



AGENDA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 1, 2022 – 10:00 A.M.
GCTD ADMINISTRATIVE FACILITY
1901 AUTO CENTER DRIVE
OXNARD, CA 93036-7966
www.GoldCoastTransit.org

The meeting will be IN PERSON / HYBRID
Hybrid / Remote Participation is available via ZOOM Webinar
<https://us02web.zoom.us/j/83633196141>

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 EITHER **IN PERSON AT 1910 Auto Center Drive, Oxnard, CA OR** BY EMAILING THEIR PUBLIC COMMENTS TO THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON JUNE 1, 2022. 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 JUNE 1, 2022 AT 805-483-3959 X 160 OR ADELGADO@GCTD.ORG.

CALL TO ORDER

ROLL CALL

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

CEREMONIAL CALENDAR

- **Pledge of Allegiance**
- **Employee Recognition – NONE**

GOLD COAST TRANSIT DISTRICT

GENERAL PUBLIC COMMENT PERIOD

The GCTD 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

[General Manager's Report – Vanessa Rauschenberger, General Manager](#)

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

CONSENT AGENDA

1. [Consider Approval of Minutes of May 4 Board of Directors Meeting](#)
2. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager & DBE Officer](#)
3. [Consider Reconfirming Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361 - Vanessa Rauschenberger, General Manager](#)

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The GCTD 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.

4. [Approve Modification to Contract with Stantec to include City of Ojai Trolley into Zero Emissions Fleet Transition Plan –Marlena Kohler, Purchasing Manager & DBE Officer and Jim Beck, Director of Operations & Maintenance](#)
5. [Receive Presentation and Provide Input on Draft FY 22-23 Marketing Plan – Cynthia Duque, Marketing & Communications Manager](#)
6. [Receive Presentation and Consider Approval of Draft FY 22-23 Budget – Dawn Perkins, Director of Finance](#)

Gold Coast Transit District
Board of Directors Meeting
June 1, 2022

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INFORMATIONAL ITEMS

7. [Hydrogen Fuel Cell Electric Bus Demonstration & Lo No Grant Update – Jim Beck, Director of Operations & Maintenance](#)
Please join us following the Board meeting in the yard to see a demonstration of a New Flyer Hydrogen Fuel Cell Electric Bus
8. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

CLOSED SESSION

- None

The next regular meeting of the GCTD Board of Directors will be held on **JULY 6, 2022, at 10:00 A.M. at 1901 Auto Center Drive, Oxnard CA 93036**. 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 <u>adelgado@gctd.org</u> 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.
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Date: June 1st, 2022

To: Board of Directors

From: Vanessa Rauschenberger, General Manager

Subject: General Manager's Monthly Report

Meet the future of GCTD

Internships play an essential part in many people's career journeys. Organizations across the country take on interns to help manage the workload and help young professionals learn. I want to take a moment this month to recognize the interns who are working to get a real-world view inside the industry and their contributions to GCTD.

- **Tania Escobar** (Planning & Marketing Intern) Tania is a recent graduate of the University of Oregon, B.A. in General Social Science with a concentration in Business, Economics, & Society. Her work at GCTD includes creating a digitalized visual representation of staff comments on proposed development and site improvements around transit stops, conducted in depth research on all the transit apps that contain GCTD routes. She also developed a price analysis of bus advertising, completed a bilingual transit terminology booklet with phonetics to improve communication with Spanish language riders and most recently, expanded GCTD's presence on TikTok.
- **Catherine Le Tran** (Finance & Accounting Intern) Catherine is working on her degree in Business at Santa Barbara City College. Since joining GCTD, Catherine is working on our CalPERS reporting, assisting the Finance and Accounting team with Revenue processing and ensuring our Money Room scheduling is complete. She is learning all about the processes and daily activities involved in a Finance Department.
- **Cristian Meza** (Facility Intern) Cristian is a graduate of CSUN with a degree in Geographic Information Systems. Christian has been a great asset to the Maintenance Department, working closely with Victor on restructuring our PM inspections for the facility. This is an arduous job because it requires making changes to over 30 facility inspections. Christian also organized the attic stock, assisted in researching parts for the fuel station and facilities, and created a number system to easily identify cabinet/electrical panel keys. He created facility maps identifying emergency exits and fire extinguishers which has been helpful for facility personnel.
- **Maylee Murillo** (Human Resources Intern) An Oxnard resident, Maylee is a junior at Cal Lutheran pursuing a Bachelors Degree in Business Administration. As our newest intern, Maylee is assisting the Human Resources team on projects such as organizing the HR files, helping with employee benefits information, and following up on job applicants in support of the department's ongoing recruitment efforts.

People on the Move

Please join me in congratulating **Jorge Gaeta**, who was promoted from Bus Operator to Transit Supervisor. Jorge has been with GCTD for seven years and has done an exceptional job transporting our customers safely. He will be a great role model as he joins our Supervisor team.

Please join me in congratulating **Johnathan Ledezma** as our new Facility and Vehicle Cleaner. His work will be essential in our continued commitment to the health and safety of our customers and employees.

Oxnard Leadership Academy Visits

This month, GCTD hosted Transportation Day for the Oxnard Leadership Academy.

The session focused on land use, housing and transportation. We highlighted how transit use and support can improve and facilitate improved land-use decisions that will contribute to building a sustainable community and highlighted the ways we can get around Oxnard and neighboring cities in the county, without the need for a car. The group also enjoyed a facility tour by Jim Beck and a short drive on the newest 40' Gillig bus thorough the bus wash.



Low-No Grant – Zeroing in on Zero Emissions

Staff have been working with the Center for Transportation, and the Environment (CTE) on a Low or No emissions grant application. The Center for Transportation and the Environment (CTE) is a member-supported 501(c)(3) nonprofit organization that develops, promotes, and implements advanced transportation technologies, vehicles, and fuels that reduce environmental pollution and fossil fuel dependency. The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. GCTD would like to thank the community and elected officials for over 30 letters of support received for this effort. The application is due May 31st.

Exit Only-New Gate being installed on Side of Building

After a lengthy design and planning process, a new gate is being installed on the east side of GCTD's Administration building. The gate will replace a plywood barrier that was put in place when the facility opened. Thanks to Juan De La Rosa, Fleet and Facilities Manager for getting this project done. The gate will be an exit only gate for people leaving the yard enabling access to the employee parking lot.

Strategic Planning

Staff is currently reviewing proposals to develop a Strategic Plan. Staff will be interviewing the top four firms in June, and plan to have a kickoff starting this summer.

Collaborative Meetings & Committee Activities – GCTD's expert staff from various departments are actively engaged in coordinating and participating in a variety of

meetings to support GCTD's mission. Key meetings attended this month by GCTD staff included: VCTC's Commission Meeting, Ventura County Climate Council Meeting, VCTC TRANSCOM, and City of Oxnard's Climate Action Plan Stakeholder Meeting, GCTD Meeting with Ventura County Mental Health & Transit Working Group

301 Facility Update

The City of Oxnard is reviewing our plans for demolition, which is taking longer than anticipated due to the number of plans in the queue ahead of us. In the meantime, staff and GCTD's consultant team are evaluating submittals to select a firm to complete a Phase II Environmental Assessment for the property as soon as buildings are removed. Once the demolition and the Phase II report are completed, the information will be shared with the selected developers as part of the RFP process.

General Manager Activities & Meetings Attended

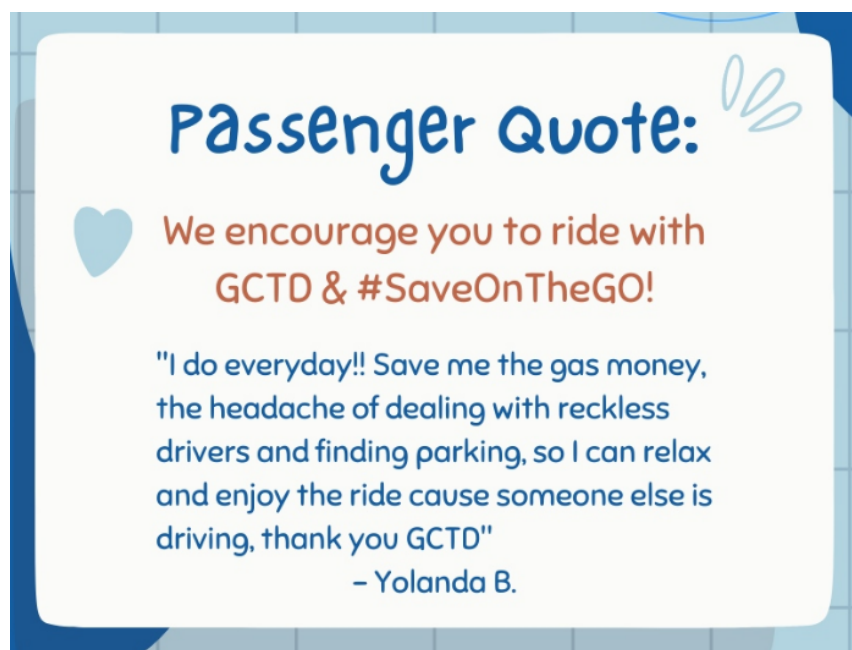
- May 4th – Meeting with City of Ojai staff to discuss Joint Roll out Plan
- May 6th – Attended VCTC's Commission Meeting
- May 10th – Held Coffee with GM in Operations area to get input from employees
- May 11th – Attended CTA Small Operators Committee
- May 12 – Participated Joint Labor Management
- May 17th – Attended Virtual Ventura County Climate Emergency Council Meeting to speak about Low No Project
- May 18th – Attended GCTD Technical Advisory Committee Meeting
- May 20th – Meeting with Ventura Chamber of Commerce, Executive Director
- May 20th – Presentation and Facility Tour with Oxnard Leadership Academy
- May 26th – Presentation to SIEU Stewards on Lo No Project

Keep up with us on the GO

"Like Us" and Follow Us on Facebook, Twitter, and Instagram, "Like Us" on Facebook @GCTransit - "Follow Us" on Twitter @GoldCoastBus - or "Follow Us" on Instagram @GoldCoastTransit. Sign up online for GCTD's monthly "News on the GO" Newsletter.

