



AGENDA
REGULAR BOARD OF DIRECTORS MEETING
GCTD ADMINISTRATIVE FACILITY
1901 AUTO CENTER DRIVE
OXNARD, CA 93036-7966
www.GoldCoastTransit.org

The meeting will be via ZOOM Webinar
https://us02web.zoom.us/webinar/register/WN_wmfcmYcySY2sOZTx_Q0LXQ
WEDNESDAY, OCTOBER 6, 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 OCTOBER 6, 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 OCTOBER 7, 2020 AT 805-483-3959 X 160 OR ADELGADO@GCTD.ORG.

CALL TO ORDER

ROLL CALL

Chair – Randy Haney – City of Ojai
Vice Chair – Bryan MacDonald – City of Oxnard
Director – Mike Johnson - City of Ventura
Director – Matt LaVere – County 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

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 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](#)

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](#)
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](#)
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](#)

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
10. [Receive Update on Status of 301 East 3rd Street Property](#) – Vanessa Rauschenberger, Acting Assistant General Manager
11. [Receive Monthly Update on Operations and Maintenance](#) – James Beck, Director of Operations and Maintenance

CLOSED SESSION

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

The next regular meeting of the GCTD Board of Directors will be held on **November 3, 2021, at 10:00 A.M. at the Gold Coast Transit District Board Room, 1901 Auto Center Drive, Oxnard, CA 93036-7966**. Copies of administrative reports relating to the Board agenda are available on-line at 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 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.

SERVICE AWARDS

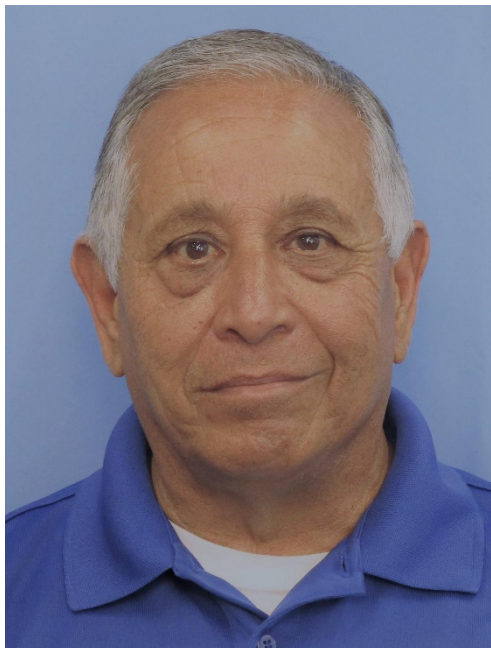
October 2021



Louie Beltran,

Bus Operator

30 Years



Louie joined GCTD as a Bus Operator on October 14, 1991. He is happily married to his wife Terri, and they have four children together, John, Nicole, Alison, and Briana. Two years ago, they welcomed their first grandson, and they are expecting another one to join his family tree in April 2022.

Louie loves coming home after work to be welcome by his three little dogs every day. He also enjoys spending his spare time with his grandson.

He is a lifetime resident of Oxnard. His plan is to retire by the end of this year and move somewhere calm and quiet.



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 1, 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 10:05 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
Dawn Perkins, Director of Finance
Alex Zaretsky, HR & Risk Manager/Acting Director of Human Resources
Ana Perez, Human Resources Generalist
James Beck, Director of Operations & Maintenance
Matt Miller, Planning Manager
Margaret Schoep, Paratransit & Special Projects Manager
Marlena Kohler, Purchasing Manager & DBE Officer
Angie Delgado, Clerk of the Board

Ceremonial Calendar

The pledge of allegiance was led by Director Mr. LaVere

Employee Recognition

- **Employee Service Award for Months of August and September**
 - **Julio Avila – Bus Operator – 5 Years**
 - **Carlos Camberos – Bus Operator – 5 Years**
 - **Julieta Flores – Bus Operator – 5 Years**
 - **Ruben Herrera – Bus Operator – 5 Years**
 - **Ventura Gaeta – Bus Operator – 10 Years**
 - **Candy Heredia – Bus Operator – 10 Years**
 - **Kristopher Boyd – Bus Operator – 10 Years**
 - **Abel Hernandez – Bus Operator – 10 Years**

GOLD COAST TRANSIT DISTRICT

- **Armin Seiler – Bus Operator – 10 Years**
- **Leandro Carpio – Service Worker II – 10 Years**
- **Sonia Rosales – Payroll Specialist – 5 Years**
- **Marlena Kohler – Purchasing Manager and DBE Officer – 10 Years**
- **Steven Brown – General Manager – 15 Years**

General Public Comment

None

Board of Directors Reports

None

General Manager Reports

Mr. Brown provided the Board Members with the September General Managers Report and announced new external and internal recruitments. Emma Lopez being an internal who was facilities Intern and was promoted to Maintenance Material Specialist.

Consent Agenda

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

Director Rollins moved to approve Consent Agenda Items 1 through 8. Director Matt LaVere seconded the motion.

The motion passed unanimously.

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

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

9. [Consider Adoption of Resolution 2021- 07 for STA/State of Good Repair FY 2021-22 Allocation – Dawn Perkins, Director of Finance](#)

Ms. Perkins provided a presentation to the board requesting the adoption of Resolution 2021-07 for STA/State of Good Repair FY 2021-22.

RECOMMENDATION

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

Director Bryan MacDonald moved to approve Consider Adoption of Resolution 2021-07 for STA/State of Good Repair TY 2021-22 Allocation. Director Matt LaVere seconded the motion.

The motion passed unanimously.

10. [Consider Approval of GCTD's Passenger Conduct Policy and Procedures – Ana Perez, Human Resources Generalist, Alex Zaretsky, Human Resources & Risk Manager, and Acting Director of Human Resources](#)

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

RECOMMENDATION

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

Director Mike Johnson moved to approve Consider Approval of GCTD's Passenger Conduct Policy and Procedures. Director Matt LaVere seconded the motion.

The motion passed unanimously.

11. [Consider Adoption of Resolution No. 2021-06 Authorizing Approval of Annual Recertification of GCTD's PTASP – Alex Zaretsky, Human Resources & Risk Manager, and Acting Director of Human Resources](#)

Mr. Zaretsky stated in accordance with the Public Transportation Agency Safety Plan (PTASP) the Final Rule requires all agencies receiving FTA's Urbanized Area Formal Grants to set safety performance targets in a Safety Plan that is review and certified every year.

Mr. Zaretsky provided a presentation as a recertification request, with data, and a comparison of the safety targets year to year.

RECOMMENDATION

Consider approval of Adoption of Resolution No. 2021-06 Authorizing Approval of Annual Recertification of GCTD's PTASP.

Director Mike Johnson moved to approve Consider Adoption of Resolution No. 2021-06 Authorizing Approval of Annual Recertification of GCTD's PTASP. Director Matt LaVere seconded the motion.

The motion passed unanimously.

12. [Consider Approval of GCTD's Emergency Contingency Fleet Adoption – James Beck, Director of Operations & Maintenance](#)

Mr. Beck stated GCTD is involved in the Transportation Emergency Preparedness Plan (TEPP) with VCTC and SBCAG and is recommending placing three (3) 2006 New Flyer buses into a contingency fleet, to be available for deployment in emergencies, in Ventura County.

Vice-Chair Bryan MacDonald moved to approve Consider Approval of GCTD's Emergency Contingency Fleet Adoption. Director Rollins seconded the motion.

The motion passed unanimously.

13. Consider Authorizing Award of Contract for the Interior Demolition of 301 Property – Marlena Kohler

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

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

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to award a contract for the Demolition of 301 Property.

Director Mike Johnson moved to approve Consider Authorizing Award of Contract for the Interior Demolition of 301 Property. Vice-Chair Bryan MacDonald seconded the motion.

The motion passed unanimously.

INFORMATIONAL ITEMS

14. Receive and File Fixed-Route and Paratransit Services 4th Quarter & FY 2019-2020 Year End Update – Matt Miller, Planning Manager & Margaret Schoep, Paratransit & Special Projects Manager

The report was received and filed.

15. Receive and File Update on GCTD Operations and Maintenance – James Beck, Director of Operations and Maintenance

The report was received and filed.

CLOSED SESSION

16. CONFERENCE WITH LABOR NEGOTIATORS – Agency designated representatives: General Manager or designee – Employee organization: SEIU

**17. PUBLIC EMPLOYEE APPOINTMENT
TITLE: GENERAL MANAGER**

There being no further business, Chair Randy Haney adjourned the Board of Directors meeting at 10:42 AM.

