



AGENDA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 5, 2023 – 10:00 AM.
GCTD ADMINISTRATIVE FACILITY
1901 AUTO CENTER DRIVE
OXNARD, CA 93036-7966
www.GoldCoastTransit.org

The meeting will be IN PERSON.
Hybrid / Remote Participation for the Public is available via ZOOM Webinar
<https://us02web.zoom.us/j/89030657157>

CALL TO ORDER

ROLL CALL

Chair – Vianey Lopez, Alternate, County of Ventura
Vice Chair – Mike Johnson, City of Ventura
Director – Rachel Lang, City of Ojai
Director – Bryan MacDonald, City of Oxnard
Director – Martha McQueen-Legohn, City of Port Hueneme

CEREMONIAL CALENDAR

- **Pledge of Allegiance**
- **Employee Recognition**

GENERAL PUBLIC COMMENT PERIOD

The GCTD Board of Directors will consider public comments 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 from the Clerk of the Board and file it with the Clerk before speaking.

BOARD OF DIRECTORS' REPORTS

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

GOLD COAST TRANSIT DISTRICT

CONSENT AGENDA

1. [Consider Approval of Minutes of June 7, 2023, Board of Directors](#)
2. [Consider Approval of Expenditures for the Month of May 2023](#)
3. [Consider Approval of Expenditures for the Month of June 2023](#)
4. [Consider Approval of Money Transfers May 2023](#)
5. [Consider Approval of Money Transfers June 2023](#)
6. [Report of Contracts Awarded June 2023](#)
7. [Consider Approval for Contract Increase to Transportation Management & Design for Short Range Transit Plan Consulting Services](#)
8. [Consider Annual Capital Project List for SGR/STA for CA Funds for FY 2024 and Adoption of Resolution 2023-05 Certifications and Assurances](#)
9. [Consider Approval of Annual Renewal of Workers Comp Insurance for FY 2024](#)
10. [Receive and File Report on 2024 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions](#)

GENERAL MANAGER'S REPORT

11. [General Manager's Report – 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 of 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.

12. [Receive Presentation and Consider Approval of Fleet Management Plan – James Beck, Director of Operations & Maintenance](#)
13. [Receive Presentation and Hold Public Hearing to Consider Approval of Final FY 2024 Operating Budget and Capital Plan – Christine Feng, Chief Financial Officer/Assistant General Manager](#)
14. [Consider Adoption of Final GCTD Agency Strategic Plan, Mission, Vision, Values and Strategic Priorities for 2023-2026 – Vanessa Rauschenberger, General Manager](#)

INFORMATIONAL ITEMS

15. **50th Anniversary & Roadeo Announcement** – Cynthia Duque, Director of Planning and Marketing & Andrea Meza, Marketing Manager
16. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

CLOSED SESSION

17. **CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representative: General Counsel
Employee organization: Teamsters Local 186

Gold Coast Transit District
Board of Directors Meeting
July 5, 2023

Page 3 of 3

The next regular meeting of the GCTD Board of Directors will be held on **SEPTEMBER 6, 2023, at 10:00 AM at 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available online 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.



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 7, 2023 – 10:00 am
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

Call to Order

Chair Matt LaVere called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:04 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

Roll Call

Chair – Matt LaVere, County of Ventura
Vice Chair – Mike Johnson, City of Ventura
Director – Rachel Lang, City of Ojai
Director – Bryan MacDonald, City of Oxnard
Director – Martha McQueen-Legohn, City of Port Hueneme

Staff Present

Vanessa Rauschenberger, General Manager
Christine Feng, CFO/Assistant General Manager
James Beck, Director of Operations & Maintenance
Cynthia Torres Duque, Director of Planning & Marketing
Chiharu Endo-Lee, Operations Manager
Robert Magana, Operations Supervisor
Antonio Reza-Ocampo, Operator
Marlena Kohler, Purchasing Manager & DBE Officer
Margaret Heath-Schoep, Paratransit & Special Projects Manager
Andrea Meza, Communications
Angie Delgado, Clerk of the Board
Manny Barajas, Operations Supervisor
Paloma Villa, Admin Specialist A/P
Geraldine Navarrete, Revenue Specialist
Veronica Navarro, Accounting Analyst
Tanya Hawk, Buyer
Matt De La Rosa, IT Technician

Ceremonial Calendar

Chair LaVere led the pledge of allegiance.

Employee Recognition

- **Juan Avila, Bus Operator – 10 years**
- **Antonio Reza-Ocampo – 10 years**
- **Angel Vasquez – 10 years**
- **Angela Baca, Bus Operator – 20 years**
- **Manny Barajas, Operations Supervisor – 30 years**

Ms. Rauschenberger and the Board members thanked employees for their hard work and years of service.

GOLD COAST TRANSIT DISTRICT

General Public Comment

NONE

Board of Directors Reports

NONE

Consent Agenda

1. [Consider Approval of Minutes of May 3, 2023, Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for April 2023](#)
3. [Consider Approval of Financial Statements & Money Transfers April 2023](#)
4. [Consider Approval of Treasurer's Report for April 2023](#)
5. [Consider Approval of Budget vs. Income Statement for April 2023](#)
6. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager & DBE Officer](#)
7. [Consider Authorizing General Manager to Award a Contract to Creative Bus Sales for the Purchase of Two \(2\) BraunAbility for GCTD's On Demand GO NOW Fleet - Marlena Kohler, Purchasing Manager & DBE Officer & Margaret Schoep, Paratransit & Special Projects Manager](#)
8. [Consider Adoption of Resolution No. 2023-04 Authorize Staff to File Annual Claim for FY 2024 Transportation Development Act \(TDA\) Funds – Dawn Perkins, Director of Finance](#)

Director MacDonald moved to approve Consent Agenda Items 1 through 8. Vice-Chair Johnson seconded the motion.

The motion passed unanimously.

GENERAL MANAGER'S REPORT

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

Ms. Rauschenberger introduced the Chief Financial Officer/Assistant General Manager, Christine Feng, to the team. GCTD is very excited and looking forward to working with Ms. Feng.

Ms. Rauschenberger thanked Ms. Heath-Schoep and Mr. Lucio for the soft launch of Microtransit in the South Oxnard area. Transportation is available from 7 am to 7 pm on weekdays through June. Customers can travel anywhere in the GO NOW zone for just \$2 each way. Fare is also accepted digitally.

Maintenance Appreciation Day was celebrated. Ms. Rauschenberger thanked and recognized Mr. Beck for BBQing early AM and PM crew. The Maintenance crew is greatly appreciated.

The Federal Triennial Entrance Conference with the FTA will occur the day after the board meeting. GCTD will be reviewed for about a week, and the FTA will provide the Triennial Review Process after a couple of months. Ms. Rauschenberger thanked the staff for their hard work in preparation for the Triennial.

The first Internal Newsletter has been launched to help spread the word about upcoming events. This year, GCTD will celebrate the 50th Anniversary of the merger of Oxnard Municipal Bus Lines and Ventura Citizens Transit. We invite the public to join us for a commemorative celebration and BUS ROAD-EO on July 15, 2023, including a friendly driving competition!

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 when the presiding officer has called the agenda item and after the staff report has been given. Each speaker is limited to three (3) minutes of comment on all agenda items. Public members must submit their request by email to the Clerk of the Board before 9 am on the day of the Board Meeting.

10. [Receive and File Presentation of the TDA Triennial Review for Fiscal Year 2020- 2022 as Prepared by Moore & Associates – Cynthia Torres Duque, Director of Planning and Marketing](#)

Ms. Duque stated that The California Public Utilities Code requires that all Regional Transportation Planning Entities (RTPEs) and transit agencies that receive funding under Article 4 of the Transportation Development Act (TDA) undergo an independent performance audit on a three-year cycle. .

Ms. Duque introduced Ms. Kathy Chambers from Moore & Associates, who presented the Triennial Performance Audit results for FY 2019-2022 to the Board.

Following the presentation, Vice-Chair Johnson asked, with the staffing shortage, what is GCTD's sense of the ongoing struggle to recruit people to fill vacancies. Ms. Rauschenberger stated that whether it's a contract or directly operated, it's a nationwide issue that almost every transit agency faces. It may come down to the cost of living, wages, and the rigorous process of becoming a driver. GCTD's contractor has recently taken steps to fill the gap by adjusting wages.

Director Lang asked what the inconsistent reporting of Ojai was and what the causes were. Ms. Chambers stated that with the City of Ojai, there had been some challenges with the data not being compiled and reported consistently due to staffing changes, however, going forward the Transit and Finance staff will review the documents before they are submitted to catch any errors.

The report was filed and received.

11. [Receive Presentation of Draft Operating Budget for FY 2024 and 10-Year Capital Plan–Christine Feng, Chief Financial Officer/AGM & Dawn Perkins, Director of Finance.](#)

Ms. Rauschenberger and Ms. Feng presented draft Operating and Capital Budget for FY 2023-24 to the Board, and will bring back the Final Budget for Adoption at the July 5th Meeting (Public Hearing).

12. [Receive Presentation on Final Draft GCTD's Strategic Plan – Vanesa Rauschenberger, General Manager](#)

In April, the Board convened a Special Strategic Planning Workshop to provide input to staff on opportunities and challenges facing the district. The Board's input and employee input has resulted in a Strategic Plan to help guide GCTD. For the report, staff presented the final draft of the Strategic Plan Priorities and Goals to the Board. Following the meeting, staff will incorporate any additional Board input, and the Strategic Plan will be shared for public & stakeholder input. A final plan will be brought back for final consideration and possible adoption in July.

INFORMATIONAL ITEMS

13. [Future Agenda Items – Vanessa Rauschenberger](#)

The report was filed and received.

CLOSED SESSION

NONE

There being no further business, Chair LaVere adjourned the Board of Directors meeting at 11:23 am.

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

Vanessa Rauschenberger
Secretary of the Board of Directors

Chair Matt LaVere
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be **July 5, 2023, 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.



DATE July 5, 2023 **Item #2**
TO GCTD Board of Directors
FROM Christine Feng, CFO/Assistant General Manager
SUBJECT **Consider the Approval of Expenditures for the Month of May 2023.**

Attached is a list of expenditures for the month of May 2023 from the various GCTD Accounts.

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

Attachments:
Accounts Payable Disbursement List – May 2023

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, reading 'Vanessa Rauschenberger', is written over a horizontal line.

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
80720-C0121	CALIFORNIA PUBLIC EMPLOYEES RET.	ACH	5/4/2023	\$236,259.45	<input type="checkbox"/>	HEALTH INSURANCE
80720-C1904	BENEFIT COORDINATORS COMPANY	ACH	5/4/2023	\$10,432.14	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
80722-E1320	EMPOWER RETIREMENT	ACH	5/5/2023	\$1,350.00	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
80722-U2003	USCM/WEST	ACH	5/5/2023	\$7,883.00	<input type="checkbox"/>	P/R DEDUCTION
80724-M0926	MISSIONSQUARE RETIREMENT	ACH	5/11/2023	\$3,453.40	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
80724-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	5/11/2023	\$4,805.71	<input type="checkbox"/>	P/R DEDUCTION
80914-E1320	EMPOWER RETIREMENT	ACH	5/19/2023	\$1,330.00	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
80914-U2003	USCM/WEST	ACH	5/19/2023	\$8,873.00	<input type="checkbox"/>	P/R DEDUCTION
80916-M0926	MISSIONSQUARE RETIREMENT	ACH	5/22/2023	\$3,571.04	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
80916-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	5/22/2023	\$4,976.45	<input type="checkbox"/>	P/R DEDUCTION
80918-C0133	CAL PERS	ACH	5/23/2023	\$85,659.51	<input type="checkbox"/>	PENSION CONTRIBUTIONS
A0918	AIRGAS USA, LLC	85982	5/18/2023	\$113.34	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1308	AMERICAN MOVING PARTS	85910	5/3/2023	\$5,821.97	<input type="checkbox"/>	BRAKE SHOES
A1308	AMERICAN MOVING PARTS	85936	5/10/2023	\$37.05	<input type="checkbox"/>	BRAKE SHOES
A1324	AMERICAN MADE CLEAN INC	85937	5/10/2023	\$495.00	<input type="checkbox"/>	SERVICES
A1801	ARAMARK UNIFORM & CAREER APPAR	85938	5/10/2023	\$366.88	<input type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	86012	5/24/2023	\$188.30	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	85939	5/10/2023	\$65.00	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1920	ASSURANT EMPLOYEE BENEFITS	85911	5/3/2023	\$1,231.37	<input type="checkbox"/>	DENTAL PREMIUMS
A2020	AT&T	86013	5/24/2023	\$369.14	<input type="checkbox"/>	TELEPHONE SERVICES
B0119	BARON INDUSTRIES	85940	5/10/2023	\$304.36	<input type="checkbox"/>	SUPPLIES
B0211	BEST BEST & KRIEGER LLP	85983	5/18/2023	\$15,272.00	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	85912	5/3/2023	\$98.33	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	85913	5/3/2023	\$550.93	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	85941	5/10/2023		<input checked="" type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	85942	5/10/2023	\$7,311.76	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	85984	5/18/2023	\$234.63	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86014	5/24/2023		<input checked="" type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86015	5/24/2023	\$138.89	<input type="checkbox"/>	PARTS/SERVICE
B1808	BRINK'S, INCORPORATED	85985	5/18/2023	\$672.23	<input type="checkbox"/>	ARMORED CAR SERVICES
B1811	BRIAN BYRNE	85986	5/18/2023	\$843.19	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
C0103	CALIFORNIA HOSE, INC	85914	5/3/2023	\$305.79	<input type="checkbox"/>	PARTS
C0103	CALIFORNIA HOSE, INC	85943	5/10/2023	\$655.21	<input type="checkbox"/>	PARTS
C0113	CALTIP	85987	5/18/2023	\$21,745.00	<input type="checkbox"/>	LIABILITY INSURANCE
C0149	CANON FINANCIAL SERVICES INC	86016	5/24/2023	\$875.79	<input type="checkbox"/>	PRINTING SERVICES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
C0511	CENTRAL COAST FILTER & SUPPLY INC.	85944	5/10/2023	\$471.96	<input type="checkbox"/>	PAINT
C0517	CENTRAL COURIER LLC	85988	5/18/2023	\$1,565.00	<input type="checkbox"/>	DELIVERY SRVC BUS BOOKS
C0922	CITI CARDS	85945	5/10/2023	\$549.22	<input type="checkbox"/>	OFFICE SUPPLIES
C1202	CLEAN ENERGY	85946	5/10/2023	\$62,477.42	<input type="checkbox"/>	REPAIRS
C1504	COASTAL OCCUPATIONAL MEDICAL G	86017	5/24/2023	\$3,075.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1550	LYNETTE COVERLY	86018	5/24/2023	\$0.00	<input checked="" type="checkbox"/>	PROFESSIONAL SERVICES
C1906	BENEFIT COORDINATORS CORP.	85915	5/3/2023	\$11,343.00	<input type="checkbox"/>	DENTAL PREMIUMS
C2115	CUMMINS PACIFIC LLC	85947	5/10/2023	\$9,689.50	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	85989	5/18/2023	\$771.98	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	86019	5/24/2023	\$5,646.98	<input type="checkbox"/>	PARTS
D0114	DANIELS TIRE SERVICE	85916	5/3/2023	\$964.87	<input type="checkbox"/>	TIRES/SERVICES
D0114	DANIELS TIRE SERVICE	85948	5/10/2023	\$5,988.17	<input type="checkbox"/>	TIRES/SERVICES
D0509	ANGELICA DELGADO	85949	5/10/2023	\$92.00	<input type="checkbox"/>	EMPLOYEE REIMBURSEMENT
D0519	DESTIN THOMAS COMMUNICATIONS	86020	5/24/2023	\$187.50	<input type="checkbox"/>	RADIO REPAIRS
D0928	WEX HEALTH, INC.	85990	5/18/2023		<input checked="" type="checkbox"/>	FSA ADMINISTRATION FEE
D0928	WEX HEALTH, INC.	85991	5/18/2023	\$274.50	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D2515	DYER SHEEHAN GROUP, INC.	85917	5/3/2023	\$4,372.50	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0409	EDISON CO.	85918	5/3/2023	\$21,778.63	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	85992	5/18/2023	\$23,193.53	<input type="checkbox"/>	ELECTRICAL POWER
F0505	FEDERAL EXPRESS CORP.	85950	5/10/2023	\$15.00	<input type="checkbox"/>	MAIL SERVICES
F0505	FEDERAL EXPRESS CORP.	86021	5/24/2023	\$64.80	<input type="checkbox"/>	MAIL SERVICES
F1221	FLUID NETWORKS	85919	5/3/2023	\$55.80	<input type="checkbox"/>	SERVICES
F1815	FRONTIER COMMUNICATIONS	85993	5/18/2023	\$559.57	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	85951	5/10/2023	\$30,846.31	<input type="checkbox"/>	NATURAL GAS
G0912	GILLIG LLC	85920	5/3/2023	\$35.70	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	85952	5/10/2023		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	85953	5/10/2023	\$3,579.84	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	85994	5/18/2023	\$2,042.91	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86022	5/24/2023	\$5,467.92	<input type="checkbox"/>	PARTS
H0502	MARY MARGARET SCHOEP	85921	5/3/2023	\$1,698.96	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
I1414	IRON MOUNTAIN, INC.	85995	5/18/2023	\$142.83	<input type="checkbox"/>	SHREDING SERVICES
I1417	INSIGHT STRATEGIES, INC.	85954	5/10/2023	\$0.00	<input checked="" type="checkbox"/>	CONSULTING SERVICES
I1423	INTERSTATE BATTERIES	85922	5/3/2023	\$4,682.67	<input type="checkbox"/>	BATTERIES
J2115	ANDRES JUAREZ	85923	5/3/2023	\$204.80	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
J2115	ANDRES JUAREZ	85996	5/18/2023	\$175.00	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
K0511	KELLY CLEANING & SUPPLS, INC.	85955	5/10/2023	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
K0915	KIMBALL MIDWEST	85956	5/10/2023	\$1,990.82	<input type="checkbox"/>	PARTS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
K0920	KL2 CONNECTS LLC	85957	5/10/2023	\$25,800.00	<input type="checkbox"/>	RECRUITMENT
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	85924	5/3/2023	\$11,893.11	<input type="checkbox"/>	LEGAL SERVICES
L0907	LIFT-U-INC.	86023	5/24/2023	\$340.55	<input type="checkbox"/>	WHEEL CHAIR PARTS
L0908	LIGHTGABLER	86024	5/24/2023	\$22.50	<input type="checkbox"/>	LEGAL SERVICES
L1527	LOWE'S	85958	5/10/2023	\$273.19	<input type="checkbox"/>	SUPPLIES
L1529	LOPEZ NESTOR	85925	5/3/2023	\$102.08	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
L1529	LOPEZ NESTOR	86025	5/24/2023	\$135.00	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
L2109	ROBERT LUCIO	85926	5/3/2023	\$1,141.70	<input type="checkbox"/>	TUITION AND BOOK REIMBURSEMENT
M0104	MACVALLEY OIL COMPANY	85997	5/18/2023	\$654.87	<input type="checkbox"/>	FUEL
M0104	MACVALLEY OIL COMPANY	86026	5/24/2023	\$362.60	<input type="checkbox"/>	FUEL
M1508	MOHAWK MFG & SUPPLY CO	85959	5/10/2023	\$237.09	<input type="checkbox"/>	SUPPLIES/PARTS
M2116	MUNCIE RECLAMATION AND SUPPLY C	85998	5/18/2023	\$1,227.13	<input type="checkbox"/>	PARTS
N0132	NATURAL GREEN LANDSCAPE INC.	85960	5/10/2023	\$4,480.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0529	THE AFTERMARKET PARTS COMPANY,	85927	5/3/2023	\$2,867.82	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	85961	5/10/2023		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	85962	5/10/2023		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	85963	5/10/2023	\$7,775.92	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86027	5/24/2023		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86028	5/24/2023	\$5,661.12	<input type="checkbox"/>	PARTS/BUSES
O1218	OLS SERVICE, INC.	85999	5/18/2023	\$3,028.64	<input type="checkbox"/>	PARTS AND REPAIRS
O2402	VENTURA COUNTY AUTO SUPPLY	85964	5/10/2023	\$427.91	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86000	5/18/2023	\$40.21	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86029	5/24/2023	\$55.36	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	86030	5/24/2023	\$1,907.89	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	86001	5/18/2023	\$2,558.01	<input type="checkbox"/>	UTILITIES/TRASH
P0203	PITNEY BOWES INC	85965	5/10/2023	\$114.71	<input type="checkbox"/>	POSTAGE MACH
P0919	PITNEY BOWES GLOBAL	85966	5/10/2023	\$208.99	<input type="checkbox"/>	POSTAGE MACHINE
P1601	PLATINUM TOW AND TRANSPORT INC.	85928	5/3/2023	\$350.00	<input type="checkbox"/>	TOWING SERVICES
P1601	PLATINUM TOW AND TRANSPORT INC.	86031	5/24/2023	\$350.00	<input type="checkbox"/>	TOWING SERVICES
P1602	PLEXUS GLOBAL	85967	5/10/2023	\$224.39	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1603	PLANETERIA MEDIA LLC	85929	5/3/2023	\$3,300.00	<input type="checkbox"/>	WEBSITE SUPPORT SERVICES
P1850	PSB INDUSTRIES INC	86002	5/18/2023	\$7,538.96	<input type="checkbox"/>	MAINTENANCE SUPPLIES
R0126	RAYNE WATER CONDITIONING	86003	5/18/2023	\$196.16	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0504	RED WING SHOE STORE	85968	5/10/2023	\$191.43	<input type="checkbox"/>	SAFETY SHOES
R0510	ROMAINE ELECTRIC CORPORATION	85969	5/10/2023	\$2,041.55	<input type="checkbox"/>	BUS PARTS
R0913	RINGLEADER, INC	85970	5/10/2023	\$381.04	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
R0914	RINCON CONSULTANTS INC.	86004	5/18/2023	\$45,301.28	<input type="checkbox"/>	NTVE AMCAN CONST MONTRNG SRVCS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
R2102	RUBBER NECK SIGNS	86005	5/18/2023	\$1,049.47	<input type="checkbox"/>	SERVICES
S0810	SHI INTERNATIONAL CORP.	86032	5/24/2023	\$20,249.26	<input type="checkbox"/>	FIREWALL
S0919	SITEONE LANDSCAPE SUPPLY, LLC	85930	5/3/2023	\$169.27	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1624	GENFARE LLC	85931	5/3/2023	\$319.01	<input type="checkbox"/>	PARTS
S2000	STAPLES ADVANTAGE	85932	5/3/2023	\$1,102.20	<input type="checkbox"/>	OFFICE SUPPLIES
S2000	STAPLES ADVANTAGE	86006	5/18/2023	\$1,400.39	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	85971	5/10/2023	\$522.05	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86007	5/18/2023	\$2,012.85	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86033	5/24/2023	\$1,139.96	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	85933	5/3/2023	\$308.09	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	85972	5/10/2023	\$345.24	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86008	5/18/2023	\$518.94	<input type="checkbox"/>	PRINTING SERVICES
T0415	3D OF OXNARD SUPPLY	85973	5/10/2023	\$253.37	<input type="checkbox"/>	SUPPLIES
T0503	TEAMSTERS LOCAL 186	85974	5/10/2023	\$1,483.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	86034	5/24/2023	\$200.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0800	TAFT ELECTRIC COMPANY	86009	5/18/2023	\$2,900.00	<input type="checkbox"/>	ELECTRIC CONT.
T1506	GREG'S PETROLEUM SERVICE, INC	85975	5/10/2023	\$3,558.37	<input type="checkbox"/>	OIL SUPPLIER
T1506	GREG'S PETROLEUM SERVICE, INC	86035	5/24/2023	\$3,908.29	<input type="checkbox"/>	OIL SUPPLIER
T1828	TRANSFOR CORPORATION	85976	5/10/2023	\$439.05	<input type="checkbox"/>	WHEELCHAIR PARTS
T1910	TST PRIVATE SECURITY	85977	5/10/2023	\$6,678.00	<input type="checkbox"/>	SECURITY SERVICES
U1210	UnCOMplicate HR INC	85978	5/10/2023	\$3,220.00	<input type="checkbox"/>	HR CONSULTANT
U1802	URBAN TRANSPORTATION	86036	5/24/2023	\$17,500.00	<input type="checkbox"/>	AUTO PASSENGER COUNT SYST
U1902	U.S. BANK	85934	5/3/2023	\$18,270.42	<input type="checkbox"/>	CALCARD PAYMENT
V0501	COUNTY OF VENTURA - IT SVCS. DEPT.	85979	5/10/2023	\$1,541.06	<input type="checkbox"/>	REPEATER SITE RENTAL
V0523	VENTURA HOSE-MAN	85980	5/10/2023	\$66.23	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0537	VENTURA COUNTY TRANSPORTATION	85935	5/3/2023	\$1,555.00	<input type="checkbox"/>	SMARTCARD SLS
V0537	VENTURA COUNTY TRANSPORTATION	86010	5/18/2023	\$1,218.15	<input type="checkbox"/>	SMARTCARD SLS
V0561	Ventura County Special District Assoc	86037	5/24/2023	\$25.00	<input type="checkbox"/>	
V1809	VERIZON	86011	5/18/2023	\$1,793.90	<input type="checkbox"/>	PHONE SRVC - CSC
W0921	WINEBRENNER PRODUCTIONS	85981	5/10/2023	\$1,600.00	<input type="checkbox"/>	PHOTOGRAPHER

