



**AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, SEPTEMBER 6, 2023 – 10:00 AM.**  
GCTD ADMINISTRATIVE FACILITY  
1901 AUTO CENTER DRIVE  
OXNARD, CA 93036-7966  
[www.GoldCoastTransit.org](http://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/84621388836>

**CALL TO ORDER**

**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

**CEREMONIAL CALENDAR**

- **Pledge of Allegiance**
- **Special Remembrance / In Memoriam** – Steven Rosenberg (Retired Director of Finance)
- **Employee Recognition**

**JULY**

- Ezequiel Alvarado - Operator 15 years
- Carlos Torres – Operator 15 years
- Thomas Lincoln – Mechanic III 10 years

**AUGUST**

- Hatim Ghazi – Operator 20 years
- Luis Guerrero – Operator 10 years
- Patricia Madrigal – Operator 10 years
- Angel Rodriguez – Operator 5 years
- Doug Overton – Operator 5 years
- Paris Zavala – Operator 5 years
- Raudel Covarrubias - Operator 5 years
- Steven Johnson – Operator 5 years
- Thomas Clelland – Operator 5 years

**SEPTEMBER**

- Jorge Arellano – Maintenance Supervisor 15 years
- Xochitl Beltran – Operator 15 years

**GOLD COAST TRANSIT DISTRICT**

## 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.

Public members may participate in the Board Meeting either In Person at 1901 Auto Center Drive, Oxnard, CA, or by emailing or mailing their public comments to the Clerk of the Board before 9:00 AM on September 6, 2023. In addition, members may participate in the meeting by logging into Zoom [HERE](#).

## BOARD OF DIRECTORS' REPORTS

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

## CONSENT AGENDA

1. [Consider Approval of Minutes of July 5, 2023, Board of Directors](#)
2. [Consider Approval of Minutes of Special Board Meeting July 26, 2023](#)
3. [Consider Approval of Expenditures for the Month of July 2023](#)
4. [Consider Approval of Expenditures for the Month of August 2023](#)
5. [Consider Approval of Financial Reports for the Month July 2023](#)
6. [Report of Contracts Awarded July – Tanya Hawk, Buyer](#)
7. [Consider Approval of a Modification to Exercise Option Year 2 for General Counsel Services with Best, Best & Krieger – Marlena Kohler, Purchasing Manager & DBE Officer](#)
8. [Consider Approval to Increase Contract Amount with Transportation Management & Design for Consulting Services – Marlena Kohler, Purchasing Manager & DBE Officer](#)
9. [Consider Approval of Modification to a Contract for Purchase of CNG Low-Floor Buses – Marlena Kohler, Purchasing Manager & DBE Officer](#)

## GENERAL MANAGER'S REPORT

10. [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.

**Gold Coast Transit District**  
Board of Directors Meeting  
September 6, 2023

Page 3 of 3

11. [Receive Final Report from the 2023 Triennial Review Performed by the U.S. Department of Transportation, Federal Transit Administration Region 9 – Cynthia Duque, Director of Planning & Marketing](#)
  
12. [Receive and File Report on Addressing Budget Challenges and Identifying New Revenue Streams – Cynthia Duque, Director of Planning & Marketing, and Christine Feng, Chief Financial Officer/AGM](#)

**INFORMATIONAL ITEMS**

13. [Receive and File FY 2022-23 4th Quarter & Year End Ridership and Performance Update– Austin Novstrup, Planning Manager, and Margaret Schoep, Paratransit & Special Projects Manager](#)
  
14. [Receive and File Marketing & Community Outreach Update – Andrea Meza, Communications & Marketing Manager](#)
  
15. [Operations & Maintenance Monthly Update – Jim Beck, Director of Operations & Maintenance](#)
  
16. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

**CLOSED SESSION**

**NONE**

The next regular meeting of the GCTD Board of Directors will be held on **October 4, 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](http://www.GoldCoastTransit.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

<p>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 <a href="mailto:adelgado@gctd.org">adelgado@gctd.org</a> 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.</p>
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Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 5, 2023 – 10:00 am  
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

**Call to Order**

Vice Chair Johnson called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:06 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

**Roll Call**

Chair – Matt LaVere, County of Ventura - *Absent*  
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  
Gilbert Piñon, Safety & Training Supervisor  
Will Cattlidge, Safety & Training Supervisor  
Victor Rubio, Maintenance Administration Supervisor  
Manny Barajas, Operations Supervisor  
Robert Magana, Operations Supervisor  
Doug Overton, Operator  
Tim Velasquez, Operator  
Robert Estrada, Operator  
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  
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**

Vice-Chair Johnson led the pledge of allegiance.

