



## **AGENDA**

**REGULAR BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, NOVEMBER 3, 2021 – 10:00 A.M.**  
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\\_SNvLHaS7QpKWocvXEL6haw](https://us02web.zoom.us/webinar/register/WN_SNvLHaS7QpKWocvXEL6haw)

**WEDNESDAY, NOVEMBER 3, 2021**

**10:00 AM**

DUE TO THE THREAT OF NOVEL CORONAVIRUS (COVID-19), GOVERNOR NEWSOM DECLARED A STATE EMERGENCY, WHICH DECLARATION IS STILL IN EFFECT. IN ACCORDANCE WITH AB 361 AND AT THE RECOMMENDATION OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER THE MEETING WILL BE VIRTUAL. AB 361 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 NOVEMBER 3, 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 NOVEMBER 3, 2021 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 – Matt LaVere – County of Ventura  
Director – Mike Johnson – City of Ventura  
Director – Richard Rollins – City of Port Hueneme

## **CEREMONIAL CALENDAR**

- **Pledge of Allegiance**

## **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

- **Employee Recognition – None**
- **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 October 6, 2021 Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for the Months of July & August 2021](#)
3. [Consider Approval of Treasurer's Report for July & August 2021](#)
4. [Consider Approval of Quarterly Investment Report for the Quarter Ending Sept. 30, 2021](#)
5. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager and DBE Officer](#)

### **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.

6. [Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361 – Vanessa Rauschenberger, Acting Assistant General Manager](#)
7. [Receive Presentation on GCTD's Advertising Program and Consider Authorizing General Manager to Modify Advertising Rates Effective January 2022 – Cynthia Duque, Communications and Marketing Manager](#)
8. [Consider Approval of Updated Position Description for General Manager, Steve Brown, General Manager](#)

## **INFORMATION ITEMS**

9. **Receive Fixed-Route & ACCESS Services Quarterly Update – 1st Quarter FY 2021-22** – Matt Miller, Planning Manager, Margaret Schoep, Paratransit & Special Projects Manager
10. **Receive Human Resources 1<sup>st</sup> Quarter FY 2021-2022 Report & Update on Recruitment Activities** – Yvett Urtega, Human Resources Coordinator
11. **Receive Update on 301 East 3<sup>rd</sup> Street Property** – Vanessa Rauschenberger, Acting Assistant General Manager
12. **Future Agenda Items** – Vanessa Rauschenberger, Acting Assistant General Manager

## **CLOSED SESSION**

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

The next regular meeting of the GCTD Board of Directors will be held on **December 1, 2021, at 10:00 A.M. at the Gold Coast Transit District offices, 1901 Auto Center Drive, Oxnard, CA 93030-7966 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.



**Item #1**

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, OCTOBER 6, 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 10:08 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 – Mike Johnson – City of Ventura  
Director – Richard Rollins – City of Port Hueneme  
Director – Matt LaVere – County of Ventura

**Staff Present – via Zoom**

Steven Brown, General Manager  
Haviva Shane, General Counsel  
Vanessa Rauschenberger, Acting Assistant General Manager  
James Beck, Director of Operations & Maintenance  
Margaret Schoep, Paratransit & Special Projects Manager  
Angie Delgado, Clerk of the Board

**Ceremonial Calendar**

The pledge of allegiance was led by General Manager Mr. Brown

**Employee Recognition**

○ **Louie Beltran, Operator 30 Years**

Mr. Beltran thanked the Board Members and Mr. Brown for the opportunity and stated it has been a great 30 years working for GCTD. Mr. Beltran enjoys helping the public, “it’s been great”. Mr. Beltran thanked his family; without them it would not have been possible.

Members of the Board congratulated and thanked Mr. Beltran for his years of service.

**General Public Comment**

Louie Beltran, Elizabeth Campos, Timothy Star, Lupe Juarez, and Julieta Flores spoke during the public comment period.

**GOLD COAST TRANSIT DISTRICT**

## **Board of Directors Reports**

None

## **General Manager Reports**

Mr. Brown provided the Board Members with the updated General Managers report, and announced the pumpkin patch held in the quad area for employees to enjoy and take pumpkins home.

## **Consent Agenda**

1. [Consider Approval of Minutes of September 1, 2021 Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for the Month of June, 2021](#)
3. [Consider Approval of Treasurer's Report for June, 2021](#)
4. [Consider Approval of Budget Income Statement for Month Ending June, 2021](#)
5. [Consider Approval of Financial Statements & Schedule of Money Transfers for June, 2021](#)

Director LaVere moved to approve Consent Agenda Items 1 through 5. Director Rollins 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.

6. [Consider Approval of Updated Job Description for Director of Human Resources – Steve Brown, General Manager](#)

Mr. Brown stated in preparation for filling the essential Director position, staff recommends updating the position description to ensure it continues to support Gold Coast Transit District's overall mission. To be able to have an agency that provides great customer service and excellent transit operations, it is important to maintain a professional, inclusive, and positive work environment.

It is recommended that the Board review the updated job description and provide input to the General Manager, who will then open the position to a competitive recruitment process. Understanding that the recruitment may take some time, the General Manager has designated Alex Zaretsky, Human Resources & Risk Manager to fill the role of Interim Director of Human Resources until a candidate is selected.

Director Mr. LaVere moved to approve Consider Approval of Updated Job Description for Director of Human Resources. Vice Chair Mr. MacDonald seconded the motion.

**The motion passed unanimously.**

7. **Consider Approval of Memorandum of Understanding (MOU) with Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura County Electric Vehicle Ready Blueprint – Margaret Schoep, Paratransit & Special Projects Manager**

Ms. Schoep provided the board with a presentation to request that the Board authorize the General Manager to sign the MOU with Regional Energy Alliance. The purpose of the MOU is for GCTD to receive operating and capital reimbursement to operate electric vehicle and micro transit service which is currently in development.

**IT IS RECOMMENDED that the GCTD Board of Directors approve the Memorandum of Understanding with the Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura Electric Vehicle (EV) Ready Blueprint (Grant Agreement ARV-20-009) for reimbursement of eligible micro-transit expenses.**

Vice Chair Mr. MacDonald moved to approve Consider Approval of Memorandum of Understanding (MOU) with Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura County Electric Vehicle Ready Blueprint. Director Mr. Johnson seconded the motion.

**The motion passed unanimously.**

8. **Consider Adoption of Resolution 2021-08 Establishing GCTD's Support for and Declaration of "Clean Air Day" – Cynthia Torres Duque, Communications and Marketing Manager**

Ms. Duque provided the board with a presentation for California Clean Air Day being a statewide campaign encouraging individuals, businesses, organizations, schools, etc., to take a pledge committing to take an action in addressing air pollution in the state by participating in various activities, small or large.

Gold Coast Transit has taken a pledge as an organization by way of adopting the resolution, utilizing the resources available on the events website ([www.cleanairday.org](http://www.cleanairday.org)) to promote the event across GCTD social media network and the employees.

Vice Chair Mr. MacDonald moved to approve Consider Adoption of Resolution No. 2021-08 Establishing GCTD's Support for and Declaration of "Clean Air Day". Director Mr. Johnson seconded the motion.

**The motion passed unanimously.**

**INFORMATIONAL ITEMS**

9. **Update on New California Laws SB 9 & SB 10 and Information on "High-Quality Transit Areas"– Vanessa Rauschenberger, Acting Assistant General Manager**

**The report was received and filed.**

10. **Receive Update on Status of 301 East 3<sup>rd</sup> Street Property – Vanessa Rauschenberger, Acting Assistant General Manager**

**The report was received and filed.**

11. **Receive Monthly Update on Operations and Maintenance – James Beck, Director of Operations and Maintenance**

**The report was received and filed.**

## **CLOSED SESSION**

- 12. CONFERENCE WITH LABOR NEGOTIATORS** – Agency designated representatives:  
General Manager or designee – Employee organization: SEIU
- 13. PUBLIC EMPLOYEE APPOINTMENT**  
TITLE: GENERAL MANAGER

There being no further business, Chair Randy Haney adjourned the Board of Directors meeting at 12:00 PM.

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 **November 3, 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** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *slp*  
**SUBJECT** Consider the Approval of Expenditures for the Months of July 2021 and August 2021

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Attached is a list of expenditures for the months of July 2021 and August 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.

**Attachments:**

Accounts Payable Disbursement List – July 2021  
Accounts Payable Disbursement List – August 2021

**GENERAL MANAGER CONCURRENCE**

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

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

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# Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
A0109	AFFORDABLE AUTO GLASS	82763	7/8/2021	\$503.88	<input type="checkbox"/>	AUTO GLASS REPAIR
A0715	SALVADOR AGUILAR	82764	7/8/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
A1219	ERICH KREIG	82765	7/8/2021	\$485.00	<input type="checkbox"/>	SERVICES
A1225	ALEXANDER ALMANZA	82859	7/22/2021	\$53.57	<input type="checkbox"/>	TRAINING
A1305	AMERICAN PLASTICS CORP	82766	7/8/2021	\$940.64	<input type="checkbox"/>	SUPPLIES
A1308	AMERICAN MOVING PARTS	82767	7/8/2021	\$2,277.98	<input type="checkbox"/>	BRAKE SHOES
A1406	ANA LABORATORIES, INC.	82768	7/8/2021	\$412.00	<input type="checkbox"/>	SERVICES
A1617	APPLEONE EMPLOYMENT SERVICES	82833	7/15/2021	\$2,193.60	<input type="checkbox"/>	TEMPORARY HELP
A1801	ARAMARK UNIFORM & CAREER APPAR	82769	7/8/2021		<input checked="" type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	82770	7/8/2021		<input checked="" type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	82771	7/8/2021	\$1,104.02	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	82772	7/8/2021	\$455.80	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1917	RONILO H. ASPURIA	82834	7/15/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
A1918	ASSI SECURITY, INC.	82835	7/15/2021	\$978.12	<input type="checkbox"/>	SECURITY SYSTEMS
A1918	ASSI SECURITY, INC.	82860	7/22/2021	\$2,194.20	<input type="checkbox"/>	SECURITY SYSTEMS
A1920	ASSURANT EMPLOYEE BENEFITS	82773	7/8/2021	\$1,629.81	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	82861	7/22/2021	\$324.10	<input type="checkbox"/>	TELEPHONE SERVICES
A2501	LUIS M. AYALA	82836	7/15/2021	\$774.75	<input type="checkbox"/>	TRAINING
B0219	B&B SERVICE	82862	7/22/2021	\$180.46	<input type="checkbox"/>	DIRECT MAIL FOR MARKETING
B0902	LOS ANGELES TRUCK CENTERS, LLC	82774	7/8/2021	\$2,590.19	<input type="checkbox"/>	PARTS/SERVICE
B0910	BIRRIA TO GO OXNARD LLC.	82863	7/22/2021	\$0.00	<input checked="" type="checkbox"/>	EMPLOYEE EVENTS
B0910	BIRRIA TO GO OXNARD LLC.	82886	7/26/2021	\$2,467.00	<input type="checkbox"/>	EMPLOYEE EVENTS
B1811	BRIAN BYRNE	82837	7/15/2021	\$106.53	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
B1814	BROWN ARMSTRONG ACCOUNTANCY	82838	7/15/2021	\$1,300.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
B1814	BROWN ARMSTRONG ACCOUNTANCY	82864	7/22/2021	\$2,500.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
C0113	CALTIP	82775	7/8/2021	\$29,226.64	<input type="checkbox"/>	LIABILITY INSURANCE
C0113	CALTIP	82839	7/15/2021	\$220,682.05	<input type="checkbox"/>	LIABILITY INSURANCE
C0517	CENTRAL COURIER LLC	82776	7/8/2021	\$63.99	<input type="checkbox"/>	DELIVERY SRVC BUS BOOKS
C0922	CITI CARDS	82840	7/15/2021	\$333.34	<input type="checkbox"/>	OFFICE SUPPLIES
C1544	RUDOLPHO COBOS	82777	7/8/2021	\$4,753.00	<input type="checkbox"/>	FIRE SUPPRESSION
C1544	RUDOLPHO COBOS	82865	7/22/2021	\$1,320.00	<input type="checkbox"/>	FIRE SUPPRESSION
C1550	LYNETTE COVERLY	82778	7/8/2021	\$6,702.75	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1550	LYNETTE COVERLY	82841	7/15/2021	\$7,010.50	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1903	CSAC EXCESS INSURANCE	82779	7/8/2021	\$1,529.91	<input type="checkbox"/>	WORKER'S COMP/EAP PROVIDER
C1903	CSAC EXCESS INSURANCE	82842	7/15/2021		<input checked="" type="checkbox"/>	WORKER'S COMP/EAP PROVIDER

Vendor #	Name	Check #	Date	Amount	Voided	Comments
C1903	CSAC EXCESS INSURANCE	82843	7/15/2021	\$296,549.00	<input type="checkbox"/>	WORKER'S COMP/EAP PROVIDER
C1904	CSAC EXCESS INSURANCE AUTHORITY	82844	7/15/2021		<input checked="" type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82845	7/15/2021	\$10,409.75	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C2019	MANUEL R CONTRERAS	82866	7/22/2021	\$79.60	<input type="checkbox"/>	TRAINING
C2115	CUMMINS PACIFIC LLC	82780	7/8/2021	\$2,959.78	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82867	7/22/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82868	7/22/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82869	7/22/2021	\$16,396.68	<input type="checkbox"/>	PARTS
D0114	DANIELS TIRE SERVICE	82781	7/8/2021	\$195.00	<input type="checkbox"/>	TIRES/SERVICES
D0928	WEX HEALTH, INC.	82846	7/15/2021	\$250.05	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D2515	DYER SHEEHAN GROUP, INC.	82847	7/15/2021	\$4,378.75	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0409	EDISON CO.	82782	7/8/2021	\$20,087.24	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	82870	7/22/2021	\$1,428.39	<input type="checkbox"/>	ELECTRICAL POWER
E1904	FRANCISCO ESCOBAR	82871	7/22/2021	\$80.34	<input type="checkbox"/>	PAYCHECK REISSUED
F0050	FRANCHISE TAX BOARD	82783	7/8/2021	\$1,554.90	<input type="checkbox"/>	GARNISHMENT
F0050	FRANCHISE TAX BOARD	82872	7/22/2021	\$802.45	<input type="checkbox"/>	GARNISHMENT
F0096	FRANKLIN TRUCK PARTS	82784	7/8/2021	\$25.47	<input type="checkbox"/>	REPAIR PARTS
F0505	FEDERAL EXPRESS CORP.	82785	7/8/2021	\$116.85	<input type="checkbox"/>	MAIL SERVICES
F0505	FEDERAL EXPRESS CORP.	82873	7/22/2021	\$34.67	<input type="checkbox"/>	MAIL SERVICES
F1221	FLUID NETWORKS	82848	7/15/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1221	FLUID NETWORKS	82874	7/22/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1815	FRONTIER COMMUNICATIONS	82786	7/8/2021	\$130.98	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82849	7/15/2021	\$1,271.40	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82875	7/22/2021	\$135.80	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	82787	7/8/2021	\$28,336.19	<input type="checkbox"/>	NATURAL GAS
G0514	SOUTHERN COUNTIES FUELS	82788	7/8/2021	\$1,805.03	<input type="checkbox"/>	OIL/LUBE PRODUCTS
G0912	GILLIG LLC	82789	7/8/2021		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	82790	7/8/2021	\$7,524.97	<input type="checkbox"/>	PARTS
G1801	GRAINGER	82791	7/8/2021	\$389.16	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G2013	GTT COMMUNICATIONS, INC.	82850	7/15/2021	\$177.88	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
I1414	IRON MOUNTAIN, INC.	82792	7/8/2021	\$86.96	<input type="checkbox"/>	SHREDING SERVICES
K0511	KELLY CLEANING & SUPPLS, INC.	82793	7/8/2021	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
K0915	KIMBALL MIDWEST	82794	7/8/2021	\$247.77	<input type="checkbox"/>	PARTS
L0130	LAW OFFICE OF GARRY M. TETALMAN	82760	7/7/2021	\$0.00	<input checked="" type="checkbox"/>	LEGAL SERVICES
L0130	LAW OFFICE OF GARRY M. TETALMAN	82761	7/7/2021	\$0.00	<input checked="" type="checkbox"/>	LEGAL SERVICES
L0130	LAW OFFICE OF GARRY M. TETALMAN	82832	7/12/2021	\$450,000.00	<input type="checkbox"/>	LEGAL SERVICES
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	82876	7/22/2021	\$1,909.50	<input type="checkbox"/>	LEGAL SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
L0908	LIGHTGABLER	82795	7/8/2021	\$342.50	<input type="checkbox"/>	LEGAL SERVICES
L1529	LOPEZ NESTOR	82796	7/8/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
M0104	MACVALLEY OIL COMPANY	82797	7/8/2021	\$1,216.13	<input type="checkbox"/>	FUEL
M0130	MAURO TAPIA	82851	7/15/2021	\$774.75	<input type="checkbox"/>	TUITION AND BOOK REIMBURSEMENT
M0925	MISTER SOFTEE OF SOUTHERN CALIFO	82762	7/8/2021	\$982.16	<input type="checkbox"/>	EMPLOYEE EVENTS
M2118	JOSE MURILLO	82852	7/15/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
N0124	NATIONAL AUTO BODY&PAINT	82798	7/8/2021	\$1,842.56	<input type="checkbox"/>	BODY WORK
N0124	NATIONAL AUTO BODY&PAINT	82877	7/22/2021	\$3,801.89	<input type="checkbox"/>	BODY WORK
N0132	NATURAL GREEN LANDSCAPE INC.	82799	7/8/2021	\$8,532.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0529	THE AFTERMARKET PARTS COMPANY,	82800	7/8/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82801	7/8/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82802	7/8/2021	\$15,797.99	<input type="checkbox"/>	PARTS/BUSES
O2402	VENTURA COUNTY AUTO SUPPLY	82803	7/8/2021	\$424.74	<input type="checkbox"/>	PARTS
O2406	CITY OF OXNARD	82804	7/8/2021	\$250.00	<input type="checkbox"/>	LICENSES RENEWAL
O2413	CITY OF OXNARD	82878	7/22/2021	\$1,270.80	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	82805	7/8/2021	\$186.43	<input type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82879	7/22/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82880	7/22/2021	\$4,292.34	<input type="checkbox"/>	UTILITIES/TRASH
P0119	PARKHOUSE TIRE, INC.	82806	7/8/2021	\$372.50	<input type="checkbox"/>	TIRES
P1602	PLEXUS GLOBAL	82807	7/8/2021	\$5.00	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1603	PLANETERIA MEDIA LLC	82881	7/22/2021	\$4,400.00	<input type="checkbox"/>	WEBSITE SUPPORT SERVICES
P1804	PRIDE INDUSTRIES ONE INC.	82808	7/8/2021	\$4,745.88	<input type="checkbox"/>	JANITORIAL SERVICES
P1807	PREFERRED BENEFIT INSURANCE	82853	7/15/2021		<input checked="" type="checkbox"/>	DENTAL PREMIUMS
P1807	PREFERRED BENEFIT INSURANCE	82854	7/15/2021	\$10,834.10	<input type="checkbox"/>	DENTAL PREMIUMS
R0126	RAYNE WATER CONDITIONING	82882	7/22/2021	\$67.00	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0913	RINGLEADER, INC	82855	7/15/2021	\$387.82	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
S0099	CALIFORNIA DEPARTMENT OF TAX & F	82831	7/12/2021	\$160.00	<input type="checkbox"/>	HAZARDOUS WASTE FEE
S0126	CALIFORNIA DEPT. OF TAX AND FEE A	82883	7/22/2021	\$58.00	<input type="checkbox"/>	CONSUMER USE TAX
S0807	BILL AYUB, SHERIFF	82884	7/22/2021	\$48.00	<input type="checkbox"/>	GARNISHMENT
S0919	SITEONE LANDSCAPE SUPPLY, LLC	82809	7/8/2021	\$91.67	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1508	SOHO PROSPECTING PROFESSIONAL M	82810	7/8/2021	\$375.00	<input type="checkbox"/>	WEBSITE SUPPORT SERVICES
S1521	GOLD COAST TRANSIT	82811	7/8/2021	\$175.00	<input type="checkbox"/>	PETTY CASH
S2000	STAPLES ADVANTAGE	82812	7/8/2021	\$644.54	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82813	7/8/2021		<input checked="" type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82814	7/8/2021	\$4,687.65	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82815	7/8/2021	\$1,502.66	<input type="checkbox"/>	PRINTING SERVICES
T0415	3D OF OXNARD SUPPLY	82816	7/8/2021	\$21.33	<input type="checkbox"/>	SUPPLIES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
T0503	TEAMSTERS LOCAL 186	82817	7/8/2021	\$1,160.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0800	TAFT ELECTRIC COMPANY	82856	7/15/2021	\$50,815.00	<input type="checkbox"/>	ELECTRIC CONT.
T0810	THINK INK	82818	7/8/2021	\$2,225.42	<input type="checkbox"/>	TONER
T0817	THOMAS LINCOLN	82857	7/15/2021	\$0.00	<input checked="" type="checkbox"/>	TRAINING
T1506	GREG'S PETROLEUM SERVICE, INC	82819	7/8/2021	\$6,513.29	<input type="checkbox"/>	OIL SUPPLIER
T1512	TWIW INSURANCE SERVICES,	82820	7/8/2021	\$103,063.18	<input type="checkbox"/>	LIABILITY INSURANCE
T1832	TRILLIUM USA COMPANY, LLC	82858	7/15/2021	\$7,688.90	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
T1910	TST PRIVATE SECURITY	82821	7/8/2021	\$21,135.60	<input type="checkbox"/>	SECURITY SERVICES
U1423	UNITED WAY OF VENTURA CO.	82822	7/8/2021	\$192.00	<input type="checkbox"/>	P/R DEDUCTION
U1902	U.S. BANK	82823	7/8/2021	\$6,175.99	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	82824	7/8/2021	\$1,042.56	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0501	COUNTY OF VENTURA - IT SVCS. DEPT.	82825	7/8/2021	\$189.00	<input type="checkbox"/>	REPEATER SITE RENTAL
V0523	VENTURA HOSE-MAN	82826	7/8/2021	\$253.43	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0550	VENTURA COUNTY LEADERSHIP ACAD	82827	7/8/2021	\$2,000.00	<input type="checkbox"/>	TRAINING
V0552	VENTURA COUNTY CIVIC ALLIANCE	82828	7/8/2021	\$2,500.00	<input type="checkbox"/>	SPONSORSHIP
V1525	VOYAGER	82829	7/8/2021	\$65.07	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	82830	7/8/2021	\$1,476.30	<input type="checkbox"/>	PHONE SRVC - CSC
W1519	WORLDNET COMMUNICATION SERVIC	82885	7/22/2021	\$6.42	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC

**Total: \$1,423,767.59**

# Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00027	MARIA E SALMERON	82998	8/16/2021	\$2,265.08	<input type="checkbox"/>	
00027	MARIA E SALMERON	83006	8/18/2021	\$2,265.08	<input type="checkbox"/>	
00106	ARNOLD COBB	82999	8/16/2021	\$22.55	<input type="checkbox"/>	
00139	ANDRIA N BARBOSA	83008	8/27/2021	\$1,213.89	<input type="checkbox"/>	
00139	ANDRIA N BARBOSA	83045	8/31/2021	\$1,081.05	<input type="checkbox"/>	
00275	JAMES P. GIBBONS	83000	8/16/2021	\$73.89	<input type="checkbox"/>	
00276	MIGUEL GOMEZ-MORALES	83001	8/16/2021	\$77.58	<input type="checkbox"/>	
00414	FRANCISCO LEON	83046	8/31/2021	\$3,048.51	<input type="checkbox"/>	
00525	ANDREW S PAHLE	83003	8/18/2021	\$93.75	<input type="checkbox"/>	
00599	DANIEL RODRIGUEZ	83004	8/18/2021	\$74.31	<input type="checkbox"/>	
00703	TIMOTHY F STARR	83002	8/16/2021	\$21.60	<input type="checkbox"/>	
01019	CARLOS DANIEL CAMBEROS	83005	8/18/2021	\$100.00	<input type="checkbox"/>	
01085	MARK GASTON	82997	8/13/2021	\$1,078.55	<input type="checkbox"/>	
01106	GERRADO MONDRAGON	83010	8/27/2021	\$561.02	<input type="checkbox"/>	
01108	Jose Ramirez	83009	8/27/2021	\$60.33	<input type="checkbox"/>	
01112	SCOTT WERDELL	83047	8/31/2021	\$557.97	<input type="checkbox"/>	
A0109	AFFORDABLE AUTO GLASS	82913	8/10/2021	\$200.00	<input type="checkbox"/>	AUTO GLASS REPAIR
A0918	AIRGAS USA, LLC	82914	8/10/2021	\$94.98	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A0918	AIRGAS USA, LLC	83011	8/28/2021	\$97.53	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1211	ALL-PHASE ELECTRIC	82915	8/10/2021	\$738.82	<input type="checkbox"/>	SUPPLIES
A1219	ERICH KREIG	83012	8/28/2021	\$485.00	<input type="checkbox"/>	SERVICES
A1308	AMERICAN MOVING PARTS	82916	8/10/2021	\$5,656.81	<input type="checkbox"/>	BRAKE SHOES
A1801	ARAMARK UNIFORM & CAREER APPAR	82917	8/10/2021	\$148.48	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	82918	8/10/2021	\$65.00	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1920	ASSURANT EMPLOYEE BENEFITS	82919	8/10/2021	\$1,687.03	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	83013	8/28/2021	\$324.10	<input type="checkbox"/>	TELEPHONE SERVICES
B0211	BEST BEST & KRIEGER LLP	82887	8/5/2021	\$10,819.00	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0211	BEST BEST & KRIEGER LLP	82920	8/10/2021	\$43,784.99	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	82888	8/5/2021	\$32,241.59	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82921	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82922	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82923	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82924	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82925	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82926	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
B0503	BECNEL UNIFORMS	82927	8/10/2021	\$2,221.19	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	83014	8/28/2021	\$145.89	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	82928	8/10/2021	\$4,059.67	<input type="checkbox"/>	PARTS/SERVICE
B1814	BROWN ARMSTRONG ACCOUNTANCY	83015	8/28/2021	\$3,500.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
C0113	CALTIP	82889	8/5/2021	\$942.88	<input type="checkbox"/>	LIABILITY INSURANCE
C0922	CITI CARDS	82890	8/5/2021	\$2,580.89	<input type="checkbox"/>	OFFICE SUPPLIES
C1504	COASTAL OCCUPATIONAL MEDICAL G	82929	8/10/2021	\$2,280.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1540	COMPUWAVE, INC.	82891	8/5/2021	\$2,130.38	<input type="checkbox"/>	LAPTOPS
C1550	LYNETTE COVERLY	83016	8/28/2021	\$3,955.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1904	CSAC EXCESS INSURANCE AUTHORITY	82930	8/10/2021		<input checked="" type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82931	8/10/2021	\$10,254.28	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C2115	CUMMINS PACIFIC LLC	82932	8/10/2021	\$826.16	<input type="checkbox"/>	PARTS
C2118	R.M. CURTIS - WELDING	82933	8/10/2021	\$540.00	<input type="checkbox"/>	WELDING SERVICES
D0114	DANIELS TIRE SERVICE	82934	8/10/2021	\$195.00	<input type="checkbox"/>	TIRES/SERVICES
D0122	DAVMAR	82935	8/10/2021	\$875.13	<input type="checkbox"/>	CNG COMPRESSOR
D0922	DIVERSIFIED LIGHTING SUPPLY	82936	8/10/2021	\$157.58	<input type="checkbox"/>	PARTS
D0928	WEX HEALTH, INC.	82937	8/10/2021	\$248.25	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D1504	DOCUMENT SYSTEMS	82892	8/5/2021	\$1,289.16	<input type="checkbox"/>	SERVICE FOR COPIER
D2515	DYER SHEEHAN GROUP, INC.	82938	8/10/2021	\$7,821.25	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0048	EMPLOYMENT DEVELOPMENT DEPART	82939	8/10/2021	\$5,942.37	<input type="checkbox"/>	UNEMPLOYMENT CHARGES
E0320	ECOLANE	82940	8/10/2021	\$26,099.00	<input type="checkbox"/>	PARATRANSIT SCHEDULING SOFT
E0409	EDISON CO.	82893	8/5/2021	\$24,528.89	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	82941	8/10/2021	\$1,225.03	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	83017	8/28/2021	\$22,476.65	<input type="checkbox"/>	ELECTRICAL POWER
E1422	USA WASTE OF CALIFORNIA, INC.	82942	8/10/2021	\$5,059.51	<input type="checkbox"/>	HAZ WASTE REMOVAL
F0042	FERGUSON ENTERPRISES, INC	83018	8/28/2021	\$171.25	<input type="checkbox"/>	SUPPLIES
F0050	FRANCHISE TAX BOARD	82894	8/5/2021	\$50.00	<input type="checkbox"/>	GARNISHMENT
F0050	FRANCHISE TAX BOARD	83019	8/28/2021	\$50.00	<input type="checkbox"/>	GARNISHMENT
F0505	FEDERAL EXPRESS CORP.	82943	8/10/2021	\$44.99	<input type="checkbox"/>	MAIL SERVICES
F1221	FLUID NETWORKS	82895	8/5/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1814	FROG ENVIRONMENTAL, INC.	82944	8/10/2021	\$575.00	<input type="checkbox"/>	ENVIRONMENTAL ASSESSMENT
F1815	FRONTIER COMMUNICATIONS	82945	8/10/2021	\$774.54	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	83020	8/28/2021	\$626.79	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0115	GovInvest Inc.	82946	8/10/2021	\$70,000.00	<input type="checkbox"/>	STANDARD PENSION & OPEB MODULE
G0120	THE GAS COMPANY	82896	8/5/2021	\$30,079.69	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	82947	8/10/2021	\$129.79	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	83021	8/28/2021	\$445.58	<input type="checkbox"/>	NATURAL GAS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
G0514	SOUTHERN COUNTIES FUELS	82948	8/10/2021	\$6,032.80	<input type="checkbox"/>	OIL/LUBE PRODUCTS
G0609	GENFARE	83022	8/28/2021	\$1,752.34	<input type="checkbox"/>	REPAIR PARTS
G0809	GHI ENERGY, LLC	83023	8/28/2021	\$33,658.80	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
G0912	GILLIG LLC	82949	8/10/2021		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	82950	8/10/2021	\$4,476.93	<input type="checkbox"/>	PARTS
G1214	GLOBAL CTI GROUP, INC.	82951	8/10/2021	\$3,019.00	<input type="checkbox"/>	SOL-GPS AND DIAGNOSTIC-VERIZON
G1801	GRAINGER	82952	8/10/2021	\$258.92	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G2013	GTT COMMUNICATIONS, INC.	82897	8/5/2021	\$177.88	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
H0109	THE HANOVER INSURANCE GROUP	83024	8/28/2021	\$49,380.00	<input type="checkbox"/>	COMMERCIAL PROPERTY INSURANCE
I1423	INTERSTATE BATTERIES	82953	8/10/2021	\$818.86	<input type="checkbox"/>	BATTERIES
J1504	J N DESIGNS	82954	8/10/2021	\$3,035.49	<input type="checkbox"/>	PRINTING/GRAPHICS SERV
K0511	KELLY CLEANING & SUPPLS, INC.	82898	8/5/2021	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
K0915	KIMBALL MIDWEST	82899	8/5/2021	\$1,324.88	<input type="checkbox"/>	PARTS
K0915	KIMBALL MIDWEST	82955	8/10/2021	\$1,111.49	<input type="checkbox"/>	PARTS
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	83025	8/28/2021	\$1,498.50	<input type="checkbox"/>	LEGAL SERVICES
L0908	LIGHTGABLER	82956	8/10/2021	\$900.00	<input type="checkbox"/>	LEGAL SERVICES
L1527	LOWE'S	82900	8/5/2021	\$1,054.72	<input type="checkbox"/>	SUPPLIES
M1501	MOBILE CREATE USA, INC.	83026	8/28/2021	\$595.41	<input type="checkbox"/>	2 WAY RADIO EQUIPMENT/SERVICE
M1520	MOTION INDUSTRIES, INC.	82957	8/10/2021	\$5,228.18	<input type="checkbox"/>	SUPPLIES
M2116	MUNCIE RECLAMATION AND SUPPLY C	82958	8/10/2021		<input checked="" type="checkbox"/>	PARTS
M2116	MUNCIE RECLAMATION AND SUPPLY C	82959	8/10/2021	\$4,804.29	<input type="checkbox"/>	PARTS
M2220	MV TRANSPORTATION, INC.	82901	8/5/2021	\$192,797.28	<input type="checkbox"/>	GCT ACCESS SERVICE
N0132	NATURAL GREEN LANDSCAPE INC.	82902	8/5/2021	\$4,266.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0529	THE AFTERMARKET PARTS COMPANY,	82960	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82961	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82962	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82963	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82964	8/10/2021	\$17,492.65	<input type="checkbox"/>	PARTS/BUSES
O1805	FIRST CALL AUTO PARTS	82965	8/10/2021	\$160.58	<input type="checkbox"/>	PARTS
O1807	ORKIN SERVICES OF CALIFORNIA, INC.	82966	8/10/2021	\$450.00	<input type="checkbox"/>	PEST CONTROL
O2402	VENTURA COUNTY AUTO SUPPLY	82967	8/10/2021		<input checked="" type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	82968	8/10/2021	\$947.17	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	83027	8/28/2021	\$1,270.80	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	83028	8/28/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	83029	8/28/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	83030	8/28/2021	\$5,462.86	<input type="checkbox"/>	UTILITIES/TRASH
O2429	CITY OF OXNARD FIRE/CUPA	82969	8/10/2021	\$3,094.00	<input type="checkbox"/>	CUPA INSPECTION