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

Steven P. Brown
Secretary of the Board of Directors

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 **October 6, 2021, at 10:00 A.M. Held via-ZOOM**. Copies of administrative reports relating to the Board agenda are available on-line at www.gctd.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #2

DATE October 6, 2021

TO GCTD Board of Directors

FROM Jennifer Leonardo, Accounting Analyst 

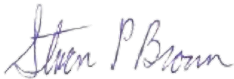
SUBJECT Consider the Approval of Expenditures for the Month of June, 2021

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

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

Attachment

GENERAL MANAGER'S CONCURRENCE



Steven P. Brown
General Manager

GOLD COAST TRANSIT DISTRICT

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

Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
00139	ANDRIA N BARBOSA	82744	6/18/2021	\$1,393.55	<input type="checkbox"/>	
00492	CARLOS A OROZCO	82743	6/18/2021	\$0.00	<input checked="" type="checkbox"/>	
0774-LTFGCT	GOLD COAST TRANSIT DISTRICT	ACH	6/1/2021	\$2,686,536.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
70775-C0121	CALIFORNIA PUBLIC EMPLOYEES RET.	ACH	6/4/2021	\$194,863.99	<input type="checkbox"/>	HEALTH INSURANCE
70776-C0133	CAL PERS	ACH	6/7/2021	\$79,092.53	<input type="checkbox"/>	PENSION CONTRIBUTIONS
70777-C0133	CAL PERS	ACH	6/8/2021	\$78,520.40	<input type="checkbox"/>	PENSION CONTRIBUTIONS
70778-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	6/9/2021	\$4,409.65	<input type="checkbox"/>	P/R DEDUCTION
70779-C0133	CAL PERS	ACH	6/10/2021	\$77,758.92	<input type="checkbox"/>	PENSION CONTRIBUTIONS
70781-C0133	CAL PERS	ACH	6/21/2021	\$78,620.83	<input type="checkbox"/>	PENSION CONTRIBUTIONS
70782-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	6/23/2021	\$4,326.07	<input type="checkbox"/>	P/R DEDUCTION
70783-C0133	CAL PERS	ACH	6/29/2021	\$78,099.30	<input type="checkbox"/>	PENSION CONTRIBUTIONS
0784-LTFCSB	CITY OF SAN BUENAVENTURA	ACH	6/29/2021	\$23,163.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
70784-LTFVCV	COUNTY OF VENTURA	ACH	6/29/2021	\$58,278.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
0784-LTFGCT	GOLD COAST TRANSIT DISTRICT	ACH	6/29/2021	\$2,686,555.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
0784-LTFOJAI	CITY OF OJAI	ACH	6/29/2021	\$10,387.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
0784-LTFOXN	CITY OF OXNARD	ACH	6/29/2021	\$33,441.00	<input type="checkbox"/>	LOCAL TRANSPORTATION FUNDS
A0915	AIRWAY GLASS	82758	6/29/2021	\$440.00	<input type="checkbox"/>	GLASS REPAIRS/REPLACEMENT
A0918	AIRGAS USA, LLC	82655	6/3/2021	\$94.98	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A0918	AIRGAS USA, LLC	82724	6/17/2021	\$97.53	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1206	EDGARDO ALEJANDRE	82656	6/3/2021	\$171.00	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT
A1219	ERICH KREIG	82657	6/3/2021	\$1,018.50	<input type="checkbox"/>	SERVICES
A1320	AMERICAN SEATING COMPANY	82745	6/24/2021	\$124.77	<input type="checkbox"/>	PARTS/SUPPLIES
A1623	APTA	82658	6/3/2021	\$26,000.00	<input type="checkbox"/>	MEMBERSHIP DUES
A1801	ARAMARK UNIFORM & CAREER APPAR	82679	6/10/2021		<input checked="" type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	82680	6/10/2021	\$478.67	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	82681	6/10/2021	\$441.53	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1920	ASSURANT EMPLOYEE BENEFITS	82682	6/10/2021	\$1,704.65	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	82746	6/24/2021	\$324.10	<input type="checkbox"/>	TELEPHONE SERVICES
B0211	BEST BEST & KRIEGER LLP	82683	6/10/2021	\$11,695.50	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0211	BEST BEST & KRIEGER LLP	82725	6/17/2021	\$15,298.71	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	82684	6/10/2021	\$32.27	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	82726	6/17/2021	\$453.93	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	82685	6/10/2021	\$892.81	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	82727	6/17/2021	\$1,492.76	<input type="checkbox"/>	PARTS/SERVICE
B1808	BRINK'S, INCORPORATED	82747	6/24/2021	\$188.19	<input type="checkbox"/>	ARMORED CAR SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
B1811	BRIAN BYRNE	82659	6/3/2021	\$184.42	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
C0113	CALTIP	82686	6/10/2021	\$17,769.89	<input type="checkbox"/>	LIABILITY INSURANCE
C0922	CITI CARDS	82728	6/17/2021	\$612.46	<input type="checkbox"/>	OFFICE SUPPLIES
C1504	COASTAL OCCUPATIONAL MEDICAL G	82729	6/17/2021	\$2,695.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82687	6/10/2021		<input checked="" type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C1904	CSAC EXCESS INSURANCE AUTHORITY	82688	6/10/2021	\$10,527.60	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
C2115	CUMMINS PACIFIC LLC	82689	6/10/2021	\$1,357.19	<input type="checkbox"/>	PARTS
D0122	DAVMAR	82690	6/10/2021	\$800.13	<input type="checkbox"/>	CNG COMPRESSOR
D0519	DESTIN THOMAS COMMUNICATIONS	82730	6/17/2021	\$35.56	<input type="checkbox"/>	RADIO REPAIRS
D0928	WEX HEALTH, INC.	82691	6/10/2021	\$355.50	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D1504	DOCUMENT SYSTEMS	82731	6/17/2021	\$1,135.24	<input type="checkbox"/>	SERVICE FOR COPIER
E0409	EDISON CO.	82660	6/3/2021	\$17,218.18	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	82692	6/10/2021	\$1,042.44	<input type="checkbox"/>	ELECTRICAL POWER
F0050	FRANCHISE TAX BOARD	82693	6/10/2021	\$752.45	<input type="checkbox"/>	GARNISHMENT
F0505	FEDERAL EXPRESS CORP.	82661	6/3/2021	\$89.97	<input type="checkbox"/>	MAIL SERVICES
F0505	FEDERAL EXPRESS CORP.	82694	6/10/2021	\$30.30	<input type="checkbox"/>	MAIL SERVICES
F1221	FLUID NETWORKS	82662	6/3/2021	\$55.80	<input type="checkbox"/>	SERVICES
F1814	FROG ENVIRONMENTAL, INC.	82695	6/10/2021	\$575.00	<input type="checkbox"/>	ENVIRONMENTAL ASSESSMENT
F1815	FRONTIER COMMUNICATIONS	82696	6/10/2021	\$401.87	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	82732	6/17/2021	\$876.87	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	82697	6/10/2021	\$28,320.13	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	82748	6/24/2021	\$665.98	<input type="checkbox"/>	NATURAL GAS
G0609	GENFARE	82698	6/10/2021	\$479.85	<input type="checkbox"/>	REPAIR PARTS
G0809	GHI ENERGY, LLC	82733	6/17/2021	\$26,447.84	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
G0912	GILLIG LLC	82699	6/10/2021	\$997.80	<input type="checkbox"/>	PARTS
G1500	GOLD COAST RADIO LLC	82742	6/17/2021	\$1,400.00	<input type="checkbox"/>	ADVERTISING SERVICES
G1527	GOLD COAST BROADCASTING LLC	82723	6/10/2021	\$0.00	<input checked="" type="checkbox"/>	ADVERTISING SERVICES
G1801	GRAINGER	82700	6/10/2021	\$627.51	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G1801	GRAINGER	82734	6/17/2021	\$2,182.81	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G2013	GTT COMMUNICATIONS, INC.	82663	6/3/2021	\$178.48	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
H1520	DCH HONDA OF OXNARD	82735	6/17/2021	\$1,543.46	<input type="checkbox"/>	REPAIRS/SUPPLIES
I1414	IRON MOUNTAIN, INC.	82664	6/3/2021	\$88.11	<input type="checkbox"/>	SHREDDING SERVICES
I1423	INTERSTATE BATTERIES	82701	6/10/2021	\$233.96	<input type="checkbox"/>	BATTERIES
K0511	KELLY CLEANING & SUPPLS, INC.	82665	6/3/2021	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	82666	6/3/2021	\$6,390.00	<input type="checkbox"/>	LEGAL SERVICES
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	82749	6/24/2021	\$1,288.00	<input type="checkbox"/>	LEGAL SERVICES
L0908	LIGHTGABLER	82702	6/10/2021	\$45.00	<input type="checkbox"/>	LEGAL SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
M1501	MOBILE CREATE USA, INC.	82667	6/3/2021	\$595.41	<input type="checkbox"/>	2 WAY RADIO EQUIPMENT/SERVICE
M1501	MOBILE CREATE USA, INC.	82736	6/17/2021	\$595.41	<input type="checkbox"/>	2 WAY RADIO EQUIPMENT/SERVICE
N0132	NATURAL GREEN LANDSCAPE INC.	82668	6/3/2021	\$4,266.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0518	GOVERNMENTJOBS.COM	82703	6/10/2021	\$8,180.64	<input type="checkbox"/>	HR SOFTWARE
O1218	OLS SERVICE, INC.	82704	6/10/2021	\$2,017.36	<input type="checkbox"/>	PARTS AND REPAIRS
O2402	VENTURA COUNTY AUTO SUPPLY	82705	6/10/2021	\$322.79	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	82737	6/17/2021	\$1,270.80	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	82706	6/10/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82707	6/10/2021		<input checked="" type="checkbox"/>	UTILITIES/TRASH
O2414	CITY OF OXNARD	82708	6/10/2021	\$3,645.22	<input type="checkbox"/>	UTILITIES/TRASH
P0114	PACIFIC LIFT AND EQUIPMENT CO., IN	82738	6/17/2021	\$740.00	<input type="checkbox"/>	LIFTS
P0119	PARKHOUSE TIRE, INC.	82709	6/10/2021		<input checked="" type="checkbox"/>	TIRES
P0119	PARKHOUSE TIRE, INC.	82710	6/10/2021	\$7,902.22	<input type="checkbox"/>	TIRES
P1602	PLEXUS GLOBAL	82711	6/10/2021	\$26.75	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1807	PREFERRED BENEFIT INSURANCE	82712	6/10/2021		<input checked="" type="checkbox"/>	DENTAL PREMIUMS
P1807	PREFERRED BENEFIT INSURANCE	82713	6/10/2021	\$10,242.00	<input type="checkbox"/>	DENTAL PREMIUMS
P2114	THE PUN GROUP	82714	6/10/2021	\$18,255.00	<input type="checkbox"/>	FINANCIAL AUDIT SERVICES
R0126	RAYNE WATER CONDITIONING	82669	6/3/2021	\$32.00	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0126	RAYNE WATER CONDITIONING	82739	6/17/2021	\$420.25	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0913	RINGLEADER, INC	82740	6/17/2021	\$381.79	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
R2102	RUBBER NECK SIGNS	82670	6/3/2021	\$1,540.97	<input type="checkbox"/>	SERVICES
R2102	RUBBER NECK SIGNS	82750	6/24/2021	\$218.50	<input type="checkbox"/>	SERVICES
S0107	SAFETY-KLEEN SYSTEMS, INC.	82715	6/10/2021	\$762.88	<input type="checkbox"/>	SOLVENT TANK FLUID
S0500	SEARLE CREATIVE GROUP LLC	82759	6/29/2021	\$15,000.00	<input type="checkbox"/>	GRAPHICS
S0807	BILL AYUB, SHERIFF	82716	6/10/2021	\$247.57	<input type="checkbox"/>	GARNISHMENT
S0807	BILL AYUB, SHERIFF	82751	6/24/2021	\$0.00	<input checked="" type="checkbox"/>	GARNISHMENT
S0917	SINCLAIR SANITARY SUPPLY	82717	6/10/2021	\$56.90	<input type="checkbox"/>	SUPPLIES
S1508	SOHO PROSPECTING PROFESSIONAL M	82752	6/24/2021	\$750.00	<input type="checkbox"/>	WEBSITE SUPPORT SERVICES
S2119	SUPERIOR SANITARY SUPPLIES	82718	6/10/2021	\$1,141.59	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	82741	6/17/2021	\$4,131.94	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	82753	6/24/2021	\$346.33	<input type="checkbox"/>	PRINTING SERVICES
T0503	TEAMSTERS LOCAL 186	82719	6/10/2021	\$1,160.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	82754	6/24/2021	\$100.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0810	THINK INK	82671	6/3/2021	\$180.26	<input type="checkbox"/>	TONER
T1832	TRILLIUM USA COMPANY, LLC	82672	6/3/2021	\$5,200.00	<input type="checkbox"/>	CNG CREDIT/CONSULTING SERVICE
T1910	TST PRIVATE SECURITY	82673	6/3/2021	\$22,475.04	<input type="checkbox"/>	SECURITY SERVICES
U1902	U.S. BANK	82720	6/10/2021	\$5,310.72	<input type="checkbox"/>	CALCARD PAYMENT