Total: \$860,138.33



DATE July 5, 2023 **Item #3**
TO GCTD Board of Directors
FROM Christine Feng, CFO/Assistant General Manager
SUBJECT **Consider the Approval of Expenditures for the Month of June 2023.**

Attached is a list of expenditures for the month of June 2023 from the various GCTD Accounts.

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

Attachments:
Accounts Payable Disbursement List – June 2023

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

GOLD COAST TRANSIT DISTRICT

Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
81458-C0133	CAL PERS	ACH	6/5/2023	\$85,186.44	<input type="checkbox"/>	PENSION CONTRIBUTIONS
81459-U2003	USCM/WEST	ACH	6/6/2023	\$8,873.00	<input type="checkbox"/>	P/R DEDUCTION
81460-E1320	EMPOWER RETIREMENT	ACH	6/7/2023	\$1,355.00	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
81461-C1904	BENEFIT COORDINATORS COMPANY	ACH	6/9/2023	\$10,537.76	<input type="checkbox"/>	LONG TERM DISABILITY PREMIUMS
31461-M0926	MISSIONSQUARE RETIREMENT	ACH	6/9/2023	\$3,422.70	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
81461-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	6/9/2023	\$4,851.46	<input type="checkbox"/>	P/R DEDUCTION
81463-C0121	CALIFORNIA PUBLIC EMPLOYEES RET.	ACH	6/13/2023	\$231,938.11	<input type="checkbox"/>	HEALTH INSURANCE
81463-C0133	CAL PERS	ACH	6/13/2023	\$172,934.59	<input type="checkbox"/>	PENSION CONTRIBUTIONS
81466-E1320	EMPOWER RETIREMENT	ACH	6/20/2023	\$1,355.00	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
81467-U2003	USCM/WEST	ACH	6/21/2023	\$8,786.00	<input type="checkbox"/>	P/R DEDUCTION
A0918	AIRGAS USA, LLC	86125	6/22/2023	\$116.31	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1324	AMERICAN MADE CLEAN INC	86038	6/8/2023	\$495.00	<input type="checkbox"/>	SERVICES
A1324	AMERICAN MADE CLEAN INC	86141	6/28/2023	\$495.00	<input type="checkbox"/>	SERVICES
A1425	ANGI ENERGY SYSTEMS LLC	86142	6/28/2023	\$821.81	<input type="checkbox"/>	PARTS
A1617	APPLEONE EMPLOYMENT SERVICES	86096	6/14/2023	\$2,899.73	<input type="checkbox"/>	TEMPORARY HELP
A1617	APPLEONE EMPLOYMENT SERVICES	86126	6/22/2023	\$1,131.60	<input type="checkbox"/>	TEMPORARY HELP
A1617	APPLEONE EMPLOYMENT SERVICES	86143	6/28/2023	\$1,131.60	<input type="checkbox"/>	TEMPORARY HELP
A1801	ARAMARK UNIFORM & CAREER APPAR	86039	6/8/2023		<input checked="" type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	86040	6/8/2023	\$923.29	<input type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	86144	6/28/2023	\$367.63	<input type="checkbox"/>	UNIFORMS
A1820	BURCKHARDT COMPRESSION (US) INC	86041	6/8/2023	\$7,837.09	<input type="checkbox"/>	PARTS
A1900	ASBURY ENVIRONMENTAL SERVICES	86127	6/22/2023	\$65.00	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1920	ASSURANT EMPLOYEE BENEFITS	86042	6/8/2023	\$1,281.90	<input type="checkbox"/>	DENTAL PREMIUMS
A2501	LUIS M. AYALA	86097	6/14/2023	\$184.13	<input type="checkbox"/>	TRAINING
B0211	BEST BEST & KRIEGER LLP	86128	6/22/2023	\$21,090.50	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	86043	6/8/2023	\$682.29	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	86098	6/14/2023	\$89.33	<input type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	86145	6/28/2023		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	86146	6/28/2023		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	86147	6/28/2023	\$660.27	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	86044	6/8/2023		<input checked="" type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86045	6/8/2023		<input checked="" type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86046	6/8/2023		<input checked="" type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86047	6/8/2023	\$26,156.31	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86099	6/14/2023	\$2,180.56	<input type="checkbox"/>	PARTS/SERVICE

Vendor #	Name	Check #	Date	Amount	Voided	Comments
B0902	LOS ANGELES TRUCK CENTERS, LLC	86129	6/22/2023	\$4,847.29	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86148	6/28/2023	\$1.31	<input type="checkbox"/>	PARTS/SERVICE
C0103	CALIFORNIA HOSE, INC	86048	6/8/2023	\$514.41	<input type="checkbox"/>	PARTS
C0113	CALTIP	86130	6/22/2023	\$20,625.29	<input type="checkbox"/>	LIABILITY INSURANCE
C0149	CANON FINANCIAL SERVICES INC	86049	6/8/2023	\$764.54	<input type="checkbox"/>	PRINTING SERVICES
C0149	CANON FINANCIAL SERVICES INC	86149	6/28/2023	\$945.89	<input type="checkbox"/>	PRINTING SERVICES
C0521	CENTER FOR TRANSPORTATION AND T	86150	6/28/2023	\$52,000.00	<input type="checkbox"/>	MEMBERSHIP DUES
C0922	CITI CARDS	86100	6/14/2023	\$443.46	<input type="checkbox"/>	OFFICE SUPPLIES
C1202	CLEAN ENERGY	86050	6/8/2023	\$66,737.30	<input type="checkbox"/>	REPAIRS
C1202	CLEAN ENERGY	86151	6/28/2023	\$1,170.00	<input type="checkbox"/>	REPAIRS
C1504	COASTAL OCCUPATIONAL MEDICAL G	86101	6/14/2023	\$2,170.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1550	LYNETTE COVERLY	86051	6/8/2023	\$3,104.25	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1906	BENEFIT COORDINATORS CORP.	86052	6/8/2023	\$10,908.00	<input type="checkbox"/>	DENTAL PREMIUMS
C2115	CUMMINS PACIFIC LLC	86053	6/8/2023	\$1,176.42	<input type="checkbox"/>	PARTS
C2118	R.M. CURTIS - WELDING	86054	6/8/2023	\$120.00	<input type="checkbox"/>	WELDING SERVICES
D0114	DANIELS TIRE SERVICE	86055	6/8/2023		<input checked="" type="checkbox"/>	TIRES/SERVICES
D0114	DANIELS TIRE SERVICE	86056	6/8/2023	\$963.42	<input type="checkbox"/>	TIRES/SERVICES
D0114	DANIELS TIRE SERVICE	86152	6/28/2023	\$365.96	<input type="checkbox"/>	TIRES/SERVICES
D0928	WEX HEALTH, INC.	86102	6/14/2023		<input checked="" type="checkbox"/>	FSA ADMINISTRATION FEE
D0928	WEX HEALTH, INC.	86103	6/14/2023	\$282.75	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D1505	DOCUPRODUCTS CORPORATION	86153	6/28/2023	\$529.40	<input type="checkbox"/>	TONER
D2515	DYER SHEEHAN GROUP, INC.	86057	6/8/2023	\$2,613.75	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0048	EMPLOYMENT DEVELOPMENT DEPART	86154	6/28/2023	\$1,874.00	<input type="checkbox"/>	UNEMPLOYMENT CHARGES
E0409	EDISON CO.	86058	6/8/2023	\$23,502.26	<input type="checkbox"/>	ELECTRICAL POWER
F0520	CHRISTINE FENG	86104	6/14/2023	\$2,510.68	<input type="checkbox"/>	HR RECRUITMENT SERVICES
F1221	FLUID NETWORKS	86059	6/8/2023	\$55.80	<input type="checkbox"/>	SERVICES
F1815	FRONTIER COMMUNICATIONS	86060	6/8/2023	\$550.33	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	86105	6/14/2023	\$477.47	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	86061	6/8/2023	\$767.81	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	86155	6/28/2023	\$31,783.06	<input type="checkbox"/>	NATURAL GAS
G0912	GILLIG LLC	86062	6/8/2023		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	86063	6/8/2023	\$28,303.41	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86106	6/14/2023	\$314.37	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86131	6/22/2023	\$1,143.60	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86156	6/28/2023	\$428.35	<input type="checkbox"/>	PARTS
G1214	GLOBAL CTI GROUP, INC.	86157	6/28/2023	\$3,889.00	<input type="checkbox"/>	SOL-GPS AND DIAGNOSTIC-VERIZON
G1801	GRAINGER	86064	6/8/2023	\$238.45	<input type="checkbox"/>	MISC. PARTS/SUPPLIES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
G1801	GRAINGER	86107	6/14/2023	\$116.41	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G1801	GRAINGER	86158	6/28/2023	\$129.91	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
H0808	MARIO HIDALGO	86159	6/28/2023	\$97.13	<input type="checkbox"/>	PAYCHECK REISSUED
I1400	INFINITY CNG SERVICES, INC.	86065	6/8/2023	\$575.00	<input type="checkbox"/>	CNG STATION REPAIR SERVICES
I1414	IRON MOUNTAIN, INC.	86108	6/14/2023	\$143.71	<input type="checkbox"/>	SHREDING SERVICES
I1417	INSIGHT STRATEGIES, INC.	86109	6/14/2023	\$20,064.00	<input type="checkbox"/>	CONSULTING SERVICES
I1417	INSIGHT STRATEGIES, INC.	86160	6/28/2023	\$6,688.00	<input type="checkbox"/>	CONSULTING SERVICES
I1423	INTERSTATE BATTERIES	86132	6/22/2023	\$509.06	<input type="checkbox"/>	BATTERIES
K0511	KELLY CLEANING & SUPPLS, INC.	86066	6/8/2023	\$3,306.00	<input type="checkbox"/>	JANITORIAL SERVICES
K0915	KIMBALL MIDWEST	86067	6/8/2023	\$2,066.23	<input type="checkbox"/>	PARTS
L0507	CHIHARU ENDO	86068	6/8/2023	\$23.75	<input type="checkbox"/>	EXP REIMBURSEMENT
L0523	LEWIS BRISBOIS BISGAARD & SMITH LL	86069	6/8/2023	\$150.00	<input type="checkbox"/>	LEGAL SERVICES
L0907	LIFT-U-INC.	86070	6/8/2023	\$847.25	<input type="checkbox"/>	WHEEL CHAIR PARTS
L0908	LIGHTGABLER	86161	6/28/2023	\$1,012.50	<input type="checkbox"/>	LEGAL SERVICES
L0909	LIFT OFF, LLC	86110	6/14/2023	\$24,588.00	<input type="checkbox"/>	IT SOFTWARE
L1527	LOWE'S	86162	6/28/2023	\$1,201.35	<input type="checkbox"/>	SUPPLIES
M0104	MACVALLEY OIL COMPANY	86163	6/28/2023	\$587.69	<input type="checkbox"/>	FUEL
M0315	MCKINLEY EQUIPMENT CORPORATION	86071	6/8/2023	\$364.33	<input type="checkbox"/>	PARTS
M1501	MOBILE CREATE USA, INC.	86133	6/22/2023	\$1,125.24	<input type="checkbox"/>	2 WAY RADIO EQUIPMENT/SERVICE
M2116	MUNCIE RECLAMATION AND SUPPLY C	86072	6/8/2023	\$145.47	<input type="checkbox"/>	PARTS
M2116	MUNCIE RECLAMATION AND SUPPLY C	86164	6/28/2023	\$61.66	<input type="checkbox"/>	PARTS
M2220	MV TRANSPORTATION, INC.	86073	6/8/2023	\$308,714.28	<input type="checkbox"/>	GCT ACCESS SERVICE
N0132	NATURAL GREEN LANDSCAPE INC.	86165	6/28/2023	\$4,480.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0529	THE AFTERMARKET PARTS COMPANY,	86074	6/8/2023	\$4,930.79	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86111	6/14/2023	\$1,577.41	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86134	6/22/2023	\$3,312.54	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86166	6/28/2023	\$1,195.26	<input type="checkbox"/>	PARTS/BUSES
N0910	NIGRO & NIGRO PC	86112	6/14/2023	\$45,500.00	<input type="checkbox"/>	AUDITOR
O1805	FIRST CALL AUTO PARTS	86075	6/8/2023	\$52.42	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86076	6/8/2023	\$293.00	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86113	6/14/2023	\$353.90	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86135	6/22/2023	\$220.40	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86167	6/28/2023	\$41.73	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	86114	6/14/2023	\$1,907.89	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	86077	6/8/2023	\$4,389.93	<input type="checkbox"/>	UTILITIES/TRASH
P0119	PARKHOUSE TIRE, INC.	86136	6/22/2023	\$4,397.17	<input type="checkbox"/>	TIRES
P0919	PITNEY BOWES GLOBAL	86168	6/28/2023	\$35.87	<input type="checkbox"/>	POSTAGE MACHINE

Vendor #	Name	Check #	Date	Amount	Voided	Comments
P1601	PLATINUM TOW AND TRANSPORT INC.	86078	6/8/2023		<input checked="" type="checkbox"/>	TOWING SERVICES
P1601	PLATINUM TOW AND TRANSPORT INC.	86079	6/8/2023	\$3,095.00	<input type="checkbox"/>	TOWING SERVICES
P1601	PLATINUM TOW AND TRANSPORT INC.	86169	6/28/2023	\$120.00	<input type="checkbox"/>	TOWING SERVICES
P1602	PLEXUS GLOBAL	86080	6/8/2023	\$55.16	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1821	PROFORMA	86081	6/8/2023	\$537.26	<input type="checkbox"/>	ADVERTISING SERVICES
Q1900	QC PACIFIC INC.	86115	6/14/2023	\$849.07	<input type="checkbox"/>	CAR WASH CHEMICALS/EQUIPMENT
R0126	RAYNE WATER CONDITIONING	86116	6/14/2023	\$193.80	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0126	RAYNE WATER CONDITIONING	86170	6/28/2023	\$36.50	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0510	ROMAINE ELECTRIC CORPORATION	86082	6/8/2023	\$1,374.04	<input type="checkbox"/>	BUS PARTS
R1523	JUAN DE LA ROSA	86117	6/14/2023	\$108.28	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
R2102	RUBBER NECK SIGNS	86118	6/14/2023	\$1,450.28	<input type="checkbox"/>	SERVICES
S0107	SAFETY-KLEEN SYSTEMS, INC.	86083	6/8/2023	\$969.31	<input type="checkbox"/>	SOLVENT TANK FLUID
S2000	STAPLES ADVANTAGE	86084	6/8/2023	\$925.37	<input type="checkbox"/>	OFFICE SUPPLIES
S2000	STAPLES ADVANTAGE	86171	6/28/2023	\$152.94	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86085	6/8/2023	\$2,935.04	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86119	6/14/2023	\$435.14	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86172	6/28/2023	\$2,615.84	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86086	6/8/2023	\$517.63	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86120	6/14/2023	\$736.35	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86137	6/22/2023	\$73.74	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86173	6/28/2023	\$521.13	<input type="checkbox"/>	PRINTING SERVICES
T0415	3D OF OXNARD SUPPLY	86087	6/8/2023	\$646.62	<input type="checkbox"/>	SUPPLIES
T1506	GREG'S PETROLEUM SERVICE, INC	86088	6/8/2023	\$3,051.60	<input type="checkbox"/>	OIL SUPPLIER
T1910	TST PRIVATE SECURITY	86089	6/8/2023	\$7,474.56	<input type="checkbox"/>	SECURITY SERVICES
U1426	UNITED TRANSMISSION EXCHANGE	86138	6/22/2023	\$4,206.13	<input type="checkbox"/>	TRANSMISSION REBUILDER
U1802	URBAN TRANSPORTATION	86090	6/8/2023	\$112.50	<input type="checkbox"/>	AUTO PASSENGER COUNT SYST
U1902	U.S. BANK	86121	6/14/2023	\$13,474.88	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	86091	6/8/2023	\$235.24	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0112	VALLEY POWER SYSTEMS, INC.	86139	6/22/2023	\$25.46	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0537	VENTURA COUNTY TRANSPORTATION	86140	6/22/2023	\$1,595.68	<input type="checkbox"/>	SMARTCARD SLS
V0556	VEHICLE TECHNICAL CONSULTANTS, IN	86122	6/14/2023	\$5,760.00	<input type="checkbox"/>	BUS LINE INSPECTION/BUY AMERIC
V1507	VOGUE SIGN COMPANY	86092	6/8/2023	\$49.16	<input type="checkbox"/>	BUS DECALS
V1507	VOGUE SIGN COMPANY	86123	6/14/2023	\$196.65	<input type="checkbox"/>	BUS DECALS
V1517	NEXUS HOLDING LLC	86093	6/8/2023	\$717.90	<input type="checkbox"/>	REPAIRS
V1525	VOYAGER	86094	6/8/2023	\$729.63	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1525	VOYAGER	86174	6/28/2023	\$826.38	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	86124	6/14/2023	\$1,758.09	<input type="checkbox"/>	PHONE SRVC - CSC

Vendor #	Name	Check #	Date	Amount	Voided	Comments
W0117	WANDERLUST CONTENT STUDIO LLC	86095	6/8/2023	\$2,003.00	<input type="checkbox"/>	ADVERTISING SERVICES
				Total:		\$1,369,742.08



DATE July 5, 2023 **Item #4**
TO GCTD Board of Directors
FROM Christine Feng, CFO/Assistant General Manager
SUBJECT **Consider Approval of Schedule of Money Transfers for May 2023**

Attached for the Board's approval is a copy of GCTD's Schedule of Money Transfers covering the period ending May 31, 2023.