Vendor #	Name	Check #	Date	Amount	Voided	Comments
P0119	PARKHOUSE TIRE, INC.	82970	8/10/2021	\$4,778.08	<input type="checkbox"/>	TIRES
P0530	ANA PEREZ	83031	8/28/2021	\$800.00	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
P0919	PITNEY BOWES GLOBAL	82971	8/10/2021	\$114.71	<input type="checkbox"/>	POSTAGE MACHINE
P1601	PLATINUM TOW AND TRANSPORT INC.	82972	8/10/2021	\$400.00	<input type="checkbox"/>	TOWING SERVICES
P1602	PLEXUS GLOBAL	82973	8/10/2021	\$384.50	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1807	PREFERRED BENEFIT INSURANCE	82974	8/10/2021		<input checked="" type="checkbox"/>	DENTAL PREMIUMS
P1807	PREFERRED BENEFIT INSURANCE	82975	8/10/2021	\$10,454.00	<input type="checkbox"/>	DENTAL PREMIUMS
P1823	PRODUCTIVE SOLUTIONS	82976	8/10/2021	\$2,657.37	<input type="checkbox"/>	POINT OF SALE MACHINE SUPPLIES
R0126	RAYNE WATER CONDITIONING	82977	8/10/2021	\$178.80	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0126	RAYNE WATER CONDITIONING	83032	8/28/2021	\$279.81	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0504	RED WING SHOE STORE	83033	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83034	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83035	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83036	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83037	8/28/2021	\$4,776.44	<input type="checkbox"/>	SAFETY SHOES
R0510	ROMAINE ELECTRIC CORPORATION	82978	8/10/2021	\$3,600.32	<input type="checkbox"/>	BUS PARTS
R0913	RINGLEADER, INC	83038	8/28/2021	\$379.21	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
R1301	ROBERT MAGANA	82903	8/5/2021	\$103.00	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
R1400	ACCONTEMPS A ROBERT HALF COMP	82904	8/5/2021	\$4,800.00	<input type="checkbox"/>	TEMPORARY HELP
R1400	ACCONTEMPS A ROBERT HALF COMP	82979	8/10/2021	\$4,800.00	<input type="checkbox"/>	TEMPORARY HELP
R1400	ACCONTEMPS A ROBERT HALF COMP	83039	8/28/2021	\$9,600.00	<input type="checkbox"/>	TEMPORARY HELP
R2102	RUBBER NECK SIGNS	82980	8/10/2021	\$2,190.63	<input type="checkbox"/>	SERVICES
S0807	BILL AYUB, SHERIFF	82905	8/5/2021	\$0.00	<input checked="" type="checkbox"/>	GARNISHMENT
S0917	SINCLAIR SANITARY SUPPLY	82981	8/10/2021	\$180.18	<input type="checkbox"/>	SUPPLIES
S0919	SITEONE LANDSCAPE SUPPLY, LLC	82982	8/10/2021	\$59.57	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1615	SPORTWORKS NORTHWEST, INC	82983	8/10/2021	\$491.25	<input type="checkbox"/>	BIKE RACK
S2000	STAPLES ADVANTAGE	82984	8/10/2021	\$1,587.91	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82985	8/10/2021		<input checked="" type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82986	8/10/2021	\$3,930.57	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82906	8/5/2021		<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82907	8/5/2021	\$3,379.76	<input checked="" type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82987	8/10/2021	\$120.18	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	83007	8/25/2021	\$892.97	<input type="checkbox"/>	PRINTING SERVICES
T0503	TEAMSTERS LOCAL 186	82908	8/5/2021	\$120.00	<input checked="" type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	83040	8/28/2021	\$1,160.00	<input checked="" type="checkbox"/>	PAYROLL DEDUCTION
T0515	TELENET VOIP, INC.	82909	8/5/2021	\$270.00	<input type="checkbox"/>	MONITORING
T0520	TYLER TEJEDA	83041	8/28/2021	\$797.69	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT



Vendor #	Name	Check #	Date	Amount	Voided	Comments
T1506	GREG'S PETROLEUM SERVICE, INC	82988	8/10/2021	\$3,046.54	<input type="checkbox"/>	OIL SUPPLIER
T1704	TRACKIT LLC	83042	8/28/2021	\$12,720.00	<input type="checkbox"/>	SOFTWARE LICENSE
T1832	TRILLIUM USA COMPANY, LLC	83043	8/28/2021	\$2,600.00	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
T1910	TST PRIVATE SECURITY	82910	8/5/2021	\$22,653.12	<input type="checkbox"/>	SECURITY SERVICES
U1802	URBAN TRANSPORTATION	82989	8/10/2021	\$1,037.25	<input type="checkbox"/>	AUTO PASSENGER COUNT SYST
U1902	U.S. BANK	82990	8/10/2021	\$10,683.99	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	82991	8/10/2021	\$614.98	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0119	VENTURA COUNTY ART EVENTS	82911	8/5/2021	\$500.00	<input type="checkbox"/>	SPONSORSHIP
V0505	VENTURA COUNTY APCD	82992	8/10/2021	\$652.00	<input type="checkbox"/>	CNG FEES
V0513	VENTURA COUNTY STAR	82993	8/10/2021	\$856.36	<input type="checkbox"/>	ADVERTISING
V0523	VENTURA HOSE-MAN	82994	8/10/2021	\$762.43	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0908	VICTOR RUBIO	82995	8/10/2021	\$95.00	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
V1525	VOYAGER	82912	8/5/2021	\$101.03	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	82996	8/10/2021	\$1,225.23	<input type="checkbox"/>	PHONE SRVC - CSC
W1519	WORLDNET COMMUNICATION SERVIC	83044	8/28/2021	\$8.05	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
<b>Total:</b>				<b>\$810,514.84</b>		



Item #3

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *slp*  
**SUBJECT** **Consider the Approval of the Treasurer's Report for July 2021 & August 2021**

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

**Cash Accounts**

Cash on Hand	Petty Cash	\$ 500.00
Union Bank	General Checking	1,696,079.56
Union Bank	Payroll	55,430.95
Union Bank	Money Market 2	1,037,163.60
State Investment Pool	Local Agency Investment Funds	100,754.07

**Other Investments - Special Capital Reserve Funds**

Ventura County Treasurer	Gold Coast Transit District	5,360,327.47
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**Special Funds**

Union Bank	Prop 1B / PTMISEA / LCTOP	274,337.71
2017 Certificates of Participation	Payment Fund	4,790.02
2017 Certificates of Participation	Project Fund	287,808.38
2017 Certificates of Participation	Reserve Fund	<u>1,394,005.87</u>

<b>Total Cash and Investments</b>	<b><u>\$ 10,211,197.63</u></b>
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Note: County Treasurer's Report of Investments is available for review.

**GENERAL MANAGER 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



Item #4

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *slp*  
**SUBJECT** **Consider the Approval of the Quarterly Report for the Quarter Ending September 30, 2021**

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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 September 30, 2021. Redacted copies of full account statements can be made available for Board member review upon request.

#### **GENERAL MANAGER 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

		30-Jun-21				30-Sep-21
		<u>Previous</u>	<u>Net Deposits/</u>		<u>Fair Market</u>	<u>Current</u>
		<u>Quarter Value</u>	<u>Withdrawals</u>		<u>Value Incr</u>	<u>Quarter Value</u>
<u>GCTD Investments</u>	<u>Fund Type</u>			<u>Interest</u>	<u>(Decr)</u>	
Local Agency Investment Fund (LAIF)	Cash State Agency Investment	\$ 100,671.87		\$ 61.35	\$ 20.85	\$ 100,754.07
Ventura County Investment Fund	Capital Reserve	\$ 5,358,926.92	(\$ 2,000,000.00)	\$ 1,400.55	\$ 1,400.55	\$ 3,361,728.02
U.S. Bank	Trust Account / Project Fund #002	\$ 287,806.96		\$ 4.37		\$ 287,811.33
U.S. Bank	Trust Account / Bond Reserve Fund #001	\$ 1,394,537.94	(\$ 4,787.65)	\$ 2,707.88	(\$ 3,057.63)	\$ 1,389,400.54
U.S. Bank	Trust Account / Payment Fund #000	\$ 890,343.75	(\$ 885,556.10)	\$ 2.41		\$ 4,790.06
Union Bank Money Market Account	Proposition 1B Funds	\$ 274,326.31		\$ 34.96		\$ 274,361.27
Union Bank Money Market Account	Operating Funds	\$ 1,091,908.12	(\$ 662,480.69)			\$ 429,427.43
		<b>\$ 9,398,521.87</b>	<b>(\$ 3,552,824.44)</b>	<b>\$ 4,211.52</b>	<b>(\$ 1,636.23)</b>	<b>\$ 5,848,272.72</b>



November 3, 2021

Item #5

**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 September 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**

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



Contracts/PO Award Report  
November 2021

Date Ordered	PO#	Name	Description	Cost
<b>PROCUREMENT</b>				
02-Sep-21	A0010239	COMPUWAVE, INC.	Storage Area Network	\$43,738.97
14-Sep-21	M0048778	STANTEC CONSULTING SERVICES INC.	Zero Emission Bus Analysis	\$144,347.36
17-Sep-21	P0030247	INTERIOR DEMOLITION, INC.	301 Demolition	\$159,500.00
14-Oct-21	A0010241	RALPH ANDERSEN & ASSOCIATES	Recruitment	\$52,500.00
18-Oct-21	P0030252	INIT INNOVATIONS IN TRANSPORTATION, INC.	Mobile Perdis	\$18,916.69
15-Oct-21	M0048816	CLEAN ENERGY	Labor 10 hours	\$2,025.00
19-Oct-21	M0048818	J.C. IRON & MFG. CO	Side Gate	\$3,524.00
14-Oct-21	P0030251	RUBBER NECK SIGNS	bus wrap for 3 sides of the 40' bus	\$6,739.81
30-Sep-21	P0030248	RUBBER NECK SIGNS	Ultra Super King Bus Ad's	\$3,500.00
04-Oct-21	P0030249	LESTER G. EVERARD	Ground Survey for 301	\$6,500.00
<b>Procurement Total</b>				<b>\$441,291.83</b>

<b>PARTS</b>				
26-Aug-21	M0048742	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER PURGE VALVE KIT	\$1,519.52
26-Aug-21	M0048743	LOS ANGELES TRUCK CENTERS, LLC	ES Compleat EG Premix Drum - Blue	\$949.56
27-Aug-21	M0048744	SOUTHERN COUNTIES FUELS	SUMMIT SYN NGL 444	\$6,469.02
27-Aug-21	M0048745	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,779.78
27-Aug-21	M0048746	SINCLAIR SANITARY SUPPLY	300 Boxes of 50 Count Surgical mask	\$1,222.55
30-Aug-21	M0048747	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER DESICCANT CARTRIDGE	\$158.90
30-Aug-21	M0048748	CUMMINS PACIFIC LLC	SENSOR, KNOCK	\$3,059.67
30-Aug-21	M0048749	MUNCIE RECLAMATION AND SUPPLY COMPANY	GASKET, F/DRIVE P/S PUMP	\$56.78
31-Aug-21	M0048751	AMERICAN MOVING PARTS	Treadle and Valve Assy	\$645.23
31-Aug-21	M0048752	THE AFTERMARKET PARTS COMPANY, LLC	SWITCH, VARIABLE SPEED 24V	\$3,412.77
31-Aug-21	M0048753	GILLIG LLC	ROLLPIN	\$137.47
02-Sep-21	M0048754	N/S CORPORATION	RO CARTRIDGE FILTER 5 MICRON 200640	\$1,578.69
02-Sep-21	M0048755	GILLIG LLC	Valve, Relay R-12	\$278.42
07-Sep-21	M0048757	AMERICAN PLASTICS CORP	SHIELD, LOWER, #4 WINDOW	\$1,239.99
07-Sep-21	M0048758	SPX CORPORATION	PCB, TRIM CONVEYOR	\$1,565.74
07-Sep-21	M0048760	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR	\$864.67
07-Sep-21	M0048761	MUNCIE RECLAMATION AND SUPPLY COMPANY	BALLAST	\$350.65
07-Sep-21	M0048762	GILLIG LLC	VALVE, REAR LEVELING	\$1,502.32
07-Sep-21	M0048763	THE AFTERMARKET PARTS COMPANY, LLC	RELAY, 24V W/DIODE	\$869.98
08-Sep-21	M0048764	INSTRUMENT CONTROL SERVICES	MERCER REPAIR KIT 1C19143	\$1,966.13
08-Sep-21	M0048765	CUMMINS PACIFIC LLC	TUBE, COMP WATER OUTLET	\$80.35
10-Sep-21	M0048766	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$584.90
10-Sep-21	M0048767	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,769.03
10-Sep-21	M0048776	INSTRUMENT CONTROL SERVICES	LEAD VALVE TECH - HUNTER ALLISON	\$2,542.50
13-Sep-21	M0048768	DCH HONDA OF OXNARD	FUEL FILTER, 03-15 HONDA CIVIC (SMALL)	\$187.96
13-Sep-21	M0048769	LOS ANGELES TRUCK CENTERS, LLC	FILTER, SECONDARY FUEL	\$572.78
13-Sep-21	M0048770	VALLEY POWER SYSTEMS, INC.	TRANS GASKET VALVE BODY UPPER	\$290.64
13-Sep-21	M0048771	GILLIG LLC	Lamp, 4" Amber Turn	\$90.48
13-Sep-21	M0048772	THE AFTERMARKET PARTS COMPANY, LLC	SLIDE, DRIVERS SEAT	\$1,537.66
13-Sep-21	M0048773	MUNCIE RECLAMATION AND SUPPLY COMPANY	COVER, REAR	\$63.15
13-Sep-21	M0048774	CUMMINS PACIFIC LLC	ORING, BREATHER HOUSING	\$47.27
13-Sep-21	M0048775	ROMAINE ELECTRIC CORPORATION	ALTERNATOR	\$8,415.27

Contracts/PO Award Report  
November 2021

Date Ordered	PO#	Name	Description	Cost
13-Sep-21	M0048777	THE AFTERMARKET PARTS COMPANY, LLC	DRUM, FRONT BRAKE	\$253.00
14-Sep-21	M0048779	USSC GROUP, INC	AIR BAG, SEAT TILT	\$577.98
16-Sep-21	M0048780	SOUTHERN COUNTIES FUELS	TRANSMISSION OIL SYNTHETIC	\$3,672.55
21-Sep-21	M0048781	AMERICAN MOVING PARTS	Core Charge	\$800.00
21-Sep-21	M0048782	OK RADIATOR SHOP INC.	RADIATOR COMPLETE	\$4,605.66
22-Sep-21	M0048783	CUMMINS PACIFIC LLC	WASHER, SEALING	\$311.69
22-Sep-21	M0048784	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER PURGE VALVE KIT	\$811.33
22-Sep-21	M0048785	GILLIG LLC	INDICATOR, AIR RESTRICTION	\$230.18
22-Sep-21	M0048786	THE AFTERMARKET PARTS COMPANY, LLC	AIR BAG, FRONT/REAR	\$1,862.37
22-Sep-21	M0048787	ROMAINE ELECTRIC CORPORATION	Regulator, 24V	\$2,397.05
23-Sep-21	A0010240	CUMMINS PACIFIC LLC	test	\$5,000.00
23-Sep-21	M0048788	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,455.12
29-Sep-21	M0048789	GILLIG LLC	Plunger, Latch	\$1,129.11
29-Sep-21	M0048790	CUMMINS PACIFIC LLC	Sensor, Oxygen	\$824.66
29-Sep-21	M0048791	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR	\$1,894.56
29-Sep-21	M0048792	MUNCIE RECLAMATION AND SUPPLY COMPANY	CENTER LINK ASM	\$190.90
29-Sep-21	M0048793	THE AFTERMARKET PARTS COMPANY, LLC	AIR BAG, REAR	\$2,825.86
29-Sep-21	M0048794	VALLEY POWER SYSTEMS, INC.	BOLTS TRANS FILTER PLATE	\$1,009.99
30-Sep-21	M0048817	CUMMINS PACIFIC LLC	ROD, ENGINE CONNECTING	\$7,209.43
06-Oct-21	M0048796	MUNCIE RECLAMATION AND SUPPLY COMPANY	HEATER VALVE ASSM	\$234.34
06-Oct-21	M0048797	THE AFTERMARKET PARTS COMPANY, LLC	TOWER, PARKING BRAKE	\$1,821.94
06-Oct-21	M0048798	GILLIG LLC	CHIME ASSM, PASSENGER SIGNAL	\$200.06
06-Oct-21	M0048799	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER DESICCANT CARTRIDGE	\$385.22
06-Oct-21	M0048800	AMERICAN MOVING PARTS	VALVE, MOISTURE EJECTOR	\$357.60
06-Oct-21	M0048801	MOTION INDUSTRIES, INC.	SDM8 ELECTRONIC MANUAL METER	\$1,359.94
06-Oct-21	M0048802	SOUTHERN COUNTIES FUELS	GEARLUBE 80W90 GL5	\$1,263.80
07-Oct-21	M0048803	QC PACIFIC INC.	Q Clean 30	\$731.98
07-Oct-21	M0048804	GILLIG LLC	Treadle and Valve Assy	\$6,546.37
07-Oct-21	M0048805	SPX CORPORATION	PRINT HEAD KHT-51-8MPE1-GF	\$1,875.56
07-Oct-21	M0048806	SAFETY VISION	2 TB DRIVE FOR 4112/4108	\$1,090.46
07-Oct-21	M0048807	LUMINATOR HOLDING LP	LINEAR FLASH CARD	\$7,111.90
07-Oct-21	M0048808	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,109.46
13-Oct-21	M0048809	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$701.88
13-Oct-21	M0048810	ZEP MANUFACTURING CO.	Zep Triton COVID Disinfectant	\$184.87
13-Oct-21	M0048811	CUMMINS PACIFIC LLC	SENSOR, EGR PRESSURE	\$918.89
13-Oct-21	M0048812	GILLIG LLC	SWITCH, BATTERY DISCONNECT	\$3,641.01
13-Oct-21	M0048813	LOS ANGELES TRUCK CENTERS, LLC	FILTER, HYDRAULIC	\$692.35
13-Oct-21	M0048814	MUNCIE RECLAMATION AND SUPPLY COMPANY	VALVE, FUEL FLOW	\$3,193.92
14-Oct-21	M0048815	THE AFTERMARKET PARTS COMPANY, LLC	BRACKET WELDED ASSEMBLY	\$7,071.76
19-Oct-21	M0048819	CUMMINS PACIFIC LLC	ROD, PUSH 8.9	\$362.49
20-Oct-21	M0048820	THE AFTERMARKET PARTS COMPANY, LLC	BUMPER, RUBBER	\$3,172.76
20-Oct-21	M0048821	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$823.70
20-Oct-21	M0048822	GILLIG LLC	FILTER, HYDRAULIC	\$789.28
20-Oct-21	M0048823	SPX CORPORATION	PCB, TRIM CONVEYOR	\$379.38
21-Oct-21	M0048824	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$467.92
21-Oct-21	M0048825	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,925.29
21-Oct-21	M0048826	NATIONAL AUTO BODY&PAINT	BODY LABOR - BUS #4034	\$1,098.04
22-Oct-21	M0048829	ROMAINE ELECTRIC CORPORATION	SPARK PLUGS, DENSO	\$2,045.16
			<b>Part Total</b>	<b>\$136,428.60</b>

**GRAND TOTAL: \$577,720.43**





Item #6

**DATE** November 3, 2021

**TO** GCTD Board of Directors

**FROM** Vanessa Rauschenberger, Acting Assistant General Manager

**SUBJECT** **Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

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## **SUMMARY**

Since the start of the pandemic, the Board of Directors has been holding its regular board meetings virtually in accordance with Executive Orders issued by the Governor. The Governor has now rescinded those orders as they relate to the virtual meetings and the legislature has adopted AB 361 reestablishing and amending the requirements to meet virtually. As described in more detail below, in order to continue meeting virtually, the Board of Director is now required to make findings regarding the pandemic. The purpose of this agenda item is to allow the board to consider adopting a resolution making the required findings so that the Board to continue to meet virtually. The findings will need to be confirmed by the Board every 30 days.

## **BACKGROUND**

Effective immediately, AB 361 amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology in certain circumstances. Under the Bill, legislative bodies can continue to meet remotely as long as there is a “proclaimed state of emergency” and the Board can make either of the following findings: (a) state or local officials have imposed or recommended measures to promote social distancing or (b) whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The Governor proclaimed a State of Emergency on March 4, 2020 related to the COVID-19 pandemic, which State of Emergency continues to exist to this day. Further, both State and Ventura County officials continue to recommend the extension of the indoor mask mandate and other measures like social distancing.

AB 361 requires specific procedural safeguards for the public. To accommodate individuals during these teleconferences and virtual meetings, a public comment period will be offered where the public can address the legislative body directly in real time. Additionally, public comments will be allowed up until the public comment period is closed at the meetings. The agenda will include information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body will not take any vote or other official action until the technical disruption is corrected and public access is restored.

## **GOLD COAST TRANSIT DISTRICT**

November 3, 2021

Consider Adoption of Resolution 2021-09 Authorizing Virtual Board Meetings Pursuant to AB 361

Page 2 of 2

The attached Resolution allows the Board to implement AB 361 by making the findings discussed above. In accordance with AB 361, these findings will be in effect for 30 days or until the Board makes findings that the conditions listed therein long longer exist, whichever is shorter. The findings can be extended by the Board upon a finding that conditions supporting the findings included in the Resolution still exist.

This authorization to meet remotely will apply to any Board or Committee that meets during the 30-day effective period. Each month, the Board will have the option to reauthorize the use of virtual teleconference meetings for Brown Act meetings, under AB 361 by finding that a statewide state of emergency continues to exist, and local or state health officials continue to impose or recommend measures to promote social distancing. AB 361 will also allow for virtual meetings during other state-proclaim emergencies, such as earthquakes or wildfires, where physical attendance may present a risk.

### **RECOMMENDATION**

Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361.

### **General Manager's Concurrence**



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**Steven P. Brown**  
**General Manager**

**RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE GOLD COAST TRANSIT DISTRICT  
AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS  
PURSUANT TO AB 361**

WHEREAS, the Gold Coast Transit District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies, including its Board of Directors, are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the District's meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor's executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor's executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19 and state or local officials are recommending measures to promote social distancing,

**NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE GOLD COAST TRANSIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Findings. Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect and (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19.

Section 3. Remote Teleconference Meetings: Based on the findings and determinations included herein, the Board authorizes and directs any of its legislative bodies, including without limitation its Board of Directors, to conduct remote teleconference meetings under the provisions of Government Code Section 54953(e) and that such bodies shall provide public access to their meetings as provided in Section 54953(e).

Section 4. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless extended by a majority vote of the Board of Directors in accordance with Section 5 of this Resolution.

Section 5. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3). Any such extension may be made before or after the expiration of the preceding 30 day period.

**PASSED AND ADOPTED by the Board of Directors of the Gold Coast Transit District this 3<sup>rd</sup> day of November 2021, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



Item # 7

**DATE** November 3, 2021

**TO** GCTD Board of Directors

**FROM** Cynthia Duque, Communications and Marketing Manager *CTD*

**SUBJECT** Receive Presentation on GCTD's Advertising Program and Consider Authorizing General Manager to Modify Advertising Rates Effective January 2022

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## SUMMARY

Since 2005, GCTD has managed a successful bus advertising program that has generated revenue to fund operations and maintenance of the District's facilities and services. For this item, staff will provide a presentation on GCTD's Advertising Program, and will request the Board consider authorizing the General Manager to modify advertising rates for 2022.

## BACKGROUND

GCTD launched an advertising program in 2005, using its fleet of buses to display "moving billboards" or mobile advertisements on the exterior and interior of its buses. GCTD offers bus ads on three sides of the bus, King (street side), Queen (curb side), and Tail (rear), as well as interior bus ads called "Interior Car Cards". Until 2018, GCTD maintained an advertising policy that limited the content to commercial speech or commercial transactions only. This policy often prohibited viewpoint neutral, non-commercial public service announcements from either a government or public entity or a non-profit organization. For example, such prohibited ads would include promotion of community safety, children and family services, education and training, treatment and prevention of illnesses, etc. With frequent requests from non-commercial advertisers, both at the local, regional, and state level, GCTD, with guidance from Counsel, revised the advertising policy to allow non-commercial advertisements that complied with the advertising policy. It was approved by the Board in October of 2018.

Since implementing the new policy, GCTD has seen multiple benefits from this change, including, 1) an increase in revenue; and 2) the ability to carry critically important public education messages throughout our service area, especially timely during a global pandemic. For example, GCTD has promoted public education campaigns with topics covering the 2020 Census, Recycling, Human Trafficking Awareness and Prevention, COVID-19 Safety, and COVID-19 Vaccine Information.

The addition of non-commercial advertisers diversifies the content of the ads on our buses and increases our ad revenue. In this current fiscal year, non-commercial advertisers will make up approximately 15% of the revenue.

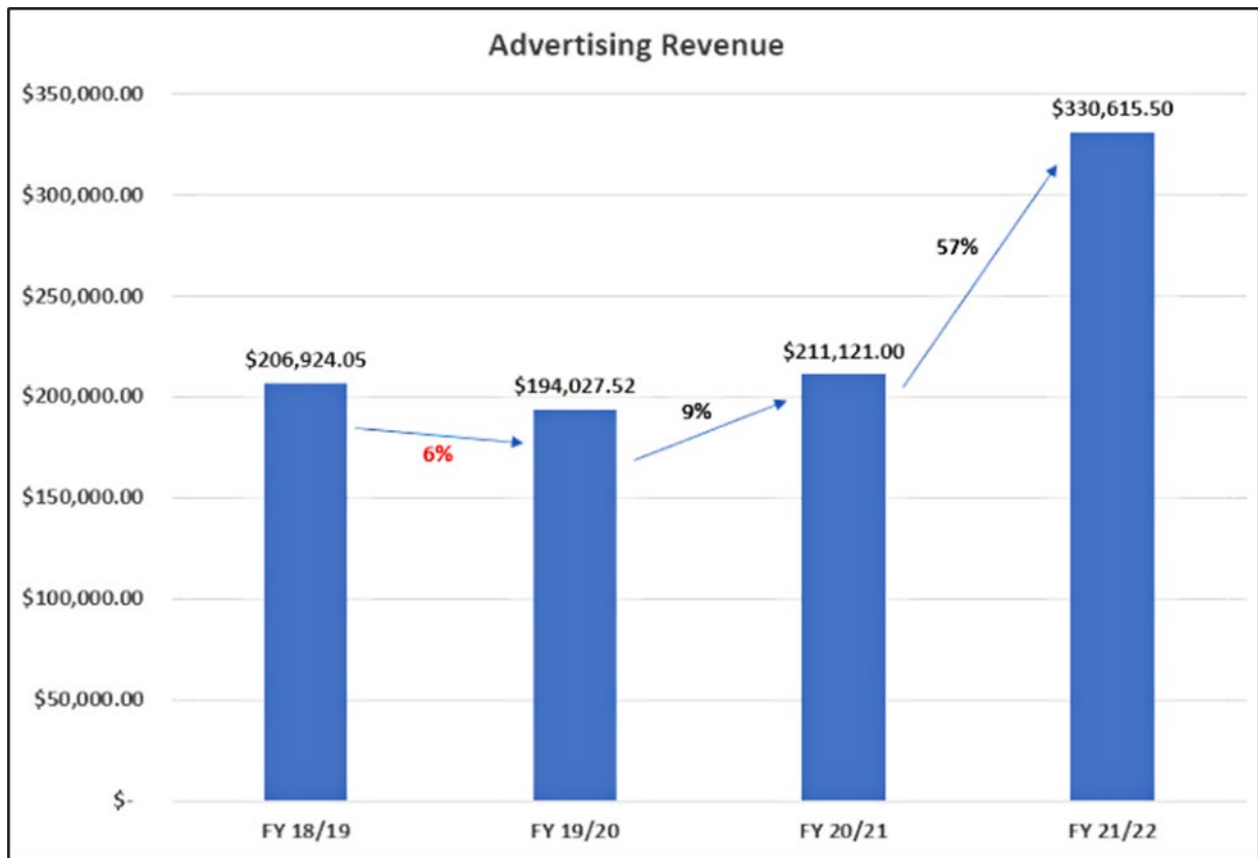
Since fiscal year 2018/2019, GCTD has experienced a 60% increase in advertising revenue, going from \$206,924 to a projected \$330,615 in revenue in fiscal year 2021/22. Space availability on GCTD's buses is nearly at full capacity and the program has proven to provide GCTD with a small but important source of funding.

## GOLD COAST TRANSIT DISTRICT

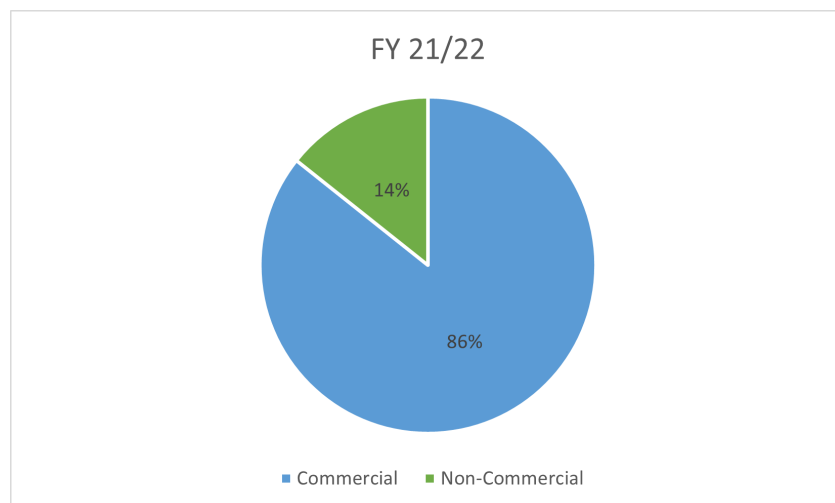
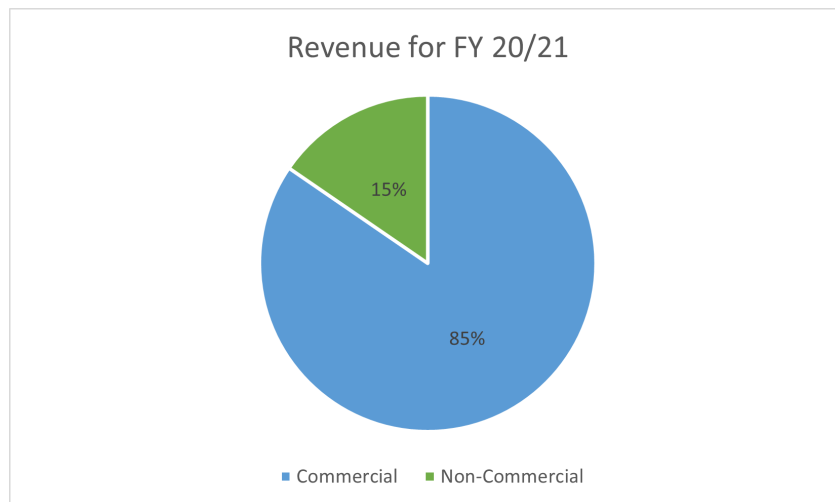
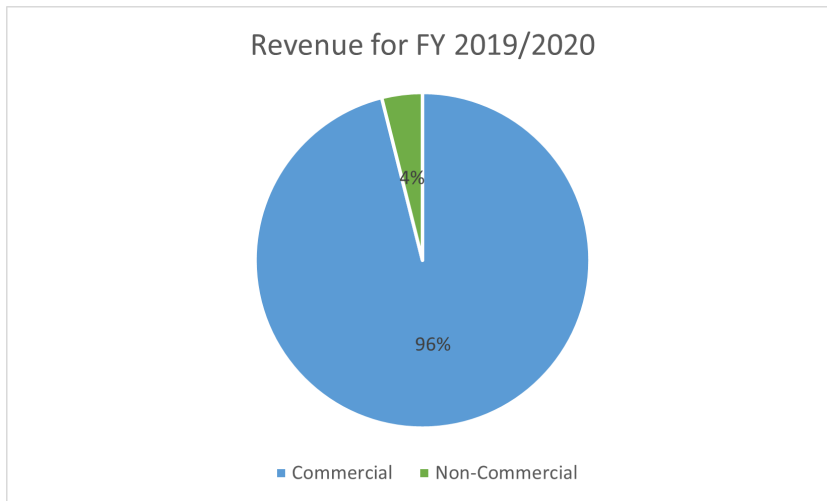
As part of the oversight of GCTD's ad program, advertising policies and rates are periodically reviewed, every 2-3 years, to remain competitive and comparable to other transit agencies of similar size. The last rate increase took place in 2019. Based on a current review of comparable rates, staff recommends updating rates at this time to take effect starting in January 2022 by approximately 5%-10%. It should be noted that final rates charged are subject to negotiation between potential advertisers and GCTD.

