



**AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**  
GCTD ADMINISTRATIVE FACILITY  
1901 AUTO CENTER DRIVE  
OXNARD, CA 93036-7966  
[www.GoldCoastTransit.org](http://www.GoldCoastTransit.org)

**The meeting will be via ZOOM Webinar**  
[https://us02web.zoom.us/webinar/register/WN\\_oqWbqT3ATGie0I-CRwbqUA](https://us02web.zoom.us/webinar/register/WN_oqWbqT3ATGie0I-CRwbqUA)  
**WEDNESDAY, SEPTEMBER 1, 2021**  
**10:00 AM**

DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF NOVEL CORONAVIRUS (COVID-19), GOVERNOR NEWSOM HAS ISSUED EXECUTIVE ORDER N-29-20 IN WHICH SECTION 3 SUPERSEDES PARAGRAPH 11 OF EXECUTIVE ORDER N-25-20 (ISSUED ON MARCH 12, 2020). THIS NEW ORDER ALLOWS THE DISTRICT TO HOLD BOARD MEETINGS VIA TELECONFERENCING AND ALLOWS FOR MEMBERS OF THE PUBLIC TO OBSERVE AND ADDRESS THE MEETING TELEPHONICALLY OR ELECTRONICALLY.

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE BOARD MEETING BY EMAILING THEIR PUBLIC COMMENTS TO THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON SEPTEMBER 1, 2021. IN ADDITION, MEMBERS MAY PARTICIPATE IN THE MEETING BY LOGGING INTO ZOOM [HERE](#) ANY MEMBER OF THE PUBLIC REQUESTING ACCOMMODATION TO PARTICIPATE IN THIS MEETING VIA PHONE, MAY CONTACT THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON SEPTEMBER 1, 2020 AT 805-483-3959 X 160 OR ADELGADO@GCTD.ORG.

**CALL TO ORDER**

**ROLL CALL**

Chair – Randy Haney – City of Ojai  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Mike Johnson – City of Ventura  
Director – Richard Rollins – City of Port Hueneme  
Director – Matt LaVere – County of Ventura

**CEREMONIAL CALENDAR**

- **Pledge of Allegiance**

**GOLD COAST TRANSIT DISTRICT**

## **EMPLOYEE RECONGNITION**

- **Employee Service Award for Months of August and September**
  - **Julio Avila – Bus Operator – 5 Years**
  - **Carlos Camberos – Bus Operator – 5 Years**
  - **Julieta Flores – Bus Operator – 5 Years**
  - **Ruben Herrera – Bus Operator – 5 Years**
  - **Ventura Gaeta – Bus Operator – 10 Years**
  - **Candy Heredia – Bus Operator – 10 Years**
  - **Kristopher Boyd – Bus Operator – 10 Years**
  - **Abel Hernandez – Bus Operator – 10 Years**
  - **Armin Seiler – Bus Operator – 10 Years**
  - **Leandro Carpio – Service Worker II – 10 Years**
  - **Sonia Rosales – Payroll Specialist – 5 Years**
  - **Marlena Kohler – Purchasing Manager and DBE Officer – 10 Years**
  - **Steven Brown – General Manager – 15 Years**

## **GENERAL PUBLIC COMMENT PERIOD**

At this time, the Gold Coast Transit District Board of Directors will consider public comment for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation but may be referred to the general manager/secretary for administrative action or public report at a later meeting or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, or question or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form, available from the Clerk of the Board, and file it with the Clerk before speaking.

## **BOARD OF DIRECTORS' REPORTS**

### **GENERAL MANAGER'S REPORT**

**AGENDA REVIEW** - Any changes to the agenda may be made at this time.

## **CONSENT AGENDA**

1. [Consider Approval of Minutes of August 18, 2021, Special Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for the Month of May 2021](#)
3. [Consider Approval of Treasurer's Report for May 2021](#)
4. [Consider Approval of Budget Income Statement for Month Ending May 2021](#)
5. [Consider Approval of Financial Statements & Schedule of Money Transfers for May 2021](#)
6. [Consider Approval of Quarterly Investment Report for Quarter ending June 30, 2021](#)
7. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager/DBE Officer](#)
8. [Consider Approval of General Manager's Expense Report for July – August 2021](#)

## **FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS**

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes comment total on all agenda items. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker's podium, and file it with the Clerk before speaking.

9. [Consider Adoption of Resolution 2021- 07 for STA/State of Good Repair FY 2021-22 Allocation – Dawn Perkins, Director of Finance](#)
10. [Consider Approval of GCTD's Passenger Conduct Policy and Procedures – Ana Perez, Human Resources Generalist, Alex Zaretsky, Human Resources & Risk Manager, and Acting Director of Human Resources](#)
11. [Consider Adoption of Resolution No. 2021-06 Authorizing Approval of Annual Recertification of GCTD's PTASP – Alex Zaretsky, Human Resources & Risk Manager, and Acting Director of Human Resources](#)
12. [Consider Approval of GCTD's Emergency Contingency Fleet Adoption – James Beck, Director of Operations & Maintenance](#)
13. [Consider Authorizing Award of Contract for the 301 Property –Marlena Kohler](#)

## **INFORMATIONAL ITEMS**

14. [Receive and File Fixed-Route and Paratransit Services 4<sup>th</sup> Quarter & FY 2019-2020 Year End Update – Matt Miller, Planning Manager & Margaret Schoep, Paratransit & Special Projects Manager](#)
15. [Receive and File Update on GCTD Operations and Maintenance – James Beck, Director of Operations and Maintenance](#)

## **CLOSED SESSION**

16. CONFERENCE WITH LABOR NEGOTIATORS – Agency designated representatives:  
General Manager or designee – Employee organization: SEIU
17. PUBLIC EMPLOYEE APPOINTMENT  
TITLE: GENERAL MANAGER

**Gold Coast Transit District**  
Board of Directors Meeting  
September 1, 2021  
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The next regular meeting of the GCTD Board of Directors will be held on **October 6, 2021, at 10:00 A.M. held via ZOOM**. Copies of administrative reports relating to the Board agenda are available on-line at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE CLERK OF THE BOARD AT (805) 483-3959, Ext. 160, OR E-MAIL [adelgado@gctd.org](mailto:adelgado@gctd.org) OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCTD TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.

# AUGUST AND SEPTEMBER SERVICE AWARDS



# Julio Avila,

## Bus Operator

### 5 Years



Julio joined as a Bus Operator on September 26, 2016. Julio Avila is soft spoken, well respected by his co-workers and supervisors. He is a part of the silent minority that performs his job flawlessly without any fuss. He is always willing to step in at a moment's notice to provide coverage so as not to miss any services.

Outside of work, he's a happy married man with two beautiful children. He likes to work on his '95 Chevy Impala, that just had a new paint job and new wheels.

# Carlos Camberos,

## Bus Operator

### 5 Years

Carlos joined Gold Coast as a Bus Operator on September 26, 2016.

Carlos loves to go fishing. His favorite fishing spot is Lake Casitas and prefers to do freshwater fishing for largemouth bass and trout. If he's not fishing, he is usually taking his dogs out for walks to the beach or on hikes. He hopes to continue being part of GCTD for many more years.







# Julieta Flores,

## Bus Operator

### 5 Years



Julieta joined GCTD as a Bus Operator on September 26, 2016.

Julieta has worked hard at Gold Coast Transit District, and after 5 years, she can now say that she has a full-time route. She is thankful to her supervising team which made her as comfortable as possible given the long wait. Also, she recently became a steward and enjoys this new role.

Despite the hard time, she said she would do it again because this career path has allowed her to move out of her parents' home and get married. She has two fur babies, Abby and Brownie, ready to greet her when she gets home. On her day off, you can find hitting homeruns at the softball fields in Ventura.





# Ruben Herrera,

## Bus Operator

### 5 Years



Ruben joined as a Bus Operator on September 26, 2016. Ruben is one of the nicest people at Gold Coast Transit District. He is a friend to everyone. He finally has a route that allows him to be off on Sundays and Mondays, however, has not had a Sunday off, due to his kindness and switching with other drivers.

On his days off, he enjoys spending time with his family. His mother is one of the best chefs in Oxnard. When Holiday Season comes, we all are waiting for Ruben to bring some of his mom's tamales.

We are so happy to have Ruben in our team.

# Ventura Gaeta,

## Bus Operator

### 10 Years



Ventura joined as a Bus Operator on September 12, 2011.

Ventura has been married to her husband for 22 years and they have 4 beautiful children. She likes to read books on her breaks and enjoys spending time with her family on her days off.

GCTD is blessed to have Ventura.

# Candy Heredia,

## Bus Operator

### 10 Years



Candy joined as a Bus Operator on September 12, 2011.

Candy has been in the transportation industry in one capacity or another for almost 30 years, because it is what she loves. She believes that you get what you give in life so she tries to always be kind and thoughtful, sometimes a smile can really make someone's day go a lot better and she always has a smile on. She would like to thank you for recognizing her 10 years with GCTD and she looks forward to many more.

# Kristopher Boyd,

## Bus Operator

### 10 Years



Kris joined as a Bus Operator on August 8, 2011.

Kris would like to thank GCTD for having him these past ten years. He's had highs and lows and seen a lot of changes. He started at 103 on the seniority list and is now at 38. He spends all his time off with his wife and children who were 3 and 6 years old when he was hired. Now his children are 13 and 16 years old and another one who is 6 yr. old.

He loves that a few coworkers and him planned and carried out multiple company BBQs to promote camaraderie and bring drivers and admin together. He is looking forward to being able to reinstate these activities once we are able to.



# Abel Hernandez,

## Bus Operator



### 10 Years

Abel joined as a Bus Operator on August 8, 2011.

Abel is a longtime resident of Ventura County. Six years ago, he became a dedicated legal guardian to his three nephews and niece. It's been quite challenging to say the least, but they've managed through the hurdles that come along with the role. He enjoys his days off by attending amusement parks, museums, conventions, walks on the beach and along with other activities.

He enjoys working at Gold Coast because of the friendships you make along the way while transporting passengers. Abel believes that every passenger that boards our buses are in different challenging stages in life and if you can brighten their day by making small talk to them you can change their perspective in a positive way.

# Armin Seiler,

## Bus Operator

### 10 Years

Armin joined as a Bus Operator on August 8, 2011.

Armin is originally from Switzerland, so he's great at winter sports such as skiing. But now that he's been living in Ventura, he also enjoys water sports. On his days off, in the summer he likes to go kayaking with his daughter Brittany and he goes on ski trips during the winter. He's not just a good bus driver, but also a great Jewelry Technician. He helps his coworkers and friends with fixing their jewelries. He also works well with wood, and he is a great carpenter.





# Leandro Carpio,

## Service Worker II

### 10 Years



Andy joined as a Service Worker I on September 1, 2011. He was later promoted to Service Worker II.

Andy is married to Imelda and they have three grown children and two grandchildren. Their son Karl is in the US Navy, their daughter Ashley graduated from the Merchant Marine Academy on June 19, 2021 and has accepted a job in Washington D.C. working for the Federal Government. Nicole, the youngest daughter, is currently enrolled at the University of Channel Islands.

In his spare time, he enjoys going to theme parks, watching movies, eating out, and spending time with his two grandchildren. Andy enjoys working at GCTD and takes pride in keeping the buses and facility clean. He hopes to continue working for many more years.





# Sonia Rosales,

## Payroll Specialist

### 5 Years



Sonia came to work for GCTD because as a child, her mother and her would use public transit to get around. She grew up appreciating this way of transportation and as an adult she is proud of GCTD for being environmentally responsible.

In her free time, Sonia loves to spend time with her family. She has been married for 21 years and they have a 19-year-old daughter and 10-year-old twins. Sonia and her family like to travel to Mexico where they have family. They have started hiking at Arroyo Verde. She loves the beach, movies and music. She also likes to enjoy home cooked meals every day, and has her kids be her assistants when cooking during the evenings. They have chickens at home and a garden that her kids help upkeep. In the evenings, she likes to tour her garden to see any changes.

# Marlena Kohler, Purchasing Manager

## 10 Years



Marlena will be married to her husband Scott, for 30 years this September. They have 2 kids, and 3 grandkids. She is a 7th generation Venturan and a descendent of the Chumash people, unfortunately not the band that is associated with the casino.

When not at work, she is a crafter. Marlena loves sewing and finding new projects to do on her Cricut. But most of all, she loves spending time with her grandkids. Watching them grow up has been an amazing life and love source for her.

What Marlena loves the most about GCTD is the people she work with. She has met some amazing people in her 10 years here. Some have come and gone, some are still here but all have made an imprint on her heart and soul, and she will be forever grateful and hopes she has done the same.

# Steve Brown, General Manager

## 15 Years



Mr. Brown joined GCTD as a Department Director on September 5, 2006. He has spent over 43 years in the Public Transit Industry having started as a Management trainee with Phoenix Transit in 1978. He is a graduate of the University of Arizona with a degree in Public Management, and he has also worked for LA Metro and the City of Phoenix.

In his spare time, he enjoys traveling, and following his alma mater (Wildcats) play football and basketball. He also enjoys spending his time with family and friends at their family cabin in the Idaho wilderness.

He feels lucky to be working at GCTD with such great and dedicated team of professionals that truly care about providing excellent service to the public and their fellow employees.



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 7, 2021 – 10:00 A.M.  
THIS MEETING WAS HELD VIA-ZOOM**

**Call to Order**

Chair Randy Haney called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:04 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California and via Zoom. Due to COVID-19 this meeting was also made Via-Zoom for the public.

**Roll Call Present– via Zoom**

Chair – Randy Haney – City of Ojai – Present in person  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Sofia Rubalcava (Alternate) – City of Ventura  
Director – Richard Rollins – City of Port Hueneme  
Director – Matt LaVere – County of Ventura

**Staff Present – via Zoom**

Steven Brown, General Manager  
Steven DeBaun, General Counsel  
Dawn Perkins, Director of Finance  
Angie Delgado, Clerk of the Board

**Ceremonial Calendar**

The pledge of allegiance was led by Vice-Chair Mr. MacDonald

**Employee Recognition**

None

**General Public Comment**

None

**Board of Directors Reports**

None

**General Manager Reports**

Mr. Brown stated General Managers Report will be out for the September Board Meeting. Mr. Brown briefly mentioned the hiring of 6 new drivers this week and another class in the next two weeks. More information to follow in the September General Managers Report.

**GOLD COAST TRANSIT DISTRICT**

### **Consent Agenda**

1. [Consider Approval of Minutes of July 7, 2021, Board of Directors Meeting](#)

Vice-Chair Bryan MacDonald moved to approve Consent Agenda Item 1 Director Matt LaVere seconded the motion.

**The motion passed unanimously.**

### **FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS**

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes comment total on all agenda items. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker's podium, and file it with the Clerk before speaking.

2. [Consider Approval of Discussion of Payroll Failures and New Payroll System – Dawn Perkins, Director of Finance](#)

Ms. Perkins presented a slide show and discussion of failures with the current payroll system over the last 7 months.

**The report was received and filed.**

3. [Receive Presentation on Paycom Payroll LLC – First Payroll Cycle – Dawn Perkins, Director of Finance](#)

Ms. Perkins presented information about the Paycom system and how it works and the results of the first full pay cycle completed with paychecks issued on August 13. Ms. Perkins noted follow-up work continues and that the Operators will be trained on access and use of the self-serve portal in Paycom in small groups beginning as soon as possible.

**The report was received and filed.**

### **CLOSED SESSION**

#### **NONE**

There being no further business, Chair Randy Haney adjourned the Board of Directors meeting at 10:37 AM.

Minutes recorded by: Angie Delgado, Clerk of the Board of Directors

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Steven P. Brown  
Secretary of the Board of Directors

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Chair Randy Haney  
Board of Directors


Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be on **September 1, 2021, at 10:00 A.M. Held via-ZOOM**. Copies of administrative reports relating to the Board agenda are available on-line at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #2

**DATE** September 1, 2021

**TO** GCTD Board of Directors

**FROM** Jennifer Leonardo, Accounting Analyst 

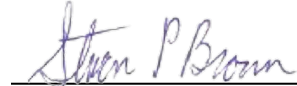
**SUBJECT** Consider the Approval of Expenditures for the Month of May, 2021

Attached is a list of expenditures for the month of May 2021 from the various GCTD Accounts.

If any member of the Board wishes to review a particular item, please contact me to have the necessary documentation on hand for the meeting.

Attachment

**GENERAL MANAGER'S CONCURRENCE**



Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG



# Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00010	ROBERT LUCIO	82338	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	SDI REIMBURSEMENT
00012	JEREMY ADAMS	82339	5/7/2021	\$1,805.29	<input type="checkbox"/>	
00015	LISANDRO R RIVERA	82340	5/7/2021	\$1,607.05	<input type="checkbox"/>	
00017	JUAN AVILA	82341	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00019	LOUIS ANNINO	82342	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00022	JORGE ARELLANO	82343	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00024	EZEQUIEL ALVARADO	82344	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00026	EFRAIN AVALOS	82345	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00027	MARIA E SALMERON	82346	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00035	RONILO H ASPURIA	82347	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00039	ANTONIO C ALMAGUER	82348	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00040	MANUEL V BARAJAS	82349	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00043	MANUEL BARBOSA	82350	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00053	JAMES E BECK	82351	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00054	LOUIS D BELTRAN	82352	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00056	VERNON BELL	82353	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00058	RAYMOND BEDOY	82354	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00059	HAYDEE ANDRADE	82355	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00062	MANUEL AYALA	82356	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00066	LUIS ARROYO	82357	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00067	BRIAN BYRNE	82358	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00073	KRISTOPHER BOYD	82359	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00086	LEANDRO FILIO CARPIO	82360	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00106	ARNOLD COBB	82361	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00107	RAMON CADIZ	82362	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00115	ALMA D. CRUZ	82363	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00125	VANESSA RAUSCHENBERGER	82364	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00129	JUAN M DELAROSA	82365	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00136	ULTIMINIO CANTE	82366	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00137	ALEX L DINKEL	82367	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00139	ANDRIA N BARBOSA	82368	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00141	JENEE CHANDLER	82369	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00143	LUIS AYALA	82370	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00147	ELIZABETH ESCOBEDO	82371	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00149	WILLIE CATTLEDGE	82372	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00186	JAIME B ESPINOZA	82373	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00222	JORGE A GAETA	82374	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00226	FRANK L FOX	82375	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00249	SILVIA GUERRERO	82376	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00252	LIZA SANCHEZ	82377	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00254	ADRIAN RICO GUTIERREZ	82378	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00255	ABEL HERNANDEZ	82379	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00256	VENTURA GAETA	82380	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00262	LUIS F. GUERRERO	82381	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00263	MARY MARGARET SCHOEP	82382	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00264	CYNTHIA ISABEL TORRES DUQUE	82383	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00275	JAMES P. GIBBONS	82384	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00276	MIGUEL GOMEZ-MORALES	82385	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00300	MARLENA KOHLER	82386	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00315	TENYA L HOWARD	82387	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00326	BRYAN JOHNSON	82388	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00351	JUAN C JAUREGUI	82389	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00357	CESAR JASSO	82390	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00362	JUSTIN JASSO	82391	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00375	CRESCENCIO JUAREZ	82392	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00380	GUADALUPE V JUAREZ	82393	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00414	FRANCISCO LEON	82394	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00418	MARCO A LOPEZ	82395	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00423	RENE LOZANO	82396	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00440	APRIL MORALES	82397	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00441	GABRIEL MAGANA	82398	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00443	THOMAS D LINCOLN	82399	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00444	ROBERTO S MAGANA	82400	5/7/2021	\$1,682.05	<input type="checkbox"/>	
00449	ROBERTO MAGANA	82401	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00450	PATRICIA T MADRIGAL	82402	5/7/2021	\$1,705.55	<input type="checkbox"/>	
00451	THAD MADDOX	82403	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00467	SALINA MARTINEZ	82404	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00479	JERI L BEIRNE	82405	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00480	FERDINAND ORTIZ	82406	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00487	JOSE MURILLO	82407	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00491	KEITH MOEN	82408	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00492	CARLOS A OROZCO	82409	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00498	RIGO H NAVA	82410	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00501	FRANCISCO J NAVARRO	82411	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00503	HARRY C NICOLAI	82412	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00510	MANUEL MUNOZ	82413	5/7/2021	\$1,758.39	<input type="checkbox"/>	
00512	KENNETH J OAKS	82414	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00513	FRANCISCO J ORTIZ	82415	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00519	DUANE P MYDLAND	82416	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00525	ANDREW S PAHLE	82417	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00531	MARIA PADILLA	82418	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00532	MICHAEL PINA	82419	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00552	GILBERT J PINON	82420	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00599	DANIEL RODRIGUEZ	82421	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00600	GERALDINE M NAVARRETE	82422	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00601	ANTONIO REZA-OCAMPO	82423	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00603	MELCHOR ROMERO	82424	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00609	JONATHAN THOMPSON	82425	5/7/2021	\$1,471.91	<input type="checkbox"/>	
00624	MARIBEL R LOPEZ	82426	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00634	VICTOR RUBIO	82427	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00640	MICHAEL RAUBENHEIMER	82428	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00668	SUZANNE I. CHAVEZ	82429	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00686	NELI RIVERA	82430	5/7/2021	\$1,381.03	<input type="checkbox"/>	
00691	ARMIN SEILER	82431	5/7/2021	\$1,804.07	<input type="checkbox"/>	
00703	TIMOTHY F STARR	82432	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00721	MAURO TAPIA	82433	5/7/2021	\$1,620.24	<input type="checkbox"/>	
00722	FRED TORRES	82434	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00736	CARLOS A TORRES	82435	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00779	TIMOTHY M VELASQUEZ	82436	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00780	ANGELA S BACA	82437	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00782	DITHER VEGA	82438	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00783	VINCENT VELA	82439	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00789	CYNTHIA LOPEZ	82440	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00790	ANGEL G VASQUEZ	82441	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00791	JUANITA Z VILLASENOR	82442	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00795	HATIM GHAZI	82443	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00803	RALPH E WILSON	82444	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
00806	LUIS F. VILLANUEVA	82445	5/7/2021	\$1,498.87	<input type="checkbox"/>	
00807	JAMES WHITE	82446	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00927	JOHNNY ZARAGOZA	82447	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01001	ROCIO MENDEZ	82448	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01004	DANIEL GALVAN	82449	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01005	RONILO P SANTIAGO	82450	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01008	CRISTIAN A AVENDANO	82451	5/7/2021	\$1,332.35	<input type="checkbox"/>	
01009	MANUEL F. MATU	82452	5/7/2021	\$2,273.75	<input type="checkbox"/>	
01013	ERIC ALMAGUER	82453	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01015	ROSA MEZA-GARCIA	82454	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01016	ROBERT ESTRADA	82455	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01017	JACOB GALINDO	82456	5/7/2021	\$200.83	<input type="checkbox"/>	
01019	CARLOS DANIEL CAMBEROS	82457	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01020	RUBEN HERRERA	82458	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01025	JULIO C AVILA	82459	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01026	JULIETTA FLORES	82460	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01031	FRANCISCO ANTILLO	82461	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01036	YOVANY R. GUTIERREZ	82462	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01038	PABLO BARRON	82463	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01040	JOTHAM NICOLAS	82464	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01041	ALBERTO HERNANDEZ	82465	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01042	CHARLES SKERCEVIC	82466	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01047	ROBERTO C. JUAREZ	82467	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01049	MANUEL R. CONTRERAS	82468	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01050	ADAN ESCOBEDO	82469	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01051	AUSTIN NOVSTRUP	82470	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01053	THOMAS CLELLAND	82471	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01055	STEVEN JOHNSON	82472	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01057	RAUDEL COVARRUBIAS	82473	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01058	ANGEL RODRIGUEZ	82474	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01059	PARIS ZAVALA	82475	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01061	DOUGLAS D. OVERTON	82476	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01062	ANTONIO MARTINEZ	82477	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01064	AARON MORA	82478	5/7/2021	\$1,384.97	<input type="checkbox"/>	
01065	EDGARDO ALEJANDRE	82479	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01067	NESTOR LOPEZ	82480	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01068	JOHN KELLEY	82481	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01069	SALVADOR AGUILAR	82482	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01071	MICHELLE C. PIERRET	82483	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	