Attachments

GENERAL MANAGER'S CONCURRENCE

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

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

**Gold Coast Transit District
Schedule of Money Transfers
For the Month of May 2023**

Date	Description	Accounts		Amount
		From	To	
5/3/2023	Transfer for AP & Payroll 5/05/2023	UB Money Market 2	UB General Account	781,242.98
5/4/2023	Transfer for Replenish Payroll	UB Money Market 2	UB Payroll Account	15,000.00
5/10/2023	Transfer for AP Check Run	UB Money Market 2	UB General Account	196,792.09
5/17/2023	Transfer for Payroll 5/19/2023	UB Money Market 2	UB General Account	466,119.93
5/19/2023	Transfer for AP Check Run	UB Money Market 2	UB General Account	201,559.04
5/24/2023	Transfer for AP Check Run	UB Money Market 2	UB General Account	153,009.90
5/31/2023	Transfer for Payroll 6/02/2023	UB Money Market 2	UB General Account	440,380.58
				2,254,104.52

**Gold Coast Transit District
Payroll Information**

Pay Date	Period End	Gross Earnings	Net Pay	Payroll Tax	Non-tax Deductions
5-May-23	29-Apr-23	\$ 509,573.23	\$ 365,869.22	\$ 7,418.79	\$ 85,905.38
19-May-23	13-May-23	\$ 538,870.11	\$ 386,794.94	\$ 7,696.32	\$ 88,932.79
		\$ 1,048,443.34	\$ 752,664.16	\$ 15,115.11	\$ 174,838.17



DATE July 5, 2023 **Item #5**
TO GCTD Board of Directors
FROM Christine Feng, CFO/Assistant General Manager
SUBJECT **Consider Approval of Schedule of Money Transfers for June 2023**

Attached for the Board's approval is a copy of GCTD's Schedule of Money Transfers covering the period ending June 30, 2023.

Attachments

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, reading 'Vanessa Rauschenberger', is written over a horizontal line.

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

**Gold Coast Transit District
Schedule of Money Transfers
For the Month of June 2023**

Date	Description	Accounts		Amount
		From	To	
6/9/2023	Transfer for AP Check Run	UB Money Market 2	UB General Account	944,393.96
6/14/2023	Transfer for AP & Payroll 06/16/2023	UB Money Market 2	UB General Account	567,758.40
6/15/2023	Transfer for AP Check Run	UB Money Market 2	UB General Account	914,370.38
6/26/2023	Transfer for AP Check Run	UB Money Market 2	UB General Account	64,485.01
6/28/2023	Transfer for AP & Payroll 06/28/2023	UB Money Market 2	UB General Account	550,470.57
				3,041,478.32

**Gold Coast Transit District
Payroll Information**

Pay Date	Period End	Gross Earnings	Net Pay	Payroll Tax	Non-tax Deductions
2-Jun-23	27-May-23	\$ 508,168.31	\$ 361,210.21	\$ 7,414.96	\$ 90,746.26
16-Jun-23	10-Jun-23	\$ 501,268.01	\$ 359,572.61	\$ 7,300.60	\$ 85,078.03
30-Jun-23	24-Jun-23	\$ 504,936.47	\$ 361,073.37	\$ 7,299.48	\$ 86,933.26
		\$ 1,514,372.79	\$ 1,081,856.19	\$ 22,015.04	\$ 262,757.55



July 5, 2023

Item #6

TO GCTD Board of Directors
FROM Tanya Hawk, Buyer *JH*
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, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the June 2023 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

CONTRACTS/PO AWARDED
JUNE 2023

PO#	Vendor Name	Item Description	City	State	Unit Price
PROCUREMENT					
P0030288	URBAN TRANSPORTATION	APC Support	CINCINNATI	OH	\$112.20
M0050005	KELLY CLEANING & SUPPLS, INC.	Janitorial Services	VENTURA	CA	\$3,306.00
				Procurement Total	\$3,418.20
PARTS					
M0049977	MUNCIE RECLAMATION AND SUPPLY COMPANY	VALVE, ROTARY DUMP	MINNEAPOLIS	MN	\$56.44
M0049978	THE AFTERMARKET PARTS COMPANY, LLC	MISC BRAKE PARTS	MINNEAPOLIS	MN	\$2,131.32
M0049980	THE AFTERMARKET PARTS COMPANY, LLC	Camera, Color, CQ, 2.9mm, Dome	MINNEAPOLIS	MN	\$968.97
M0049984	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (3503)	CAMARILLO	CA	\$262.50
M0049985	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (4047)	CAMARILLO	CA	\$350.00
M0049986	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (4073)	CAMARILLO	CA	\$350.00
M0049987	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (200) F-150	CAMARILLO	CA	\$120.00
M0049988	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (4073)	CAMARILLO	CA	\$700.00
M0049989	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (4032)	CAMARILLO	CA	\$350.00
M0049990	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (4046)	CAMARILLO	CA	\$262.50
M0049992	VENTURA COUNTY AUTO SUPPLY	SILICONE SPRAY 10 OZ	OXNARD	CA	\$297.66
M0049993	VENTURA COUNTY AUTO SUPPLY	WINDSHIELD WASHER FLUID	OXNARD	CA	\$56.24
M0049994	VENTURA COUNTY AUTO SUPPLY	827-5721 ENG HOSE ASSY	OXNARD	CA	\$117.98
M0049995	R.M. CURTIS - WELDING	STEEL BRACKETS WELD (NABI)	OXNARD	CA	\$30.00
M0049996	FIRST CALL AUTO PARTS	5 QT MOTOR OIL 10W-40	SPRINGFIELD	MO	\$52.42
M0049997	GRAINGER	ANTI-STATIC BUBBLE ROLL	PALATINE	IL	\$129.91
M0049999	INTERSTATE BATTERIES	BATTERY - INTERSTATE	VENTURA	CA	\$698.06
M0050002	GILLIG LLC	Beeper, Warning Alarm (Ramp)	LOS ANGELES	CA	\$99.46
M0050003	PARKHOUSE TIRE, INC.	305/70R225 L CONTI URBAN	BELL GARDENS	CA	\$573.38
M0050006	THE AFTERMARKET PARTS COMPANY, LLC	O RING, BRAKE SHOE	MINNEAPOLIS	MN	\$485.75
M0050010	AIRGAS USA, LLC	RENT CYL-IND LARGE ACETYLENE	PASADENA	CA	\$116.31
M0050011	ASBURY ENVIRONMENTAL SERVICES	USED OIL SERVICE CHARGE	WEST SACRAMENTO	CA	\$65.00
M0050016	LOS ANGELES TRUCK CENTERS, LLC	DRUM-BLUE CC2826 COOLANT	PASADENA	CA	\$1,702.07
M0050017	VENTURA COUNTY AUTO SUPPLY	WATER PUMP (DODGE CARAVAN)	OXNARD	CA	\$102.42
M0050018	VENTURA COUNTY AUTO SUPPLY	MINI BULBS	OXNARD	CA	\$41.73
M0050020	PLATINUM TOW AND TRANSPORT INC.	TOW SERVICE (1302)	CAMARILLO	CA	\$120.00
				Parts Total	\$10,240.12
				Grand Total	\$13,658.32
				Local (Ventura County)	\$6,902.59



DATE July 5, 2023 **Item #7**

TO GCTD Board of Directors

FROM Marlena Kohler, Purchasing Manager/DBE Officer *MLK*
Martin Rodriguez, Transit Planner

SUBJECT **Consider Approval for Contract Increase to Transportation Management & Design for Short Range Transit Plan Consulting Services**

SUMMARY

In May 2023, the GCTD Board of Directors approved *Resolution 2023-02 Authorization for the Voucher Execution for the Clean Mobility Options (CMO) Pilot Program* to conduct a Transportation Needs Assessment in Nyland Acres. To complete this project, staff are recommending the Board of Directors approve a contract amendment with Transportation Design & Management, the consultants currently developing GCTD's Short Range Transit Plan to include \ the CMO Community Transportation Needs Assessment in its scope of work by increasing the contract amount by \$32,241.68 for a total of \$252,001.68.

BACKGROUND

In February 2023, GCTD received a Notice of Intent to Award for a Community Transportation Needs Assessment (CTNA) from Clean Mobility Options, a statewide grant program funded by California Climate Investments. During the May 3, 2023 Board of Directors Meeting, the Board approved *Resolution 2023-02 Authorization for the Voucher Execution for the Clean Mobility Options (CMO) Pilot Program* to conduct a Transportation Needs Assessment in Nyland Acres.

The approved resolution allows GCTD to enter a voucher agreement with CMO to begin the project. A total of \$41,950.00 of funds have been reserved as a voucher for GCTD to conduct the CTNA.

In March 2023, GCTD awarded Transportation Design & Management (TM&D) a contract to conduct GCTD's Short Range Transit Plan in the amount of \$219,760.00. When GCTD received the Notice of Intent to Award from CMO, staff requested a quote from TM&D for additional consulting services to assist GCTD with the CMO Community Transportation Needs Assessment. Staff received a quote for \$32,241.68 from TM&D.

GOLD COAST TRANSIT DISTRICT

July 5, 2023

CMO

Page 2 of 2

RECOMMENDATION

It is recommended that the Board of Directors authorize an increase in the amount of \$32,241.68 to Transportation Design & Management (TM&D)'s contract for Short Range Transit Plan Consulting Services, to include tasks related to the CMO Community Transportation Needs Assessment for a revised contract total not-to-exceed \$252,001.68.

Attachment 1: Scope of Work for Consulting Services

Attachment 2: Quote for Consulting Services for Community Transportation Needs Assessment

General Manager's Concurrence

A handwritten signature in black ink, appearing to read "Vanessa Rauschenberger", written in a cursive style.

Vanessa Rauschenberger

REQUEST FOR QUOTE

Consulting Services for Community Transportation Needs Assessment

BACKGROUND

Summary

Gold Coast Transit District (GCTD) is requesting a quote for consulting services to assist in the development of community transportation needs assessment. GCTD has partnered with Nyeland Promise, a local non-profit organization and has received funds to conduct a community transportation needs assessment through the Clean Mobility Options Voucher Pilot Program. The project area is Nyeland Acres, an AB 1550 low-income community.

About Nyeland Acres

The community of Nyeland Acres has a population of around 3,400 residents living in a less than .25 square mile area. Nyeland Acres is an unincorporated community of Ventura County and is home to nearly 3% of the unincorporated region's residents. Nyeland Acres is heavily comprised of Hispanic-origin, non-English speaking, agricultural workers with low levels of education. This community is currently served by GCTD's Route 15 fixed-route bus service, as well as GCTD's on-demand services.

About the Clean Mobility Options (CMO) Voucher Pilot Program

The Clean Mobility Options Voucher Pilot Program is intended to support under-resourced communities in evaluating transportation gaps and identifying mobility challenges, needs, preferences and priorities of local residents. The program enables applicants to conduct a comprehensive needs assessment and begin planning and developing a reliable mobility project that help residents overcome these challenges. The assessment must be completed within 12 months of the Voucher Execution Agreement (expected July 2023).

About the Community Transportation Needs Assessment

There are four components of the transportation needs assessment:

1. Transportation Data & Accessibility Indicator Analysis and Community Survey
2. Community Engagement Plan
3. Final Summary Report
4. Mobility Project Recommendations

The following is a general project outline and timeline. Each item will include its own milestones and deliverables that will be defined in the project kick-off meeting.

Month 1	Project Kick-off
Month 2-6	Transportation Data & Accessibility Indicator Analysis
Month 3-6	Community Survey Development and Results
Month 5-8	Community Engagement Plan
Month 9-12	Final Report & Clean Mobility Options Project Recommendations

SCOPE OF WORK

Task 1 - Project Work Plan

Within 20 days of receiving notice to proceed, the Consultant will assist in developing a project work plan based on the CMO project work schedule, which includes milestones. The budget and identified milestones per the project schedule will be used to help meet CMO program milestones and to help the project team think about the timing and sequence of the project milestones needed for a successful project. During this phase, the consultant will convene a kick-off meeting with GCTD and Nyeland Promise staff to review and discuss the project goals, objectives, work schedule, and deliverables.

The project team will meet regularly to review project status and progress. Meeting agendas and minutes will be prepared by the consultant, which will include meeting date and time, agenda, attendant list, and summary of comments.

Task 1 Deliverables:

- Work plan and milestones
- Monthly updates or progress report
- Meeting agendas and meeting minutes

Task 2 - Transportation Data & Accessibility Indicator Analysis and Survey

The consultant will perform a transportation data & accessibility Indicator analysis. This analysis is intended to identify and improve the understand of travel behavior and gaps in transportation access within the project area. In conjunction with the outcomes and results of the community survey, the data sources should show insights about the community's access to transportation options, the reliability of transportation options, the safety of existing transportation infrastructure, and/or the adorability of transportation.

2.1 Transportation Data & Accessibility Indicator Data Collection & Analysis

The consultant's data collection analysis will include, but are not necessarily limited to the following indicators:

- a. US EPA Walkability Index
- b. Vehicle ownership per household
- c. Cost of existing transit and the average cost per week of fueling cars
- d. Access to job opportunities
- e. Access to education opportunities

The consultant may recommend other indicators that help further shed light the objectives of the analysis. A list of data sources, where applicable, will be provided to the consultant, but the consultant could use other or additional data sources. During the analysis, the consultant should consider how the intersection of accessibility, reliability and affordability determine the mobility patterns of community members. The consultant should include in their analysis a special focus as to how the findings from the data affects "livability" for residents age 50 or older.

2.2 Develop Community Survey

The consultant will advise and assist in drafting a community survey that will be used in conjunction with the transportation data analysis to develop cohesive goals and strategies in understanding the transportation gaps and needs of the community. The consultant will work closely with GCTD and Nyeland Promise to develop a survey strategy that can incorporate the outreach and educational activities on clean mobility solutions that will take place during the community engagement plan.

2.3 Develop Transportation Data, Accessibility Indicator & Survey Analysis Report

The consultant will draft a report that includes the findings from the transportation data and accessibility indicators and survey. The analysis should include a clear understanding of how the findings from the data and indicators impact the community and how the findings from the data and indicators connect to survey responses provided by the community to uncover the mobility challenges the community faces. The consultant should include in the report a summarization that discusses how the findings from the data and survey affects “livability” for residents age 50 or older. The analysis will help inform the Community Engagement portion of the needs assessment. The report will be reviewed by GCTD and Nyeland Promise and may undergo a review and comment period with interested parties, such as Ventura County Public Works department, the city of Oxnard, El Rio Del Norte Municipal Advisory Council, and the Nyeland Acres Mutual Water Company to incorporate interagency feedback.

Task 2 Deliverables:

- Summary of Transportation Data & Accessibility Indicators findings
- Community survey & results
- Transportation Data & Accessibility Indicator and Survey Analysis Report

Task 3 - Community Engagement Plan

The purpose of the Community Engagement plan is to educate residents about zero-emission transportation options and to prepare residents to be able to share their input on preferred service models. The community engagement plan will be comprised of:

- a. Community forum
- b. Interactive website/social media
- c. Outreach to existing community groups
- d. Interviews with multiple residents and/or door-to-door interaction

3.1. Develop Educational and Engagement Materials for Community Engagement Plan

Based on the transportation data analysis the consultant will advise GCTD and Nyeland Promise in determining community engagement goals. While Nyeland Promise will lead the community engagement plan and events, the consultant will work closely with GCTD and Nyeland Promise to develop educational and engagement materials and strategies to provide a framework for discussion and activities for residents to provide input on preferred mobility solutions during the community engagement events.

Task 3 Deliverables:

- Educational materials on clean mobility transportation options
- Survey deployment strategies

Task 4 - Develop Final Summary Report

After receiving the results and community input from the community engagement events, the consultant will prepare a final report that includes the findings from the transportation data analysis report and the outcomes from the community engagement plan. The report will include how the two elements of the assessment reinforce or contradict one another, and what mobility solutions emerged as the highest community priority/preferences. Additionally, the outcomes should also include considerations for ongoing community engagement and how the results will be reported back to the community. The report will follow the report template and guide provided by CMO.

The report should aim to answer four key questions:

1. How are existing transportation system(s) in the community structured and what options are currently available? Who has access to the current options?
2. What is the transportation planning process like in the community? Who is/are the lead entities and who has been traditionally involved or excluded from transportation planning?
3. What populations in the community have been traditionally underrepresented?
4. What are community perspectives on transportation needs, preferences, and input on potential mobility solutions?

Task 4 Deliverables:

- Final report as .pdf and .doc formats
- Data and graphics repository

Task 5 - Clean Mobility Options Mobility Project Recommendations

The consultant will provide mobility project recommendation(s) that will inform GCTD and Nyeland Promise to begin formulating a clean mobility project (such as a microtransit service, shared-use mobility project, ridersharing project, etc.) that can be funded by CMO or other state programs aiming to increase access to clean transportation and reduce GHG emissions. The recommendations must be able to show that any project preparation and design activities have a connection to the final findings of the needs assessment. Some example activities could include:

- A. Evaluate feasibility of different types of infrastructure
- B. Develop budget and funding sources
- C. Additional community meetings to prioritize or choose specific mobility solutions
- D. Identify project partners

Task 5 Deliverables:

- Summary of project recommendations including preparation and design activities

Community Transportation Needs Assessment Budget Proposal					
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Project Work Plan	16	Hours	\$142.05	\$2,272.80
2	Transportation Data & Accessibility Indicator Analysis & Survey	68	Hours	\$120.17	\$8,171.56
3	Community Engagement Plan Support	56	Hours	\$154.25	\$8,638.00
4	Final Summary Report	64	Hours	\$118.02	\$7,553.28
5	Mobility Project Recommendations	44	Hours	\$127.41	\$5,606.04
TOTAL					\$32,241.68



DATE: July 5, 2023

Item #8

TO: GCTD Board of Directors

FROM: Vanessa Rauschenberger, General Manager

SUBJECT: Consider Adoption of Resolution 2023-05 for State Transit Assistance (STA) / State of Good Repair (SGR) FY 2023-24 Allocation

SUMMARY

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

For FY 2023-24, GCTD's allocation under the SGR program is \$47,109 and the allocation under the STA program is \$350,687. Prior to receiving the apportionment of STA/SGR program funds in a fiscal year, an agency must submit a list of proposed projects to the California Department of Transportation (DOT). Once approved by this Board action, GCTD will submit a list of projects to VCTC, who will then submit project lists for the whole county to the State. The list does not need to be constrained to the apportionment but must show costs at least as much as the apportionment.