## BUS ADVERTISING PROGRAM DATA

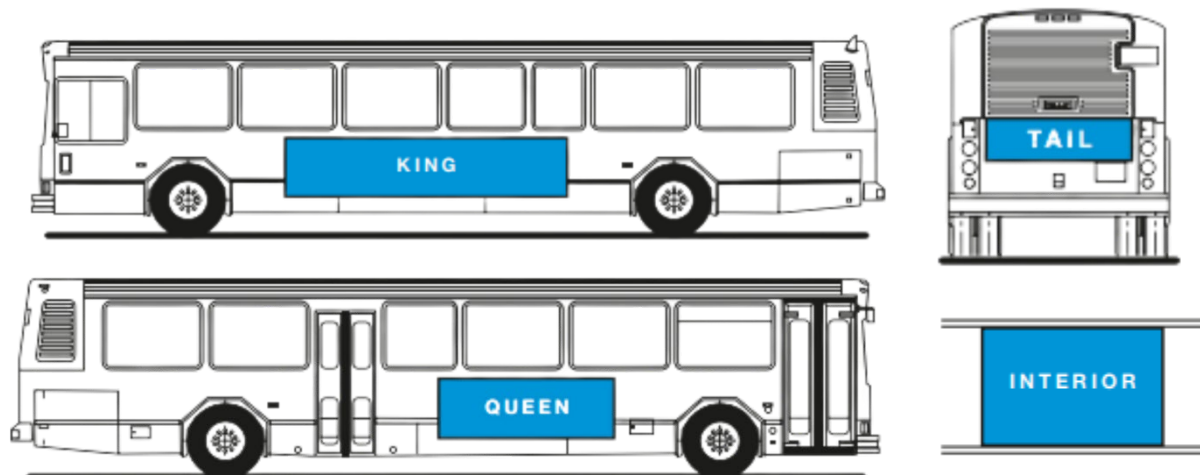
### Revenues Between 2018 – 2022



### Commercial vs. Non-Commercial Advertisers, 2018-2022

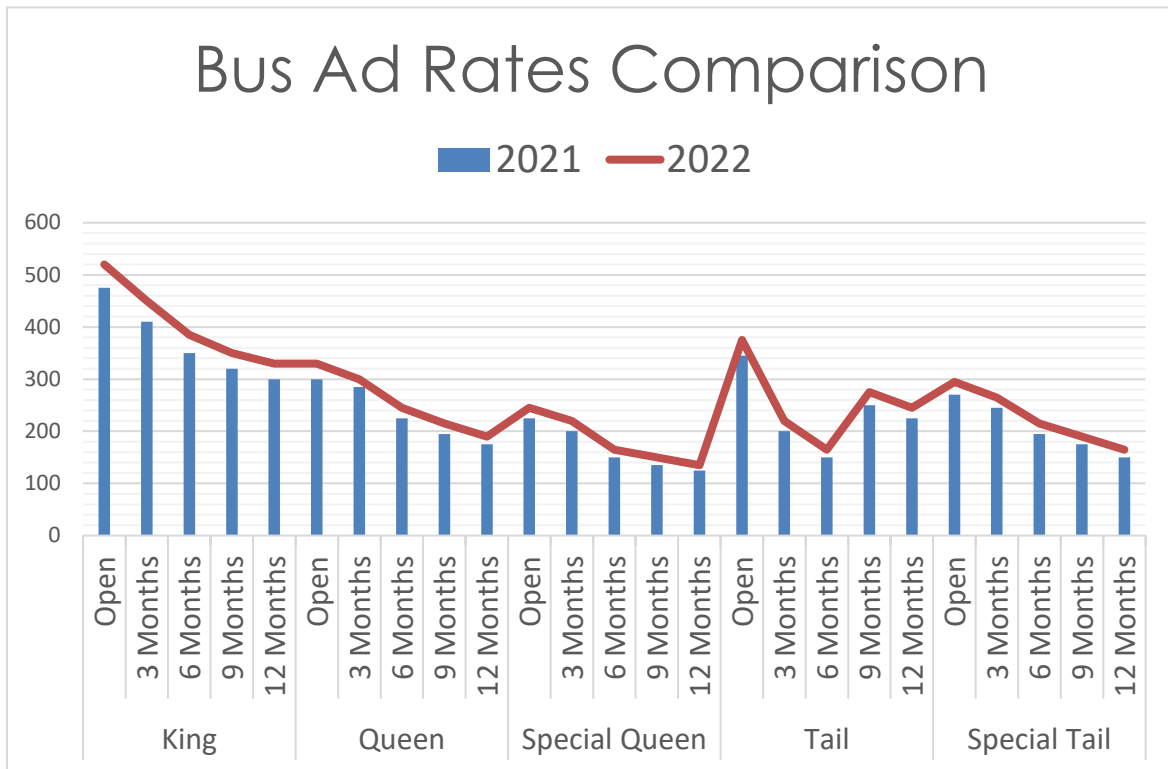


### Advertising Sizes and Rates (Current vs. Proposed)

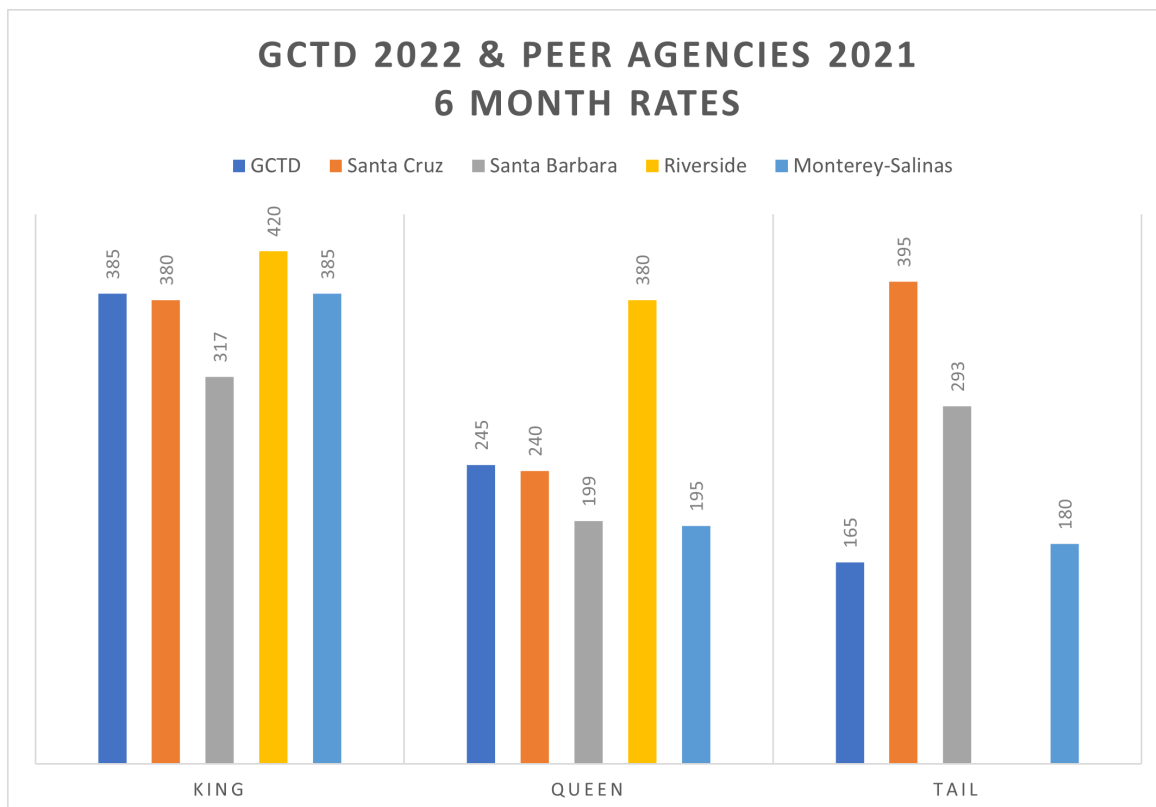


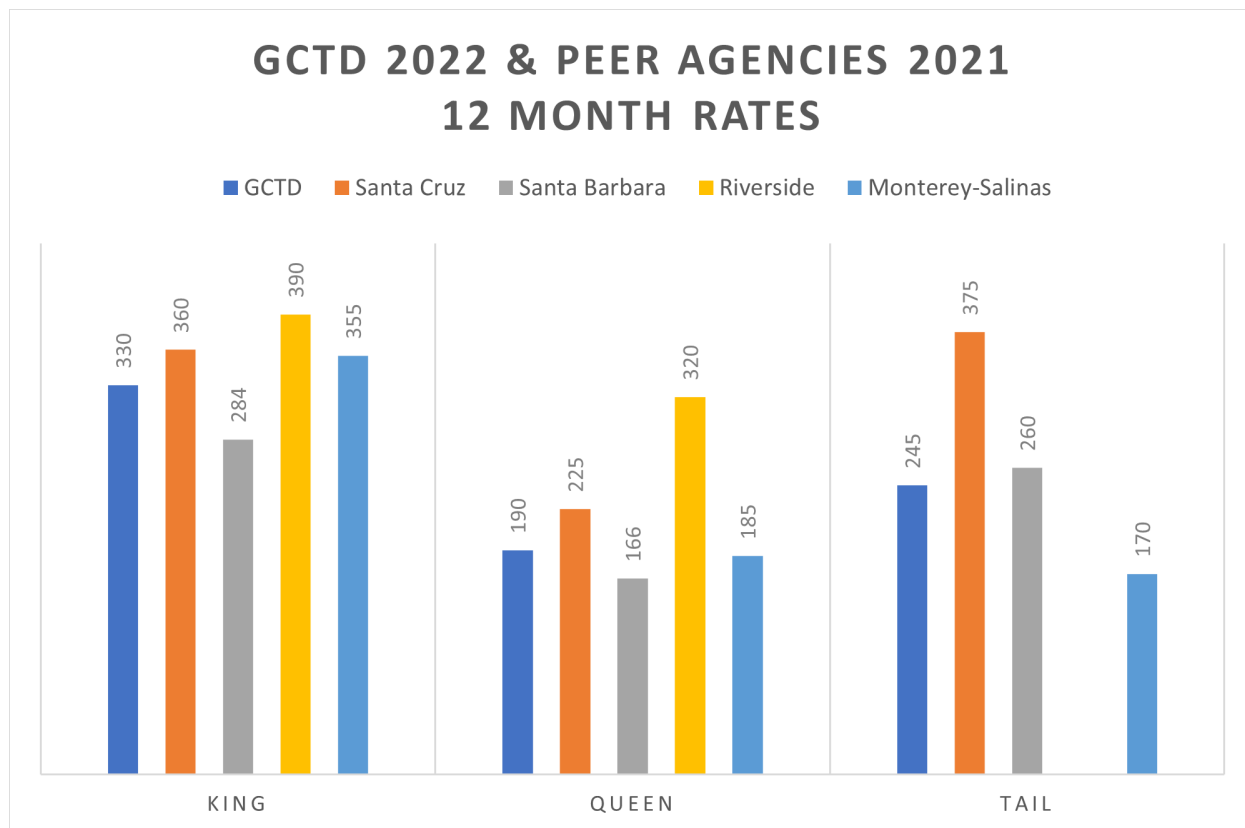
Ad Package		2021	2022	Proposed Percent Increase
King	Open	\$475.00	\$520.00	8%
	3 Months	\$410.00	\$450.00	8%
	6 Months	\$350.00	\$385.00	9%
	9 Months	\$320.00	\$350.00	8%
	12 Months	\$300.00	\$330.00	9%
Queen	Open	\$300.00	\$330.00	9%
	3 Months	\$285.00	\$300.00	5%
	6 Months	\$225.00	\$245.00	8%
	9 Months	\$195.00	\$215.00	9%
	12 Months	\$175.00	\$190.00	7%
Special Queen	Open	\$225.00	\$245.00	8%
	3 Months	\$200.00	\$220.00	9%
	6 Months	\$150.00	\$165.00	9%
	9 Months	\$135.00	\$150.00	10%
	12 Months	\$125.00	\$135.00	7%
Tail	Open	\$345.00	\$375.00	8%
	3 Months	\$200.00	\$220.00	9%
	6 Months	\$150.00	\$165.00	9%
	9 Months	\$250.00	\$275.00	9%
	12 Months	\$225.00	\$245.00	9%
Special Tail	Open	\$270.00	\$295.00	8%
	3 Months	\$245.00	\$265.00	7%
	6 Months	\$195.00	\$215.00	9%
	9 Months	\$175.00	\$190.00	8%
	12 Months	\$150.00	\$165.00	9%





#### GCTD Rates Compared to Peer Agencies





## RECOMMENDATION

It is recommended that the Board of Directors receive and file this presentation and grant the General Manager that authority to modify the advertising rates effective 2022.

General Manager's Concurrence

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Steven P. Brown



Item #8

**DATE:** November 3, 2021

**TO:** Board of Directors

**FROM:** Steven Brown, General Manager

**SUBJECT:** Consider Approval of Updated Position Description – General Manager

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## SUMMARY

With my pending retirement effective December 30, 2021, it is prudent to review the General Manager's position description. The proposed description is updated to reflect changes in the operating environment including job duties, responsibilities, transit agency structure, community needs, external policies, and requirements. The proposed revisions incorporate relevant input from staff and peer transit agencies as well as strategic direction from the Gold Coast Transit District (GCTD) Board of Directors. The proposed revisions consider the evolving changes to public transit and the impact to GCTD operations. Ralph Anderson and Associates is conducting the recruitment and is working with a Board Subcommittee.

## BACKGROUND

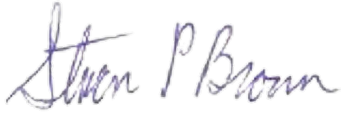
The successful candidate will need vision as he/she leads GCTD to advance public transit service in Western Ventura County. Under the leadership of the new General Manager, GCTD will navigate many challenges including but not limited to:

- Identifying and pursuing additional funding,
- Working with Local, State and Federal officials/representatives to advocate for supportive legislative programs and
- Implementing the District's transition to Zero Emissions operations as required by the State.

It is important to articulate the skills and management traits that will allow the recruiter to identify top candidates who are most likely to succeed in this critical role at a pivotal point in the District's history. The successful candidate will be tasked with inspiring innovation as the District adapts to the new expectations of leading and managing in a post-pandemic world. The District is very well positioned as it is staffed with excellent, devoted, and talented personnel.

## GOLD COAST TRANSIT DISTRICT

Attached to the report is a mark-up version of the proposed position description along with a clean copy that will be used by Ralph Andersen and Associates as they develop the brochure for this recruitment to seek strong candidates. The Board Subcommittee will work closely with the recruiting firm and will report back to the full Board as needed.



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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**  
**JOB POSITION -DESCRIPTION**

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**CLASSIFICATION TITLE:** General Manager

**NON-REPRESENTED:** Management

**OVERTIME STATUS:** Exempt

**REPORTING STATUS:** Board of Director

**DATE AUTHORIZED:** 1973

**REVISED:** \_\_\_\_\_ September, 2000; October 2021

**JOB SUMMARY**

Under administrative direction of the ~~The General Manager reports directly to the~~ Board of Directors (Board), the General Manager serves as the chief administrative officer of Gold Coast Transit District (District) and manages all aspects of and directs the daily the District operations in terms of development, administration, operations and maintenance. of the SCAT bus system. Gold Coast Transit District public transportation system operating in Western Ventura County.

**ESSENTIAL FUNCTIONS**

The General Manager serves as the top decision-maker for the District under authority granted by the Board. The General Manager works with staff and the Board (where applicable) to manage all areas of the transit operations. The General Manager plans and implements programs, establishes strong and appropriate relationships with the Board, its committees, staff, partners and customers. The General Manager develops constructive relationships with executive colleagues, outside agencies, organizations and individuals. Under general administrative direction of the Board of Directors, the General Manager plans, organizes, supervises, and directs all activities of SCAT; Gold Coast Transit District; manages the efficient operation of an area-wide bus public transportation system, organized under a joint power agreement between four cities and the county with additional bus service to outlying unincorporated area; and performs other work as required.

The General Manager ~~must has responsibility to~~ demonstrate the following Leadership Competencies and Behaviors:

Lead

- Lead change by creating and communicating strategic vision and goals that align with the mission and values of the organization; make timely and informed decisions; advocate and represent the organization before local, state, and federal organizations, boards, and policymakers.
- Lead People by building effective teams; foster open dialogue and collaboration and engage with staff at all levels regularly; provide an inclusive workplace by valuing diversity; inspire, motivate, and develop others with meaningful coaching and feedback
- Lead self by demonstrating the highest level of ethics, integrity, and emotional intelligence; be resilient, resourceful, and optimistic; open minded with a capacity to continue learning and adapting

Innovate

- Act as a champion for change and strive for innovation both inside and outside the organization
- Formulate effective new ideas and strategies
- Foster a culture of creativity, initiative, and thinking outside the box

Plan and Oversee

- Implement the Board's values, mission and vision.
  - Informs the Board about trends, issues, problems and activities relating to the mission. Recommends policy positions.
  - Develop long range strategic plans for the organization, including succession plans, policy development, and other program initiatives
  - Oversee studies, make recommendations, and implement Board policies with respect to routing, rating, and scheduling matters to provide maximum public transportation service and long-range transit system planning
  - Collaborate with executive leadership to plan and prepare a variety of reports and projects including, but not limited to, the annual budget, state and federal grant applications and disbursements, capital expenditures, safety programs, etc.
- 
- Prepare the annual budget;
  - Appoint, assign, supervise and dismiss all employees, subject to personnel rules adopted by the Board;
  - Advise the Board as well as the four City Councils and the County Board of Supervisors as to all matters pertaining to SCAT's operations and programs;
  - Prepare state and federal grant applications and is responsible for their proper administration;
  - Conduct studies, make recommendations, and implement Board policies with respect to routing, rating, and scheduling matters to provide maximum public transportation service and long range transit system planning including equipment maintenance and capital expenditures;
  - Purchase equipment and supplies;

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- ~~Manage public relations including advertising and promotion of bus services; investigate and handle complaints from the public;~~
- ~~Establish and maintain effective safety programs;~~
- ~~Oversee equipment maintenance;~~
- ~~Prepare a variety of reports and correspondence; and~~
  - ~~Supervise the keeping of appropriate records.~~

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## OTHER JOB FUNCTIONS

### Legal Compliance:

- Assures adherence to all legal and regulatory statutes and processes.
- Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general, and a transportation entity in particular.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the District.

### Finance:

- Promotes services and processes in a cost-effective manner, maintaining a balance between economic impact and quality output.
- Oversee the fiscal activities of the District including budgeting, reporting and auditing.

### Community Relations:

- Facilitates the integration of the District into the fabric of the community using effective marketing and communications activities.
- Strengthens and fosters new partnerships with the District in ways that meet the community's needs, furthers the District's mission and increases the District's relevance.
- Acts as an advocate within the public and private sectors for issues relevant to the District, its services and constituencies.
- Listens to customers and the community in order to improve services and generate community involvement. Assures community awareness of the District's response to community needs.
- Initiates, develops and maintains cooperative relationships with key constituencies.

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The General Manager is responsible for an array of complex daily activities that may include the following:

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- Work closely with GCTD's Planning and Marketing Director to develop and execute effective internal/external communications and marketing plans
- Oversee the work of contractors and consultants in a variety of major projects
- Prepare written and oral reports to the Board of Directors, GCTD's staff, and external organizations
- Work to address the District's technology infrastructure needs to achieve greater efficiencies and capabilities
- Maintain positive employee relations with staff and the employee unions that represent them
- Serve as the Title VI compliance officer and respond to inquiries and complaints

~~delegates certain functions to four Department heads: the Director of Administrative Services; the Director of Planning and Marketing; the Director of Fleet and Facilities; and the Director of Transit Operations.~~

## MINIMUM QUALIFICATIONS

~~Desire~~ Any combination equivalent to graduation from a college or university and eight years of progressively responsible management or administrative experience, at least three years of which shall have been directly or indirectly in public transportation.

College level training in public transportation planning, public administration, business administration, or related fields shall be considered especially desirable. A Master's degree in Public Administration, Planning, or other related fields would be considered beneficial.

and

### Knowledge of Skills:

- Commitment to results. The General Manager is a customer-focused, goal-driven systems thinker. The individual identifies relevant information and is able to transform this information into individual and organizational knowledge, learning and action.
- Be action-oriented and innovative. Translate board goals into achievable steps. Anticipate and solve problems. Seize opportunities. Self-starting team player.
- Demonstrated experience in integrating and coordinating diverse areas of management.
- Ability to manage continuity, change and transition. Ability to address impact of attitude and action on the District and its participants.

### Knowledge of:

- Modern ~~methods~~ analytic applications, principles, systems, and procedures in the organization and operation of a public ~~bus~~ transportation system; including scheduling and routing, and equipment utilization, maintenance and repair;
- Public utility administration and applicable laws, rules and regulations;
- Modern business administration, including cyber security, personnel management including labor negotiations and relations, accounting, finance, purchasing/procurement, stock control, asset management, insurance, marketing, communications, advertising and public relations; and
- Risk Management, Employee safety, Human Capital and Development, and training programs.

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and



## Ability to:

- ~~Administer and~~ Oversee and supervise a new, 15-acre Maintenance and Operations Facility ~~modern bus transportation facility~~, including all activities and personnel;
- Prepare applications for and administer state and federal transit subcontracts and grants;
- Analyze a wide variety of data and prepare appropriate reports;
- ~~Supervise the work of employees; and~~
- Establish and maintain effective relationships with other local entities, including but not limited to local municipalities, the County of Ventura, and other local transportation agencies;
- Maintaining a workplace that fosters a positive work environment, strives to improve employee satisfaction, and operates pursuant to an employee performance code based on organizational values.
- ~~others.~~

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**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

## Environment

- High intensity position based on full responsibility for the District.
- Requires detailed, complex concepts and problem solving, simultaneously balance multiple tasks and make timely decisions regarding administrative issues.
- Office environment
- Driving a vehicle to conduct work

## Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.
- Ability to work flexible schedules as necessary



## **GOLD COAST TRANSIT DISTRICT POSITION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	General Manager
<b>NON-REPRESENTED:</b>	Management
<b>OVERTIME STATUS:</b>	Exempt
<b>REPORTING STATUS:</b>	Board of Director
<b>DATE AUTHORIZED:</b>	1973
<b>REVISED:</b>	September 2000; October 2021

### **JOB SUMMARY**

Under administrative direction of the Board of Directors (Board), the General Manager serves as the chief administrative officer of Gold Coast Transit District (District) and manages all aspects of the District in terms of development, administration, operations and maintenance. .

### **ESSENTIAL FUNCTIONS**

The General Manager serves as the top decision-maker for the district under authority granted by the Board. The General Manager works with staff and the Board (where applicable) to manage all areas of the transit operations. The General Manager plans and implements programs, establishes strong and appropriate relationships with the Board, its committees, staff, partners and customers. The General Manager develops constructive relationships with executive colleagues, outside agencies, organizations and individuals.

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#### **Lead**

- Lead change by creating and communicating strategic vision and goals that align with the mission and values of the organization; make timely and informed decisions; advocate and represent the organization before local, state, and federal organizations, boards, and policymakers.
- Lead People by building effective teams; foster open dialogue and collaboration and engage with staff at all levels regularly; provide an inclusive workplace by valuing diversity; inspire, motivate, and develop others with meaningful coaching and feedback

- Lead self by demonstrating the highest level of ethics, integrity, and emotional intelligence; be resilient, resourceful, and optimistic; open minded with a capacity to continue learning and adapting

#### Innovate

- Act as a champion for change and strive for innovation both inside and outside the organization
- Formulate effective new ideas and strategies
- Foster a culture of creativity, initiative, and thinking outside the box

#### Plan and Oversee

- Implement the Board's values, mission and vision.
- Informs the Board about trends, issues, problems and activities relating to the mission. Recommends policy positions.
- Develop long range strategic plans for the organization, including succession plans, policy development, and other program initiatives
- Oversee studies, make recommendations, and implement Board policies with respect to routing, rating, and scheduling matters to provide maximum public transportation service and long-range transit system planning
- Collaborate with executive leadership to plan and prepare a variety of reports and projects including, but not limited to, the annual budget, state and federal grant applications and disbursements, capital expenditures, safety programs, etc.

### **OTHER JOB FUNCTIONS**

#### Legal Compliance:

- Assures adherence to all legal and regulatory statutes and processes.
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## MINIMUM QUALIFICATIONS

Any combination equivalent to graduation from a college or university and eight years of progressively responsible management or administrative experience, at least three years of which shall have been directly or indirectly in public transportation. College level training in public transportation planning, public administration, business administration, or related fields shall be considered especially desirable. A Master's degree in Public Administration, Planning, or other related fields would be considered beneficial.

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### Skills:

- Commitment to results. The General Manager is a customer-focused, goal-driven systems thinker. The individual identifies relevant information and is able to transform this information into individual and organizational knowledge, learning and action.
- Be action-oriented and innovative. Translate board goals into achievable steps. Anticipate and solve problems. Seize opportunities. Self-starting team player.
- Demonstrated experience in integrating and coordinating diverse areas of management.
- Ability to manage continuity, change and transition. Ability to address impact of attitude and action on the District and its participants.

### Knowledge of:

- Modern analytic applications, principles, systems, and procedures in the organization and operation of a public transportation system;
- Public utility administration and applicable laws, rules and regulations;
- Modern business administration, including cyber security, personnel management including labor negotiations and relations, accounting, finance, procurement, asset management, insurance, marketing, communications, advertising and public relations; and Risk Management, Employee safety, Human Capital and Development training programs.

and

Ability to:

- Oversee and supervise a new, 15-acre Maintenance and Operations Facility, including all activities and personnel;
- Prepare applications for and administer state and federal transit subcontracts and grants;
- Analyze a wide variety of data and prepare appropriate reports;
- Establish and maintain effective relationships with other local entities, including but not limited to local municipalities, the County of Ventura, and other local transportation agencies-
- Maintain a workplace that fosters a positive work environment, strives to improve employee satisfaction, and operates pursuant to an employee performance code based on organizational values.

#### **LICENSES AND OTHER REQUIREMENTS:**

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#### **WORKING CONDITIONS:**

Environment

- High intensity position based on full responsibility for the District.
- Requires detailed, complex concepts and problem solving, simultaneously balance multiple tasks and make timely decisions regarding administrative issues.
- Office environment
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Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.
- Ability to work flexible schedules as necessary



Item #9

**DATE** November 3, 2021

**TO** GCTD Board of Directors

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

**SUBJECT** Receive Fixed-Route & ACCESS Services Quarterly Update – 1st Quarter  
FY 2021-22

## I. EXECUTIVE SUMMARY

This quarterly report covers the 1<sup>st</sup> Quarter (July 1 through September 30) of Fiscal Year 2021-22. This report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

## II. FIXED-ROUTE DATA

The table below shows that ridership for the 1<sup>st</sup> quarter of FY 2019-20, has increased 20% over the 1<sup>st</sup> quarter of last year. The increase is a positive sign that GCTD is on the road to ridership recovery which means that the economy and community is also recovering. Staff is cautiously optimistic the positive trend will continue throughout the year.

**1<sup>st</sup> Quarter FY 21-22**  
**Systemwide Ridership & Performance**

	1 <sup>st</sup> Qtr FY 2021-22	1 <sup>st</sup> Qtr FY 2020-21	Difference	% Change
<b>Fixed-Route Ridership</b>				
Total System Boardings	534,832	444,729	90,103	20%
Average Daily Passengers Weekdays	6,503	5,247	1,256	24%
Average Daily Passengers Saturdays	4,654	4,256	726	18%
Average Daily Passengers Sundays	4303	4,048	254	6%
Wheelchair Boardings	6,778	5,604	1,174	21%
Bicycle Boardings	15,393	18,838	-3,445	-18%
<b>Performance Measures</b>				
Passengers Per Revenue Hour	9.08	9.88	-0.8	-8.1%
Fare Revenue Per Service Hour	\$5.89	\$0.00	\$5.89	
Total Fare Revenue	\$346,805	\$1.50	\$346,804	
On-Time Performance	84%	90%	Goal > 90%	
% Systemwide Boarding as Free Transfers	22%	---	Goal < 20%	

**GOLD COAST TRANSIT DISTRICT**

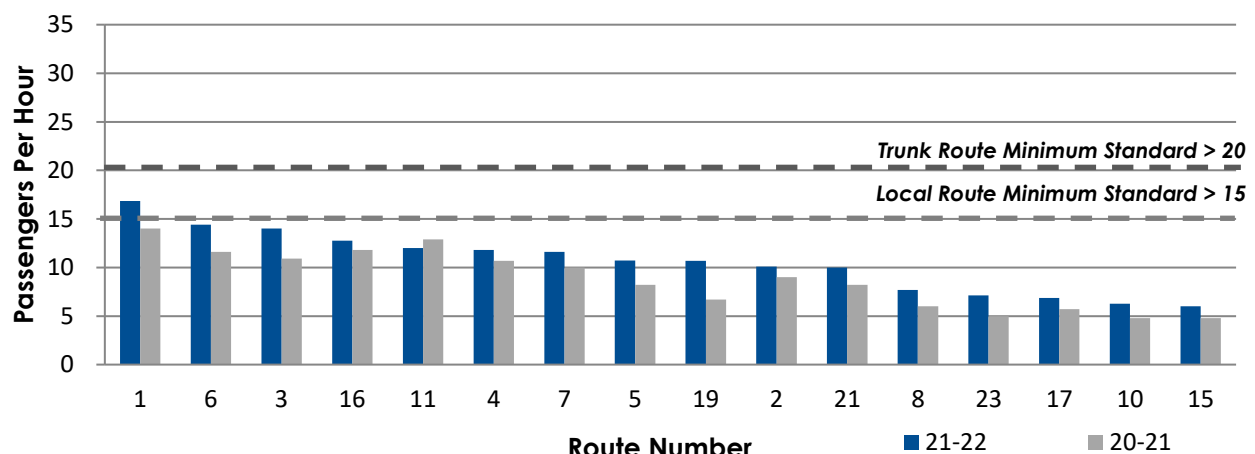
CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

### 1st Quarter FY 21-22 Ridership by Route

Route	Route Name	1st Quarter FY 2021-22 Unlinked Passengers	1st Quarter FY 2020-21 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	88,697	72,082	16,615	23%
2	Colonia - Downtown Oxnard	11,968	10,434	1,534	15%
3	J St - Centerpoint Mall - Lemonwood	22,847	17,712	5,135	29%
4	North Oxnard - Ventura Rd - St. John's	46,954	40,189	6,765	17%
5	Hemlock - Seabridge - Wooley	12,906	10,293	2,613	25%
6	Oxnard - Ventura - Main St	139,934	120,628	19,306	16%
7	Oxnard College - Centerpoint Mall	13,164	11,532	1,632	14%
8	OTC- Oxnard College - Centerpoint Mall	15,010	12,667	2,343	18%
9	Lemonwood - Channel Islands	---	2,107	---	---
10	Pacific View Mall - Telegraph - Saticoy	10,654	8,739	1,915	22%
11	Pacific View Mall - Telephone - Wells	33,619	32,720	899	3%
15	Esplanade - El Rio - St. John's	10,286	8,292	1,994	24%
16	Downtown Ojai - Pacific View Mall	43,088	39,333	3,755	10%
17	Esplanade - Oxnard College	16,239	13,654	2,585	19%
18	High School Trippers	3,741	Service Suspended	3,741	---
19	OTC- 5th St - Airport - Gonzales Rd	9,659	6,071	3,588	59%
20	Lombard - Sturgis - Gonzales Rd	Service Suspended	Service Suspended	Service Suspended	Service Suspended
21	Port Hueneme - Ventura - Victoria Ave	38,214	29,305	8,909	30%
23*	Oxnard College - NBVC - Esplanade	17,850	8,971	8,879	50%
<b>TOTAL GCT SYSTEM</b>		<b>534,832</b>	<b>444,729</b>	<b>90,103</b>	<b>20%</b>

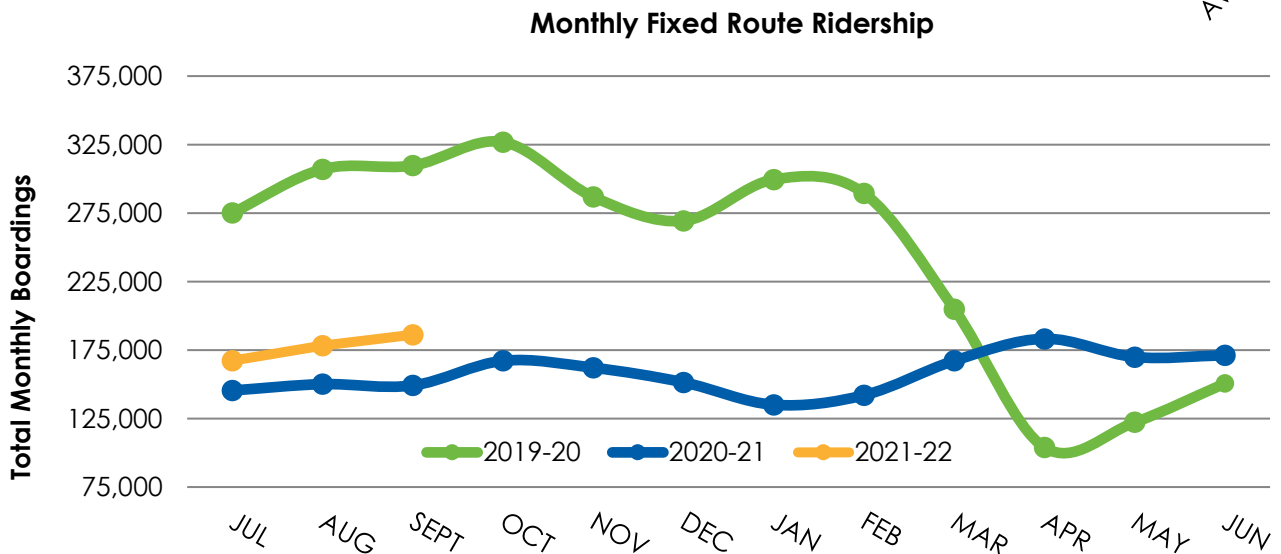
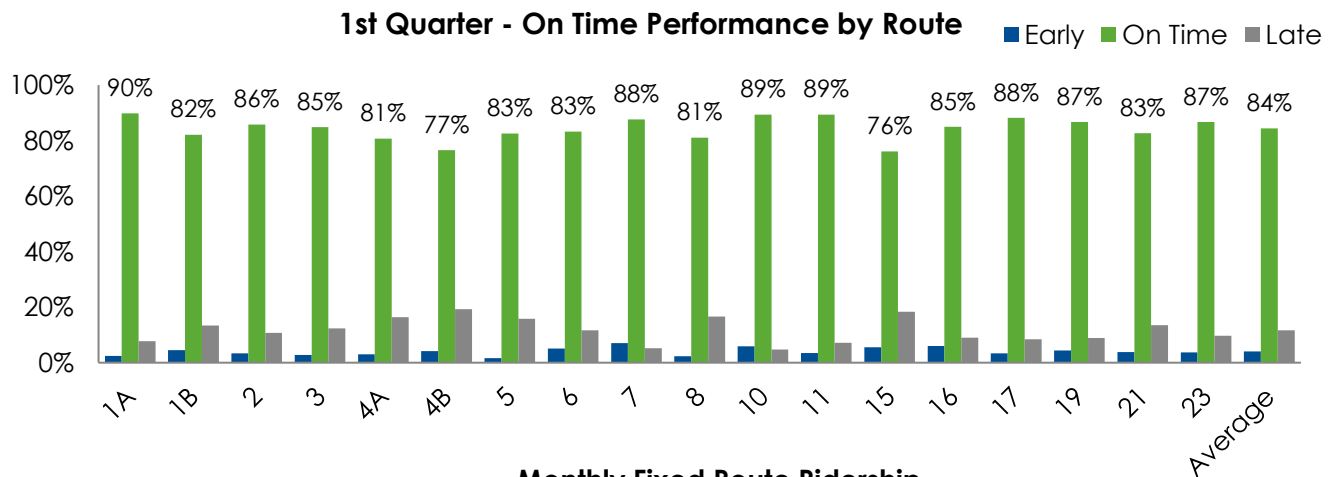
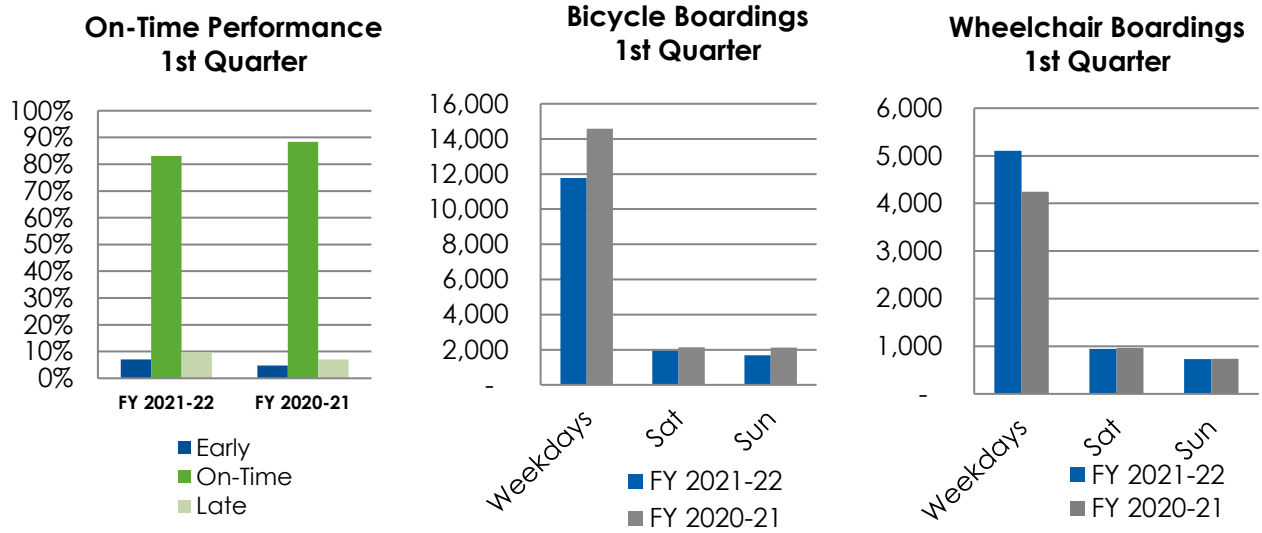
\* Route 23 is a new service implemented on July 26, 2020.