Vendor #	Name	Check #	Date	Amount	Voided	Comments
U1903	U.S. BANK ST. PAUL	82674	6/3/2021	\$875,608.18	<input type="checkbox"/>	DEBT SERVICE PAYMENT
V0501	COUNTY OF VENTURA - IT SVCS. DEPT.	82675	6/3/2021	\$189.00	<input type="checkbox"/>	REPEATER SITE RENTAL
V0523	VENTURA HOSE-MAN	82721	6/10/2021	\$13.67	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0529	COUNTY OF VENTURA	82722	6/10/2021	\$0.00	<input checked="" type="checkbox"/>	CAPITAL RESERVE DEPOST
V0529	COUNTY OF VENTURA	82756	6/28/2021	\$0.00	<input checked="" type="checkbox"/>	CAPITAL RESERVE DEPOST
V0529	COUNTY OF VENTURA-AUDITOR CONT	82757	6/28/2021	\$2,000,000.00	<input type="checkbox"/>	CAPITAL RESERVE DEPOST
V0560	VENTURA COUNTY COMMUNITY DEVE	82676	6/3/2021	\$1,500.00	<input type="checkbox"/>	SPONSORSHIP
V1809	VERIZON	82677	6/3/2021	\$1,346.29	<input type="checkbox"/>	PHONE SRVC - CSC
W1519	WORLDNET COMMUNICATION SERVIC	82755	6/24/2021	\$6.01	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
Z0118	ALEX ZARETSKY	82678	6/3/2021	\$173.34	<input type="checkbox"/>	EXPENSE REIMBURSEMENT

Total: \$9,283,458.77



DATE October 6, 2021 **Item #3**
TO GCTD Board of Directors
FROM Jennifer Leonardo, Accounting Analyst *JL*
SUBJECT Consider Approval of the Treasurer's Report for June 2021

Following is a recap of GCTD cash, investment and special fund accounts as of June 30, 2021

Cash Accounts

Petty Cash		\$	500.00
Union Bank			
General		\$	1,061,461.40
Payroll		\$	43,402.20
Union Bank Money Market 2		\$	5,727,426.48
Temporary Investments			
Local Agency Investment Funds	\$	99,827.85	
Market Valuation LAIF	\$	490.43	\$ 100,318.28
Total Cash on Hand			\$ 6,933,108.36

Other Investments

Special Capital Reserve Funds			
Ventura County Treasurer			
Gold Coast Transit District	\$	5,206,107.56	
Member Transit Dist	\$	130,000.00	
Market Valuation of Fund	\$	13,028.87	\$ 5,349,136.43

Special Funds

Prop 1B / PTMISEA / LCTOP		\$	274,326.31
2017 Certificates of Participation			
Payment Fund	\$	869,982.63	
Project Fund	\$	287,790.77	
Reserve Fund	\$	1,385,508.66	\$ 2,543,282.06

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

GENERAL MANAGER'S CONCURRENCE

Steven P. Brown

Steven P. Brown
General Manager

GOLD COAST TRANSIT DISTRICT



DATE October 6, 2021

Item #4

TO GCTD Board of Directors

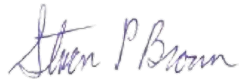
FROM Jennifer Leonardo, Accounting Analyst 

SUBJECT Consider Approval of Budget Income Statement for the Month Ending June 30, 2021

Attached for the Board's approval is a copy of GCTD's Budget Income Statement covering the period ending June 30, 2021.

Attachment

GENERAL MANAGER'S CONCURRENCE



Steven P. Brown
General Manager

GOLD COAST TRANSIT DISTRICT

**GOLD COAST TRANSIT DISTRICT
MONTHLY BUDGET INCOME STATEMENT
For Twelve (12) Months Ending June 30, 2021**

Item # 4

Operating Budget	Adopted Budget	Year-to-Date	Percent of Budget Used
Revenues:			
Passenger Fares	\$ 2,338,100	\$ 324,217	13.9%
Non-Operating Revenues	\$ 710,100	\$ 1,417,477	199.6%
State Assistance	\$ 588,800	\$ 484,963	82.4%
Local Assistance	\$ 9,903,967	13,453,536	135.8%
Federal Demo Projects	\$ 1,112,400	417,974	37.6%
Federal Assistance	\$ 13,548,236	14,527,348	107.2%
Total Revenues	\$ 28,201,603	\$ 30,625,515	108.6%
Expenses:			
FUNCTIONAL CATEGORIES			
Employee Support	\$ 19,287,816	\$ 18,498,184	95.9%
Service/Supplies - Operational	6,599,690	4,474,951	67.8%
Service/Supplies - Support	2,314,097	1,735,971	75.0%
Total, Functional Categories	\$ 28,201,603	\$ 24,709,106	87.6%
OPERATIONAL CATEGORIES			
Fixed Route	\$ 13,930,100	\$ 13,116,725	94.2%
Maintenance	4,864,968	4,329,948	89.0%
Administration	4,088,615	3,571,786	87.4%
Planning and Marketing/Paratransit	5,317,920	3,690,648	69.4%
Total, Operational Categories	\$ 28,201,603	\$ 24,709,106	87.6%
Excess or (Deficit)	\$ -	\$ 5,916,409	



DATE October 6, 2021 **Item #5**

TO GCTD Board of Directors

FROM Jennifer Leonardo, Accounting Analyst *JL*

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

Attached for the Board's approval is a copy of GCTD's Financial Statements and Schedule of Money Transfers covering the period ending June 30, 2021.

Attachments

GENERAL MANAGER'S CONCURRENCE

Steven P. Brown
General Manager

GOLD COAST TRANSIT DISTRICT

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

Gold Coast Transit District

Balance Sheet

Division: 01 Gold Coast Transit District

As of: 6/30/2021

Fiscal Year: 2021 Period: 12 Jun-2021

ASSETS

CASH

TOTAL CASH \$6,933,108.36

ACCOUNTS RECEIVABLE

TOTAL ACCOUNTS RECEIVABLE \$4,961,510.02

INVENTORY

TOTAL INVENTORY \$582,975.53

OTHER CURRENT ASSETS

TOTAL OTHER CURRENT ASSETS \$0.00

WORK IN PROCESS

TOTAL WORK IN PROCESS \$2,065,959.21

TANGIBLE TRANSIT PROPERTY

TOTAL TANGIBLE TRANSIT PROPERTY \$94,785,483.43

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

NET TANGIBLE TRANSIT PROPERTY \$64,644,697.97

PARATRANSIT TANGIBLE TRANS PROPERTY

TOTAL PARATRANSIT TANGIBLE PROPERTY \$2,187,548.66

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

NET PARATRANSIT TANG PROPERTY \$479,489.25

INTANGIBLE ASSETS

TOTAL INTANGIBLE ASSETS \$39,401.32

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

NET INTANGIBLE ASSETS \$0.00

INVESTMENTS

TOTAL INVESTMENTS \$0.00

SPECIAL FUNDS

TOTAL SPECIAL FUNDS \$16,112,567.71

OTHER ASSETS

TOTAL OTHER ASSETS \$37,374.89

TOTAL ASSETS

\$95,817,682.94

LIABILITIES AND CAPITAL

ACCOUNTS PAYABLE

TOTAL ACCOUNTS PAYABLE \$371,094.86

ACCRUED PAYROLL LIABILITIES

TOTAL ACCRUED PAYROLL LIABILITIES \$1,694,096.67

Gold Coast Transit District

Balance Sheet

Division: 01 Gold Coast Transit District

As of: 6/30/2021

Fiscal Year: 2021 Period: 12 Jun-2021

ACCRUED TAX LIABILITIES		
TOTAL ACCRUED TAX LIABILITIES	\$154.61	
OTHER CURRENT LIABILITIES		
TOTAL OTHER CURRENT LIABILITIES	\$882,058.90	
LONG-TERM DEBT		
TOTAL LONG TERM DEBT	\$21,948,792.50	
ESTIMATED LIABILITIES		
TOTAL ESTIMATED LIABILITIES	\$13,969,412.00	
DEFERRED CREDITS		
DEFERRED INC - STATE OF GOOD REPAIR		
TOTAL DEFERRED CREDITS	\$6,827,935.66	
TOTAL LIABILITIES		\$45,693,545.20
CAPITAL		
GOVERNMENT ENTITY OWNERSHIP		
TOTAL GOVERNMENT ENTITY OWNERSHIP	\$0.00	
GRANTS AND CAPITAL		
TOTAL GRANTS AND CAPITAL	\$48,960,100.69	
ACCUMULATED EARNINGS		
TOTAL ACCUMULATED EARNINGS	\$1,164,037.05	
TOTAL CAPITAL	\$50,124,137.74	
TOTAL CAPITAL AND LIABILITIES		\$95,817,682.94