Staff is requesting that the Board consider approval of the annual STA/SGR State of Good Repair Priority Projects List and consider adoption of Resolution 2023-05 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

BACKGROUND

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

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

SGR funds can be used as follows:

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

GOLD COAST TRANSIT DISTRICT

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

STA/SGR ELIGIBLE PROJECT LIST

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

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

	Project Description	Cost Estimate
1	Replacement Fixed Route Bus (CNG) (GILLIGs) (Phase 1) (4)*	\$2,850,508
2	Replacement Demand Response (Gas) (BraunAbility) (Phase 1) (5)*	\$400,730
3	Replacement Non-Revenue Service / Relief Vehicles (2)	\$70,000

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

RECOMMENDATION

Consider approval of GCTD's FY 2023-24 STA / SGR (State of Good Repair) Priority Projects List and consider adoption of Resolution 2023-05 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

GENERAL MANAGER'S CONCURRENCE


 Vanessa Rauschenberger
 General Manager

Attachment



**GOLD COAST TRANSIT DISTRICT
RESOLUTION NO. 2023-05**

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

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

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

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

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

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

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

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

PASSED AND ADOPTED THIS 5th DAY OF July 2023.

ATTEST:

Matt LaVere, Board Chair

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 5th day of July 2023.

Vanessa Rauschenberger, General Manager, Secretary of the Board

GOLD COAST TRANSIT DISTRICT



DATE July 5, 2023 **Item #9**
TO GCTD Board of Directors
FROM Alexander Zaretsky, Director of Human Resources
SUBJECT Renewal of Primary and Excess Workers' Compensation Insurance

SUMMARY

On an annual basis, GCTD's primary (PWC) and excess (EWC) Workers Compensation Insurance renews on July 1. The current coverage for the (PWC) and (EWC) are through Public Risk Innovation, Solutions, and Management (PRISM).

Last year's deposit premiums for July 1, 2022, to June 30, 2023, are as follows:

The District has \$10,000 per claim on the primary coverage (PWC) with limits of \$ 125,000.00. The annual deposit premium is \$ 727,176.00 plus fees and is paid quarterly at \$ 257,471.00.

The District also has excess workers' compensation (EWC) Insurance. The annual deposit premium for excess coverage is \$ 265,001.00 plus fees and paid quarterly at \$ 73,915.00.

This year's deposit premiums for July 1, 2023, to June 30, 2024, are as follows: The District has \$10,000 per claim on the primary coverage (PWC) with limits of \$ 125,000.00.

(PWC): for July 1, 2023, to June 30, 2024, is \$ 999,190.00 plus fees. GCTD will receive a returned dividend of \$ 100,367.00.

(EWC): for July 1, 2023, to June 30, 2024, is \$ 269,881.00 plus fees.

The increased deposit premiums projections are estimated on the 2023/24 payroll within the Low Safety category pool rating 'group' /other ("Group"), plus loss rate data through fiscal year-end 2023. GCTD's claim frequency has decreased in the past year, supported by an early return to work program, and having modified or alternative work available for injured employees.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the renewal of the Primary and Excess Workers' Compensation insurance coverage through (PRISM). The renewal 2023-2024 premiums are budgeted.

General Manager's Concurrence

Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT



DATE July 5, 2023 **Item #10**
TO GCTD Board of Directors
FROM Christine Feng, CFO/Assistant General Manager
SUBJECT **Receive and File Report on 2023 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions**

I. EXECUTIVE SUMMARY

Gold Coast Transit District’s enabling legislation provides that “all actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars (\$5,000,000) or more.” For those exceptions “a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to 1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes.”

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimate as of January 1, 2023, released May 1, 2023, and updated weighted vote formula is presented to the Board.

<u>Jurisdiction</u>	<u>Total Population</u>	<u>Change From LY</u>	<u>Member Weighted Vote</u>
Ojai	7,493	-1.0%	1
Oxnard	197,477	-1.2%	2
Port Hueneme	21,356	-0.9%	1
San Buenaventura	107,341	2.7%	2
Ventura County, Unincorporated	92,063	1.7%	1

II. RECOMMENDATION

It is recommended that the Board of Directors receive and file this report on the 2023 California DOF population estimate and updated weighted vote formula for GCTD Member Jurisdictions.

General Manager’s Concurrence

Vanessa Rauschenberger, General Manager

GOLD COAST TRANSIT DISTRICT

Date: July 5, 2023

Item #11

To: Board of Directors

From: Vanessa Rauschenberger, General Manager

Subject: General Manager's Monthly Report

July Service Changes

GCTD will be implementing bi-annual [service changes](#) on Sunday, July 9th, 2023. New schedules now available [online](#), bus books will be available starting Sunday, July 2nd, 2023. Printed schedules, "Bus Books", are will be available on all buses starting Sunday, July 2nd, at the Customer Service Center, and various locations around the county. New schedules are available online now. A bilingual information sheet summarizing the service changes is also available online. If you use trip planning Apps like the GOVCBUS app, schedule changes will appear by July 2nd.



GOnow ... is a GO!

Gold Coast Transit District is pleased to announce the launch of the [GO Now](#) on-demand, app-based service providing a first and last-mile connection in the South Oxnard neighborhood. The GO Now service is now available for residents in South Oxnard to travel within their neighborhood to run errands and to connect to the larger transit network outside the service zone.



A ribbon cutting ceremony for the new GO Now service was held on Wednesday, June 28, 2023, 10:00- Oxnard Transit Center. Thank you to all of our community partners for attending and supporting this launch.

50th Anniversary Bus Roadeo

For 50 years, Gold Coast Transit District (GCTD) has proudly and safely served Ventura County residents! Thank you to our past and present passengers, employees and community partners for supporting our mission—to serve and connect people to opportunity, one ride at a time. In commemoration of this important milestone, and recognition of our dedicated employees, we are bringing back one of our most beloved events - a Bus Roadeo driving competition **July 15th 2023**.

What is a Bus Roadeo?

The Bus Roadeo is driving competition consisting of several obstacle courses, which are scored by a panel of judges. This is a friendly competition that also allows our operators to be recognized for their excellent driving skills. While there are awards for the top finishers, winning is not the primary reason for the competition. The roadeo reinforces safe driving habits and professionalism behind the wheel, ensuring passenger safety. Join us - we hope to see you there!



Congressman Salud Carbajal Visit's GCTD

One Weds, June 28th, Congressman Salud Carbajal and Supervisor Matt LaVere stopped by for a tour and visit with GCTD staff to see firsthand the great work going on by our team and see how we connect people to opportunity....one ride at a time! We appreciate and thank Congressman Carbajal's work in supporting funding for transit including federal grant funds that GCTD relies on to keep service going.



General Manager Activities & Meetings Attended

- June 1st – CTA Operations Committee
- June 2nd – Attended VCTC's Commission Meeting
- June 6th – Attended Ventura County Special Districts Association
- June 8th – June 14th – FTA Triennial Review Opening / Closing Conference
- June 12th, 14th, 20th, 23rd, 27-30th – Teamsters Negotiations
- June 15th – Coffee with GM
- June 16th – Meeting with 301 Project Team on Environmental Review
- June 21st – GCTD Technical Advisory Committee
- June 22nd – West Ventura County Transportation Land Use Committee Meeting
- June 28th – GO No Ribbon Cutting
- June 28th – Meeting Tour with Congressman Salud Carbajal & Supervisor LaVere
- June 29th – Employee BBQ

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. **We're on Tik Tok! @goldcoasttransitbus**

###



DATE July 5, 2023 **Item #12**
TO GCTD Board of Directors
FROM James Beck, Director of Operations & Maintenance
SUBJECT **Consider Approval of GCTD's 2023 Fleet Management Plan**

SUMMARY

The 2023 GCTD Fleet Management Plan includes an inventory of fixed route, paratransit, and support vehicles as well as an analysis of anticipated vehicle needs, an explanation of fleet replacement and funding sources along with vehicle acquisition plans for each vehicle category.

BACKGROUND

GCTD has a fleet of 109 active vehicles:

Fixed Route	61
Paratransit	27
Non-Revenue	21

This Fleet Management Plan presents GCTD's current fleet and future vehicle needs along with identifying opportunities and funding issues that GCTD will face in the next ten years. In constructing this Fleet Management Plan, GCTD gave consideration and weight to the Near-Zero Emissions Policy adopted by the GCTD Board in June 2018 and the California Air Resources Board (CARB) mandated Innovative Clean Transit Regulation (ICT), which requires all transit agencies to move to all zero emission vehicles over the next 18 years.

RECOMMENDATION

It is recommended that the GCTD Board of Directors approve the 2023 GCTD Fleet Management Plan.

General Manager's Concurrence

Vanessa Rauschenberg
General Manager

GOLD COAST TRANSIT DISTRICT



FLEET MANAGEMENT PLAN

July 2023

TABLE OF CONTENTS

1	INTRODUCTION.....	3
	1.1 FIXED ROUTE.....	4
	1.2 PARATRANSIT	4
	1.3 NON-REVENUE VEHICLES	5
2	OBJECTIVES AND ASSUMPTIONS	6
3	ANALYSIS OF ANTICIPATED VEHICLE NEEDS	7
	3.1 FIXED ROUTE.....	7
	3.2 FLEXIBLE SERVICES	8
4	COORDINATION OF FLEET REPLACEMENTS AT GCTD.....	13
5	CONCLUSION & BUDGET CONSIDERATIONS	14

LIST OF TABLES

TABLE 1.1-1	FIXED ROUTE FLEET INVENTORY	4
TABLE 1.2-1	PARATRANSIT FLEET INVENTORY	5
TABLE 1.3-1	NON-REVENUE FLEET INVENTORY	5
TABLE 3.1-1	FIXED ROUTE VEHICLE ACQUISITION	8
TABLE 3.2-1	PARATRANSIT VEHICLE ACQUISITION	10
TABLE 3.3-1	NON-REVENUE VEHICLE ACQUISITION.....	12
TABLE 3.3-2	MAINTENANCE VEHICLE ACQUISITION	13

For questions about the plan, please contact:

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1 INTRODUCTION

Gold Coast Transit District (GCTD) currently maintains and operates a fleet of 112 vehicles comprised of buses, paratransit vehicles and non-revenue vehicles. As a recipient of federal funds under Federal Transit Administration (FTA) Programs 5307 and 5339, GCTD is responsible for ensuring compliance with federal requirements related to fleet acquisition, operations, and maintenance.

This Fleet Management Plan presents GCTD's current and future fleet needs and identifies the issues and opportunities that the District must address to effectively and efficiently manage and expand these assets over the next ten years. GCTD shall update this plan periodically to aid in preparing the annual budget, Ten-year Capital Improvement Program, and Transit Asset Management Plan.



- In June 2018, the GCTD Board Adopted a Zero / Near-Zero Emissions Policy which directs staff to prioritize zero emissions (or near zero) when replacing vehicles.
- In 2019, the California Air Resources Board (CARB) adopted the Innovative Clean Transit Regulation, which requires all transit fleets in California to plan for the transition of their fleet to zero emissions by 2040. To meet this goal, GCTD will need compete for grant funding, from local, state, and federal programs. GCTD has fulfilled CARB's requirement by submitting a GCTD Board approved ZEB Rollout Plan in March of 2023.
- In 2020, GCTD completed a "Power Train Replacement" project on 14-2006, New Flyer, 40 ft. buses. This power train replacement included a new CNG L9N "Near Zero" Engine, a rebuilt Allison transmission and an all-electric cooling system was also added.
- In 2021 GCTD established a contingency fleet to ensure available vehicles for emergency operational needs.
- In September 2022, GCTD updated its a Transit Asset Management (TAM) Plan as required by the FTA. Its purpose is to present a strategic approach to set objective standards for measuring the condition of capital assets and establish performance measures for state of good repair.
- By 2026, 31 buses will exceed their useful life. The estimated funding needed to replace all these vehicles is over \$22,000,000. Of these, 14 New Flyer buses have CNG fuel tanks that will expire in 2026. The expiration date is a HARD date which cannot be extended without replacement of the CNG cylinder tanks. Identification of funding of these buses has been identified. 5 of the 31 buses will be New Flyer hydrogen fuel cell buses and will be scheduled to be delivered in 2025.

1.1 FIXED ROUTE

GCTD's current fixed-route public transit service is carried out by a fleet of 61 compressed natural gas (CNG) powered heavy-duty buses. GCTD is a recipient of federal funds for the procurement of its fleet, therefore GCTD must comply with FTA regulations in its maintenance and replacement plans. FTA Circular 5010.1D specifies that the minimum useful life of a heavy-duty transit bus is 12 years or 500,000 miles. GCTD follows these guidelines and expects a ULB of 12 years or 500,000 miles for transit buses.

GCTD's Fleet and Facilities Department, maintains both time and mileage based preventive maintenance programs for its fixed-route fleet in accordance with the *FLEET MAINTENANCE GUIDE* as updated by the Fleet Manager in January 2023. It is an objective for GCTD to maintain a spare ratio within 20 percent of the peak service requirement in compliance with FTA Circular 9030.1D.

TABLE 1.1-1 FIXED ROUTE FLEET INVENTORY

Quantity	Size	Manufacturer	First Year Of Service	Last Year Of Service	FTA Minimum Useful Life Years	GCTD TAM Useful Life Years	FTA Funded
9	35-ft	NABI	2008	2022	12	12	Yes
8	35-ft	NABI	2009	2023	12	12	Yes
14	40-ft	New Flyer*	2006	2024	12	17*	Yes
8	40-ft	Gillig	2015	2027	12	12	Yes
5	40-ft	Gillig	2016	2028	12	12	Yes
5	40-ft	Gillig	2019	2031	12	12	Yes
3	40-ft	Gillig	2021	2033	12	12	Yes
9	40-ft	Gillig	2022	2034	12	12	Yes
61 Total							

* Buses to remain in service past 12-year useful life as part of re-power project (+5 years)

1.2 PARATRANSIT

GCTD's paratransit vehicles were primarily procured with state funds. The MV-1's, Star Craft and Ford Transit vans were purchased with California state PTMISEA funds. Paratransit scheduling service and vehicle maintenance of its 27 vehicles "GO ACCESS" fleet is carried out under contract with GCTD's paratransit provider (MV Transportation) and in conjunction with the previously mentioned *Fleet Maintenance Guide*. Vehicle dispatch and maintenance is conducted at the providers facility.

GCTD has set the useful life at 5 years or 170,000 miles for light-duty vehicles in the paratransit fleet. The cut-away vehicle is a larger, heavier duty vehicle used to support

group transportation. GCTD has set the useful life at 8 years or 200,000 miles for the cut-away vehicles. GCTD currently does not have a formal spare paratransit fleet; all vehicles are assigned to revenue service. Near-term procurements will provide sufficient on-hand vehicles to support peak service requirements.

TABLE 1.2-1 PARATRANSIT FLEET INVENTORY

Quantity	Model	Manufacturer	First Year Of Service	Last Year Of Service	FTA Minimum Useful Life	GCTD TAM Useful Life	FTA Funded
6	Van	MV-1	2015	2023	4	8	No
7	Van	MV-1	2016	2024	4	8	No
8	Cut-Away	Star Craft	2017	2025	4	8	No
5	Van	Ford	2019	2027	4	8	No
1	Van	Ford	2021	2026	4	5	No
27 Total							

1.3 NON-REVENUE VEHICLES

GCTD has a fleet of 21 non-revenue vehicles for driver relief, supervision, maintenance, and administrative staff usage. Maintenance is typically performed by the GCTD Fleet and Facilities Department except in those cases requiring service from factory-trained or local dealership personnel. (Usually warranty work)

TABLE 1.3-1 NON-REVENUE FLEET INVENTORY

Admin	Van	2007 (073)	1
Relief	Sedans	2009 (090's)	1
Relief	Sedan	2009 (1000's)	1
Supervisor	Van	2010	1
Supervisor	Sedan	2012 (1300's)	2
Supervisor	Van	2013 (1303)	1
Supervisor	Sedan	2015 (1500's)	1
Relief	Sedan	2016 (1600's)	1
Relief	Sedan	2019	5
Supervisor	Sedan	2020	1
Relief	Sedan	2020	3

18 Total

Maintenance	Ford Pick-up	2000
Maintenance	GM Truck	2005
Maintenance	Toyota Truck	2015

3 Total

2 ASSUMPTIONS AND OBJECTIVES

The following will serve as guidelines in the implementation of this plan:

Fleet Size: GCTD will pursue funding to support plans for procurement of bus replacements in accordance with GCTD’s Board approved SRTP and Ten-Year Capital Improvement Program.

Service Needs: The Planning & Marketing Department will advise the Finance and Administration, Transit Operations, and Fleet & Facilities Departments of bus, demand response, and non-revenue vehicle needs within the fiscal-year time frame as part of the annual service planning and budget development process.

Useful Life: The minimum useful life for fixed-route and paratransit vehicles that meets requirements of FTA Circular 5010.1D. (Varies according to duty cycle of the vehicle selected.)

Fuel Type: Fixed route buses and demand response vehicles are currently fueled by CNG except for 5-2019 Ford Transit gasoline powered vans and one 2021 electric Ford Transit van. However, advancement in design and technology in hybrid electric, pure electric and/or hydrogen vehicles will be evaluated annually by the Fleet Manager under the supervision of the Director of Operations and Maintenance. The mandated CARB rule will be considered in all future procurements. Buses to meet the CARB rule as well as infrastructure to support the bus technology chosen by GCTD will be taken into consideration when making recommendations.

Total Operating Fleet: Consists of vehicles equal to the sum of peak-hour requirements and operating spares.

Operation Spares: Experience and requirements for meeting FTA regulations will determine the maximum number of spare vehicles planned to support total peak-hour requirements. The spare ratio is defined as the number of spare vehicles divided by the vehicles required for annual maximum service. The spare ratio is usually expressed as a percentage, e.g., 100 vehicles required, and 20 spare vehicles is a 20 percent spare ratio.

GCTD will plan to operate within a fixed-route spare ratio that does not exceed the FTA guideline of 20 percent maximum.

Inventory: When possible, staff will maximize the commonality of vehicle families i.e., Gillig, New Flyer, MV-1, etc., to make operations, training, and maintenance easier for GCTD personnel.

On-Board Technology: Buses are equipped with Automated Stop Annunciation systems (Syncromatics), UTA passenger counters and Genfare fareboxes.

On Vehicle Advertising: Buses will be available to support the GCTD advertising program for sign installations and removals.

Zero & Near-Zero Emissions Vehicle Purchase Policy: In June 2018, the GCTD Board of Directors adopted a Zero & Near-Zero Emissions Vehicle Purchase Policy. This policy prioritizes purchasing vehicles that meet operating needs with the lowest emissions possible. Given the significantly higher cost of zero emissions vehicles, GCTD will need to be strategic in seeking grants to fund these replacements.

Vehicle Configuration: Bus configuration will be determined by assessing how and where the buses will be used, e.g. passenger loads, comfort, areas to be served, street designs, frequency and other related factors that can affect GCTD's on-time performance as well as passenger and driver safety. The size of buses in each vehicle procurement cycle will incorporate recommendations derived from analyses provided by the Transit Operations and Planning & Marketing Departments. Transit Operations and Planning & Marketing Departments will also be involved in recommending driver and passenger seat types, passenger seats and flooring colors, and other features based on driver input and passenger surveys.

Branding: Vehicle colors, paint, wraps, etc. shall adhere to GCTD's style guide.

3 ANALYSIS OF ANTICIPATED VEHICLE NEEDS

GCTD's has identified and secured funding sources to procure buses over the next five years to replace its aging fleet of 2006 New Flyers, 2008 NABIs, and 2009 NABIs. Beginning in 2027, GCTD will begin to research for grant opportunities to begin replacement the eight (2015) Gilligs in 2027. To fund replacement buses, GCTD will need to compete for grants at the local, state, and federal levels. Actual vehicle replacements will be limited by the amount of grant award funding secured. ***Planned replacement of fixed-route, paratransit, and non-revenue vehicles is presented in Tables 3.1-1 through 3.3-1.***

3.1 FIXED ROUTE

GCTD's current fixed-route fleet is (61) buses but plans to add two (2) buses in 2028 and five (5) buses in 2031, increasing its active fleet to 68, plus three (3) contingency buses. The GCTD contingency fleet provides buses to Ventura County during emergencies and provide services as needed by the county.