New We're on Tik Tok! @goldcoasttransitbus

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Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 4, 2022 – 10:00 A.M.
THIS MEETING WAS HELD IN-PERSON & VIA-ZOOM (HYBRID)**

Call to Order

Chair Bryan MacDonald called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:01 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California, and via Zoom. Due to COVID-19, this meeting was also made available via Zoom for the public.

Roll Call Present

Chair Bryan MacDonald – City of Oxnard – In person
Vice-Chair Matt LaVere – County of Ventura – Remote via-zoom
Director Mike Johnson – City of Ventura – In person
Director Richard Rollins – City of Port Hueneme – In person
Director Randy Haney – City of Ojai – In person

Staff Present

Vanessa Rauschenberger, General Manager
Haviva Shane, General Counsel
Dawn Perkins, Director of Finance
James Beck, Director of Operations & Maintenance
Matt Miller, Planning Manager
Margaret Heath-Schoep, Paratransit & Special Projects Manager
Chiharu Endo-Lee, Operations Manager
Marlena Kohler, Purchasing Manager & DBE Officer
Tanya Hawk, Buyer
Robert Keys, IT Manager
Matt De La Rosa, IT Technician
Cynthia Torres Duque, Communications & Marketing Manager
Angie Delgado, Clerk of the Board

Ceremonial Calendar

Chair MacDonald led the pledge of allegiance

Employee Recognition

- **5 Years:** Pablo Barron, Yovany Gutierrez, Jotham Nicolas
- **10 Years:** Haydee Andrade, Raymond Bedoy, Vernon Bell, Ferdinand Ortiz, Gilbert Pinon
- **15 Years:** Maria Salmeron
- **20 Years:** Thad Maddox

Mr. Gutierrez spoke during the employee recognition and thanked GCTD and the board members for the recognition and opportunity to be part of the team. Since the first day, he expressed that everyone has treated him with respect, and he is happy to be here.

GOLD COAST TRANSIT DISTRICT

Mr. Ortiz thanked the board members for the recognition and stated it has been a pleasure working for the past ten years. He enjoys working for GCTD and feels it's an honor to receive the recognition.

Mr. Barron stated he was very happy and a proud moment for him. He couldn't believe how quickly five years had passed working for GCTD. Mr. Barron gave a special thanks to his mother, Ms. Elizabeth Escobedo, a bus operator. In addition, he thanked Ms. Endo-Lee, Supervisors, and co-workers for all the support he had received in his five years with GCTD.

Mr. Nicolas thanked the board of directors for the opportunity to work for GCTD, and he feels he is still living his dream of helping the community.

The Board of Directors thanked and congratulated each employee for their years of service.

General Public Comment

None

Board of Directors Reports

Director Rollins thanked Ms. Rauschenberger for working with the public works department and placing a new bus bench by city hall.

Director Haney stated that the City of Ojai would like to thank Ms. Rauschenberger and Mr. Beck for coordinating the future replacement of the small trolleys in the community with electric.

General Manager Reports

Ms. Rauschenberger congratulated Manny Barajas, who attended the California Association for Coordinated Transportation (CALACT) conference and was recognized for the Above and Beyond Award for his role of heroic efforts on three separate occasions coming to the aid of our members of the public. The Board of Directors recognized Mr. Barajas in an earlier meeting, but CALACT was recognized statewide. GCTD is honored to have Mr. Barajas and his wife and mother, who is also an Operator, attend the awards luncheon at CALACT. Training provided at GCTD and the work and efforts our employees give impacts agencies all across the state. Ms. Rauchenberger provided staffing updates, and Mr. Zaretsky, former Risk Manager, was promoted to Director of Human Resources. Ms. Rauschenberger congratulated and thanked Ms. Bonales for her 20 years, wishing her a great retirement. Ms. Rauschenberger thanked Director Johnson for joining her for Coffee with the GM early in the morning. Finally, a hydrogen fuel cell bus will be brought to GCTD next month and is expected to be available for the public to try.

Chair MacDonald thanked Vanessa for her new role as General Manager and the phenomenal work of setting up the hybrid meeting.

Consent Agenda

1. [Consider Approval of Minutes of April 6 Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for January and February 2022](#)
3. [Consider Approval of Treasurer's Report for January and February 2022](#)
4. [Consider Approval of Budget Income Statement for Month Ending January & February 2022](#)
5. [Consider Approval of Financial Statements & Schedule of Money Transfers for January & February 2022](#)

6. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager & DBE Officer](#)
7. [Consider Reconfirming Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361 - Vanessa Rauschenberger, General Manager](#)

Director Haney moved to approve Consent Agenda Items 1 through 7. Director Rollins seconded the motion.

The motion passed unanimously.

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to three (3) minutes comment total on all agenda items. Members of the public must submit their request by email to the Clerk of the Board prior to 9 am on the day of the Board Meeting.

THERE WERE NO COMMENTS

8. [Receive and File FY 2020-21 TDA Audit Reports for GCTD, as Prepared by Brown Armstrong Accountancy Corporation – Dawn Perkins, Director of Finance](#)

Ms. Dawn stated that the TDA compliance audit prepared by Brown Armstrong Accountancy Corporation and GCTD was found to comply with respect to all expended funds spent on TDA eligible expenses. The fair box ratio was lower than the 20% due to no fares being collected for the first ten months of the year and was not required to be met this year not until 2023. We had one finding due to the audit not being submitted timely since we had inadequate staffing due to turnover and COVID-19. All positions in Finance have been filled, everyone is being trained and up to speed, and audits will be ready before December 2022. TDA compliance Reports expressed their opinion that GCTD complied with all material requirements.

The report was filed and received.

9. [Receive Presentation on Draft FY 22-2 Budget Assumptions – Dawn Perkins, Director of Finance](#)

Ms. Perkins presented the 22-23 Budget Assumptions on Operating Funding Sources to the board. Ms. Perkins expressed that GCTD funding sources are Federal, State, Local, and Fare Revenue. The largest funding comes from Federal Formula Revenue, increasing by 24% by this fiscal year. Some of the operating expenses for Workforce Development & Training are the Wellness Center Equipment and Increase Training and Development for our employees.

RECOMMENDATION

It is recommended that the Board of Directors receive, review and advise staff regarding this discussion of GCTD's draft preliminary proposed budget assumptions for FY2022-23. A draft budget will be presented to the Board in June 2022, with a final budget planned for July 2022.

Director Haney thanked Ms. Perkins for the clarity of the presentation.

Director Rollins commended Ms. Perkins and GCTD on the wellness center for employees to utilize for their wellbeing.

Director LaVere stated that the presentation was easy to understand and very well put together, and he appreciates the work.

The report was filed and received.

10. Receive Presentation and Provide Input on GCTD's Preliminary Service Plan for FY 2022-23, Matt Miller, Planning Manager

Mr. Miller presented the board with the Preliminary Service Plan for FY 2022-23 service year. In addition, he provided information on conservation and the context of how GCTD approaches the planning for the upcoming year. Bike Policy Update was also provided, and Operators have all been trained.

RECOMMENDATION

It is recommended that the GCTD Board of Directors receive and file this report and presentation and provide any feedback to staff.

The report was filed and received.

INFORMATIONAL ITEMS

11. Receive and File FY 2021-22 3rd Quarter Ridership & Performance Report – Matt Miller, Planning Manager, and Margaret Heath Schoep, Paratransit & Special Projects Manager

The report was filed and received.

12. Operations and Maintenance Update – James Beck, Director of Operations and Maintenance

The report was filed and received.

13. Future Agenda Items – Vanessa Rauschenberger, General Manager

The report was filed and received.

CLOSED SESSION

None

There being no further business, Chair Bryan MacDonald adjourned the Board of Directors meeting at 11:18 am.

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

Vanessa Rauschenberger
Secretary of the Board of Directors

Chair Bryan MacDonald
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be on **June 1, 2022, at 10:00 am**. Copies of administrative reports relating to the Board agenda are available online at www.gctd.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



June 1, 2022

Item #2

TO GCTD Board of Directors

FROM Marlena Kohler, Purchasing Manager *MLK*

SUBJECT Report of Contracts Awarded.

SUMMARY

As requested by the Board of Directors on December 2, 2020, and in accordance with the GCTD Purchasing Resolution, the staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the May 2022 Board meeting.

RECOMMENDATION

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

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

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

Contracts/PO Awarded Report
June 2022

PO#	Vendor Name	Item Description	Extended Cost
Procurement			
A0010251	LIFT OFF, LLC	Office 365	\$16,560.00
A0010252	A 1 AUDIO VIDEO	A/V Services	\$1,600.00
A0010253	THE PUN GROUP	Accounting & Audit Services	\$62,077.50
D0090036	MV TRANSPORTATION, INC.	Paratransit Services	\$147,407.64
P0030259	EDM TECHNOLOGY, INC.	Fare Media	\$2,925.00
Procurement Total			\$230,570.14