Vendor #	Name	Check #	Date	Amount	Voided	Comments
01073	ELVA GUTIERREZ	82484	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01075	WILLIAM BUSICCHIA	82485	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01080	JENNIFER A LEONARDO	82486	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01081	ATER YVETT URTEAGA	82487	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01082	TYLER TEJEDA	82488	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01083	ANDRES JUAREZ	82489	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01084	ARIES G AVILA	82490	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01085	MARK GASTON	82491	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01086	OMAR ESPINOSA	82492	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01091	GEORGE M CHAVEZ	82493	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01092	ALEXANDER ALMANZA	82494	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01093	EDGARDO E GALVAN	82495	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01094	DON G PRADO	82496	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01096	CHRISTOPHER KLOEPFER	82497	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01098	DAMASO D GARCIA CASASUS	82498	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01099	CHAD E MORAN	82499	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
01101	MATTHEW DE LA ROSA	82500	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	
70432-C0121	CALIFORNIA PUBLIC EMPLOYEES RET.	ACH	5/4/2021	\$208,851.36	<input type="checkbox"/>	HEALTH INSURANCE
70433-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	5/12/2021	\$4,387.43	<input type="checkbox"/>	P/R DEDUCTION
70434-C0133	CAL PERS	ACH	5/25/2021	\$78,416.23	<input type="checkbox"/>	PENSION CONTRIBUTIONS
70435-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	5/27/2021	\$4,405.95	<input type="checkbox"/>	P/R DEDUCTION
'0436-LTFCB	CITY OF SAN BUENAVENTURA	ACH	5/28/2021	\$23,165.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
70436-LTFCV	COUNTY OF VENTURA	ACH	5/28/2021	\$58,284.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
0436-LTFOJAI	CITY OF OJAI	ACH	5/28/2021	\$10,389.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
0436-LTFOXN	CITY OF OXNARD	ACH	5/28/2021	\$33,449.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
A0109	AFFORDABLE AUTO GLASS	82513	5/10/2021	\$800.00	<input type="checkbox"/>	AUTO GLASS REPAIR
A0915	AIRWAY GLASS	82581	5/20/2021	\$0.00	<input checked="" type="checkbox"/>	GLASS REPAIRS/REPLACEMENT
A0918	AIRGAS USA, LLC	82514	5/10/2021	\$97.53	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1211	ALL-PHASE ELECTRIC	82515	5/10/2021	\$170.76	<input type="checkbox"/>	SUPPLIES
A1219	ERICH KREIG	82312	5/6/2021	\$485.00	<input type="checkbox"/>	SERVICES
A1305	AMERICAN PLASTICS CORP	82610	5/27/2021	\$1,279.53	<input type="checkbox"/>	SUPPLIES
A1308	AMERICAN MOVING PARTS	82516	5/10/2021	\$317.72	<input type="checkbox"/>	BRAKE SHOES
A1308	AMERICAN MOVING PARTS	82611	5/27/2021	\$198.81	<input type="checkbox"/>	BRAKE SHOES
A1400	ANDERSON REFRIGERATION INC.	82612	5/27/2021	\$45.00	<input type="checkbox"/>	HVAC
A1801	ARAMARK UNIFORM & CAREER APPAR	82517	5/10/2021	\$323.10	<input type="checkbox"/>	UNIFORMS
A1806	JORGE M ARELLANO	82613	5/27/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
A1900	ASBURY ENVIRONMENTAL SERVICES	82518	5/10/2021	\$1,178.33	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
A1920	ASSURANT EMPLOYEE BENEFITS	82582	5/20/2021	\$1,759.31	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	82583	5/20/2021	\$344.10	<input type="checkbox"/>	TELEPHONE SERVICES
B0119	BARON INDUSTRIES	82519	5/10/2021	\$33.94	<input type="checkbox"/>	SUPPLIES
B0211	BEST BEST & KRIEGER LLP	82584	5/20/2021	\$13,791.54	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	82520	5/10/2021	\$103.44	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82585	5/20/2021	\$1,322.13	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	82521	5/10/2021		<input checked="" type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	82522	5/10/2021	\$5,612.29	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	82614	5/27/2021	\$1,456.52	<input type="checkbox"/>	PARTS/SERVICE
B1514	SARA BONALES	82501	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT
B1811	BRIAN BYRNE	82615	5/27/2021	\$483.80	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
B1814	BROWN ARMSTRONG ACCOUNTANCY	82313	5/6/2021	\$22,400.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
B1814	BROWN ARMSTRONG ACCOUNTANCY	82523	5/10/2021	\$280.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
B1814	BROWN ARMSTRONG ACCOUNTANCY	82586	5/20/2021	\$2,000.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
B1816	STEVEN P. BROWN	82502	5/7/2021	\$3,940.02	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
C0113	CALTIP	82314	5/6/2021	\$5,713.43	<input type="checkbox"/>	LIABILITY INSURANCE
C0148	CATTLIDGE, WILL	82616	5/27/2021	\$1,115.93	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT
C0922	CITI CARDS	82315	5/6/2021	\$68.29	<input type="checkbox"/>	OFFICE SUPPLIES
C1504	COASTAL OCCUPATIONAL MEDICAL G	82617	5/27/2021	\$3,705.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1540	COMPUWAVE, INC.	82524	5/10/2021	\$1,144.81	<input type="checkbox"/>	LAPTOPS
C1550	LYNETTE COVERLY	82316	5/6/2021	\$19,483.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1550	LYNETTE COVERLY	82525	5/10/2021	\$2,185.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1550	LYNETTE COVERLY	82587	5/20/2021	\$10,587.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1550	LYNETTE COVERLY	82618	5/27/2021	\$1,496.25	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1904	CSAC EXCESS INSURANCE AUTHORITY	82317	5/6/2021		<input checked="" type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82318	5/6/2021	\$10,443.37	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C2020	CONTROLLED MOTION SOLUTIONS, IN	82619	5/27/2021	\$1,639.41	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82526	5/10/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82527	5/10/2021	\$16,815.05	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82588	5/20/2021	\$18,354.85	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82620	5/27/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82621	5/27/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82622	5/27/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82623	5/27/2021	\$23,156.43	<input type="checkbox"/>	PARTS
C2118	R.M. CURTIS - WELDING	82528	5/10/2021	\$65.00	<input type="checkbox"/>	WELDING SERVICES
C2118	R.M. CURTIS - WELDING	82624	5/27/2021	\$125.00	<input type="checkbox"/>	WELDING SERVICES
D0114	DANIELS TIRE SERVICE	82625	5/27/2021	\$618.82	<input type="checkbox"/>	TIRES/SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
D0509	ANGELICA DELGADO	82503	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EMPLOYEE REIMBURSEMENT
D0519	DESTIN THOMAS COMMUNICATIONS	82529	5/10/2021	\$85.12	<input type="checkbox"/>	RADIO REPAIRS
D0928	WEX HEALTH, INC.	82589	5/20/2021		<input checked="" type="checkbox"/>	FSA ADMINISTRATION FEE
D0928	WEX HEALTH, INC.	82590	5/20/2021	\$537.45	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D1500	DANAHUE TRUCK SALES LLC	82319	5/6/2021	\$1,042.07	<input type="checkbox"/>	BUS PARTS
D1504	DOCUMENT SYSTEMS	82320	5/6/2021	\$1,184.86	<input type="checkbox"/>	SERVICE FOR COPIER
D1504	DOCUMENT SYSTEMS	82626	5/27/2021	\$1,384.01	<input type="checkbox"/>	SERVICE FOR COPIER
D2515	DYER SHEEHAN GROUP, INC.	82627	5/27/2021	\$9,931.25	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0048	EMPLOYMENT DEVELOPMENT DEPART	82591	5/20/2021	\$3,393.50	<input type="checkbox"/>	UNEMPLOYMENT CHARGES
E0320	ECOLANE	82592	5/20/2021	\$82,966.50	<input type="checkbox"/>	PARATRANSIT SCHEDULING SOFT
E0325	ECOLOGY ENVIRONMENTAL, INC.	82321	5/6/2021	\$7,200.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
E0409	EDISON CO.	82322	5/6/2021	\$17,271.81	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	82530	5/10/2021	\$1,051.59	<input type="checkbox"/>	ELECTRICAL POWER
E1904	FRANCISCO ESCOBAR	82504	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	PAYCHECK REISSUED
F0042	FERGUSON ENTERPRISES, INC	82531	5/10/2021	\$105.70	<input type="checkbox"/>	SUPPLIES
F0050	FRANCHISE TAX BOARD	82578	5/13/2021	\$752.45	<input type="checkbox"/>	GARNISHMENT
F0050	FRANCHISE TAX BOARD	82628	5/27/2021	\$752.45	<input type="checkbox"/>	GARNISHMENT
F0096	FRANKLIN TRUCK PARTS	82532	5/10/2021	\$107.81	<input type="checkbox"/>	REPAIR PARTS
F1221	FLUID NETWORKS	82323	5/6/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1815	FRONTIER COMMUNICATIONS	82324	5/6/2021	\$130.98	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82533	5/10/2021	\$278.23	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82593	5/20/2021	\$1,012.98	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	82534	5/10/2021	\$28,507.78	<input type="checkbox"/>	NATURAL GAS
G0514	SOUTHERN COUNTIES FUELS	82535	5/10/2021	\$9,046.36	<input type="checkbox"/>	OIL/LUBE PRODUCTS
G0809	GHI ENERGY, LLC	82594	5/20/2021	\$23,685.52	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
G0902	GIBBS INTERNATL TRUCKS	82536	5/10/2021	\$601.28	<input type="checkbox"/>	REPAIR PARTS/SERVICE
G0902	GIBBS INTERNATL TRUCKS	82629	5/27/2021	\$573.89	<input type="checkbox"/>	REPAIR PARTS/SERVICE
G0912	GILLIG LLC	82337	5/6/2021	\$1,749,682.38	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	82537	5/10/2021		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	82538	5/10/2021	\$6,288.56	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	82630	5/27/2021	\$9,610.69	<input type="checkbox"/>	PARTS
G1510	GOLDEN EMPIRE TRANSIT DISTRICT	82325	5/6/2021	\$0.00	<input checked="" type="checkbox"/>	BIKE RACKS
G1524	BYRON DWIGHT BENTON	82539	5/10/2021	\$544.21	<input type="checkbox"/>	BUS AIRCONDITION REPAIRS
G1801	GRAINGER	82540	5/10/2021	\$1,421.82	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G1801	GRAINGER	82631	5/27/2021	\$992.50	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G2013	GTT COMMUNICATIONS, INC.	82326	5/6/2021	\$178.48	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
H1520	DCH HONDA OF OXNARD	82541	5/10/2021	\$97.04	<input type="checkbox"/>	REPAIRS/SUPPLIES



Vendor #	Name	Check #	Date	Amount	Voided	Comments
I1411	INIT INNOVATIONS IN TRANSPORTATI	82632	5/27/2021	\$34,710.75	<input type="checkbox"/>	SCHEDULING SOFTWARE
I1414	IRON MOUNTAIN, INC.	82542	5/10/2021	\$136.51	<input type="checkbox"/>	SHREDING SERVICES
I1423	INTERSTATE BATTERIES	82543	5/10/2021	\$584.90	<input type="checkbox"/>	BATTERIES
I1423	INTERSTATE BATTERIES	82633	5/27/2021	\$832.28	<input type="checkbox"/>	BATTERIES
J0912	MICHELLE JILLSON	82505	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT
K0525	ROBERT KEYS	82506	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	TRAINING
K0915	KIMBALL MIDWEST	82634	5/27/2021	\$1,159.83	<input type="checkbox"/>	PARTS
L0127	LAWSON PRODUCTS	82544	5/10/2021	\$343.86	<input type="checkbox"/>	MAINTENANCE SUPPLIES
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	82327	5/6/2021	\$313.50	<input type="checkbox"/>	LEGAL SERVICES
L0908	LIGHTGABLER	82545	5/10/2021	\$327.50	<input type="checkbox"/>	LEGAL SERVICES
L0909	LIFT OFF, LLC	82595	5/20/2021	\$15,360.00	<input type="checkbox"/>	IT SOFTWARE
L1527	LOWE'S	82328	5/6/2021	\$782.51	<input type="checkbox"/>	SUPPLIES
M0104	MACVALLEY OIL COMPANY	82546	5/10/2021	\$527.36	<input type="checkbox"/>	FUEL
M0104	MACVALLEY OIL COMPANY	82635	5/27/2021	\$2,168.65	<input type="checkbox"/>	FUEL
M0315	MCKINLEY EQUIPMENT CORPORATION	82547	5/10/2021	\$325.00	<input type="checkbox"/>	PARTS
M0923	MATTHEW MILLER	82507	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT
M1520	MOTION INDUSTRIES, INC.	82636	5/27/2021	\$518.02	<input type="checkbox"/>	SUPPLIES
M2116	MUNCIE RECLAMATION AND SUPPLY C	82637	5/27/2021		<input checked="" type="checkbox"/>	PARTS
M2116	MUNCIE RECLAMATION AND SUPPLY C	82638	5/27/2021	\$2,760.02	<input type="checkbox"/>	PARTS
M2220	MV TRANSPORTATION, INC.	82329	5/6/2021	\$210,530.63	<input type="checkbox"/>	GCT ACCESS SERVICE
M2220	MV TRANSPORTATION, INC.	82596	5/20/2021	\$204,960.94	<input type="checkbox"/>	GCT ACCESS SERVICE
N0124	NATIONAL AUTO BODY&PAINT	82548	5/10/2021	\$3,698.56	<input type="checkbox"/>	BODY WORK
N0529	THE AFTERMARKET PARTS COMPANY,	82549	5/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82550	5/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82551	5/10/2021	\$12,973.96	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82639	5/27/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82640	5/27/2021	\$4,635.77	<input type="checkbox"/>	PARTS/BUSES
N1034	VERONICA NAVARRO	82508	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	TEXTBOOK AND TUITION REIM
O1004	OJAI VALLEY DIRECTORY	82552	5/10/2021	\$1,700.00	<input type="checkbox"/>	ADVERTISING SERVICES
O1118	OK RADIATOR SHOP INC.	82641	5/27/2021	\$5,038.81	<input type="checkbox"/>	RADIATOR REPAIRS
O1805	FIRST CALL AUTO PARTS	82553	5/10/2021	\$50.33	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	82554	5/10/2021		<input checked="" type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	82555	5/10/2021	\$1,383.84	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	82642	5/27/2021	\$469.29	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	82597	5/20/2021	\$1,270.80	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	82556	5/10/2021	\$186.76	<input type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82598	5/20/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH

Vendor #	Name	Check #	Date	Amount	Voided	Comments
O2414	CITY OF OXNARD	82599	5/20/2021	\$2,967.65	<input type="checkbox"/>	UTILITIES/TRASH
P0119	PARKHOUSE TIRE, INC.	82557	5/10/2021		<input checked="" type="checkbox"/>	TIRES
P0119	PARKHOUSE TIRE, INC.	82558	5/10/2021	\$9,969.52	<input type="checkbox"/>	TIRES
P0530	ANA PEREZ	82509	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT
P0919	PITNEY BOWES GLOBAL	82600	5/20/2021	\$362.03	<input type="checkbox"/>	POSTAGE MACHINE
P1601	PLATINUM TOW AND TRANSPORT INC.	82559	5/10/2021	\$750.00	<input type="checkbox"/>	TOWING SERVICES
P1601	PLATINUM TOW AND TRANSPORT INC.	82643	5/27/2021	\$805.00	<input type="checkbox"/>	TOWING SERVICES
P1602	PLEXUS GLOBAL	82330	5/6/2021	\$112.00	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1804	PRIDE INDUSTRIES ONE INC.	82560	5/10/2021	\$4,567.90	<input type="checkbox"/>	JANITORIAL SERVICES
P1804	PRIDE INDUSTRIES ONE INC.	82644	5/27/2021	\$4,925.88	<input type="checkbox"/>	JANITORIAL SERVICES
P1807	PREFERRED BENEFIT INSURANCE	82601	5/20/2021		<input checked="" type="checkbox"/>	DENTAL PREMIUMS
P1807	PREFERRED BENEFIT INSURANCE	82602	5/20/2021	\$10,574.10	<input type="checkbox"/>	DENTAL PREMIUMS
Q1900	QC PACIFIC INC.	82561	5/10/2021	\$721.93	<input type="checkbox"/>	CAR WASH CHEMICALS/EQUIPMENT
R0126	RAYNE WATER CONDITIONING	82562	5/10/2021	\$239.83	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0510	ROMAINE ELECTRIC CORPORATION	82645	5/27/2021	\$2,528.89	<input type="checkbox"/>	BUS PARTS
R0913	RINGLEADER, INC	82603	5/20/2021	\$383.08	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
R1501	ROBERT'S UPHOLSTERY	82604	5/20/2021	\$357.75	<input type="checkbox"/>	REPAIR SERVICES
R1514	RON'S SIGNS SILK SCREENING	82563	5/10/2021	\$40.41	<input type="checkbox"/>	SIGNS
R1523	JUAN DE LA ROSA	82331	5/6/2021	\$77.54	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
R2102	RUBBER NECK SIGNS	82646	5/27/2021	\$734.92	<input type="checkbox"/>	SERVICES
S0807	BILL AYUB, SHERIFF	82579	5/13/2021	\$247.57	<input type="checkbox"/>	GARNISHMENT
S0807	BILL AYUB, SHERIFF	82647	5/27/2021	\$247.57	<input type="checkbox"/>	GARNISHMENT
S0917	SINCLAIR SANITARY SUPPLY	82564	5/10/2021	\$2,756.03	<input type="checkbox"/>	SUPPLIES
S0919	SITEONE LANDSCAPE SUPPLY, LLC	82565	5/10/2021	\$106.69	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1502	SOCIETY FOR HUMAN RESOURCE MAN	82566	5/10/2021	\$219.00	<input type="checkbox"/>	MEMBERSHIP DUES
S2000	STAPLES ADVANTAGE	82648	5/27/2021	\$418.95	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82567	5/10/2021	\$4,468.01	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82649	5/27/2021	\$1,091.06	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82568	5/10/2021	\$2,353.36	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82605	5/20/2021	\$892.97	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82650	5/27/2021	\$1,117.08	<input type="checkbox"/>	PRINTING SERVICES
T0415	3D OF OXNARD SUPPLY	82569	5/10/2021	\$692.38	<input type="checkbox"/>	SUPPLIES
T0503	TEAMSTERS LOCAL 186	82580	5/13/2021	\$1,332.40	<input type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	82651	5/27/2021	\$156.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0515	TELENET VOIP, INC.	82570	5/10/2021	\$270.00	<input type="checkbox"/>	MONITORING
T0801	TANYA HAWK	82510	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT
T0810	THINK INK	82571	5/10/2021	\$943.92	<input type="checkbox"/>	TONER

Vendor #	Name	Check #	Date	Amount	Voided	Comments
T1506	GREG'S PETROLEUM SERVICE, INC	82572	5/10/2021	\$5,060.53	<input type="checkbox"/>	OIL SUPPLIER
T1506	GREG'S PETROLEUM SERVICE, INC	82652	5/27/2021	\$1,428.85	<input type="checkbox"/>	OIL SUPPLIER
T1512	TWIW INSURANCE SERVICES,	82573	5/10/2021	\$5,710.78	<input type="checkbox"/>	LIABILITY INSURANCE
T1512	TWIW INSURANCE SERVICES,	82653	5/27/2021	\$8,435.80	<input type="checkbox"/>	LIABILITY INSURANCE
T1832	TRILLIUM USA COMPANY, LLC	82606	5/20/2021	\$2,600.00	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
T1834	TRANSLOC INC	82607	5/20/2021	\$27,000.00	<input type="checkbox"/>	MICRO TRANSIT
T1910	TST PRIVATE SECURITY	82332	5/6/2021	\$21,135.60	<input type="checkbox"/>	SECURITY SERVICES
U1209	ULINE SHIPPING SUPPLIES SPECIALISTS	82574	5/10/2021	\$50.50	<input type="checkbox"/>	SUPPLIES
U1802	URBAN TRANSPORTATION	82654	5/27/2021	\$1,912.50	<input type="checkbox"/>	AUTO PASSENGER COUNT SYST
U1902	U.S. BANK	82333	5/6/2021	\$7,229.66	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	82575	5/10/2021	\$31.25	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0501	COUNTY OF VENTURA - IT SVCS. DEPT.	82334	5/6/2021	\$189.00	<input type="checkbox"/>	REPEATER SITE RENTAL
V0513	VENTURA COUNTY STAR	82608	5/20/2021	\$815.70	<input type="checkbox"/>	ADVERTISING
V0523	VENTURA HOSE-MAN	82576	5/10/2021	\$39.15	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V1525	VOYAGER	82577	5/10/2021	\$37.28	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	82335	5/6/2021	\$1,327.98	<input type="checkbox"/>	PHONE SRVC - CSC
W0920	DEBBIE WILLIAMS	82511	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT
W1519	WORLDNET COMMUNICATION SERVIC	82336	5/6/2021	\$6.27	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
W1519	WORLDNET COMMUNICATION SERVIC	82609	5/20/2021	\$6.54	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
Z0118	ALEX ZARETSKY	82512	5/7/2021	\$0.00	<input checked="" type="checkbox"/>	EXPENSE REIMBURSEMENT

**Total:** \$3,227,462.84



**DATE** September 1, 2021 **Item #3**  
**TO** GCTD Board of Directors  
**FROM** Jennifer Leonardo, Accounting Analyst *JL*  
**SUBJECT** Consider Approval of the Treasurer's Report for May 2021

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Following is a recap of GCTD cash, investment and special fund accounts as of May 31, 2021

**Cash Accounts**

Petty Cash		\$	500.00
Union Bank			
General		\$	1,229,235.52
Payroll		\$	43,913.06
Union Bank Money Market 2		\$	3,999,542.12
Temporary Investments			
Local Agency Investment Funds	\$ 99,827.85		
Market Valuation LAIF	\$ 490.43	\$	100,318.28
<b>Total Cash on Hand</b>		<b>\$</b>	<b>5,373,508.98</b>

**Other Investments**

Special Capital Reserve Funds			
Ventura County Treasurer			
Gold Coast Transit District	\$ 3,206,107.56		
Member Transit Dist	\$ 130,000.00		
Market Valuation of Fund	\$ 13,028.87	\$	3,349,136.43

**Special Funds**

Prop 1B / PTMISEA / LCTOP		\$	317,499.89
2017 Certificates of Participation			
Payment Fund	\$ 869,982.63		
Project Fund	\$ 287,790.77		
Reserve Fund	\$ 1,385,508.66	\$	2,543,282.06

**Note:** County Treasurer's Report of Investments is available for review.

**GENERAL MANAGER'S CONCURRENCE**

*Steven P. Brown*

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**



**DATE** September 1, 2021 **Item #4**

**TO** GCTD Board of Directors

**FROM** Jennifer Leonardo, Accounting Analyst *JL*

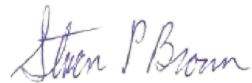
**SUBJECT** Consider Approval of Budget Income Statement for the Month Ending May 31, 2021

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Attached for the Board's approval is a copy of GCTD's Budget Income Statement covering the period ending May 31, 2021.

