**

- a) We tested the schedule for mathematical accuracy.

*Step performed without exception.*

- b) We compared total expenses to the District's unaudited Statement of Revenues, Expenses, and Changes in Fund Net Position for the Transit Fund for the year ended June 30, 2021.

*Step performed without exception.*

- c) We recomputed the total expenses before allocation by county and STSD.

*Step performed without exception.*

- d) We compared service hours and service miles by county and STSD to the Schedule of Service Hours and Service Miles by county and STSD.

*Step performed without exception.*

- e) We recomputed the service hours and service miles allocation percentages.

*Step performed without exception.*

- f) We traced expenses, allocated by county and STSD, to a worksheet prepared by the District. We noted that the District computed the allocated expenses for Contra Costa County, STSD No. 1 as follows:

$$\begin{array}{rcl}
 \text{Total Expenses before allocation} & \times & \text{Service Hours allocation \% (a) + Service} \\
 \text{By County and STSD} & & \text{Miles allocation \% (b)} \\
 & & \hline
 & & 2 \\
 \\ 
 \text{(a) Service Hours allocation \% =} & & \frac{\text{Contra Costa County} \\ & & \text{STSD 1 Service Hours}}{\text{Total STSD 1 Service Hours}} \\
 \\ 
 \text{(b) Service Miles Allocation \% =} & & \frac{\text{Contra Costa County} \\ & & \text{STSD 1 Service Miles}}{\text{Total STSD 1 Service Miles}}
 \end{array}$$

*Step performed without exception.*

(Continued)

- g) We recomputed expenses allocated to Contra Costa County, STSD No. 1 using the above calculation and compared to the amounts calculated by the District.

*Step performed without exception.*

- h) We compared the method used to allocate operations and maintenance expenses to Alameda STSD No. 2 to the District's stated allocation methodology.

*Step performed without exception.*

- i) We noted that the District computed the allocated expenses for Alameda County STSD No. 1 as follows:

Total expenses before allocation by county and STSD	-	Expenses allocated to Contra Costa County STSD No. 1	=	Expenses allocated to Alameda County
Expenses allocated to Alameda County	-	Expenses allocated to Alameda County STSD No. 2	=	Expenses allocated to Alameda County STSD No. 1

- j) We noted that the District allocated total operations and maintenance expenses to STSD No. 1 by adding the sum of expenses allocated to Contra Costa County STSD No. 1 plus expenses allocated to Alameda County STSD No. 1.

*Step performed without exception.*

- k) We recomputed the total allocation of operations and maintenance expenses to Alameda County and Contra Costa County STSD No. 1.

*Step performed without exception.*

- l) We verified that the Measure VV proceeds received by the District did not exceed the operations and maintenance expenses allocated to STSD No. 1.

*Step performed without exception.*

- m) We noted that total District operations and maintenance expenses allocated to STSD No. 1 exceeded Measure VV funding of \$30,053,598 by \$402,206,380 for the year ended June 30, 2021.

*Step performed without exception.*

- n) We recalculated the total revenues and capital contributions and expenses for STSD No. 2.

*Step performed without exception.*

- o) Calculate the cost coverage ratio for STSD No. 2 as defined by total operating revenues plus capital contributions for STSD No. 2 divided by total operating expenses for STSD No. 2.

*Step performed without exception.*

---

(Continued)

## Schedule of Maintenance Costs Funded By Measure VV Taxes By County and Special Transit Service District

- a) We obtained the Schedule of Maintenance Costs Funded by Measure VV Taxes (Schedule) from the District.

*Step performed without exception.*

- b) We agreed Total Modal Expenses reported on the Schedule for function code 041 Vehicle Maintenance and 042 Non-vehicle Maintenance to the District's National Transit Database Report, Operating Expenses (F-30) form.

*Step performed without exception.*

- c) We recalculated the percentage used to allocate costs reported on the Schedule by using expense allocations reported in the Special Transit Service Districts No. 1 and No. 2 Schedule with Independent Accountant's Report.