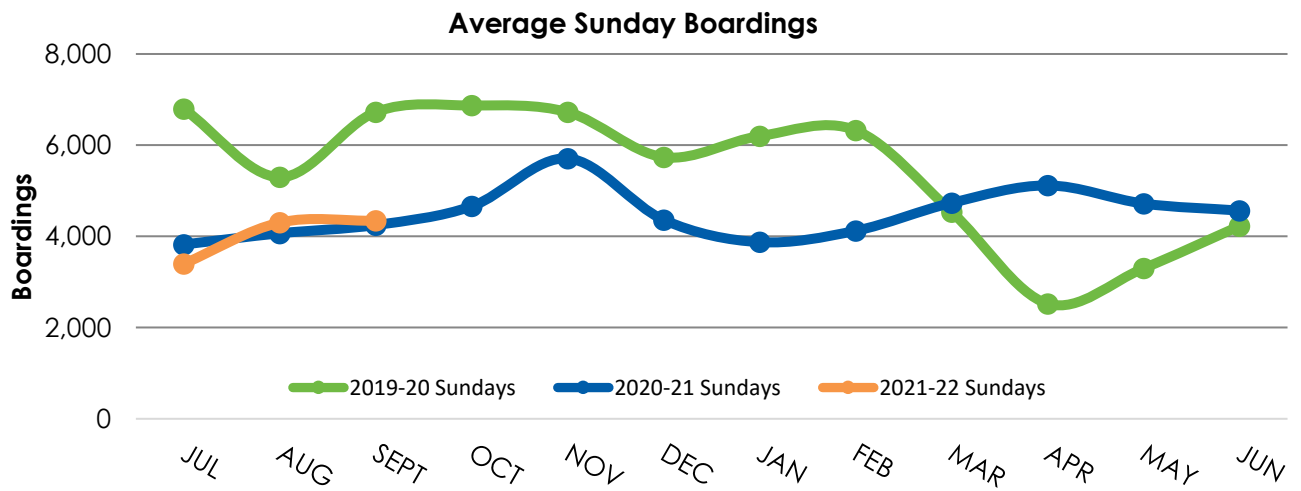
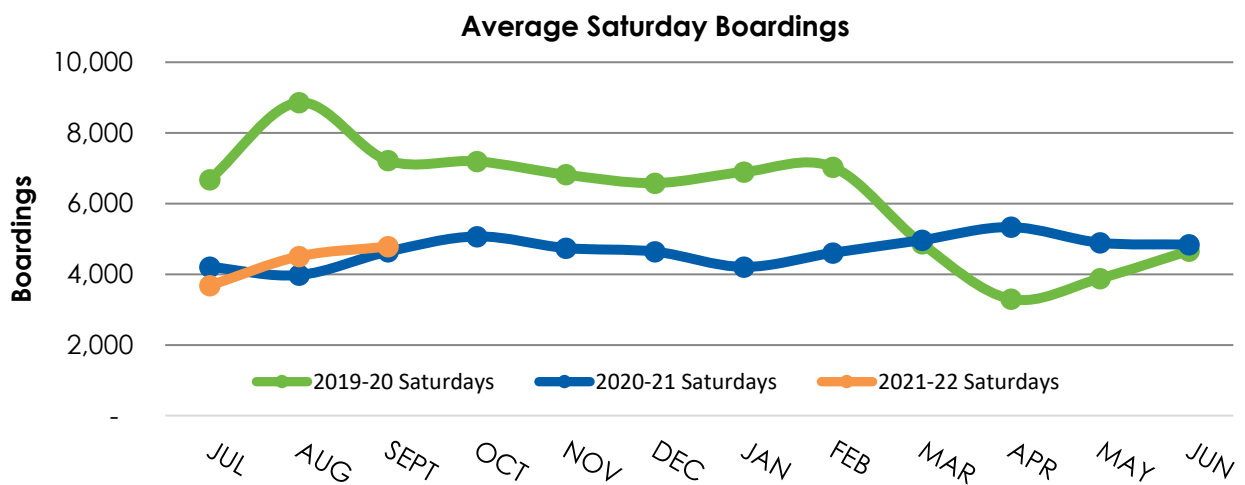
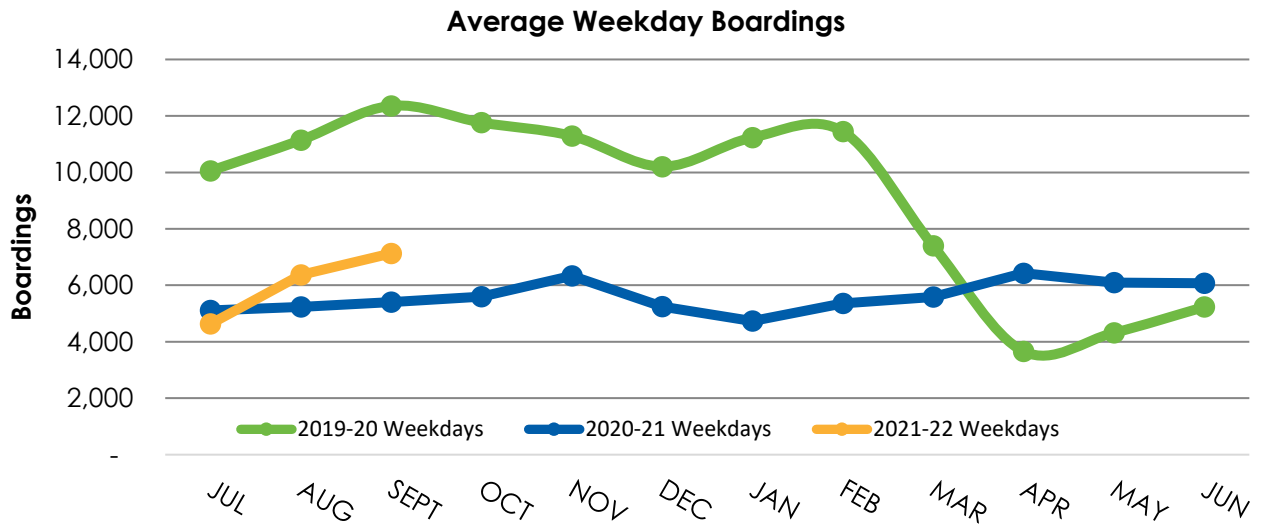
### 1st Quarter FY 21-22 Passengers Per Revenue Hour (All Periods)



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







**1<sup>st</sup> Quarter**  
**Complaints/Commendations by Type**

<i>Type</i>	<i>Issue</i>	<i>FY21-22 1<sup>st</sup> Quarter</i>	<i>FY20-21 1<sup>st</sup> Quarter</i>	<i>FY21-22 YTD</i>
Scheduling	On-Time Performance	14	2	13
Operations	Operator Conduct	19	21	19
	Driving Complaints	8	5	8
	Passed by	8	14	8
	Commendations	12	1	12
	Bus Stop Issues	2	0	2
Other	Other*	18	6	17
<b>Totals</b>		<b>81</b>	<b>49</b>	<b>81</b>

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

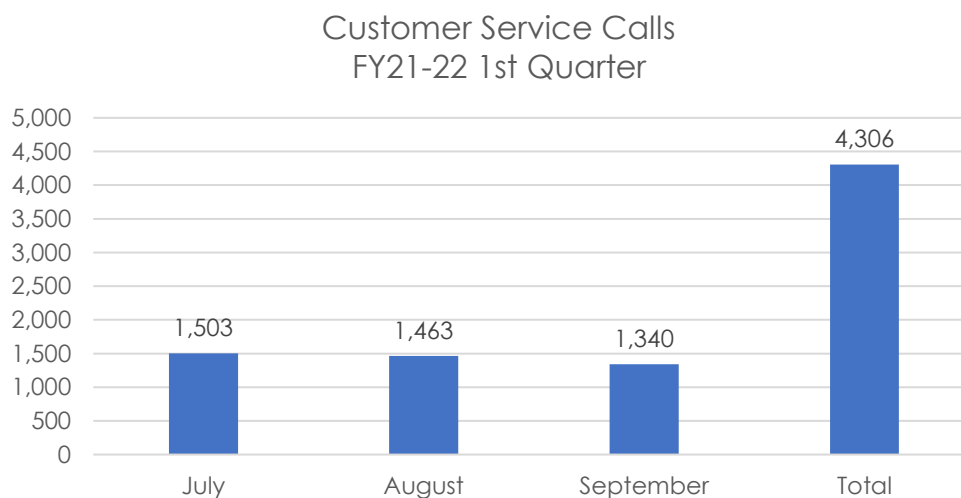
### III. FIXED-ROUTE SERVICE SUMMARY

In the first quarter of FY21-22 ridership was up 20% versus the first quarter of FY20-21 which means a larger percent of the community is beginning to use transit again and gives the impression that some economic recovery is beginning to take shape. From July through September ridership ticked up each month and Staff is optimistic that the trend will continue. The pandemic has persisted longer than was expected and it has become apparent that a quick reversal of ridership losses will not occur. Instead, staff is expecting that a slow return of transit use will occur taking an unknown number of months.

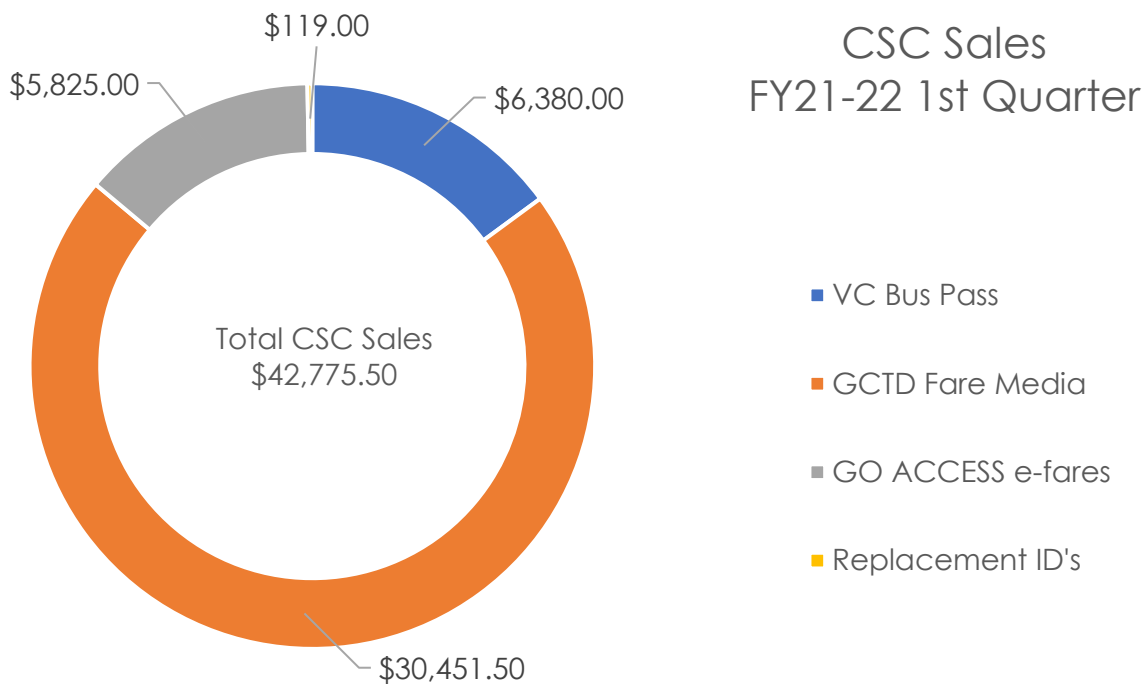
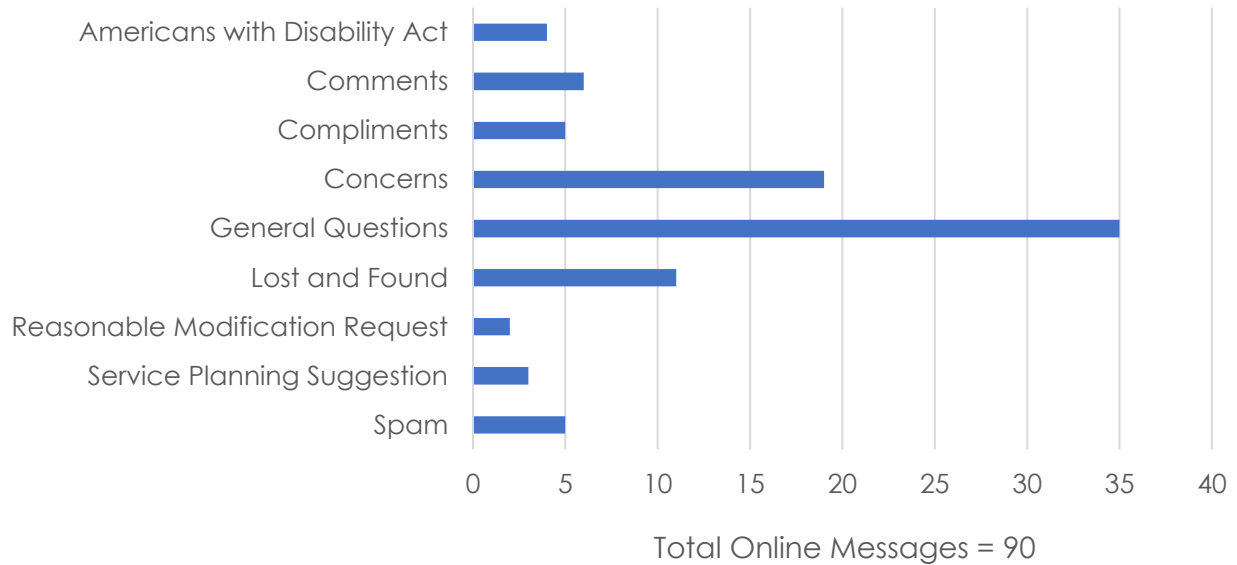
This quarter GCTD restored much of the service that was reduced due to pandemic safety measures. These improvements included restoring service on core routes and increasing service on several others. Staff will continue to monitor the changes and report back to the TAC on their effect on use.

### IV. CUSTOMER SERVICE CENTER SUMMARY

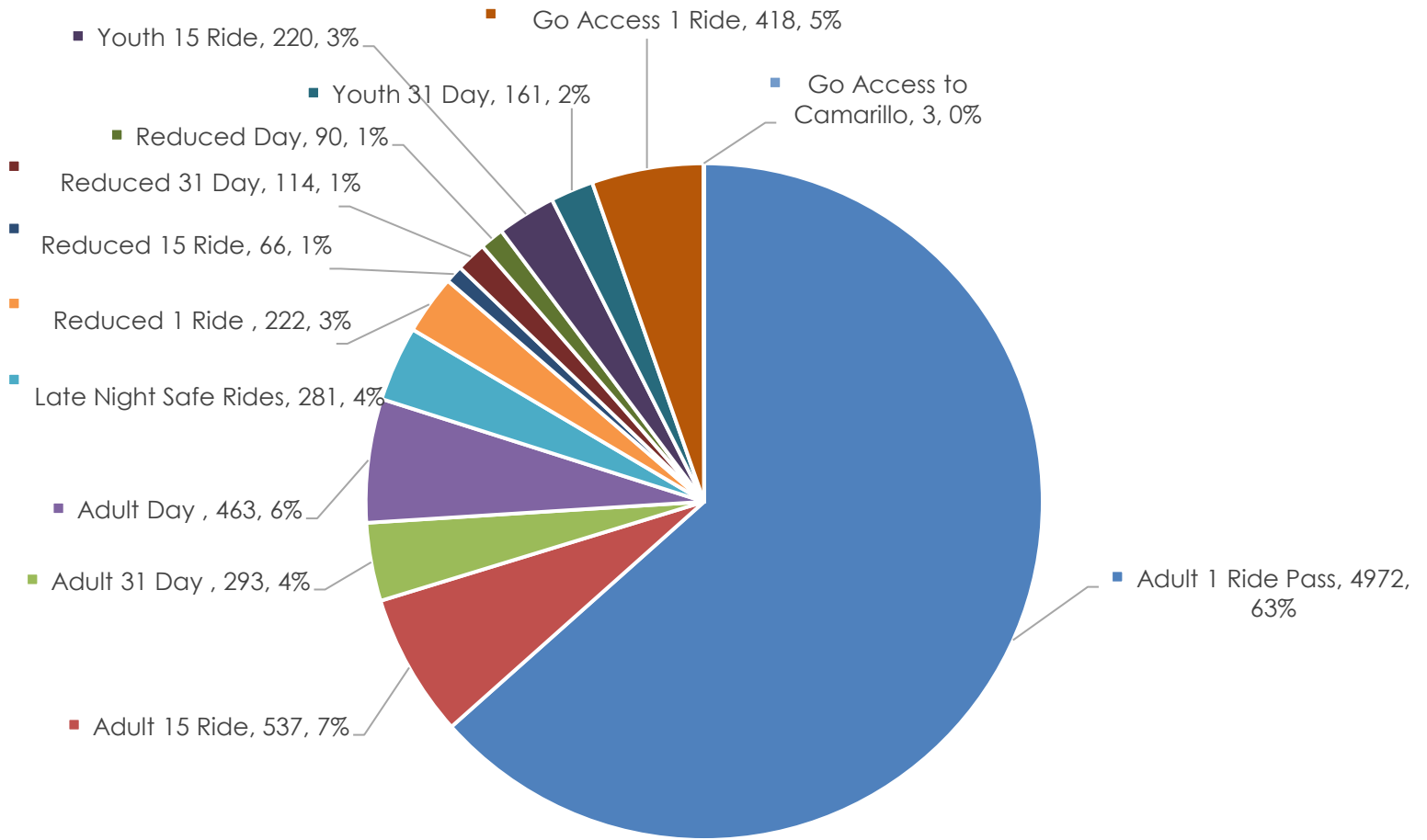
GCTD's customer service team consists of a Customer Service Supervisor and three Customer Service Assistants. The team is responsible for assisting passengers with a variety of issues in person at the Customer Service Center at the Oxnard Transit Center, over the phone, and through GCTD's website. They also process pass sales and bulk orders. Below are statistics illustrating the different levels public engagement staff experiences each month.



### Online Messages FY21-22 1st Quarter



### FY21-22 1st Quarter Token Transit Sales



**Total Sales \$43,169.80/ 7,840 Tickets**

- |                     |                         |                    |
|---------------------|-------------------------|--------------------|
| ■ Adult 1 Ride Pass | ■ Adult 15 Ride         | ■ Adult 31 Day     |
| ■ Adult Day         | ■ Late Night Safe Rides | ■ Reduced 1 Ride   |
| ■ Reduced 15 Ride   | ■ Reduced 31 Day        | ■ Reduced Day      |
| ■ Youth 15 Ride     | ■ Youth 31 Day          | ■ Go Access 1 Ride |

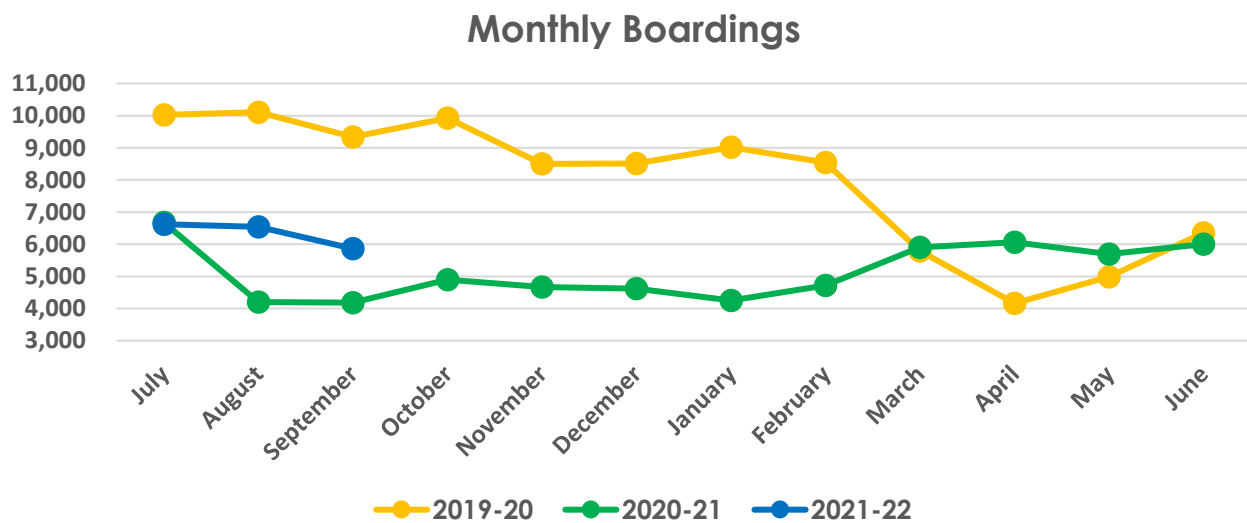
## V. ACCESS OPERATIONS

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.

## VI. ACCESS OPERATIONS

### 1st Quarter FY 2021-22 GO ACCESS Ridership & Performance

<b>Paratransit Ridership</b>	<b>1st Qtr FY 2021-22</b>	<b>1st Qtr FY 2020-21</b>	<b>Difference</b>	<b>% Change</b>
Total System Boardings	19,028	15,079	+3,949	+26.2%
Average Daily Passengers Weekdays	250	213	+37	+17.4%
Average Daily Passengers Saturdays	123	69	+54	+78.3%
Average Daily Passengers Sundays	96	30	+66	+220.0%
<b>Performance Measures</b>	<b>1st Qtr FY 2021-22</b>	<b>1st Qtr FY 2020-21</b>	<b>Difference</b>	<b>% Change</b>
Passengers Per Revenue Hour	2.26	2.24	+0.02	+0.9%
On Time Performance (Arrive within the window)	82.0%	96.0%	-13.0	-13.5%
Early (Before start of pick up window)	2.7%	2.3%	+0.4	+17.4%
Late (After end of pick up window)	15.5%	1.8%	+13.7	+88.4%



### 1<sup>st</sup> Quarter - Feedback

Type	Issue	1 <sup>st</sup> Quarter Comments	1 <sup>st</sup> Quarter Verified Comments	YTD 2021-22 Verified Comments
Scheduling	Travel Time	2	2	2
	Schedules	3	3	3
Operations	Operator	1	1	1
	Dispatch	0	0	0
Other	Reservations	1	1	0
	Policies	2	2	2
	Commendations	0	N/A	N/A
<b>Totals</b>		<b>9</b>	<b>9</b>	<b>8</b>

## VII. GO ACCESS - HIGHLIGHTS

Demand for GO ACCESS flexible transportation continues to slowly return to pre-pandemic levels. Overall boardings increased 26.2% during the 1<sup>st</sup> Quarter this fiscal year when compared to the 1<sup>st</sup> Quarter of last fiscal year. This includes 1,336 trips provided on the Late-Night Safe Rides pilot. Ridership in Late-Night Safe Rides continues to grow; September 2021 ridership was 13% higher than July 2021 ridership.

The labor shortage experienced throughout the County and the state did not spare the flexible services during 1<sup>st</sup> Quarter this year. While no service was denied to any passenger, the On Time Performance suffered. While 15% of trips arrived to pick up passengers late, fewer than 5% were more than ten minutes late. Usually, the time could be made up in the passenger's actual travel time with the passenger arriving on-time for appointments.

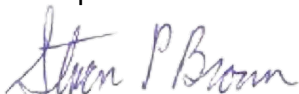
Staff continues preparations for the GO Now services, Ventura County's first Electric Vehicle revenue service. Service is tentatively scheduled to begin in early 2022 and use a Ford Transit in a micro-transit pilot in the South Oxnard neighborhoods. Funding for this project comes from multiple sources, including CA Clean Energy funds. Surveys continue to be distributed within the area seeking input on service design.

Staff continues to research potential sources of sustainable revenue to help fund the demand response service. One option is to seek reimbursement for eligible trips to medical appointments. Much of the transportation requested is to Adult Day Healthcare Centers, dialysis treatment, physical therapy, and other medical appointments. Of the 19,028 trips provided on the GO ACCESS flexible services during the first 1<sup>st</sup> Quarter of FY2021-22, 8,750 or roughly 46% were to potentially eligible destinations. If a promising source is identified, information will be presented to the Board at future meetings.

## VIII. 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

## 1st Quarter FY 21-22: 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		5,270	88,697	16.8	1
6	Oxnard - Ventura/Main St.	Trunk		9,703	139,934	14.4	1
3	Southside	Local		1,631	22,847	14.0	1
16	Ojai	Trunk		3,380	43,088	12.7	1
11	Telephone Road - Saticoy	Trunk		2,805	33,619	12.0	2
4	North Oxnard	Local		3,983	46,954	11.8	2
7	South Oxnard	Local		1,133	13,164	11.6	2
5	Parkwest	Local		1,205	12,906	10.7	3
19	Gonzales - OTC - Fifth	Local		905	9,659	10.7	3
2	Colonia	Local		1,185	11,968	10.1	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk		3,826	38,214	10.0	3
8	Oxnard College	Local		1,950	15,010	7.7	4
23	Oxnard College - Naval Base - Esplanade	Trunk		2,512	17,850	7.1	4
17	Esplanade - Oxnard College	Trunk		2,367	16,239	6.9	4
10	Telegraph Road - Saticoy	Trunk		1,697	10,654	6.3	4
15	El Rio - Northeast	Local		1,710	10,286	6.0	4

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

Excluded Routes				Reason Excluded:	
18	High School Trippers	41	3,741	91.2	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	88,697	5,270	Trunk	\$ 100.67	\$ 530,481	\$ 5.98	\$0.63	\$ 5.35	1	1
6	139,934	9,703	Trunk	\$ 100.67	\$ 976,818	\$ 6.98	\$0.66	\$ 6.32	3	1
3	22,847	1,631	Local	\$ 100.67	\$ 164,142	\$ 7.18	\$0.66	\$ 6.52	4	1
16	43,088	3,380	Trunk	\$ 101.67	\$ 343,624	\$ 7.97	\$0.84	\$ 7.13	6	1
11	33,619	2,805	Trunk	\$ 100.67	\$ 282,349	\$ 8.40	\$0.56	\$ 7.84	2	2
4	46,954	3,983	Local	\$ 100.67	\$ 400,959	\$ 8.54	\$0.57	\$ 7.97	7	2
7	13,164	1,133	Local	\$ 100.67	\$ 114,009	\$ 8.66	\$0.63	\$ 8.03	8	2
19	9,659	905	Local	\$ 100.67	\$ 91,064	\$ 9.43	\$0.74	\$ 8.69	14	2
5	12,906	1,205	Local	\$ 100.67	\$ 121,257	\$ 9.40	\$0.54	\$ 8.85	10	3
2	11,968	1,185	Local	\$ 100.67	\$ 119,294	\$ 9.97	\$0.55	\$ 9.42	9	3
21	38,214	3,826	Trunk	\$ 100.67	\$ 385,184	\$ 10.08	\$0.62	\$ 9.46	5	3
8	15,010	1,950	Local	\$ 100.67	\$ 196,307	\$ 13.08	\$0.68	\$ 12.40	13	3
23	17,850	2,512	Trunk	\$ 100.67	\$ 252,859	\$ 14.17	\$0.64	\$ 13.53	11	4
17	16,239	2,367	Trunk	\$ 100.67	\$ 238,296	\$ 14.67	\$0.66	\$ 14.01	12	4
10	10,654	1,697	Trunk	\$ 100.67	\$ 170,787	\$ 16.03	\$0.66	\$ 15.37	16	4
15	10,286	1,710	Local	\$ 100.67	\$ 172,146	\$ 16.74	\$0.61	\$ 16.13	15	4

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

Excluded Routes												Reason Excluded:		
18	3,741	41	<b><i>Trippler</i></b>	\$	100.67	\$	4,127	\$	1.10	\$	0.955	\$	0.15	<i>booster service</i>





Item #10

**DATE** November 3, 2021  
**TO** Board of Directors  
**FROM** Yvett Urteaga, Human Resources Coordinator  
**SUBJECT** Human Resources Quarterly Update-1<sup>st</sup> Quarter FY 2021-22

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## I. EXECUTIVE SUMMARY

This quarterly report covers the 1st Quarter (July 1 through September 30) of Fiscal Year 2021-22. This report identifies key activities undertaken by the Human Resources Department in relation to Personnel Changes, Recruitment and Trainings during the last three months. Moving forward, the Human Resources Department will conduct quarterly reports to inform the Board on current performance with regards to Recruiting and Staffing, Safety and Compliance, Training and Development and Talent Management.

## II. RECRUITMENT & STAFFING

During our first quarter of 2021-22 fiscal year, we've had a lot of personnel changes in our organization. Two Bus Operators retired, Mr. Michael Raubenheimer after seven years of service and Mr. Frank Fox after 14 years. Four GCTD employees were promoted within different positions in our organization, demonstrating GCTD has very talented personnel. We will continue to work with our employees to help them grow and succeed within our District. Many interviews were conducted during the past three months to find personnel for the following departments: Finance, Planning and Marketing, Operations and Maintenance.

### New Hires by Dept.

	Operations	Maintenance	Finance	Planning & Marketing
	<b>7 Operators</b>	<b>Facility Intern</b>	<b>Finance Intern</b>	<b>Planning &amp; Marketing Intern</b>
	<b>Operation Supervisor</b>	<b>2 Facility &amp; Vehicle Cleaner</b>	<b>Finance Manager</b>	<b>Transit Planner I</b>
	<b>Operations Manager</b>	<b>Building Maintenance</b>		
		<b>Service Worker</b>		
		<b>Material Specialist</b>		
<b>TOTALS</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>2</b>

### GOLD COAST TRANSIT DISTRICT

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### III. TRAINING & PROFESSIONAL DEVELOPMENT

In the first quarter of FY21-22 Human Resources helped facilitate different professional development trainings. Light Gabler conducted several trainings for our new Operations Manager and for the Customer Service and Maintenance Supervisors to better prepare them with their role as a Supervisor/Manager. The Trainings offered were *“Proper Documentation and Coaching”* and *“Preparing for a Management Position.”* Insight Strategies came to our facility and conducted a training with Directors and Managers called *“Managing Upwards & Succession Planning 101.”* Human Resources personnel also conducted the bi-annual *“Harassment & Discrimination Prevention”* for the Operations and Maintenance Personnel. All GCTD employees were trained on Paycom (the HR & Payroll Software) and were assisted on how to use Paycom for Benefit Enrollment, New Hire Paperwork and On-Boarding Policies & Procedures.

#### RECOMMENDATION

It is recommended that the Board receive and file this report. This report is for information only.

#### GENERAL MANAGER’S CONCURRENCE

  
\_\_\_\_\_  
Steve P. Brown



**Item #11**

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** Update on 301 East 3rd Street Property

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### **SUMMARY**

This item provides the Board of Directors an update on the status of the 301 East 3rd Street property (GCTD's former bus yard) and activities related to planning for the use of the site.

### **BACKGROUND**

Staff are currently engaged in pre-planning work for the use of the District's property 301 East 3rd Street in accordance with GCTD's Transit Oriented Development (TOD) Policy. The site is located in Downtown Oxnard, directly across the 3rd Street bridge from the Oxnard Transit Center. A presentation summarizing the project status will be presented at the Board meeting.

### **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**

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Steven P. Brown

### **GOLD COAST TRANSIT DISTRICT**



Item #12

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** **Future Agenda Items**

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### **SUMMARY**

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

### **FUTURE AGENDA ITEMS PLANNED FOR 2021-2022**

Below are some of the future agenda items planned for the next year. To help staff prioritize timing of reports, staff seeks input on these items or other items that the Board is interested in discussing.