At this time, no service expansions are planned unless a new sustainable source of funding is identified, such as the passage of a local revenue measure. Therefore, this plan does not forecast any additional fixed-route fleet expansions until 2028. Upcoming replacement plans at this time include:

These replacements are planned to take place using CMAQ funds.

- In 2023 GCTD will replace four (4) New Flyers with CNG
- In 2024 GCTD will replace five (5) New Flyers with CNG
- In 2025 GCTD will replace five (5) New Flyers with Hydrogen
- In 2026 GCTD will replace nine (9) NABI with CNG
- In 2027 GCTD will replace eight (8) NABIs with CNG

Additional replacements below are contingent on identification of funding.

- In 2027, eight (8) 2015 Gilligs would have reached the end of their useful life. GCTD plans to apply for grants in 2027 to replace them in 2029.
- In 2028, five (5) 2016 Gilligs would have reached the end of their useful life. GCTD plans to apply for grants in 2028 to replace them in 2030.
- In 2031, five (5) 2019 Gilligs would have reached the end of their useful life. GCTD plans to apply for grant funding in 2030 to support the integration of Zero Emission technology into the fleet in 2032. GCTD plans to apply for grants in 2030 to replace them in 2032.

The estimated total cost to replace these 31 buses is over \$22 million. This would include 26 CNG Near-Zero buses and 5 Zero-Emission Buses. There would be additional costs for Zero-Emission infrastructure depending on the technology selected.

KEY

IDENTIFY FUNDING & PROCUREMENT ACTION (2-3 YRS NEEDED)
REPLACEMENT NEEDED
REPLACEMENT NEEDED / FUNDING IDENTIFIED
PLAN TO ACQUIRE ZERO EMISSION BUSES** If Grant Awarded
PLAN TO ACQUIRE CNG (Near Zero Engine) BUSES
Tank– Hard Deadline for Tank Expiration

TABLE 3.1-1 FIXED ROUTE VEHICLE ACQUISITION

Table 3.1-1 reflects the planned bus delivery year. The procurement date and lead time to identify funding will be determined by GCTD's CFO and Administration.

Make	Useful Life	Size	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fuel Type			CNG	CNG	ZERO	CNG	CNG	ZERO	CNG	ZERO	ZERO	ZERO	
# of Replacement Vehicles			4	5	5	9	8	0	8	5	0	5	0
Expansion Vehicles by Year			0	0	0	0	0	2	0	0	5	0	0
New Flyer NZ 2006 (14)	17-yrs*	40'	14	10	5	TANK							
NABI 2008 (9)	12-yrs	35'	9	9	9	9		TANK					
NABI 2009 (8)	12-yrs	35'	8	8	8	8	8	TANK					
Gillig 2015 (8)	12-yrs	40'	8	8	8	8	8	8	8				
Gillig 2016 (5)	12-yrs	40'	5	5	5	5	5	5	5	5			
Gillig 2019 (5)	12-yrs	40'	5	5	5	5	5	5	5	5	5	5	
Gillig 2021 (3)	12-yrs	40'	3	3	3	3	3	3	3	3	3	3	3
Gillig 2022 (9)	12-yrs	40'	9	9	9	9	9	9	9	9	9	9	9
Replacement CNG Gillig (4)	12-yrs	40'	4	4	4	4	4	4	4	4	4	4	4
Replacement CNG Gillig (5)	12-yrs	40'		5	5	5	5	5	5	5	5	5	5
Replacement New Flyer (5)	12yrs	40'			5	5	5	5	5	5	5	5	5
Replacement CNG (9)	12-yrs	40'				9	9	9	9	9	9	9	9
Replacement CNG (8)	12-yrs	TBD					8	8	8	8	8	8	8
Expansion Zero (2)	12-yrs	TBD						2	2	2	2	2	2
Replacement CNG (8)	12-yrs	TBD							8	8	8	8	8
Replacement (5)	12-yrs	TBD								5	5	5	5
Expansion (5)	12-yrs	TBD									5	5	5
Replacement (5)	12-yrs	TBD										5	5
Fixed Route Fleet Size			61	61	61	61	61	63	63	63	68	68	68
Contingency Fleet			3	3	3	3	3	3	3	3	3	3	3

*New Flyer Repowered with Near Zero Engine in 2019 – Useful life extended to 17-yrs Tank = Tank replacement needed

3.2 FLEXIBLE SERVICES

GCTD utilizes four types of vehicles for its demand response service: cutaways, MV-1's, gasoline powered and electric Ford Transit vans.

Cutaways feature a bus body mounted on top of a heavy-duty truck chassis whereas the MV-1's and the Ford vans are smaller passenger-style vans. All configurations meet all ADA accessibility requirements. The 23-ft cutaways allow passengers flexibility in seating options. The useful range of the current StarCraft cutaways is approximately 225 miles based on a 37-gasoline gallon equivalent (GGE) fuel tank size and 6.1 miles per GGE. However, their wide body is a disadvantage serving areas with narrow streets, tight access points and shorter parking spaces.



The relatively smaller size of MV-1's and Ford vans allows maneuvering in tight spaces, providing sufficient capacity to carry up to four passengers (three ambulatory and one

using a wheelchair), and the lighter vehicle provides greater range up to 300 miles without refueling. (Based on a 21 GGE fuel tank size and 14.3 miles per GGE.) The vehicle ranges are critical because the FTA requires GCTD to provide equivalent ADA demand response service to complement its fixed-route service that span an area of approximately 91 square miles. In as much as the average vehicle mileage for cutaways is less than 150 miles, they may require more than one fueling per day. By comparison, the MV-1's and Ford vans with their longer range can stay in revenue service for one to two full days without refueling.

Paratransit service demand is increasing in areas that are difficult if not impossible to safely access with a wide-body 23-ft cutaway. Those areas include but are not limited to the beachfront streets in Ventura, the Channel Islands Harbor neighborhoods, and small mobile home parks peppered throughout the community. As new housing is introduced, neighborhoods are significantly denser and the streets are narrower; both sides of the street are typically lined with parked cars, making it extremely difficult to deploy a lift when necessary. The smaller MV-1 vehicle bridges the unintended, yet severe mobility gaps created by these environmental factors that elderly and mobility challenged individuals encounter when trying to leave their homes to participate in the community.

The current mix of cutaways, smaller MV-1 and Ford Transit vans should be adjusted to reflect recorded ridership trends based on destination requests for the type of service being requested. Fleet requirements must meet projected service demands by having sufficient vehicles and vehicle types available to meet all service requests and thus avoid missing scheduled trips. System efficiency will be gained with an optimal mix of vehicle types that can match each scheduled trip purpose and demand with the appropriate vehicle.

The framework for future paratransit demand response vehicle procurements shall be based upon a cost-benefit analysis conducted by the Fleet Manager in consultation with the Paratransit and Special Projects Manager. This analysis to determine an optimal paratransit fleet mix would be under the supervision of the Director of Operations and Maintenance. The analysis should research vehicle costs, maintenance requirements, fuel type, vehicle life, spare ratios, passenger capacity, ridership trends, and other relevant factors.



TABLE 3.2-1 PARATRANSIT 10-YEAR VEHICLE REPLACEMENT SCHEDULE

Make	Useful Life	AMB/WC	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
FUEL TYPE			N/A	GAS	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Replacement Vehicles by Year			0	7	0	6	8	5	0	10	8	12	5
Expansion Vehicles by Year			0	2	0	2	4	0	0	0	0	0	0
MV-1	8 years	3 + 1WC	7	7									
MV-1	8 years	3 + 1WC	6	6	6	6							
Star Craft	8 years	14/4+3WC	8	8	8	8	8						
Ford Vans	5 to 6 years	4+1WC	5	5	5	5	5	5					
Ford EV	5 to 6 years	4+1WC	1	1	1	1	1	1	1	1			
Expand 1	5 to 6 years	TBD	→	2	2	2	2	2	2	2			
Replace 1	5 - 6 years	TBD	→	7	7	7	7	7	7	7			
Expand 2	5 to 6 years	TBD	→	→	→	2	2	2	2	2	2		
Replace 2	5 - 6 years	TBD	→	→	→	6	6	6	6	6	6		
Expand 3	5 to 6 years	TBD	→	→	→	→	4	4	4	4	4	4	
Replace 4	5 - 6 years	TBD	→	→	→	→	4	4	4	4	4	4	
Replace 4	8 years	TBD					4	4	4	4	4	4	4
Replace 5	5 - 6 years	TBD	→	→	→	→	→	5	5	5	5	5	5
Replace 6	5 - 6 years	TBD	→	→	→	→	→	→	→	10	10	10	10
Replace 7	5 - 6 years	TBD	→	→	→	→	→	→	→	→	8	4	4
Replace 8	5 - 6 years	TBD	→	→	→	→	→	→	→	→	→	12	12
Replace 9	5 - 6 years	TBD	→	→	→	→	→	→	→	→	→	→	5
Total			27	29	29	31	35	35	35	35	35	35	35

	REPRESENTS CURRENT FLEET
	REPRESENTS RETIRING
	REPRESENTS EXPANSION
	REPRESENT REPLACEMENT

3.3 NON – REVENUE FLEET

Replacement of GCTD's vans and sedans will be based on an on-going analysis of gasoline, hybrid, and electric vehicles available in the marketplace. The Fleet Manager, under the oversight of the Director of Operations and Maintenance, shall conduct the analysis to determine and select the most cost-effective vehicles to support ongoing administration, supervisory, and driver relief needs. The analysis will study fuel types, vehicle cost, maintenance (training and infrastructure requirements), battery life, mileage (before refueling), ease of refueling, road speeds, vehicle emissions, and projected useful life. The Operations Manager and Director of Planning & Marketing shall annually provide the number of driver relief vehicles required for fixed route service needs.

TABLE 3.3-1 NON-REVENUE VEHICLE ACQUISITION

Use	Type	Status	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replacement Vehicles by Year			1	1	0	0	0	0	0	0	0	0
Expansion Vehicles by Year			0	2	0	0	0	0	0	0	0	0
Admin	Van	2007 (073)	1	1	1	1	1					
Relief	Sedans	2009 (090's)	1	1	1							
Relief	Sedan	2009 (1000's)	1	1	1							
Supervisor	Van	2010	1	1	1	1						
Supervisor	Sedan	2012 (1300's)	2	2	2	2						
Supervisor	Van	2013 (1303)	1	1	1	1	1					
Supervisor	Sedan	2015	1	1	1	1						
Supervisor	Sedan	2015	1	1	1	1	1					
Relief	Sedan	2019	5	5	5	5	5	5	5			
Relief	Sedan	2020	3	3	3	3	3	3	3			
Supervisor	Sedan	2020	1	1	1	1	1	1	1			
Expand	Sedan	Admin	→	1	1	1	1	1	1	1	1	1
Expand	Van	Supervisor	→	1	1	1	1	1	1	1	1	1
Replace	Sedan	Supervisor	→	→	→	1	1	1	1	1	1	1
Replace	Van	Supervisor	→	→	→	1	1	1	1	1	1	1
Replace	Sedan	Supervisor	→	→	→	2	2	2	2	2	2	2
Replace	Sedan	Supervisor	→	→	→	→	1	1	1	1	1	1
Replace	Van	Admin	→	→	→	→	1	1	1	1	1	1
Replace	Sedan	Supervisor	→	→	→	→	→	→	1	1	1	1
Replace	Van	Supervisor	→	→	→	→	1	1	1	1	1	1
Replace	Sedan	Relief	→	→	→	→	→	→	8	8	8	8
TOTALS			18	20	18	18	18	18	18	18	18	18

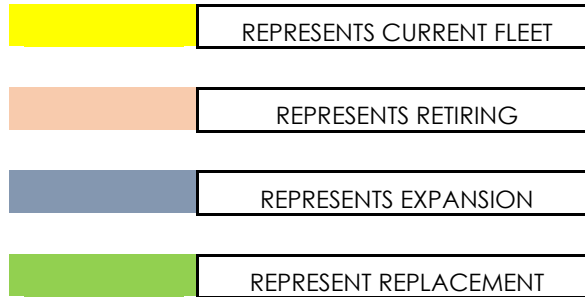
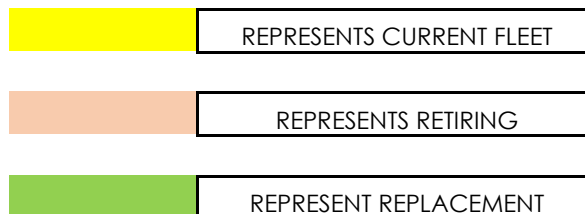


Table 3.3-2 NON-REVENUE / MAINTENANCE VEHICLE ACQUISITION

Use	Type	Status	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Maintenance	Pick-up	2000	1	1	1	1	1					
Maintenance	Truck	2005	1	1	1	1	1	1	1	1	1	1
Maintenance	Truck	2015	1	1	1	1	1	1	1	1	1	1
Maintenance	Truck	Replace	→	→	→	→	1	1	1	1	1	1
Total			3	3	3	3	3	3	3	3	3	3



4 COORDINATION OF FLEET REPLACEMENTS AT GCTD

The Finance & Administration, Fleet & Facilities, and Planning & Marketing Departments will coordinate in identifying funding with procurement of new vehicles in on-going support of approved capital program budgets, service plans, and vehicle manufacturer’s delivery lead time. In addition, staff continues to work on transitioning to Zero-Emissions by 2040, meeting the CARB goal.

Potential projects that may be good candidates for grant applications include:

- Federal: CMAQ – Purchase of CNG replacement buses
- Federal: 5339/Low-No- Purchase of Zero Emissions buses

- State: TIRCP– Purchase of Hydrogen Fuel Cell or Battery Electric Buses

For the fixed route fleet, an added time constraint that requires coordination is the expiration of the CNG fuel tanks. These expiration dates are a HARD deadline which cannot be extended without the replacement of the CNG cylinder tanks. Identification of funding and procurement of these buses must begin well in advance of the expiration date. In addition, a significant amount of training, and professional development will be required to successfully integrate these vehicles into our fleet.

5 CONCLUSION & BUDGET CONSIDERATIONS

This plan provides a brief understanding of GCTD's proposed Fleet Management program. The plan will be updated periodically to support GCTD's annual budget process and 10-year capital planning processes.

The greatest challenge for implementing vehicle replacements is funding. By 2024, 31 fixed-route buses will exceed their useful life. In addition, most of the paratransit fleet will reach the end of its useful life during that same time-period. Partner agencies like the Ventura County Transportation Commission (VCTC), (as the administrator for formula funding) will need to be engaged to successfully implement this plan.

Additional funding partners may include CARB, CEC, CalSTA, and the FTA. Potential upcoming grant opportunities include: TIRCP (Transit and Intercity Rail Capital Program), CMAQ (Congestion Mitigation and Air Quality), and the Federal LowNo programs. These are highly competitive programs that also have restrictions on the type(s) of vehicle that can be purchased (i.e., Zero emissions only.) Without a sustainable source of local funding, such as a parcel or special use tax to generate the necessary local match for the grants, it will progressively become more challenging to achieve the goals of this plan.



Item #13

DATE: July 5, 2023
TO: Board of Directors
FROM: Christine Feng, CFO/ Assistant General Manager
SUBJECT: Conduct Public Hearing and Consider Adoption of GCTD's FY 2024 Operating Budget and Capital Plan

SUMMARY

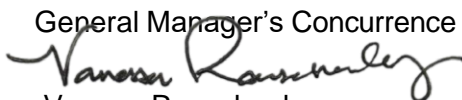
This item presents the GCTD Fiscal Year 2023-24 Budget and Capital Plan for public hearing before the GCTD Board of Directors. After the public hearing, it is recommended the Board considers adoption of the Budget.

The proposed budget is divided into three main sections: I) Operating Budget, II) Capital Plan and III) Detailed Tables. The Operating Budget contains overviews of the organizational structure, budget assumptions, anticipated revenue sources, and operating expenses and intends to provide a general understanding of GCTD's priorities for the coming fiscal year. The Capital Plan contains details of the planned unfunded capital projects over the next ten years. The Budget Tables section provides fiscal transparency and includes a breakdown of expenses by department and functional category. The complete budget document is attached to this report.

The FY 2024 budget is a result of collaboration across all departments in GCTD in consultation with the GCTD General Manager and Management Team. A preliminary budget report was presented to the Board of Directors on June 7, 2023, and a budget review was held with the GCTD Technical Advisory Committee (TAC) in June 2023. Public and member agency input was solicited during the annual development process.

RECOMMENDATION

It is recommended that the Board of Directors conduct the public hearing to receive public comments on the proposed FY 2024 Operating and Capital Budget. After the public hearing is completed, it is recommended that the Board of Directors considers adoption of the FY 2024 Operating and Capital Budget.

General Manager's Concurrence

Vanesa Rauschenberger

Attachment: FY 24 Operating & Capital Budget

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
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FISCAL YEAR 2024

(July 2023-June 2024)

Operating and Capital Budget



GOLD COAST TRANSIT DISTRICT
CITY OF OJAI – CITY OF OXNARD – CITY OF PORT HUENEME – CITY OF VENTURA – COUNTY OF VENTURA

TABLE OF CONTENTS

I.	MESSAGE FROM THE GENERAL MANAGER	
II.	EXECUTIVE SUMMARY	
III.	TRANSIT SERVICE LEVELS & ORGANIZATION SNAPSHOT	
IV.	FY 2024 REVENUE SOURCES	
V.	FY 2024 OPERATING EXPENSES	
VI.	FY 2024 CAPITAL PLAN	
VII.	DETAILED BUDGET TABLES	
1.	GCTD Operating & Capital Budget Revenues.....	13
2.	GCTD Operating & Capital Budget Expenses.....	14
3.	Personnel Budget.....	15
4.	LTF Revenue and Members' Transit Services Funding	16
CAPITAL BUDGET		
5.	FY 2024 Capital Project Plan – Funded Projects	17
6.	FY 2024 Capital Project Plan – Programmed Projects (Funding Not Identified)	18

MESSAGE FROM THE GENERAL MANAGER

To Members of the Gold Coast Transit District community,

I am pleased to present to you the Operating & Capital budget for the Gold Coast Transit District (GCTD) for the fiscal year 2024.

The budget was developed to support overall agency goals of providing safe and reliable public bus transportation in western Ventura County, providing excellent customer service, and preserving and re-building ridership – all within estimated fiscal constraints. The budget reflects our commitment to exploring all service and financial alternatives necessary to meet the public transit needs of the citizens of western Ventura County.

Public transportation is essential, alleviates congestion, ensures mobility, promotes more livable communities, and provides accessible transportation for all members of our communities. The FY 2024 Operating Budget reflects the expectations of continued ridership recovery from the COVID-19 pandemic, and the continuation of grant funded demonstration service. The FY 2024 Capital Budget reflects the Agency's continued path forward on replacing our aging fleet and Zero Emission Bus (ZEB) transition.

Key activities that quantify the expected costs in the FY 2024 budget are identified below. It should be noted that some adjustments – positive or negative - to the requested budgets are possible after the commencement of FY 2024. If midyear changes occur which require a budget adjustment to be made, the changes will be brought back to the Board for consideration.

I want to thank the staff of our Finance and Administration staff for working to develop this budget and work to ensure we remain good stewards of the resources entrusted to us to fulfill our mission.

Vanessa Rauschenberger

General Manager

ORGANIZATION OVERVIEW

BOARD OF DIRECTORS

Gold Coast Transit District (GCTD) is governed by a Board of Directors. Each of GCTD's five member agencies appoints one elected official from its governing body to serve on the Board of Directors and a second to serve as an alternate member.

County of Ventura - Supervisor Matt LaVere, Chair

City of Ventura - Councilmember Mike Johnson, Vice Chair

City of Ojai - Councilmember Rachel Lang, Director

City of Port Hueneme – Martha McQueen-Legohn, Director

City of Oxnard - Councilman Bryan A. MacDonald, Director

GCTD's MANAGEMENT

GCTD's General Manager is appointed by, and reports to, the Board of Directors. The General Manager is charged with carrying out the Board's policies and directives and has full charge of the operation of GCTD's services, facilities, and administration of business affairs. GCTD's Management Team is comprised of:

Vanessa Rauschenberger, General Manager
Christine Feng, CFO / Assistant General Manager
James Beck, Director of Operations and Maintenance
Dawn Perkins, CPA, Director of Finance
Cynthia Torres Duque, Director of Planning and Marketing
Alexander Zaretsky, Director of Human Resources

EMPLOYEES

GCTD employs nearly 200 individuals, the majority of whom operate or maintain buses. Service Employees International Union Local 721 (SEIU) represents all bus operators, most maintenance employees and five administrative staff members. International Brotherhood of Teamsters Local 186 (Teamsters) represents supervisors. GCTD contracts with MV Transportation to operate the demand responsive services.