Attachment

**GENERAL MANAGER'S CONCURRENCE**



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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

**GOLD COAST TRANSIT DISTRICT  
MONTHLY BUDGET INCOME STATEMENT  
For Ten (11) Months Ending May 31, 2021**

**Item # 4**

<b>Operating Budget</b>	<b>Adopted Budget</b>	<b>Year-to-Date</b>	<b>Percent of Budget Used</b>
<b>Revenues:</b>			
Passenger Fares	\$ 2,338,100	\$ 173,885	7.4%
Non-Operating Revenues	\$ 710,100	\$ 1,296,597	182.6%
State Assistance	\$ 588,800	\$ 379,051	64.4%
Local Assistance	\$ 9,903,967	8,080,445	81.6%
Federal Demo Projects	\$ 1,112,400	341,516	30.7%
Federal Assistance	\$ 13,548,236	14,391,293	106.2%
<b>Total Revenues</b>	<b>\$ 28,201,603</b>	<b>\$ 24,662,788</b>	<b>87.5%</b>
<b>Expenses:</b>			
<b>FUNCTIONAL CATEGORIES</b>			
Employee Support	\$ 19,287,816	\$ 17,135,435	88.8%
Service/Supplies - Operational	6,599,690	4,033,971	61.1%
Service/Supplies - Support	2,314,097	1,483,245	64.1%
<b>Total, Functional Categories</b>	<b>\$ 28,201,603</b>	<b>\$ 22,652,652</b>	<b>80.3%</b>
<b>OPERATIONAL CATEGORIES</b>			
Fixed Route	\$ 13,930,100	\$ 12,186,740	87.5%
Maintenance	4,864,968	3,921,524	80.6%
Administration	4,088,615	3,180,743	77.8%
Planning and Marketing/Paratransit	5,317,920	3,363,645	63.3%
<b>Total, Operational Categories</b>	<b>\$ 28,201,603</b>	<b>\$ 22,652,652</b>	<b>80.3%</b>
<b>Excess or (Deficit)</b>	<b>\$ -</b>	<b>\$ 2,010,136</b>	



**DATE** September 1, 2021 **Item #5**

**TO** GCTD Board of Directors

**FROM** Jennifer Leonardo, Accounting Analyst *JL*

**SUBJECT** **Consider Approval of Financial Statements & Schedule of Money Transfers for May 2021**

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Attached for the Board's approval is a copy of GCTD's Financial Statements and Schedule of Money Transfers covering the period ending May 31, 2021.

Attachments

**GENERAL MANAGER'S CONCURRENCE**

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG



# Gold Coast Transit District

## Balance Sheet

Division: 01 Gold Coast Transit District

As of: 5/31/2021

Fiscal Year: 2021 Period: 11 May-2021

### ASSETS

#### CASH

TOTAL CASH \$5,373,508.98

#### ACCOUNTS RECEIVABLE

TOTAL ACCOUNTS RECEIVABLE \$4,900,504.42

#### INVENTORY

TOTAL INVENTORY \$601,293.19

#### OTHER CURRENT ASSETS

TOTAL OTHER CURRENT ASSETS \$0.00

#### WORK IN PROCESS

TOTAL WORK IN PROCESS \$2,015,144.21

#### TANGIBLE TRANSIT PROPERTY

TOTAL TANGIBLE TRANSIT PROPERTY \$94,785,483.43

TOTAL ACCUMULATED DEPRECIATION (\$30,140,785.46)

NET TANGIBLE TRANSIT PROPERTY \$64,644,697.97

#### PARATRANSIT TANGIBLE TRANS PROPERTY

TOTAL PARATRANSIT TANGIBLE PROPERTY \$2,187,548.66

TOTAL ACCUMULATED DEPRECIATION PARATRANSIT PROPERT (\$1,708,059.41)

NET PARATRANSIT TANG PROPERTY \$479,489.25

#### INTANGIBLE ASSETS

TOTAL INTANGIBLE ASSETS \$39,401.32

TOTAL ACCUMULATED DEPRECIATION - INTANGIBLE ASSETS (\$39,401.32)

NET INTANGIBLE ASSETS \$0.00

#### INVESTMENTS

TOTAL INVESTMENTS \$0.00

#### SPECIAL FUNDS

TOTAL SPECIAL FUNDS \$14,112,567.71

#### OTHER ASSETS

TOTAL OTHER ASSETS \$235,572.64

### TOTAL ASSETS

\$92,362,778.37

### LIABILITIES AND CAPITAL

#### ACCOUNTS PAYABLE

TOTAL ACCOUNTS PAYABLE \$865,515.12

#### ACCRUED PAYROLL LIABILITIES

TOTAL ACCRUED PAYROLL LIABILITIES \$1,708,419.43

# Gold Coast Transit District

## Balance Sheet

Division: 01 Gold Coast Transit District

As of: 5/31/2021

Fiscal Year: 2021 Period: 11 May-2021

ACCRUED TAX LIABILITIES		
TOTAL ACCRUED TAX LIABILITIES	\$206.19	
OTHER CURRENT LIABILITIES		
TOTAL OTHER CURRENT LIABILITIES	\$882,058.90	
LONG-TERM DEBT		
TOTAL LONG TERM DEBT	\$21,948,792.50	
ESTIMATED LIABILITIES		
TOTAL ESTIMATED LIABILITIES	\$13,969,412.00	
DEFERRED CREDITS		
DEFERRED INC - STATE OF GOOD REPAIR		
TOTAL DEFERRED CREDITS	\$6,827,935.66	
TOTAL LIABILITIES		\$46,202,339.80
CAPITAL		
GOVERNMENT ENTITY OWNERSHIP		
TOTAL GOVERNMENT ENTITY OWNERSHIP	\$0.00	
GRANTS AND CAPITAL		
TOTAL GRANTS AND CAPITAL	\$48,960,100.69	
ACCUMULATED EARNINGS		
TOTAL ACCUMULATED EARNINGS	(\$2,799,662.12)	
TOTAL CAPITAL	\$46,160,438.57	
TOTAL CAPITAL AND LIABILITIES		\$92,362,778.37

# Gold Coast Transit District

## Income Statement With Approved Budget

From Fiscal Year: 2021 Thru Fiscal Year: 2021	From Period 11 Thru Period 11	Division: 01 Gold Coast Transit District		As of: 5/31/2021	
		May-2021		Jul-2020 May-2021	Approved Budget
REVENUES					
PASSENGER FARES					
TOTAL PASSENGER FARES		\$154,091.60	6.59%	\$173,885.26	7.44%
					\$2,338,100.00
SPECIAL TRANSIT FARES					
TOTAL SPECIAL TRANSIT FARES		\$0.00	0.00%	\$44,247.00	15.32%
					\$288,800.00
AUXILIARY TRANSPORTATION REVENUE					
TOTAL AUXILIARY TRANS REVENUES		\$26,526.75	18.95%	\$677,926.99	484.23%
					\$140,000.00
NONTRANSPORTATION REVENUES					
TOTAL NONTRANSPORTATION REVENUES		\$20,174.58	3.54%	\$624,615.82	109.56%
					\$570,100.00
LOCAL GRANTS AND REIMBURSEMENTS					
TOTAL LOCAL GRANTS & REIMB		\$0.00	0.00%	\$8,080,445.00	81.59%
					\$9,903,967.00
STATE GRANTS AND REIMBURSEMENTS					
TOTAL STATE GRANTS & REIMB		\$0.00	0.00%	\$334,804.39	111.60%
					\$300,000.00
FEDERAL GRANTS AND REIMBURSEMENT					
TOTAL FEDERAL GRANTS & REIMBURSEMENTS		\$2,718,535.00	18.54%	\$14,732,809.00	100.49%
					\$14,660,636.00
DEPRECIATION OFFSET					
TOTAL DEPRECIATION OFFSET		\$0.00	0.00%	\$0.00	0.00%
					\$0.00
TOTAL REVENUES		\$2,919,327.93	10.35%	\$24,668,733.46	87.47%
					\$28,201,603.00
EXPENSES					
LABOR					
TOTAL LABOR		\$1,169,277.17	10.62%	\$9,552,854.74	86.73%
					\$11,014,800.00
FRINGE BENEFITS					
TOTAL FRINGE BENEFITS		\$586,595.42	7.23%	\$7,347,368.43	90.50%
					\$8,118,516.00
SERVICES					
TOTAL SERVICES		\$516,959.50	9.98%	\$3,449,205.74	66.59%
					\$5,179,590.00
7/29/2021 2:41:08 PM					
Page 1 of 2					

# Gold Coast Transit District

## Income Statement With Approved Budget

From Fiscal Year: 2021 Thru Fiscal Year: 2021	From Period 11 Thru Period 11	Division: 01 Gold Coast Transit District		As of: 5/31/2021	
		May-2021	Jul-2020 May-2021	Approved Budget	
MATERIALS AND SUPPLIES					
TOTAL MATERIALS AND SUPPLIES		\$180,031.52	9.00%	\$1,542,977.83	77.12% \$2,000,797.00
UTILITIES					
TOTAL UTILITIES		\$24,836.81	8.54%	\$247,169.28	85.03% \$290,700.00
CASUALTY AND LIABILITY COSTS					
TOTAL CASUALTY AND LIABILITY		\$34,786.57	3.07%	\$274,392.53	24.24% \$1,131,800.00
FUEL TAXES					
TOTAL FUEL TAXES		\$0.00	0.00%	\$0.00	0.00% \$0.00
MISCELLANEOUS EXPENSE					
TOTAL MISCELLANEOUS EXPENSE		\$41,935.64	10.01%	\$197,495.92	47.14% \$419,000.00
INTEREST EXPENSE					
TOTAL INTEREST EXPENSE		\$890.79	4.95%	\$18,754.85	104.19% \$18,000.00
LEASES					
TOTAL LEASES		\$1,037.42	7.41%	\$12,449.04	88.92% \$14,000.00
TANGIBLE DEPN AND AMORTIZATION					
TOTAL TRANSIT DEPN & AMORT		\$0.00	0.00%	\$0.00	0.00% \$0.00
PARATRANSIT DEPRECIATION & AMORT					
TOTAL PARA DEPN & AMORT.		\$0.00	0.00%	\$0.00	0.00% \$0.00
INTANGIBLE ASSETS DEPN & AMORT					
TOTAL INT'BLE ASSETS DEPN & AMORT		\$0.00	0.00%	\$0.00	0.00% \$0.00
MISCELLANEOUS FEES					
TOTAL MISCELLANEOUS FEES		\$1,399.58	9.72%	\$2,040.29	14.17% \$14,400.00
DEBT SERVICE EXPENSE					
TOTAL DEBT SERVICE EXPENSE		\$0.00	0.00%	\$0.00	0.00% \$0.00
CONTINGENCY					
TOTAL CONTINGENCY		\$0.00	0.00%	\$65,369.72	0.00% \$0.00
TOTAL EXPENSES		\$2,557,750.42	9.07%	\$22,710,078.37	80.53% \$28,201,603.00
PROFIT/LOSS		\$361,577.51	0.00%	\$1,958,655.09	0.00% \$0.00

**Gold Coast Transit District**  
**Payroll Information**

<b>Pay Date</b>	<b>Period End</b>	<b>Gross Earnings</b>	<b>Direct Deposits</b>	<b>Net Pay</b>	<b>Payroll Tax EFTs</b>	<b>Non-tax Deductions</b>
7-May-21	1-May-21	\$ 455,196.61	\$ 313,195.96	\$ 8,172.32	\$ 71,535.50	\$ 68,609.48
13-May-21	13-May-21	\$ 3,086.37	\$ -	\$ 4,230.47	\$ 1,067.44	\$ (2,134.95)
21-May-21	15-May-21	\$ 459,120.55	\$ 313,819.67	\$ 12,119.08	\$ 71,045.83	\$ 68,510.20
28-May-21	28-May-21	\$ 4,205.33	\$ -	\$ 4,001.18	\$ 265.26	\$ -
		<b>\$ 921,608.86</b>	<b>\$ 627,015.63</b>	<b>\$ 28,523.05</b>	<b>\$ 143,914.02</b>	<b>\$ 134,984.73</b>

**Gold Coast Transit District  
Schedule of Money Transfers  
For the Month of May 2021**

Date	Description	Accounts		Amount
		From	To	
5/6/2021	Transfer for Payroll & AP	UB Money Market 2	UB General Account	822,665.63
5/6/2021	Transfer for Payroll	UB General Checking	UB Payroll Checking	321,367.33
5/12/2021	Transfer for AP	UB Money Market 2	UB General Account	1,749,682.38
5/13/2021	Transfer for AP	UB Money Market 2	UB General Account	186,591.39
5/20/2021	Transfer for Payroll & AP	UB Money Market 2	UB General Account	932,309.49
5/20/2021	Transfer for Payroll	UB General Checking	UB Payroll Checking	334,630.35
5/27/2021	Transfer for AP	UB Money Market 2	UB General Account	330,299.95
5/28/2021	Transfer for GCTD Agencies LTF	UB LTF Gen Checking	Various GCTD Agencies	125,287.00



**DATE** September 1, 2021 **Item #6**

**TO** GCTD Board of Directors

**FROM** Dawn Perkins, Director of Finance *dp*

**SUBJECT** **Consider Approval of GCTD Quarterly Investment Report for the Quarter ending June 30, 2021**

---

The GCTD Investment Policy requires submitting to the Board a quarterly investment report.

The District has a LAIF (Local Agency Investment Fund) Account managed by the California State Treasurer's Office, a Capital Reserve account held by the Ventura County Investment Pool, and two Money Market Accounts held by Union Bank, one for operating funds and one restricted for project funds received from State's Proposition 1B bond sales.

GCTD has three (3) accounts held by US Bank as the trustee of GCTD's Certificates of Participation (COPs) for construction of the new Administration and Maintenance Facility. One of those accounts is a Reserve Account, in which GCTD holds the equivalent of one year's bond payment as security for bondholders. In September 2018 GCTD engaged Arbitrage Management Group (AMG) to invest these funds in high-grade bonds to improve our long-term return. AMG specializes in investing bond reserve funds for municipal clients. These investments comply with GCTD's Investment Policy, and the AMG agreement was reviewed by bond counsel as well as GCTD's general counsel.

Attached please find a summary report of GCTD's investments for the quarter ending June 30, 2021. Redacted copies of full account statements can be made available for Board member review upon request.

**GENERAL MANAGER'S CONCURRENCE**

*Steven P. Brown*

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

30-Sep-20

30-Jun-21

<u>GCTD Investments</u>	<u>Fund Type</u>	<u>Previous Quarter Value</u>	<u>Net Deposits/ Withdrawals</u>	<u>Interest</u>	<u>Fair Market Value Incr (Decr)</u>	<u>Current Quarter Value</u>
Local Agency Investment Fund (LAIF)	Cash State Agency Investment	\$ 100,190.51		\$ 481.36		\$ 100,671.87
Ventura County Investment Fund	Capital Reserve	\$ 3,368,440.81	\$ 2,000,000.00	\$ 12,392.40	\$ (21,906.29)	\$ 5,358,926.92
U.S. Bank	Trust Account/Project Fund	\$ 287,793.71		\$ 13.25		\$ 287,806.96
U.S. Bank	Trust Account/Bond Reserve Fund	\$ 1,418,578.62	\$ (14,732.80)	\$ 8,307.93	\$ (17,615.81)	\$ 1,394,537.94
U.S. Bank	Trust Account/Payment Fund	\$ 26,696.38	\$ 863,644.33	\$ 3.04		\$ 890,343.75
Union Bank Money Market Account	Proposition 1B Funds	\$ 392,667.67	\$ (118,473.76)	\$ 132.40		\$ 274,326.31
Union Bank Money Market Account	Operating Funds	\$ 6,157,494.24	\$ (5,066,596.17)	\$ 1,010.05		\$ 1,091,908.12
<b>Total</b>		<b>\$ 11,751,861.94</b>	<b>\$ (2,336,158.40)</b>	<b>\$ 22,340.43</b>	<b>\$ (39,522.10)</b>	<b>\$ 9,398,521.87</b>





September 1, 2021

Item #7

**TO** GCTD Board of Directors

**FROM** Marlena Kohler, Purchasing Manager *MLK*

**SUBJECT** Report of Contracts Awarded.

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**SUMMARY**

As requested by the Board of Directors on December 2, 2020 and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the July 2021 Board meeting.

**RECOMMENDATION**

**It is recommended that the Board of Directors receive and file this report.**

**GENERAL MANAGER'S CONCURRENCE**

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

Contracts/PO Award Report  
August 2021

Date Ordered	PO#	Name	Description	Cost
<b>PROCUREMENT</b>				
24-Aug-21	B0020097	TRACKIT LLC	Hosted Database Services	\$12,700.00
10-Aug-21	G0000002	ECOLANE	License Fee	\$26,099.00
22-Jul-21	A0010238	GLOBAL CTI GROUP, INC.	1 Year Mitel Support for Switches & Software	\$3,019.00
21-Jul-21	A0010218	BEST BEST & KRIEGER LLP	Modification 001 - Increase	\$287,585.11
16-Jul-21	P0030246	PRODUCTIVE SOLUTIONS	C930E HD WEBCAM camera	\$185.00
14-Jul-21	P0030245	RINCON CONSULTANTS INC.	Site Assessment	\$4,500.00
12-Jul-21	P0030244	PRODUCTIVE SOLUTIONS	6 Panel Color Ribbon-YMCKO-K 200 prints/roll	\$2,410.00
			<b>Procurement Total</b>	<b>\$336,498.11</b>
<b>PARTS</b>				
24-Aug-21	M0048735	VALLEY POWER SYSTEMS, INC.	RETARDER VALVE ASM	\$287.32
24-Aug-21	M0048738	AMERICAN MOVING PARTS	BRAKE CHAMBER, FRONT	\$457.64
24-Aug-21	M0048739	THE AFTERMARKET PARTS COMPANY, LLC	SLACK ADJUSTER, FRONT C/S	\$2,760.50
24-Aug-21	M0048736	CUMMINS PACIFIC LLC	ECM	\$2,972.42
24-Aug-21	M0048737	GILLIG LLC	Lamp Assy, Rear Step LED	\$3,207.33
20-Aug-21	M0048734	TRANSFOR CORPORATION	Q-57580-13 11" SECURE LOOP, YELLOW (4 PACK)	\$857.26
19-Aug-21	M0048731	THE AFTERMARKET PARTS COMPANY, LLC	LAMP, INT ENT CURB	\$756.31
19-Aug-21	M0048732	SOUTHERN COUNTIES FUELS	ULTI-PLEX GREASE EP NLGI 2	\$2,823.02
19-Aug-21	M0048733	URBAN TRANSPORTATION	UTA Model 31 CPUs	\$6,613.70
18-Aug-21	M0048729	THE AFTERMARKET PARTS COMPANY, LLC	BRAKE CHAMBER, FRONT	\$557.37
18-Aug-21	M0048727	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$619.04
18-Aug-21	M0048730	TRILLIUM USA COMPANY, LLC	Training Personnel Travel Time	\$3,877.00
18-Aug-21	M0048728	CUMMINS PACIFIC LLC	Screw, Hex Flange Head Cap	\$7,408.41
17-Aug-21	M0048726	DAVMAR	Air Filter, Champion	\$158.18
16-Aug-21	M0048725	GILLIG LLC	Spring, Radiator/Filter Access Panel	\$361.61
16-Aug-21	M0048723	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$474.36
13-Aug-21	M0048721	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$818.86
11-Aug-21	M0048720	THE AFTERMARKET PARTS COMPANY, LLC	FIRE SENSOR 280	\$291.70
11-Aug-21	M0048719	GILLIG LLC	MOTOR, W/C RAMP GEAR ASSEMBLY	\$1,736.66
11-Aug-21	M0048718	THE AFTERMARKET PARTS COMPANY, LLC	SEAT CUSHION RETROFIT KIT	\$2,678.09
11-Aug-21	M0048724	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,909.34
05-Aug-21	M0048716	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,999.41
05-Aug-21	M0048717	GILLIG LLC	VOLTAGE REGULATOR/PMS	\$3,594.47
04-Aug-21	M0048711	THE AFTERMARKET PARTS COMPANY, LLC	PA SPEAKER	\$361.53
04-Aug-21	M0048713	SAFETY VISION	2.8mm camera for 400	\$421.50
04-Aug-21	M0048710	LOS ANGELES TRUCK CENTERS, LLC	FILTER, SECONDARY FUEL	\$1,111.86
04-Aug-21	M0048712	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER DESICCANT CARTRIDGE	\$1,156.67
04-Aug-21	M0048714	VALLEY POWER SYSTEMS, INC.	TCM - NABI	\$1,295.88
04-Aug-21	M0048715	THE AFTERMARKET PARTS COMPANY, LLC	GASKET, LUBE OIL COOLER COVER	\$4,748.41
28-Jul-21	M0048705	MUNCIE RECLAMATION AND SUPPLY COMPANY	SHAFT, SHUTOFF VALVE	\$116.11
28-Jul-21	M0048704	AMERICAN MOVING PARTS	GASKET REAR HUB	\$144.65
28-Jul-21	M0048708	VALLEY POWER SYSTEMS, INC.	RETARDER VALVE ASM	\$287.32
28-Jul-21	M0048703	GILLIG LLC	SWITCH, FAN	\$899.08
28-Jul-21	M0048706	THE AFTERMARKET PARTS COMPANY, LLC	SEAL, SHAFT	\$5,947.73
28-Jul-21	M0048709	EZ LANDSCAPE SERVICES	CLEAN UP AT 301	\$7,875.00
26-Jul-21	M0048702	CUMMINS PACIFIC LLC	THERMOSTAT	\$2,078.47
22-Jul-21	M0048695	AMERICAN MOVING PARTS	LAMP ASSEMBLY, CURB, EXIT	\$485.95
22-Jul-21	M0048697	GILLIG LLC	FILTER, HYDRAULIC	\$1,367.36
22-Jul-21	M0048700	ROMAINE ELECTRIC CORPORATION	SPARK PLUG	\$3,044.72
22-Jul-21	M0048696	MUNCIE RECLAMATION AND SUPPLY COMPANY	SERVICE KIT, SPINNER	\$3,329.65
22-Jul-21	M0048698	THE AFTERMARKET PARTS COMPANY, LLC	FILTER FUEL	\$7,430.98
22-Jul-21	M0048699	CUMMINS PACIFIC LLC	Spark Plug	\$16,719.59
19-Jul-21	M0048694	THE AFTERMARKET PARTS COMPANY, LLC	BRAKE SHIM 0.50	\$159.78
19-Jul-21	M0048692	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$811.86
19-Jul-21	M0048690	SOUTHERN COUNTIES FUELS	GEARLUBE 80W90 GL5	\$1,211.36
18-Jul-21	M0048689	MOTION INDUSTRIES, INC.	H7 Ball Valve Rebuild Kit	\$947.87
15-Jul-21	M0048688	MOTION INDUSTRIES, INC.	SVF Ball Valve Center	\$3,992.43
14-Jul-21	M0048687	THE AFTERMARKET PARTS COMPANY, LLC	WASHER, SLACK ADJUSTER	\$60.09
13-Jul-21	M0048693	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,152.25
12-Jul-21	M0048691	SOUTHERN COUNTIES FUELS	TRANSMISSION OIL SYNTHETIC	\$1,805.03
12-Jul-21	M0048686	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$2,947.81
09-Jul-21	M0048685	THE AFTERMARKET PARTS COMPANY, LLC	BRAKE CAMSHAFT RD/S REAR	\$156.11
08-Jul-21	M0048684	GILLIG LLC	Susp Asm, G2A Air Tilt Bag	\$2,089.60
06-Jul-21	M0048680	GILLIG LLC	VALVE, WIPER CONTROL	\$98.63
06-Jul-21	M0048683	SPORTWORKS NORTHWEST, INC	SWITCH, MAGNETIC	\$474.10
06-Jul-21	M0048682	MUNCIE RECLAMATION AND SUPPLY COMPANY	SET, MAIN BEARING	\$686.37
06-Jul-21	M0048681	URBAN TRANSPORTATION	SENSOR, APC REFLECTORIZED 18MM "RED"	\$983.25
02-Jul-21	M0048677	THE AFTERMARKET PARTS COMPANY, LLC	INDICATOR, SLACK ADJUSTER	\$152.09
02-Jul-21	M0048678	ROMAINE ELECTRIC CORPORATION	STARTER, 39MT, 24V 12T	\$592.63
02-Jul-21	M0048679	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,894.29
02-Jul-21	M0048676	GILLIG LLC	MIRROR, RD/S	\$2,632.88
01-Jul-21	M0048675	RUDOLPHO COBOS	Annual Fire Sprinkler Inspection	\$1,320.00
01-Jul-21	M0048674	NATIONAL AUTO BODY&PAINT	Body Labor	\$3,801.89
29-Jun-21	M0048673	VENTURA COUNTY AUTO SUPPLY	CABIN FILTER, 2006-2013 HONDA	\$182.50
29-Jun-21	M0048672	THE AFTERMARKET PARTS COMPANY, LLC	PIN, CLEVIS	\$210.55
			<b>Parts Total</b>	<b>\$135,405.82</b>
			<b>GRAND TOTAL</b>	<b>\$471,903.93</b>