#### **Future Agenda Items**

- Updates on Negotiations with SEIU Local 721 on a successor agreement to the current MOUs for Bus Operator, Mechanical, & Administrative Support Units
- Zero Emissions Strategic Planning
- Review of Bylaws, Goals & Objectives
- Discuss VCTC Transit Integration and Efficiency Study (TIES)
- Redevelopment of 301 Property
- *Other Items?*

#### **Future Routine Items**

- Monthly Financial Statements & Procurement Reports
- Monthly Operations & Maintenance Update
- Quarterly Fixed-Route & Paratransit Performance Reports
- Bi-Annual Service Plan & Outreach Updates
- Annual Personnel Rules Updates & Staffing Updates

### **CONCLUSION**

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

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Steven P. Brown

### **GOLD COAST TRANSIT DISTRICT**



**Item #1**

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, OCTOBER 6, 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 10:08 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 – Mike Johnson – City of Ventura  
Director – Richard Rollins – City of Port Hueneme  
Director – Matt LaVere – County of Ventura

**Staff Present – via Zoom**

Steven Brown, General Manager  
Haviva Shane, General Counsel  
Vanessa Rauschenberger, Acting Assistant General Manager  
James Beck, Director of Operations & Maintenance  
Margaret Schoep, Paratransit & Special Projects Manager  
Angie Delgado, Clerk of the Board

**Ceremonial Calendar**

The pledge of allegiance was led by General Manager Mr. Brown

**Employee Recognition**

○ **Louie Beltran, Operator 30 Years**

Mr. Beltran thanked the Board Members and Mr. Brown for the opportunity and stated it has been a great 30 years working for GCTD. Mr. Beltran enjoys helping the public, “it’s been great”. Mr. Beltran thanked his family; without them it would not have been possible.

Members of the Board congratulated and thanked Mr. Beltran for his years of service.

**General Public Comment**

Louie Beltran, Elizabeth Campos, Timothy Star, Lupe Juarez, and Julieta Flores spoke during the public comment period.

**GOLD COAST TRANSIT DISTRICT**

## **Board of Directors Reports**

None

## **General Manager Reports**

Mr. Brown provided the Board Members with the updated General Managers report, and announced the pumpkin patch held in the quad area for employees to enjoy and take pumpkins home.

## **Consent Agenda**

1. [Consider Approval of Minutes of September 1, 2021 Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for the Month of June, 2021](#)
3. [Consider Approval of Treasurer's Report for June, 2021](#)
4. [Consider Approval of Budget Income Statement for Month Ending June, 2021](#)
5. [Consider Approval of Financial Statements & Schedule of Money Transfers for June, 2021](#)

Director LaVere moved to approve Consent Agenda Items 1 through 5. Director Rollins 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.

6. [Consider Approval of Updated Job Description for Director of Human Resources – Steve Brown, General Manager](#)

Mr. Brown stated in preparation for filling the essential Director position, staff recommends updating the position description to ensure it continues to support Gold Coast Transit District's overall mission. To be able to have an agency that provides great customer service and excellent transit operations, it is important to maintain a professional, inclusive, and positive work environment.

It is recommended that the Board review the updated job description and provide input to the General Manager, who will then open the position to a competitive recruitment process. Understanding that the recruitment may take some time, the General Manager has designated Alex Zaretsky, Human Resources & Risk Manager to fill the role of Interim Director of Human Resources until a candidate is selected.

Director Mr. LaVere moved to approve Consider Approval of Updated Job Description for Director of Human Resources. Vice Chair Mr. MacDonald seconded the motion.

**The motion passed unanimously.**

7. **Consider Approval of Memorandum of Understanding (MOU) with Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura County Electric Vehicle Ready Blueprint – Margaret Schoep, Paratransit & Special Projects Manager**

Ms. Schoep provided the board with a presentation to request that the Board authorize the General Manager to sign the MOU with Regional Energy Alliance. The purpose of the MOU is for GCTD to receive operating and capital reimbursement to operate electric vehicle and micro transit service which is currently in development.

**IT IS RECOMMENDED that the GCTD Board of Directors approve the Memorandum of Understanding with the Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura Electric Vehicle (EV) Ready Blueprint (Grant Agreement ARV-20-009) for reimbursement of eligible micro-transit expenses.**

Vice Chair Mr. MacDonald moved to approve Consider Approval of Memorandum of Understanding (MOU) with Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura County Electric Vehicle Ready Blueprint. Director Mr. Johnson seconded the motion.

**The motion passed unanimously.**

8. **Consider Adoption of Resolution 2021-08 Establishing GCTD's Support for and Declaration of "Clean Air Day" – Cynthia Torres Duque, Communications and Marketing Manager**

Ms. Duque provided the board with a presentation for California Clean Air Day being a statewide campaign encouraging individuals, businesses, organizations, schools, etc., to take a pledge committing to take an action in addressing air pollution in the state by participating in various activities, small or large.

Gold Coast Transit has taken a pledge as an organization by way of adopting the resolution, utilizing the resources available on the events website ([www.cleanairday.org](http://www.cleanairday.org)) to promote the event across GCTD social media network and the employees.

Vice Chair Mr. MacDonald moved to approve Consider Adoption of Resolution No. 2021-08 Establishing GCTD's Support for and Declaration of "Clean Air Day". Director Mr. Johnson seconded the motion.

**The motion passed unanimously.**

**INFORMATIONAL ITEMS**

9. **Update on New California Laws SB 9 & SB 10 and Information on "High-Quality Transit Areas"– Vanessa Rauschenberger, Acting Assistant General Manager**

**The report was received and filed.**

10. **Receive Update on Status of 301 East 3<sup>rd</sup> Street Property – Vanessa Rauschenberger, Acting Assistant General Manager**

**The report was received and filed.**

11. **Receive Monthly Update on Operations and Maintenance – James Beck, Director of Operations and Maintenance**

**The report was received and filed.**

## **CLOSED SESSION**

- 12. CONFERENCE WITH LABOR NEGOTIATORS** – Agency designated representatives:  
General Manager or designee – Employee organization: SEIU
- 13. PUBLIC EMPLOYEE APPOINTMENT**  
TITLE: GENERAL MANAGER

There being no further business, Chair Randy Haney adjourned the Board of Directors meeting at 12:00 PM.

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 **November 3, 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** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *slp*  
**SUBJECT** **Consider the Approval of Expenditures for the Months of July 2021 and August 2021**

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Attached is a list of expenditures for the months of July 2021 and August 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.

**Attachments:**

Accounts Payable Disbursement List – July 2021  
Accounts Payable Disbursement List – August 2021

**GENERAL MANAGER CONCURRENCE**

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

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**

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# Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
A0109	AFFORDABLE AUTO GLASS	82763	7/8/2021	\$503.88	<input type="checkbox"/>	AUTO GLASS REPAIR
A0715	SALVADOR AGUILAR	82764	7/8/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
A1219	ERICH KREIG	82765	7/8/2021	\$485.00	<input type="checkbox"/>	SERVICES
A1225	ALEXANDER ALMANZA	82859	7/22/2021	\$53.57	<input type="checkbox"/>	TRAINING
A1305	AMERICAN PLASTICS CORP	82766	7/8/2021	\$940.64	<input type="checkbox"/>	SUPPLIES
A1308	AMERICAN MOVING PARTS	82767	7/8/2021	\$2,277.98	<input type="checkbox"/>	BRAKE SHOES
A1406	ANA LABORATORIES, INC.	82768	7/8/2021	\$412.00	<input type="checkbox"/>	SERVICES
A1617	APPLEONE EMPLOYMENT SERVICES	82833	7/15/2021	\$2,193.60	<input type="checkbox"/>	TEMPORARY HELP
A1801	ARAMARK UNIFORM & CAREER APPAR	82769	7/8/2021		<input checked="" type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	82770	7/8/2021		<input checked="" type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	82771	7/8/2021	\$1,104.02	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	82772	7/8/2021	\$455.80	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1917	RONILO H. ASPURIA	82834	7/15/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
A1918	ASSI SECURITY, INC.	82835	7/15/2021	\$978.12	<input type="checkbox"/>	SECURITY SYSTEMS
A1918	ASSI SECURITY, INC.	82860	7/22/2021	\$2,194.20	<input type="checkbox"/>	SECURITY SYSTEMS
A1920	ASSURANT EMPLOYEE BENEFITS	82773	7/8/2021	\$1,629.81	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	82861	7/22/2021	\$324.10	<input type="checkbox"/>	TELEPHONE SERVICES
A2501	LUIS M. AYALA	82836	7/15/2021	\$774.75	<input type="checkbox"/>	TRAINING
B0219	B&B SERVICE	82862	7/22/2021	\$180.46	<input type="checkbox"/>	DIRECT MAIL FOR MARKETING
B0902	LOS ANGELES TRUCK CENTERS, LLC	82774	7/8/2021	\$2,590.19	<input type="checkbox"/>	PARTS/SERVICE
B0910	BIRRIA TO GO OXNARD LLC.	82863	7/22/2021	\$0.00	<input checked="" type="checkbox"/>	EMPLOYEE EVENTS
B0910	BIRRIA TO GO OXNARD LLC.	82886	7/26/2021	\$2,467.00	<input type="checkbox"/>	EMPLOYEE EVENTS
B1811	BRIAN BYRNE	82837	7/15/2021	\$106.53	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
B1814	BROWN ARMSTRONG ACCOUNTANCY	82838	7/15/2021	\$1,300.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
B1814	BROWN ARMSTRONG ACCOUNTANCY	82864	7/22/2021	\$2,500.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
C0113	CALTIP	82775	7/8/2021	\$29,226.64	<input type="checkbox"/>	LIABILITY INSURANCE
C0113	CALTIP	82839	7/15/2021	\$220,682.05	<input type="checkbox"/>	LIABILITY INSURANCE
C0517	CENTRAL COURIER LLC	82776	7/8/2021	\$63.99	<input type="checkbox"/>	DELIVERY SRVC BUS BOOKS
C0922	CITI CARDS	82840	7/15/2021	\$333.34	<input type="checkbox"/>	OFFICE SUPPLIES
C1544	RUDOLPHO COBOS	82777	7/8/2021	\$4,753.00	<input type="checkbox"/>	FIRE SUPPRESSION
C1544	RUDOLPHO COBOS	82865	7/22/2021	\$1,320.00	<input type="checkbox"/>	FIRE SUPPRESSION
C1550	LYNETTE COVERLY	82778	7/8/2021	\$6,702.75	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1550	LYNETTE COVERLY	82841	7/15/2021	\$7,010.50	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1903	CSAC EXCESS INSURANCE	82779	7/8/2021	\$1,529.91	<input type="checkbox"/>	WORKER'S COMP/EAP PROVIDER
C1903	CSAC EXCESS INSURANCE	82842	7/15/2021		<input checked="" type="checkbox"/>	WORKER'S COMP/EAP PROVIDER

Vendor #	Name	Check #	Date	Amount	Voided	Comments
C1903	CSAC EXCESS INSURANCE	82843	7/15/2021	\$296,549.00	<input type="checkbox"/>	WORKER'S COMP/EAP PROVIDER
C1904	CSAC EXCESS INSURANCE AUTHORITY	82844	7/15/2021		<input checked="" type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82845	7/15/2021	\$10,409.75	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C2019	MANUEL R CONTRERAS	82866	7/22/2021	\$79.60	<input type="checkbox"/>	TRAINING
C2115	CUMMINS PACIFIC LLC	82780	7/8/2021	\$2,959.78	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82867	7/22/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82868	7/22/2021		<input checked="" type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	82869	7/22/2021	\$16,396.68	<input type="checkbox"/>	PARTS
D0114	DANIELS TIRE SERVICE	82781	7/8/2021	\$195.00	<input type="checkbox"/>	TIRES/SERVICES
D0928	WEX HEALTH, INC.	82846	7/15/2021	\$250.05	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D2515	DYER SHEEHAN GROUP, INC.	82847	7/15/2021	\$4,378.75	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0409	EDISON CO.	82782	7/8/2021	\$20,087.24	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	82870	7/22/2021	\$1,428.39	<input type="checkbox"/>	ELECTRICAL POWER
E1904	FRANCISCO ESCOBAR	82871	7/22/2021	\$80.34	<input type="checkbox"/>	PAYCHECK REISSUED
F0050	FRANCHISE TAX BOARD	82783	7/8/2021	\$1,554.90	<input type="checkbox"/>	GARNISHMENT
F0050	FRANCHISE TAX BOARD	82872	7/22/2021	\$802.45	<input type="checkbox"/>	GARNISHMENT
F0096	FRANKLIN TRUCK PARTS	82784	7/8/2021	\$25.47	<input type="checkbox"/>	REPAIR PARTS
F0505	FEDERAL EXPRESS CORP.	82785	7/8/2021	\$116.85	<input type="checkbox"/>	MAIL SERVICES
F0505	FEDERAL EXPRESS CORP.	82873	7/22/2021	\$34.67	<input type="checkbox"/>	MAIL SERVICES
F1221	FLUID NETWORKS	82848	7/15/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1221	FLUID NETWORKS	82874	7/22/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1815	FRONTIER COMMUNICATIONS	82786	7/8/2021	\$130.98	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82849	7/15/2021	\$1,271.40	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82875	7/22/2021	\$135.80	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	82787	7/8/2021	\$28,336.19	<input type="checkbox"/>	NATURAL GAS
G0514	SOUTHERN COUNTIES FUELS	82788	7/8/2021	\$1,805.03	<input type="checkbox"/>	OIL/LUBE PRODUCTS
G0912	GILLIG LLC	82789	7/8/2021		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	82790	7/8/2021	\$7,524.97	<input type="checkbox"/>	PARTS
G1801	GRAINGER	82791	7/8/2021	\$389.16	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G2013	GTT COMMUNICATIONS, INC.	82850	7/15/2021	\$177.88	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
I1414	IRON MOUNTAIN, INC.	82792	7/8/2021	\$86.96	<input type="checkbox"/>	SHREDING SERVICES
K0511	KELLY CLEANING & SUPPLS, INC.	82793	7/8/2021	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
K0915	KIMBALL MIDWEST	82794	7/8/2021	\$247.77	<input type="checkbox"/>	PARTS
L0130	LAW OFFICE OF GARRY M. TETALMAN	82760	7/7/2021	\$0.00	<input checked="" type="checkbox"/>	LEGAL SERVICES
L0130	LAW OFFICE OF GARRY M. TETALMAN	82761	7/7/2021	\$0.00	<input checked="" type="checkbox"/>	LEGAL SERVICES
L0130	LAW OFFICE OF GARRY M. TETALMAN	82832	7/12/2021	\$450,000.00	<input type="checkbox"/>	LEGAL SERVICES
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	82876	7/22/2021	\$1,909.50	<input type="checkbox"/>	LEGAL SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
L0908	LIGHTGABLER	82795	7/8/2021	\$342.50	<input type="checkbox"/>	LEGAL SERVICES
L1529	LOPEZ NESTOR	82796	7/8/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
M0104	MACVALLEY OIL COMPANY	82797	7/8/2021	\$1,216.13	<input type="checkbox"/>	FUEL
M0130	MAURO TAPIA	82851	7/15/2021	\$774.75	<input type="checkbox"/>	TUITION AND BOOK REIMBURSEMENT
M0925	MISTER SOFTEE OF SOUTHERN CALIFO	82762	7/8/2021	\$982.16	<input type="checkbox"/>	EMPLOYEE EVENTS
M2118	JOSE MURILLO	82852	7/15/2021	\$774.75	<input type="checkbox"/>	TOOL ALLOWANCE
N0124	NATIONAL AUTO BODY&PAINT	82798	7/8/2021	\$1,842.56	<input type="checkbox"/>	BODY WORK
N0124	NATIONAL AUTO BODY&PAINT	82877	7/22/2021	\$3,801.89	<input type="checkbox"/>	BODY WORK
N0132	NATURAL GREEN LANDSCAPE INC.	82799	7/8/2021	\$8,532.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0529	THE AFTERMARKET PARTS COMPANY,	82800	7/8/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82801	7/8/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82802	7/8/2021	\$15,797.99	<input type="checkbox"/>	PARTS/BUSES
O2402	VENTURA COUNTY AUTO SUPPLY	82803	7/8/2021	\$424.74	<input type="checkbox"/>	PARTS
O2406	CITY OF OXNARD	82804	7/8/2021	\$250.00	<input type="checkbox"/>	LICENSES RENEWAL
O2413	CITY OF OXNARD	82878	7/22/2021	\$1,270.80	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	82805	7/8/2021	\$186.43	<input type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82879	7/22/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82880	7/22/2021	\$4,292.34	<input type="checkbox"/>	UTILITIES/TRASH
P0119	PARKHOUSE TIRE, INC.	82806	7/8/2021	\$372.50	<input type="checkbox"/>	TIRES
P1602	PLEXUS GLOBAL	82807	7/8/2021	\$5.00	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1603	PLANETERIA MEDIA LLC	82881	7/22/2021	\$4,400.00	<input type="checkbox"/>	WEBSITE SUPPORT SERVICES
P1804	PRIDE INDUSTRIES ONE INC.	82808	7/8/2021	\$4,745.88	<input type="checkbox"/>	JANITORIAL SERVICES
P1807	PREFERRED BENEFIT INSURANCE	82853	7/15/2021		<input checked="" type="checkbox"/>	DENTAL PREMIUMS
P1807	PREFERRED BENEFIT INSURANCE	82854	7/15/2021	\$10,834.10	<input type="checkbox"/>	DENTAL PREMIUMS
R0126	RAYNE WATER CONDITIONING	82882	7/22/2021	\$67.00	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0913	RINGLEADER, INC	82855	7/15/2021	\$387.82	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
S0099	CALIFORNIA DEPARTMENT OF TAX & F	82831	7/12/2021	\$160.00	<input type="checkbox"/>	HAZARDOUS WASTE FEE
S0126	CALIFORNIA DEPT. OF TAX AND FEE A	82883	7/22/2021	\$58.00	<input type="checkbox"/>	CONSUMER USE TAX
S0807	BILL AYUB, SHERIFF	82884	7/22/2021	\$48.00	<input type="checkbox"/>	GARNISHMENT
S0919	SITEONE LANDSCAPE SUPPLY, LLC	82809	7/8/2021	\$91.67	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1508	SOHO PROSPECTING PROFESSIONAL M	82810	7/8/2021	\$375.00	<input type="checkbox"/>	WEBSITE SUPPORT SERVICES
S1521	GOLD COAST TRANSIT	82811	7/8/2021	\$175.00	<input type="checkbox"/>	PETTY CASH
S2000	STAPLES ADVANTAGE	82812	7/8/2021	\$644.54	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82813	7/8/2021		<input checked="" type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82814	7/8/2021	\$4,687.65	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82815	7/8/2021	\$1,502.66	<input type="checkbox"/>	PRINTING SERVICES
T0415	3D OF OXNARD SUPPLY	82816	7/8/2021	\$21.33	<input type="checkbox"/>	SUPPLIES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
T0503	TEAMSTERS LOCAL 186	82817	7/8/2021	\$1,160.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0800	TAFT ELECTRIC COMPANY	82856	7/15/2021	\$50,815.00	<input type="checkbox"/>	ELECTRIC CONT.
T0810	THINK INK	82818	7/8/2021	\$2,225.42	<input type="checkbox"/>	TONER
T0817	THOMAS LINCOLN	82857	7/15/2021	\$0.00	<input checked="" type="checkbox"/>	TRAINING
T1506	GREG'S PETROLEUM SERVICE, INC	82819	7/8/2021	\$6,513.29	<input type="checkbox"/>	OIL SUPPLIER
T1512	TWIW INSURANCE SERVICES,	82820	7/8/2021	\$103,063.18	<input type="checkbox"/>	LIABILITY INSURANCE
T1832	TRILLIUM USA COMPANY, LLC	82858	7/15/2021	\$7,688.90	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
T1910	TST PRIVATE SECURITY	82821	7/8/2021	\$21,135.60	<input type="checkbox"/>	SECURITY SERVICES
U1423	UNITED WAY OF VENTURA CO.	82822	7/8/2021	\$192.00	<input type="checkbox"/>	P/R DEDUCTION
U1902	U.S. BANK	82823	7/8/2021	\$6,175.99	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	82824	7/8/2021	\$1,042.56	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0501	COUNTY OF VENTURA - IT SVCS. DEPT.	82825	7/8/2021	\$189.00	<input type="checkbox"/>	REPEATER SITE RENTAL
V0523	VENTURA HOSE-MAN	82826	7/8/2021	\$253.43	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0550	VENTURA COUNTY LEADERSHIP ACAD	82827	7/8/2021	\$2,000.00	<input type="checkbox"/>	TRAINING
V0552	VENTURA COUNTY CIVIC ALLIANCE	82828	7/8/2021	\$2,500.00	<input type="checkbox"/>	SPONSORSHIP
V1525	VOYAGER	82829	7/8/2021	\$65.07	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	82830	7/8/2021	\$1,476.30	<input type="checkbox"/>	PHONE SRVC - CSC
W1519	WORLDNET COMMUNICATION SERVIC	82885	7/22/2021	\$6.42	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC

**Total: \$1,423,767.59**

# Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00027	MARIA E SALMERON	82998	8/16/2021	\$2,265.08	<input type="checkbox"/>	
00027	MARIA E SALMERON	83006	8/18/2021	\$2,265.08	<input type="checkbox"/>	
00106	ARNOLD COBB	82999	8/16/2021	\$22.55	<input type="checkbox"/>	
00139	ANDRIA N BARBOSA	83008	8/27/2021	\$1,213.89	<input type="checkbox"/>	
00139	ANDRIA N BARBOSA	83045	8/31/2021	\$1,081.05	<input type="checkbox"/>	
00275	JAMES P. GIBBONS	83000	8/16/2021	\$73.89	<input type="checkbox"/>	
00276	MIGUEL GOMEZ-MORALES	83001	8/16/2021	\$77.58	<input type="checkbox"/>	
00414	FRANCISCO LEON	83046	8/31/2021	\$3,048.51	<input type="checkbox"/>	
00525	ANDREW S PAHLE	83003	8/18/2021	\$93.75	<input type="checkbox"/>	
00599	DANIEL RODRIGUEZ	83004	8/18/2021	\$74.31	<input type="checkbox"/>	
00703	TIMOTHY F STARR	83002	8/16/2021	\$21.60	<input type="checkbox"/>	
01019	CARLOS DANIEL CAMBEROS	83005	8/18/2021	\$100.00	<input type="checkbox"/>	
01085	MARK GASTON	82997	8/13/2021	\$1,078.55	<input type="checkbox"/>	
01106	GERRADO MONDRAGON	83010	8/27/2021	\$561.02	<input type="checkbox"/>	
01108	Jose Ramirez	83009	8/27/2021	\$60.33	<input type="checkbox"/>	
01112	SCOTT WERDELL	83047	8/31/2021	\$557.97	<input type="checkbox"/>	
A0109	AFFORDABLE AUTO GLASS	82913	8/10/2021	\$200.00	<input type="checkbox"/>	AUTO GLASS REPAIR
A0918	AIRGAS USA, LLC	82914	8/10/2021	\$94.98	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A0918	AIRGAS USA, LLC	83011	8/28/2021	\$97.53	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1211	ALL-PHASE ELECTRIC	82915	8/10/2021	\$738.82	<input type="checkbox"/>	SUPPLIES
A1219	ERICH KREIG	83012	8/28/2021	\$485.00	<input type="checkbox"/>	SERVICES
A1308	AMERICAN MOVING PARTS	82916	8/10/2021	\$5,656.81	<input type="checkbox"/>	BRAKE SHOES
A1801	ARAMARK UNIFORM & CAREER APPAR	82917	8/10/2021	\$148.48	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	82918	8/10/2021	\$65.00	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1920	ASSURANT EMPLOYEE BENEFITS	82919	8/10/2021	\$1,687.03	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	83013	8/28/2021	\$324.10	<input type="checkbox"/>	TELEPHONE SERVICES
B0211	BEST BEST & KRIEGER LLP	82887	8/5/2021	\$10,819.00	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0211	BEST BEST & KRIEGER LLP	82920	8/10/2021	\$43,784.99	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	82888	8/5/2021	\$32,241.59	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82921	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82922	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82923	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82924	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82925	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82926	8/10/2021		<input checked="" type="checkbox"/>	UNIFORMS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
B0503	BECNEL UNIFORMS	82927	8/10/2021	\$2,221.19	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	83014	8/28/2021	\$145.89	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	82928	8/10/2021	\$4,059.67	<input type="checkbox"/>	PARTS/SERVICE
B1814	BROWN ARMSTRONG ACCOUNTANCY	83015	8/28/2021	\$3,500.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
C0113	CALTIP	82889	8/5/2021	\$942.88	<input type="checkbox"/>	LIABILITY INSURANCE
C0922	CITI CARDS	82890	8/5/2021	\$2,580.89	<input type="checkbox"/>	OFFICE SUPPLIES
C1504	COASTAL OCCUPATIONAL MEDICAL G	82929	8/10/2021	\$2,280.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1540	COMPUWAVE, INC.	82891	8/5/2021	\$2,130.38	<input type="checkbox"/>	LAPTOPS
C1550	LYNETTE COVERLY	83016	8/28/2021	\$3,955.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1904	CSAC EXCESS INSURANCE AUTHORITY	82930	8/10/2021		<input checked="" type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82931	8/10/2021	\$10,254.28	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C2115	CUMMINS PACIFIC LLC	82932	8/10/2021	\$826.16	<input type="checkbox"/>	PARTS
C2118	R.M. CURTIS - WELDING	82933	8/10/2021	\$540.00	<input type="checkbox"/>	WELDING SERVICES
D0114	DANIELS TIRE SERVICE	82934	8/10/2021	\$195.00	<input type="checkbox"/>	TIRES/SERVICES
D0122	DAVMAR	82935	8/10/2021	\$875.13	<input type="checkbox"/>	CNG COMPRESSOR
D0922	DIVERSIFIED LIGHTING SUPPLY	82936	8/10/2021	\$157.58	<input type="checkbox"/>	PARTS
D0928	WEX HEALTH, INC.	82937	8/10/2021	\$248.25	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D1504	DOCUMENT SYSTEMS	82892	8/5/2021	\$1,289.16	<input type="checkbox"/>	SERVICE FOR COPIER
D2515	DYER SHEEHAN GROUP, INC.	82938	8/10/2021	\$7,821.25	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0048	EMPLOYMENT DEVELOPMENT DEPART	82939	8/10/2021	\$5,942.37	<input type="checkbox"/>	UNEMPLOYMENT CHARGES
E0320	ECOLANE	82940	8/10/2021	\$26,099.00	<input type="checkbox"/>	PARATRANSIT SCHEDULING SOFT
E0409	EDISON CO.	82893	8/5/2021	\$24,528.89	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	82941	8/10/2021	\$1,225.03	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	83017	8/28/2021	\$22,476.65	<input type="checkbox"/>	ELECTRICAL POWER
E1422	USA WASTE OF CALIFORNIA, INC.	82942	8/10/2021	\$5,059.51	<input type="checkbox"/>	HAZ WASTE REMOVAL
F0042	FERGUSON ENTERPRISES, INC	83018	8/28/2021	\$171.25	<input type="checkbox"/>	SUPPLIES
F0050	FRANCHISE TAX BOARD	82894	8/5/2021	\$50.00	<input type="checkbox"/>	GARNISHMENT
F0050	FRANCHISE TAX BOARD	83019	8/28/2021	\$50.00	<input type="checkbox"/>	GARNISHMENT
F0505	FEDERAL EXPRESS CORP.	82943	8/10/2021	\$44.99	<input type="checkbox"/>	MAIL SERVICES
F1221	FLUID NETWORKS	82895	8/5/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1814	FROG ENVIRONMENTAL, INC.	82944	8/10/2021	\$575.00	<input type="checkbox"/>	ENVIRONMENTAL ASSESSMENT
F1815	FRONTIER COMMUNICATIONS	82945	8/10/2021	\$774.54	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	83020	8/28/2021	\$626.79	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0115	GovInvest Inc.	82946	8/10/2021	\$70,000.00	<input type="checkbox"/>	STANDARD PENSION & OPEB MODULE
G0120	THE GAS COMPANY	82896	8/5/2021	\$30,079.69	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	82947	8/10/2021	\$129.79	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	83021	8/28/2021	\$445.58	<input type="checkbox"/>	NATURAL GAS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
G0514	SOUTHERN COUNTIES FUELS	82948	8/10/2021	\$6,032.80	<input type="checkbox"/>	OIL/LUBE PRODUCTS
G0609	GENFARE	83022	8/28/2021	\$1,752.34	<input type="checkbox"/>	REPAIR PARTS
G0809	GHI ENERGY, LLC	83023	8/28/2021	\$33,658.80	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
G0912	GILLIG LLC	82949	8/10/2021		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	82950	8/10/2021	\$4,476.93	<input type="checkbox"/>	PARTS
G1214	GLOBAL CTI GROUP, INC.	82951	8/10/2021	\$3,019.00	<input type="checkbox"/>	SOL-GPS AND DIAGNOSTIC-VERIZON
G1801	GRAINGER	82952	8/10/2021	\$258.92	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G2013	GTT COMMUNICATIONS, INC.	82897	8/5/2021	\$177.88	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
H0109	THE HANOVER INSURANCE GROUP	83024	8/28/2021	\$49,380.00	<input type="checkbox"/>	COMMERCIAL PROPERTY INSURANCE
I1423	INTERSTATE BATTERIES	82953	8/10/2021	\$818.86	<input type="checkbox"/>	BATTERIES
J1504	J N DESIGNS	82954	8/10/2021	\$3,035.49	<input type="checkbox"/>	PRINTING/GRAPHICS SERV
K0511	KELLY CLEANING & SUPPLS, INC.	82898	8/5/2021	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
K0915	KIMBALL MIDWEST	82899	8/5/2021	\$1,324.88	<input type="checkbox"/>	PARTS
K0915	KIMBALL MIDWEST	82955	8/10/2021	\$1,111.49	<input type="checkbox"/>	PARTS
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	83025	8/28/2021	\$1,498.50	<input type="checkbox"/>	LEGAL SERVICES
L0908	LIGHTGABLER	82956	8/10/2021	\$900.00	<input type="checkbox"/>	LEGAL SERVICES
L1527	LOWE'S	82900	8/5/2021	\$1,054.72	<input type="checkbox"/>	SUPPLIES
M1501	MOBILE CREATE USA, INC.	83026	8/28/2021	\$595.41	<input type="checkbox"/>	2 WAY RADIO EQUIPMENT/SERVICE
M1520	MOTION INDUSTRIES, INC.	82957	8/10/2021	\$5,228.18	<input type="checkbox"/>	SUPPLIES
M2116	MUNCIE RECLAMATION AND SUPPLY C	82958	8/10/2021		<input checked="" type="checkbox"/>	PARTS
M2116	MUNCIE RECLAMATION AND SUPPLY C	82959	8/10/2021	\$4,804.29	<input type="checkbox"/>	PARTS
M2220	MV TRANSPORTATION, INC.	82901	8/5/2021	\$192,797.28	<input type="checkbox"/>	GCT ACCESS SERVICE
N0132	NATURAL GREEN LANDSCAPE INC.	82902	8/5/2021	\$4,266.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0529	THE AFTERMARKET PARTS COMPANY,	82960	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82961	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82962	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82963	8/10/2021		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	82964	8/10/2021	\$17,492.65	<input type="checkbox"/>	PARTS/BUSES
O1805	FIRST CALL AUTO PARTS	82965	8/10/2021	\$160.58	<input type="checkbox"/>	PARTS
O1807	ORKIN SERVICES OF CALIFORNIA, INC.	82966	8/10/2021	\$450.00	<input type="checkbox"/>	PEST CONTROL
O2402	VENTURA COUNTY AUTO SUPPLY	82967	8/10/2021		<input checked="" type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	82968	8/10/2021	\$947.17	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	83027	8/28/2021	\$1,270.80	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	83028	8/28/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	83029	8/28/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	83030	8/28/2021	\$5,462.86	<input type="checkbox"/>	UTILITIES/TRASH
O2429	CITY OF OXNARD FIRE/CUPA	82969	8/10/2021	\$3,094.00	<input type="checkbox"/>	CUPA INSPECTION



Vendor #	Name	Check #	Date	Amount	Voided	Comments
P0119	PARKHOUSE TIRE, INC.	82970	8/10/2021	\$4,778.08	<input type="checkbox"/>	TIRES
P0530	ANA PEREZ	83031	8/28/2021	\$800.00	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
P0919	PITNEY BOWES GLOBAL	82971	8/10/2021	\$114.71	<input type="checkbox"/>	POSTAGE MACHINE
P1601	PLATINUM TOW AND TRANSPORT INC.	82972	8/10/2021	\$400.00	<input type="checkbox"/>	TOWING SERVICES
P1602	PLEXUS GLOBAL	82973	8/10/2021	\$384.50	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1807	PREFERRED BENEFIT INSURANCE	82974	8/10/2021		<input checked="" type="checkbox"/>	DENTAL PREMIUMS
P1807	PREFERRED BENEFIT INSURANCE	82975	8/10/2021	\$10,454.00	<input type="checkbox"/>	DENTAL PREMIUMS
P1823	PRODUCTIVE SOLUTIONS	82976	8/10/2021	\$2,657.37	<input type="checkbox"/>	POINT OF SALE MACHINE SUPPLIES
R0126	RAYNE WATER CONDITIONING	82977	8/10/2021	\$178.80	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0126	RAYNE WATER CONDITIONING	83032	8/28/2021	\$279.81	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0504	RED WING SHOE STORE	83033	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83034	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83035	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83036	8/28/2021		<input checked="" type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	83037	8/28/2021	\$4,776.44	<input type="checkbox"/>	SAFETY SHOES
R0510	ROMAINE ELECTRIC CORPORATION	82978	8/10/2021	\$3,600.32	<input type="checkbox"/>	BUS PARTS
R0913	RINGLEADER, INC	83038	8/28/2021	\$379.21	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
R1301	ROBERT MAGANA	82903	8/5/2021	\$103.00	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
R1400	ACCONTEMPS A ROBERT HALF COMP	82904	8/5/2021	\$4,800.00	<input type="checkbox"/>	TEMPORARY HELP
R1400	ACCONTEMPS A ROBERT HALF COMP	82979	8/10/2021	\$4,800.00	<input type="checkbox"/>	TEMPORARY HELP
R1400	ACCONTEMPS A ROBERT HALF COMP	83039	8/28/2021	\$9,600.00	<input type="checkbox"/>	TEMPORARY HELP
R2102	RUBBER NECK SIGNS	82980	8/10/2021	\$2,190.63	<input type="checkbox"/>	SERVICES
S0807	BILL AYUB, SHERIFF	82905	8/5/2021	\$0.00	<input checked="" type="checkbox"/>	GARNISHMENT
S0917	SINCLAIR SANITARY SUPPLY	82981	8/10/2021	\$180.18	<input type="checkbox"/>	SUPPLIES
S0919	SITEONE LANDSCAPE SUPPLY, LLC	82982	8/10/2021	\$59.57	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1615	SPORTWORKS NORTHWEST, INC	82983	8/10/2021	\$491.25	<input type="checkbox"/>	BIKE RACK
S2000	STAPLES ADVANTAGE	82984	8/10/2021	\$1,587.91	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82985	8/10/2021		<input checked="" type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82986	8/10/2021	\$3,930.57	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82906	8/5/2021		<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82907	8/5/2021	\$3,379.76	<input checked="" type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82987	8/10/2021	\$120.18	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	83007	8/25/2021	\$892.97	<input type="checkbox"/>	PRINTING SERVICES
T0503	TEAMSTERS LOCAL 186	82908	8/5/2021	\$120.00	<input checked="" type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	83040	8/28/2021	\$1,160.00	<input checked="" type="checkbox"/>	PAYROLL DEDUCTION
T0515	TELENET VOIP, INC.	82909	8/5/2021	\$270.00	<input type="checkbox"/>	MONITORING
T0520	TYLER TEJEDA	83041	8/28/2021	\$797.69	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT

Vendor #	Name	Check #	Date	Amount	Voided	Comments
T1506	GREG'S PETROLEUM SERVICE, INC	82988	8/10/2021	\$3,046.54	<input type="checkbox"/>	OIL SUPPLIER
T1704	TRACKIT LLC	83042	8/28/2021	\$12,720.00	<input type="checkbox"/>	SOFTWARE LICENSE
T1832	TRILLIUM USA COMPANY, LLC	83043	8/28/2021	\$2,600.00	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
T1910	TST PRIVATE SECURITY	82910	8/5/2021	\$22,653.12	<input type="checkbox"/>	SECURITY SERVICES
U1802	URBAN TRANSPORTATION	82989	8/10/2021	\$1,037.25	<input type="checkbox"/>	AUTO PASSENGER COUNT SYST
U1902	U.S. BANK	82990	8/10/2021	\$10,683.99	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	82991	8/10/2021	\$614.98	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0119	VENTURA COUNTY ART EVENTS	82911	8/5/2021	\$500.00	<input type="checkbox"/>	SPONSORSHIP
V0505	VENTURA COUNTY APCD	82992	8/10/2021	\$652.00	<input type="checkbox"/>	CNG FEES
V0513	VENTURA COUNTY STAR	82993	8/10/2021	\$856.36	<input type="checkbox"/>	ADVERTISING
V0523	VENTURA HOSE-MAN	82994	8/10/2021	\$762.43	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0908	VICTOR RUBIO	82995	8/10/2021	\$95.00	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
V1525	VOYAGER	82912	8/5/2021	\$101.03	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	82996	8/10/2021	\$1,225.23	<input type="checkbox"/>	PHONE SRVC - CSC
W1519	WORLDNET COMMUNICATION SERVIC	83044	8/28/2021	\$8.05	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
<b>Total:</b>				<b>\$810,514.84</b>		



Item #3

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *slp*  
**SUBJECT** Consider the Approval of the Treasurer's Report for July 2021 & August 2021

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

**Cash Accounts**

Cash on Hand	Petty Cash	\$ 500.00
Union Bank	General Checking	1,696,079.56
Union Bank	Payroll	55,430.95
Union Bank	Money Market 2	1,037,163.60
State Investment Pool	Local Agency Investment Funds	100,754.07

**Other Investments - Special Capital Reserve Funds**

Ventura County Treasurer	Gold Coast Transit District	5,360,327.47
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**Special Funds**

Union Bank	Prop 1B / PTMISEA / LCTOP	274,337.71
2017 Certificates of Participation	Payment Fund	4,790.02
2017 Certificates of Participation	Project Fund	287,808.38
2017 Certificates of Participation	Reserve Fund	<u>1,394,005.87</u>

<b>Total Cash and Investments</b>	<b><u>\$ 10,211,197.63</u></b>
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Note: County Treasurer's Report of Investments is available for review.