DISTRICT STATISTICS

Member Jurisdictions: Ojai, Oxnard, Port Hueneme, Ventura & County of Ventura

Population Served: 375,000

Average Daily Passengers: (approx.) 7,000 (FY22)

Fixed-Route Annual Passengers: (approx.) 2.2 million (FY 22)

Fixed-Route Annual Revenue Miles: (approx.) 2 million (FY22)

ACCESS Paratransit Annual Passengers: 90,000 (FY22)

Revenue Vehicles: 88 (61 - fixed-route buses / 28 - paratransit buses/demand response vehicles)

EXECUTIVE SUMMARY

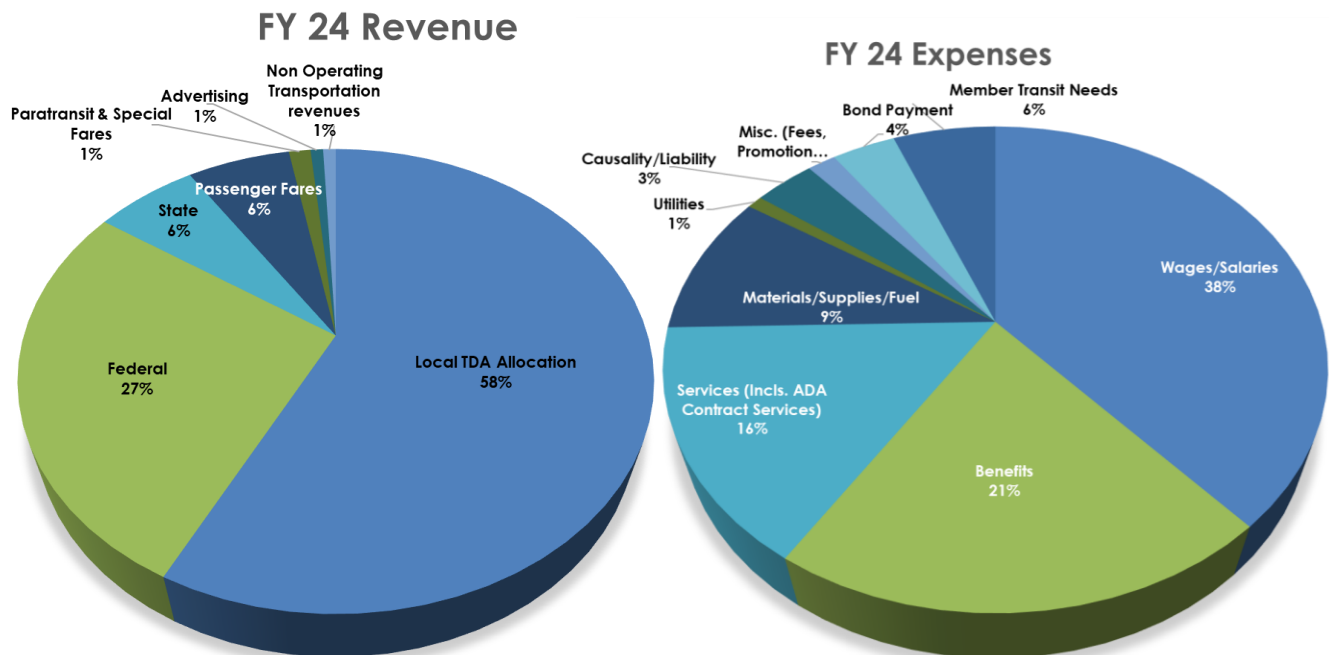
Following is a discussion of the premises for each of the major components of GCTD's FY 2024 Operating Budget Revenue and Expenses.

BUDGET DEVELOPMENT

The budget was developed by the Finance Department in consultation with GCTD's General Manager and Management Team. The draft budget report was presented to the Board of Directors on June 7, 2023, in addition to budget reviews conducted with GCTD's Technical Advisory Committee (TAC) in May and June of 2023. Public and member agency input is solicited during this process. Once approved, monthly updates comparing the approved budget versus actual financial information will be provided.

SOURCES AND USES OF REVENUE

The fiscal year 2024 operating revenue sources total \$37.1 million, including \$21.3 million from LTF, \$10.0 million in Federal grant funds, \$2.8 million in passenger revenues, and \$2.3 million in State funds. The approximate \$37.1 million in total operating revenue will provide \$34.9 million for GCTD operating activities, and \$2.2 million for members' transit requirements. The budget summary is displayed in Table 1, Operating Budget Summary, and Table 2, Expense Budget – Functional Categories.



BUDGET ASSUMPTIONS

GCTD is committed to the protection of public investments through sound financial practices. This commitment is reflected throughout the budget development process to final adoption. The budget process takes into consideration several factors:

- A. Wage and benefit increase subject to existing labor agreements approved by the GCTD Board of Directors. GCTD and SEIU negotiated a Memorandum of

Understanding (MOU) effective July 1, 2021 through June 30, 2024. Non-Represented Management personnel follow the terms of the current SEIU MOU with the Board's approval and if the budget will allow. This current budget year includes these terms.

- B. GCTD supervisory personnel are governed by the GCTD/Teamsters MOU effective through June 30, 2023. GCTD is currently in negotiations with the Teamsters.
- C. To mitigate the risk of material loss, appropriate insurance coverage is budgeted.
- D. Major capital items are specified in the Ten-Year Plan and anticipated in the capital reserve funding request to the extent feasible.

FY 2024 REVENUE SOURCES

OPERATING REVENUE

Funding for GCTD operating activities is derived from several sources, including passenger fares; local, state, and federal funds; energy credit sales, bus advertising sales, other local revenues, and interest income. Table 2 reflects the revenue for operating activities in FY 2024.

PASSENGER FARES

GCTD's passenger fares projection for FY 2024 is increased to reflect the increasing ridership and recovery in transit use. In particular, the College Ride Free program GCTD receives fare revenue from VCTC's College Ride Transit Fare Promotion Project (funded by State LCTOP funds). GCTD projects \$2,341,230 in fixed route fare sales, \$496,675 in paratransit fare sales in FY 2024.

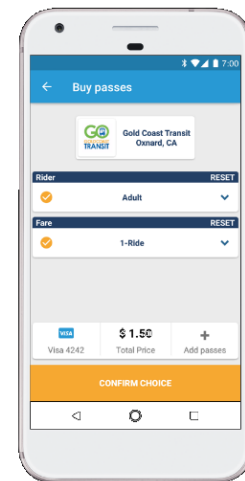
Passenger Fare Structure

FIXED-ROUTE Fares

- Adult & Youth - \$1.50
- Seniors 65+, Disabled and Veterans- \$0.75
- Seniors 75+ - FREE
- Children under 45" - FREE
- Transfers FREE Transfers are valid for two hours.

ACCESS Demand Response Fares

- Fare each way - \$3.00 (ADA certified or Senior)
- Premium Direct Service to Camarillo - \$6.00 each way (ADA certified or Senior)
- LATE NIGHTS SAFE RIDES General Public Dial-A-Ride - \$2.00/ride
- Senior Nutrition Site - FREE



LOCAL TRANSPORTATION FUNDS (LTF)

On October 3, 2013, Governor Brown signed into law Assembly Bill AB 664, which formed Gold Coast Transit District (GCTD). The District's legislation was initiated in response to Senate Bill SB 716, which required that all TDA funds in Ventura County be used solely for public transit purposes as of July 2014. Also in 2013, a Memorandum of Understanding (MOU) was established in eastern Ventura County for the operation and coordination of transportation services, fares, and hours of service. As of July 1, 2014, GCTD became a direct recipient of TDA funds to operate public transportation in western Ventura County.

Local Transportation Fund (LTF) revenues are derived from a ¼ cent of the general sales tax collected statewide. The State Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The LTF funds GCTD receives reflect the full amount of its members' population shares. For FY 2024, the most current estimate from June 2023 indicate GCTD's FY 2024 gross share will be \$21.3 million before allocations are distributed to member agencies.

GCTD's LTF/TDA Apportionment by Jurisdiction

Ojai	\$ 376,337
Oxnard	\$ 9,918,320
Port Hueneme	\$ 1,072,609
Ventura	\$ 5,391,222
County of Ventura	\$ 4,623,883
	\$ 21,382,371

**Estimated as of June 2023*

Member agencies may also request to use LTF to fund recurring transit-related activities and transit related capital items within their jurisdictions. Requests are submitted annually for review by GCTD's Technical Advisory Committee. GCTD member agencies may request funding for their recurring transit-related activities not to exceed 10% above the member's baseline based on funding for such activities starting in FY 2015, adjusted by the annual CPI.

GCTD member agencies have submitted requests for \$2,240,242 in LTF funding for their recurring transit-related activities and transit-related capital projects. GCTD received \$0 in net capital requests for FY 2024. Each member will receive their request less \$588,909 in funds allocated to members but not expended in FY 2022 per audited financials. Funding these programs, net of carryover from members' prior year funding and returned capital funds leaves GCTD with \$19.7 million in FY 2024 LTF for use in its Operating Budget. For FY 2024, the full LTF allocation to GCTD is \$21,382,371.

A summary of FY 2024 LTF Revenue and funding detail for members' recurring and non-recurring transit services items is shown in Table 5.

STATE FUNDING

Based on the most recent State Controllers estimate, GCTD's State Transit Assistance (STA) and State of Good Repair (SGR) is \$397,796. The Operating budget also includes \$72K in LCTOP funds to provide matching funds for the Ventura Road Route 23.

FEDERAL CARES ACT FUNDS

The CARES Act provided a one-time allocation of \$14.1 million to GCTD in response to economic and unprecedented loss of ridership and fare revenue caused by COVID-19. GCTD has \$800,000K remaining CARES Act funds, which will be re-allocated from Business Systems Upgrades to Operating purposes in FY 2024.

FEDERAL ALLOCATION 5307

GCTD's FY 2024 Federal transit funding Assurances are from section 5307 Federal funding that includes on Operating assistance (\$2,364,637), Preventive maintenance (\$2,700,000), ADA (paratransit service, \$1,249,514), JARC-South Oxnard Microtransit (\$140,000) , Bond payment (\$618,461), Cares-Payroll (\$30,000), Cares- Operating assistance (\$833,352), ARP-late night service (\$147,785), ARP-route planning assistance (\$113,100) and Section 5339 funding for Bond payment (\$636,063).

FEDERAL GRANTS CMAQ

GCTD will continue allocating CMAQ \$850,000 in route-specific Federal CMAQ grant funds to continue the Ventura Road Route (Route 23) pilot and \$370,232 in Youth Booster Service. LCTOP funds will be used to help provide local match.

ADVERTISING REVENUE

Requests for advertising are beginning to re-appear as more entities begin post pandemic recoveries. The budget for FY 2024 Advertising Revenue is \$286,160.



FY 2024 OPERATING EXPENSES

FY 2024 expenses cover many activities as described in this section. Operator and Maintenance wage and benefit expenses account for the largest portion of the operating budget. GCTD continues to look for ways to streamline expenses to ensure a more efficient organization.

FIXED-ROUTE SERVICE LEVELS

At the May Board Meeting, staff presented the service plan for FY 2024, which includes a slight reduction in hours from FY 2023. As noted in the report, through FY 2023 GCTD has recorded unprecedented ridership growth on all routes. Despite this growth ridership is still only 90% of pre-pandemic level. As the report also noted, growth in ridership can largely be attributed to the implementation of the Youth Ride Free Program and that the rate of ridership growth is anticipated to slow significantly in FY 2024. GCTD fixed-route services are currently operating at approximately 97% of pre-pandemic service levels.

Considering rising operating costs and sustained productivity loss GCTD is proposing the minor service reductions targeting unproductive service for the FY 2024 Budget.

- Route 1 – July 2023: Early morning and late evening frequency reduction (reduction from every twenty minutes to an average of every 35 minutes)
- Route 3, 5, 7, 21 – July 2023: Discontinued unproductive early morning and late evening trips
- All other schedules will remain the same

Service levels planned for FY 2024 include 189,542 planned Revenue Service Hours a 2.4% reduction from FY 2023.

WAGES & BENEFITS

In FY 2023, GCTD budgeted for 130 bus operators. However, due to attrition GCTD currently has just 120 Operators. The ongoing labor shortage, absenteeism and COVID-related challenges will likely create overtime costs for GCTD. Based on a slight reduction of planned operating hours, the FY 2024 Budget plan includes a requirement for 126 bus operators. GCTD will continue to hire Operators, to work to get to at least 126 operators by the end of the year. Salary and benefit increase for represented and non-represented employees are included in the FY 2024 Budget. These increases are largely due to contractual obligations with employees' represented by SEIU and Teamsters.

ADA & SENIOR PARATRANSIT/DEMAND RESPONSE

The GCTD Paratransit Services contract forecast for FY 2024 is projected to be \$1.8 higher than the FY 2023 budget which includes several current and planned grant funded demonstration projects, i.e., **Late Nate Safe Rides (LNSR)**, **GO NOW micro-transit in South Oxnard**, **Sun Rise transportation** to be introduced in Fall 2023 along with unhoused transportation as part of the supportive housing projects that are scheduled to come online in and near downtown Oxnard in January 2024.



Other factors that contribute to a larger budget include continued ridership growth, significant and volatile fuel price increase, and the recently re-negotiated hourly rate with the Contractor, MV Transportation. The rates negotiated in the original contract were based on assumptions that included a relatively stable cost-of-living annual increase combined with a sustained increase in ridership, requiring more hours than had been consumed to this point in the current contract that was disrupted by the onset of the 2020 pandemic.

The ACCESS services include federally mandated ADA complimentary services. Approximately 45% of all ACCESS transportation provided is to individuals certified as unable to use the fixed route services for some or all of their trips. ACCESS also provides safe, accessible transportation for seniors, 65 years of age and older. The average age

of the passenger on ACCESS (ADA and senior transportation) in 2023 is 83 years old. This public transportation enables mobility and helps members of the community sustain a higher quality and standard of life by providing access to vital services that will ensure the upkeep of mental and physical health, social and leisure activities, and employment.

GCTD introduced the Late-Night Safe Rides General Public DAR in May 2021, and recently introduced a demonstration micro-transit project in South Oxnard. National Transit Database reporting of these services falls under the Demand Response category along with ADA/Senior paratransit services. Ridership for the current fiscal year is anticipated to be approximately 82,000 trips provided on all demand response services, including the two flexible services, (LNSR and GO NOW). The premise for the FY 2024 Budget is 12% higher, or 92,000 boardings.

DEBT SERVICE

A key milestone in GCTD history occurred two years ago when the District relocated to the new Facility in July 2019. The larger and more functional facility allows GCTD a base of operations to support public transit in the county. To fund the facility, the District secured commitments for over 50% of the total project cost in Federal and State grants, with the remainder coming from a \$22 million Certificates of Participation (COPs) issue and GCTD's Capital Reserve. GCTD approached this undertaking in a strong financial position for an agency of its size in a county without a dedicated transit tax.

In March 2017, GCTD issued 30-year Certificates of Participation (COPs) to raise \$22,000,000 required to complete construction of the new GCTD Operations and Administration Facility in North Oxnard. The District realized capital funding in the amount of \$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 2024, GCTD will require interest and principal payments totaling to approximately \$1.4 million.

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.

The District anticipates having adequate dedicated Federal funding and matching local funds to meet its debt obligation in June 2023 and through the end of FY 2024.



FY 2024 CAPITAL PLAN

TEN-YEAR CAPITAL PROJECT PLAN

The capital project plan incorporates information from other GCTD planning documents, including the Short-Range Transit Plan and the Fleet Management Plan. A capital project plan has been developed to ensure that:

- GCTD plans for the necessary fleet, facilities, and equipment to provide service in a safe and cost-efficient manner.
- Capital costs are identified and programmed in advance and distributed through several fiscal cycles to avoid sudden or excessive demand on local funding source.
- A plan for providing “non-federal” matching funds is established. Although most of GCTD’s major capital investments are made using grant funding, many grants (including most Federal grants) require matching funds.
- Helps plan for long lead times required for certain tasks, such as procurement, and delivery of buses, are understood and accommodated.
- Project inclusion in the Capital Plan helps GCTD apply for funding opportunities

The table below shows the Capital Projects planned for FY 2024 for which funding has been identified.

CAPITAL PROJECT FUNDING

GCTD capital projects are typically funded by a combination of Federal, State and local matching funds. FTA Section 5307 funds are provided to GCTD on a formula basis and **may** be programmed for either operating or capital projects, usually at 80% of the cost, with a 20% required local match. However, GCTD relies heavily on the use of 5307 federal funding for Operating purposes. For certain qualifying projects, Congestion Mitigation and Air Quality (CMAQ) funds or Section 5339 funds may also be programmed.

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.

Zero Emissions Transition

In August 2022, GCTD was selected as a recipient of a grant award from the U.S. Department of Transportation’s Federal Transit Administration (FTA) in the amount of \$12,117,144 to purchase hydrogen fuel cell electric buses, install a new hydrogen fueling station, and implement a robust workforce development and training program.

The grant award – made under FTA’s Buses and Bus Facilities and Low and No-Emission Vehicle programs – is part of the FTA’s announcement to invest \$1.66 billion into 150 transit agencies across the nation, in efforts to meet President Biden’s goal of net-zero emissions by 2050.

Over the next several years, GCTD will be partnering with New Flyer and the Center for Transportation and the Environment (CTE) to deploy five (5) 40' New Flyer hydrogen fuel cell electric buses (FCEBs), construct a hydrogen fueling station that will support at least 50 buses which allows for future expansion, and complete maintenance facility upgrades to add hydrogen detection and alarming capabilities. While GCTD currently has several electric sedans and vans, this grant will fund the first heavy-duty zero-emission buses in the fleet.

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.

Matching Funds for Capital Projects

Historically most of GCTD's capital funding has come from federal transit grants, which generally cover 80% of the cost and require a 20% state or local match component.

Over the last several years, since the passage of SB1, a significant amount of STA/SGR funds are apportioned to Ventura County each year. FY 2024, GCTD will plan to use all of its SGR/STA for "non-federal match" purposes.

The District's budget has historically included contributions of operating funds into to the Capital Reserve as circumstances and funding permit, however due to the increases in Operating costs, GCTD does not plan to be able to do that in the foreseeable future. GCTD staff will work to identify state sources of funding to provide the requires match for projects going forward as much as possible.

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 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, however GCTD will seek to use State funding when possible as match for Federal funds to preserve as much local funding for operating as possible.

The total projected cost for all items on the ten-year capital project plan is \$ 88.6million. This includes \$37.9 million for programmed projects (funding identified), Table 6, and \$50.7 million for programmed projects over the next ten years (funding unidentified), Table 7. A matrix showing programmed vehicles (funded and not yet funded) is shown in Table.