Gold Coast Transit District

Income Statement With Approved Budget

From Fiscal Year: 2021 Thru Fiscal Year: 2021	From Period 12 Thru Period 12	Division: 01 Gold Coast Transit District		As of: 6/30/2021		
		Jun-2021		Jul-2020 Jun-2021	Approved Budget	
REVENUES						
PASSENGER FARES						
TOTAL PASSENGER FARES		\$150,332.01	6.43%	\$324,217.27	13.87%	\$2,338,100.00
SPECIAL TRANSIT FARES						
TOTAL SPECIAL TRANSIT FARES		\$16,187.17	5.60%	\$60,434.17	20.93%	\$288,800.00
AUXILIARY TRANSPORTATION REVENUE						
TOTAL AUXILIARY TRANS REVENUES		\$20,300.25	14.50%	\$698,227.24	498.73%	\$140,000.00
NONTRANSPORTATION REVENUES						
TOTAL NONTRANSPORTATION REVENUES		\$100,579.28	17.64%	\$725,195.10	127.20%	\$570,100.00
LOCAL GRANTS AND REIMBURSEMENTS						
TOTAL LOCAL GRANTS & REIMB		\$5,373,091.00	54.25%	\$13,453,536.00	135.84%	\$9,903,967.00
STATE GRANTS AND REIMBURSEMENTS						
TOTAL STATE GRANTS & REIMB		\$89,724.28	29.91%	\$424,528.67	141.51%	\$300,000.00
FEDERAL GRANTS AND REIMBURSEMENT						
TOTAL FEDERAL GRANTS & REIMBURSEMENTS		\$212,513.00	1.45%	\$14,945,322.00	101.94%	\$14,660,636.00
DEPRECIATION OFFSET						
TOTAL DEPRECIATION OFFSET		\$0.00	0.00%	\$0.00	0.00%	\$0.00
TOTAL REVENUES		\$5,962,726.99	21.14%	\$30,631,460.45	108.62%	\$28,201,603.00
EXPENSES						
LABOR						
TOTAL LABOR		\$568,673.94	5.16%	\$10,121,528.68	91.89%	\$11,014,800.00
FRINGE BENEFITS						
TOTAL FRINGE BENEFITS		\$783,022.88	9.64%	\$8,130,391.31	100.15%	\$8,118,516.00
SERVICES						
TOTAL SERVICES		\$301,261.68	5.82%	\$3,750,467.42	72.41%	\$5,179,590.00
9/23/2021 2:13:06 PM						
Page 1 of 2						

Gold Coast Transit District

Income Statement With Approved Budget

From Fiscal Year: 2021 Thru Fiscal Year: 2021	From Period 12 Thru Period 12	Division: 01 Gold Coast Transit District		As of: 6/30/2021	
		Jun-2021		Jul-2020 Jun-2021	Approved Budget
MATERIALS AND SUPPLIES					
TOTAL MATERIALS AND SUPPLIES		\$109,440.01	5.47%	\$1,652,417.84	82.59% \$2,000,797.00
UTILITIES					
TOTAL UTILITIES		\$26,482.06	9.11%	\$273,651.34	94.14% \$290,700.00
CASUALTY AND LIABILITY COSTS					
TOTAL CASUALTY AND LIABILITY		\$191,785.05	16.95%	\$466,177.58	41.19% \$1,131,800.00
FUEL TAXES					
TOTAL FUEL TAXES		\$0.00	0.00%	\$0.00	0.00% \$0.00
MISCELLANEOUS EXPENSE					
TOTAL MISCELLANEOUS EXPENSE		\$15,042.51	3.59%	\$212,538.43	50.73% \$419,000.00
INTEREST EXPENSE					
TOTAL INTEREST EXPENSE		\$774.00	4.30%	\$19,528.85	108.49% \$18,000.00
LEASES					
TOTAL LEASES		\$1,037.42	7.41%	\$13,486.46	96.33% \$14,000.00
TANGIBLE DEPN AND AMORTIZATION					
TOTAL TRANSIT DEPN & AMORT		\$0.00	0.00%	\$0.00	0.00% \$0.00
PARATRANSIT DEPRECIATION & AMORT					
TOTAL PARA DEPN & AMORT.		\$0.00	0.00%	\$0.00	0.00% \$0.00
INTANGIBLE ASSETS DEPN & AMORT					
TOTAL INT'BLE ASSETS DEPN & AMORT		\$0.00	0.00%	\$0.00	0.00% \$0.00
MISCELLANEOUS FEES					
TOTAL MISCELLANEOUS FEES		\$1,508.27	10.47%	\$3,548.56	24.64% \$14,400.00
DEBT SERVICE EXPENSE					
TOTAL DEBT SERVICE EXPENSE		\$0.00	0.00%	\$0.00	0.00% \$0.00
CONTINGENCY					
TOTAL CONTINGENCY		\$0.00	0.00%	\$65,369.72	0.00% \$0.00
TOTAL EXPENSES		\$1,999,027.82	7.09%	\$24,709,106.19	87.62% \$28,201,603.00
PROFIT/LOSS		\$3,963,699.17	0.00%	\$5,922,354.26	0.00% \$0.00

Gold Coast Transit District
Payroll Information

Pay Date	Period End	Gross Earnings	Direct Deposits	Net Pay	Payroll Tax EFTs	Non-tax Deductions
4-Jun-21	29-May-21	\$ 452,737.13	\$ 312,180.56	\$ 7,071.03	\$ 70,599.17	\$ 69,191.73
6-Jun-21	6-Jun-21	\$ 4,210.03	\$ -	\$ 3,362.44	\$ 769.31	\$ 138.72
6-Jun-21	6-Jun-21	\$ 6,430.97	\$ -	\$ 5,008.26	\$ 1,051.02	\$ 462.45
9-Jun-21	5-Jun-21	\$ 754.57	\$ -	\$ 682.80	\$ 35.59	\$ 47.13
11-Jun-21	11-Jun-21	\$ 3,257.10	\$ -	\$ 2,457.35	\$ 846.97	\$ -
18-Jun-21	12-Jun-21	\$ 434.74	\$ 1.54	\$ 370.88	\$ 17.89	\$ 50.77
18-Jun-21	12-Jun-21	\$ 447,897.83	\$ 310,058.07	\$ 6,742.54	\$ 69,483.50	\$ 67,812.74
		\$ 915,722.37	\$ 622,240.17	\$ 25,695.30	\$142,803.45	\$137,703.54

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

Date	Description	Accounts		Amount
		From	To	
6/3/2021	Transfer for Payroll & AP	UB Money Market 2	UB General Account	1,463,628.64
6/3/2021	Transfer for Payroll	UB General Checking	UB Payroll Checking	325,991.24
6/14/2021	Transfer for AP	UB Money Market 2	UB General Account	2,140,247.36
6/17/2021	Transfer for Payroll & AP	UB Money Market 2	UB General Account	544,086.12
6/17/2021	Transfer for Payroll	UB General Checking	UB Payroll Checking	316,800.61
6/10/2021	Transfer for AP	UB Prop 1B	UB Money Market 2	27,000.00
6/23/2021	Transfer for AP	UB Prop 1B	UB Money Market 2	9,906.00
6/28/2021	Transfer for AP	UB Prop 1B	UB Money Market 2	6,281.17
6/1/2021	Transfer for GCTD LTF	UB LTF Gen Checking	UB GCTD Money Market 2	2,686,536.00
6/29/2021	Transfer for GCTD LTF	UB LTF Gen Checking	UB GCTD Money Market 2	2,686,555.00
5/28/2021	Transfer for GCTD Agencies LTF	UB LTF Gen Checking	Various GCTD Agencies	125,269.00



Item #6

DATE October 6th, 2021

TO Board of Directors

FROM Steven P. Brown, General Manager
Vanessa Rauschenberger, Acting Assistant General Manager

SUBJECT **Consider Approval of Updated Position Description –
Director of Human Resources**

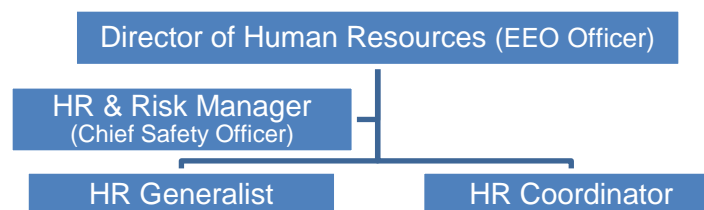
SUMMARY

Last month, Debbie Williams, Director of Human Resources, announced her departure from GCTD. In preparation for filling this essential Director position, staff recommends updating the position description to ensure it continues to support Gold Coast Transit District's overall mission. It is recommended that the Board review the attached 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.

BACKGROUND

In order 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. The Director of Human Resources will work to help us meet this goal, while striving to make GCTD an employer of choice by developing and enhancing a positive workplace culture through innovative policies and practices, that serve our 200+ employees and community.

The updated job description reflects the evolving role of Human Resources, and focuses on employee engagement, professional development, and reflects updated terminology and best practices. The Director of Human Resources will continue to oversee three employees, and will be responsible for recruitment, onboarding, benefits administration, employee engagement, records, professional development, health & wellness programs, recognition programs, labor relations, drug and alcohol programs, risk management and safety, and will serve at GCTD's Equal Employment Opportunity (EEO) Officer. The current Human Resources Department organization structure is shown in the graphic below.



GOLD COAST TRANSIT DISTRICT

October 6th, 2021

Consider Approval of Updated Position Description – Director of Human Resources

Page 2 of 2

The Director of Human Resources position will maintain the current salary range \$100,223 - \$140,597 and is included in the current year Budget. Once approved, the updated job Description will be posted and opened for internal and external candidates in a competitive hiring process.