**GOLD COAST TRANSIT DISTRICT**

### **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.

### **General Public Comment**

Jed Johnson, Gilbert Piñon, Manny Barajas, Robert Magana, Doug Overton, Tim Velasquez, and Robert Estrada spoke during the public comments.

### **Board of Directors Reports**

NONE

### **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 the 2024 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions](#)

Vice-Chair Johnson moved to approve Consent Agenda Items 1 through 10. Director Lang seconded the motion.

**The motion passed unanimously.**

## **GENERAL MANAGER'S REPORT**

### **11. General Manager's Report – Vanessa Rauschenberger, General Manager**

Ms. Rauschenberger stated that GCTD will implement bi-annual service changes on July 9th, 2023, with new schedules available online and printed bus books starting July 2nd. A bilingual information sheet and trip-planning apps will also be available.

GCTD launched GO Now, an app-based service providing first and last-mile connections in the South Oxnard neighborhood. The service allows residents to run errands and connect to the larger transit network outside the service zone.

Congressman Salud Carbajal visited GCTD on June 28th to tour and visit staff, highlighting the organization's efforts in connecting people to opportunities and supporting funding for transit.

## **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.

### **12. Receive Presentation and Consider Approval of Fleet Management Plan – James Beck, Director of Operations & Maintenance**

Mr. Beck stated that the 2023 GCTD Fleet Management Plan outlines 109 active vehicles, including fixed routes, paratransit, and support vehicles. It analyzes anticipated vehicle needs, replacements, and funding sources and outlines vehicle acquisition plans for each category. The plan considers the Near-Zero Emissions Policy and CARB's Innovative Clean Transit Regulation, aiming for zero-emission vehicles in the next 18 years.

Director McQueen-Leghon thanked Mr. Beck for the plan that was made very clear. Director Lang stated she is very excited about moving to zero emissions which is excellent for the climate.

### **RECOMMENDATION**

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

Vice-Chair Johnson moved to approve Consider Approval of Fleet Management Plan. Director McQueen-Legohn seconded the motion.

**The motion passed unanimously.**

### **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**

Ms. Rauschenberger discussed the Operating Budget and Capital funds for GCTD, which receives majority of funding from State / Federal sources and grants. VCTC then distributes funds based on population, primarily for transit, highways, bicycles, and pedestrian use. This year will be the final year of using the federal CARES Act, as many transit agencies have exhausted federal relief during the pandemic. GCTD will use all available resources to maintain operations, but no one-time funds will be available next year. Ms. Feng presented the Board with further details.

Ms. Feng stated The GCTD Fiscal Year 2023-24 Budget and Capital Plan are presented for a public hearing before the Board of Directors. The budget is divided into three main sections: Operating Budget, Capital Plan, and Detailed Tables. The Operating Budget provides an overview of GCTD's priorities, while the Capital Plan details planned unfunded projects. The Budget Tables section provides fiscal transparency and a breakdown of expenses by department and functional category. The FY 2024 budget was developed through collaboration across all departments and consultation with the 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 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 consider adopting the FY 2024 Operating and Capital Budget.

Mr. Kami spoke during the public comment.

Director Lang asked if GCTD had looked into municipal grants opening up on the federal level from the infrastructure bill. Ms. Feng stated that the Planning & Marketing department and Management team are aware and have applied for any funding available for GCTD.

Vice-Chair Johnson stated votes would reconvene after the closed session.

Vice-Chair Johnson re-opened the public hearing for the FY 2024 Operating and Capital Budget after the closed session, with no comments from the board members or the public.

Director Lang moved to approve the Hearing to Consider Approval of Final FY 2024 Operating Budget and Capital Plan. Director McQueen-Legohn seconded the motion.

**The motion passed unanimously.**

### **14. Consider Adoption of Final GCTD Agency Strategic Plan, Mission, Vision, Values and Strategic Priorities for 2023-2026 – Vanessa Rauschenberger, General Manager**

Ms. Rauchenberger brought back to the Board the final Strategic Plan. The Board held a Strategic Planning Workshop in April, involving staff to address district opportunities and challenges. The plan, Mission, Vision, Values, and Priorities for 2023-2026 will be presented to the Board for review.