**GENERAL MANAGER CONCURRENCE**

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**



Item #4

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *slp*  
**SUBJECT** **Consider the Approval of the Quarterly Report for the Quarter Ending September 30, 2021**

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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 September 30, 2021. Redacted copies of full account statements can be made available for Board member review upon request.

#### **GENERAL MANAGER 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

		30-Jun-21				30-Sep-21
		<u>Previous</u>	<u>Net Deposits/</u>		<u>Fair Market</u>	<u>Current</u>
		<u>Quarter Value</u>	<u>Withdrawals</u>		<u>Value Incr</u>	<u>Quarter Value</u>
<u>GCTD Investments</u>	<u>Fund Type</u>			<u>Interest</u>	<u>(Decr)</u>	
Local Agency Investment Fund (LAIF)	Cash State Agency Investment	\$ 100,671.87		\$ 61.35	\$ 20.85	\$ 100,754.07
Ventura County Investment Fund	Capital Reserve	\$ 5,358,926.92	(\$ 2,000,000.00)	\$ 1,400.55	\$ 1,400.55	\$ 3,361,728.02
U.S. Bank	Trust Account / Project Fund #002	\$ 287,806.96		\$ 4.37		\$ 287,811.33
U.S. Bank	Trust Account / Bond Reserve Fund #001	\$ 1,394,537.94	(\$ 4,787.65)	\$ 2,707.88	(\$ 3,057.63)	\$ 1,389,400.54
U.S. Bank	Trust Account / Payment Fund #000	\$ 890,343.75	(\$ 885,556.10)	\$ 2.41		\$ 4,790.06
Union Bank Money Market Account	Proposition 1B Funds	\$ 274,326.31		\$ 34.96		\$ 274,361.27
Union Bank Money Market Account	Operating Funds	\$ 1,091,908.12	(\$ 662,480.69)			\$ 429,427.43
		<b>\$ 9,398,521.87</b>	<b>(\$ 3,552,824.44)</b>	<b>\$ 4,211.52</b>	<b>(\$ 1,636.23)</b>	<b>\$ 5,848,272.72</b>



November 3, 2021

Item #5

**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 September 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  
November 2021

Date Ordered	PO#	Name	Description	Cost
<b>PROCUREMENT</b>				
02-Sep-21	A0010239	COMPUWAVE, INC.	Storage Area Network	\$43,738.97
14-Sep-21	M0048778	STANTEC CONSULTING SERVICES INC.	Zero Emission Bus Analysis	\$144,347.36
17-Sep-21	P0030247	INTERIOR DEMOLITION, INC.	301 Demolition	\$159,500.00
14-Oct-21	A0010241	RALPH ANDERSEN & ASSOCIATES	Recruitment	\$52,500.00
18-Oct-21	P0030252	INIT INNOVATIONS IN TRANSPORTATION, INC.	Mobile Perdis	\$18,916.69
15-Oct-21	M0048816	CLEAN ENERGY	Labor 10 hours	\$2,025.00
19-Oct-21	M0048818	J.C. IRON & MFG. CO	Side Gate	\$3,524.00
14-Oct-21	P0030251	RUBBER NECK SIGNS	bus wrap for 3 sides of the 40' bus	\$6,739.81
30-Sep-21	P0030248	RUBBER NECK SIGNS	Ultra Super King Bus Ad's	\$3,500.00
04-Oct-21	P0030249	LESTER G. EVERARD	Ground Survey for 301	\$6,500.00
<b>Procurement Total</b>				<b>\$441,291.83</b>

<b>PARTS</b>				
26-Aug-21	M0048742	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER PURGE VALVE KIT	\$1,519.52
26-Aug-21	M0048743	LOS ANGELES TRUCK CENTERS, LLC	ES Compleat EG Premix Drum - Blue	\$949.56
27-Aug-21	M0048744	SOUTHERN COUNTIES FUELS	SUMMIT SYN NGL 444	\$6,469.02
27-Aug-21	M0048745	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,779.78
27-Aug-21	M0048746	SINCLAIR SANITARY SUPPLY	300 Boxes of 50 Count Surgical mask	\$1,222.55
30-Aug-21	M0048747	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER DESICCANT CARTRIDGE	\$158.90
30-Aug-21	M0048748	CUMMINS PACIFIC LLC	SENSOR, KNOCK	\$3,059.67
30-Aug-21	M0048749	MUNCIE RECLAMATION AND SUPPLY COMPANY	GASKET, F/DRIVE P/S PUMP	\$56.78
31-Aug-21	M0048751	AMERICAN MOVING PARTS	Treadle and Valve Assy	\$645.23
31-Aug-21	M0048752	THE AFTERMARKET PARTS COMPANY, LLC	SWITCH, VARIABLE SPEED 24V	\$3,412.77
31-Aug-21	M0048753	GILLIG LLC	ROLLPIN	\$137.47
02-Sep-21	M0048754	N/S CORPORATION	RO CARTRIDGE FILTER 5 MICRON 200640	\$1,578.69
02-Sep-21	M0048755	GILLIG LLC	Valve, Relay R-12	\$278.42
07-Sep-21	M0048757	AMERICAN PLASTICS CORP	SHIELD, LOWER, #4 WINDOW	\$1,239.99
07-Sep-21	M0048758	SPX CORPORATION	PCB, TRIM CONVEYOR	\$1,565.74
07-Sep-21	M0048760	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR	\$864.67
07-Sep-21	M0048761	MUNCIE RECLAMATION AND SUPPLY COMPANY	BALLAST	\$350.65
07-Sep-21	M0048762	GILLIG LLC	VALVE, REAR LEVELING	\$1,502.32
07-Sep-21	M0048763	THE AFTERMARKET PARTS COMPANY, LLC	RELAY, 24V W/DIODE	\$869.98
08-Sep-21	M0048764	INSTRUMENT CONTROL SERVICES	MERCER REPAIR KIT 1C19143	\$1,966.13
08-Sep-21	M0048765	CUMMINS PACIFIC LLC	TUBE, COMP WATER OUTLET	\$80.35
10-Sep-21	M0048766	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$584.90
10-Sep-21	M0048767	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,769.03
10-Sep-21	M0048776	INSTRUMENT CONTROL SERVICES	LEAD VALVE TECH - HUNTER ALLISON	\$2,542.50
13-Sep-21	M0048768	DCH HONDA OF OXNARD	FUEL FILTER, 03-15 HONDA CIVIC (SMALL)	\$187.96
13-Sep-21	M0048769	LOS ANGELES TRUCK CENTERS, LLC	FILTER, SECONDARY FUEL	\$572.78
13-Sep-21	M0048770	VALLEY POWER SYSTEMS, INC.	TRANS GASKET VALVE BODY UPPER	\$290.64
13-Sep-21	M0048771	GILLIG LLC	Lamp, 4" Amber Turn	\$90.48
13-Sep-21	M0048772	THE AFTERMARKET PARTS COMPANY, LLC	SLIDE, DRIVERS SEAT	\$1,537.66
13-Sep-21	M0048773	MUNCIE RECLAMATION AND SUPPLY COMPANY	COVER, REAR	\$63.15
13-Sep-21	M0048774	CUMMINS PACIFIC LLC	ORING, BREATHER HOUSING	\$47.27
13-Sep-21	M0048775	ROMAINE ELECTRIC CORPORATION	ALTERNATOR	\$8,415.27



Contracts/PO Award Report  
November 2021

Date Ordered	PO#	Name	Description	Cost
13-Sep-21	M0048777	THE AFTERMARKET PARTS COMPANY, LLC	DRUM, FRONT BRAKE	\$253.00
14-Sep-21	M0048779	USSC GROUP, INC	AIR BAG, SEAT TILT	\$577.98
16-Sep-21	M0048780	SOUTHERN COUNTIES FUELS	TRANSMISSION OIL SYNTHETIC	\$3,672.55
21-Sep-21	M0048781	AMERICAN MOVING PARTS	Core Charge	\$800.00
21-Sep-21	M0048782	OK RADIATOR SHOP INC.	RADIATOR COMPLETE	\$4,605.66
22-Sep-21	M0048783	CUMMINS PACIFIC LLC	WASHER, SEALING	\$311.69
22-Sep-21	M0048784	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER PURGE VALVE KIT	\$811.33
22-Sep-21	M0048785	GILLIG LLC	INDICATOR, AIR RESTRICTION	\$230.18
22-Sep-21	M0048786	THE AFTERMARKET PARTS COMPANY, LLC	AIR BAG, FRONT/REAR	\$1,862.37
22-Sep-21	M0048787	ROMAINE ELECTRIC CORPORATION	Regulator, 24V	\$2,397.05
23-Sep-21	A0010240	CUMMINS PACIFIC LLC	test	\$5,000.00
23-Sep-21	M0048788	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,455.12
29-Sep-21	M0048789	GILLIG LLC	Plunger, Latch	\$1,129.11
29-Sep-21	M0048790	CUMMINS PACIFIC LLC	Sensor, Oxygen	\$824.66
29-Sep-21	M0048791	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR	\$1,894.56
29-Sep-21	M0048792	MUNCIE RECLAMATION AND SUPPLY COMPANY	CENTER LINK ASM	\$190.90
29-Sep-21	M0048793	THE AFTERMARKET PARTS COMPANY, LLC	AIR BAG, REAR	\$2,825.86
29-Sep-21	M0048794	VALLEY POWER SYSTEMS, INC.	BOLTS TRANS FILTER PLATE	\$1,009.99
30-Sep-21	M0048817	CUMMINS PACIFIC LLC	ROD, ENGINE CONNECTING	\$7,209.43
06-Oct-21	M0048796	MUNCIE RECLAMATION AND SUPPLY COMPANY	HEATER VALVE ASSM	\$234.34
06-Oct-21	M0048797	THE AFTERMARKET PARTS COMPANY, LLC	TOWER, PARKING BRAKE	\$1,821.94
06-Oct-21	M0048798	GILLIG LLC	CHIME ASSM, PASSENGER SIGNAL	\$200.06
06-Oct-21	M0048799	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER DESICCANT CARTRIDGE	\$385.22
06-Oct-21	M0048800	AMERICAN MOVING PARTS	VALVE, MOISTURE EJECTOR	\$357.60
06-Oct-21	M0048801	MOTION INDUSTRIES, INC.	SDM8 ELECTRONIC MANUAL METER	\$1,359.94
06-Oct-21	M0048802	SOUTHERN COUNTIES FUELS	GEARLUBE 80W90 GL5	\$1,263.80
07-Oct-21	M0048803	QC PACIFIC INC.	Q Clean 30	\$731.98
07-Oct-21	M0048804	GILLIG LLC	Treadle and Valve Assy	\$6,546.37
07-Oct-21	M0048805	SPX CORPORATION	PRINT HEAD KHT-51-8MPE1-GF	\$1,875.56
07-Oct-21	M0048806	SAFETY VISION	2 TB DRIVE FOR 4112/4108	\$1,090.46
07-Oct-21	M0048807	LUMINATOR HOLDING LP	LINEAR FLASH CARD	\$7,111.90
07-Oct-21	M0048808	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,109.46
13-Oct-21	M0048809	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$701.88
13-Oct-21	M0048810	ZEP MANUFACTURING CO.	Zep Triton COVID Disinfectant	\$184.87
13-Oct-21	M0048811	CUMMINS PACIFIC LLC	SENSOR, EGR PRESSURE	\$918.89
13-Oct-21	M0048812	GILLIG LLC	SWITCH, BATTERY DISCONNECT	\$3,641.01
13-Oct-21	M0048813	LOS ANGELES TRUCK CENTERS, LLC	FILTER, HYDRAULIC	\$692.35
13-Oct-21	M0048814	MUNCIE RECLAMATION AND SUPPLY COMPANY	VALVE, FUEL FLOW	\$3,193.92
14-Oct-21	M0048815	THE AFTERMARKET PARTS COMPANY, LLC	BRACKET WELDED ASSEMBLY	\$7,071.76
19-Oct-21	M0048819	CUMMINS PACIFIC LLC	ROD, PUSH 8.9	\$362.49
20-Oct-21	M0048820	THE AFTERMARKET PARTS COMPANY, LLC	BUMPER, RUBBER	\$3,172.76
20-Oct-21	M0048821	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$823.70
20-Oct-21	M0048822	GILLIG LLC	FILTER, HYDRAULIC	\$789.28
20-Oct-21	M0048823	SPX CORPORATION	PCB, TRIM CONVEYOR	\$379.38
21-Oct-21	M0048824	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$467.92
21-Oct-21	M0048825	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,925.29
21-Oct-21	M0048826	NATIONAL AUTO BODY&PAINT	BODY LABOR - BUS #4034	\$1,098.04
22-Oct-21	M0048829	ROMAINE ELECTRIC CORPORATION	SPARK PLUGS, DENSO	\$2,045.16
			<b>Part Total</b>	<b>\$136,428.60</b>

**GRAND TOTAL: \$577,720.43**



Item #6

**DATE** November 3, 2021

**TO** GCTD Board of Directors

**FROM** Vanessa Rauschenberger, Acting Assistant General Manager

**SUBJECT** **Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

---

## **SUMMARY**

Since the start of the pandemic, the Board of Directors has been holding its regular board meetings virtually in accordance with Executive Orders issued by the Governor. The Governor has now rescinded those orders as they relate to the virtual meetings and the legislature has adopted AB 361 reestablishing and amending the requirements to meet virtually. As described in more detail below, in order to continue meeting virtually, the Board of Director is now required to make findings regarding the pandemic. The purpose of this agenda item is to allow the board to consider adopting a resolution making the required findings so that the Board to continue to meet virtually. The findings will need to be confirmed by the Board every 30 days.

## **BACKGROUND**

Effective immediately, AB 361 amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology in certain circumstances. Under the Bill, legislative bodies can continue to meet remotely as long as there is a “proclaimed state of emergency” and the Board can make either of the following findings: (a) state or local officials have imposed or recommended measures to promote social distancing or (b) whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The Governor proclaimed a State of Emergency on March 4, 2020 related to the COVID-19 pandemic, which State of Emergency continues to exist to this day. Further, both State and Ventura County officials continue to recommend the extension of the indoor mask mandate and other measures like social distancing.

AB 361 requires specific procedural safeguards for the public. To accommodate individuals during these teleconferences and virtual meetings, a public comment period will be offered where the public can address the legislative body directly in real time. Additionally, public comments will be allowed up until the public comment period is closed at the meetings. The agenda will include information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body will not take any vote or other official action until the technical disruption is corrected and public access is restored.

## **GOLD COAST TRANSIT DISTRICT**

November 3, 2021

Consider Adoption of Resolution 2021-09 Authorizing Virtual Board Meetings Pursuant to AB 361

Page 2 of 2

The attached Resolution allows the Board to implement AB 361 by making the findings discussed above. In accordance with AB 361, these findings will be in effect for 30 days or until the Board makes findings that the conditions listed therein long longer exist, whichever is shorter. The findings can be extended by the Board upon a finding that conditions supporting the findings included in the Resolution still exist.

This authorization to meet remotely will apply to any Board or Committee that meets during the 30-day effective period. Each month, the Board will have the option to reauthorize the use of virtual teleconference meetings for Brown Act meetings, under AB 361 by finding that a statewide state of emergency continues to exist, and local or state health officials continue to impose or recommend measures to promote social distancing. AB 361 will also allow for virtual meetings during other state-proclaim emergencies, such as earthquakes or wildfires, where physical attendance may present a risk.

### **RECOMMENDATION**

Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361.

### **General Manager's Concurrence**



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**Steven P. Brown**  
**General Manager**

**RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE GOLD COAST TRANSIT DISTRICT  
AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS  
PURSUANT TO AB 361**

WHEREAS, the Gold Coast Transit District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies, including its Board of Directors, are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the District's meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor's executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor's executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19 and state or local officials are recommending measures to promote social distancing,

**NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE GOLD COAST TRANSIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Findings. Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect and (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19.

Section 3. Remote Teleconference Meetings: Based on the findings and determinations included herein, the Board authorizes and directs any of its legislative bodies, including without limitation its Board of Directors, to conduct remote teleconference meetings under the provisions of Government Code Section 54953(e) and that such bodies shall provide public access to their meetings as provided in Section 54953(e).

Section 4. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless extended by a majority vote of the Board of Directors in accordance with Section 5 of this Resolution.

Section 5. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3). Any such extension may be made before or after the expiration of the preceding 30 day period.

**PASSED AND ADOPTED by the Board of Directors of the Gold Coast Transit District this 3<sup>rd</sup> day of November 2021, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



Item # 7

**DATE** November 3, 2021

**TO** GCTD Board of Directors

**FROM** Cynthia Duque, Communications and Marketing Manager *CTD*

**SUBJECT** Receive Presentation on GCTD's Advertising Program and Consider Authorizing General Manager to Modify Advertising Rates Effective January 2022

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## SUMMARY

Since 2005, GCTD has managed a successful bus advertising program that has generated revenue to fund operations and maintenance of the District's facilities and services. For this item, staff will provide a presentation on GCTD's Advertising Program, and will request the Board consider authorizing the General Manager to modify advertising rates for 2022.

## BACKGROUND

GCTD launched an advertising program in 2005, using its fleet of buses to display "moving billboards" or mobile advertisements on the exterior and interior of its buses. GCTD offers bus ads on three sides of the bus, King (street side), Queen (curb side), and Tail (rear), as well as interior bus ads called "Interior Car Cards". Until 2018, GCTD maintained an advertising policy that limited the content to commercial speech or commercial transactions only. This policy often prohibited viewpoint neutral, non-commercial public service announcements from either a government or public entity or a non-profit organization. For example, such prohibited ads would include promotion of community safety, children and family services, education and training, treatment and prevention of illnesses, etc. With frequent requests from non-commercial advertisers, both at the local, regional, and state level, GCTD, with guidance from Counsel, revised the advertising policy to allow non-commercial advertisements that complied with the advertising policy. It was approved by the Board in October of 2018.

Since implementing the new policy, GCTD has seen multiple benefits from this change, including, 1) an increase in revenue; and 2) the ability to carry critically important public education messages throughout our service area, especially timely during a global pandemic. For example, GCTD has promoted public education campaigns with topics covering the 2020 Census, Recycling, Human Trafficking Awareness and Prevention, COVID-19 Safety, and COVID-19 Vaccine Information.

The addition of non-commercial advertisers diversifies the content of the ads on our buses and increases our ad revenue. In this current fiscal year, non-commercial advertisers will make up approximately 15% of the revenue.

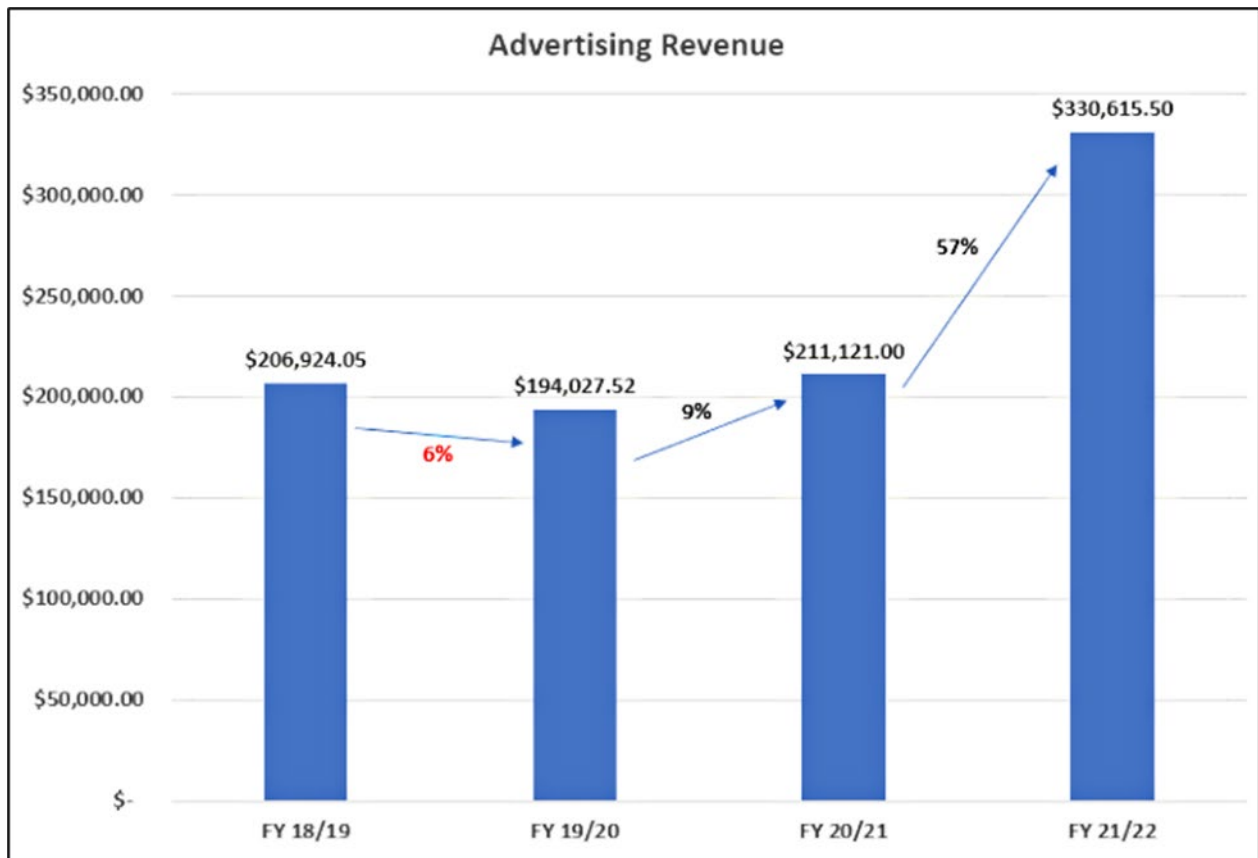
Since fiscal year 2018/2019, GCTD has experienced a 60% increase in advertising revenue, going from \$206,924 to a projected \$330,615 in revenue in fiscal year 2021/22. Space availability on GCTD's buses is nearly at full capacity and the program has proven to provide GCTD with a small but important source of funding.

## GOLD COAST TRANSIT DISTRICT

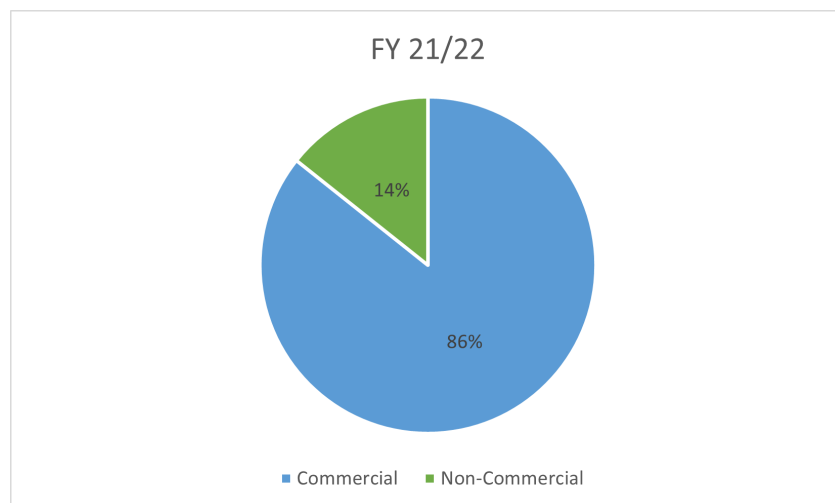
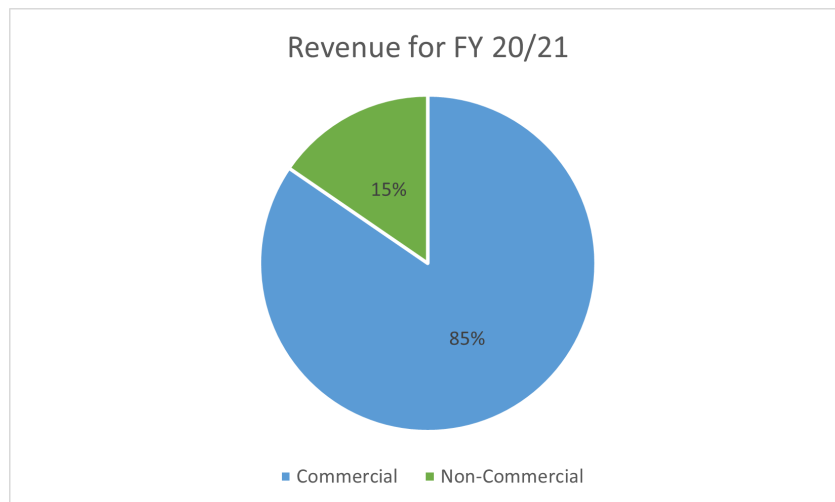
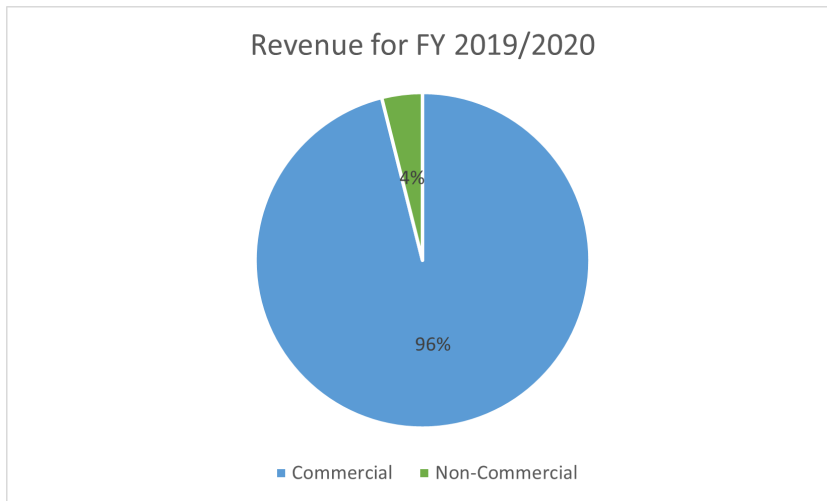
As part of the oversight of GCTD's ad program, advertising policies and rates are periodically reviewed, every 2-3 years, to remain competitive and comparable to other transit agencies of similar size. The last rate increase took place in 2019. Based on a current review of comparable rates, staff recommends updating rates at this time to take effect starting in January 2022 by approximately 5%-10%. It should be noted that final rates charged are subject to negotiation between potential advertisers and GCTD.