RECOMMENDATION

It is recommended that the Board of Directors review and consider approval of the updated position description for Director of Human Resources.

General Manager's Concurrence

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

Steven P. Brown

Attachments

A – Original Director of Human Resources job description (with changes tracked)

B – Updated Director of Human Resources job description (clean version)

ATTACHMENT A - Tracked Changes

GOLD COAST TRANSIT DISTRICT JOB DESCRIPTION

CLASSIFICATION TITLE: _____ Director of Human Resources

NON-REPRESENTED: _____ Management

ESSENTIAL MANAGEMENT: _____ Yes

OVERTIME STATUS: _____ Exempt

SAFETY SENSITIVE: _____ No

REPORTING STATUS: _____ General Manager

SUPERVISES: ~~Risk and~~ Human Resources & Risk Manager,
~~Human Resources Manager,~~
Human Resources Generalist,
Human Resources Coordinator

DATE AUTHORIZED: _____ December 2013
Updated October 2021

JOB SUMMARY

Under general administrative direction of the General Manager, this ~~This~~ single position class is distinguished with responsibility for planning, organizing, and directing all areas of human resources. The position also serves as a an essential member of GCTD's management team and serves as GCTD's Equal Employment Opportunity (EEO) Officer.

ESSENTIAL FUNCTIONS

The Director of Human Resources has responsibility to:

- Plan, organize, manage and implement human resources activities, including: labor and union relations, recruitment, hiring and orientation, onboarding, benefits, employee terminations, employee records, training & professional development, health & wellness programs, employee recognition programs, employee event coordination, policies & procedures (includes position descriptions), ~~affirmative action/EEO~~ Equal Opportunity

programs, ~~Title VI compliance~~, drug and alcohol programs (including FTA-compliant random testing program), records management, claims administration for liability and workers' compensation programs, and regulatory compliance monitoring.

- Implement innovative organizational strategies, programs, and systems to attract, develop, engage, and retain a highly competent workforce.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and applies this knowledge to communicate changes to management.
- Lead internal and external employee engagement activities, supporting managers in continuously improving employee recruitment and retention.
- ~~Work closely with the Management team and supervision, assisting, advising, coaching, and counseling on personnel needs and issues as well as~~ manage grievance and disciplinary actions hearing processes.
- ~~Administer and manage GCTD's disciplinary hearing process~~
- Maintain all labor contracts and personnel rules, policies and procedures, and serve as member of the negotiating team for labor contracts
- Oversee, conduct and/or coordinate personnel recruitment and selection processes; develop onboarding program for new employees.
- Serve as GCTD's ~~Affirmative Action~~ Equal Employment Officer, including evaluating the success of EEO programs.

~~Develop and maintain GCTD's compensation planning program, including position descriptions, wage and salary structures and employee performance evaluation systems.~~

~~Work in coordination with the Director of Finance and Administration to develop compensation plans and integrate them into GCTD's budget planning process.~~

- Prepare and present professionally written reports related to human resources and labor issues to the Board of Directors.
- Advise the General Manager in the development of compensation plans and work with the Director of Finance to integrate them into GCTD's budget planning process including position descriptions, wage and salary structures and employee performance evaluation systems.

- Identify and implement HR solutions that are aligned with the GCTD's commitment to equity, inclusiveness, equal opportunity, and modern public transit agency professional practices.

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities; may be designated to act as General Manager in the absence of the General Manager.

MINIMUM QUALIFICATIONS

Desire any combination equivalent to graduation from an accredited four—year college or university and six years of progressively responsible management experience, at least three years of which shall have been directly responsible for human resources or a related field. A Master's Degree and/or specialized training or experience in human resources, public administration, labor relations, or employee engagement shall especially desirable. College level training in public administration, business administration, or related fields—shall be considered especially desirable.

and

Knowledge of:

- Laws, regulations, and practices of public personnel administration as related to recruitment, selection, discipline, employee relations, labor negotiation
- Knowledge of Equal Employment Opportunity (EEO) rules and regulations
- ~~Laws, regulations and practices of public personnel administration as related to recruitment, selection, discipline, employee relations, labor negotiations and equal employment opportunity.~~
- Methods and practices used in administrative investigation, problem resolution and reporting
- Development and implementation of organizational employee development engagement and development programs
- Principles and practices of supervision and employee counseling

and

~~EEO Officer~~

Ability to:

- Demonstrate excellent verbal and written communication skills
- Ability to interact with people with a high level of empathy and emotional intelligence for the parties involved
- Exhibit strong supervisory and leadership skills
- Be Proficient with Microsoft Office Suite or related software

- Identify and analyze administrative problems and implement procedures using strong analytical problem-solving skills
- ~~Plan, organize and manage personnel activities associated with recruitment, selection, employee relations, and conduct recruitment and selection processes in compliance with Affirmative Action principles and practices.~~
- Advise employees and managers on grievance and informal complaints/inquiries
- Make and present findings and analysis of formal grievance and complaints as well as review of administrative and operational activities
- Develop and maintain cooperative working relationships with managers, staff, employees and labor group representatives
- Understand, interpret and explain laws, regulations, and policies governing program operations, and develop and implement operating procedures
- ~~Identify and analyze administrative problems and implement procedures.~~
- Make decisions and independent judgments
- Deal fairly and communicate effectively with people of diverse socio-economic backgrounds and culture
- Report to the General Manager for all EEO related matters
- ~~Understand program objectives in relation to departmental goals and objectives.~~
- ~~Reports to the General Manager.~~
- ~~Reinforcing applicants and employees have the right to file complaints alleging discrimination.~~
- ~~Retaliation is strictly prohibited and will not be tolerated.~~
- ~~The EEO Officer evaluates the performance of managers, supervisors and others based on the success of the EEO Program in the same manner that the agency evaluates their performance in other agency programs.~~

LICENSES AND OTHER REQUIREMENTS:

_____Valid California driver's license.

WORKING CONDITIONS:

Environment

- 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.

Attachment B - Clean Version

GOLD COAST TRANSIT DISTRICT JOB DESCRIPTION

CLASSIFICATION TITLE:	Director of Human Resources
NON-REPRESENTED:	Management
ESSENTIAL MANAGEMENT:	Yes
OVERTIME STATUS:	Exempt
SAFETY SENSITIVE:	No
REPORTING STATUS:	General Manager
SUPERVISES:	Human Resources & Risk Manager Human Resources Generalist Human Resources Coordinator
DATE AUTHORIZED:	December 2013 Updated October 2021

JOB SUMMARY

Under general administrative direction of the General Manager, this single position class is distinguished with responsibility for planning, organizing, and directing all areas of human resources. The position also serves as an essential member of GCTD's management team and serves as GCTD's Equal Employment Opportunity (EEO) Officer.

ESSENTIAL FUNCTIONS

The Director of Human Resources has responsibility to:

- Plan, organize, manage and implement human resources activities, including: labor and union relations, recruitment, hiring and orientation, onboarding, benefits, employee terminations, employee records, training & professional development, benefits, health & wellness programs, employee recognition programs, employee event coordination, policies & procedures (includes position descriptions), Equal Opportunity programs, , drug and alcohol programs (including FTA-compliant random testing program), records management, claims administration for liability and workers' compensation programs, and regulatory compliance monitoring.
- Implement innovative organizational strategies, programs, and systems to attract, develop, engage, and retain a highly competent workforce.

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and applies this knowledge to communicate changes to management.
- Lead internal and external employee engagement activities, supporting managers in continuously improving employee recruitment and retention.
- Work closely with the Management team and supervision, assisting, advising, coaching, and counseling on personnel needs and issues as well as manage grievance and disciplinary hearing processes.
- Maintain all labor contracts and personnel rules, policies and procedures, and serve as member of the negotiating team for labor contracts.
- Oversee, conduct and/or coordinate personnel recruitment and selection processes; develop onboarding program for new employees.
- Serve as GCTD's Equal Employment Officer, including evaluating the success of EEO programs.
- Prepare and present professionally written reports related to human resources and labor issues to the Board of Directors.
- Advise the General Manager in the development of compensation plans and work with the Director of Finance to integrate them into GCTD's budget planning process including position descriptions, wage and salary structures and employee performance evaluation systems.
- Identify and implement HR solutions that are aligned with the GCTD's commitment to equity, inclusiveness, equal opportunity, and modern public transit agency professional practices.

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities; may be designated to act as General Manager in the absence of the General Manager.

MINIMUM QUALIFICATIONS

Desire any combination equivalent to graduation from an accredited four—year college or university and six years of progressively responsible management experience, at least three years of which shall have been directly responsible for human resources or a related field. A Master's Degree and/or specialized training or experience in human resources, public administration, labor relations, or employee engagement shall be especially desirable.

and

Knowledge of:

- Laws, regulations, and practices of public personnel administration as related to recruitment, selection, discipline, employee relations, labor negotiation
- Knowledge of Equal Employment Opportunity (EEO) rules and regulations
- Methods and practices used in administrative investigation, problem resolution and reporting
- Development and implementation of organizational employee engagement and development programs
- Principles and practices of supervision and employee counseling

Ability to:

- Demonstrate excellent verbal and written communication skills
- Ability to interact with people with a high level of empathy and emotional intelligence for the parties involved
- Exhibit strong supervisory and leadership skills
- Be Proficient with Microsoft Office Suite or related software
- Identify and analyze administrative problems and implement procedures using strong analytical problem-solving skills
- Advise employees and managers on grievance and informal complaints/inquiries
- Make and present findings and analysis of formal grievance and complaints as well as review of administrative and operational activities
- Develop and maintain cooperative working relationships with managers, staff, employees and labor group representatives
- Understand, interpret and explain laws, regulations, and policies governing program operations, and develop and implement operating procedures.
- Make decisions and independent judgments
- Deal fairly and communicate effectively with people of diverse socio-economic backgrounds and culture
- Report to the General Manager for all EEO related matters

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS:

Environment

- 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.