Parts

M0049114	SPORTWORKS NORTHWEST, INC	SPRING. TORSION, APEX	\$67.63
M0049115	MUNCIE RECLAMATION AND SUPPLY COMPANY	VALVE ASSM, SOLENOID 12 V	\$175.59
M0049116	GILLIG LLC	Misc Parts	\$2,518.94
M0049118	LOS ANGELES TRUCK CENTERS, LLC	Misc Parts	\$4,466.11
M0049119	LOS ANGELES TRUCK CENTERS, LLC	ES COMPLEAT EG PREMIX DRUM-BLUE	\$633.04
M0049120	AMERICAN PLASTICS CORP	GUARD, LOWER, #4, NF	\$325.13
M0049123	AMERICAN MOVING PARTS	Misc Parts	\$1,726.15
M0049124	PARKHOUSE TIRE, INC.	TIRE DISPOSAL	\$504.00
M0049126	MOTION INDUSTRIES, INC.	FC300-20 HYDRAULIC HOSE	\$922.10
M0049127	CALIFORNIA HOSE, INC	Various HOSE FITTING	\$1,279.60
M0049128	THE AFTERMARKET PARTS COMPANY, LLC	Misc Parts	\$4,295.50
M0049134	GILLIG LLC	Misc Parts	\$815.31
M0049135	CUMMINS PACIFIC LLC	Misc Parts	\$2,190.11
M0049137	LOS ANGELES TRUCK CENTERS, LLC	Misc Parts	\$1,626.85
M0049139	ASHBURY ENVIRONMENTAL SERVICES	Misc METAL DRUM parts	\$1,921.65
M0049141	THE AFTERMARKET PARTS COMPANY, LLC	Misc Parts	\$2,378.29
M0049142	PACIFIC LIFT AND EQUIPMENT CO., INC	Service Call Lift #3	\$830.00
M0049147	INTERSTATE BATTERIES	BATTERY - INTERSTATE	\$1,030.36
M0049149	CUMMINS PACIFIC LLC	Misc Parts	\$78.81
M0049157	ASBURY ENVIRONMENTAL SERVICES	Misc Drum Parts	\$1,921.65
M0049158	SUPERIOR SANITARY SUPPLIES	MISC CLEANING ITEMS	\$687.47
M0049159	KIMBALL MIDWEST	MISC Parts	\$543.80
M0049160	KIMBALL MIDWEST	MISC Parts	\$581.80
M0049161	KIMBALL MIDWEST	MISC Parts	\$587.71
M0049162	KIMBALL MIDWEST	MISC Parts	\$564.13
M0049163	KIMBALL MIDWEST	MISC Parts	\$546.07
Parts			\$33,217.80
Grand Total			\$263,787.94



Item #3

DATE June 1 2022

TO GCTD Board of Directors

FROM Vanessa Rauschenberger, General Manager

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

SUMMARY

Since the start of the pandemic, the Board of Directors has been holding its regular board meetings virtually in accordance with Executive Orders issued by the Governor. The Governor has now rescinded those orders as they relate to the virtual meetings, and the legislature has adopted AB 361, reestablishing and amending the requirements to meet virtually.

On November 3, 2021, the Board adopted resolution 2021-09, which authorized the continuation of virtual meetings for 30 days. In order to continue meeting virtually, the Board of Directors is required to make findings reconfirming the continuation of virtual meetings every 30 days.

BACKGROUND

When the COVID-19 pandemic began, California Governor Gavin Newsom signed an Executive Order that allowed public agencies to meet virtually. The most recent Executive Order, N-33-20, expired on September 30, 2021. On September 16, Governor Newsom signed Assembly Bill (AB) 361. AB 361 gives the option for public agencies to continue meeting virtually until January 1, 2024. This bill allows local agencies to use teleconferencing in compliance with the Ralph M. Brown Act. Pursuant to AB 361, the GCTD Board of Directors must reconsider the continuing need for virtual meetings every thirty (30) days.

Virtual meetings are permitted presently because Governor Newsom has proclaimed a state of emergency. The State of California and many local officials have recommended measures to promote social distancing. If those conditions change, the local agency can still meet virtually if it has determined that physical presence at meetings would present imminent risks to the health and safety of attendees.

RECOMMENDATION

It is recommended that the Board consider reconfirming GCTD Resolution 2021-09, declaring the need for continuation of virtual Board meetings, pursuant to AB 361.

GOLD COAST TRANSIT DISTRICT



Item #4

DATE June 1, 2022

TO GCTD Board of Directors

FROM Marlena Kohler, Purchasing Manager *MLK*

SUBJECT Consider Approval of Contract Revision to Stantec for Zero Emission Bus (ZEB) Analysis to include the Ojai Trolley

SUMMARY

Stantec was awarded a contract by the Board of Directors in July 2021 for Zero Emission Bus (ZEB) Analysis. The initial contract amount was \$195,000. Staff is requesting a contract scope of work revision to include Ojai Trolley in the analysis. This revision will not affect the current contracted amount.

BACKGROUND

In July 2021, after an extensive competitive bid process, the Board of Directors authorized the General Manager to execute a contract for Zero Emission Bus (ZEB) Analysis following the conclusion of successful negotiations. The Board approved a not-to-exceed amount of \$195,000, an amount based on price proposals submitted by those firms within the competitive range. The contract was eventually awarded to Stantec in the amount of \$144,347.36.

The Zero Emission Bus (ZEB) Analysis is being prepared in response to the California Air Resources Board (CARB) Innovative Clean Transit (ICT) Regulation, which mandates the full conversion of bus fleets to zero-emission by 2040. The study will develop a recommended ZEB mode and provide a Zero Emission Bus Rollout Plan for fixed-route revenue fleet conversion by 2040 (with associated infrastructure and operating plan), as mandated by CARB. As small operators, a ZEB Roll Out plan is required to be adopted by all transit operators, including the City of Ojai and GCTD and submitted to CARB by July 1, 2023.

In recent months, James Beck, Director of Operation and Maintenance, had conversations with the City of Ojai regarding their interest in a ZEB Roll Out Plan. Mr. Beck contacted Stantec about expanding the scope of work to include an analysis for the Ojai Trolley and asked that they provide a quote to determine the cost of this addition and if it was within our budget to do so. Stantec quoted \$24,901.00, which is well within our current board approved limit and budgeted amount, in fact, this addition to the scope of work and along with the initial amount of the contract would bring the revised total to \$188,438.36, about \$6,561.64 less than the Board approved amount of \$195,000. However, staff would like to maintain the current Board approved amount in case there are any unforeseen changes that may occur during the term of the contract.

On April 26th, the City of Ojai City Council authorized the formation of a Joint Zero-Emission Bus Group (Joint Group) between the City of Ojai (City) and Gold Coast Transit District (GCTD), to meet the California Air Resources Board (CARB)'s 2019 Innovative Clean Transit (ICT) regulation requirements and directed staff to work with GCTD to prepare a joint Zero Emission Bus Rollout Plan (Rollout Plan) to meet CARB's ICT regulation.

The benefits of preparing a group plan will allow GCTD and the City of Ojai to jointly plan and prepare for future technology needs, capital improvements, equipment, training, and other areas needed to achieve the goal of a Zero Emissions fleet. Since the City of Ojai is a member of the Gold Coast Transit District, and GCTD has the technical capacity to assist the City, staff believe this to be a good use of the District resources. Funding for this project is coming from the CARES Act, which does not require any local match.

GOLD COAST TRANSIT DISTRICT

June 1, 2022

Consider Approval for Contract Revision to Stantec for Zero Emission Bus (ZEB) Analysis to include the Ojai Trolley Page 2 of 2

To date, GCTD has had no performance issues with Stantec, in fact the firm has done an outstanding job working with Mr. Beck and GCTD's ZEB plan. This firm also continues to be a responsive and responsible contractor.

RECOMMENDATION

It is recommended that the Board of Directors authorize the revision to Stantec's contract scope of work to include the Ojai Trolley, at the current Board approved amount of \$195,000.

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, appearing to read "Vanessa Rauschenberger", is written over a horizontal line.

Vanessa Rauschenberger
General Manager



Item #5

To: Board of Directors

From: Cynthia Torres Duque, Communications and Marketing Manager

Date: June 1, 2022

Subject: Receive Presentation and Provide Input on Draft Marketing Plan for FY 2022-2023

Summary

The draft FY 22-23 Marketing Plan outlines Gold Coast Transit District's (GCTD) approach to attract and retain customers while enhancing community engagement and support in the coming year. In Fiscal Year 22-23, the Marketing plan will support GCTD's efforts to focus on ridership recovery while promoting new initiatives, services and community partnerships as outlined in GCTD's [COVID-19 Recovery Plan](#) adopted by the Board last year. The plan also places an emphasis on opportunities for the public to discuss their views and provide input on plans, projects, or policies of GCTD and ensures meaningful access to benefits, services, and information for all.

Background

Over the last several years, GCTD has worked to improve the overall customer experience by implementing a variety of improvements, including increased service frequency, improved travel times by way of bus stop consolidation, adding new routes, and improving fare collection (diversifying fare media and payment options). Prior to the pandemic, these efforts showed measurable results with nearly 4 million passenger trips in 2019.

Despite the pandemic, GCTD was able to retain over 60% of pre-pandemic ridership levels, which continue to increase. After encouraging people to shelter in place during the height of the spread, reducing services, and taking other unprecedented steps, GCTD is now shifting to craft messages that will rebuild the public's trust and utilization of public transit. The impact of COVID-19 on our community has forever changed us. Lives have changed, travel patterns have changed, people's tolerance for inconvenience and antiquated systems has changed. Therefore, focusing on the customer experience and adjusting our policies to make them more customer-friendly will be critical to our continued recovery and success.

Goals and Methodology

Looking forward to the next fiscal year, we will move forward with clear, concise, and credible messaging easily consumed by our passengers and communities we serve, always leading with

GOLD COAST TRANSIT DISTRICT

our mission - *Gold Coast Transit District provides safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community.*

Public transportation can be an effective solution to what affects much of the community- rising gas prices, increased cost of living, traffic congestion, poor air quality, etc. Reducing dependency on gas leaves more money in your pocket, improving your personal economy in these difficult times. It reduces greenhouse gasses and is the most effective way to help the environment daily, which in turn, increases the quality of life for all. Together with advocacy organizations and other community allies, GCTD can directly link these key benefits to the services it provides. It is important that we position ourselves as a key community partner; here to provide solutions.