TABLE 2
Operating Funding Sources FY 2024
 (July 1, 2023 to June 30, 2024)

Operating Budget		FY2024
LOCAL OPERATING REVENUE		
Passenger Fares	\$	2,341,230
Paratransit & Special	\$	496,675
Advertising	\$	286,160
Non Operating Transportation revenues	\$	289,850
Total Local Operating Revenues:	\$	3,413,915
LOCAL TRANSPORTATION FUNDS / TDA Allocation to GCTD		
Ojai		\$376,337
Oxnard		\$9,918,320
Port Hueneme		\$1,072,609
Ventura		\$5,391,222
County of Ventura		\$4,623,883
Total Local Transportation Funds / Transportation Development Act	\$	21,382,371
FEDERAL TRANSIT ADMINISTRATION		
SECTION 5307 - OPERATING ASSISTANCE.	\$	2,364,637
SECTION 5307 - PREVENTATIVE MAINTENANCE	\$	2,700,000
SECTION 5307 - ADA (PARATRANSIT) ASSISTANCE	\$	1,249,514
SECTION 5307 - BOND PAYMENT	\$	618,461
CAPITAL - SECTION 5339 - BUSES & FACILITIES (Bond Payment)	\$	636,063
SECTION 5307 JARC - SOUTH OXNARD MICROTRANSIT*	\$	140,000
SECTION 5307 -CARES PAYROLL*	\$	30,000
SECTION 5307 -CARES OPERATING ASSISTANCE*	\$	833,352
CMAQ - DEMO PROJECT - VENTURA ROAD ROUTE 23*	\$	850,000
CMAQ - DEMO PROJECT - YOUTH BOOSTER SERVICE*	\$	370,232
ARP: LATE NIGHT SAFE RIDES CONTRACT*	\$	147,785
ARP: ROUTE PLANNING ASSISTANCE*	\$	113,100
<i>Note: formula funds / *non-recurring one-time competitive grants</i>		
Total Federal Funds	\$	10,053,144
STATE FUNDS		
Microtransit Operating	\$	900,000
LCTOP (Match RT 23)	\$	72,000
LCTOP (Youth Ridefree)	\$	1,200,000
LCTOP (College Ride)	\$	150,000
Total State Operating	\$	2,322,000
Total Operating Revenues--Funding Sources	\$	37,171,430
Capital Budget		FY2024
AARP Challenge Grant (Bus Stop)	\$	17,000.00
Capital Reserve (LTF/TDA)	\$	214,949.00
FTA- Capital Grants (CMAQ, LONO, 5310)	\$	4,436,455.00
State Assistance (STA/SGR)	\$	608,929.00
Total Capital Revenues--Funding Sources	\$	5,277,333
Grand Total ---- Sources	\$	42,448,763

TABLE 3
Operating Funding Uses (Expenses) FY 2024
 (July 1, 2023 to June 30, 2024)

EXPENSES	FY 2024	
OPERATING BUDGET		
Wages/Salaries	\$	14,284,000
Benefits	\$	7,741,606
Services (Incls. ADA Contract Services)	\$	5,796,977
Materials/Supplies/Fuel	\$	3,557,297
Utilities	\$	330,729
Causality and Liability	\$	1,222,606
Misc. (Fees, Promotions, Travel, Training, etc)	\$	613,160
Total Operating	\$	33,546,375
Bond Payment and Member distribution		
Bond Payment	\$	1,384,813
Member distribution (LTF)-Ojai	\$	142,728
Member distribution (LTF)-Oxnard	\$	655,978
Member distribution (LTF)-Port Hueneme	\$	-
Member distribution (LTF)-City of Ventura	\$	348,514
Member distribution (LTF)- Ventura County	\$	1,370,600
<i>Credit carryover from prior years (estimated)</i>	\$	(277,578)
Total Non-Operating	\$	3,625,055
Total Expenses:	\$	37,171,430
CAPITAL EXPENSES		
4 Fixed Route Buses (CNG)	\$	2,850,508
5 Medium Duty Vans (Demand Response CNG/GAS)	\$	400,730
Expansion Demand Response (2 Braunabilities)	\$	158,095
Hydrogen Transition Project Management (CTE)	\$	181,000
Hydrogen Fuel Station Design& Construction	\$	1,500,000
2 Supervisor Vans	\$	70,000
UTA-APC System Replacement	\$	100,000
Bus Stop Amenities	\$	17,000
Total Capital Expenditures	\$	5,277,333
Grand Total ---- Uses	\$	42,448,763

GCTD Operating Budget Summary (By Functional Categories)

Operating Expenses	FY 2024 Budget	FY 2023 Budget	Difference +/- FY 2024 vs. FY 2023	% +/- FY 2024 vs. FY 2023
<u>FUNCTIONAL CATEGORIES</u>				
Fixed Route	16,183,296	\$ 15,623,978	\$ 559,318	3.6%
Paratransit	5,370,369	3,474,695	1,895,674	54.6%
Maintenance	4,803,875	5,173,971	(370,096)	-7.2%
Administration	5,386,401	4,788,988	597,413	12.5%
Planning and Marketing	1,802,436	1,612,370	190,066	11.8%
Subtotal	33,546,376	30,674,002	2,872,374	9%
Bond Payment	1,384,813	1,380,938	3,875	0.3%
Member distribution	2,240,242	1,807,938	432,304	23.9%
Subtotal	3,625,055	3,188,876	436,179	14%
TOTAL	37,171,430	\$ 33,862,878	\$ 3,308,553	9.8%

TABLE 4
Personnel Levels FY 24

Position	FY 2023 Approved Budget	FY 2024 Proposed Budget Changes	FY 2024 Proposed Budget
Operations			
Bus Operator	130.0	-4.0	126.0
Operations Total	130.0	-4.0	126.0
Operations Mgmt.			
Director of Operations & Maintenance	1.0	0.0	1.0
Operations Manager	1.0	0.0	1.0
Operations Safety & Training Supervisor	2.0	0.0	2.0
Operations Supervisors	9.0	0.0	9.0
Operations Mgmt. Total	13.0	0.0	13.0
Paratransit			
Paratransit & Special Projects Mgr.	1.0	0.0	1.0
Mobility Management Coordinator	1.0	0.0	1.0
Paratransit Total	2.0	0.0	2.0
Fleet & Facilities			
Facilities Intern	0.5	0.0	0.5
Fleet Manager	1.0	0.0	1.0
Maintenance Supervisor	2.0	1.0	3.0
Maintenance Supervisor (Administration)	1.0	0.0	1.0
Facility & Equipment Mechanics I	1.0	0.0	1.0
Facility & Equipment Mechanic II	1.0	0.0	1.0
Maintenance Material Specialist	2.0	0.0	2.0
Mechanics	10.0	0.0	10.0
Mechanic I	4.0	0.0	4.0
Mechanic II	3.0	0.0	3.0
Mechanic III	2.0	0.0	2.0
E-Mechanic II	1.0	0.0	1.0
Bldg. Maintenance Worker	2.0	0.0	2.0
Service Worker	8.0	0.0	8.0
Service Worker I	6.0	0.0	6.0
Service Worker II	2.0	0.0	2.0
Facilities & Vehicle Cleaner-Sanitizer	4.0	-1.0	3.0
Maintenance Total	32.5	0.0	32.5
Administration			
General Manager	1.0	0.0	1.0
Assistant General Manager	1.0	0.0	1.0
Office Coordinator/Executive Assistant	1.0	0.0	1.0
Director of Finance	1.0	0.0	1.0
Accounting Manager	0.0	1.0	1.0
Finance Manager	1.0	-1.0	0.0
Payroll Analyst	0.0	0.0	0.0
Administrative (Accounts Payable) Specialist	1.0	0.0	1.0
Revenue Specialist	1.0	0.0	1.0
Finance Intern	0.5	0.0	0.5
Accounting Analyst	1.0	0.0	1.0
Finance Analyst	1.0	0.0	1.0
Payroll Specialist	2.0	0.0	2.0
I.T. Manager	1.0	-1.0	0.0
I.T. Technician	1.0	0.0	1.0
Purchasing Manager/DBE Officer	1.0	0.0	1.0
Buyer	1.0	0.0	1.0
Administration Total	15.5	-1.0	14.5
Human Resources			
Director of Human Resources	1.0	0.0	1.0
Human Resources Generalist	1.0	0.0	1.0
Human Resources Coordinator	1.0	0.0	1.0
Human Resource Intern	0.5	0.0	0.5
Human Resources Total	3.5	0.0	3.5
Planning & Marketing			
Director of Planning & Marketing	1.0	0.0	1.0
Communications & Marketing Manager	1.0	0.0	1.0
Customer Service Supervisor	1.0	0.0	1.0
Customer Service Asst	3.0	-1.0	2.0
Transit Planning Manager	1.0	0.0	1.0
Transit Planner	2.0	0.0	2.0
P&M Intern	0.5	0.0	0.5
Planning & Marketing Total	9.5	-1.0	8.5
TOTAL	206.0	-6.0	200.0
Operators	130	-4	126
Non-Operators	76	-2	74
Total	206	-6	200

TABLE 5

**Gold Coast Transit District
LTF Revenue and Members' Transit Services Funding – FY 2024**

TDA/LTF Funding to Member Jurisdictions							
TDA - LTF REVENUE PROJECTIONS		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
June 2023 LTF Allocation		\$21,382,371	\$370,273	\$9,921,380	\$1,071,192	\$5,367,662	\$4,651,865
FUNDING REQUESTS FOR RECURRING TRANSIT REQUIREMENTS							
Ojai Trolley Operations & Maintenance	Ojai	\$ 142,728	\$ 142,728	\$ -	\$ -	\$ -	\$ -
OTC Operation & Maintenance / Transit Services	Oxnard	468,943		468,943			
OTC Operation & Maintenance / Transit Services: Assistant Public Works							
Director & Administration	Oxnard	87,035		87,035			
Recurring Bus Stop Maintenance	Oxnard	100,000		100,000			
Bus Shelters and benches	Port Hueneme	-					
Operation & Maintenance at VTC /AMTRAK/ Metrolink Station/ Bus Stops	Ventura	348,514				348,514	
Recurring Bus Stop Maintenance	County	25,000					25,000
County Transit Services Management & Oversight	County	150,000					150,000
Transit Service - Heritage Valley	County	265,000					265,000
Transit Service - Ojai Trolley	County	300,000					300,000
Transit Service - T.O. D-A-R / Unincorporated Area	County	39,500					39,500
Transit Service - ECTA D-A-R	County	1,000					1,000
Transit Service - Kanan Road Shuttle	County	590,100					590,100
TOTAL - RECURRING TRANSIT REQUIREMENTS		\$ 2,517,820	\$ 142,728	\$ 655,978	\$ -	\$ 348,514	\$ 1,370,600

Note: The FY 24 budget includes the fully funding above requests from member agencies, however, staff may adjust allocations if it is determined that prior year allocated funds were not fully spent in accordance with GCTD bylaws.

TABLE 6

FY 2024 Capital Project Plan – Funded Projects

Description	Federal	Federal	Federal	State	State	Local	Local	Total
	5307/CMAQ	5339 LO NO	5310/JARC	ACCESS FOR ALL	STR / SGR*	AARP Challenge	Capital Reserve**	
Replacement Fixed Route Bus (CNG) (GILLIGs) (Phase 1 - 4 of 9)	\$ 2,523,555				\$ 326,953			\$ 2,850,508
Replacement Demand Response (Gas) (BraunAbility) (Phase 1 - 5 of 9)			\$ 320,000		\$ 80,730			\$ 400,730
Expansion Demand Response (2 Braunabilities)				\$ 131,246			\$ 26,849	\$ 158,095
Hydrogen Transition Project Management (CTE)		\$ 162,900					\$ 18,100	\$ 181,000
Hydrogen Fuel Station Design & Construction		\$ 1,350,000					\$ 150,000	\$ 1,500,000
Non-Revenue Replacement Vehicles (2)					\$ 70,000			\$ 70,000
Business Systems - Computers & Services, UTA Upgrades	\$ 80,000						\$ 20,000	\$ 100,000
Bus Stop Ammenties (10)						\$ 17,000		\$ 17,000
TOTAL	\$ 2,603,555	\$ 1,512,900	\$ 320,000	\$ 131,246	\$ 477,683	\$ 17,000	\$ 214,949	\$ 5,277,333

TABLE 7

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

10-Year Capital Plan Funding Needs	Year 1	Year 2	Year 3	Year 4	Year 5
Budget Name	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2027-28
Replacement Fixed Route Bus (CNG)	\$2,848,000	\$3,999,000	\$7,486,000	\$6,920,000	\$0
Replacement Fixed Route Bus (ZEB)	\$0	\$6,178,000	\$0	\$0	\$11,119,000
Expansion Fixed Route Bus (CNG)	\$0	\$0	\$0	\$0	\$0
Expansion Fixed Route Bus (ZEB)	\$0	\$0	\$0	\$6,682,000	\$0
Replacement Demand Response (CNG/GAS)	\$400,000	\$562,000	\$935,000	\$608,000	\$0
Replacement Demand Response (HYBRID/GAS)	\$0	\$0	\$0	\$0	\$0
Replacement Demand Response (ZEB)	\$0	\$0	\$1,168,000	\$0	\$0
Expansion Demand Response (CNG/GAS)	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (HYBRID)	\$0	\$0	\$70,000	\$37,000	\$0
Expansion Demand Response (ZEB)	\$0	\$0	\$0	\$0	\$0
Replacement Relief Sedan	\$0	\$0	\$0	\$110,000	\$342,000
Replacement Admin Van	\$0	\$45,000	\$0	\$49,000	\$0
Replacement Maintenance Truck	\$0	\$0	\$41,000	\$0	\$0
Replacement Supervisor Van	\$40,000	\$45,000	\$0	\$0	\$0
Replacement Admin Sedan	\$0	\$0	\$35,000	\$0	\$0
Solar Panels / Battery Storage	\$0	\$0	\$1,169,000	\$0	\$0
Business Systems Upgrades	\$0	\$0	\$0	\$0	\$0
Computers & Server Replacements	\$35,000	\$40,000	\$41,000	\$43,000	\$45,000
Hydrogen Station Upgrades (Hydrogen)	\$1,500,000	\$3,595,000	\$4,206,000	\$0	\$0
UTA-APC System Replacement	\$65,000	\$0	\$0	\$0	\$0
Replacement Supervisor Sedan	\$30,000	\$102,000	\$0	\$0	\$0
Bus Stop Amenities	\$17,000	\$0	\$0	\$0	\$0
TOTAL Funded by Year	\$4,935,000	\$14,374,000	\$11,692,000	\$6,920,000	\$0
TOTAL Unfunded by Year	\$0	\$192,000	\$3,459,000	\$7,529,000	\$11,506,000

10-Year Capital Plan Funding Needs	Year 6	Year 7	Year 8	Year 9	Year 10
Budget Name	FY2028-29	FY2029-30	FY2030-31	FY2031-32	FY2032-33
Replacement Fixed Route Bus (CNG)	CNG not allowed	CNG not allowed	CNG not allowed	CNG not allowed	CNG not allowed
Replacement Fixed Route Bus (ZEB)	\$7,227,000	\$0	\$9,380,000	\$0	\$0
Expansion Fixed Route Bus (CNG)	\$0	\$0	\$0	\$0	\$0
Expansion Fixed Route Bus (ZEB)	\$0	\$0	\$9,380,000	\$0	\$0
Replacement Demand Response (CNG/GAS)	\$657,000	\$137,000	\$995,000	\$0	\$0
Replacement Demand Response (HYBRID/GAS)	\$0	\$0	\$0	\$0	\$0
Replacement Demand Response (ZEB)	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (CNG/GAS)	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (HYBRID)	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (ZEB)	\$0	\$0	\$0	\$0	\$0
Replacement Relief Sedan	\$0	\$0	\$0	\$0	\$0
Replacement Admin Van	\$0	\$0	\$0	\$0	\$0
Replacement Maintenance Truck	\$0	\$0	\$0	\$0	\$0
Replacement Supervisor Van	\$0	\$0	\$0	\$0	\$0
Replacement Admin Sedan	\$0	\$0	\$0	\$0	\$0
Solar Panels / Battery Storage	\$0	\$0	\$0	\$0	\$0
Business Systems Upgrades	\$0	\$0	\$0	\$0	\$0
Computers & Server Replacements	\$46,000	\$48,000	\$50,000	\$52,000	\$54,000
Hydrogen Station Upgrades (Hydrogen)	\$0	\$0	\$0	\$0	\$0
UTA-APC System Replacement	\$0	\$0	\$0	\$0	\$0
Replacement Supervisor Sedan	\$0	\$0	\$0	\$0	\$0
Bus Stop Amenities	\$0	\$0	\$0	\$0	\$0
TOTAL Funded by Year	\$0	\$0	\$0	\$0	\$0
TOTAL Unfunded by Year	\$7,930,000	\$185,000	\$19,805,000	\$52,000	\$54,000

APPENDIX B – GLOSSARY

Audit – GCTD's annual financial record audit performed by an independent CPA firm.

CNG Fuel Station – Maintenance and upgrade expenses related to GCTD's onsite CNG fueling station.

Contracted Paratransit Service – Contract for the GCTD ACCESS paratransit service. This service is presently provided by MV Transportation.

Contract Repair – Expenses incurred to repair vehicles, equipment and facilities through outside vendors. Major overhauls of engines, transmissions, parts, painting, oil/fuel testing and other repairs are charged to this line item.

Contract Services – Expenses include computer hardware/software maintenance; office equipment maintenance, temporary help, janitorial, security, landscape and other services.

Dues – Fees associated with professional memberships or subscriptions, such as the American Public Transit Association, California Transit Association, National Safety Council and local Chambers of Commerce.

Employee Events – Includes the costs incurred by GCTD staff employees while attending approved meetings and conferences, as well as official employee events and functions sanctioned by the General Manager.

Employee Support – Includes: salaries, health benefits, worker's compensation insurance, retirement, life insurance, uniforms, medical exams and safety programs.

Fuels/Lubricants – CNG and lubricant products for GCTD revenue and non-revenue vehicles. Also included are fuel taxes - GCTD is required to pay State Excise taxes of \$.01/therms of CNG.

Health Benefits – GCTD portion of the health, dental and vision insurance premiums for employees.

Insurance – Liability insurance for vehicles, errors & omissions, bonding, property, crime, employer liability, etc.

Legal – Costs associated with legal services required by GCTD, including but not limited general counsel and labor/employment counsel services.

Maintenance Agreements – Maintenance agreements include the two-way radio, radio repeater, and coin counting machine.

Medical Exams – The MOU's provide for bi-annual physical examinations for all represented employees. Management and non-represented employees are provided an exam annually. New employees are given pre-employment exams and employees absent from work for significant periods of time are examined prior to their return to work. Pre-employment physicals and exams of safety-sensitive personnel include a drug/alcohol screen, which is required by FTA regulations and GCTD policy.

Officers & Directors – Expenses related to Board of Directors attendance at board and committee meetings, conferences and travel/per diem while attending conferences or meetings. Included are the costs incurred by senior management employees while attending approved meetings and conferences.

OTC Facilities – The Customer Service Center (CSC) at the Oxnard Transportation Center (OTC), which provides route and schedule information and other services for transit passengers.

Other Benefits – GCTD's contribution for unemployment insurance, FICA/Medicare, Employee Assistance Program (EAP), life insurance for represented and non-represented employees and

deferred compensation for the General Manager. The EAP is required as a part of GCTD's Drug and Alcohol Program and the represented employee MOUs.

Repair Parts – Repair parts are the materials, parts and components used in repairing vehicles and equipment.

Retirement – GCTD's contribution for its employees to the California Public Employee Retirement System (CalPERS).

Risk Management – Program to manage and reduce risk, especially industrial injuries.

Safety Programs – Annual safety awards function, safety awareness activities, incentive awards, training videos and similar activities.

Salaries – Salary and wages of all employees. For represented positions this includes current salary, agreed upon step increases, agreed upon longevity and bilingual pay. For non-represented positions this includes current wages, pay increases in accordance with the personnel policy, longevity and bilingual pay, and projected salary range increases, if any, as determined by the Board of Directors.

Schedules/Marketing – This includes the GCTD Bus Book, maps, tickets, passes and artwork for public information and promotional products. Also included are media advertising, printing of promotional brochures, participation in fairs, parades, promotions, Chamber of Commerce functions and other community outreach activities.

Service/Supplies – Operational – Items related to operations, including fuels/lubricants, tires, repair parts, CNG fuel station maintenance and upgrades, contracted paratransit service, contract repair, supplies, schedules/marketing, OTC facilities and maintenance agreements.

Service/Supplies – Support – Items related to the support of GCTD services, but which are not direct operational expenses. Includes telephones/utilities, insurance, contract services, supplies, legal, audit, officers and directors and dues.

Supplies – For Fixed Route, expenses includes cash handling supplies, repair of locks, gate openers, etc. For Maintenance, expenses includes miscellaneous repair parts, industrial gases, repair of farebox counting equipment, non-stock parts and other miscellaneous parts, printing materials, freight, mail/delivery services, non-vehicle maintenance, and janitorial supplies. Also included is the mechanics' tool allowance as per union contract. For administrative departments, expenses include office supplies, computer supplies, computer software/hardware, copier costs, postage, office printing, office furniture and other associated expenses.

Telephones/Utilities – Costs associated with communications services, as well as electric, gas, water and refuse charges for the facility.

Tires – New tires are required for the front axles of all buses. Recapped tires are typically purchased for the rear axles of the buses.

Uniforms – Uniforms are provided by contract to the maintenance and operation employees. Bus Operators are provided three pairs of pants, five shirts and a cap annually. Every other year jackets/sweaters are provided. Operations supervisors are provided three pairs of pants, five shirts, a vest, a tie and a cap. Maintenance employees are provided rental uniforms cleaned and delivered by a vendor.

Urbanized Area (UZA) – The FTA has designated areas over 200,000 population as specific urbanized areas. GCTD's service area is part of the Oxnard UZA.