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 8

Employee

Name: Steven Brown

**ENTER DATES:**

From:

To:

7/1/2021

8/25/2021

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

Any Travel Advance Received? (Enter Yes or No) \_\_\_\_\_

No

Enter Amount of Advance: →

Destination:

LOCAL

Reason for Travel: \_\_\_\_\_

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
7/23/2021	Lunch with Jerry Estrada of Santa Barbara MTD	Meals/ Incidentals	Employee Paid	\$44.65	\$44.65	
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
			Employee Paid			
TOTALS FROM PAGE TWO (IF REQUIRED)					\$0.00	

**Subtotal**

\$44.65

\$44.65

<b>Meal &amp; Incidentals</b>		
Meal & Incidentals <u>Maximum</u> (from Worksheet)	<b>\$35.00</b>	M&IE Adjustment (if Applicable)
Mileage Reimbursement (from Mileage Worksheet)		
Minus Travel Advance		
Total Due to Employee		<b>\$44.65</b>
Refund Due to GCTD		

Signed:

Steven P Brown

Date:

8-24-21

Approved: \_\_\_\_\_

Date: \_\_\_\_\_



Item #9

**DATE:** September 1, 2021

**TO:** GCTD Board of Directors

**FROM:** Dawn Perkins, Director of Finance

**SUBJECT: Consider Adoption of Resolution 2021-07 for State Transit Assistance (STA) / State of Good Repair (SGR) FY 2021-22 Allocation**

### **SUMMARY**

The Road Repair and Accountability Act (Senate Bill 1) provides funding annually for a variety of transit projects statewide, including the Transit and Intercity Rail Capital (TIRCP) Program, the State Transit Assistance (STA) Program, and the State of Good Repair (SGR) Program.

For FY 2021-22, GCTD's allocation under the SGR program is \$46,014, and the allocation under the STA program is \$300,300. Prior to receiving the apportionment of STA/SGR program funds in a fiscal year, an agency must submit a list of proposed projects to the California Department of Transportation (DOT). Once approved by this Board action, GCTD will submit a list of projects to VCTC, who will then submit project lists for the whole county to the State. The list does not need to be constrained to the apportionment but must show costs at least as much as the apportionment.

Staff is requesting that the Board consider approval of the annual STA/SGR State of Good Repair Priority Projects List and consider adoption of Resolution 2021-07 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

### **BACKGROUND**

Under SB1 program guidelines, annual STA/SGR allocations are awarded to transit agencies and regional entities based on annual population estimates from the Department of Finance and the annual revenue amount, determined from annual reports submitted to the State Controller's Office.

SB 1 provides STA apportionments (which can be used for transit capital and operations) as well as a new State of Good Repair (SGR) set-aside with funds also apportioned using the STA formula. A requirement in the state guidelines is that transit operators must provide a list of projects for each fiscal year, with a Board resolution approving the list. Should an agency miss this deadline, it will permanently lose part of its apportionment. Caltrans must approve the eligibility of the projects on the list, and the list can be amended in the future, subject to Caltrans approval.

SGR funds can be used as follows:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities.

### **GOLD COAST TRANSIT DISTRICT**

- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure. These funds are distributed to the transit operators based on the STA formula.

### **STA/SGR ELIGIBLE PROJECT LIST**

Staff has prepared a list of eligible projects listed below. While the priority projects list far exceeds the available funding, this provides GCTD and VCTC with a list of approved projects in the event that additional funds become available. GCTD plans to use a combination of other sources of funding such as CMAQ to complete these projects.

#### **GCTD's Eligible Projects for STA/SGR (Priority Projects List)**

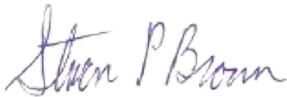
	<b>Project Description</b>	<b>Cost Estimate</b>
<b>1</b>	Nine (9) Replacement CNG Buses*	\$5,400,000

*\*STA/SGR funds used as matching funds for federal grant.*

### **RECOMMENDATION**

Consider approval of GCTD's FY 2021-22 STA / SGR (State of Good Repair) Priority Projects List and consider adoption of Resolution 2021-07 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

### **GENERAL MANAGER'S CONCURRENCE**



Steven P. Brown  
General Manager

*Attachment*



**GOLD COAST TRANSIT DISTRICT  
RESOLUTION NO. 2021-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLD COAST TRANSIT DISTRICT  
AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE  
CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Gold Coast Transit District is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, Gold Coast Transit District wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Gold Coast Transit District that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED THIS 1st DAY OF September 2021.

ATTEST:

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Randy Haney, Board Chair

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 1st day of September 2021.

---

Steven P. Brown, Secretary of the Board

**GOLD COAST TRANSIT DISTRICT**



**Item #10**

**DATE** September 1, 2021

**TO** GCTD Board of Directors

**FROM** Ana Perez, Human Resources Generalist, Alex Zaretsky, Human Resources & Risk Manager, and Acting Director of Human Resources

**SUBJECT Consider Approval of GCTD's Passenger Conduct Policy and Procedures**

**SUMMARY**

As part of a nationwide public transit effort responding to disruptive passengers, and to create a policy and procedure related to handling disruptive (unruly) passengers' behavior, and with expected rules, and in response to this effort GCTD has created a Passenger Conduct Policy and Procedures.

While unruly passenger incidents are infrequent on GCTD's buses, it becomes a reality in our everyday lives as we see media reports on disruptive passenger behavior. It is beneficial for GCTD to have policy and procedures in place for the safety and security of our passengers, employees, and the district.

The Policy and Procedures is intended to address unruly passenger behavior that also addresses disruptive behavior, direct threats, physical and or verbal abuse, carry on weapons, and other prohibited behavior by law, to staff and others and to the district's property.

If the passenger engages in any of the activities described the operator of any GCTD vehicle may radio the dispatch office to report a passenger's unacceptable behavior. The dispatcher will take the appropriate action which includes,

1. Summon law enforcement assistance and dispatch a road supervisor - The decision of the law enforcement officer regarding the law enforcement agency's disposition of the passenger is final. If the passenger is not removed or arrested by the law enforcement officer, a road supervisor may nonetheless determine to remove the passenger from a GCTD vehicle. If this action is taken, the supervisor should evaluate whether the passenger needs to be transported to a location where there is shelter available.
2. Dispatch a road supervisor - A road supervisor may remove a passenger from a GCTD vehicle. If this action is taken, the supervisor should evaluate whether the passenger needs to be transported to a location where there is shelter available.

**GOLD COAST TRANSIT DISTRICT**



A passenger may be suspended (temporarily or permanently) from ridership if the passenger has engaged in the prohibited conduct and will also have procedural due process rights. In addition, the General Manager or a designee may also determine that a Court-Ordered Restraining Order is necessary to protect the safety of the operators or service.

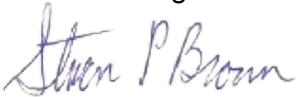
A decision to ban a passenger will be communicated to the passenger in a written Notice of Exclusion which states the reasons for and the duration of the ban. The Notice of Exclusion will be sent via certified mail and regular mail. GCTD will provide the banned passenger an opportunity to appeal the decision.

The Policy and Procedures is approved by GCTD's General Counsel and the Unions representing GCTD's employees. Information on the Policy and Procedures will be included in the Bus Book and on GCTD's website.

## **RECOMMENDATION**

It is recommended that the Board of Directors approve the attached Passenger Conduct Policy and Procedures.

General Manager's Concurrence

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style with a horizontal line underneath the name.

---

Steven P. Brown





## **PASSENGER CONDUCT POLICY AND PROCEDURES**

*Approved Date: September 1, 2021*

All individuals using the public transportation services furnished by Gold Coast Transit District (GCTD) are expected to conduct themselves courteously and in a manner that creates a safe environment for other passengers and for GCTD staff and contractors. GCTD reserves the right to suspend or revoke a passenger's riding privileges, either temporarily or permanently, if a passenger violates the policies below. As used herein, the term "GCTD vehicle" means any buses or paratransit vehicles operated by or on behalf of GCTD.

This Policy and Procedure is intended to address unruly passenger behavior that also addresses disruptive behavior, direct threats, physical and or verbal abuse, and other prohibited behavior by law, to staff and others and property.

### **Prohibited Conduct**

- Physical or Verbal Assaults – No person shall assault (touching, spitting, hitting, yelling, and screaming) GCTD employees. For example, assaulting passengers or employees, contractors, or agents of GCTD, over an issue pertaining to fares, (e.g., a bus operator or Customer Service Representative has quoted a fare, customer/ passenger is upset over fare and verbally or physically threatens or abuses others, i.e., passengers and GCTD staff over that fare); such actions are strictly prohibited and will be prosecuted.
- Physical or Verbal Threats: No person may utter a threat to cause damage to a GCTD vehicle or facility, or state a threat to cause disruption to GCTD operations, through the use of a bomb, explosive, or any other destructive device or weapon, or release of any harmful substance, while on a GCTD vehicle or within a GCTD facility; or state a threat of physical harm to a peace officer, fellow passenger, or GCTD staff or contractors acting in the course of employment.
- Weapons: No person, except a peace officer, shall bring or carry aboard a GCTD vehicle any firearm, replica firearm, knife (except a folding knife with a blade less than 3 ½ inches in length), or any other instrument, article, device, material, or substance specifically designed for, or attempted to be used to, inflict or cause bodily harm to another, except in accordance with administrative rules as may be promulgated by the GCTD General Manager (General Manager). As used in this section "replica firearm" means any device that substantially resembles a firearm or can reasonably be perceived to be an actual firearm. No person may throw an object at or discharge or pretend to discharge a bow and arrow, air rifle, rifle gun, revolver, or other firearm or replica firearm at a GCTD vehicle or at any part of a GCTD facility, or any person on GCTD property, except that a peace officer in the course of employment is exempt from this paragraph.

### **GOLD COAST TRANSIT DISTRICT**

- Hazardous Conduct: No person may engage in any conduct or activity that is hazardous to themselves or to any other person on a GCTD vehicle (e.g., banging head on bus window, throwing objects at others).
- Damage to or destruction of any property of GCTD or others in a GCTD vehicle: No person may damage or destroy any GCTD property or property belonging to any other passenger, GCTD staff member or contractor.
- Penal Code Violations: This Policy is not intended to limit any penalty or imprisonment that may otherwise be imposed for a violation of the California Penal Codes: Section 171.7, and Section 640 and with the expansion of SB 882.

### **Consequences of Prohibited Conduct**

If an individual is involved in any activity of the type described above, that individual is subject to the following action(s):

The operator of any GCTD vehicle may radio the dispatch office to report a passenger's unacceptable behavior or actions. The dispatcher will take the appropriate action which could include:

1. Summon law enforcement assistance and dispatch a road supervisor - The decision of the law enforcement officer regarding the law enforcement agency's disposition of the passenger is final. If the passenger is not removed or arrested by the law enforcement officer, a road supervisor may nonetheless determine to remove the passenger from a GCTD vehicle. If this action is taken, the supervisor should evaluate whether the passenger needs to be transported to a location where there is shelter available.
2. Dispatch a road supervisor - A road supervisor may remove a passenger from a GCTD vehicle. If this action is taken, the supervisor should evaluate whether the passenger needs to be transported to a location where there is shelter available.

In all cases, an incident report will be filed prior to completion of the shift of the incident reporting Supervisor along with the Operations Manager and Director of Operations & Maintenance. The General Manager or a designee can recommend banning the individual from using GCTD's services, either permanently or for a specified length of time. The length of the ban will be determined by the General Manager or a designee, upon recommendation by the Public Transportation Agency Safety Plan Committee (PTASP /Safety Committee) on a case-by-case basis. The Safety Committee will be comprised of members of GCTD staff, the Operations Manager, Fleet Manager, Director of Operations & Maintenance, the Director of Human Resources (or designee), and the Safety and Training Supervisor, with the committee members of the PTASP.

If the General Manager or a designee determines that banning a passenger from using GCTD's service is appropriate, that decision will be communicated to GCTD staff and GCTD operations and maintenance partners that contract with GCTD in relation to other transportation related services.

## **Passenger Right to Appeal**

A decision to ban a passenger will be communicated to the passenger in a written Notice of Exclusion which states the reasons for and the duration of the ban. The Notice of Exclusion will be sent via certified mail and regular mail. GCTD will provide the banned passenger an opportunity to appeal the decision.

Appeals must be sent within 21 days of commencement of the exclusion order. Supporting documentation may be provided but is limited to 10 pages.

Appeals must be in writing and sent either by mail to Gold Coast Transit District, Attn: General Manager, Exclusion Appeals, 1901 Auto Center Drive, Oxnard, CA 93036, or by e-mail sent to [adelgado@gctd.org](mailto:adelgado@gctd.org).

The Appeal review will be conducted by the Director of Human Resources (or designee), who will respond, either to request more information from the appellant or to transmit a final decision, within 10 business days from the date the written request is received.

In appropriate cases the General Manager or a designee may determine that a Court-Ordered Restraining Order is necessary to protect the safety of the operators or service. There are several types of restraining orders that may be sought (workplace violence, civil harassment, and domestic violence) depending on the facts and circumstances. The General Manager should determine how to proceed in coordination with GCTD's Director of Human Resources (or designee) and General Counsel.

## **Penal Code Violations (included)**

California Penal Code section 171.7

This Policy is not intended to limit any penalty or imprisonment that may otherwise be imposed for a violation of California Penal Code section 171.7, which makes it unlawful for any person to possess, in the area of a public transit facility, a firearm, imitation firearm, instrument that expels a metal projectile, hand grenade, unauthorized tear gas weapon, and/or undetectable knife. A violation of Penal Code section 171.7 is punishable by imprisonment in a county jail for a period not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000), or by both. In accordance with Penal Code section 171.7(e), this statutory punishment, if imposed, will take the place of any separate action by GCTD to exclude such person from ridership, as set forth in this Policy.

California Penal Code section 640 and the expansion with SB 882.

This Policy is not intended to limit any penalty or imprisonment that may otherwise be imposed for a violation of California Penal Code section 640 and the expansion to SB 882, which makes it unlawful for any person to acts committed on or in a facility or vehicle of a public transportation system.

(b)(1) Eating or drinking in or on a system facility (2) Playing unreasonably loud sound equipment (3) Smoking in or on a system facility or (4) Expectorating upon a system facility or

vehicle. (5) Skateboarding, roller skating, bicycle riding, roller blading, or operating a motorized scooter or similar device, does not apply to an activity that is necessary for utilization of the transit facility by a bicyclist, including, but not limited to, an activity that is necessary for parking a bicycle or transporting a bicycle aboard a transit vehicle, (6) Selling or peddling any goods, merchandise, property, or services of any kind whatsoever on the facilities, vehicles, or property of the public transportation system

(C)(1) Evasion of the payment of a fare of the system (2) Misuse of a transfer, pass, ticket, or token with the intent to evade the payment of a fare. (3) (A) Unauthorized use of a discount ticket or failure to present, upon request from a transit system representative, acceptable proof of eligibility to use a discount ticket.

(d)(1) Willfully disturbing others on or in a system facility or vehicle by engaging in boisterous or unruly behavior. (2) Carrying an explosive, acid, or flammable liquid in a public transit facility or vehicle. (3) Urinating or defecating in a system facility or vehicle, except in a lavatory. However, this paragraph shall not apply to a person who cannot comply with this paragraph as a result of a disability, age, or a medical condition.

(4) Willfully blocking the free movement of another person in a system facility or vehicle. This paragraph shall not be interpreted to affect any lawful activities permitted or First Amendment rights protected under the laws of this state or applicable federal law, including, but not limited to, laws related to collective bargaining, labor relations, or labor disputes. (5) Willfully tampering with, removing, displacing, injuring, or destroying any part of a facility or vehicle of a public transportation system.

A minor shall not be charged with an infraction or a misdemeanor to evade the payment of a fare on a public transit system, to misuse a transfer, pass, ticket, or token with the intent to evade the payment of a fare, or to use a discount ticket without authorization or fail to present, upon request from a transit system representative, acceptable proof of eligibility to use a discount ticket.



**DATE** September 1, 2020 **Item #11**

**TO** GCTD Board of Directors

**FROM** Alex Zaretsky, Human Resources Risk Manager / Acting Human Resources Director

**SUBJECT** **Consider Adoption of Resolution No. 2021-06 Authorizing Approval of Annual Recertification of GCTD's Public Transportation Agency Safety Plan (PTASP)**

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## SUMMARY

Last year, Gold Coast Transit District's Board of Directors certified the Federal Transit Administration (FTA) required Public Transportation Agency Safety Plan (PTASP).

In accordance with the Public Transportation Agency Safety Plan (PTASP) the Final Rule requires all agencies that receive FTA's Urbanized Area Formula Grants to set safety performance targets in a Safety Plan that is reviewed and certified every year.

This report is a recertification request, with data, and a comparison of the safety targets from last year to this year. The dates are fiscal years, this report will show last year safety targets, compared to the actuals.

The Safety Performance Measures:

1. Fatalities: total number of reportable fatalities / and rate per total vehicle revenue miles.
2. Injuries: total number of reportable injuries /and rate per total vehicle revenue miles).
3. Safety Events: total number of reportable events /and rate per total vehicle revenue miles.
4. System Reliability: mean distance between major mechanical failure.

Last Year's Report: Safety Targets from June 30, 2020, to June 30, 2021

<b>Safety Performance Targets</b>							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
<b>Mode of Transit Service</b>	<b>Fatalities</b>	<b>Injuries</b>	<b>Safety Events</b>	<b>System Reliability VRM /Failures</b>	<b>Fatalities Rate VRM per 100,000</b>	<b>Injuries Rate VRM per 100,000</b>	<b>Safety Events Rate VRM per 100,000</b>
<b>Fixed Route</b>	0	6	5	27,160	0	.27	.22
<b>Paratransit</b>	0	1	2	51,439	0	.32	.22

## GOLD COAST TRANSIT DISTRICT

Actuals from July 1, 2020, to July 1, 2021

<b>Safety Performance Targets</b> <i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability VRM /Failures	Fatalities Rate VRM per 100,000	Injuries Rate VRM per 100,000	Safety Events Rate VRM per 100,000
Fixed Route	0	4	10	14,279	0	.20	.51
Paratransit	0	0	0	39,306	0	0	0

Vehicle revenue miles were significantly reduced because of the COVID Pandemic

VRM: GCTD: 1,942,047  
VRM Paratransit: 510,990

The above data is based on a fiscal year, GCTD management recommends changing the data reporting from fiscal to a calendar year. Based on the above actuals the Safety Targets for 2021 calendar are as follows:

Safety Targets for January 1, 2021, to December 31, 2021

The paratransit safety targets will remain the same as the Safety Targets from June 30, 2021. GCTD's Safety will remain as the actuals form the remainder of the 2021 year.

<b>Safety Performance Targets</b> <i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability VRM /Failures	Fatalities Rate VRM per 100,000	Injuries Rate VRM per 100,000	Safety Events Rate VRM per 100,000
Fixed Route	0	4	12	17,000	0	.20	.61
Paratransit	0	1	2	42,000	0	.19	.39

The National Transit Database (NTD), provides specific reporting definitions:

**Fatality:** is a death due to a collision, fire, hazardous material spill, acts of god.

**Injury:** is any damage or harm to persons that require immediate medical attention away from the scene.

**Safety Events:** any accident, incident or occurrences, e.g., collisions, fires ( suppressions), hazardous material spills, other safety events other than immediate transport on medical attention

**System Reliability:** Major mechanical system failures, e.g., breakdown of brakes, engine cooling.

## **Safety Training & Communication**

On a monthly basis staff has a PTAS meeting to go over the reported safety events, accidents, and incidents. The group reviews each event, in most cases the bus accident video is shown and staff through dialog help determine by analysis the cause and effects of the event and the remedies that can used to prevent any future safety events that are either exact or similar in nature.

GCTD currently provides two safety training programs monthly. One is for bus operators and others holding a commercial driver's license to provide safety training. The second is provided to maintenance staff for OSHA based industrial safety training.

## **Database Collection (PTASP Documentation)**

GCTD uses Track-it Manager a transit specific software database to assist in PTASP documentation. All PTASP records are in a single, easy to search cloud platform. Reports on Accident Management, Hazard and Incident Tracking are easy to complete. All pertinent information related to a report whether it is an accident, or a safety hazard is readily available. The database is populated by Transit Supervisors and the Safety and Training Supervisors and reviewed by the safety committee and the PTASP staff, and then reported to the NTD (National Transit Database).