## BUS ADVERTISING PROGRAM DATA

### Revenues Between 2018 – 2022

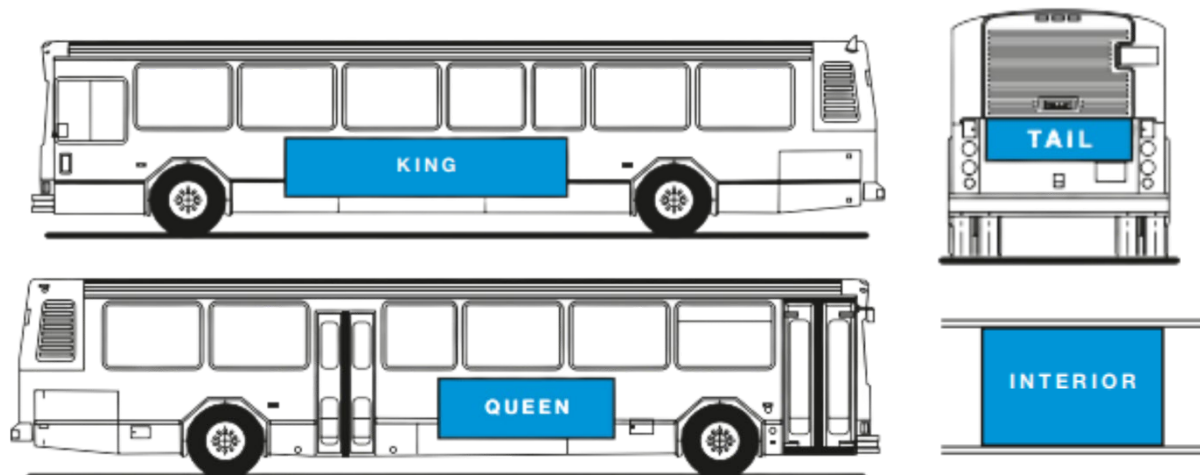


### Commercial vs. Non-Commercial Advertisers, 2018-2022

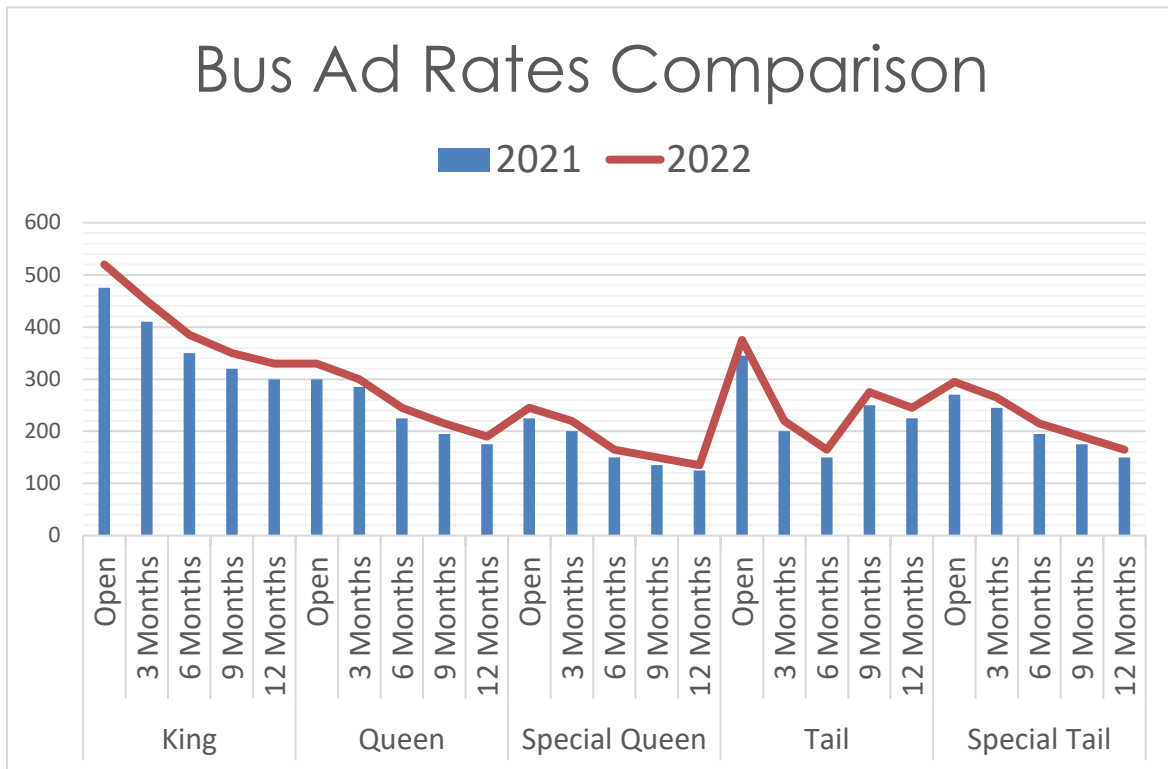




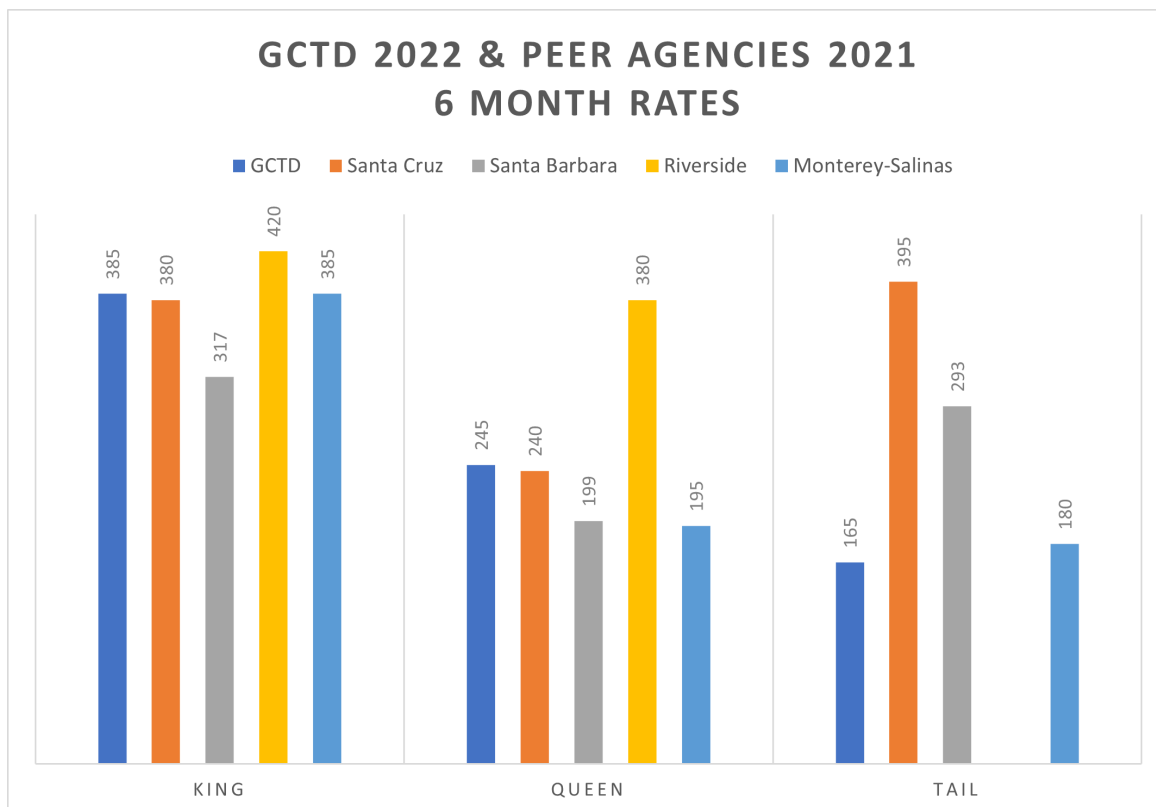
### Advertising Sizes and Rates (Current vs. Proposed)

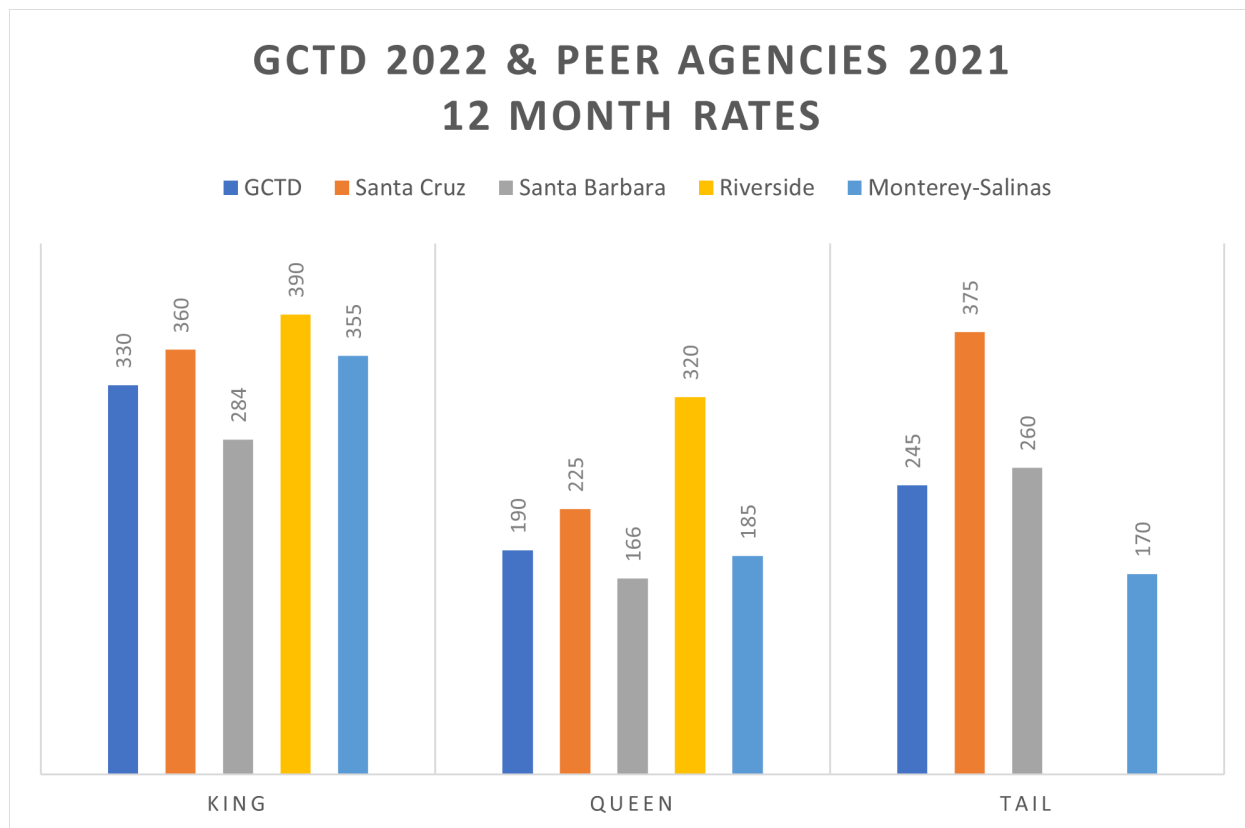


Ad Package		2021	2022	Proposed Percent Increase
King	Open	\$475.00	\$520.00	8%
	3 Months	\$410.00	\$450.00	8%
	6 Months	\$350.00	\$385.00	9%
	9 Months	\$320.00	\$350.00	8%
	12 Months	\$300.00	\$330.00	9%
Queen	Open	\$300.00	\$330.00	9%
	3 Months	\$285.00	\$300.00	5%
	6 Months	\$225.00	\$245.00	8%
	9 Months	\$195.00	\$215.00	9%
	12 Months	\$175.00	\$190.00	7%
Special Queen	Open	\$225.00	\$245.00	8%
	3 Months	\$200.00	\$220.00	9%
	6 Months	\$150.00	\$165.00	9%
	9 Months	\$135.00	\$150.00	10%
	12 Months	\$125.00	\$135.00	7%
Tail	Open	\$345.00	\$375.00	8%
	3 Months	\$200.00	\$220.00	9%
	6 Months	\$150.00	\$165.00	9%
	9 Months	\$250.00	\$275.00	9%
	12 Months	\$225.00	\$245.00	9%
Special Tail	Open	\$270.00	\$295.00	8%
	3 Months	\$245.00	\$265.00	7%
	6 Months	\$195.00	\$215.00	9%
	9 Months	\$175.00	\$190.00	8%
	12 Months	\$150.00	\$165.00	9%



#### GCTD Rates Compared to Peer Agencies





## RECOMMENDATION

It is recommended that the Board of Directors receive and file this presentation and grant the General Manager that authority to modify the advertising rates effective 2022.

General Manager's Concurrence

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Steven P. Brown



Item #8

**DATE:** November 3, 2021

**TO:** Board of Directors

**FROM:** Steven Brown, General Manager

**SUBJECT:** Consider Approval of Updated Position Description – General Manager

---

## SUMMARY

With my pending retirement effective December 30, 2021, it is prudent to review the General Manager's position description. The proposed description is updated to reflect changes in the operating environment including job duties, responsibilities, transit agency structure, community needs, external policies, and requirements. The proposed revisions incorporate relevant input from staff and peer transit agencies as well as strategic direction from the Gold Coast Transit District (GCTD) Board of Directors. The proposed revisions consider the evolving changes to public transit and the impact to GCTD operations. Ralph Anderson and Associates is conducting the recruitment and is working with a Board Subcommittee.

## BACKGROUND

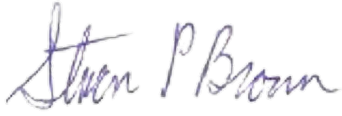
The successful candidate will need vision as he/she leads GCTD to advance public transit service in Western Ventura County. Under the leadership of the new General Manager, GCTD will navigate many challenges including but not limited to:

- Identifying and pursuing additional funding,
- Working with Local, State and Federal officials/representatives to advocate for supportive legislative programs and
- Implementing the District's transition to Zero Emissions operations as required by the State.

It is important to articulate the skills and management traits that will allow the recruiter to identify top candidates who are most likely to succeed in this critical role at a pivotal point in the District's history. The successful candidate will be tasked with inspiring innovation as the District adapts to the new expectations of leading and managing in a post-pandemic world. The District is very well positioned as it is staffed with excellent, devoted, and talented personnel.

## GOLD COAST TRANSIT DISTRICT

Attached to the report is a mark-up version of the proposed position description along with a clean copy that will be used by Ralph Andersen and Associates as they develop the brochure for this recruitment to seek strong candidates. The Board Subcommittee will work closely with the recruiting firm and will report back to the full Board as needed.



---

Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**  
**JOB POSITION -DESCRIPTION**

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**CLASSIFICATION TITLE:** General Manager

**NON-REPRESENTED:** Management

**OVERTIME STATUS:** Exempt

**REPORTING STATUS:** Board of Director

**DATE AUTHORIZED:** 1973

**REVISED:** \_\_\_\_\_ September, 2000; October 2021

**JOB SUMMARY**

Under administrative direction of the ~~The General Manager reports directly to the~~ Board of Directors (Board), the General Manager serves as the chief administrative officer of Gold Coast Transit District (District) and manages all aspects of and directs the daily the District operations in terms of development, administration, operations and maintenance. of the SCAT bus system. Gold Coast Transit District public transportation system operating in Western Ventura County.

**ESSENTIAL FUNCTIONS**

The General Manager serves as the top decision-maker for the District under authority granted by the Board. The General Manager works with staff and the Board (where applicable) to manage all areas of the transit operations. The General Manager plans and implements programs, establishes strong and appropriate relationships with the Board, its committees, staff, partners and customers. The General Manager develops constructive relationships with executive colleagues, outside agencies, organizations and individuals. Under general administrative direction of the Board of Directors, the General Manager plans, organizes, supervises, and directs all activities of SCAT; Gold Coast Transit District; manages the efficient operation of an area-wide bus public transportation system, organized under a joint power agreement between four cities and the county with additional bus service to outlying unincorporated area; and performs other work as required.

The General Manager ~~must has responsibility to~~ demonstrate the following Leadership Competencies and Behaviors:

Lead

- Lead change by creating and communicating strategic vision and goals that align with the mission and values of the organization; make timely and informed decisions; advocate and represent the organization before local, state, and federal organizations, boards, and policymakers.
- Lead People by building effective teams; foster open dialogue and collaboration and engage with staff at all levels regularly; provide an inclusive workplace by valuing diversity; inspire, motivate, and develop others with meaningful coaching and feedback
- Lead self by demonstrating the highest level of ethics, integrity, and emotional intelligence; be resilient, resourceful, and optimistic; open minded with a capacity to continue learning and adapting

Innovate

- Act as a champion for change and strive for innovation both inside and outside the organization
- Formulate effective new ideas and strategies
- Foster a culture of creativity, initiative, and thinking outside the box

Plan and Oversee

- Implement the Board's values, mission and vision.
- Informs the Board about trends, issues, problems and activities relating to the mission. Recommends policy positions.
- Develop long range strategic plans for the organization, including succession plans, policy development, and other program initiatives
- Oversee studies, make recommendations, and implement Board policies with respect to routing, rating, and scheduling matters to provide maximum public transportation service and long-range transit system planning
- Collaborate with executive leadership to plan and prepare a variety of reports and projects including, but not limited to, the annual budget, state and federal grant applications and disbursements, capital expenditures, safety programs, etc.

- Prepare the annual budget;
- Appoint, assign, supervise and dismiss all employees, subject to personnel rules adopted by the Board;
- Advise the Board as well as the four City Councils and the County Board of Supervisors as to all matters pertaining to SCAT's operations and programs;
- Prepare state and federal grant applications and is responsible for their proper administration;
- Conduct studies, make recommendations, and implement Board policies with respect to routing, rating, and scheduling matters to provide maximum public transportation service and long range transit system planning including equipment maintenance and capital expenditures;
- Purchase equipment and supplies;

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- ~~Manage public relations including advertising and promotion of bus services; investigate and handle complaints from the public;~~
- ~~Establish and maintain effective safety programs;~~
- ~~Oversee equipment maintenance;~~
- ~~Prepare a variety of reports and correspondence; and~~
  - ~~Supervise the keeping of appropriate records.~~

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## OTHER JOB FUNCTIONS

### Legal Compliance:

- Assures adherence to all legal and regulatory statutes and processes.
- Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general, and a transportation entity in particular.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the District.

### Finance:

- Promotes services and processes in a cost-effective manner, maintaining a balance between economic impact and quality output.
- Oversee the fiscal activities of the District including budgeting, reporting and auditing.

### Community Relations:

- Facilitates the integration of the District into the fabric of the community using effective marketing and communications activities.
- Strengthens and fosters new partnerships with the District in ways that meet the community's needs, furthers the District's mission and increases the District's relevance.
- Acts as an advocate within the public and private sectors for issues relevant to the District, its services and constituencies.
- Listens to customers and the community in order to improve services and generate community involvement. Assures community awareness of the District's response to community needs.
- Initiates, develops and maintains cooperative relationships with key constituencies.

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~~The General Manager is responsible for an array of complex daily activities that may include the following:~~

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- ~~— Work closely with GCTD's Planning and Marketing Director to develop and execute effective internal/external communications and marketing plans~~
- ~~— Oversee the work of contractors and consultants in a variety of major projects~~
- ~~— Prepare written and oral reports to the Board of Directors, GCTD's staff, and external organizations~~
- ~~— Work to address the District's technology infrastructure needs to achieve greater efficiencies and capabilities~~
- ~~— Maintain positive employee relations with staff and the employee unions that represent them~~
- ~~— Serve as the Title VI compliance officer and respond to inquiries and complaints~~



~~delegates certain functions to four Department heads: the Director of Administrative Services; the Director of Planning and Marketing; the Director of Fleet and Facilities; and the Director of Transit Operations.~~

## MINIMUM QUALIFICATIONS

~~Desire~~ Any combination equivalent to graduation from a college or university and eight years of progressively responsible management or administrative experience, at least three years of which shall have been directly or indirectly in public transportation.

College level training in public transportation planning, public administration, business administration, or related fields shall be considered especially desirable. A Master's degree in Public Administration, Planning, or other related fields would be considered beneficial.

and

### Knowledge of Skills:

- Commitment to results. The General Manager is a customer-focused, goal-driven systems thinker. The individual identifies relevant information and is able to transform this information into individual and organizational knowledge, learning and action.
- Be action-oriented and innovative. Translate board goals into achievable steps. Anticipate and solve problems. Seize opportunities. Self-starting team player.
- Demonstrated experience in integrating and coordinating diverse areas of management.
- Ability to manage continuity, change and transition. Ability to address impact of attitude and action on the District and its participants.

### Knowledge of:

- Modern ~~methods~~ analytic applications, principles, systems, and procedures in the organization and operation of a public ~~bus~~ transportation system; including scheduling and routing, and equipment utilization, maintenance and repair;
- Public utility administration and applicable laws, rules and regulations;
- Modern business administration, including cyber security, personnel management including labor negotiations and relations, accounting, finance, purchasing/procurement, stock control, asset management, insurance, marketing, communications, advertising and public relations; and
- Risk Management, Employee safety, Human Capital and Development, and training programs.

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and

## Ability to:

- ~~Administer and~~ Oversee and supervise a new, 15-acre Maintenance and Operations Facility ~~modern bus transportation facility~~, including all activities and personnel;
- Prepare applications for and administer state and federal transit subcontracts and grants;
- Analyze a wide variety of data and prepare appropriate reports;
- ~~Supervise the work of employees; and~~
- Establish and maintain effective relationships with other local entities, including but not limited to local municipalities, the County of Ventura, and other local transportation agencies;
- Maintaining a workplace that fosters a positive work environment, strives to improve employee satisfaction, and operates pursuant to an employee performance code based on organizational values.
- ~~others.~~

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**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

## Environment

- High intensity position based on full responsibility for the District.
- Requires detailed, complex concepts and problem solving, simultaneously balance multiple tasks and make timely decisions regarding administrative issues.
- Office environment
- Driving a vehicle to conduct work

## Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.
- Ability to work flexible schedules as necessary



## **GOLD COAST TRANSIT DISTRICT POSITION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	General Manager
<b>NON-REPRESENTED:</b>	Management
<b>OVERTIME STATUS:</b>	Exempt
<b>REPORTING STATUS:</b>	Board of Director
<b>DATE AUTHORIZED:</b>	1973
<b>REVISED:</b>	September 2000; October 2021

### **JOB SUMMARY**

Under administrative direction of the Board of Directors (Board), the General Manager serves as the chief administrative officer of Gold Coast Transit District (District) and manages all aspects of the District in terms of development, administration, operations and maintenance. .

### **ESSENTIAL FUNCTIONS**

The General Manager serves as the top decision-maker for the district under authority granted by the Board. The General Manager works with staff and the Board (where applicable) to manage all areas of the transit operations. The General Manager plans and implements programs, establishes strong and appropriate relationships with the Board, its committees, staff, partners and customers. The General Manager develops constructive relationships with executive colleagues, outside agencies, organizations and individuals.

The General Manager must demonstrate the following Leadership Competencies and Behaviors

#### **Lead**

- Lead change by creating and communicating strategic vision and goals that align with the mission and values of the organization; make timely and informed decisions; advocate and represent the organization before local, state, and federal organizations, boards, and policymakers.
- Lead People by building effective teams; foster open dialogue and collaboration and engage with staff at all levels regularly; provide an inclusive workplace by valuing diversity; inspire, motivate, and develop others with meaningful coaching and feedback

- Lead self by demonstrating the highest level of ethics, integrity, and emotional intelligence; be resilient, resourceful, and optimistic; open minded with a capacity to continue learning and adapting

#### Innovate

- Act as a champion for change and strive for innovation both inside and outside the organization
- Formulate effective new ideas and strategies
- Foster a culture of creativity, initiative, and thinking outside the box

#### Plan and Oversee

- Implement the Board's values, mission and vision.
- Informs the Board about trends, issues, problems and activities relating to the mission. Recommends policy positions.
- Develop long range strategic plans for the organization, including succession plans, policy development, and other program initiatives
- Oversee studies, make recommendations, and implement Board policies with respect to routing, rating, and scheduling matters to provide maximum public transportation service and long-range transit system planning
- Collaborate with executive leadership to plan and prepare a variety of reports and projects including, but not limited to, the annual budget, state and federal grant applications and disbursements, capital expenditures, safety programs, etc.

### **OTHER JOB FUNCTIONS**

#### Legal Compliance:

- Assures adherence to all legal and regulatory statutes and processes.
- Ensures compliance with relevant laws and regulations in all aspects pertaining to a government entity in general, and a transportation entity in particular.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the district.

#### Finance:

- Promotes services and processes in a cost-effective manner, maintaining a balance between economic impact and quality output.
- Oversee the fiscal activities of the district including budgeting, reporting and auditing.

#### Community Relations:

- Facilitates the integration of the District into the fabric of the community using effective marketing and communications activities.
- Strengthens and fosters new partnerships with the district in ways that meet the community's needs, furthers the District's mission and increases the District's relevance.

- Acts as an advocate within the public and private sectors for issues relevant to the district, its services and constituencies.
- Listens to customers and the community in order to improve services and generate community involvement. Assures community awareness of the District's response to community needs.
- Initiates, develops, and maintains cooperative relationships with key constituencies.

## MINIMUM QUALIFICATIONS

Any combination equivalent to graduation from a college or university and eight years of progressively responsible management or administrative experience, at least three years of which shall have been directly or indirectly in public transportation. College level training in public transportation planning, public administration, business administration, or related fields shall be considered especially desirable. A Master's degree in Public Administration, Planning, or other related fields would be considered beneficial.

and

### Skills:

- Commitment to results. The General Manager is a customer-focused, goal-driven systems thinker. The individual identifies relevant information and is able to transform this information into individual and organizational knowledge, learning and action.
- Be action-oriented and innovative. Translate board goals into achievable steps. Anticipate and solve problems. Seize opportunities. Self-starting team player.
- Demonstrated experience in integrating and coordinating diverse areas of management.
- Ability to manage continuity, change and transition. Ability to address impact of attitude and action on the District and its participants.

### Knowledge of:

- Modern analytic applications, principles, systems, and procedures in the organization and operation of a public transportation system;
- Public utility administration and applicable laws, rules and regulations;
- Modern business administration, including cyber security, personnel management including labor negotiations and relations, accounting, finance, procurement, asset management, insurance, marketing, communications, advertising and public relations; and Risk Management, Employee safety, Human Capital and Development training programs.

and

Ability to:

- Oversee and supervise a new, 15-acre Maintenance and Operations Facility, including all activities and personnel;
- Prepare applications for and administer state and federal transit subcontracts and grants;
- Analyze a wide variety of data and prepare appropriate reports;
- Establish and maintain effective relationships with other local entities, including but not limited to local municipalities, the County of Ventura, and other local transportation agencies-
- Maintain a workplace that fosters a positive work environment, strives to improve employee satisfaction, and operates pursuant to an employee performance code based on organizational values.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

Environment

- High intensity position based on full responsibility for the District.
- Requires detailed, complex concepts and problem solving, simultaneously balance multiple tasks and make timely decisions regarding administrative issues.
- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.
- Ability to work flexible schedules as necessary



Item #9

**DATE** November 3, 2021

**TO** GCTD Board of Directors

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

**SUBJECT** Receive Fixed-Route & ACCESS Services Quarterly Update – 1st Quarter  
FY 2021-22

## I. EXECUTIVE SUMMARY

This quarterly report covers the 1<sup>st</sup> Quarter (July 1 through September 30) of Fiscal Year 2021-22. This report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

## II. FIXED-ROUTE DATA

The table below shows that ridership for the 1<sup>st</sup> quarter of FY 2019-20, has increased 20% over the 1<sup>st</sup> quarter of last year. The increase is a positive sign that GCTD is on the road to ridership recovery which means that the economy and community is also recovering. Staff is cautiously optimistic the positive trend will continue throughout the year.

**1<sup>st</sup> Quarter FY 21-22**  
**Systemwide Ridership & Performance**

	1 <sup>st</sup> Qtr FY 2021-22	1 <sup>st</sup> Qtr FY 2020-21	Difference	% Change
<b>Fixed-Route Ridership</b>				
Total System Boardings	534,832	444,729	90,103	20%
Average Daily Passengers Weekdays	6,503	5,247	1,256	24%
Average Daily Passengers Saturdays	4,654	4,256	726	18%
Average Daily Passengers Sundays	4303	4,048	254	6%
Wheelchair Boardings	6,778	5,604	1,174	21%
Bicycle Boardings	15,393	18,838	-3,445	-18%
<b>Performance Measures</b>				
Passengers Per Revenue Hour	9.08	9.88	-0.8	-8.1%
Fare Revenue Per Service Hour	\$5.89	\$0.00	\$5.89	
Total Fare Revenue	\$346,805	\$1.50	\$346,804	
On-Time Performance	84%	90%	Goal > 90%	
% Systemwide Boarding as Free Transfers	22%	---	Goal < 20%	

**GOLD COAST TRANSIT DISTRICT**

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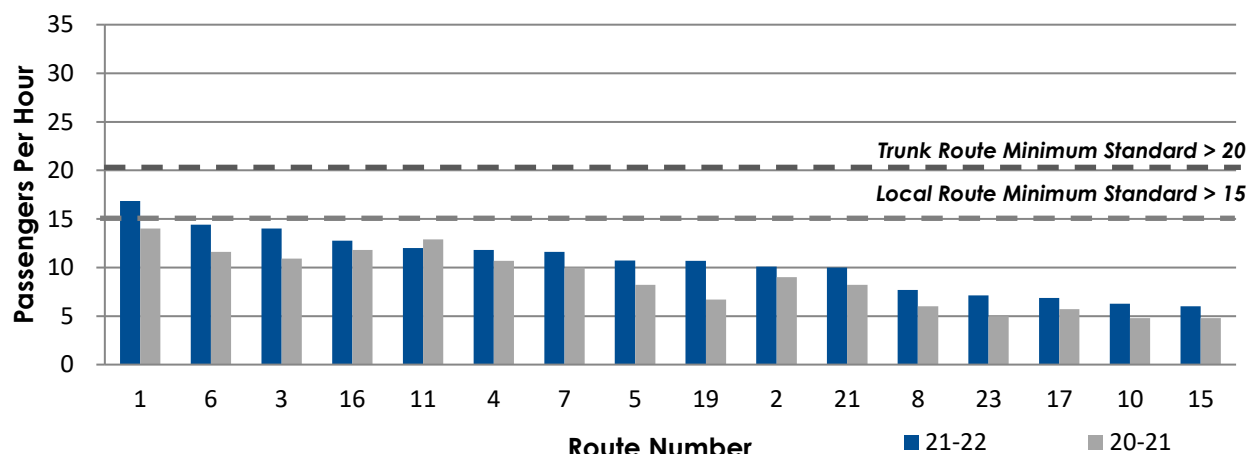


### 1st Quarter FY 21-22 Ridership by Route

Route	Route Name	1st Quarter FY 2021-22 Unlinked Passengers	1st Quarter FY 2020-21 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	88,697	72,082	16,615	23%
2	Colonia - Downtown Oxnard	11,968	10,434	1,534	15%
3	J St - Centerpoint Mall - Lemonwood	22,847	17,712	5,135	29%
4	North Oxnard - Ventura Rd - St. John's	46,954	40,189	6,765	17%
5	Hemlock - Seabridge - Wooley	12,906	10,293	2,613	25%
6	Oxnard - Ventura - Main St	139,934	120,628	19,306	16%
7	Oxnard College - Centerpoint Mall	13,164	11,532	1,632	14%
8	OTC- Oxnard College - Centerpoint Mall	15,010	12,667	2,343	18%
9	Lemonwood - Channel Islands	---	2,107	---	---
10	Pacific View Mall - Telegraph - Saticoy	10,654	8,739	1,915	22%
11	Pacific View Mall - Telephone - Wells	33,619	32,720	899	3%
15	Esplanade - El Rio - St. John's	10,286	8,292	1,994	24%
16	Downtown Ojai - Pacific View Mall	43,088	39,333	3,755	10%
17	Esplanade - Oxnard College	16,239	13,654	2,585	19%
18	High School Trippers	3,741	Service Suspended	3,741	---
19	OTC- 5th St - Airport - Gonzales Rd	9,659	6,071	3,588	59%
20	Lombard - Sturgis - Gonzales Rd	Service Suspended	Service Suspended	Service Suspended	Service Suspended
21	Port Hueneme - Ventura - Victoria Ave	38,214	29,305	8,909	30%
23*	Oxnard College - NBVC - Esplanade	17,850	8,971	8,879	50%
<b>TOTAL GCT SYSTEM</b>		<b>534,832</b>	<b>444,729</b>	<b>90,103</b>	<b>20%</b>

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

### 1st Quarter FY 21-22 Passengers Per Revenue Hour (All Periods)

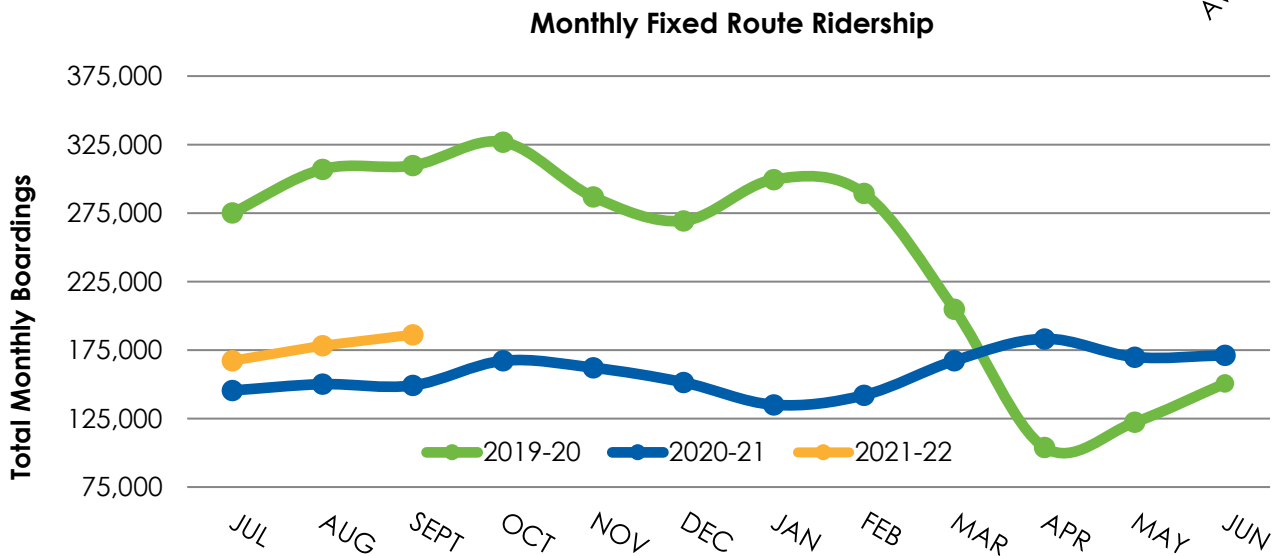
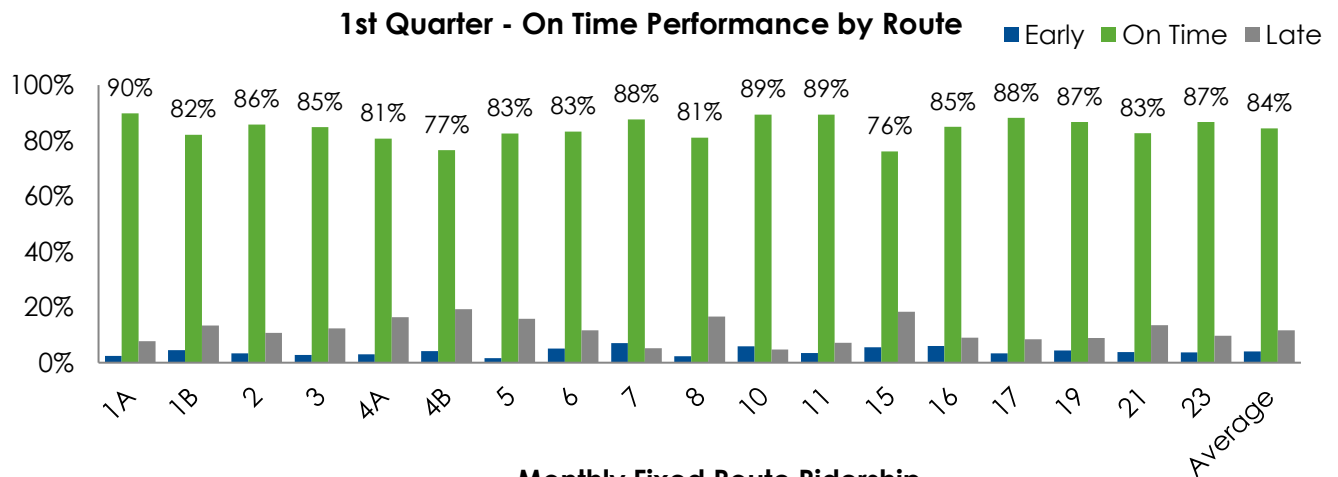
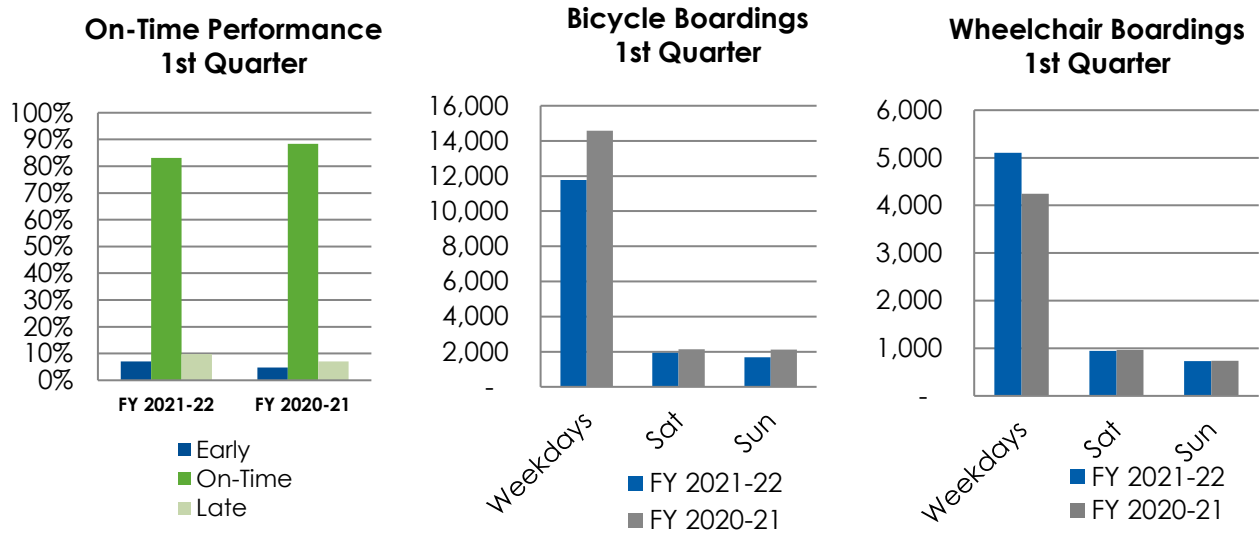