Workers' Compensation Insurance – Premium for the required workers' compensation insurance provided to GCTD by the California State Association of Counties-Excess Insurance Authority (CSAC-EIA).



DATE: July 5, 2023

Item #14

TO: GCTD Board of Directors

FROM: Vanessa Rauschenberger, General Manager

SUBJECT: Consider Adoption of Final GCTD Agency Strategic Plan, Mission, Vision, Values and Strategic Priorities for 2023-2026

I. EXECUTIVE SUMMARY

In April, the Board convened a Special Strategic Planning Workshop to provide input to staff on opportunities and challenges facing the district. The Board's input along with employee input have resulted in a Strategic Plan to help guide GCTD.

For this report, staff will provide a presentation to the Board on the final Strategic Plan, Mission, Vision, Values and Strategic Priorities for 2023-2026.

II. RECOMMENDATION

It is recommended the Board consider Adoption of the Strategic Plan, Mission, Vision, Values and Strategic Priorities for 2023-2026.

General Manager's Concurrence

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Gold Coast Transit District Strategic Plan

July 2023



Table of Contents

Letter from the General Manager	3
Introduction to GCTD Strategic Plan	5
Strategic Priority #1: Service Excellence.....	8
Strategic Priority #2: Safety and Security.....	9
Strategic Priority #3: Stewardship of Resources	10
Strategic Priority #4: Culture	11
Strategic Priority #5: Public Awareness, Expand Community Presence	12
Background	13

Letter from the General Manager

This year marks the anniversary of 50 years of public transit service by our organization. While we are proud of our past, we know that like our buses, we must continuously move forward and adapt our services to meet the changing needs of our riders and continue to attract, retain, and inspire our employees to do their best work.



Like many local transit agencies throughout the state, GCTD is currently experiencing increases in ridership, as recovery from COVID-19 continues. Thanks in large part to the Ventura County Transportation Commissions' successful Youth and College Ride Free programs, GCTD has seen record ridership increases quarter after quarter over the last year. While this has provided optimism for the future, we are keenly aware of the very real challenges we face with limited funding sources and our ability to meet growing demand and increased operational costs.

As we face the future, it is imperative we have a guiding plan to help us make informed decisions on where we go next. In March of 2022, we began an agency wide effort to develop a strategic plan for the first time in over a decade. The purpose of this plan is, first and foremost, to provide clarity around our mission. The plan also sets forth our vision for the future, and provides a series of strategies and goals for improving the rider experience, system safety, financial capacity, supporting employee engagement, and increasing awareness of our services and value within the community.

The development of this strategic plan was guided by our employees, leadership team as well as our Board of Directors who worked together to explore opportunities for the future and identify how we might address future challenges. This plan provides the GCTD team with a guiding set of values, goals, and a work plan to implement over the next three years to help us achieve our longer-term vision.

Giving our Riders a Great Experience

GCTD operates 20 routes, 359 days, 7 days a week, with the first personnel arriving on site at 3:00 am and leaving at approximately 1:00 am. In Ventura County, GCTD's local buses carry almost two thirds of the transit trips in the County, highlighting the demand for transit in our communities. GCTD's diverse group of riders include students, seniors, essential workers, and others who rely on transit to access medical appointments, school, work, food and other resources. It is imperative that we work to provide these current and future riders with quality services to ensure they get where they need to go.



Public transportation connects our communities to health, education, independence and a better quality of life. GCTD's fixed route buses and demand response services, GO ACCESS,

provide mobility options to every neighborhood across Ojai, Oxnard, Ventura, Port Hueneme and the unincorporated areas of Ventura County. These bus routes are more than just lines on a map, they represent lifelines - helping people gain access to opportunities needed to thrive. The quality of our transit services and the way we invest in our system is a direct reflection of how we care for the community. By improving the public transit rider's experience, we are improving the health and economic vitality of our communities.

Public transit makes our local economy stronger. Communities without quality transit have more traffic, have less access to jobs and education, and pay more for transportation. Communities with better transit options have reduced healthcare costs, and better overall quality of living. Without transit, many underserved communities would suffer from a lack of mobility options, causing economic and social distress in our communities. Many businesses and organizations have made access to public transit a key factor in their decision to relocate their headquarters, bringing jobs to communities that are committed to public transit. Businesses are recognizing that public transit helps their balance sheet – enabling them to attract employees with reduced transportation costs puts money back into the local economy. Ventura County households can save about \$10,000 annually by living with one less car and using public transportation.

We're Going Places. This strategic plan marks the beginning of a new era of creativity and resilience, with our bold new vision to revolutionize transportation in Ventura County by leading initiatives that improve the transit rider experience, achieve clean air and drive economic vitality. GCTD's 2023 Strategic Plan is both ambitious and actionable.

We are proud of the work of our employees in developing this plan, which will guide us as we fulfill our mission **Serving, Moving, and Connecting People to Opportunity – One Ride at a Time.**

Sincerely,

Vanessa Rauschenberger

Vanessa Rauschenberger
General Manager



Introduction to GCTD Strategic Plan

3-Year Agency Strategic Plan

A three-year strategic plan serves as a roadmap that outlines an agency's goals, objectives, and strategies. Its purpose is to provide a clear direction and guide decision-making processes within the agency. By looking ahead and setting goals for the next three years, the strategic plan helps align the efforts of different departments and stakeholders toward a common vision. It provides a comprehensive and holistic view of the agency's future.

The benefits of a three-year strategic plan are many. Firstly, it enhances organizational focus by defining priorities and setting clear objectives. Secondly, it improves resource allocation by identifying the key areas where investments and efforts should be concentrated. Lastly, a three-year strategic plan promotes accountability and performance measurement. Overall, a well-crafted three-year strategic plan provides a roadmap for success, fosters organizational growth, and enhances adaptability. The Strategic Planning Process also included review other efforts ongoing to improve transit in the region:

- Building Transit Supportive Communities Plan
- COVID-19 Recovery Plan
- Zero Emissions Transition Plan
- Short Range Transit Plan
- Transit Integration & Efficiency Study- VCTC

Organizational Health and High-Performance Framework

To aid in the facilitation of the strategic planning process, GCTD engaged consulting firm Insight Strategies, Inc. With almost 30 years' experience consulting with executives and organizations on organizational excellence, Insight has crafted an Organizational Health & High-Performance Framework© that has proven success.

Organizations perform at their best when employees see themselves and the roles they play in the mission and aspirational vision of the organization ("the why"); when strategies and goals are clear and aligned to the mission and vision ("the what"); when key processes anchor the mission, vision, and strategies into the day to day operations – driving employee effectiveness and accountabilities ("the how"); and when the right people are in the right positions to implement the strategies and goals and exemplify the desired culture ("the who"). Ensuring all components are maximized and aligned results in an organization's ultimate success. (See graphic.)



As Peter Drucker famously said, "Culture eats strategy for breakfast."

Mission

***Serving, Moving, and Connecting People to Opportunity
– One Ride at a Time.***

Vision

Revolutionize transportation in Ventura County by leading initiatives that improve the rider experience, achieve clean air, and drive economic vitality.

Strategic Priorities

1. Deliver service excellence by providing customer focused, high-quality service to every member of our community.

Priority Owner: Director of Operations & Maintenance

2. Ensure safety and security while caring for the well-being of employees, passengers, and the general public.

Priority Owner: Director of Human Resources

3. Increase and provide responsible stewardship of all resources by prioritizing oversight, integrity, accountability, and transparency.

Priority Owner: Chief Financial Officer & Director of Finance

4. Cultivate a positive and inclusive work culture that prioritizes employee engagement, high performance, learning and development.

Priority Owner: General Manager

5. Increase public awareness, expand community presence, and build a transit-supportive region through public education, partnerships, and advocacy.

Priority Owner: Director of Planning & Marketing

GCTD's Values

Value	Definition
Safety	The value of safety is of upmost importance here at GCTD. We take great pride in safely transporting our passengers, maintaining our vehicles to meet the highest safety standards and ensuring our facility is safe for all.
Accountability	The value of accountability is essential to the everyday functions at GCTD. We all must hold ourselves accountable to avoid delays in our individual and shared work.
Communication	The value of communication emphasizes the importance of open communication in all directions, whether it's discussing issues with those above, below, or alongside. It encourages direct and honest conversations to ensure transparency to employees and the public.
Integrity & Honesty	The value of integrity and honesty means doing the right thing – having the highest ethical standards in all decision making. Doing so helps to develop strong relationships based on trust, with our employees and the public we serve.
Positivity	The value of positivity means starting each day with optimism to allow us to see the best in ourselves, in each other, and our community.
Kindness & Respect	The value of kindness and respect shows that we care about the lives of our passengers, and employees in all interactions; being caring, friendly and courteous with everyone we encounter.
Adaptability & Creativity	The value of adaptability and creativity encourages employees to find the best ways to meet our customers' needs – embracing change, innovating and adapting to the changing needs of our community.



Strategic Priority #1: Service Excellence

Deliver service excellence by providing customer focused, high-quality service to every member of our community.

Goal #1: Provide reliable service to the community with *less than 1%* percent of all scheduled miles missed on any day service is provided measured monthly.

Key Actions

1. Utilize Supervisors to Track Cut-Out Trips / Manager Verifies Reported Monthly.
2. Fill all budgeted operator positions to minimize missed service and reduce reliance on overtime to fill shifts.
3. Foster work culture to engage & retain employees by continuing to engage with employees, providing training, and holding quarterly recognition events.

Goal #2: Ensure 100% of vehicles and equipment are kept in excellent condition ready for service in accordance with GCTD's Transit Assets Management Plan Targets, reviewed annually.

Key Actions

1. 100% preventative maintenance completed on time.
2. Seek funding for capital replacements.
3. Transit Asset Management TAM Plan (refer TAM plan Targets) reviewed annually.

Goal #3: Improve the customer experience by meeting or exceeding 100% of KPIs established for on-time performance, cleanliness, complaints and crowding by June 30th, 2024, and each year annually.

Key Actions

1. Convene Customer Experience Committee to review passenger policies bi-annually.
2. Year 1- Create passenger survey schedule and timeline for results.
3. Year 2 – Develop process for tracking cleanliness & Operator feedback.

Goal #4: Develop a transit system that attracts and retains transit riders exceeding 5 million riders by June 30, 2029.

Key Actions

1. Complete a Public Input Needs survey.
2. Develop a Short Range Transit Plan based on Community Input by June 2024.
3. Apply for funding to implement SRTP recommendations to attract riders.

Strategic Priority #2: Safety and Security

Ensure safety and security while caring for the well-being of employees, passengers, and the general public.

Goal #1: Protect life and property by operating a minimum of 1 per 100,000 miles between preventable accidents, measured monthly.

Key Actions

1. All accidents reviewed on video to determine preventable / non preventable following TSI guidelines.
2. PTASP Committee Meets Quarterly to review trends.
3. Incorporate Safety Messages for employees into meetings and training.

Goal #2: Decrease costs incurred due to passenger and worker injuries by 10% to be achieved by December 31st, 2025.

Key Actions

1. Research alternative workers comp insurance options to reduce GCTD's costs.
2. Track worker and employee injuries reported quarterly.

Goal #3: Utilize real-time data management system to track incidents, complaints, injuries, and accidents 100% of the time by June 30, 2024.

- VTT Training/Injuries/Accidents – July 2023
- Customer Contacts /Call Backs – January 2024

Key Actions

1. Complete Testing of Complaints Form and Process for follow up by Nov 2023.
2. Complete Employee Training on Track It by December 1, 2023.

Goal #4: Standardized level of cleanliness + maintenance across all bus stops by June 30th, 2026.

Key Actions

1. Work with member jurisdictions to establish cleaning agreements.
2. Explore GCTD contracting for bus stop cleaning.

Strategic Priority #3: Stewardship of Resources

Increase and provide responsible stewardship of all resource by prioritizing oversight, integrity, accountability, and transparency.

Goal #1: Improve internal controls to ensure that costs are monitored and controlled in accordance with all FTA and State oversight requirements by correcting the top three financial processes.

Key Actions

1. Provide staff training in new processes by October 2023.
2. Complete review of processes related to reconciliation of payroll, accounting procurement, and grants regarding internal controls by October 2023.
 - a. Payroll—100% correct and on time.
 - b. Accounting—Monthly close process within 15 days.
 - c. Grants—100% MPRs/FFRs reports completed on time and correctly.
 - d. NTD Reports completed on time.
 - e. Audits and State Controller Reports completed on time.
3. Develop PM report for each new grant by the end of December, 2023.

Goal #2: Ensure monthly financial statements to the Board and Department Directors that assist in decision making are 100% accurate and 100% on time by the the September 2023 BOD meeting.

Key Actions

1. Provide monthly budget reports to Departments by October 2023.
2. Define Grants Reports roles and responsibilities by October 2023.

Goal #3: Identify alternatives sources “non-federal match” required for grants (to retain as much local operating funds for operating) by June 30, 2025.

Key Actions

1. Identify all possible state funding sources for capital projects (bus replacements, zero emissions, etc.) and work with CTA and VCTC to increase state transit capital funding share to GCTD.

Goal #4: Increase non-fare non-grant funding (i.e., alt-fuel sourcing, partnerships, non-traditional grants, medical reimbursement, property development, advertising, etc.) to be 10% of operating revenues by June 30, 2026.

Key Actions

1. Continue to work on re-development of 301 Property.
2. Identify project owners / PMs for alternative funding projects.
3. Prepare a timeline to explore utilization of the District facilities for sales of Renewable Compressed Natural Gas to municipal operators such as the City of Oxnard refuse division by January 1, 2024.
4. Partner with VCTC to advocate for county Medical Rides reimbursement.
5. Explore new local funding options to help the District maintain and expand critical services, within GCTD authority (ballot initiative options, assessments, etc.).

Strategic Priority #4: Culture

Cultivate a positive and inclusive work culture that prioritizes employee engagement, high performance, learning and development.

Goal #1: Establish a performance management process by end of December 2023 that aligns employee expectations and accountabilities to the strategic plan.

Key Actions

1. Template instructions completed by September 2023.
2. Draft instructions completed by October 2023.
3. Employee evaluations due annually by January 30th.
4. Employee Development Goals by March 1, 2024.

Goal #2: Establish a baseline for perceptions regarding three key areas raised by employees in employee assessment:

- communications
- fairness/favoritism
- managerial effectiveness

Ensure GCTD’s culture reflects the values as measured by employee perceptions on an employee engagement survey. Improve perceptions as measured by annual employee survey by June 30, 2024. (Reference Gallup Q12).

Key Actions

1. Develop annual employee survey by January 2024 and release in Spring of 2024. Results shared and repeated annually.
2. Improve perceptions by 10% over the baseline favorable responses on annual employee survey by June 30, 2025 (Reference Gallup Q12).
3. Provide written process for recruitment with each new job posting and be clear and transparent about criteria and selection process.

Goal #3: Increase methods of communication and engagement of employees, through the following activities:

Key Actions

1. Establish internal communications committee that meets quarterly with representation from all departments. Completed by November 2023.
2. Issue quarterly employee newsletter to share key information by July 2023.
3. Offer training opportunities (to expand skills) through Vector Solutions – January 2024.
4. Workforce development in line with Zero Emissions Transition by June 2025.
5. Continue with employee events, including monthly Coffee with the GM, employee of the Quarter, and other employee engagement events.

Strategic Priority #5: Expand Public Awareness

Increase public awareness, expand community presence, and build a transit-supportive region through public education, partnerships, and advocacy.

Goal #1: Increase awareness of GCTD as an organization and our various services as measured by increasing traffic to the website by 10% by June 2024, with 5% increases year after year.

Key Actions

1. Develop annual marketing plan that includes at least one paid annual media buy to promote GCTD and its services.
2. Report web, social media and print media mentions in quarterly report
3. Prioritize social media content creation based on analytics.

Goal #2: Attract and retain ridership, particularly youth riders with at least six local schools participating in the youth training program by 2026.

Key Actions

1. Complete our youth adult mobility management training video by June 2024, and partner with schools to train more young and young adult riders.
2. Utilize social media to provide additional training to new riders on etiquette and proper conduct.
3. Partner with school districts to distribute information to parents on the benefits of public transit, including cost benefits, safety and convenience.
4. Include youth engagement in all marketing efforts, and include programs that are engaging such as social media videos, art, music, etc

Goal #3: Increase GCTD staff participation in community events & committees to strengthen community partnerships and expand network of community allies.

Key Actions

1. All management staff participate on one external committee.
2. Increase participation in community events, committees, and programs to strengthen community partnerships and expand network of community.
3. Host one GCTD public event annually focusing on public engagement and education.

Goal #4: Increase involvement with cities to connect land use and transit planning, that encourages people to walk, bike, and take transit as measured by transit supportive recommendations integrated into 100% of City's land use and transportation plans.

Key Actions

1. Planning staff participate in weekly design advisory meetings.
2. Provide written comments on ways to support transit access.
3. Provide qualitative and quantitative data to member cities on the benefits of transit supportive measures in plans.

Background

Plan Development

Arriving at the three-year strategic priorities was a multi-step process. The agency gathered data and selected priorities from many sources including organizational and employee assessments, regulatory mandates, Board presentations, annual employee engagement surveys, customer surveys, and more. Guided by the agency's mission, vision, and values, GCTD prioritized themes that reflected both employee feedback and the SWOT analysis. GCTD evaluated those finalists against the guideposts for decision-making. From there, GCTD's leadership team reached a consensus on the five most critical agency-wide priorities that provide a solid foundation for the agency's continued advancement.

Organizational and Employee Assessment

An organizational and employee assessment was conducted by Insight Strategies, Inc. (Insight) on behalf of GCTD. Nearly 100 GCTD employees participated in the oral strategic planning assessment and 42 employees participated in the written strategic planning survey assessment. The purpose of the assessment was to elicit input to shape and inform GCTD's three-year strategic plan and assess the current state of GCTD's leadership team effectiveness and opportunities for alignment.

The Impact of Culture + GCTD's Desired Culture

Describing a company's culture is like describing an individual's personality. It's a combination of the ethics, values, perceptions, atmosphere, practices, attitudes, and beliefs shared by a company's employees. In simple terms, a company's culture is "the way we do things around here."

The key to transforming a strategic plan from theory to successful implementation is culture. Concurrent with this process and informed by the organizational and employee assessments, GCTD identified its current culture and defined its desired culture. Building upon what GCTD already does well, the strategic plan seeks to make GCTD an ideal work environment, focusing on:

- Communication
- Accountability
- Increasing innovation and creativity
- Collaboration
- Learning and Development

Guidepost for Decision-Making

A guidepost for decision-making is a compass and helps teams and individuals prioritize decisions and actions. When used properly the guidepost:

- Facilitates alignment of team output
- Provides a framework for discussion, disagreement, and complex decision making
- Reduces confusion
- Saves time

GCTD's Guidepost for Decision Making is as follows...

- Looking at the 3-Year Horizon
- Available resources – time/\$/people
- Compliance and mandates
- Community and customer impact
- Impact on safety and reliability
- Supporting the Mission, Vision, and Values

SWOT Analysis

A SWOT analysis is a strategic planning tool that helps organizations evaluate their strengths, weaknesses, opportunities, and threats. It provides a comprehensive overview of the internal and external factors that can impact the success of a business or project. SWOT analysis provides a structured framework for organizations to evaluate their current position, make informed decisions, and develop effective strategies to achieve their goals.

Leadership and Board Workshops

A total of five leadership workshops and one Board workshop were facilitated by Insight. The outcomes of these workshops include a guidepost for strategic decision-making, a revised mission statement, a vision statement, strategic priorities, agency goals, cross-functional interdependency agreements, and more. This document summarizes the outcomes from the six workshops.

Tracking and Monitoring

This strategic plan is a living document. GCTD will track progress **quarterly** to ensure accountability and follow-through, and the agency will revisit, adjust as needed, and recommit to the plan **annually**. Performance measures and timelines will cascade down to agency departments, and the agency will regularly review and refine these measures to ensure they align with desired outcomes. Individual employee goals, documented in their annual performance reviews, will align with department/division goals, agency goals, and strategic priorities.

Additional reviews will occur in conjunction with the annual budget process. To realize the strategic priorities and goals, GCTD must prioritize budgets and resources, including financials, time, people, and expertise.



www.GCTD.org



DATE July 5, 2023

Item #16

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

- Short Range Transit Plan
- Review of Bylaws, Goals & Objectives
- Discuss VCTC Transit Integration and Efficiency Study (TIES)
- Redevelopment of 301 Property
- *Other Items?*

Future Routine Items

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