Item #7

DATE October 6, 2021

TO GCTD Board of Directors

FROM Margaret Schoep, Paratransit & Special Projects Manager *M Schoep*

SUBJECT Consider Approval of Memorandum of Understanding (MOU) with Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura Electric Vehicle (EV) Ready Blueprint (Grant Agreement ARV-20-009)

I. EXECUTIVE SUMMARY

GCTD participated in Ventura County Regional Energy Alliance's (VCREA) 2020 grant application to purchase electric vehicles and charging infrastructure for various projects around the County. GCTD requested operating and capital funding to support the introduction of an electric vehicle micro-transit service in the Gisler and Lemonwood neighborhoods of South Oxnard area where residents have experienced significant pollution impact. The VCREA application was awarded in May 2021.

The grant provides GCTD with reimbursements for eligible operating and capital expenses related to the demonstration micro-transit project proposed with the neighborhoods in South Oxnard.

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.

II. BACKGROUND

GCTD participated in Ventura County Regional Energy Alliance's (VCREA) 2020 grant application to purchase electric vehicles and charging infrastructure for various projects around the County. GCTD requested operating and capital funding to support the introduction of an electric vehicle micro-transit service in the Gisler and Lemonwood neighborhoods of South Oxnard area where residents have experienced significant pollution impact.

California has ambitious goals to reach five million Zero Emission Vehicles (ZEV) by 2030. The Ventura Electric Vehicle Ready Blueprint is intended to accelerate and support electric vehicle and charging infrastructure deployment throughout Ventura County. The Blueprint framework and

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

October 6, 2021

Consider Approval of Memorandum of Understanding (MOU) with Ventura County Regional Energy Alliance (VCREA) to Participate in the Ventura Electric Vehicle (EV) Ready Blueprint (Grant Agreement ARV-20-009)

Page 2 of 2

associated is intended to spur rapid adoption of electric vehicles in the region and to make electric vehicles and other clean mobility options fully accessible to everyone in our communities. The Blueprint's comprehensive recommendations are intended to help local policymakers, community, and business stakeholders take bold action to further accelerate the adoption of electric vehicles and expand access to charging infrastructure.

The use of an electric vehicle in the proposed micro-transit will benefit Gold Coast Transit District with lower overall vehicle maintenance costs and an opportunity to test a zero-emission vehicle in revenue service ahead of the state mandated 2030 change. For our neighbors in South Oxnard, the electric vehicle operation will contribute to cleaner air while providing a connector service from within the neighborhood to the transit centers at the Centerpoint Mall and the Oxnard Transit Center.

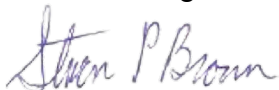
Staff is conducting outreach within the proposed service area, distributing surveys to potential users. The data collected will help inform the final service design for the proposed service area. The electric vehicle has been ordered; delivery of the vehicle is anticipated in late January 2022. The proposed micro-transit service is proposed to start in early 2022.

The MOU outlines the requirements for up to \$622,000 in reimbursement that GCTD can seek for operating and capital expenses related to this project. The MOU is set to expire on June 30, 2024. The proposed MOU was presented to the Technical Advisory Committee September 15 meeting and approved without objection.

RECOMMENDATION

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.

General Manager's Concurrence



Steven P. Brown

PROPOSED
**Memorandum of Understanding (MOU) between Ventura County
Regional Energy Alliance (VCREA) and the Gold Coast Transit District
(GCTD) to Participate in the Ventura County Electric Vehicle (EV) Ready
Blueprint (Grant Agreement ARV-20-009)**

This MOU is made effective October 6, 2021, by and between VCREA and the GCTD with respect to the following recitals:

WHEREAS, the state of California has a goal of 5 million zero emission vehicles on the roads by 2030 and 250,000 EV charging stations by 2025; and

WHEREAS, in 2019, VCREA developed the Ventura County EV Blueprint that includes 49 implementation projects and has a goal to accelerate the deployment of electrified transportation within the Ventura County Region; and

WHEREAS, VCREA applied for a Clean Transportation Program Grant to implement five projects described in the Ventura County EV Ready Blueprint. The grant application includes the GCTD's GOnow Microtransit proposal to accelerate the electrification of their public paratransit light-duty fleet by providing a new clean mobility solution with the purchase of a light-duty electric bus to service state designated Low-income and Disadvantaged Community census tracts; and

WHEREAS, the California Energy Commission selected VCREA to receive a Clean Transportation Program Grant award and has executed a grant agreement with VCREA, the administrative lead; and

WHEREAS, GCTD, as a VCREA subcontractor, will implement their GOnow Microtransit project in coordination with VCREA staff; and

WHEREAS, GCTD will receive \$622,000 in funding from the Clean Transportation Project Grant to implement their GOnow Microtransit project. GCTD has committed to providing \$606,254 in match funding; and

WHEREAS, the MOU has an approximate three-year term and is set to expire on June 30, 2024; and

IN CONSIDERATION of the mutual duties set forth in the Scope of Work (Attachment A) and Grant Agreement ARV-20-009 (Attachment B), the parties agree that the purpose and intent of this agreement is to set forth the mutual responsibilities involving VCREA and the GCTD as outlined:

1. VCREA will be responsible for and will:
 - a. Coordinate activities of the Ventura County EV Ready Blueprint implementation based on the approved scope of work for Grant Agreement ARV-20-009.
 - b. Consult with the GCTD on an as-needed basis.
 - c. Prepare monthly, semiannual, and final reports.
 - d. Prepare invoicing material needed for California Energy Commission reporting.

2. GCTD will be responsible for and will:

- a. Provide narrative and data to incorporate into monthly reports, as needed.
- b. Provide records and other required documentation to comply with monthly invoice templates, as needed.
- c. Procure an appropriate electric bus for the GOnow Microtransit proposal.
- d. Conduct outreach to targeted Low-Income and Disadvantaged communities and the local Neighborhood Councils through brochures, community meetings, marketing, and outreach to introduce microtransit services.
- e. Provide transportation services and operations to targeted communities for three years.
- f. Initiate reservation, dispatch, and reporting software.
- g. Prepare GOnow Microtransit Management and Operations Plan.
- h. Prepare Final Report on GOnow Microtransit Operations and Long-Term Plan.
- i. Follow Grant Agreement ARV-20-009 (Attachment B), approved by the California Energy Commission, to assist with implementing projects and developing material for key deliverables set out in Attachment A: Scope of Work.

Sue Hughes
Executive Director
Ventura County Regional Energy Alliance

Steven P Brown
General Manager
Gold Coast Transit District

Attachment A

1. TASK 5 SCOPE OF WORK

VCREA and GCTD are working together to implement the Ventura County EV Ready Blueprint with the goal to accelerate the deployment of electrified transportation within the Ventura County Region. Specifically, GCTD will implement their GOnow Microtransit proposal (Task 5) to increase and enhance the availability of transportation to those living in Low-income and Disadvantaged Community(ies) by providing a new clean mobility solution with the purchase of a light duty electric bus while accelerating the electrification of a public paratransit light-duty fleet.

PARTNER RESPONSIBILITIES

- Conduct outreach to targeted Low-Income and Disadvantaged communities and the local Neighborhood Councils through brochures, community meetings, marketing, and outreach to introduce microtransit services.
- Procure an appropriate electric bus based on analysis of requirements developed from community outreach. GCTD must use its own established procurement procedures while adhering to all applicable state and local laws and the terms and conditions of Grant Agreement ARV-20-009.
- Ensure the availability of charging infrastructure is adequate to serve the bus before the vehicle is procured.
- Provide transportation services and operations to targeted communities for approximatively three years.
- Initiate reservation, dispatch, and reporting software.
- Write GOnow Microtransit Management & Operations Plan describing targeted communities, outreach materials, results of outreach used to analyze requirements and develop specifications for an electric bus, and planned services and operations over the three-year period.
- Write GOnow Final Report on Microtransit Operations and Long-Term Plan describing the microtransit operations to the targeted communities, including pictures; information and data on usage and costs; charger and electricity usage; route information; reservation and dispatching information; and plans for long-term operations of the microtransit service.

PARTNER DELIVERABLES

- GOnow Microtransit Management & Operations Plan
- Final Report on GOnow Microtransit Operations and Long-Term Plan

COMPENSATION SCHEDULE

GCTD compensation will not exceed \$622,000. A 10 percent retention amount of \$62,200 will be retained by VCREA until the Grant Agreement term ends on June 30, 2024 and the California Energy Commission authorizes the release of the retention.

TERM

- MOU is effective from October 6, 2021 to June 30, 2024.
- MOU will be consistent with California Energy Commission Grant Agreement ARV-20-009, Exhibit A Scope of Work, Exhibit A-1 Schedule of Projects, Exhibit Ba GCTD Sub Budget, Exhibit Bc MV Sub Budget, Exhibit C General Terms and Conditions, and Exhibit D Special Terms and Conditions approved by the California Energy Commission (Attachment B). GCTD will assist with implementing projects and developing material for key deliverables set out in the Attachment A: Scope of Work. The MOU will be based on the grant terms and funding of Electric Vehicle Ready Communities Phase II – Blueprint Implementation GFO-19-603.