*Step performed without exception.*

- d) We agreed Measure VV Taxes to the Special Transit Service Districts No. 1 and No. 2 Schedule with Independent Accountant's Report.

*Step performed without exception.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accompanying schedule. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Directors of the District and the Measure VV parcel tax oversight committee and is not intended to be, and should not be, used by anyone other than the specified parties.

Crowe LLP

San Francisco, California  
November 12, 2021

DRAFT  
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
SCHEDULE OF SERVICE HOURS AND SERVICE MILES  
BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT  
For The Year Ended June 30, 2021

	For the Year Ended June 30, 2020	Net Increase/ (Decrease)	For the Year Ended June 30, 2021
<b>SERVICE HOURS</b>			
Contra Costa - STSD No. 1	272,531	(57,698)	214,833
Alameda - STSD No. 1	1,511,352	(185,940)	1,325,412
Alameda - STSD No. 2	176,629	(17,583)	159,046
Total Alameda service hours	1,687,981	(203,523)	1,484,458
Total STSD No. 1 service hours	1,783,883	(243,638)	1,540,245
Total Service Hours	1,960,512	(243,638)	1,699,291
<b>SERVICE MILES</b>			
Contra Costa - STSD No. 1	2,434,447	(503,105)	1,931,342
Alameda - STSD No. 1	15,337,778	(2,037,617)	13,300,161
Alameda - STSD No. 2	2,321,493	(32,800)	2,288,693
Total Alameda service miles	17,659,271	(2,070,417)	15,588,854
Total STSD No. 1 service miles	17,772,225	(2,540,722)	15,231,503
Total Service Miles	20,093,718	(2,540,722)	17,520,196

See accompanying notes to the schedule.

DRAFT  
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
SCHEDULE OF OPERATIONS AND MAINTENANCE EXPENSES FUNDED BY  
MEASURE VV TAXES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT  
For The Year Ended June 30, 2021

	Before Allocation By County	Contra Costa County STSD #1	Alameda County			Total STSD #1
			STSD #1	STSD #2	Total	
Expenses						
Operator wages	\$ 75,776,168	\$ 9,083,954	\$ 59,144,908	\$ 7,547,306	\$ 66,692,214	\$ 68,228,862
Other wages	73,013,659	8,631,143	56,196,692	8,185,824	64,382,516	64,827,835
Fringe benefits	156,474,307	18,630,868	121,304,105	16,539,334	137,843,439	139,934,973
Pension expenses	33,190,331	3,951,861	25,730,252	3,508,218	29,238,470	29,682,113
Services	36,687,603	4,336,941	28,237,483	4,113,179	32,350,662	32,574,424
Fuel and lubricants	8,795,500	1,039,740	6,769,665	986,095	7,755,760	7,809,405
Office/printing supplies	604,533	71,464	465,293	67,776	533,069	536,757
Bus parts/maintenance supplies	12,111,326	1,431,713	9,321,769	1,357,844	10,679,613	10,753,482
Utilities	4,105,800	485,358	3,160,126	460,316	3,620,442	3,645,484
Insurance	11,496,265	1,359,005	8,848,372	1,288,888	10,137,260	10,207,377
Other expenses	9,509,645	1,124,161	7,319,323	1,066,161	8,385,484	8,443,484
ADA paratransit joint venture	20,584,634	2,248,362	14,638,905	3,697,367	18,336,272	16,887,267
Interest expense	510,443	60,449	393,582	56,412	449,994	454,031
Depreciation	43,107,411	5,095,844	33,178,640	4,832,927	38,011,567	38,274,484
Total expenses	\$ 485,967,625	57,550,863	374,709,115	53,707,647	428,416,762	432,259,978
Measure VV revenues		5,358,510	24,695,088	-	24,695,088	30,053,598
Net deficit		<u>\$ (52,192,353)</u>	<u>\$ (350,014,027)</u>	<u>\$ (53,707,647)</u>	<u>\$ (403,721,674)</u>	<u>\$ (402,206,380)</u>
Service Hours	1,699,291	214,833	1,325,412	159,046		1,540,245
Allocation Percentage	100.00%	12.64%	78.00%	9.36%		90.64%
Service Miles	17,520,196	1,931,342	13,300,161	2,288,693		15,231,503
Allocation Percentage	100.00%	11.02%	75.91%	13.06%		86.94%
Average	100.00%	11.83%	76.96%	11.21%		88.79%

See accompanying notes to the schedule.