## **Plan Updates Made:**

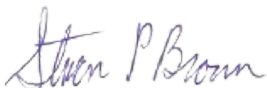
Each agency is expected to review its own program to accomplish these requirements. The Plan only needed a staffing change to the reporting structure, the Operations Manager changed to Chiharu Lee.

## **RECOMMENDATION**

This report has the following action items for the Board of Directors.

1. Approval of GCTD's Public Transit Agency Safety Plan, update, and safety performance targets.

## **GENERAL MANAGER'S CONCURRENCE**



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Steven P. Brown  
General Manager

**RESOLUTION No. 2021-06  
Annual Recertification**

**Gold Coast Transit District  
Public Transportation Agency Safety Plan  
Agency Safety Plan  
Annual Recertification**

**WHEREAS**, Gold Coast Transit District had in effect a Resolution providing Gold Coast Transit District with a Public Transportation Agency Safety Plan on June 3, 2020, Resolution **2020-04**

**WHEREAS**, on July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

**WHEREAS**, the rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). the plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The plan must be updated and certified by the transit agency annually.

**NOW, THEREFORE, BE IT RESOLVED**, on September 1, 2021, at the Board of Directors meeting, Gold Coast Transit District's Accountable Executive Steven P Brown along with the Board of Directors and Chair for GCTD approve for recertification the Districts Public Transportation Agency Safety Plan (PTASP), i.e., Agency Safety Plan.

PRIOR RESOLUTION No. 2020-04, on *the 3<sup>rd</sup> day of June 2020.* / Version: 1.0

APPROVED AND RECERTIFIED on the *1<sup>st</sup> Day of September 2021.* / Version: 2.0

**CHAIR OF THE BOARD OF DIRECTORS FOR GOLD COAST TRANSIT DISTRICT**

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Randy Haney  
Chair of the Board of Directors

*ATTEST: I hereby certify that the foregoing Resolution No. 2021-06 was duly approved by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 1st day of September 2021.*

**GENERAL MANAGER'S CONCURRENCE**

---

Steven P. Brown  
General Manager



**Gold Coast Transit District**

**1901 Auto Center Drive**

**Oxnard, California 93036**

Agency Safety Plan

Adopted and Certified by the Board of Directors on June 3, 2020

Adopted and Recertified by the Board of Directors on September 1, 2021

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Signature of Accountable Executive

Steven P. Brown  
General Manager

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Date

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*Gold Coast Transit District*  
**Public Transportation Agency Safety Plan**

**Safety Management System (SMS) Policy Statement**

The management of safety is one of our core business functions. Gold Coast Transit District (GCTD) is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the General Manager.

Gold Coast Transit District commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

### *Definitions*

Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.

Accountable Executive means the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the Agency; responsibility for carrying out the Agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

Agency or Transit Agency means Gold Coast Transit District.

Board or equivalent entity means governing body of Gold Coast Transit District.

Caltrans means the California Department of Transportation.

Chief Safety Officer means the adequately trained individual who has responsibility for safety and reports directly to the Transit Agency's chief executive officer.

CFR means Code of Federal Regulations.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of the system, or damage to the environment.

Incident means an Event that involves any of the following: a personal injury that is not a serious injury, one or more injuries requiring medical transport, or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the Transit Agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of the Transit Agency.

Part 673 means 49 CFR (Code of Federal Regulations) Part 673.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within the Transit Agency's Safety Management Systems that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit Agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management Systems (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit Agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Performance Target (SPT) means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

Safety Risk Assessment (SRA) means the formal activity whereby the Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM) means a process within the Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received, (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses), (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ, or (5) involves second or third-degree burns, or any burns affecting more than five percent of the body surface.

State of Good Repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

U.S.C. means United States Code.

### *Section 1 Transit Agency Information*

Gold Coast Transit District is a California Governmental Transit District formed by the California legislation, which operates fixed route transit bus service in Ventura County, California. Gold Coast Transit District is a recipient of Section 5307 funds. Gold Coast Transit District utilizes a contractor (external provider) to provide paratransit transportation services and ensures compliance under Part 673. GCTD will monitor the paratransit subcontractor's Agency Safety Plan.

### *Subsection 1.1 Accountable Executive*

Gold Coast Transit District's Accountable Executive is Steven P. Brown as the General Manager. The General Manager is the single, identifiable person who has ultimate responsibility for carrying out this Agency Safety Plan and Gold Coast Transit District's Transit Asset Management (TAM) Plan, and control or direction over the human and capital resources needed to develop and maintain both this Plan and the TAM Plan.

The General Manager is accountable for ensuring that the Agency's Safety Management Systems (SMS) is effectively implemented throughout the Agency's public transportation system. The General Manager is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The General Manager may delegate specific responsibilities, but the ultimate accountability for the Transit Agency's safety performance cannot be delegated and always rests with the General Manager.

### *Subsection 1.2 Chief Safety Officer*

The General Manager designates the Human Resources and Risk Manager as Gold Coast Transit District's Chief Safety Officer who has the authority and responsibility for day-to-day implementation and operation of the Agency's SMS. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive,

**As shown in the organization chart in the Attachment A.** Management and has a strong working relationship with the operations and maintenance departments along with the asset management functions at Gold Coast Transit District.

## *Section 2 Plan Development, Approval, and Updates*

This Plan is based on the four (4) principles or pillars of the Safety Management Systems (SMS). SMS is defined as the formal, top-down, organization-wide, data-driven approach to managing safety risk and assuring the effectiveness of safety mitigations. It includes systematic policies, procedures, and practices for the management of safety risk. The four principles or pillars of SMS are: (1) Safety Management Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion.

### *Subsection 2.1 Drafting the Plan*

GCTD drafted this Plan along with a draft from Caltrans thus meeting the requirements of 49 CFR Part 673.11(d). FTA will oversee compliance with the requirements of Part 673 through the existing Triennial Review processes.

### *Subsection 2.2 Signature by the Accountable Executive and Approval by the Board*

Pursuant to 49 CFR Part 673.11 (a)(1), this Agency Safety Plan and subsequent updates must be signed by the Accountable Executive and approved by Gold Coast Transit District's Board. Documentation of Board approval is found in the Board report of June 3, 2020.

### *Subsection 2.3 Certification of Compliance*

Pursuant to 49 CFR Parts 673.13(a) and 673.13(b), Gold Coast Transit District certifies that it has established this Agency Safety Plan, meeting the requirements of 49 CFR Part 673 by July 20, 2020 and will certify its compliance with 49 CFR Part 673.

On an annual basis Gold Coast Transit District must update this Agency Safety Plan by July 20 in perpetuity. All Agency Safety Plan updates shall be signed by the Accountable Executive and approved by Gold Coast Transit District's Board.

#### *Subsection 2.4 Plan Review and Updates*

Gold Coast Transit District updates this Safety Plan when information, processes or activities change within the Agency and/or when Part 673 undergoes significant changes, or annually, whichever comes sooner. As Gold Coast Transit District collects data through its Safety Risk Management and Safety Assurance processes, and Track-it a database, and will evaluate the safety performance targets (SPTs) to determine whether they need to be changed, as well.

This Plan will be jointly reviewed and updated by the Chief Safety Officer and General Manager with the assistance of subject matter experts, each July. The Accountable Executive will approve any changes, then forward on to the Board for approval.

This Plan may need to be reviewed and updated more frequently based on the following:

- We determine our approach to mitigating safety deficiencies is ineffective;
- We make significant changes to service delivery;
- We introduce new processes or procedures that may impact safety;
- We change or re-prioritize resources available to support SMS;
- We significantly change our organizational structure.

### *Section 3 Safety Performance Targets (SPTs)*

#### *Subsection 3.1 Target Development*

GCTD will create self-Safety Plan Targets SPTs in this Safety Plan. These targets are specific numerical targets set by GCTD and based on the safety Performance Measures established by yearly performance measures. GCTD will also review through FTA in the National Public Transportation Safety Plan. In the most recent version, the 2017 NSP3, FTA adopted four initial safety Performance Measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability.

GCTD will develop safety performance targets that it will review and update annually. The specific safety performance targets are based on the safety performance measures established under the GCTD performance measures, and will utilize the National Public Transportation Safety Plan and the safety performance goals set through FTA based on the past three (3) Calendar years of data. The Safety Performance Targets for Gold Coast Transit District for the first year 2020 is expected to stay within 1% +/- of previous three years data pertaining to fatalities, injuries, safety events, and system reliability.

*Note: Baseline data for each target will be analyzed by GCTD.*

Gold Coast Transit District will make safety performance targets available to aid in the planning process upon certification of this plan.

## Attachment A

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability
Fixed Route Integer Target				
Fixed Route Target per Vehicle Revenue Mile				
Demand Response Integer Target				
Demand Response Target per Vehicle Revenue Mile				

### *Section 4 Overview of the Agency's Safety Management Systems (SMS)*

SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully. Gold Coast Transit District's SMS focuses on applying resources to risk and is based on ensuring that the Gold Coast Transit District has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources. Some key parts of Gold Coast Transit District's SMS include:

- Defined roles and responsibilities;
- Strong executive safety leadership;
- Formal safety accountabilities and communication;
- Effective policies and procedures; and
- Active employee involvement

Furthermore, Gold Coast Transit District's SMS have four distinct components, which are discussed in subsequent sections to this Safety Plan:

- Safety Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

### *Section 5 Safety Management Policy*

The first component of Gold Coast Transit District's SMS is the Safety Management Policy, which is the foundation of Gold Coast Transit District's safety management system. It clearly states the organization's safety objectives and sets forth the policies, procedures, and organizational structures necessary to accomplish the safety objectives. The Safety Management Policy clearly defines management and employee responsibilities for safety throughout the organization. It also ensures that management is actively engaged in the oversight of the system's safety performance by requiring regular review of the Safety Management Policy, budget and program by the designated Accountable Executive.

#### *Subsection 5.1 Safety Management Policy Statement*

Safety is a core value at Gold Coast Transit District, and managing safety is a core business function. Gold Coast Transit District will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. Gold Coast



Transit District's overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations.

Gold Coast Transit District will:

- Clearly, and continuously explain to all staff that everyone working within Gold Coast Transit District must take part and be responsible and accountable for the development and operation of the Safety Management System (SMS).
- Work continuously to minimize safety risks. Work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards for passengers and employees.
- Work to ensure that all employees are provided appropriate safety information and training, are competent in safety matters, and assigned tasks commensurate with duties and skills.
- Reaffirm that responsibility for making our operations safer for everyone lies with all employees – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure that all reasonable steps are taken to perform activities established through the SMS.

Gold Coast Transit District will establish safety performance targets to help measure the overall effectiveness of our processes and ensure we meet our safety objectives. Gold Coast Transit District will keep employees informed about safety performance goals and objectives to ensure continuous safety improvement.

#### *Subsection 5.2 Safety Management Policy Communication*

The Safety Management Policy is communicated throughout the Agency, to all employees, managers, and executives, as well as contractors, and to the Board.

This is accomplished through various processes such as:

- Workshops/training sessions - Conducted for Senior Management, Directors, Managers, Supervisors. Once this Plan or any update to this Plan has been signed by the CEO/General Manager approved by the Board of Directors. All Union representatives will be kept informed.
- New Hire Safety Orientation – All new employees regardless of their classifications will be trained about their roles and responsibilities pertaining to PTASP and the principles of SMS.
- Safety bulletins, email safety newsletter blasts to staff, toolbox/tailgate safety meetings and/or safety committee meetings

#### *Subsection 5.3 Employee Safety Reporting Program*

Gold Coast Transit District implemented a process that allows employees [and contracted employees] to report safety conditions to senior management, protections for employees who

report safety conditions to senior management. The purpose, description and protections for employees to report unsafe conditions and hazards are described in the Employee Safety Reporting Program as below:

**Purpose:**

- a) To establish a system for Gold Coast Transit District employees to identify unsafe conditions or hazards at work and report them to their department management without fear of reprisal. However, disciplinary action could result if the condition reported reveals the employee willfully participated in or conducted an illegal act, gross negligence or deliberate or willful disregard of regulations or procedures, including reporting to work under the influence of controlled substances, physical assault of a coworker or passenger, theft of agency property, unreported safety events, unreported collisions, and unreported passenger injuries or fatalities.
- b) To provide guidelines for facilitating the timely correction of unsafe conditions or hazards by Gold Coast Transit District management.

**Description:**

- a) This program provides a method for Gold Coast Transit District management to identify, evaluate, and correct or avoid unsafe conditions or hazards, procedural deficiencies, design inadequacies, equipment failures, or near misses that adversely affect the safety of employees.

Examples of voluntary safety reports include:

- Safety hazards in the operating environment (for example, county or city road conditions),
  - Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection),
  - Events that senior managers might not otherwise know about (for example, near misses), and
  - Information about why a safety event occurred (for example, radio communication challenges).
- b) The program also involves recommending corrective actions and resolutions of identified unsafe conditions or hazards and/or near miss.
- c) All employees have the obligation to report immediately any unsafe conditions or hazards and near miss to their immediate supervisor /department manager and may do so without fear of reprisal.
- d) Unsafe conditions or hazards may also be identified as a result of occupational injury or illness investigations and/or by accident investigation.
- e) Other means by which hazards may be identified are inspections/audits or observations made by the supervisors/management staff as referenced in agency's Safety Inspection Program.
- f) Findings will be published immediately following mitigation actions. If employee identification is available, direct feedback regarding mitigation will be provided.

#### *Subsection 5.4 SMS Authorities, Accountabilities, and Responsibilities*

This Plan has assigned specific SMS authorities, accountabilities, and responsibilities to the designated Accountable Executive; Chief Safety Officer; Agency's Leadership/Executive Management; and Key Staff/Employees as described below:

##### *Subsection 5.4.1 Accountable Executive*

Gold Coast Transit District's Accountable Executive is the General Manager. The General Manager is accountable for ensuring that the Agency's SMS is effectively implemented throughout the Agency's public transportation system. The General Manager is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The General Manager may delegate specific responsibilities, but the ultimate accountability for Gold Coast Transit District's safety performance cannot be delegated and always rests with the General Manager. The General Manager is accountable for ensuring that the Agency's SMS is effectively implemented, and that action is taken, as necessary, to address substandard performance in the Agency's SMS. The Accountable Executive may delegate specific responsibilities, but not accountability for Gold Coast Transit District's safety performance.

The General Manager roles include, but are not limited to:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents;
- Endorsing SMS implementation team membership; and
- Ensuring safety concerns are considered and addressed in the agency's ongoing budget planning process.
- Ensuring transparency in safety priorities: for the Board of Directors and for the employees.
- Establishing guidance on the level of safety risk acceptable to the agency.
- Assuring safety policy is appropriately communicated throughout the agency.
- Other duties as assigned/necessary.

##### *Subsection 5.4.2 Chief Safety Officer*

The Chief Safety Officer has the authority and responsibility for day-to-day implementation and operation of Gold Coast Transit District's SMS.

Chief Safety Officer's Roles include:

- Decision-making about resources (e.g., people and funds) to support asset management, SMS activities, and capital investments;
- Overseeing the safety risk management program by facilitating hazard identification, safety risk assessment, and the development and implementation of safety risk mitigations.
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and the **Board** on SMS implementation progress.

- Planning safety management training; and
- Developing and organizing annual audits/reviews of SMS processes and the Agency Safety Plan to ensure compliance with 49 CFR Part 673 requirements.
- Maintaining safety documentation.
- Other duties as assigned/necessary.

#### *Subsection 5.4.3 Agency Leadership and Executive Management*

The department directors and or managers of each department comprise the District's Leadership/Executive Management. Some of their responsibilities include:

- Day-to-day implementation of the Agency's SMS throughout their department and the organization.
- Communicating safety accountability and responsibility from the frontline employees to the top of the organization.
- Ensuring employees are following their working rules and procedures, safety rules and regulations in performing their jobs, and their specific roles and responsibilities in the implementation of this Agency Safety Plan and the Agency's SMS.
- Ensuring that employees comply with the safety reporting program and are reporting unsafe conditions and hazards to their department management; and making sure reported unsafe conditions and hazards are addressed in a timely manner.
- Ensuring that resources are sufficient to carry out employee training/certification and re-training as required by their job classifications.

#### *Subsection 5.4.4 Key Staff*

The agency Key Staff/Employees may include managers, supervisors, specialists, analysts, database administrators, and other key employees who are performing highly technical work and overseeing employees performing critical tasks and providing support in the implementation of this Agency Safety Plan and SMS principles in various departments throughout the agency.

Gold Coast Transit District's Key Staff/Employees responsibilities include:

- Ensuring that employees are complying with the safety reporting program.
- Ensuring supervisors are conducting their toolbox safety meetings
- Promoting safety in employee's respective area of responsibilities – That means: zero accidents; absence of any safety concerns; perfect employee performance; and compliance with agency rules and procedures and regulatory requirements.
- Ensuring safety of passengers, employees, and the public.
- Responding to customer complaints and expectations for frequency, reliability, and convenience of service.
- Replacing and maintaining aging facilities, equipment, and infrastructure.
- Meeting increasing demands for fixed route, commuter service and paratransit service.
- Developing and maintaining programs to gather pertinent data elements to develop safety performance reports and conduct useful statistical analyses to identify trends and system performance targets.
- Establishing clear lines of safety communication and holding accountability for safety performance.

- Assisting as subject matter experts in safety risk assessment and safety risk mitigation processes.

### *Section 6 Safety Risk Management (SRM)*

The second component of Gold Coast Transit District's SMS is Safety Risk Management, which includes processes and procedures to provide an understanding of the Agency's operations and vehicle maintenance to allow individuals to identify hazards associated with those activities.

Gold Coast Transit District has implemented a Safety Risk Management process for all elements of its transportation system. The Safety Risk Management process includes the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.

#### *Subsection 6.1 Safety Hazard Identification*

Hazard identification is the first step in the Safety Risk Management process and a key component. It involves these fundamental safety-related activities: Identifying safety hazards and their consequences; assessing the risks associated with the consequences of the hazards; and developing mitigations to reduce the potential consequences of the identified hazards.

The following is Gold Coast Transit District's methods and processes to identify hazards. The Agency considers, as a source for hazard identification, data and information provided by an oversight authority and the FTA. Hazards are identified through a variety of sources, including:

- Employee safety reporting,
- Review of vehicle camera footage,
- Review of monthly performance data and safety performance targets,
- Observations from supervisors,
- Maintenance reports,
- Comments from customers, passengers, and third parties,
- Safety committee, driver and staff meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training assessments
- Investigations into safety events, incidents and occurrences, and
- Information from FTA and oversight authorities.

When a hazard has been identified, whatever the source, it is reported to Gold Coast Transit District's Chief Safety Officer, who enters it into the Track-It data base. The Chief Safety Officer also may enter hazards into this data base on reviews of operations and maintenance activities and procedures.

The Chief Safety Officer will investigate hazards to collect information and determine if hazards need to be entered into the safety risk assessment process. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard,

- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary,
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard,
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.),
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard,
- Review any past reported hazards of a similar nature, and
- Evaluate tasks and/or processes associated with the reported hazard.

Any identified hazard that poses an immediate risk to transit operations, the health and safety of employees or the public, or equipment must immediately be brought to the attention of the Accountable Executive and placed through the Safety Risk Management process for safety risk assessment and mitigation. Otherwise, hazards will be prioritized for further Safety Risk Management activity.

#### *Subsection 6.2 Safety Risk Assessment*

Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards and prioritizes hazards based on the safety risk. The Chief Safety Officer, with assistance from key staff subject matter experts, is responsible for assessing identified hazards and ratings using the safety risk matrix below. Prioritizing safety risk provides the Accountable Executive with the information needed to make decisions about resource application.

The following matrix, adopted from the TSI Participation Guide – SMS Principles for Transit, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome.

Probability Levels			
Description	Level	Specific Individual Item	Fleet Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely, it can be assumed occurrence man not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

The measuring goes from A to F with A being frequent or likely to occur frequently and E being improbable or expected that this event will most likely never occur. The designation F is used when potential hazards are identified and later eliminated.

Severity Levels		
Description	Level	Mishap Result Criteria
Catastrophic	1	Could Result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M
Marginal	3	Could result in one or more of the following: injuries or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100k but less than \$1M
Negligible	4	Could result in one or more of the following: injuries or occupational illness not resulting in lost work day, minimum environmental impact. Or monetary loss less than \$100k.

The Safety Risk Severity Table presents a typical safety risk. It includes four categories to denote the level of severity of the occurrence of a consequence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, 1 is considered catastrophic meaning possible deaths and equipment destroyed and 4 is considered negligible or of little consequence with two levels in between.

Safety Risk Probability and Safety Risk Severity are combined into the Safety Risk Index Ranking to help prioritize safety risks according to the table below.

Safety Risk Assessment Matrix				
Severity → Probability ↓	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A-Frequent	1A	2A	3A	4A
B- Probable	1B	2B	3B	4B
C-Occasional	1C	2C	3C	4C
D- Remote	1D	2D	3D	4D
E- Improbable	1E	2E	3E	4E
F- Eliminated				
Safety Risk Index Ranking				
1A, 1B, 1C, 2A, 2B	High	Unacceptable		
1D, 2C, 3A, 3B	Serious	Undesirable - With management decision required		
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B,	Medium	Acceptable - with review by management		
4C, 4D, 4E	Low	Acceptable - without review		

The Chief Safety Officer documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive.

### *Subsection 6.3 Safety Risk Mitigation*

*The Chief Safety Officer, assisted by Key Staff subject matter experts, reviews current safety risk mitigations and establish procedures to 1) eliminate; 2) mitigate; 3) accept specific risks.*

*Prioritization of safety remediation measures is based on risk analysis and a course of action acceptable to Gold Coast Transit District management.*

The safety risk must be mitigated if ranked as Unacceptable (High- Red). Those safety risks that have been mitigated, even those mitigated risks shown as Acceptable status (Low -Green) undergo regular and consistent monitoring to ensure the mitigation strategy is effective.

Key strategies to minimize the types of risks that potentially exist include:

- Development and deployment of policies and procedures that address known hazards and risks,
- Discussion of other actions, strategies and procedures that might help safeguard against unknown/unforeseen risks,
- Training of drivers and other agency staff on all safety policies and procedures,
- Training of drivers and other agency staff on methodologies for handling emergencies, and
- Training of drivers and staff on proper and effective use of emergency equipment and communication technologies and protocol.

Safety risk mitigations are tracked and updated in the Hazard Log by the Chief Safety Officer.

### *Section 7 Safety Assurance*

The third component of the Districts SMS is Safety Assurance, which ensures the performance and effectiveness of safety risk controls established under safety risk management. Safety assurance also helps ensure that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data regarding the organization's performance. Safety assurance includes inspection activities to support oversight and performance monitoring.

Gold Coast Transit District monitors its operations and maintenance protocols and procedures, and any safety risk mitigations to ensure that it is implementing them as planned. Furthermore, the District investigates safety events (as defined in this plan]) and any reports of non-compliance with applicable regulations, standards, and legal authority. Finally, the Districts continually monitors information reported to it through any internal safety reporting programs, including the employee safety reporting program.