2. SPECIAL INSTRUCTIONS

1. GCTD agrees to accept \$622,000 in funding from the Clean Transportation Project Grant to purchase a light duty electric bus and implement their GOnow Microtransit proposal.
2. GCTD accepts the Energy Commission's policy to retain 10 percent of any payment request or 10 percent of the total Task 5 award amount of \$62,200. After all grant agreement tasks have been completed in June 2024, VCREA will submit a completed payment request form requesting release of the retention. Once California Energy Commission authorizes the release of the retention, VCREA will then reimburse GCTD 10 percent of the total Task 6 award amount or \$62,200.
3. GCTD agrees to provide \$606,254 in match funding to procure a light duty electric bus and implement the GOnow Microtransit project.
4. Termination. Either Party hereto may terminate this MOU without cause for any reason by providing 10 days written notice to the other party involved. Any such termination shall be without penalty or any other payment. However, GCTD will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract. On completion or termination of this MOU, VCREA will be entitled to immediate possession of and GCTD will furnish on request, all computations, plans, correspondence, and other pertinent data gathered or computed by GCTD for this particular MOU prior to any termination. GCTD may retain copies of said original documents for Subcontractor's files. GCTD hereby expressly waives any and all claims for damages or compensation arising under this MOU except as set forth in this paragraph in the event of such termination.
5. Default. If GCTD defaults in the performance of any material term or condition of this MOU, GCTD must cure that default by a satisfactory performance within 10 days after service upon GCTD of written notice of the default. If GCTD fails to cure the default within that time, then VCREA may terminate this MOU without further notice. Upon termination, GCTD will be paid for all work provided and equipment purchased to the date of termination, as long as such work meets the terms and conditions of this MOU.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to Section 4.

6. Non-Discrimination

General. No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this MOU.

Employment. GCTD will ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this GCTD. GCTD 's personnel policies will be made available to VCREA upon request.

7. Standard of Performance. GCTD and their employees, in the performance of VCREA's work under Grant Agreement ARV-20-009 shall be responsible for exercising the degree of skill and care required by customarily accepted good professional practices and procedures used in the grant recipient's field.

Any costs for failure to meet the foregoing standard or to correct otherwise defective work that requires re-performance of the work, as directed by Commission Agreement Manager (CAM), shall be borne in total by GCTD and not VCREA. The failure of a project to achieve the performance goals and objectives stated in the Scope of Work is not a basis for requesting re-performance unless the work conducted by GCTD and/or its subcontractors is deemed by VCREA to have failed the foregoing standard of performance.

In the event GCTD fails to perform in accordance with the above standard:

- 1) GCTD will re-perform, at its own expense, any task which was not performed to the reasonable satisfaction of the CAM. Any work re-performed pursuant to this paragraph shall be completed within the time limitations originally set forth for the specific task involved. GCTD shall work any overtime required to meet the deadline for the task at no additional cost to VCREA;
- 2) VCREA shall provide a new schedule for the re-performance of any task pursuant to this paragraph in the event that re-performance of a task within the original time limitations is not feasible; and
- 3) VCREA shall have the option to direct GCTD not to re-perform any task which was not performed to the reasonable satisfaction of the CAM pursuant to application of (1) and (2) above. In the event VCREA directs GCTD not to re-perform a task, the Energy Commission and VCREA shall negotiate a reasonable settlement for satisfactory work performed. No previous payment shall be considered a waiver of the Energy Commission's right to reimbursement.

Nothing contained in this section is intended to limit any of the rights or remedies which VCREA may have under law.

8. Retention of Records. The Recipient shall retain all project records (including financial records, progress reports, and payment requests) for a minimum of three years after the final payment has been received or three years after the federal grant term, whichever is later, unless otherwise specified in the funding Agreement.

Records for nonexpendable personal property acquired with grant funds shall be retained for three years after its final disposition or three years after the federal grant term, whichever is later.

9. Audits. Upon written request from VCREA, GCTD shall provide detailed documentation of all expenses at any time throughout the project. In addition, VCREA agrees to allow the Energy Commission or any other agency of the State, or their designated representative, upon written request, to have reasonable access to and the right of inspection of all records that pertain to the project during the term of this Agreement and for a period of three (3) years thereafter or three years after the federal grant term, whichever is later, unless the Energy Commission notifies VCREA, prior to the expiration of such three-year period, that a longer period of record retention is necessary. Further, VCREA agrees to incorporate an audit of this project within any scheduled audits, when specifically requested by the State. VCREA agrees to include a similar right to audit in any subcontract.

Grant recipients are strongly encouraged to conduct annual audits in accordance with the single audit concept. The recipient should provide two copies of the independent audit report and any resulting comments and correspondence to the CAM within 30 days of the completion of such audits.

10. Indemnification, Hold Harmless, and Waiver of Subrogation. All activities and/or work covered by this MOU will be at the risk of Subcontractor alone. To the fullest extent permitted by law, GCTD agrees to defend, indemnify, and save harmless the County of Ventura, its officers, agents, and employees, which includes VCREA including its board, agencies, departments, officers, employees, agents and volunteers against any and all claims and losses, lawsuits, accruing or resulting to VCREA and to any and all contractors, subcontractors, materialmen, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by VCREA in the performance of this Agreement.
11. Public Works - Payment of Prevailing Wages. Generally Required by Law. Projects that receive an award of public funds from the Energy Commission often involve construction, alteration, demolition, installation, repair, or maintenance work over \$1,000.

NOTE: Projects that receive an award of public funds from the Energy Commission are likely to be considered public works under the California Labor Code. See Chapter 1 of Part 7 of Division 2 of the California Labor Code, commencing with Section 1720 and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000.

Accordingly, the Energy Commission assumes that all projects it funds are public works. Projects deemed to be public works require among other things the payment of prevailing wages.

NOTE: Prevailing wage rates can be significantly higher than non-prevailing wage rates.

By accepting this Agreement, GCTD as a material term of this Agreement shall be fully responsible for complying with all California public works requirements including but not limited to payment of prevailing wage. Therefore, as a material term of this Agreement, Recipient must either:

- a. Proceed on the assumption that the project is a public work and ensure that:

- prevailing wages are paid; and
- the project budget for labor reflects these prevailing wage requirements; and
- the project complies with all other requirements of prevailing wage law including but not limited to keeping accurate payroll records, and complying with all working hour requirements and apprenticeship obligations;

or,

- b. Timely obtain a legally binding determination from California Department of Industrial Relations (DIR) or a court of competent jurisdiction before work begins on the project that the proposed project is not a public work.

NOTE: Only the California DIR and courts of competent jurisdiction have jurisdiction to issue legally binding determinations that a particular project is or is not a public work.

If GCTD is unsure whether the project receiving this award is a “public work” as defined in the California Labor Code, it may wish to seek a timely determination from the California DIR or an appropriate court.

NOTE: Such processes can be time consuming and therefore it may not be possible to obtain a timely determination before the date for performance of the award commences.

If GCTD does not timely obtain a binding determination from DIR or a court of competent jurisdiction that the project is not a public work, before this Agreement from VCREA is executed, GCTD shall assume that the project is a public work and that payment of prevailing wages is required and shall pay prevailing wages unless and until such time as the project is subsequently determined to not be a public work by DIR or a court of competent jurisdiction.

NOTE: California Prevailing Wage law provides for substantial damages and financial penalties for failure to pay prevailing wages when payment of prevailing wages is required.

Subcontractors and Flow-down Requirements. GCTD shall ensure that its subcontractors, if any, also comply with above requirements with respect to public works/prevailing wage. GCTD shall ensure that all agreements with its contractors/subcontractors to perform work related to this Project contain the above terms regarding payment of prevailing wages on public works projects. GCTD shall be responsible for any failure of Recipient's subcontractors to comply with California prevailing wage and public works laws.

Indemnification and Breach. Any failure of GCTD or its subcontractors to comply with the above requirements shall constitute a breach of this Agreement that excuses VCREA's performance of this Agreement at VCREA's option and shall be at GCTD's sole risk. In such a case, VCREA may refuse payment to GCTD of any amount under this Agreement and VCREA shall be released, at its option, from any further performance of this award or any portion thereof. By accepting this Agreement, and as a material term of this Agreement, GCTD agrees to indemnify the VCREA and hold the VCREA harmless for any and all financial consequences arising out of or resulting from the failure of GCTD and/or any of GCTD's subcontractors to pay prevailing wages or to otherwise comply with the requirements of prevailing wage law.

Budget. GCTD's budget on public works projects must indicate which job classifications are subject to prevailing wage. For detailed information about prevailing wage and the process to determine if the proposed project is a public work, GCTD may wish to contact the California DIR or a qualified labor attorney of their choice for guidance.

Covered Trades. For public works projects, GCTD may contact DIR for a list of covered trades and the applicable prevailing wage.

Questions. If GCTD has any questions about this contractual requirement or the wage, record keeping, apprenticeship or other significant requirements of California prevailing wage law, it is recommended that GCTD consult DIR and/or a qualified labor attorney of its choice before accepting this Agreement.

Certification. GCTD shall certify to the VCREA on each Payment Request Form, either that (1) prevailing wages were paid to eligible workers who provided labor for work covered by the payment request and that the GCTD and all contractors and subcontractors otherwise complied with all California prevailing wage laws, or (2) that the project is not a public work requiring the payment of prevailing wages. In the latter case, GCTD shall provide competent proof of a DIR or court determination that the project is not a public work requiring the payment of prevailing wages.

Prior to the release of any retained funds under this Agreement, GCTD shall submit to VCREA the above-described certificate signed by the Recipient and all contractors and subcontractors performing public works activities on the project. Absent such certificate, GCTD shall have no right to any funds under Grant Agreement ARV-20-009, and VCREA shall be relieved of any obligation to pay said funds.

12. Assembly Bill (AB) 841 (2020). By signing this MOU, GCTD as a material term of the Grant Agreement ARV-20-009 shall be fully responsible for complying with this section. AB 841 (Ting, 2020) added Public Utilities Code (PUC) section 740.20, which requires Electric Vehicle Infrastructure Training Program (EVITP) certification to install EV charging infrastructure and equipment for work performed on or after January 1, 2022, subject to certain exceptions. As a policy matter, the Energy Commission is applying the EVITP certification requirements to project work funded under Grant Agreement ARV-20-009 and this MOU, regardless of whether it might be performed prior to January 1, 2022, unless an exception applies.

Therefore, applying PUC 740.20 EVITP requirements to Grant Agreement ARV-20-009 and this MOU means that all EV charging infrastructure and equipment located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors' State License Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:

- 1) EV charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
 - 2) EV charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
 - 3) Single-family home residential EV chargers that can use an existing 208/240-volt outlet.
13. Time is of the essence in the performance of this contract. Continuation of the MOU is subject to the appropriation of funds for such purpose by the VCREA Board of Directors. If funds to affect such continued payment are not appropriated, VCREA may terminate this

project as thereby affected and GCTD will relieve the VCREA of any further obligation, therefore.