Below is a five-point strategy that can serve as guide as GCTD moves into a new fiscal year:

1. **Convey a Message that Transcends, Resonates and Builds Ridership:** Before the pandemic, during and long after, we are here to get you where you need to go. Our message needs to transcend time, trends, events, etc. We will reinforce our mission statement - We provide safe, responsive, convenient, efficient, and environmentally responsible public transportation. Utilize our videos, photos, other engaging visuals for maximum impact. Studies have shown that people will retain 65% of information if it includes a relevant image - compared to only 10% without - and introducing an image into a piece of content increases understanding from 70% to 95%.
2. **Focus on the Customer Experience and Customer Satisfaction:** Good customer service is good for the organization. A positive experience promotes customer loyalty, rider retention, encourages brand advocacy (word of mouth marketing), and attracts new riders. We will focus our efforts on service quality dimensions including reliability, responsiveness, empathy, and training. We will resume public outreach activities and passenger surveys to continue to better understand our community's needs.
3. **Increase Awareness and Support for Long Term Goals:** Become more clearly visible in the communities we serve and continue to associate the brand with the numerous benefits it generates – connecting people to opportunities, reducing our carbon footprint, and participating in the economic recovery of the County both as an employer and carrier of essential workers. Participate in community events, attend community meetings, sit on committees and boards that support the communities we serve, and build relationships and community partnerships.
4. **Integrate Tactics for Maximum Impact:** In today's environment, our passengers consume messages in numerous ways. We won't rely solely on traditional media; rather, employ a combination that also includes Internet/social media, direct-to-customer communications, alternative marketing, leveraging our community allies and, if funding allows, more large scale outdoor and/ or TV/Radio ads for increased exposure and awareness. A multi-pronged, integrated marketing effort targets a wider audience and bolsters marketing effectiveness.
5. **Build a foundation that keeps growing:** In FY 22/23, GCTD will develop a Short-Range Transit Plan that will include a report summarizing marketing strategies, shortfalls, opportunities, and challenges, evaluating the customer experience, and make recommendations on future strategies. Based on those results, GCTD plans to partner with a firm to develop a five-year, comprehensive marketing plan to set benchmarks and milestones using quantifiable data to evaluate our success more clearly.

Fiscal Year 2022-2023 Marketing Campaigns

Below are the proposed marketing activities, timelines and estimated budgets planned for FY 22-23. These budgeted amounts will be included in the proposed FY 22-23 budget.

General Agency Awareness

General Purpose Marketing

Timeline: Year-Round
Budget: \$15,000

Ongoing agency marketing to increase awareness of the organization and goals. Expenses include the publication of the annual report, giveaways, printed materials, social media boosted ads, limited media placement, membership, and sponsorship fees, etc.

Public Outreach/Surveys

Timeline: January and July, Ongoing
Budget: \$3,000

GCTD has a history of surveying its passengers annually, and we plan to continue this effort to better understand the public's needs. We will also plan more in-person outreach events (tabling, POP Up events, etc. for increased engagement and accessibility.

These activities support COVID-19 Recovery Strategies **#12 and #15**:

- Strategy #12 - Building Transit Supportive Communities. *"The recently completed Building Transit Supportive Communities Plan contains recommendations that should be used as an educational tool to conduct outreach to member cities, community groups and committees. Staff should seek out opportunities to present these concepts and plans to community groups."*
- Strategy #15 - Increase Public & Employee Engagement. *"Public engagement is a framework for guiding strategies and approaches that are tailored to each unique effort or community. This includes continuation surveys of customers, seeking input from community and stakeholders who may not traditionally interact with the public transit system, and employees."*

Fixed Route Service Promotion

Service Changes

Timeline: January and July
Budget: \$5,000

Bi-annual public education campaigns to promote the new Bus Books and collateral marketing materials. Expenses include design and printing of brochures, postcards, flyers, posters, etc.

Route / Service Promotions

Timeline: FY 2022-23, Ongoing
Budget: \$45,000

GCTD has worked to improve the overall passengers experience by implementing a variety of improvements, including increased service frequency, improved travel times by way of bus stop consolidation, adding new routes. This budget will be used to create videos, place media buys that promote transit as a safe, affordable, and environmentally friendly way to travel.

Youth Free Fares

Timeline: FY 2022-23, Ongoing
Budget: \$25,000

This will include a media ad buy, printing, and flyers to market GCTD fixed route services to Youth and College Students who will be able to utilize GCTD's services free of charge (anticipates VCTC Youth Free Fare Programs taking effect in the Fall).

These activities support COVID-19 Recovery Strategy **#9**:

- Strategy #9 – Community Awareness and Education. *"Increase ridership through education and community awareness efforts. Increase efforts to educate the community about how, what, where you can use the bus, including using transit to reach popular destinations and community events."*

Flexible Services Marketing

GONow Microtransit Launch and Promotion

Timeline: Summer/Fall 2022 (tentative)
Budget: \$40,000

GCTD will add to its family of Flexible Services with the launch of "GoNow" Microtransit service. The campaign will include a ribbon cutting event, targeted direct mail campaign, digital media buy, outreach, and marketing materials.

Late Night Safe Rides Promotion

Timeline: FY 2022-23, ongoing
Budget: \$5,000

Since its launch in May of 2021, ridership on Late Night Safe Rides has been steadily climbing, most notably in the first quarter of 2022. GCTD will build on that momentum by refreshing its marketing materials, conducting more public outreach, and buying boosted ads on social media for additional engagement.

These activities support COVID-19 Recovery Strategy **#8**:

- Strategy #8 – Demand Response Mobility Solutions (Flexible Services). *"Pilot and expand alternative mobility services such as Microtransit and Mobility on Demand. This effort may include partnerships with public, private and community operators for complimentary programming."*

Special Promotional Campaigns and Events

Clean Air Summit

Timeline: October 2022
Budget: \$20,000

GCTD's inaugural Clean Air Summit event is scheduled for October 13, 2022. Cost will include event rentals, catering, marketing materials and promotion. We will be seeking sponsorships to cover this cost.

Annual Holiday "Elf on the GO" Bus Promotion

Timeline: December 2022
Budget: \$9,000

The highly anticipated annual holiday bus brings holiday cheer to the community and provides free rides. GCTD has historically secured sponsorships to help cover the costs. The event has become a tradition that fosters community engagement and goodwill, which helps lay the groundwork for subsequent partnerships.

50th Anniversary Celebration & Bus Rodeo

Timeline: Spring/Summer 2023
Budget: \$20,000

GCTD will reach an important milestone in July of 2023 with the celebration of its 50th anniversary. While this event takes place the following fiscal year, a significant amount of work will be conducted in FY 22-23, hence the budget amount allocation. Plans include the development of a commemorative logo and materials, a video shoot, a one-day event for employees (a possible Rodeo with fellow transit colleagues, employees, and families). Additionally, GCTD is considering a bus wrap with a special design and complimentary rides on the 50th anniversary bus. Raffling of passes and other prizes may also take place.

These activities support COVID-19 Recovery Strategies **#16 and #9**:

- Strategy #16 – Green Jobs and Infrastructure/ Zero Emissions Transition. *"Consider engaging with regional partners to host a Zero Emissions Summit at GCTD to provide education on Zero Emissions Technology to the community."*
- Strategy #9 – Community Awareness and Education. *"Increase ridership through education and community awareness efforts."*

Miscellaneous

Website and Social Media

Timeline: FY 2022-23, Ongoing
Budget: \$10,000

GCTD launched a new website in July of 2021. Since its release, staff has identified some additional features that will provide the customer with additional information and convenience as they travel. This along with the annual hosting and maintenance fee (\$6,600) has been included

here. Additionally, social media has quickly become one of the top tools to provide the latest information, engage with riders, and promote our services. A budget amount has been included here for boosted/paid ads across our social media networks.

These activities support COVID-19 Recovery Strategy #9:

- Strategy #9 - Community Awareness and Education. *“Every interaction during our customers’ journey needs to be seamless and reinforce a consistent message – through our words, our actions, our signage, our vehicles, our app, our website – everything should reinforce a high-quality and welcoming GCTD.”*

Unplanned Marketing and Promotions

Timeline: FY 2022-23, Ongoing

Budget: \$15,000

This section is intended to cover campaigns, events, materials not yet scheduled, including GCTD’s ongoing recruitments efforts of which timing and focus vary.

Budget Summary

GCTD Marketing Budget	FY 22-23 Budget
General	
General Purpose	\$15,000
Public Outreach	\$ 3,000
Fixed-Route	
Service Changes	\$ 5,000
Route / Service Promotions	\$45,000
Youth Free Fare	\$25,000
Flexible Services	
GONow Microtransit Launch	\$40,000
Late Night Safe Rides	\$ 5,000
Special Promotions & Events	
Clean Air Summit	\$20,000
Annual Holiday Bus	\$ 9,000
50 th Anniversary & Rodeo	\$20,000
Other	
Website and Social Media	\$10,000
Unscheduled Promotions	\$15,000
Total	\$212,000

Conclusion and 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



Item #6

DATE: June 1, 2022

TO: Board of Directors

FROM: Dawn Perkins, Director of Finance *dlp*

SUBJECT: **Receive Presentation and Consider Approval of GCTD's DRAFT FY 22-23 Operating Budget & Capital Plan**

EXECUTIVE SUMMARY

This Draft FY 22-23 Operating Budget & Capital Plan is a product of collaboration across Departments and represents the District's priorities for the coming fiscal year. The Proposed Draft FY 22-23 Operating budget is currently \$30.7 million. Staff is continuing to work on adjustments to this budget and plans to bring a final operating budget back for the Board's consideration at the July 6th Board Meeting.

As a result of the Infrastructure Investment and Jobs Act of 2022, GCTD will see an increase this year in federal formula funds. While passenger fares and ridership are slowly recovering to pre-COVID levels, GCTD will continue to use Federal American Rescue Plan Act (ARPA) funds to provide essential service to the public. In addition, Local Transportation Funds (LTF) which typically comprise a majority of GCTD Operating budget are anticipated to be increased this year. State grants from Gas Taxes are also expected to be higher than in the past few years. While this recovery of the economy is good news, GCTD need to carefully plan to utilization of funds to meet the challenges of restoring services, overcoming staffing shortages, and meeting future goals.

Overall, staff has developed a Draft FY 22-23 budget that prioritizes a strengthening of our ability to provide core services to the community and ensures we can sustainably serve the community as we solve new challenges.