Some of the key elements of Gold Coast Transit District's Safety Performance Monitoring and Measurement are shown below in subsection 7.1:

#### *Subsection 7.1 Safety Performance Monitoring and Measurement*

As part of the Safety Assurance Process, Gold Coast Transit District:

- Monitors the system for compliance with, and sufficiency of, the Agency's procedures for operations and maintenance through:
  - Safety audits,



- Informal inspections,
- Regular review of on-board camera footage to assess drivers and specific incidents,
- Safety surveys,
- Employee safety reporting program,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data relating to the delivery of service,
- Regular vehicle inspections and preventative maintenance, and
- Continuous feedback loop between leadership and all levels of the agency.
- Monitors its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended through:
  - Reviewing results from accident, incident, and occurrence investigations,
  - Monitoring employee safety reporting,
  - Reviewing results of internal safety audits and inspections, and
  - Analyzing operational and safety data to identify emerging safety concerns.
- Conducts investigations of safety events to identify causal factors; and
- Monitors information reported through any internal safety reporting programs.
  - The Chief Safety Officer routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the issues and concerns are investigated or analyzed through the safety risk assessment process.
  - The Chief Safety Officer also reviews the results of internal and external reviews, including audits and assessments, with findings affecting safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management and documents the results of these reviews in the Hazard Log.

In the event of a fatality, Gold Coast Transit District complies with all FTA drug and alcohol requirements.

In California, every driver involved in an accident that results in death, injury, or property damage over \$1000, effective January 1, 2017, must report the accident on a [Report of Traffic Accident Occurring in California](#) (SR 1) form to DMV. The report forms are available at [www.dmv.ca.gov](http://www.dmv.ca.gov), by calling 1-800-777-0133, and at CHP and DMV offices. Also, under California Vehicle Code §16002(b) the driver of a vehicle that is owned or operated by a publicly owned or operated transit system, or that is operated under contract with a publicly owned or operated transit system, and that is used to provide regularly scheduled transportation to the general public or for other official business of the system shall, within 10 days of the occurrence of the accident, report to the transit system any accident of a type otherwise required to be reported pursuant to [subdivision \(a\) of Section 16000](#). Gold Coast Transit District requires driver notification to Gold Coast Transit District immediately and maintains records of any

report filed pursuant to this paragraph.

### *Section 8 Safety Promotion*

The fourth component of the Agency's SMS is Safety Promotion, which includes a combination of training and communication of safety information to employees to enhance the District's safety performance. Safety Promotion sets the tone for the SMS and helps Gold Coast Transit District to establish and maintain a robust safety culture. Safety Promotion has two-components: (1) Safety Communication; and (2) Competencies and Training.

#### *Subsection 8.1 Safety Communication*

Gold Coast Transit District communicates safety and safety performance information throughout the organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Ongoing safety communication is critical and Gold Coast Transit District ensures communication occurs up, down, and across all levels of the organization. Any lessons learned are communicated to all concerned. Management commitment to address safety concerns and hazards is communicated on a regular basis. Management encourages and motivates employees to communicate openly, authentically, and without concern for reprisal; ensures employees are aware of SMS principles and understand their safety-related roles and responsibilities; conveys safety critical information such as accident data, injuries, and reported safety concerns and hazards and their resolutions to employees. Gold Coast Transit District's tools to support safety communication include:

- Safety bulletins
- Safety Meetings, notices
- Posters
- CDs or online safety video access
- Newsletters
- Briefings or Toolbox talks
- Seminars and workshops
- New employee training and refresher training
- Intranet or social media
- Safety Committee Meetings

**Competencies and Training:** Executive Management ensures that all employees attend the training provided to understand their specific roles and responsibilities for the implementation of SMS. Gold Coast Transit District provides SMS training in the following areas:

#### **All Employees:**

- Understanding of Safety Performance Targets
- Understanding of fundamental principles of SMS
- Understanding of Safety Reporting Program – Reporting unsafe conditions and hazards/near misses
- Understanding of their individual roles and responsibilities under SMS

### **Managers and Supervisors**

- Understanding of Safety Risk Management
- Understanding of Safety Assurance
- Understanding of Safety Promotion
- Understanding of their individual roles and responsibilities for SMS

### **Executive Management:**

- Understanding of management commitment to and support of all SMS activities.

All employees are required to acquire the competencies and knowledge for the consistent application of their skills as they relate to safety performance objectives. Gold Coast Transit District dedicates resources to conduct effective safety-related skill training. The scope of the safety training is appropriate to each employee's individual safety-related job responsibilities and their role in SMS. Components of Gold Coast Transit District's skill-related training includes:

- Conducting training needs analyses to ensure that the right information is being taught to the right employees using the most efficient training methods.
- Communicating purpose, objectives, and outcome.
- Ensuring relevant content by directly linking training to the trainee's job experiences so trainees are more motivated to learn.
- Using active hands-on demonstrations and practice to demonstrate skills that are being taught and provide opportunities for trainees to practice skills.
- Providing regular feedback during hands-on practice and exercises.
- Reinforcing training concepts in the post-training work environment by giving employees opportunities to perform what they've learned.

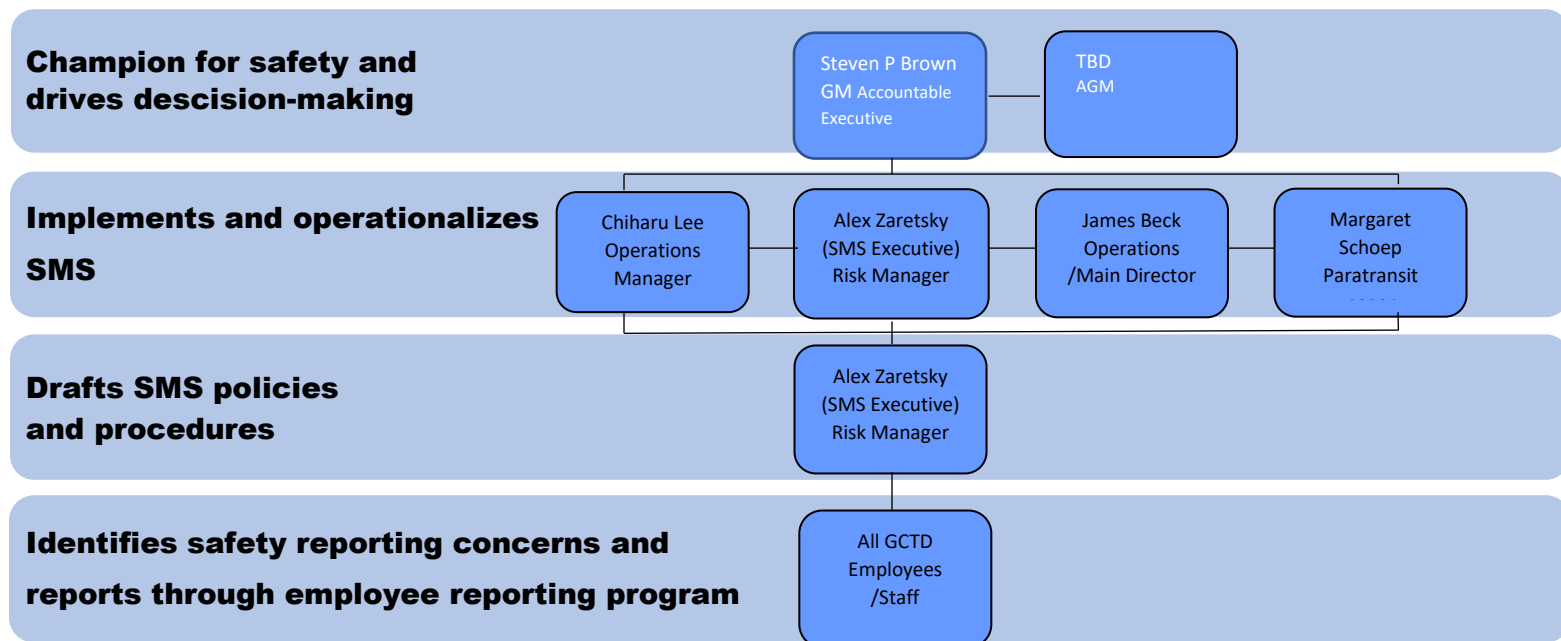
Gold Coast Transit District conducts refresher safety training **e.g., monthly**, during employee safety meetings.

### *Section 9 Documentation*

Pursuant to 49 CFR Part 673.31, Gold Coast Transit District maintains records related to this Safety Plan and SMS implementation for a minimum of three years. These documents include but are not limited to the results from SMS processes and activities. Gold Coast Transit District will make these documents available to FTA Region 9, and other Federal and state agencies upon request.

## ATTACHMENT A

### Roles and Responsibilities: Organizational Chart



# Public Transportation Agency Safety Plan for Bus Transit

Version 1, issued 07/19/18

The Federal Transit Administration (FTA) is providing the *Public Transportation Agency Safety Plan Template for Bus Transit* and accompanying *Reference Guide* to assist with the development of a Public Transportation Agency Safety Plan (Safety Plan) for bus transit modes. Use of this template is voluntary. The template and reference guide are intended for use by States and operators of public transportation systems that are required to draft a Safety Plan in accordance with 49 C.F.R. Part 673 (Part 673). The full text of Part 673 is available at <http://www.transit.dot.gov/PTASP>.

Certain requirements in Part 673 do not apply to small public transportation providers<sup>1</sup>. The relevant sections in this template are noted in red to indicate where requirements differ. Transit operators that are subject to Part 673 may choose to include additional sections beyond what is required in Part 673.

Under Part 673, a transit agency is required to maintain documents that describe its Safety Plan, including those related to implementation and results from processes and activities. Also, a transit operator may have existing documentation that describes processes, procedures, and other information required in Part 673. You may reference these documents in your Safety Plan by specifying the document names and locations within the appropriate sections of the plan.

## 1. Transit Agency Information

<b>Transit Agency Name</b>	Gold Coast Transit District			
<b>Transit Agency Address</b>	1901 Auto Center Drive, Oxnard, California 93030			
<b>Name and Title of Accountable Executive</b>	Steven Brown			
<b>Name of Chief Safety Officer or SMS Executive</b>	Alex Zaretsky			
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Bus Service	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	5307	
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Directly Fixed Route Bus Service / and Paratransit Services Subcontracted			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	Not applicable
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	Not applicable			

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Gold Coast Transit District
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<sup>1</sup> A small public transportation provider is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system. 49 C.F.R. § 673.5.

<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	Steven P. Brown (Booard Report)	June 3, 2020 / September 1, 2021
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	Board of Directors	June 3, 2020 / September 1, 2021
	<b>Relevant Documentation (title and location)</b>	
	Board Report / Resoultion # 2020-04	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Gold Coast Transit District Board of Directors	June 3, 2020 / September 1, 2021
	<b>Relevant Documentation (title and location)</b>	
	Board Report / Resoultion # 2020-04	

#### Version Number and Updates

*Record the complete history of successive versions of this plan.*

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	all	New	June 3, 2020
2	Pages 20, 22, 23	Staff Updates, Updates and Performance Target Updates from June 30, 2020, to June 30, 2021.	September 1, 2021

#### Annual Review and Update of the Public Transportation Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*

Every January (or if holiday exists) the following business day.

### 3. Safety Performance Targets

<b>Safety Performance Targets</b> <i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability VRM /Failures	Fatalities Rate VRM per 100,000	Injuries Rate VRM per 100,000	Safety Events Rate VRM per 100,000
Fixed Route	0	4	12	27,160	0	.20	.61
Paratransit	0	1	2	51,439	0	.19	.39

<b>Safety Performance Target Coordination</b> <i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
Self-made targets based on data and VRM		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Any State or Federal Department of Transportation / FTA (TAMS System)	June 3, 2020 / September 1, 2021
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	VCTC, Cal Transit	June 3, 2020 / September 1, 2021
	SCAG	June 3, 2020 / September 1, 2021

### 4. Safety Management Policy

<b>Safety Management Policy Statement</b> <i>Include the written statement of safety management policy, incorporating safety objectives.</i>
<p>Safety is a core value at GCTD, and managing safety is a core business function. We will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. See attached SMS policy statement, pages 3-5 &amp; 8.</p>
<b>Safety Management Policy Communication</b> <i>Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.</i>
<p>The Chief Safety Officer, who leads GCTD's SMS activities, introduced our staff to SMS principles in June 2020, at an All-Staff Meeting. GCTD's Safety Management Policy Statement will be distributed to each employee in the form of a handout during All-Staff Meetings. See attached SMS policy statement, page 9.</p>

### **Authorities, Accountabilities, and Responsibilities**

*Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*

<b>Accountable Executive</b>	The General Manager of Gold Coast Transit District serves as the Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan. See attached SMS and Agency Safety Plan ASP policy statement, page 6 & Exhibit A.
<b>Chief Safety Officer or SMS Executive</b>	The Accountable Executive designates the Human Resources & Risk Manager as the Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan. See attached SMS and Agency Safety Plan ASP policy statement page 6 & Exhibit A.
<b>Agency Leadership and Executive Management</b>	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of GCTD's SMS under this plan. GCTD Agency Leadership and Executive Management include, see attached SMS and Agency Safety Plan ASP policy statement and Organizational chart, page 6 & Exhibit A
<b>Key Staff</b>	GCTD uses the Safety Committee, as well as the monthly Drivers' Meeting and quarterly All-Staff Meetings, to support its SMS and safety programs See attached SMS and Agency Safety Plan ASP policy statement, page 6 & Exhibit A

### **Employee Safety Reporting Program**

*Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).*

GCTD's ESRP encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions, See attached SMS and Agency Safety Plan ASP policy statement /page 9 & Exhibit B Employee Reporting System.

## *5. Safety Risk Management*

### **Safety Risk Management Process**

*Describe the Safety Risk Management process, including:*

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

GCTD uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to GCTD's leadership, see attached SMS and Agency Safety Plan ASP policy statement, page 13.

## *6. Safety Assurance*

### **Safety Performance Monitoring and Measurement**



<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
Through our Safety Assurance process, GCTD evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk; Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended; Investigates safety events to identify causal factors; and Analyzes information from safety reporting, including data about safety failures, defects, or conditions. See attached SMS and Agency Safety Plan ASP policy, page 16-17.
<i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i>
GCTD monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. See attached SMS and Agency Safety Plan ASP policy statement, page 16-17.
<i>Describe activities to conduct investigations of safety events to identify causal factors.</i>
GCTD maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. These procedures also reflect all traffic safety reporting and investigation requirements established by Any State's Department of Motor Vehicles. See attached SMS and Agency Safety Plan ASP policy statement, page 16-17.
<i>Describe activities to monitor information reported through internal safety reporting programs.</i>
The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through SRM process. See attached SMS and Agency Safety Plan ASP policy statement, page 16-17.
<b>Management of Change (Not Required for Small Public Transportation Providers)</b>
<i>Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.</i>
<b>Continuous Improvement (Not Required for Small Public Transportation Providers)</b>
<i>Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.</i>

## 7. Safety Promotion

<b>Competencies and Training</b>
<i>Describe the safety training program for all agency employees and contractors directly responsible for safety.</i>

GCTD's comprehensive safety training program applies to all employees directly responsible for safety, including: Bus vehicle operators, Dispatchers, Maintenance personnel, Managers and supervisors, Agency Leadership and Executive Management, Chief Safety Officer, and Accountable Executive. GCTD dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. See attached SMS and Agency Safety Plan ASP policy statement, monthly training, page 18 and Exhibit B.

### **Safety Communication**

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

GCTD's Chief Safety Officer and staff, and training staff coordinate GCTD's safety communication activities for the SMS, the activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673): Communicating: Safety performance, Hazards and Reports. See attached SMS and Agency Safety Plan ASP policy statement, page 18 and Exhibit B.

## *Additional Information*

### **Supporting Documentation**

*Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.*

GCTD will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request. See attached SMS and Agency Safety Plan ASP policy statement and Attachments. Exhibit B.

## *Definitions of Special Terms Used in the Safety Plan*

<b>Term</b>	<b>Definition</b>
Pages 4-5	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.
Pages 4-5	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.

## *List of Acronyms Used in the Safety Plan*

<b>Acronym</b>	<b>Word or Phrase</b>
<b>Pages 4-5</b>	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.
<b>Pages 4-5</b>	See attached SMS and Agency Safety Plan ASP policy statement and Attachments.



## **ATTACHMENT B**

### **Employee Reporting System**

It is our policy that everything possible will be done to protect employees, contractors, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee.

To carry out this policy ALL employees shall:

1. Report immediately all unsafe conditions and equipment to their Supervisor, Manager, Department Director and/or GCTD's Human Resources Risk Manager, or the General Manager. THE EMPLOYEE IS NOT TO USE UNSAFE EQUIPMENT AND MUST REPORT IT.
2. Report immediately all accidents, injuries and illnesses to their Supervisor, Manager, Department Director, and/or GCTD's Human Resources Risk Manager, or the General Manager.
3. Anyone behaving in a manner consistent with intoxicating liquor or drugs shall not be allowed on the job while in that condition and will be subject to disciplinary actions, up to and including immediate termination.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of Gold Coast Transit District employees are prohibited.
5. Means of egress (exits) shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated evacuation assembly areas.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over, and all areas under stairways that are exit routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.

14. All spills shall be promptly wiped up. If there is concern about the contents of the spill, the material safety data sheet (MSDS) must be reviewed.
15. Always use the proper lifting techniques. Never attempt to lift or push an object which is too heavy. Contact your supervisor or manager when help is needed to move a heavy object.
16. Never stack materials precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying an object, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack materials in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired or replaced promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access 36 inches minimum clearance and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.

32. Goggles or face shields must be worn when there is a risk from plastic dust or when there is a risk of splashing hazardous liquids.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless the space is cleared and authorized for entry and you have provided for a stand-by person.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat, drink or smoke in areas where hazardous chemicals are present. Smoking is not permitted in the workplace at any time, only at designated smoking areas.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids must be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
42. When working with a video display terminal (VDT), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
45. Individual heaters in work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
46. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

## HAZARD ABATEMENT RECORD

Safety items identified during safety inspections/investigations will be submitted to the Department Director for review, and an action plan will be developed to resolve each specific safety item. Any needed policies or corrective action will be completed by those assigned responsibility. This form will be used to document identified problems, steps to be taken, and completion deadline.

### OVERALL ACTION PLAN

MAJOR STEPS TO BE TAKEN	PRIORITY	COMPLETION DATE

# ***ACCIDENT INVESTIGATION AND REPORTING***

## **BASIC RULES FOR ACCIDENT INVESTIGATION**

The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.

Visit the accident scene as soon as possible while facts are fresh and before witnesses forget important details.

If possible, interview the injured worker at the scene of the accident and "walk" him or her through a re-enactment.

All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.

Consider taking signed statements in cases where facts are unclear or there is an element of controversy.

Document details graphically. Use if needed sketches, diagrams, and photos as needed, and take measurements when appropriate.

Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.

Every investigation should include an action plan. How will you prevent such accidents in the future?

Attached are copies of the reporting forms used by GCTD: (1). Safety Hazard Report (2). Unsafe condition report (3). Incident report (4). Accident investigation report (5). Employees report of an on the job injury (6). Supervisor's report on a reported employee injury. (7) Supervisors follow-up report on an accident.





### Safety Hazard Report

#### Report

Date \_\_\_\_\_ Location \_\_\_\_\_

Reported By \_\_\_\_\_ Received By \_\_\_\_\_

Date and Time Condition Reported \_\_\_\_\_

#### Hazard

##### Type of Concern:

\_\_\_ Unsafe Condition of area    \_\_\_ Unsafe condition of equipment    \_\_\_ Other

Equipment \_\_\_\_\_ Malfunction \_\_\_\_\_

Description of Hazard \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Employee Recommendation

What Changes would you recommend to correct the condition or hazard? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

[Form 2]

3181

## Report of Unsafe Condition or Hazard

Optional: Employees may submit this form anonymously.

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location of Condition Believed to Be Unsafe or Hazardous: \_\_\_\_\_

Date and Time Condition or Hazard Observed: \_\_\_\_\_

Description of Unsafe Condition or Hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Changes Would You Recommend to Correct the Condition or Hazard? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Optional:

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

### Company Response:

Name of Person Investigating Report: \_\_\_\_\_

Results of Investigation (what was found? was condition unsafe or a hazard?) (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken to Correct Hazard or Unsafe Condition, if Appropriate (or, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Investigating Report: \_\_\_\_\_

### Operators Miscellaneous Incident Report

DESCRIBE INCIDENT(S)

GOLD COAST TRANSIT Traffic Accident Report	
ACCIDENT DATE: ____/____/____	TIME OF ACCIDENT: ____ am/pm FILE # _____
<b>EMPLOYEE INFORMATION</b>	<b>ACCIDENT LOCATION INFORMATION</b>
Employee Name: _____ Employee #: _____ Drivers License #: _____ Employee Classification (Check One): Operator: Supervisor Mechanic Admin Service Worker Other _____	Accident Location: Route # _____ Direction of Travel (circle one) N S E W Vehicle was (check all that apply): On Right of Way On Debris Drunk Driving Incoming Road Test At a Bus Stop Cross _____
<b>VEHICLE INFORMATION - GCT VEHICLE</b>	<b>POLICE DEPARTMENT INFORMATION</b>
Vehicle #: _____ License State #: _____ Year _____ State _____ Vehicle Damage _____	Police Department Name (Check one) Yes No REPORT # _____ Police Dept. Department (Check one) Brand Name Unit Number (if not Veritas County Sheriff Court Other _____
<b>TRAFFIC &amp; ROAD CONDITIONS INFORMATION</b>	
Weather Conditions (Check all that apply) Daylight: Dark Dark Dry Roadway Wet Roadway Fog Ice Snow Other _____ Traffic: red light green light _____ Road Type: Street State Highway Freeway _____ Vehicle Speed: _____ mph Was driver distracted by cell phone? Yes No Was anyone involved or injured or threatened in this accident? Yes No Any vehicle damaged? Yes No	
<b>OTHER VEHICLE/PEDESTRIAN/BICYCLE #1 - INFORMATION</b>	
Driver: _____ Registered Owner (if not driver): _____ Address: _____ Address: _____ Phone # ( ) _____ Vehicle: Bicycl. Pedestrian Phone # ( ) _____ Vehicle Information: Make _____ Model _____ Year _____ Lic. Plate # _____ # of People in Vehicle _____ Insurance Company _____ Policy # _____ Policy Expiration Date ____/____/____ Direction of Travel (circle one): N S E W Estimated Speed _____ mph Vehicle Damage _____ Passengers in Other Vehicle: Give Name(s), Address(es), Phone Number(s): _____ Claimed Injury? Yes No Claimed Injury? Yes No	
<b>OTHER VEHICLE/PEDESTRIAN/BICYCLE #2 - INFORMATION</b>	
Driver: _____ Registered Owner (if not driver): _____ Address: _____ Address: _____ Phone # ( ) _____ Vehicle: Bicycl. Pedestrian Phone # ( ) _____ Vehicle Information: Make _____ Model _____ Year _____ Lic. Plate # _____ # of People in Vehicle _____ Insurance Company _____ Policy # _____ Policy Expiration Date ____/____/____ Direction of Travel (circle one): N S E W Estimated Speed _____ mph Vehicle Damage _____ Passengers in Other Vehicle: Give Name(s), Address(es), Phone Number(s): _____ Claimed Injury? Yes No Claimed Injury? Yes No	
<b>PROPERTY DAMAGE (Other than to vehicle):</b> Owners Name _____ Phone # _____ Type of Property _____ Location _____ Describe Damage: _____	

P.O. Code 6954, Provision of certain records: This document pertains to providing information to which the public agency is a party, or to which information is exempt from disclosure under the public information act or claim has been finally adjudicated or otherwise settled.  
This document is also available through a CHCA Request





## EMPLOYEE'S REPORT OF INJURY

ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employee to the extent possible while the information is being used for occupational safety and health purposes.  
e. CCR Title # 14330 2020/27 (P-2) NY 1111 Shaded boxes indicate confidential employee information as stated in CCR Title # 14330.35 (b)(2)(E)(2)

### EMPLOYEE

EMPLOYEE NAME	EMPLOYEE ID	DATE OF BIRTH (mm/dd/yy)
HOME ADDRESS (Number, Street, City and Zip)		PHONE NUMBER
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	OCCUPATION (Regular Job Title - NO initials or abbreviations)	DATE OF HIRE (mm/dd/yy)

### INJURY OR ILLNESS

DATE OF INJURY OR ONSET OF ILLNESS (mm/dd/yy)	TIME INJURY/ILLNESS OCCURRED:	TIME EMPLOYEE BEGAN WORK
SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available (e.g., second degree burn on right arm)		
LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City)		
REPORT ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED		
HOW INJURY/ILLNESS OCCURRED: DESCRIBE SEQUENCE OF EVENTS. SPECIFY ONLY ONE EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, eg. worker stepped back to inspect work and slipped on scrap material. As he fell he brushed against test wire, and burned right hand. USE SEPARATE SHEET IF NECESSARY.		