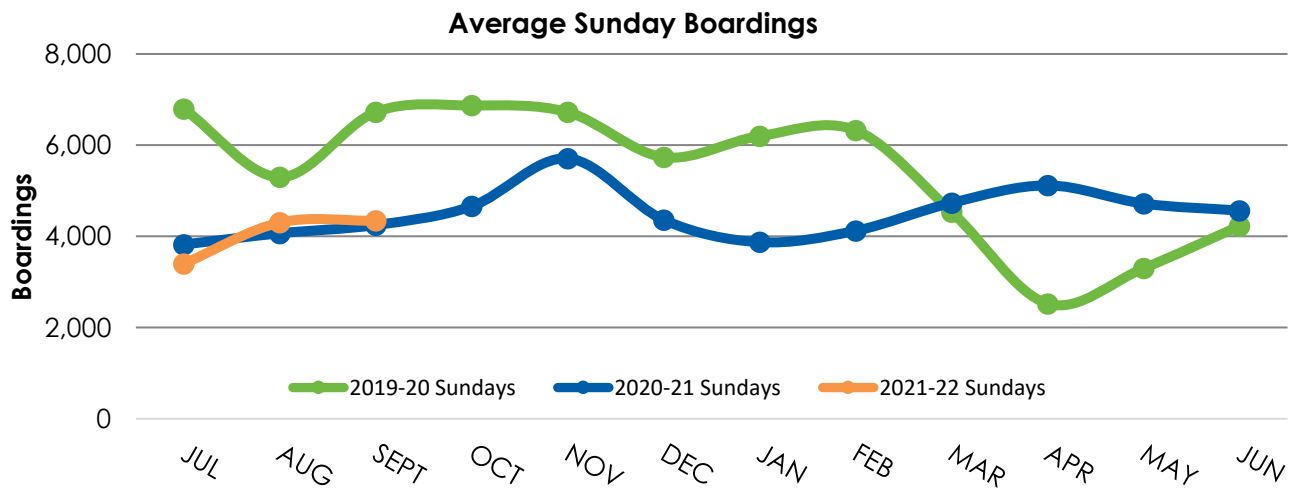
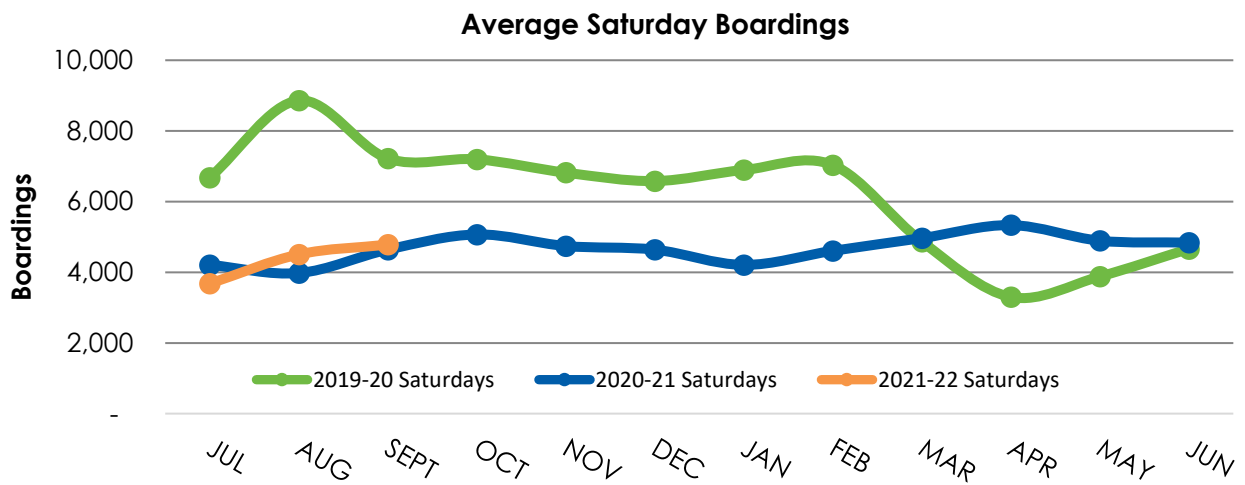
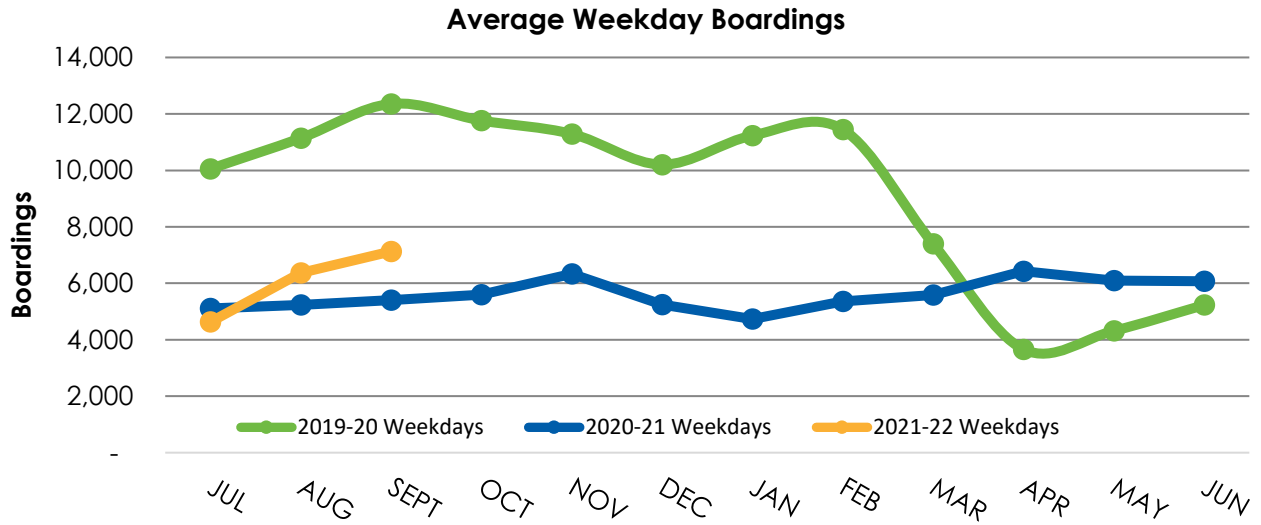
Notes: Route 18 (school trippers) not shown in graph.

November 3, 2021

Fixed-Route & ACCESS Services Quarterly Update – 1<sup>st</sup> Quarter FY 2021-22

Page 3 of 9





**1<sup>st</sup> Quarter**  
**Complaints/Commendations by Type**

<i>Type</i>	<i>Issue</i>	<i>FY21-22 1<sup>st</sup> Quarter</i>	<i>FY20-21 1<sup>st</sup> Quarter</i>	<i>FY21-22 YTD</i>
Scheduling	On-Time Performance	14	2	13
Operations	Operator Conduct	19	21	19
	Driving Complaints	8	5	8
	Passed by	8	14	8
	Commendations	12	1	12
	Bus Stop Issues	2	0	2
Other	Other*	18	6	17
<b>Totals</b>		<b>81</b>	<b>49</b>	<b>81</b>

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

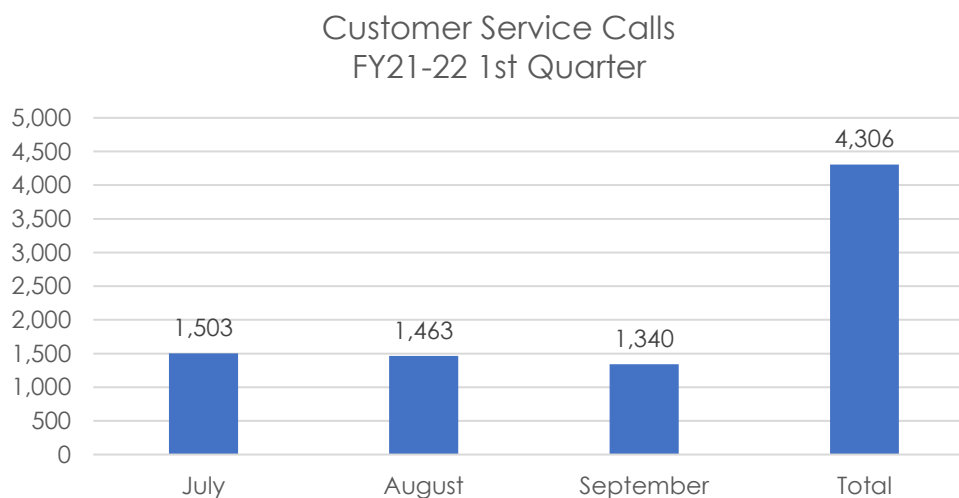
### III. FIXED-ROUTE SERVICE SUMMARY

In the first quarter of FY21-22 ridership was up 20% versus the first quarter of FY20-21 which means a larger percent of the community is beginning to use transit again and gives the impression that some economic recovery is beginning to take shape. From July through September ridership ticked up each month and Staff is optimistic that the trend will continue. The pandemic has persisted longer than was expected and it has become apparent that a quick reversal of ridership losses will not occur. Instead, staff is expecting that a slow return of transit use will occur taking an unknown number of months.

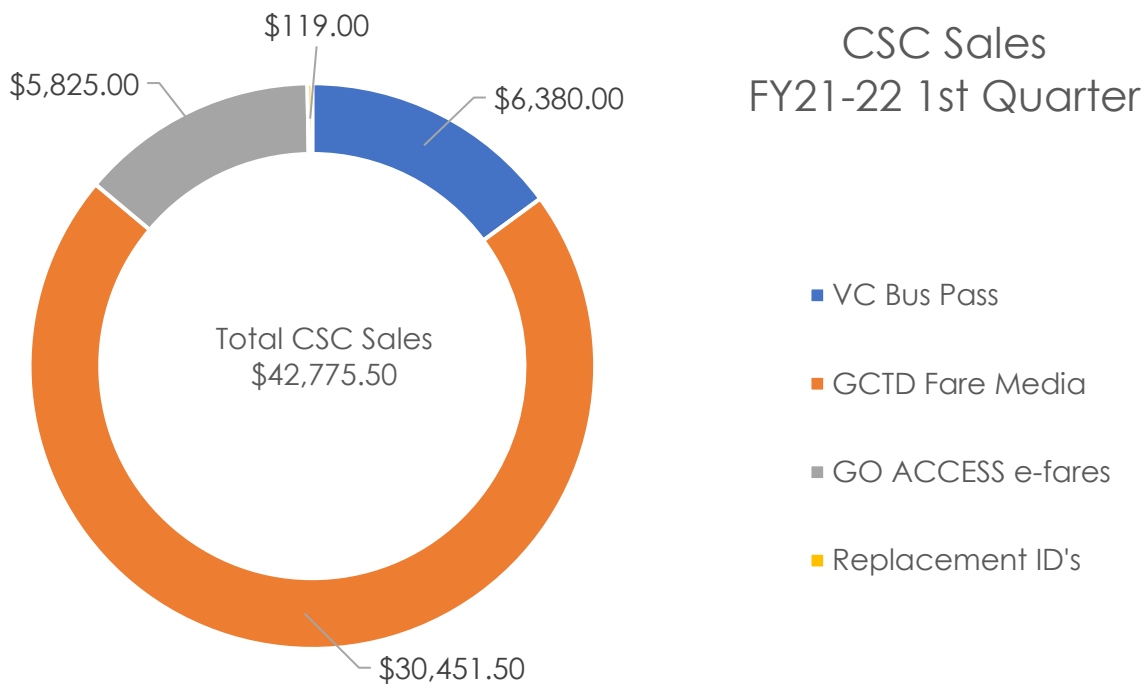
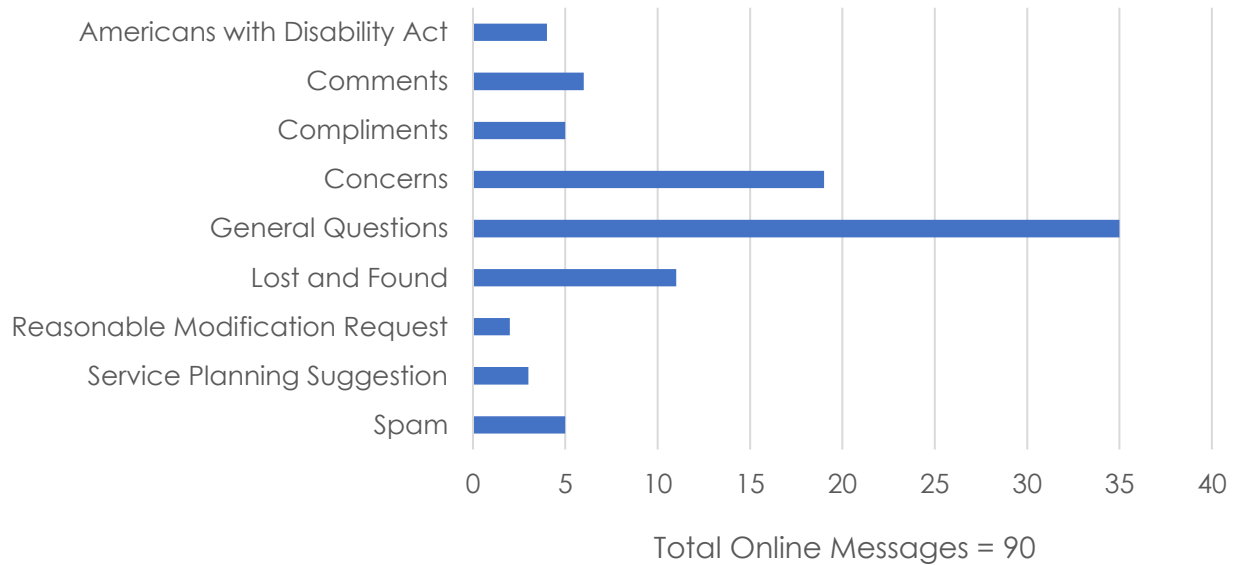
This quarter GCTD restored much of the service that was reduced due to pandemic safety measures. These improvements included restoring service on core routes and increasing service on several others. Staff will continue to monitor the changes and report back to the TAC on their effect on use.

### IV. CUSTOMER SERVICE CENTER SUMMARY

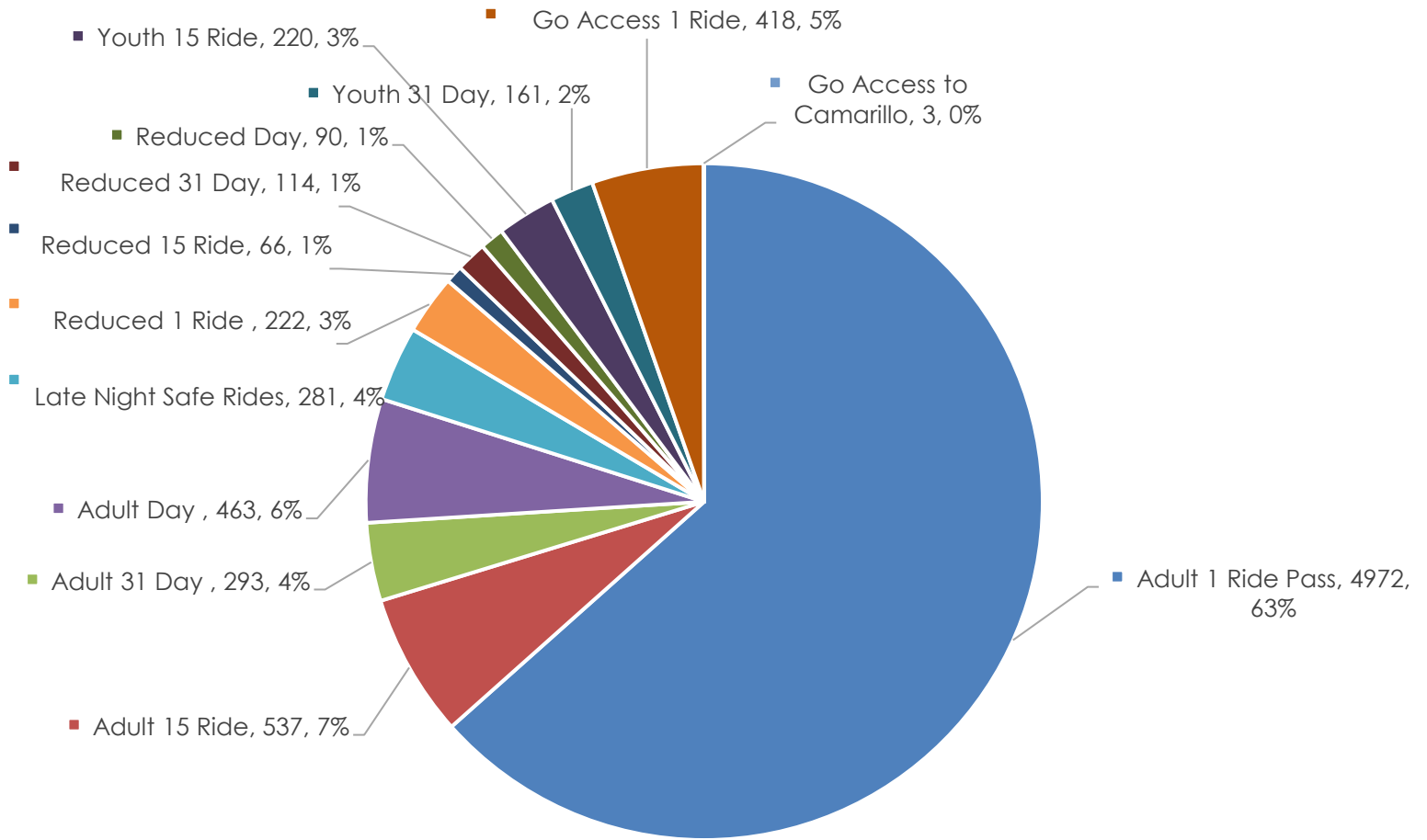
GCTD's customer service team consists of a Customer Service Supervisor and three Customer Service Assistants. The team is responsible for assisting passengers with a variety of issues in person at the Customer Service Center at the Oxnard Transit Center, over the phone, and through GCTD's website. They also process pass sales and bulk orders. Below are statistics illustrating the different levels public engagement staff experiences each month.



### Online Messages FY21-22 1st Quarter



### FY21-22 1st Quarter Token Transit Sales



**Total Sales \$43,169.80/ 7,840 Tickets**

- |                     |                         |                    |
|---------------------|-------------------------|--------------------|
| ■ Adult 1 Ride Pass | ■ Adult 15 Ride         | ■ Adult 31 Day     |
| ■ Adult Day         | ■ Late Night Safe Rides | ■ Reduced 1 Ride   |
| ■ Reduced 15 Ride   | ■ Reduced 31 Day        | ■ Reduced Day      |
| ■ Youth 15 Ride     | ■ Youth 31 Day          | ■ Go Access 1 Ride |

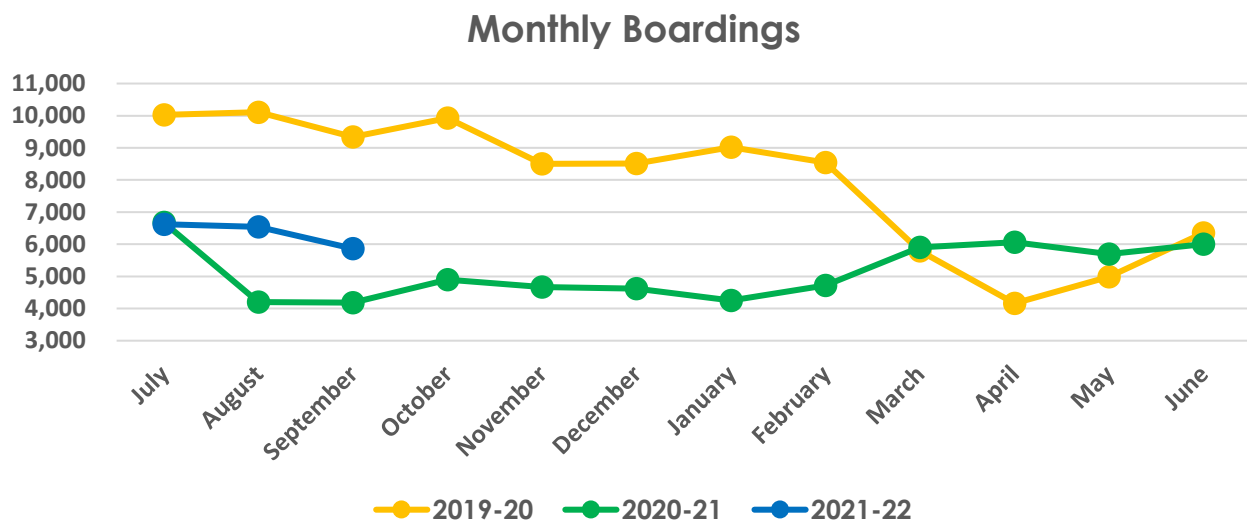
## V. ACCESS OPERATIONS

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.

## VI. ACCESS OPERATIONS

### 1st Quarter FY 2021-22 GO ACCESS Ridership & Performance

<b>Paratransit Ridership</b>	<b>1st Qtr FY 2021-22</b>	<b>1st Qtr FY 2020-21</b>	<b>Difference</b>	<b>% Change</b>
Total System Boardings	19,028	15,079	+3,949	+26.2%
Average Daily Passengers Weekdays	250	213	+37	+17.4%
Average Daily Passengers Saturdays	123	69	+54	+78.3%
Average Daily Passengers Sundays	96	30	+66	+220.0%
<b>Performance Measures</b>	<b>1st Qtr FY 2021-22</b>	<b>1st Qtr FY 2020-21</b>	<b>Difference</b>	<b>% Change</b>
Passengers Per Revenue Hour	2.26	2.24	+0.02	+0.9%
On Time Performance (Arrive within the window)	82.0%	96.0%	-13.0	-13.5%
Early (Before start of pick up window)	2.7%	2.3%	+0.4	+17.4%
Late (After end of pick up window)	15.5%	1.8%	+13.7	+88.4%



### 1<sup>st</sup> Quarter - Feedback

Type	Issue	1 <sup>st</sup> Quarter Comments	1 <sup>st</sup> Quarter Verified Comments	YTD 2021-22 Verified Comments
Scheduling	Travel Time	2	2	2
	Schedules	3	3	3
Operations	Operator	1	1	1
	Dispatch	0	0	0
Other	Reservations	1	1	0
	Policies	2	2	2
	Commendations	0	N/A	N/A
<b>Totals</b>		<b>9</b>	<b>9</b>	<b>8</b>

## VII. GO ACCESS - HIGHLIGHTS

Demand for GO ACCESS flexible transportation continues to slowly return to pre-pandemic levels. Overall boardings increased 26.2% during the 1<sup>st</sup> Quarter this fiscal year when compared to the 1<sup>st</sup> Quarter of last fiscal year. This includes 1,336 trips provided on the Late-Night Safe Rides pilot. Ridership in Late-Night Safe Rides continues to grow; September 2021 ridership was 13% higher than July 2021 ridership.

The labor shortage experienced throughout the County and the state did not spare the flexible services during 1<sup>st</sup> Quarter this year. While no service was denied to any passenger, the On Time Performance suffered. While 15% of trips arrived to pick up passengers late, fewer than 5% were more than ten minutes late. Usually, the time could be made up in the passenger's actual travel time with the passenger arriving on-time for appointments.

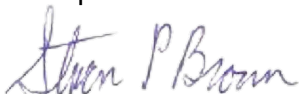
Staff continues preparations for the GO Now services, Ventura County's first Electric Vehicle revenue service. Service is tentatively scheduled to begin in early 2022 and use a Ford Transit in a micro-transit pilot in the South Oxnard neighborhoods. Funding for this project comes from multiple sources, including CA Clean Energy funds. Surveys continue to be distributed within the area seeking input on service design.

Staff continues to research potential sources of sustainable revenue to help fund the demand response service. One option is to seek reimbursement for eligible trips to medical appointments. Much of the transportation requested is to Adult Day Healthcare Centers, dialysis treatment, physical therapy, and other medical appointments. Of the 19,028 trips provided on the GO ACCESS flexible services during the first 1<sup>st</sup> Quarter of FY2021-22, 8,750 or roughly 46% were to potentially eligible destinations. If a promising source is identified, information will be presented to the Board at future meetings.

## VIII. 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



## 1st Quarter FY 21-22: 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		5,270	88,697	16.8	1
6	Oxnard - Ventura/Main St.	Trunk		9,703	139,934	14.4	1
3	Southside	Local		1,631	22,847	14.0	1
16	Ojai	Trunk		3,380	43,088	12.7	1
11	Telephone Road - Saticoy	Trunk		2,805	33,619	12.0	2
4	North Oxnard	Local		3,983	46,954	11.8	2
7	South Oxnard	Local		1,133	13,164	11.6	2
5	Parkwest	Local		1,205	12,906	10.7	3
19	Gonzales - OTC - Fifth	Local		905	9,659	10.7	3
2	Colonia	Local		1,185	11,968	10.1	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk		3,826	38,214	10.0	3
8	Oxnard College	Local		1,950	15,010	7.7	4
23	Oxnard College - Naval Base - Esplanade	Trunk		2,512	17,850	7.1	4
17	Esplanade - Oxnard College	Trunk		2,367	16,239	6.9	4
10	Telegraph Road - Saticoy	Trunk		1,697	10,654	6.3	4
15	El Rio - Northeast	Local		1,710	10,286	6.0	4

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

#### Excluded Routes

18	High School Trippers	41	3,741	91.2	Reason Excluded: booster service
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#### 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	88,697	5,270	Trunk	\$ 100.67	\$ 530,481	\$ 5.98	\$0.63	\$ 5.35	1	1
6	139,934	9,703	Trunk	\$ 100.67	\$ 976,818	\$ 6.98	\$0.66	\$ 6.32	3	1
3	22,847	1,631	Local	\$ 100.67	\$ 164,142	\$ 7.18	\$0.66	\$ 6.52	4	1
16	43,088	3,380	Trunk	\$ 101.67	\$ 343,624	\$ 7.97	\$0.84	\$ 7.13	6	1
11	33,619	2,805	Trunk	\$ 100.67	\$ 282,349	\$ 8.40	\$0.56	\$ 7.84	2	2
4	46,954	3,983	Local	\$ 100.67	\$ 400,959	\$ 8.54	\$0.57	\$ 7.97	7	2
7	13,164	1,133	Local	\$ 100.67	\$ 114,009	\$ 8.66	\$0.63	\$ 8.03	8	2
19	9,659	905	Local	\$ 100.67	\$ 91,064	\$ 9.43	\$0.74	\$ 8.69	14	2
5	12,906	1,205	Local	\$ 100.67	\$ 121,257	\$ 9.40	\$0.54	\$ 8.85	10	3
2	11,968	1,185	Local	\$ 100.67	\$ 119,294	\$ 9.97	\$0.55	\$ 9.42	9	3
21	38,214	3,826	Trunk	\$ 100.67	\$ 385,184	\$ 10.08	\$0.62	\$ 9.46	5	3
8	15,010	1,950	Local	\$ 100.67	\$ 196,307	\$ 13.08	\$0.68	\$ 12.40	13	3
23	17,850	2,512	Trunk	\$ 100.67	\$ 252,859	\$ 14.17	\$0.64	\$ 13.53	11	4
17	16,239	2,367	Trunk	\$ 100.67	\$ 238,296	\$ 14.67	\$0.66	\$ 14.01	12	4
10	10,654	1,697	Trunk	\$ 100.67	\$ 170,787	\$ 16.03	\$0.66	\$ 15.37	16	4
15	10,286	1,710	Local	\$ 100.67	\$ 172,146	\$ 16.74	\$0.61	\$ 16.13	15	4

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

#### Excluded Routes

18	3,741	41	Trippler	\$ 100.67	\$ 4,127	\$ 1.10	\$ 0.955	\$ 0.15	Reason Excluded: booster service
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Item #10

**DATE** November 3, 2021  
**TO** Board of Directors  
**FROM** Yvett Urteaga, Human Resources Coordinator  
**SUBJECT** Human Resources Quarterly Update-1<sup>st</sup> Quarter FY 2021-22

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## I. EXECUTIVE SUMMARY

This quarterly report covers the 1st Quarter (July 1 through September 30) of Fiscal Year 2021-22. This report identifies key activities undertaken by the Human Resources Department in relation to Personnel Changes, Recruitment and Trainings during the last three months. Moving forward, the Human Resources Department will conduct quarterly reports to inform the Board on current performance with regards to Recruiting and Staffing, Safety and Compliance, Training and Development and Talent Management.

## II. RECRUITMENT & STAFFING

During our first quarter of 2021-22 fiscal year, we've had a lot of personnel changes in our organization. Two Bus Operators retired, Mr. Michael Raubenheimer after seven years of service and Mr. Frank Fox after 14 years. Four GCTD employees were promoted within different positions in our organization, demonstrating GCTD has very talented personnel. We will continue to work with our employees to help them grow and succeed within our District. Many interviews were conducted during the past three months to find personnel for the following departments: Finance, Planning and Marketing, Operations and Maintenance.

### New Hires by Dept.

	Operations	Maintenance	Finance	Planning & Marketing
	<b>7 Operators</b>	<b>Facility Intern</b>	<b>Finance Intern</b>	<b>Planning &amp; Marketing Intern</b>
	<b>Operation Supervisor</b>	<b>2 Facility &amp; Vehicle Cleaner</b>	<b>Finance Manager</b>	<b>Transit Planner I</b>
	<b>Operations Manager</b>	<b>Building Maintenance</b>		
		<b>Service Worker</b>		
		<b>Material Specialist</b>		
<b>TOTALS</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>2</b>

### GOLD COAST TRANSIT DISTRICT

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1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

November 3, 2021

Human Resources Quarterly Update-1<sup>st</sup> Quarter FY, 2021-22

### III. TRAINING & PROFESSIONAL DEVELOPMENT

In the first quarter of FY21-22 Human Resources helped facilitate different professional development trainings. Light Gabler conducted several trainings for our new Operations Manager and for the Customer Service and Maintenance Supervisors to better prepare them with their role as a Supervisor/Manager. The Trainings offered were *“Proper Documentation and Coaching”* and *“Preparing for a Management Position.”* Insight Strategies came to our facility and conducted a training with Directors and Managers called *“Managing Upwards & Succession Planning 101.”* Human Resources personnel also conducted the bi-annual *“Harassment & Discrimination Prevention”* for the Operations and Maintenance Personnel. All GCTD employees were trained on Paycom (the HR & Payroll Software) and were assisted on how to use Paycom for Benefit Enrollment, New Hire Paperwork and On-Boarding Policies & Procedures.

### RECOMMENDATION

It is recommended that the Board receive and file this report. This report is for information only.

### GENERAL MANAGER’S CONCURRENCE

  
\_\_\_\_\_  
Steve P. Brown



**Item #11**

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** Update on 301 East 3rd Street Property

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### **SUMMARY**

This item provides the Board of Directors an update on the status of the 301 East 3rd Street property (GCTD's former bus yard) and activities related to planning for the use of the site.

### **BACKGROUND**

Staff are currently engaged in pre-planning work for the use of the District's property 301 East 3rd Street in accordance with GCTD's Transit Oriented Development (TOD) Policy. The site is located in Downtown Oxnard, directly across the 3rd Street bridge from the Oxnard Transit Center. A presentation summarizing the project status will be presented at the Board meeting.

### **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**

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Steven P. Brown

### **GOLD COAST TRANSIT DISTRICT**



Item #12

**DATE** November 3, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** **Future Agenda Items**

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### **SUMMARY**

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

### **FUTURE AGENDA ITEMS PLANNED FOR 2021-2022**

Below are some of the future agenda items planned for the next year. To help staff prioritize timing of reports, staff seeks input on these items or other items that the Board is interested in discussing.

#### **Future Agenda Items**

- Updates on Negotiations with SEIU Local 721 on a successor agreement to the current MOUs for Bus Operator, Mechanical, & Administrative Support Units
- Zero Emissions Strategic Planning
- Review of Bylaws, Goals & Objectives
- Discuss VCTC Transit Integration and Efficiency Study (TIES)
- Redevelopment of 301 Property
- *Other Items?*

#### **Future Routine Items**

- Monthly Financial Statements & Procurement Reports
- Monthly Operations & Maintenance Update
- Quarterly Fixed-Route & Paratransit Performance Reports
- Bi-Annual Service Plan & Outreach Updates
- Annual Personnel Rules Updates & Staffing Updates

### **CONCLUSION**

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

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Steven P. Brown

### **GOLD COAST TRANSIT DISTRICT**