Thanked the staff and the Board for their involvement in the workshops and participation; a great process to go through together to provide good concrete goals to work towards. Ms. Rauschenberger stated she is looking forward to using the strategic plan as a guidepost for GCTD's decision-making for the future.

## **RECOMMENDATION**

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

Director Lang moved to approve the Final GCTD Agency Strategic Plan, Mission, Vision, Values and Strategic Priorities for 2023-2026. Director McQueen-Legohn seconded the motion.

## **INFORMATIONAL ITEMS**

### **15. 50<sup>th</sup> Anniversary Announcement – Cynthia Duque, Director of Planning and Marketing & Andrea Meza, Marketing Manager**

**The report was filed and received.**

### **16. Future Agenda Items – Vanessa Rauschenberger, General Manager**

**The report was filed and received.**

**CLOSED SESSION**

**17. CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representative: General Counsel

Employee organization: Teamsters Local 186

General Counsel Steven DeBaun stated there are no reportable actions on the closed session Conference with Labor Negotiators.

**There being no further business, Vice-Chair Johnson adjourned the Board of Directors meeting at 1:33 pm.**

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

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Vanessa Rauschenberger  
Secretary of the Board of Directors

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Chair Matt LaVere  
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be **September 6, 2023, at 10:00 am**. Copies of administrative reports relating to the Board agenda are available online at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Angelica Delgado, at Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.





Item #2

**MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 26, 2023 – 10:00 am  
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

**Call to Order**

Chair LaVere called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:05 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

**Roll Call**

Chair – Matt LaVere, County of Ventura – *via ZOOM*  
Vice Chair – Mike Johnson, City of Ventura – *via ZOOM*  
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  
Robert Magana, Operations Supervisor  
Will Cattlidge, Operations Safety & Training Supervisor  
Cynthia Lopez, Customer Service Supervisor  
Gilbert Piñon, Operations Safety & Training Supervisor  
Angie Delgado, Clerk of the Board  
Matt De La Rosa, IT Technician

**Ceremonial Calendar**

Chair LaVere led the pledge of allegiance.

**General Public Comment**

NONE

**CONSENT AGENDA**

1. [Approve Resolution 2023-06 Approval of Annual Certifications and Assurances for Low Carbon Transit Operations Program Grant – Austin Novstrup, Planning Manager](#)

The program has provided financial support to many GCTD projects since the program's inception, including the construction of the new GCTD facility, free fare days, Token Transit mobile ticketing, and the new Route 23. The State Controller's Office has announced that GCTD's allocation will be \$72,142. GCTD is recommending that the funds be used to support the continued operation of the new Route 23 as it enters its fourth year of operation in June 2023. Last year \$72,092 was allocated to GCTD, and staff recommended that the funds be used to support Route 23 in its 4th year of operation.

Director MacDonald moved to Approve Resolution 2023-06. Director McQueen-Legohn seconded the motion.

**GOLD COAST TRANSIT DISTRICT**

**The motion passed unanimously.**

The Special Board of Directors Meeting went into closed session.

**CLOSED SESSION**

**2. CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representative: General Counsel  
Employee organization: Teamsters Local 186

The Special Board of Directors Meeting has returned from the closed session for action.

**REGULAR SESSION**

**3. Consider Adoption of Resolution Number 2023-07, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and TEAMSTERS 186 – Vanessa Rauschenberger, General Manager**

Ms. Rauschenberger stated the item was to consider the Adoption of Resolution 2023-07, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and TEAMSTERS 186. The contract is for three years for the Supervisory unit, representing 17 Supervisor employees, including the Maintenance Supervisors, Maintenance Administration Supervisor, Safety & Training Supervisors, Operations Supervisors, and Customer Service Supervisor.

It includes an increase of 5% for the first year, 4.5% for the second year, and 4.5% for the third year. It also includes two one-time range adjustments for the Maintenance Supervisors and Customer Service Supervisor to bring them up to market rate. An additional agreement with the MOU is to have Juneteenth as a holiday, extra pay for tool reimbursement, educational reimbursement, and additional compensation on days when an employee is not previously scheduled to work and works on a different day.

The agreement will be for three years until 2026. The MOU will take effect on the day the agreement was ratified, and increases will take effect as of July 15, 2023. The contract is from July 1, 2023, to June 30, 2026.

Director MacDonald moved to Approve Adoption of Resolution 2023-07, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and TEAMSTERS 186. Director McQueen-Legohn seconded the motion.