**GOLD COAST TRANSIT  
SUPERVISOR'S REPORT OF EMPLOYEE INJURY**

Name of Injured Employee: \_\_\_\_\_



Job Title: \_\_\_\_\_

Date of Accident/Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Date Reported: \_\_\_\_\_

Reason for delay in reporting, if any: \_\_\_\_\_

Accident/Incident Location: \_\_\_\_\_

Nature of injury and part of body affected: \_\_\_\_\_

Name of medical facility: \_\_\_\_\_

Address: \_\_\_\_\_

Did injured leave work? \_\_\_\_\_ Date & Time: \_\_\_\_\_

Did injured return to work? \_\_\_\_\_ Date & Time: \_\_\_\_\_

Was Non-DOT Drug test conducted? Yes / No

Describe how accident occurred: \_\_\_\_\_

If another person was responsible for injury, list name: \_\_\_\_\_

Name of witnesses: \_\_\_\_\_

What steps have been taken to prevent similar accident? \_\_\_\_\_

Do you feel this is an industrial injury as reported by the employee? Yes / No

If not, please explain: \_\_\_\_\_

Filed out by: \_\_\_\_\_

Date: \_\_\_\_\_

**Gold Coast Transit**  
**Supervisory Accident Investigation Report**

Accident Date	Day of Week	Time	Location		Accident Report #
Operator Name		<input type="checkbox"/> Driver <input type="checkbox"/> Passenger	Vehicle Condition	Road Conditions	Vehicle #
Responding Police Department		Officer's Name	Dodge #	Police Report	Police City, State, Zip
			Yes	No	

Describe type of Accident (e.g., rear-end, etc.)

Factor(s) contributing to Accident (e.g., Poor Conditions, Weather, etc.)

Description of property damage

GCT VEHICLE

Other Vehicle/Property

List Name(s) of person(s) who witnessed the accident.

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Equipment Details (Vehicle Condition) YES NO

IF YES, Describe

Number of passengers on bus	Number injured	Transported Yes No
Number of persons in other vehicle	Number injured	Transported Yes No

(the name(s) of injured party)

Name	Address	Phone	Age
Name	Address	Phone	Age
Name	Address	Phone	Age
Name	Address	Phone	Age

Rem'd ops shown to obtain city bus card? Yes No N/A Photos Taken Yes No

If No, Why?

Signature of Investigating Supervisor





Item #12

**DATE** September 1, 2021  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** Consider Approval of GCTD's Emergency Contingency Fleet Adoption

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### SUMMARY

GCTD is recommending placing three (3) 2006 New Flyer buses into a contingency fleet, to be available for deployment in emergencies, in Ventura County. These buses have served the useful life requirements of the FTA and will be maintained in a manner, to adhere to all California laws.

GCTD is involved in the Transportation Emergency Preparedness Plan (TEPP) with VCTC and SBCAG and will have these buses available for evacuations in response to any natural disasters or other emergencies. These buses, working in conjunction with GCTD's megawatt-generator and onsite CNG station, will ensure any support needed will be provided to those in need for up to 5 days, regardless of power outages.

### RECOMMENDATION

It is recommended that the GCTD Board of Directors approve adoption of GCTD's Emergency Contingency Fleet to be used for Ventura County emergency response needs.

General Manager's Concurrence

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Steven P. Brown

### GOLD COAST TRANSIT DISTRICT



Item #13

**DATE** September 1, 2021  
**TO** GCTD Board of Directors  
**FROM** Marlena Kohler, Purchasing Manager/DBE Officer *MLK*  
**SUBJECT** **Consider Authorizing Award of Contract for the 301 Property**

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## **I. EXECUTIVE SUMMARY**

Gold Coast Transit District (GCTD) began its bid for a qualified bidder for the demolition of GCTD's 301 Property with the release IFB 21-07 in July 2021. By August 2021, GCTD had received four (4) bids from interested contractors. All four (4) bids were considered responsive.

Interior Demolition submitted the lowest bid at \$159,500. This bid amount is considered fair and reasonable based on adequate competition. Interior Demolition is considered a responsive, responsible contractor capable of meeting GCTD's requirements.

**It is recommended the Board of Directors authorize the General Manager to award a contract for the Demolition of the 301 Property to Interior Demolition in the amount of \$159,500.**

## **II. BACKGROUND**

Staff began the competitive bid process with the issuance of Invitation for Bid (IFB) 21-07 on July 6, 2021. The purpose of the IFB was to locate a qualified contractor to demolish GCTD's 301 property which has been vacate since July 2019. The demolition would include the removal of all structures to foundation level. Leaving in place perimeter fencing, asphalt, building foundations and concrete slabs on grade and remove two (2) Rotary in-ground lifts, remove all bus wash equipment, and remove all related debris. In addition, asbestos has been detected at the site. Contractor will conduct asbestos abatement in accordance with all applicable laws and regulations.

The IFB was publicized on the Public Purchase website as well as GCTD's website. Over 200 contractors were notified of our IFB. Forty (40) of those downloaded the documents.

A non-mandatory Pre-Bid Meeting was held on July 20, 2021, at the 301 property. The meeting was well attended and gave contractors an

### **GOLD COAST TRANSIT DISTRICT**

opportunity to learn more about the project, ask questions and see the property.

On August 13, 2021, GCTD staff publicly opened four (4) bids from the following contractors:

- Interior Demolition
- Resource Environmental
- Standard Demolition
- Waisman Construction

A summary of the bids are as follows:

CONTRACTOR	BID AMOUNT
Interior Demolition	\$159,500
Resource Environmental	\$385,000
Standard Demolition	\$163,721
Waisman Construction	\$387,000

A price analysis was conducted using pricing submitted by all four bids. Staff was slightly concerned with the differences of the bid amounts. With two of the bids within the mid \$100k range and two within the high \$300k range. Staff contacted Fred Lopez of Interior Demolition to confirm the bid amount. He confirmed the amount and stated he will not have any issues completing the project at his submitted amount. This amount is in line with the Independent Cost Estimate provided by Planning and Marketing staff which was based on market research. Therefore, Interior Demolition's bid is determined to be fair and reasonable based on adequate competition.

A responsibility determination was conducted on Interior Demolition. GCTD confirmed that Interior Demolition was not listed in the Excluded Parties List System (SAM) nor are there any complaints filed with the Better Business Bureau. Five (5) references were contacted and provided no negative comments. Interior Demolition's Contractors License is active and in good standing. They are registered with the Department of Industrial Relations as an active Public Works Contractor. Based on this information, this contractor was determined to be a responsive, responsible bidder capable of meeting GCTD's requirements.

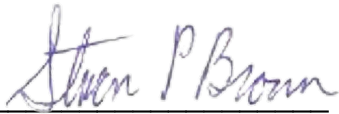
It is also worth noting that with the completion of the demolishment, GCTD will be saving approximately \$15,000 a month or \$180,000 annually with the elimination of the 24/7 security services at 301 property. Staff will be reviewing the scope of security services needed for the property thereafter.

### **III. SUMMARY AND RECOMMENDATION**

Staff issued an IFB to locate a responsive and responsible contractor to demolish GCTD's 301 property. After reviewing the four (4) bids submitted, Interior Demolition was determined to be the lowest, responsive, responsible, bidder capable of meeting GCTD's requirements and their bid of \$159,500 was determined to be fair and reasonable based on adequate competition.

**It is recommended the Board of Directors authorize the General Manager to award a contract for the Demolition of the 301 Property to Interior Demolition in the amount of \$159,500.**

CONCURRENCE:

A handwritten signature in blue ink, reading "Steven P. Brown", written over a horizontal line.

Steven P. Brown  
General Manager



Item #14

**DATE** September 1, 2021 GCTD

**TO** Board of Directors

**FROM** Matt Miller, Planning Manager *WDM*  
Margaret Schoep, Paratransit & Special Projects Manager *M Schoep*

**SUBJECT** Fixed-Route & Paratransit 4<sup>th</sup> Quarter & FY20-21 Year End Update

## I. EXECUTIVE SUMMARY

This quarterly report covers the 4th Quarter (April 1 through June 30) of Fiscal Year 2020-21. This report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

## II. BACKGROUND

The table below shows that total system boardings for the 4th Quarter of FY 2020-21 and shows an increase of 39% over the 4th Quarter of last year and total of -36% compared to last fiscal year. The decrease is a direct result of Covid-19 pandemic and the closure of businesses and high schools that have resulted from it. FY 2020-21's statistics is reflective of a full year of COVID-19 safety measures whereas FY 2019-20 only contained about three months of "COVID-19" data.

**4th Quarter FY 20-21 & YTD  
Systemwide Ridership & Performance**

<b>Fixed-Route Ridership</b>	<b>4th Qtr. FY20-21</b>	<b>4th Qtr. FY19-20</b>	<b>Percent Change</b>	<b>YTD FY20-21</b>	<b>YTD FY19-20</b>	<b>Percent Change</b>
Total System Boardings	524,340	376,729	39%	1,891,467	2,958,867	-36%
Average Daily Passengers Weekdays	6,201	4,406	41%	5,587	9,213	-39%
Average Daily Passengers Saturdays	5,012	3,943	27%	4,671	6,151	-24%
Average Daily Passengers Sundays	4,795	3,347	43%	4,481	5,408	-17%
Wheelchair Boardings	6,367	5,202	22%	33,684	31,719	6%
Bicycle Boardings	17,966	17,908	0.3%	83,499	78,331	7%
<b>Performance Measures</b>						
Passengers Per Revenue Hour	12.1	9.3	30%	10.9	15.8	-31%
Fare Revenue Per Service Hour	\$3.08	\$0.31	893%	\$0.77	\$11.03	-93%
Total Fare Revenue	\$133,474	\$12,537	965%	\$133,500	\$2,062,850	-94%
On-Time Performance	86%	89%	Goal > 90%			
% Systemwide Boarding as Free Transfers	21%	19%	Goal < 20%			

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

September 1, 2021

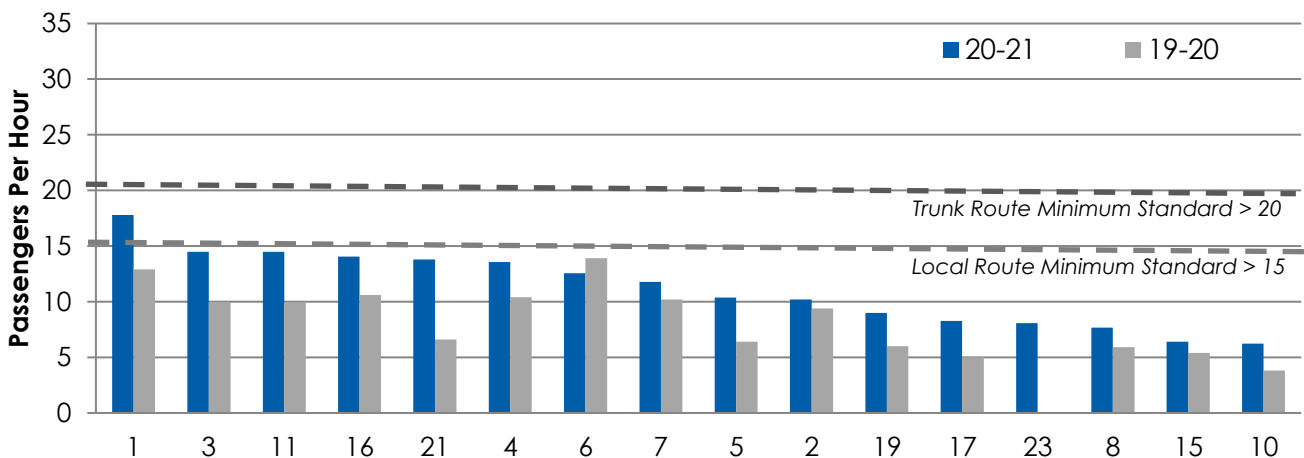
Fixed-Route & ACCESS Services Quarterly Update – 4th Quarter FY  
2020-21 Page 2 of 8

### 4th Quarter FY20-21 Ridership by Route

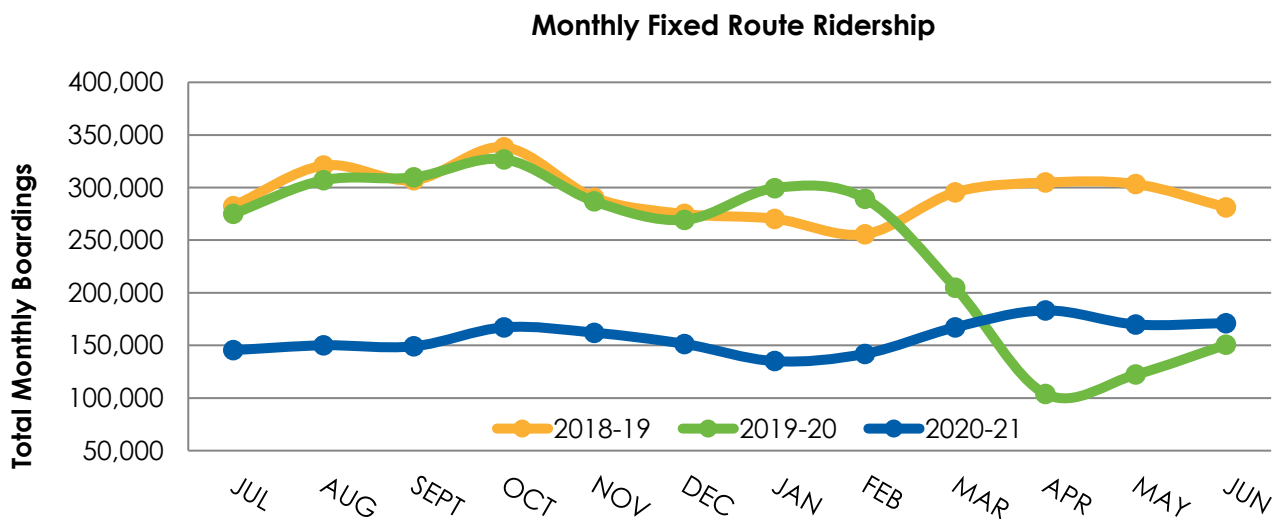
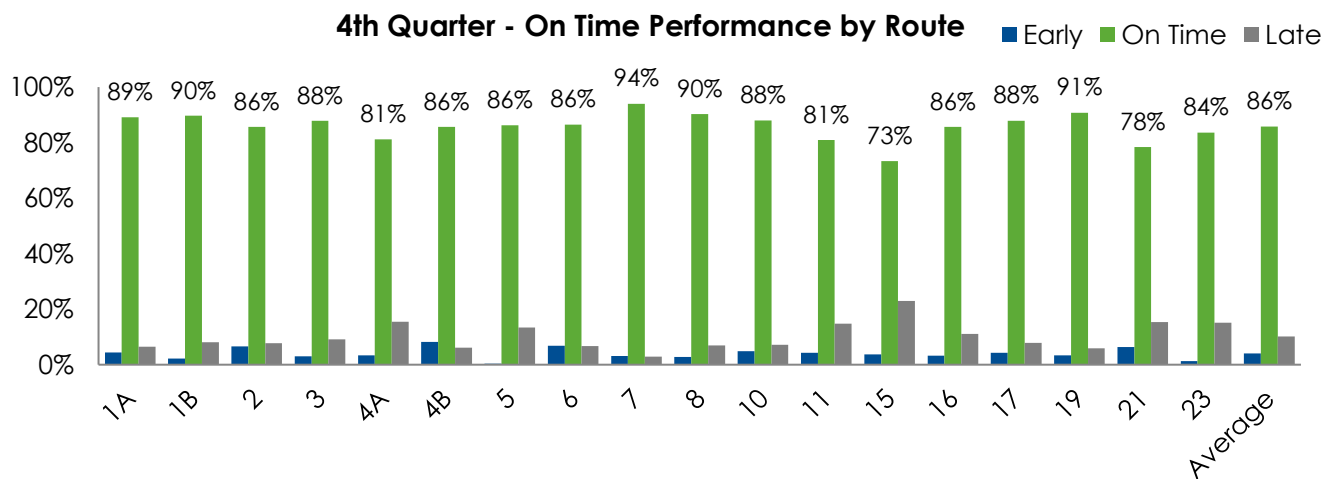
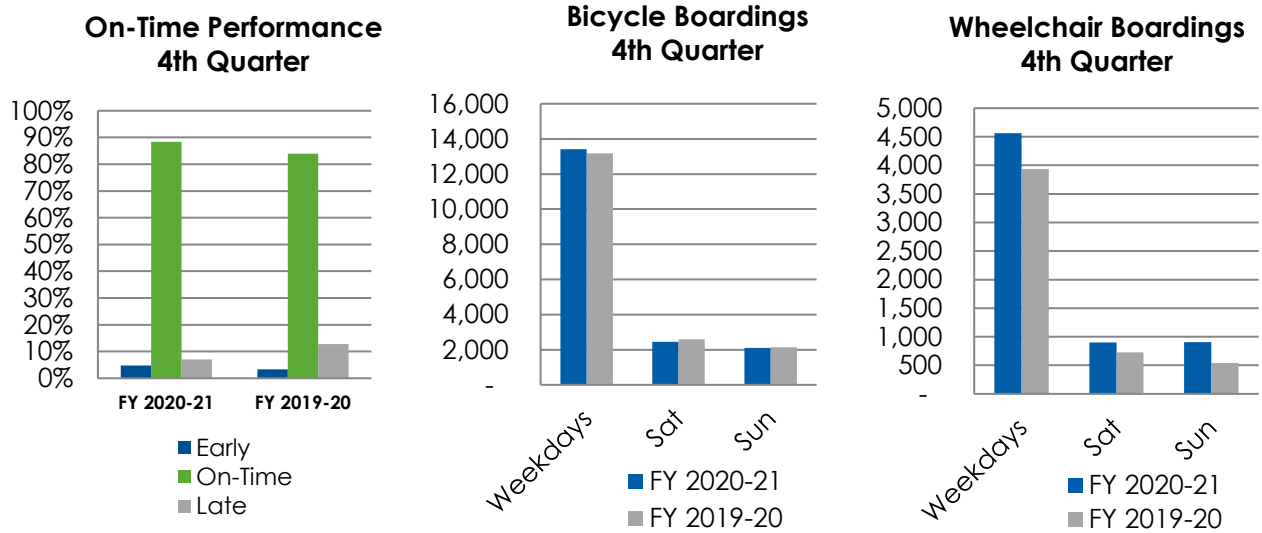
Route	Route Name	4th Quarter FY 2020-21 Unlinked Passengers	4th Quarter FY 2019-20 Unlinked Passengers	Change	Percent Change
1	Port Hueneme - Oxnard Transit Center	91,080	59,974	31,106	52%
2	Colonia - Downtown Oxnard	11,776	9,835	1,941	20%
3	J St - Centerpoint Mall - Naval Base	22,772	14,284	8,488	59%
4	North Oxnard - Ventura Rd - St. John's	48,032	37,057	10,975	30%
5	Hemlock - Seabridge - Wooley	12,190	7,611	4,579	60%
6	Oxnard - Ventura Rd. - St John's	144,217	104,199	40,018	38%
7	Oxnard College - Centerpoint Mall	13,265	11,307	1,958	17%
8	OTC - Oxnard College - Centerpoint Mall	13,569	13,556	13	0.1%
9	Lemonwood - Channel Islands	Service Discontinued	7,124	---	---
10	Pacific View Mall - Telegraph - Saticoy	10,590	6,682	3,908	58%
11	Pacific View Mall - Telephone - Wells Center	33,471	23,497	9,974	42%
15	Esplanade - El Rio - St. John's - Nyeland Acres	10,588	7,644	2,944	39%
16	Downtown Ojai - Pacific View Mall	43,550	34,858	8,692	25%
17	Esplanade - Oxnard College	13,555	9,215	4,340	47%
18	High School Trippers	1,870	2	1,868	47%
19	OTC - 5th - Gonzales Rd	8,005	5,319	2,686	51%
20	OTC - Lombard & Sturgis - Gonzales Rd	Service Suspended	Service Suspended	---	---
21	Pacific View Mall - Victoria - Centerpoint Mall	32,674	24,565	8,109	33%
23*	Oxnard College - NBVC - Esplanade	13,138	---	13,138	100%
<b>GCTD SYSTEM TOTAL</b>		<b>524,340</b>	<b>376,729</b>	<b>147,611</b>	<b>39%</b>