RECOMMENDATION

Receive Presentation and Consider Approval of the Draft FY 22-23 Budget and Authorize staff to hold a public hearing on the FY 22-23 Budget at the July 6th meeting where the final budget will be brought back for Adoption.

General Manager's Concurrence

Vanessa Rauschenberger
General Manager

Attached: DRAFT FY 22-23 Operating Budget & Capital Plan

GOLD COAST TRANSIT DISTRICT

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**GOLD COAST TRANSIT DISTRICT
DRAFT FY 2022-2023
OPERATING BUDGET & CAPITAL PLAN**

I. BUDGET OVERVIEW

What follows is a review of the assumptions that underpin each of the major components of GCTD's proposed FY 22-23 Operating Budget Revenue and Expenses.

II. FY 22-23 REVENUE SOURCES

Federal American Rescue Plan Act (ARPA) Funds

The Federal American Rescue Plan Act (ARPA) provided a one-time allocation of \$8.15 million to GCTD. The FTA considers all expenses normally eligible under the Section 5307 and 5311 programs incurred in response to economic or other conditions caused by COVID-19 to be eligible under the ARPA. In FY 22-23 GCTD will use \$4.55M in ARPA to cover operating expenses. Federal revenue not needed for FY 22-23 will be carried over to FY 23-24.

Passenger Fares

GCTD's passenger fares projection for FY 22-23 is moderately reduced to reflect the continued slow recovery in transit use, consistent with industry trends. GCTD also receives fare revenue from VCTC's College Ride Transit Fare Promotion Project (funded by State LCTOP funds) and uses its LCTOP funds to subsidize the Token Transit (digital fare media sales) program. GCTD projects \$1,830,960 in fixed route fare sales, \$270,000 in paratransit fare sales and \$194,350 in LCTOP fare revenue in FY 22-23.

Local Transportation Funds (LTF)

GCTD receives the full LTF allocation based on its members' population share. The most current estimate (February 2022) is that GCTD's gross share will be \$20.2M for FY 2022-23, before allocation to member agencies.

Funding requests made by GCTD members for recurring transit-related activities may not exceed 10% above the members' baseline based on an annually CPI-adjusted FY 14-15 funding level for such activities. Member agencies may use LTF funds to fund recurring transit-related activities and transit-related capital items in their jurisdictions. Requests are submitted and reviewed annually by the Technical Advisory Committee.

The Draft Budget reflects GCTD members' total requests of \$1,760,214 in LTF funding to support recurring transit-related activities. GCTD received \$52,900 in net capital requests for FY 22-23. Each member will receive their request less amounts not expended from prior years per audited financials. After funding these programs, GCTD has \$18.44M in FY 22-23 LTF for its Operating Budget, net of carryover from members' prior-year funding, and returned capital funds.

The FY 22-23 LTF Allocation follows as Attachment "A" to this report.

State Funding

Based on the most current State Controllers estimate, GCTD's State Transit Assistance (STA)/State of Good Repair (SGR) budget for FY 22-23 is \$265,065.

Federal Allocation 5307/5339

GCTD's FY 22-23 Federal transit funding is provided by Fixing America's Surface Transportation (FAST) Act 2015 legislation. According to the planned Program of Projects (POP) for FY 22-23 from Ventura County's Federal Transit Administration (FTA) apportionment, (May 2020) GCTD's allocation FY 22-23 is \$6,357,590. Of that amount, \$4,940,439 Section 5307 funding is eligible for use for certain line items in the FY 22-23 Budget such as Operating Assistance and Preventive Maintenance, or COP (bond) payments. The Section 5339 formula funding amount of \$460,651 may be used for capital projects or GCTD's COP (bond) payments. Additionally, \$956,500 in Federal funds may be programmed for ADA services.

Federal Grants CMAQ

The FY 22-23 Operating Budget reflects an allocation of \$1,112,400 in route specific Federal CMAQ grant funds to support the Route 23 Ventura Road service in FY 22-23.

Fuel Credits

GCTD has a contract under which the District receives a natural gas discount and generates and sells both Low Carbon Fuel Standard (LCFS) credits to the State of California and Renewable Identification Number (RIN) credits to the U.S. EPA for its use of renewable natural gas to fuel the fleet. The Draft Budget reflects GCTD's anticipation of \$500,000+ credit sale revenues in FY 2022-23.

Advertising & Other Revenue

Advertising sales revenue slowly rebounded in FY 21-22. The proposed FY 22-23 advertising budget is \$255,000. Other budgeted revenue line items include sale of surplus materials and interest.

III. FY 22-23 EXPENSES

Draft FY 22-23 expenses include several categories as described here. Operating expenses directly related to personnel engaged in service operation and fleet maintenance is the major driver of the budget. GCTD staff looks for opportunities to reduce overall costs as part of its day-to-day operations.

Fixed-Route Service Plan

At the May Board Meeting, staff presented the service plan for FY 22-23. As noted in the report, planning staff is optimistic that ridership is starting to rebound after two years of pandemic safety measures. All routes have experienced an increase in traffic and although ridership currently is at around 60% of pre-pandemic levels, demand for additional service is anticipated. GCTD is currently operating at approximately 95% of pre-pandemic service levels. As GCTD successfully recruits and trains additional operating staff, more planned service will be offered to the public in support of local economic recovery. Below are the proposed service improvements for the FY 22-23 Budget.

- Route 1A/B – January 2023: increase mid-day service to every 15 minutes during peak demand (current service is at every 20 minutes)
- Route 16 – January 2023: increase frequency to every 30 minutes during peak demand (current service is at every 1 hour)
- All other schedules will remain the same

Service levels planned for FY 22-23 include 189,542 planned Revenue Hours. This includes a planned service increase for January 2023 which will only take place if GCTD is successful in bus operator recruitment. GCTD is committed to providing reliable service without interruptions. If GCTD does not meet its hiring goal, service levels will remain at the current levels.

Wages & Benefits

In FY 21-22, GCTD budgeted for 130 bus operators. However, due to attrition GCTD currently has just 122 Operators. The FY 22-23 Budget plan will require 130 bus operators.

Salary and benefit increases for represented and non-represented employees are included in the FY 22-23 Budget. These increases are largely due to contractual obligations with employee's represented by SEIU and Teamsters.

The ongoing labor shortage, absenteeism and COVID-related challenges will likely create overtime costs for GCTD. Currently GCTD has 122 Operators, of which only 112 are available for duty. Some are on long-term leave, while others are using COVID-19 eligible Sick Leave. The 80 Hours COVID Eligible leave policy is anticipated to expire in September 2022.

ADA & Senior Paratransit/Demand Response Services

Ridership recovery on the demand response/flexible service was not as strong in FY 21-22 as anticipated. The continued slower return to movement within the community is factored into the FY 22-23 budget. The FY 22-23 contract for the GCTD demand response services is projected to be approximately \$140,000 higher than the FY 21-22 budget due to a request to renegotiate rates within the current contract. The contract includes the flexibility to continue pilots like the Late-Night Safe Rides, general public dial-a-ride and to introduce new services like the on-demand clean energy microtransit transportation

Liability and Workers' Compensation

Insurance costs continue to increase. Liability coverage through the California Transit Indemnity Pool (CalTIP) will increase in FY 22-23. The final cost of GCTD's Workers Compensation insurance, through the California State Association of Counties (CSAC), is not available until mid-June annually. The current estimate for FY 22-23 is just over \$1,480,000.

Human Resources / Health and Wellness & Professional Development

In FY 22-23, GCTD will launch an enhanced Health and Wellness Program for employees to improve overall health, reduce injuries and help with talent retention. This effort will include the acquisition of office-suitable light exercise equipment and educational signage/programming to better utilize the Wellness Room. Also budgeted is an enhanced professional training/tracking system for employees to

offer more professional development opportunities. Staff is in the process of getting cost estimates, which will be included in the Final Budget, estimated to be between \$30,000-\$40,000.

301 Property Development

Costs associated with the 301 Property Redevelopment, including potential environmental assessment and consulting, are included in the FY 22-23 budget. Proposals for the Environmental Phase II report is currently under review and the associated proposal costs will be included in the Final Budget. Costs associated with this project are estimated to be \$75,000 in FY 22-23.

ZEB Transition Plan, SRTP & Other Strategic Plans

In FY 22-23 staff will work with consultants to complete a Strategic Plan, Zero Emissions Transition Plan, and a Short-Range Transit Plan. The SRTP and ZEB Plan will be funded using CARES Act Planning grant. Consultant costs for these plans are incorporated in the departmental budgets under consultant services included in Appendix B.

Additionally, GCTD plans this year to conduct a classification and compensation study for administrative and supervisory staff. Staff is in the process of evaluating proposals from HR firms to complete this study. The cost of this effort will be included in the Final Budget.

Debt Service

A key milestone in GCTD history occurred in 2019 when the District completed construction of the facility located at 1901 Auto Center Drive. The larger and more functional facility allows GCTD a base of operations to support public transit in the county. To fund the facility, in March 2017 GCTD issued 30-year Certificates of Participation (COPs) to raise the \$22M required to complete funding to construct the current GCTD Operations and Administration Facility. The District realized capital funding for \$22,012,934 for the Project Fund and \$1,385,750 for the Reserve Fund. GCTD has been making debt obligation payments since 2017.

In FY 22-23 GCTD will make interest and principal payments totaling \$1,395,688. The District anticipates having adequate dedicated Federal funding and matching local funds to meet its debt obligation in June 2022 and through the end of FY 22-23.

IV. CAPITAL PLAN

GCTD's 10-Year Capital Plan will be included in the final budget report. The Plan lists projects included in the Capital Budget that have grant funding identified and are planned for purchase in the next fiscal year.

Ten-Year Capital Project Plan

The ten-year capital project plan incorporates information on GCTD's capital equipment and vehicle needs from GCTD planning documents, including the Short-Range Transit Plan and the Fleet Management Plan. The plan is updated annually, to provide an overview of the funded and unfunded capital items planned to be purchased over the next ten years.