Item #8

DATE October 6, 2021

TO GCTD Board of Directors

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

SUBJECT Consider Adoption of Resolution 2021 – 08 Establishing GCTD’s Support for and Declaration of “Clean Air Day” in California on October 6, 2021

SUMMARY

California Clean Air Day is 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. California Clean Air Day is built on the idea that by joining together for a unified day of action, collectively we can create new habits to clear the air for all members of California’s diverse communities.

Here at Gold Coast Transit District, we have taken a pledge as an organization by way of adopting this resolution, utilizing the resources available on the event’s website (www.cleanairday.org) to promote the event across our social media network. Additionally, GCTD has asked employees to take an individual pledge by signing up on our own pledge link (www.cleanairday.org/pledge/individual/GCTD) and committing to an action that makes sense to them. They can choose from a menu of activities, including planting something, reducing vehicle emissions, switch to the use of clean products, etc.

This work is in addition to the daily work we do of providing environmentally-friendly public transit service across five jurisdictions, with a fleet fueled by compressed natural gas, and operating from a new and sustainable facility which was built to meet all California Green Building standards.

In 2020, 1.6 million participants made a pledge, resulting in 3.1 million actions to clear the air.

California Clean Air Day is an initiative of the Coalition for Clean Air.

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2021 - 08, Establishing GCTD’s Support for and Declaration of “California Clean Air Day” on October 6, 2020.

General Manager’s Concurrence

Steven P. Brown

GOLD COAST TRANSIT DISTRICT

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION # 2021 - 08

Gold Coast Transit District (GCTD)

Support for and Declaration of Clean Air Day on October 6, 2021

Whereas, air pollution contributes to higher rates of cancer and heart and lung diseases, which adversely affect health; and

Whereas, California has some of the most polluted regions in the United States; and

Whereas, it is vital that we protect the health and well-being of our residents, visitors, and workforce; and

Whereas, emissions from vehicles, industry, and even household sources significantly affects the natural environment, air quality and well-being of residents, employees, and visitors of the Gold Coast Transit District service area; and

Whereas, individual actions such as not idling vehicles, walking or biking to work and school, carpooling, and conserving energy can directly improve air quality in our region; and

Whereas, County employees, vendors and elected officials have tremendous power to help lower emissions; and

Whereas, Pledges by individuals have shown to result in action; and

Whereas, education about air quality can raise community awareness, encourage our community to develop better habits, and improve our community health; and

Whereas, Californians will be joining together across the state to clear the air on October 6, 2021; and

Whereas, Gold Coast Transit District is committed to the health of our residents, workforce, visitors, and community at large; and

Now, therefore be it resolved, by Gold Coast Transit District that October 6, 2021, be declared "Clean Air Day" throughout its service area and beyond; and

Be it further resolved that we encourage all residents, businesses, employees, and community members to participate in Clean Air Day and help clear the air for all Californians.



Item #9

DATE **October 6, 2021**

TO **GCTD Board of Directors**

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

SUBJECT **Update on New California Housing Laws and “High-Quality Transit Areas”**

SUMMARY

Last month, the Board of Directors requested an item be brought back discuss several new state laws aimed at increasing the supply of housing in California as it relates to our plans for transit service. This report provides a brief summary of a few of these new laws and provides a background on how “high quality transit areas” are defined in the GCTD service area. For this item staff will provide a presentation on this topic for information and discussion.

BACKGROUND

In September, Governor Newsom signed an historic 31 new affordable housing bills focused on increasing the supply of affordable housing across the state. Two of these new laws include reference to “transit-rich” areas or “major transit stops.” This report provides a brief summary of the laws and provides information on how GCTD’s transit service relates to these bills.

Summary of SB 9

SB 9, by California State Senate President pro Tempore Toni G. Atkins, also known as the California Housing Opportunity and More Efficiency (HOME) Act, facilitates the process for homeowners to build a duplex or split their current residential lot. It also includes provisions to prevent the displacement of existing renters and protect historic districts, fire-prone areas, and environmental quality. Under SB 9, transit is mentioned only as it relates to mandatory parking minimums. For instance, SB 9 allows for lot splits in residential zoned neighborhoods, and it allows for one parking space to be mandatory unless it’s within *½ mile of a Major Transit Stop or High-Quality Transit Corridor* in which case the local entity cannot require parking be provided. SB 9 was signed by Governor Newsom and chaptered by the Secretary of State. This bill will go into effect on January 1, 2022.

Summary of SB 10

SB 10, by Senator Scott Wiener (D-San Francisco) also part of the Senate’s “Building Opportunities for All” package of bills, creates a voluntary process for local governments to access a streamlined zoning process for new multi-unit housing near transit or in urban infill areas, with up to 10 units per parcel. This bill enables cities who want to speed up the creation of housing to approve up-zonings, however, the bill does not actually reduce the CEQA process for individual developments. To be eligible the parcel must be located in one of the following: a “Transit-Rich Area” or an “Urban Infill” site. SB 10 was signed by Governor Newsom and chaptered by the Secretary of State. This bill will go into effect on January 1, 2022.

GOLD COAST TRANSIT DISTRICT

Summary of AB 1401 *Proposed (now dead)* - This bill did not pass, however it would have prohibited public agencies, as defined, in certain cities from enforcing a minimum parking requirement on developments within ¼ mile of major transit stops. Although AB 1401 received strong support in the Assembly, it died in the Senate Appropriations Committee.

Defining “High Quality Transit Areas” (HQTAs) in the GCTD Service Area

The bus network in Ventura County plays an important role in providing access to people of all ages to access education, appointments, and employment without needing to drive a personal vehicle. As the region’s largest provider of public transit, GCTD has worked to promote integrating transit planning and land use planning by working closely with member jurisdictions. For example, in 2020, staff completed the “Building Transit Supportive Communities Plan” which provided strategies to encourage land-use policies in our member jurisdictions that support increased transit usage where transit is most likely to be improved in the future. These efforts recognize that connecting residents of Ventura County to jobs and services is crucial to enabling a healthy economy by increasing opportunities for all.

Integrating transit and land use planning is also in line with state and regional plans including the 2016/2040 Regional Transportation Plan. In addition, many new bills and funding programs refer to the term “HQTAs” or “major transit stop” as a way to encourage development in these areas, by providing incentives to build in locations where transit is most likely to be utilized.

Currently, in the GCTD service areas, the only HQTAs that exist today are the areas within ½ mile surrounding passenger rail stations served by Metrolink/Amtrak. No local bus routes in the GCTD service area currently meet the frequency definition to be considered “major transit stops” at this time. However, there are two routes that are anticipated to meet the definition by 2040. These include the streets along GCTD Route 1 - Port Hueneme-Oxnard and GCTD Route 6- Oxnard-Ventura Avenue. These routes currently operate during the peak times of the day at a 18-20-minute headway and are included in the 2016-2040 SCAG RTP. At some point in the future, those parcels within ½ mile of these routes may eventually be eligible for development incentives.

While there are slightly different definitions in some of the new housing bills, the generally accepted definitions for major transit stop and HQTAs are based on the SCAG RTP which include the following definitions.

- A. Major transit stop:** A site containing an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods (CA Public Resource Code Section 21064.3). It also includes major transit stops that are included in the applicable regional transportation. *Example:* Oxnard Transit Center (due to Metrolink)
- B. High-quality transit corridor (HQTC):** A corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours. *Example:* If a bus route has buses coming by at least once every 15 minutes during the peak time of day, the streets along the entire route are the HQTC’s. Separate but overlapping bus routes that do not individually meet the 15-minute threshold may not be combined in order to qualify as an HQTC. However, in certain regions, there are certain corridors where overlapping “line families” such as a local line/express line or bus rapid transit (BRT) are intended to function as one bus route. On these corridors, transit riders typically board the first bus available, whether it be a local, express, or

BRT line. For these line families or local/BRT corridors, SCAG uses the combined routes to calculate the frequency. (Reference the Connect SoCal Transportation System Transit Technical Report pg.83)

C. High Quality Transit Area: A buffer area of ½ mile around High-Quality Transit Corridor(s) OR Major Stops (defined above) *Example:* ½ mile area around Oxnard Transit Center.

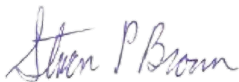
D. Transit-Rich” Area: (Term used in SB 10) Under SB 10 parcels must meet certain eligibility requirements, such as bring in a “transit-rich area” or “urban infill site”. Under SB 10 “Transit-rich area” means a parcel within one-half mile of a major transit stop, as defined in Section 21064.3 of the Public Resources Code, or a parcel on a “high-quality bus corridor”. Under SB 10, “High-quality bus corridor” means a corridor with fixed route bus service that meets all of the following criteria:

- It has average service intervals of no more than 15 minutes during the three peak hours between 6 a.m. to 10 a.m., inclusive, and the three peak hours between 3 p.m. and 7 p.m., inclusive, on Monday through Friday.
- It has average service intervals of no more than 20 minutes during the hours of 6 a.m. to 10 p.m., inclusive, on Monday through Friday.
- It has average intervals of no more than 30 minutes during the hours of 8 a.m. to 10 p.m., inclusive, on Saturday and Sunday.

RECOMMENDATION

This report provides a brief summary of new housing laws and provides a background on how “high quality transit areas” are defined in the GCTD service area. For this item staff will provide a presentation on this topic for discussion and information only.

General Manager’s Concurrence



Steven P. Brown
General Manager



Item #10

DATE October 6, 2021
TO GCTD Board of Directors
FROM Vanessa Rauschenberger, Acting Assistant General Manager
SUBJECT Update on 301 East 3rd Street Property

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

Steven P. Brown

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 #11

DATE October 6, 2021
TO GCTD Board of Directors
FROM James Beck, Director Operations and Maintenance
SUBJECT GCTD Operations and Maintenance Report

SUMMARY

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

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

RECOMMENDATION

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

General Manager's Concurrence

Steven P. Brown

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