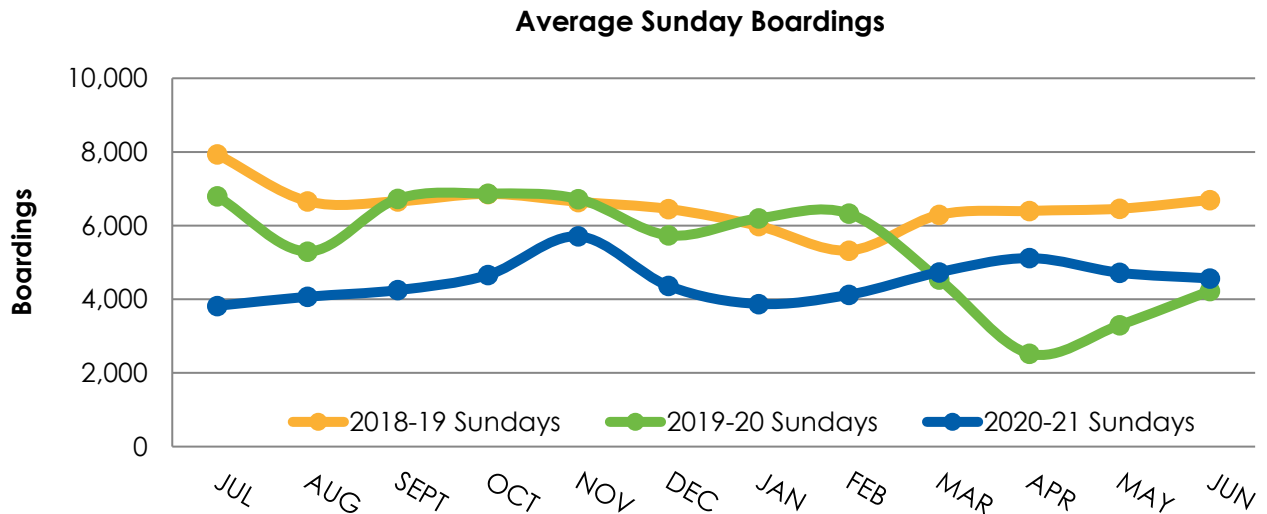
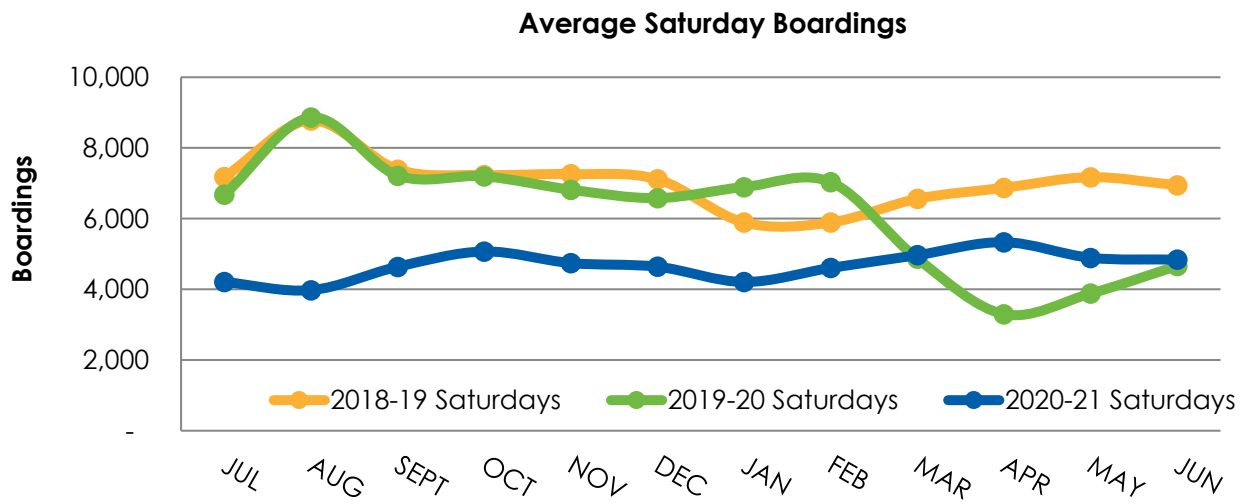
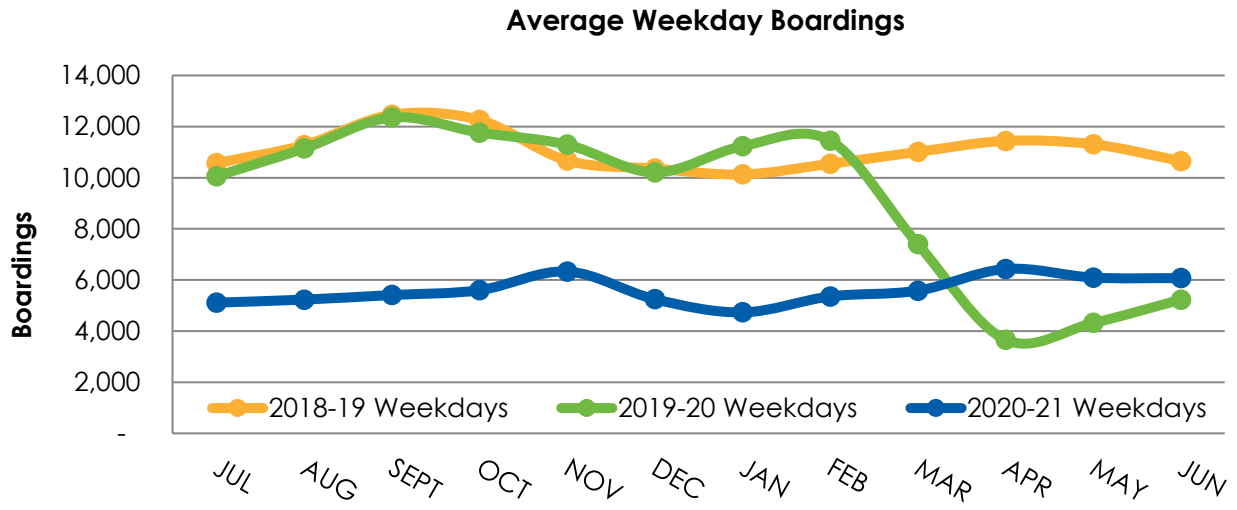
\* Route 23 is a new service implemented on July 26, 2020.

### 4th Quarter FY 20-21 Passengers Per Revenue Hour (Weekdays)



Note: Route 18 (school trippers) not shown in graph.







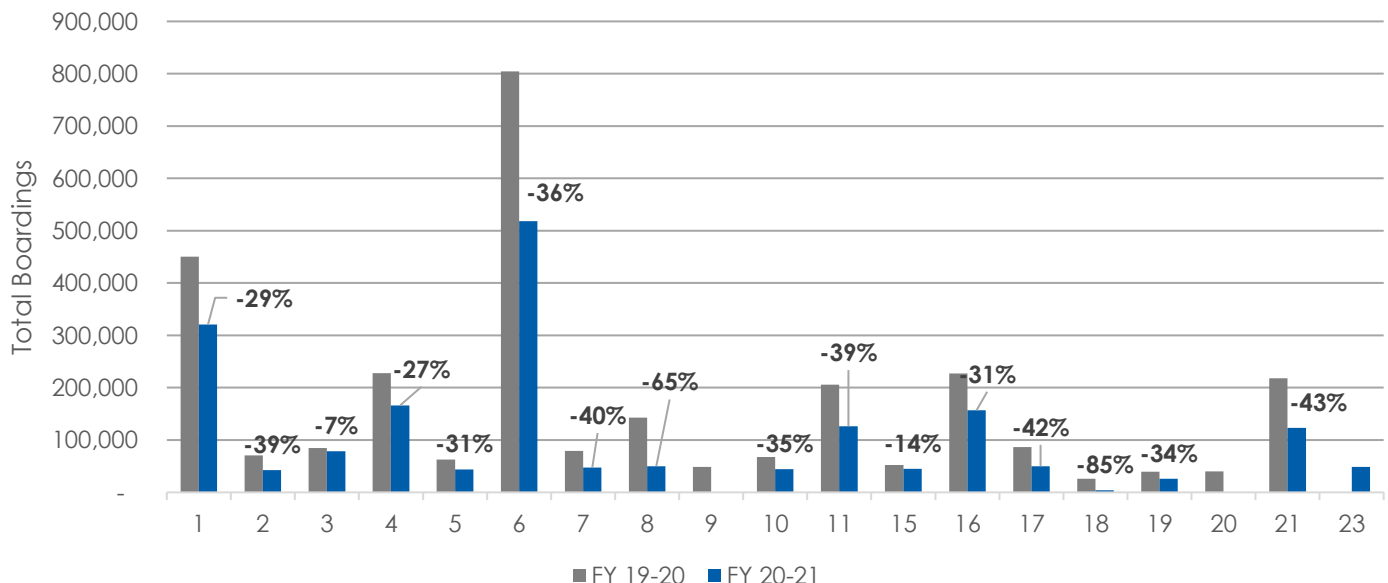
September 1, 2021

Fixed-Route & ACCESS Services Quarterly Update – 4th Quarter FY  
2020-21 Page 5 of 8

### End of Year FY 2020-21 Ridership by Route

Route	Route Name	Year End FY 2020-21 Unlinked Passengers	Year End FY 2019-20 Unlinked Passengers	Change	Percent Change
1	Port Hueneme - Oxnard Transit Center	320,840	450,196	-129,357	-29%
2	Colonia - Downtown Oxnard	42,652	70,382	-27,731	-39%
3	J St - Centerpoint Mall - Naval Base	78,516	64,613	-6,097	-7%
4	North Oxnard - Ventura Rd - St. John's	168,186	227,970	-61,784	-27%
5	Hemlock - Seabridge - Wooley	43,500	62,918	-19,418	-31%
6	Oxnard - Ventura - Main St	518,137	804,217	-286,080	-36%
7	Oxnard College - Centerpoint Mall	47,183	79,100	-31,917	-40%
8	OTC- Oxnard College - Centerpoint Mall	50,104	142,682	-92,576	-65%
9	Lemonwood - Channel Islands	Service Discontinued	48,558	---	---
10	Pacific View Mall - Telegraph -Saticoy	44,288	67,740	-23,452	-35%
11	Pacific View Mall - Telephone - Wells	126,557	205,805	-79,249	-39%
15	Esplanade - El Rio - St. John's	45,002	52,593	-7,592	-14%
16	Downtown Ojai - Pacific View Mall	156,685	226,694	-70,299	-31%
17	Esplanade - Oxnard College	50,049	86,335	-36,286	-42%
18	High School Trippers	3,773	25,997	-22,224	-85%
19	OTC- 5th St - Airport - Gonzales Rd	26,056	39,707	-13,651	-34%
20	Lombard - Sturgis	Service Discontinued	40,013	---	---
21	Port Hueneme - Ventura - Victoria Ave	123,028	217,748	-94,720	-43%
23	Oxnard College - NBVC - Esplanade	48,613	---	-23,602	---
<b>TOTAL GCTD SYSTEM</b>		<b>1,891,467</b>	<b>2,958,867</b>	<b>-1,067,400</b>	<b>-36%</b>

### End of Year 2020-21 Ridership by Route



**4th Quarter  
Complaints/Commendations by Type**

Type	Issue	FY20-21 4 <sup>th</sup> Quarter	FY19-20 4 <sup>th</sup> Quarter	FY20-21 YTD
Scheduling	On-Time Performance	1	3	11
Operations	Operator Conduct	39	31	103
	Driving Complaints	6	7	17
	Passed by	8	9	49
	Commendations	4	5	18
	Bus Stop Issues	0	0	1
Other	Other*	11	10	36
<b>Totals</b>		<b>69</b>	<b>65</b>	<b>235</b>

\*Fare disputes, disturbances, bus did not show, route protest or system issues

### III. FIXED-ROUTE SERVICE SUMMARY

Fiscal year 2020-21 continued to be marked by the effects of the pandemic on our communities. Unsurprisingly, transit use continued to be lower than it was in prior years but began to increase toward the later part of the year as the vaccine rolled out and businesses began to reopen. Transit continues to be a lifeline for many community members to get to doctors' appointments, the grocery store, to see friends and family and work.

In July 2020 GCTD introduced the long-awaited new Route 23 and associated improvements which restructured some routes in south Oxnard and resulted in faster service for most residents living along those routes. Additionally, GCTD implemented a bus stop consolidation on C Street in south Oxnard to further speed up Route 1 (the second highest utilized route in the system) and bring more reliability to its schedule. In January 2021, service that was reduced on Routes 1 & 6 was reintroduced as demand and transit travel began to pick up.

In April 2021, GCTD Planning staff finished a bus stop inventory of over 650 bus stops and documented amenities and conditions at stops. The data collected during this project is being used to develop a bus stop improvement plan that will be used to pursue grant funding for identified improvements and guide our city partners in their efforts to improve bus stops in future years.

GCTD Planning staff also participated in the Westside Community Innovation Exchange, an event hosted by the non-profit organization Westside Community Development Corporation in the City of Ventura. Planning staff used the opportunity to discuss nexus between land use and transit use and offered solutions to promote more transit friendly land use concepts.

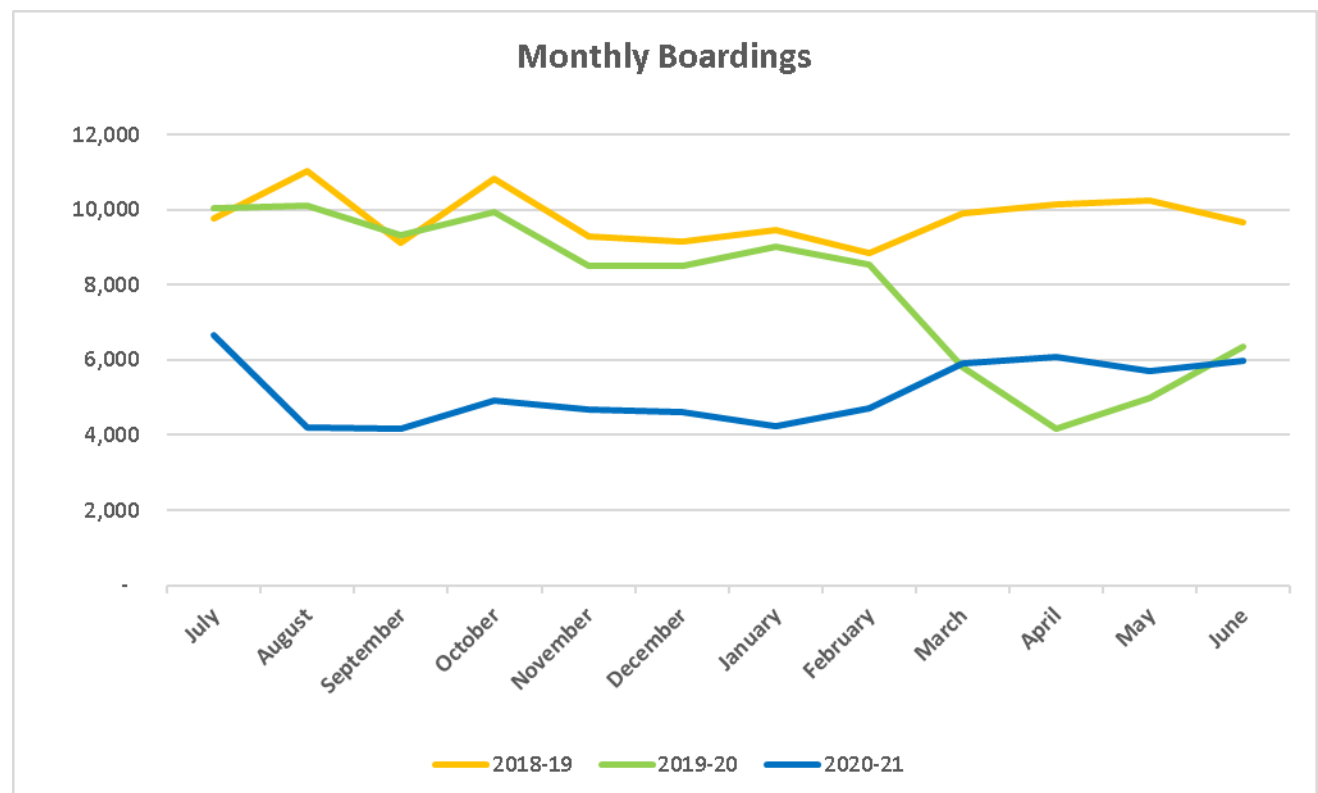
#### IV. ACCESS OPERATIONS

GO ACCESS is the federally mandated ADA complementary paratransit program of Gold Coast Transit District. GO ACCESS also provides service to seniors, 65 years of age and older. The program helps passengers preserve their independence through this advance demand transportation to services essential to protecting their quality of life.

#### V. ACCESS OPERATIONS

**4th Quarter FY 2020-21**  
**GO ACCESS Ridership & Performance**

	<b>4th Qtr. FY 2020-21</b>	<b>4th Qtr. FY 2019-20</b>	<b>Difference</b>	<b>% Change</b>
<b>Paratransit Ridership</b>				
Total System Boardings	17,766	15,505	+2,261	+14.58%
Average Daily Passengers Weekdays	237	226	+11	+4.87%
Average Daily Passengers Saturdays	110	55	+55	+100.00%
Average Daily Passengers Sundays	86	21	+65	+309.52%
<b>Performance Measures</b>				
Passengers/Meals Delivered Per Revenue Hour	2.08	2.87	+0.52	+27.53%
On Time Performance (Arrive within the window)	90.0%	94.9%	-4.9	-5.16%
Early (Before start of pick-up window)	2.0%	3.4%	-1.4	-41.18%
Late (After end of pick-up window)	8.0%	1.7%	+6.3	+370.59%



#### 4th Quarter - Feedback

Type	Issue	4th Quarter Comments	4th Quarter Verified Comments	2020-2021 Verified Comments
Scheduling	Travel Time	0	0	0
	Schedules	0	0	0
Operations	Operator	3	3	3
	Dispatch	1	1	1
Other	Reservations	1	1	1
	Policies	2	0	1
	Commendations	4	N/A	N/A
<b>Totals</b>		<b>7</b>	<b>5</b>	<b>6</b>

#### VI. GO ACCESS - HIGHLIGHTS

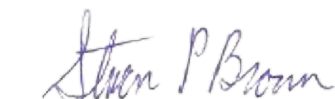
Boardings on GO ACCESS increased 14.58% during the 4th Quarter this year when compared to the 4th Quarter of last year. As vaccinations were more readily available and restrictions eased, passengers have cautiously resumed activity. The far-reaching economic impacts of the COVID-19 pandemic has changed every sector of the economy, including the services sector. Most of our passengers use the demand response services for travel to destinations to receive services. As the dust continues to settle from this transformative event, transit operators around the country are taking stock of the implications of the new operating environment.

GO ACCESS customers can pay their fares electronically, reducing contact with others, while saving time as well. Customers may load funds into their accounts by reaching out to our Customer Service team at the Oxnard Transit Center and providing a credit card over the phone for automatic credit into their GO ACCESS accounts.

Service for GCTD's LATE NIGHT SAFE RIDE demonstration project started in May. This service is designed to encourage fixed route ridership by providing a safe late night return solution for our first responders, medical health employees and those who will be returning to the restaurant and retail sector as the local economy continue to open. Ridership tripled in June to over 300 trips provided between 8 pm and 11 pm. Currently the services average a little over 100 trips a week. Many customers have shared that the availability of this service has allowed them to increase their hours at work and re-gain some of their financial footing. As outreach to promote this service continues, it is anticipated that ridership will continue to grow.

#### VI. RECOMMENDATION

**IT IS RECOMMENDED that the GCTD Board of Directors receive and file this report.**  
This report is for information only.



General Manager's Concurrence

## 4th Quarter FY 20-21: Service Evaluation Report

### RIDERSHIP MEASURE: Passengers Per Revenue Hour

Route #	Route Name	Service Type	Justification	Total Revenue Hours	Total Passengers	Passengers per Revenue Hour	Quartile
1	Port Hueneme - OTC	Trunk		5,264	91,080	17.3	1
3	Southside	Local		1,631	22,772	14.0	1
16	Ojai	Trunk		3,231	43,550	13.5	1
11	Telephone Road - Saticoy	Trunk		2,493	33,471	13.4	1
21	Port Hueneme - Ventura - Victoria Ave	Trunk		2,439	32,674	13.4	2
4	North Oxnard	Local		3,701	48,032	13.0	2
6	Oxnard - Ventura/Main St.	Trunk		11,121	144,217	13.0	2
7	South Oxnard	Local		1,133	13,265	11.7	3
2	Colonia	Local		1,185	11,776	9.9	3
5	Parkwest	Local		1,245	12,190	9.8	3
19	Gonzales - OTC - Fifth	Local		891	8,005	9.0	3
17	Esplanade - Oxnard College	Trunk		1,668	13,555	8.1	4
23	Oxnard College - Naval Base - Esplanade	Trunk		1,716	13,138	7.7	4
8	Oxnard College	Local		1,943	13,569	7.0	4
10	Telegraph Road - Saticoy	Trunk		1,790	10,590	5.9	4
15	El Rio - Northeast	Local		1,790	10,588	5.9	4

\*Route 23 is a CMAQ funded demonstration route that started in July 2020.

Excluded Routes				Reason Excluded:
18	High School Trippers	121	1,870	15.5 booster service

Systemwide Performance Target		Passengers per Revenue Hour Target
Trunk	Routes that link 2 or more major or regional commercial and employment centers and travel on arterial roads or highways.	20
Local	Routes that connect residential areas to major commercial and employment centers and travel on both arterial and residential streets.	15

### ECONOMIC MEASURE: Subsidy Per Passenger

Route #	Total Passengers	Total Revenue Hours	Service Type	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Route Ranking	Quartile
1	91,080	5,264	Trunk	\$ 100.67	\$ 529,907	\$ 5.82	\$0.23	\$ 5.59	1	1
3	22,772	1,631	Local	\$ 100.67	\$ 164,142	\$ 7.21	\$0.24	\$ 6.96	2	1
16	43,550	3,231	Trunk	\$ 101.67	\$ 328,496	\$ 7.54	\$0.32	\$ 7.23	3	1
21	32,674	2,439	Trunk	\$ 100.67	\$ 245,534	\$ 7.51	\$0.27	\$ 7.24	4	1
11	33,471	2,493	Trunk	\$ 100.67	\$ 250,970	\$ 7.50	\$0.25	\$ 7.25	5	2
6	144,217	11,121	Local	\$ 100.67	\$ 1,119,571	\$ 7.76	\$0.26	\$ 7.50	6	2
4	48,032	3,701	Trunk	\$ 100.67	\$ 372,529	\$ 7.76	\$0.22	\$ 7.54	7	2
7	13,265	1,133	Trunk	\$ 100.67	\$ 114,009	\$ 8.59	\$0.25	\$ 8.34	8	2
2	11,776	1,185	Local	\$ 100.67	\$ 119,294	\$ 10.13	\$0.20	\$ 9.93	9	3
5	12,190	1,245	Trunk	\$ 100.67	\$ 125,334	\$ 10.28	\$0.22	\$ 10.06	10	3
19	8,005	891	Local	\$ 100.67	\$ 89,663	\$ 11.20	\$0.30	\$ 10.90	11	3
17	13,555	1,668	Local	\$ 100.67	\$ 167,918	\$ 12.39	\$0.29	\$ 12.10	12	3
23	13,138	1,716	Local	\$ 100.67	\$ 172,750	\$ 13.15	\$0.29	\$ 12.86	13	4
8	13,569	1,943	Trunk	\$ 100.67	\$ 195,551	\$ 14.41	\$0.27	\$ 14.14	14	4
10	10,590	1,790	Local	\$ 100.67	\$ 180,149	\$ 17.01	\$0.27	\$ 16.74	15	4
15	10,588	1,790	Trunk	\$ 100.67	\$ 180,149	\$ 17.02	\$0.23	\$ 16.79	16	4

\*Route 23 is a CMAQ funded demonstration route that started in July 2020.

Excluded Routes				Reason Excluded:
18	25	21	Tripper	\$ 100.67 \$ 172,750 \$ 13.15 \$ 0.210 \$ 12.94 booster service



**Item #15**

**DATE** September 1, 2021  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** GCTD Operations and Maintenance Report

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**SUMMARY**

This report provides an update on GCTD's Operations and Maintenance Departments.

This report will be given monthly and will include Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

**RECOMMENDATION**

It is recommended that the Board of Directors receive and file this presentation and provide any feedback to staff on the material presented.

General Manager's Concurrence

A handwritten signature in blue ink that reads 'Steven P. Brown'.

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Steven P. Brown

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
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