A capital project plan ensures that:

- GCTD plans for the necessary fleet, facilities and equipment to provide service in a safe and cost-efficient manner
- Capital costs are identified in advance and forecast through several fiscal cycles to avoid sudden or excessive demand on local funding sources
- A capital reserve is established to allow for major procurements without sudden or excessive demand on funding sources. Although most of GCTD's major capital investments are made using grant funding, many grants (including most Federal grants) require matching funds
- Long lead times required for certain tasks are understood and accommodated
- The development of specifications and the required competitive procurement process for selecting a bus manufacturer can easily take six to twelve months, and it may take the manufacturer another one to two years to build and deliver a transit bus
- Project inclusion in the Capital Plan is required for GCTD to apply for funding opportunities

Capital Project Funding Sources

GCTD capital projects are typically funded by a combination of Federal, State and local matching funds. FTA Section 5307 funds are provided on a formula basis and may be programmed for capital projects, usually at 80% of the cost, with a 20% required local match. For certain qualifying projects, Congestion Mitigation and Air Quality (CMAQ) funds or Section 5339 funds may also be programmed. CMAQ funding may be programmed to fund new transit services or the purchase of alternative fuel buses (such as ZEB); most of GCTD's CMAQ grants cover 88.53% of the project cost with the remainder coming from local matching funds.

Section 5339 funds may be programmed to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities, typically at 80% of the cost, with a 20% required local match. GCTD has FTA authorization to use 5307 or 5339 formula funds to make its COP payments.

GCTD received numerous grant awards for State funds for capital projects under the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA), created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. While this ten-year program has completed its final funding phase; GCTD is still expending the last of its PTMISEA grants funds. PTMISEA-funded projects do not require a matching funds component.

More recently introduced State grant programs include the Transit and Intercity Rail Capital Program (TIRCP) and The Low Carbon Transit Operations Program (LCTOP) funded by the Greenhouse Gas Reduction Fund (SB862 – 2014 and SB9 – 2015). In 2017 the State passed SB1, which in addition to providing funds for State Transit Assistance (STA) provided additional funds for TIRCP. GCTD currently receives LCTOP funds for eligible programs and anticipates competing for TIRCP program funding.

Local matching funds for Federal grants are provided through the GCTD Capital Reserve and STA funds which are historically funded from GCTD's LTF allocation. The capital reserve allows funding for major capital projects to be planned and funded in advance without placing sudden or excessive demands on local funding sources. The District's budget process historically has included contributions to the Capital Reserve as circumstances and funding permit. GCTD anticipates finishing FY 21-22 with approximately \$3.3 million in capital reserves.

Proposed Ten-Year Capital Projects

Significant items on the ten-year capital project plan include: 1) Replacement of buses anticipated to reach the end of their useful life, 2) Procurement of zero emissions buses to comply with CARB's Innovative Clean Transit rule, 3) Periodic replacement of paratransit and service vehicle fleets, and 4) Additions to the District's technology to ensure the continuation of an efficient transit service.

Historically most of GCTD's capital funding has come from federal transit grants, which generally cover 80% of the cost and require a 20% local match component. However, the past few years have seen substantial support and activity for increased transit funding at the State level. California's TIRCP and LCTOP programs may provide increasing support for transit projects in future years.

Additionally, the recently enacted SB1 legislation that primarily provided funding for street and highway repair also provides for transit State of Good Repair funds, additional STA funds, and additional funding for the discretionary TIRCP grant program, all of which could benefit GCTD. As a result, future programmed projects for which funding has not yet been identified, the plan makes no assumptions about possible Federal-State-local splits.

The total projected cost for all items on the ten-year capital project plan is \$80.1 million. This includes \$5.36 million for programmed projects (funding identified), and \$74.7 million for programmed projects over the next ten years (funding unidentified). A matrix showing programmed vehicles (funded and not yet funded) is shown in Table 8.

V. ATTACHMENTS

- A. Draft LTF Allocation to Member Jurisdictions
- B. Draft FY 22-23 Operating Budget by Category
- C. Draft Capital Plan Current Year Funded
- D. Draft 10 Year Capital Plan Funded and Unfunded Projects

Attachment A – Table 1

**Draft FY 22-23 LTF Allocation to Member Jurisdictions
Revenue Projections and Requested Projects**

TDA - LTF REVENUE PROJECTIONS		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
June 2022 LTF Allocation		\$20,201,088	\$346,805	\$9,545,732	\$1,090,128	\$4,916,396	\$4,302,027
FUNDING REQUESTS FOR RECURRING TRANSIT REQUIREMENTS							
Ojai Trolley Operations & Maintenance	Ojai	\$ 91,667	\$ 91,667	\$ -	\$ -	\$ -	\$ -
OTC Operation & Maintenance / Transit Services	Oxnard	419,531		419,531			
OTC Operation & Maintenance / Transit Services: Assistant Public Works Director & Administration	Oxnard	84,500		84,500			
Recurring Bus Stop Maintenance	Oxnard	100,000		100,000			
Operation & Maintenance at VTC /AMTRAK/ Metrolink Station/ Bus Stops	Ventura	316,831				316,831	
Recurring Bus Stop Maintenance	County	72,900					72,900
County Transit Services Management & Oversight	County	230,000					230,000
Transit Service - Heritage Valley	County	203,000					203,000
Transit Service - Ojai Trolley	County	210,000					210,000
Transit Service - T.O. D-A-R / Unincorporated Area	County	55,000					55,000
Transit Service - ECTA D-A-R	County	5,500					5,500
Transit Service - Kanan Road Shuttle	County	498,775					498,775
TOTAL - RECURRING TRANSIT REQUIREMENTS		\$ 2,287,704	\$ 91,667	\$ 604,031	\$ -	\$ 316,831	\$ 1,275,175
Credit for FY 2020-21 Operating Carryover		\$ (325,302)	\$ -	\$ -	\$ -	\$ (47,724)	\$ (277,578)
Net LTF Funding for FY 2022-23 Recurring Transit Requirements		\$ 1,962,402	\$ 91,667	\$ 604,031	\$ -	\$ 269,107	\$ 997,597
FY 22-23 Baseline		\$ 2,945,234	\$ 131,425	\$ 604,031	\$ 66,443	\$ 302,015	\$ 1,841,320
Under/(OVER) Baseline			\$ 39,758	\$ -	\$ 66,443	\$ 32,908	\$ 843,723
REQUESTED MEMBER CAPITAL IMPROVEMENT PROJECTS		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
Ojai Bus Shelter Improvements	Ojai	\$ 52,900	\$ 52,900	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL IMPROVEMENTS		\$ 52,900	\$ 52,900	\$ -	\$ -	\$ -	\$ -
Credit for FY 2020-21 Capital Carryover		\$ (404,178)	\$ (10,971)	\$ (205,550)	\$ (149,090)	\$ (38,567)	\$ -
FY2020-21 Capital Carryover to return to GCTD via Check/Direct Payment		149,090	-	-	149,090	-	-
Net LTF Funding for FY 2022-23 Capital Improvement Projects		\$ (202,188)	\$ 41,929	\$ (205,550)	\$ -	\$ (38,567)	\$ -
TOTAL NET MEMBER FUNDING REQUIREMENTS		\$ 1,760,214	\$ 133,596	\$ 398,481	\$ -	\$ 230,540	\$ 997,597
Available FY 2022-23 LTF Funding for GCTD		\$ 18,440,874					
		\$ 18,440,874	\$ 213,209	\$ 9,147,251	\$ 1,090,128	\$ 4,685,856	\$ 3,304,430
Adjusted Baseline		\$ 2,945,234	\$ 131,425	\$ 604,031	\$ 66,443	\$ 302,015	\$ 1,841,320
10% Above Adjusted Baseline		\$ 294,523	\$ 13,143	\$ 60,403	\$ 6,644	\$ 30,202	\$ 184,132

Attachment A - Table 2

**Draft FY 22-23 LTF Allocation to Member Jurisdictions
Prior Year Operating (Carryover Funds) & Time Extension Requests**

PRIOR YEAR OPERATING ACTIVITIES - CARRYOVER FUNDS							
		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
<i>Funds to be Returned to GCTD by Credit</i>							
Ventura Transportation Center (VTC)	Ventura	\$ (28,352)	\$ -	\$ -	\$ -	\$ (28,352)	\$ -
Truck Purchase	Ventura	(7,219)				(7,219)	
VTC Bathroom	Ventura	(2,996)				(2,996)	
Automatic Voice Annunciators	Ojai	(6,653)	(6,653)				
Ojai Trolley Storage Area	Ojai	(4,318)	(4,318)				
Bus Stop Capital Improvement Program	Oxnard	(205,550)		(205,550)			
Bus Stop Amenities	Port Hueneme	(374)			(374)		
Bus Stop - Ventura Road & Bard	Port Hueneme	(77,776)			(77,776)		
Upgrade Bus Stops & Shelters	Port Hueneme	(70,940)			(70,940)		
<i>Total - Funds to be Returned to GCTD by Credit</i>		\$ (404,178)	\$ (10,971)	\$ (205,550)	\$ (149,090)	\$ (38,567)	\$ -
PRIOR YEAR CAPITAL IMPROVEMENT PROJECTS - PROJECT CANCELLATIONS / REDUCTIONS							
		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
<i>Funds to be Returned to GCTD by Credit</i>							
Oxnard Bus Stops Construction and Improvements	Oxnard	\$ (205,550)	\$ -	\$ (205,550)	\$ -	\$ -	\$ -
Bus Stop Enhancement Projects	Port Hueneme	-	-	-	-	-	-
<i>Total - Funds to be Returned to GCTD by Credit</i>		(205,550)	-	(205,550)	-	-	-
<i>Funds to be Returned to GCTD by Direct Payment (via Check)</i>							
Bus Stop Amenities	Port Hueneme	\$ (374)	\$ -	\$ -	\$ (374)	\$ -	\$ -
Bus Stop - Ventura Road & Bard	Port Hueneme	(77,776)			(77,776)		
Upgrade Bus Stops & Shelters	Port Hueneme	(70,940)			(70,940)		
Install/Upgrade Bus Stops	County	-					
Route 22 Bus Stops	County	-					
AVA System - Kanan Shuttle	County	-					
<i>Total - Funds to be Returned to GCTD by Direct Payment (via Check)</i>		\$ (149,090)	\$ -	\$ -	\$ (149,090)	\$ -	\$ -
TOTAL - Capital Funds to be Returned by Credit or Direct Payment (via Check)		\$ (354,640)	\$ -	\$ (205,550)	\$ (149,090)	\$ -	\$ -
PRIOR YEAR CAPITAL IMPROVEMENT PROJECTS - TIME EXTENSION REQUESTS							
		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
Oxnard Bus Stops Construction and Improvements (FY2020-21 and earl Oxnard		\$ 205,550		\$ 205,550			
Bus Stop Enhancement Projects (FY 2020-21 and earlier)	Port Hueneme	\$ 149,090			\$ 149,090		