DRAFT  
ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
SCHEDULE OF MAINTENANCE COSTS FUNDED BY MEASURE VV TAXES  
BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT  
For Year Ended June 30, 2021

---

<u>Maintenance Costs and Funding</u>	<u>STSD #1</u>		<u>STSD #2</u>		<u>Total</u>
	<u>Amount</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>	
Total model expenses					
041 Vehicle maintenance	\$ 57,073,278	88.95%	\$ 7,091,268	11.05%	\$ 64,164,546
042 Non-vehicle maintenance	<u>12,578,813</u>	88.95%	<u>1,562,898</u>	11.05%	<u>14,141,711</u>
Total maintenance costs	<u>69,652,091</u>		<u>8,654,166</u>		<u>78,306,257</u>
Measure VV taxes	<u>30,053,598</u>	100.00%	<u>-</u>	0.00%	<u>30,053,598</u>
Net costs funded by other resources	<u>\$ 39,598,493</u>		<u>\$ 8,654,166</u>		<u>\$ 48,252,659</u>

---

**DRAFT**  
**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT**  
**PROCEDURES PERFORMED AND CONCLUSIONS**  
**NOTES TO THE SCHEDULE OF SERVICE HOURS AND**  
**SERVICE MILES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT AND**  
**THE SCHEDULE OF OPERATIONS AND MAINTENANCE EXPENSES FUNDED BY**  
**MEASURE VV TAXES BY COUNTY AND SPECIAL TRANSIT SERVICE DISTRICT**  
**For The Year Ended June 30, 2021**

---

**NOTE 1 - GENERAL**

On November 30, 2004, the voters approved Measure BB, which superseded the Measure AA parcel tax authorizing Alameda and Contra Costa Counties (the Counties) to levy and collect a parcel tax for the purposes of "preserving affordable local public transportation services that allow seniors and people with disabilities to remain independent, take students to and from school, help East Bay residents commute to work and reduce traffic and air pollution by reducing the number of cars on the road." The tax became effective on July 1, 2005 and was to terminate on June 30, 2016. However, on November 4, 2008, the voters approved Measure VV, which supersedes the Measure BB parcel tax. Measure VV became effective July 1, 2009 and increased the annual parcel tax to \$96 per parcel. Measure VV was originally effective through June 30, 2019, but voters approved the extension through June 30, 2039. Proceeds from this special tax can only be used to fund the operation and maintenance of bus service within Special Transit Service District (STSD) No. 1. The District received approximately \$30.1 million in Measure VV taxes during the year ended June 30, 2021.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND SCHEDULE PRESENTATION**

These schedules are prepared under the guidelines of the agreement between the Contra Costa Transportation Authority and the Alameda-Contra Costa Transit District that essentially allocates expenses between STSD No. 1 and STSD No. 2. Consequently, they do not present the financial position, changes in financial position, or cash flows of the Alameda-Contra Costa Transit District.

**NOTE 3 - BASIS OF ACCOUNTING**

The Schedule of Operations and Maintenance Expenses by County and Special Transit Service District has been prepared in accordance with the accrual basis of accounting.

**NOTE 4 - BASIS OF EXPENSE ALLOCATION**

The expenses on the Schedule of Operations and Maintenance Expenses by County and Special Transit Service District are prorated to the Counties and the Special Transit Service Districts. It is based on an equal weighing of the relationship of hours and miles of service between the Counties and the Special Transit Service Districts within the Counties.