Attachment B – Table 1
Draft FY 22-23 Operating Budget by Category

Revenues

Operating Revenues	FY 22-23 Budget	FY 21-22 Budget	Difference +/- FY23 vs. FY22	% +/- FY23 vs. FY22
<u>FARES</u>				
Passenger Fares - Fixed Route	\$ 1,830,960	\$ 2,108,880	\$ (277,920)	-13.2%
Passenger Fares - Paratransit	270,000	356,810	(86,810)	-24.3%
VCTC College Pass Program	159,140	404,434	(245,294)	-60.7%
	\$ 2,260,100	\$ 2,870,124	\$ (610,024)	-21.3%
<u>FEDERAL FUNDS</u>				
Operating Assistance - Federal	\$ 2,080,000	\$ 1,600,000	\$ 480,000	30.0%
Preventive Maintenance - Federal	2,080,000	1,600,000	480,000	30.0%
Paratransit Assistance - Federal	956,500	954,685	1,815	0.2%
Planning Assistance - Federal	1,241,090	268,504	972,586	362.2%
ARP Act Operating Assistance - Federal	-	999,110	(999,110)	-100.0%
ARP Act Preventative Maintenance - Federal	2,750,000	1,175,130	1,574,870	134.0%
ARP Act ADA Assistance - Federal	1,800,000	783,938	1,016,062	129.6%
Camarillo Direct Service	-	70,000	(70,000)	-100.0%
Ecolane	-	34,995	(34,995)	-100.0%
JARC Funding for Late Night Safe Rides	33,330	67,200	(33,870)	-50.4%
SO Microtransit - JARC	66,670	85,094	(18,424)	-21.7%
Demo Project - Ventura Road Route 23 - CMAQ	785,000	783,154	1,846	0.2%
Other Fed Grants and Reimbursements	-	-	-	
	\$ 11,792,590	\$ 8,421,810	\$ 3,370,780	40.0%
<u>STATE FUNDS</u>				
Operating Assistance-State				
FY2019-20 LCTOP Token Transit	\$ 35,210	\$ 76,290	\$ (41,080)	-53.8%
LCTOP Support for Route 23	-	30,697	(30,697)	-100.0%
SO Microtransit - Clean Energy	200,170	137,735	62,435	45.3%
	\$ 235,380	\$ 244,722	\$ (9,342)	-3.8%
<u>LOCAL FUNDS</u>				
Operating Assistance - Local (LTF)	\$ 18,440,874	\$ 12,959,175	\$ 5,481,699	42.3%
Operating Assistance - Local (LTF Prior Year Carryover)	404,178	3,247,193	(2,843,015)	-87.6%
Member Agencies Refund	149,090	260,298	(111,208)	-42.7%
	\$ 18,994,142	\$ 16,466,666	\$ 2,527,476	15.3%
<u>OTHER REVENUE</u>				
Advertising Income	\$ 255,000	\$ 243,000	\$ 12,000	4.9%
Energy Credit Revenue	500,000	500,000	-	0.0%
Interest	-	-	-	0.0%
Other	45,000	45,000	-	0.0%
	\$ 800,000	\$788,000	\$12,000	1.5%
TOTAL	\$ 34,082,212	\$ 28,791,322	\$ 5,290,890	31.8%

Attachment B - Table 2
Draft FY 22-23 Operating Budget by Category

Expense Summary

Operating Expenses	FY 22-23 Budget	FY 21-22 Budget	Difference +/-) FY 23 vs. FY 22	% +/-) FY 23 vs. FY 22
<u>FUNCTIONAL CATEGORIES</u>				
Employee Support	\$ 22,023,693	\$ 20,494,530	\$ 1,529,163	+7.5%
Service/Supplies - Operational	\$ 6,304,286	\$ 6,148,065	\$ 156,221	+2.5%
Service/Supplies - Support	\$ 2,447,136	\$ 2,250,265	\$ 196,871	+8.7%
TOTAL	\$ 30,775,115	\$ 28,892,860	\$ 1,882,255	+6.5%
<u>DEPARTMENTAL CATEGORIES</u>				
Fixed Route	15,718,532	14,811,318	\$ 907,214	+6.1%
Paratransit	3,487,607	2,804,369	\$ 683,238	+24.4%
Maintenance	5,198,690	4,813,808	\$ 384,882	+8.0%
Administration	4,765,448	4,381,445	\$ 384,003	+8.8%
Planning and Marketing	1,604,838	1,483,520	\$ 121,318	+8.2%
TOTAL	30,775,115	28,294,460	2,480,655	+8.8%

Attachment B - Table 3
Draft FY 22-23 Operating Budget by Category

Expense Detail By Function and Department

	Proposed Budget 22-23	FY 21-22 Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
Employee Support				
Salaries	\$ 14,181,849	\$ 13,690,800	\$ 491,049	+3.6%
Health Benefits	2,592,300	2,468,700	123,600	+5.0%
Workers Compensation	1,480,000	1,210,000	270,000	+22.3%
Retirement	3,151,969	2,563,200	588,769	+23.0%
Other Fringe Benefits	305,585	291,500	14,085	+4.8%
Uniforms	71,000	71,000	-	+0.0%
Medical Exams	47,700	47,400	300	+0.6%
Safety & Training	193,290	151,930	41,360	+27.2%
	\$ 22,023,693	\$ 20,494,530	\$ 1,529,163	7.5%

	Proposed Budget 22-23	FY 21-22 Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
Service/Supplies - Operational				
Fuel/Lube	\$ 743,000	\$ 743,000	\$ -	+0.0%
Tires	130,000	130,000	-	+0.0%
CNG Fuel Station	75,000	75,000	-	+0.0%
Paratransit Service Contract	2,944,590	2,804,369	140,221	+5.0%
Contract Repair	662,000	662,000	-	+0.0%
Supplies	850,356	880,656	(30,300)	(3.4%)
Tickets	35,500	50,000	(14,500)	(29.0%)
Marketing	140,000	198,000	(58,000)	(29.3%)
OTC Facilities	14,000	14,000	-	+0.0%
Maintenance Agreements	336,168	298,808	37,360	+12.5%
Warranty Recovery	-	-	-	
	\$ 5,930,614	\$ 5,855,833	\$ 74,781	+1.3%

	Proposed Budget 22-23	FY 21-22 Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
Services/Supplies - Support				
Telephone/Utilities	\$ 465,952	\$ 450,252	\$ 15,700	+3.5%
Insurance	1,292,641	1,112,530	180,111	+16.2%
Contract Services	533,870	508,270	25,600	+5.0%
Supplies	196,345	194,345	2,000	+1.0%
Legal	160,000	160,000	-	+0.0%
Audit	65,000	65,000	-	+0.0%
Employee Events	32,000	32,000	-	+0.0%
Officers	20,000	20,000	-	+0.0%
Dues	55,000	55,000	-	+0.0%
TOTAL	\$ 2,820,808	\$ 2,597,397	\$ 223,411	+8.6%

Fixed Route	Proposed Budget 22-23	FY 21-22 Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
<u>Employees</u>				
Salaries	\$ 9,307,500	\$ 8,992,700	\$ 314,800	+3.5%
Health Benefits	1,759,700	1,675,800	83,900	+5.0%
Workers Compensation	1,014,977	1,140,500	(125,523)	(11.0%)
Retirement	2,151,162	1,660,900	490,262	+29.5%
Other Fringe Benefits	187,925	182,400	5,525	+3.0%
Uniforms	49,000	49,000	-	+0.0%
Medical Exams	38,500	38,500	-	+0.0%
Safety & Training	46,680	46,430	250	+0.5%
	\$ 14,555,444	\$13,786,230	\$ 769,214	+5.6%
<u>Services/Supplies - Operational</u>				
Contract Maintenance Agreements	\$ 75,488	\$ 75,488	\$ -	+0.0%
Fuel/Lube	584,400	584,400	-	+0.0%
Tires	130,000	130,000	-	+0.0%
Supplies	26,748	26,748	-	+0.0%
	\$ 816,636	\$ 816,636	\$ -	
<u>Services/Supplies - Support</u>				
Telephone/Utilities	\$ 346,452	\$ 346,452	\$ -	+0.0%
Total	\$ 15,718,532	\$14,949,318	\$ 769,214	+5.1%
FLEET & FACILITIES				
	FY 22-23 Budget	FY 21-22 Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
<u>Employees</u>				
Salaries	\$ 2,017,200	\$ 1,949,100	\$ 68,100	+3.5%
Health Benefits	\$ 370,400	\$ 352,800	\$ 17,600	+5.0%
Workers Compensation Insurance	\$ 228,091	\$ 58,600	\$ 169,491	+289.2%
Retirement	\$ 487,821	\$ 367,900	\$ 119,921	+32.6%
Other Fringe Benefits	\$ 39,860	\$ 35,600	\$ 4,260	+12.0%
Uniforms	\$ 22,000	\$ 22,000	\$ -	+0.0%
Medical Exams	\$ 7,700	\$ 7,700	\$ -	+0.0%
Safety & Training	\$ 60,110	\$ 40,000	\$ 20,110	+50.3%
Contract Support	\$ -	\$ -	\$ -	
	\$ 3,233,182	\$ 2,833,700	\$ 399,482	+14.1%
<u>Services/Supplies - Operational</u>				
Fuel/Lube	\$ 32,500	\$ 32,500	\$ -	+0.0%
Repair Parts	\$ 510,000	\$ 510,000	\$ -	+0.0%
CNG Fuel Station	\$ 75,000	\$ 75,000	\$ -	+0.0%
Contract Repair	\$ 662,000	\$ 662,000	\$ -	+0.0%
Supplies	\$ 313,608	\$ 343,908	\$ (30,300)	(8.8%)
	\$ 1,593,108	\$ 1,623,408	\$ (30,300)	(1.9%)
<u>Services/Supplies - Support</u>				
Contract Services	\$ 276,000	\$ 276,000	\$ -	+0.0%
Warranty Recovery	\$ -	\$ -	\$ -	
Telephone/Utilities	\$ 96,400	\$ 80,700	\$ 15,700	+19.5%
Total	\$ 5,198,690	\$ 4,813,808	\$ 384,882	+8.0%

	FY 22-23 Budget	FY 21-22 Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
ADMINISTRATION				
<u>Employees</u>				
Salaries	\$ 1,862,100	\$ 1,799,200	\$ 62,900	+3.5%
Health Benefits	291,200	277,300	13,900	+5.0%
Workers Compensation Insurance	148,395	7,400	140,995	+1905.3%
Retirement	330,047	352,300	(22,253)	(6.3%)
Other Fringe Benefits	60,450	57,200	3,250	+5.7%
Uniforms	-	-	-	
Medical Exams	1,300	1,200	100	+8.3%
Safety & Training	43,000	43,000	-	+0.0%
Employee Events	32,000	32,000	-	+0.0%
Contract Support	-	-	-	
	\$ 2,768,492	\$ 2,569,600	\$ 198,892	+7.7%
<u>Service/Supplies - Support</u>				
Telephone/Utilities	\$ 18,600	\$ 18,600	\$ -	+0.0%
Insurance	\$ 1,292,641	\$ 1,112,530	\$ 180,111	+16.2%
Contract Services	\$ 177,370	\$ 177,370	\$ -	+0.0%
Supplies	\$ 178,345	\$ 173,345	\$ 5,000	+2.9%
Legal	\$ 160,000	\$ 160,000	\$ -	+0.0%
Audit	\$ 65,000	\$ 65,000	\$ -	+0.0%
Officers	\$ 20,000	\$ 20,000	\$ -	+0.0%
Dues	\$ 55,000	\$ 55,000	\$ -	+0.0%
Marketing	\$ 30,000	\$ 30,000	\$ -	+0.0%
Total	\$ 4,765,448	\$ 4,381,445	\$ 384,003	+8.8%
PARATRANSIT/PLANNING & MARKETING				
	Proposed Budget 22-23	Annual Budget	Difference +/- FY 23 vs. FY 22	% +/- FY 23 vs. FY 22
<u>Employees</u>				
Salaries	\$ 995,049	\$ 949,800	\$ 45,249	+4.8%
Health Benefits	171,000	162,800	8,200	+5.0%
Workers Compensation Insurance	88,537	3,500	85,037	+2429.6%
Retirement	182,939	182,100	839	+0.5%
Other Fringe Benefits	17,350	16,300	1,050	+6.4%
Medical Exams	200	-	200	
Safety & Training	43,500	22,500	21,000	+93.3%
	\$ 1,498,575	\$ 1,337,000	\$ 161,575	+12.1%
<u>Service/Supplies - Operational</u>				
Paratransit Service Contract	\$ 2,944,590	\$ 2,804,369	\$ 140,221	+5.0%
Fuel/Lubricants	126,100	126,100	-	+0.0%
Tickets	35,500	50,000	(14,500)	(29.0%)
Marketing	110,000	168,000	(58,000)	(34.5%)
Contract Maintenance Agreement	260,680	223,320	37,360	+16.7%
OTC Facilities	14,000	14,000	-	+0.0%
	\$ 3,490,870	\$ 3,385,789	\$ 105,081	+3.1%
<u>Service/Supplies - Support</u>				
Telephone/Utilities	\$ 4,500	\$ 4,500	\$ -	+0.0%
Supplies	18,000	21,000	(3,000)	(14.3%)
Contract Services	80,500	54,900		
Totals	\$ 5,092,445	\$ 4,803,189	\$ 368,737	+7.7%

Attachment C

Capital Project Plan – FY 22-23 Funded Projects

Description	Funding Type	Federal	Local Match	Total	Completion Year
Eight (8) Replacement Fixed-Route Bus (CNG)	Federal CMAQ	\$5,678,000	\$735,000	\$6,413,000	2023
Business Systems Upgrades (ERP & Planning)	Federal CARES	\$833,352	\$0	\$833,352	2023 - 2024
TOTAL		\$6,511,352	\$735,000	\$7,246,352	

Attachment D

**Ten-Year Capital Project Plan –
FY 2022 – FY 2032
Programmed Projects
(Funded and *Unfunded*)**

Project Name	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	FY30-31	FY31-32
Replacement Fixed Route Bus (CNG)	\$5,040,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Fixed Route Bus (ZEB)	\$5,500,000	\$15,862,000	\$0	\$0	\$9,905,000	\$6,376,000	\$0	\$8,118,000	\$0	\$0
Expansion Fixed Route Bus (ZEB)	\$0	\$0	\$0	\$6,010,000	\$0	\$0	\$0	\$8,118,000	\$0	\$0
Replacement Demand Response (CNG/GAS/ZEB)	\$525,000	\$464,000	\$637,000	\$410,000	\$0	\$435,000	\$90,000	\$646,000	\$0	\$0
Replacement Demand Response (CNG/GAS) Cutaway	\$0	\$0	\$1,061,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (CNG/GAS/ZEB)	\$30,000	\$0	\$64,000	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Relief Sedan	\$60,000	\$0	\$0	\$99,000	\$305,000	\$0	\$0	\$0	\$0	\$0
Replacement Admin Van	\$40,000	\$42,000	\$0	\$44,000	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Maintenance Truck	\$0	\$0	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Supervisor Van	\$40,000	\$42,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Admin Sedan	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Solar Panels / Battery Storage	\$0	\$1,030,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Business Systems Upgrades (ERP, Planning)	\$323,000	\$324,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computers & Server Replacements	\$18,000	\$19,000	\$20,000	\$20,000	\$21,000	\$21,000	\$22,000	\$23,000	\$23,000	\$0
Fuel Station Upgrades (Hydrogen)	\$8,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UTA-APC System Upgrade	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Supervisor Sedan	\$0	\$93,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bus Stop Amenities	\$0	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Budget Name	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	FY30-31	FY31-32
Replacement Fixed Route Bus (CNG)	8	0	0	0	0			0	0	0
Replacement Fixed Route Bus (ZEB)	5	14	0	0	8	5	0	6	0	0
Expansion Fixed Route Bus (ZEB)	0	0	0	5	0	0	0	6	0	0
Replacement Demand Response (CNG/GAS/ZEB)	7	6	8	5	0	5	1	7	0	0
Replacement Demand Response (ZEB)	0	0	0	0	0	0	0	0	0	0
Replacement Demand Response (CNG/GAS) Cutaway	0	0	8	0	0	0	0	0	0	0
Expansion Demand Response (ZEB)	0	0	0	0	0	0	0	0	0	0
Expansion Demand Response (CNG/GAS/ZEB)	1	0	2	1	0	0	0			
Replacement Relief Sedan	2	0	0	3	9	0	0	0	0	0
Replacement Admin Van	1	1	0	1	0	0	0	0	0	0
Replacement Maintenance Truck	0	0	1	0		0	0	0	0	0
Replacement Supervisor Van	1	1	0	0	0	0	0	0	0	0
Replacement Admin Sedan	0	0	1	0	0	0	0	0	0	0
Solar Panels / Battery Storage	0	1	0	0	0	0	0	0	0	0
Business Systems Upgrades (ERP, Planning)	0.38	0.37	0	0	0	0	0	0	0	0
Computers & Server Replacements	1	1	1	1	1	1	1	1	1	0
Fuel Station Upgrades (Hydrogen)	1	0	0	0	0	0	0	0	0	0
UTA-APC System Upgrade	27	26	0	0	0	0	0	0	0	0
Replacement Supervisor Sedan	0	3	0	0	0	0	0	0	0	0
Bus Stop Amenities	0	5	0	0	0	0	0	0	0	0

Highlights indicate funded projects



Item #7

DATE June 1, 2022
TO GCTD Board of Directors
FROM James Beck, Director Operations and Maintenance
SUBJECT Hydrogen Fuel Cell Bus Demo June 1st & 2nd

SUMMARY

GCTD will host a hydrogen fuel cell bus demo provided by New Flyer Bus on June 1st and 2nd.

This bus demonstration will provide GCTD staff and stakeholders an opportunity to see hydrogen fuel cell technology in action. The bus will also be driven on a few routes to allow the public to enjoy this new engineering technology that will aid in transitioning GCTD's fleet to zero emissions by 2040.

RECOMMENDATION

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

General Manager's Concurrence

A handwritten signature in black ink, appearing to read 'Vanessa Rauschenberger', written over a horizontal line.

Vanessa Rauschenberger

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 #8

DATE June 1, 2022
TO GCTD Board of Directors
FROM Vanessa Rauschenberger, General Manager
SUBJECT Discuss Future Agenda Items

SUMMARY

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

FUTURE AGENDA ITEMS

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

Future Agenda Items

- Zero Emissions Transition Planning
- Review of Bylaws, Goals & Objectives
- Budget for FY 2022-2023
- Discuss VCTC Transit Integration and Efficiency Study (TIES)
- Redevelopment of 301 Property
- *Other Items?*

Future Routine Items

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

CONCLUSION

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

GOLD COAST TRANSIT DISTRICT