**The motion passed unanimously.**

**There being no further business, Chair LaVere adjourned the Special Board of Directors meeting at 10:34 am.**

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

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Vanessa Rauschenberger  
Secretary of the Board of Directors

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Chair Matt LaVere  
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be **September 6, 2023, at 10:00 am**. Copies of administrative reports relating to the Board agenda are available online at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #3

**Date:** September 6, 2023  
**To:** Board of Directors  
**From:** Marlena Kohler, Purchasing Manager/DBE Officer *MWK*  
**Subject:** Consider Approval of Expenditures for the Month of July 2023

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Attached is a list of expenditures for the month of July 2023 from GCTD General Checking Account.

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

Attachment:  
Accounts Payable Disbursement List – July 2023

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink that reads 'Vanessa Rauschenberger'.

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Vanessa Rauschenberger  
General Manager

**GOLD COAST TRANSIT DISTRICT**

# JULY 2023 Expenditures List

Date	Name	Description	Check #	Amount
7/3/2023	EMPOWER RETIREMENT	DEFERRED COMPENSATION CONT.	ACH	\$1,355.00
7/3/2023	USCM/WEST	P/R DEDUCTION	ACH	\$8,686.00
7/7/2023	MISSIONSQUARE RETIREMENT	DEFERRED COMPENSATION CONT.	ACH	\$3,425.19
7/7/2023	SERVICE EMPLOYEES INT'L UNION LOC	P/R DEDUCTION	ACH	\$4,828.79
7/11/2023	CALIFORNIA PUBLIC EMPLOYEES RET.	HEALTH INSURANCE	ACH	\$230,483.30
7/12/2023	CAL PERS	PENSION CONTRIBUTIONS	ACH	\$171,686.85
7/13/2023	CALPERS FISCAL SERVICES DIV.	UNFDED ACCRD LIAB CLASSIC	ACH	\$124,972.00
7/13/2023	AIRGAS USA, LLC	MAINTENANCE SUPPLIES	86190	\$113.34
7/13/2023	AMERICAN MOVING PARTS	BRAKE SHOES	86191	\$7,273.62
7/13/2023	APPLEONE EMPLOYMENT SERVICES	TEMPORARY HELP	86192	\$2,263.20
7/13/2023	APTA	MEMBERSHIP DUES	86193	\$26,000.00
7/13/2023	BURCKHARDT COMPRESSION (US) INC	PARTS	86194	\$7,837.09
7/13/2023	ASBURY ENVIRONMENTAL SERVICES	HAZ MAT DISPOSAL SERVICES	86195	\$1,282.83
7/13/2023	ASSURANT EMPLOYEE BENEFITS	DENTAL PREMIUMS	86196	\$1,253.93
7/13/2023	ASSUREDPARTNERS CAPITAL INC	LIABILITY INSURANCE	86197	\$118,854.85
7/13/2023	BECNEL UNIFORMS	UNIFORMS	86202	\$2,103.67
7/13/2023	CLEAN ENERGY	REPAIRS	86203	\$44,197.38
7/13/2023	PUBLIC RISK INNOVATION SOLUTIONS	WORKER'S COMP/EAP PROVIDER	86206	\$324,894.70
7/13/2023	BENEFIT COORDINATORS CORP.	DENTAL PREMIUMS	86207	\$10,880.40
7/13/2023	DANIELS TIRE SERVICE	TIRES/SERVICES	86208	\$3,614.50
7/13/2023	DROZT, THOMAS P.	TEMPORARY HELP	86209	\$945.50
7/13/2023	FRANCISCO ESCOBAR	PAYCHECK REISSUED	86210	\$1,000.00
7/13/2023	FEDERAL EXPRESS CORP.	MAIL SERVICES	86211	\$42.13
7/13/2023	AVAIL TECHNOLOGIES, INC.	SOFTWARE/MAINTENANCE	86212	\$2,255.00
7/13/2023	FLOYD SKEREN MANUKIAN LANGEVIN	LEGAL SERVICES	86213	\$3,332.00
7/13/2023	FLUID NETWORKS	SERVICES	86214	\$55.80
7/13/2023	FROG ENVIRONMENTAL, INC.	ENVIRONMENTAL ASSESSMENT	86215	\$1,313.00
7/13/2023	FRONTIER COMMUNICATIONS	INTERNET PRVDER - PTSIT CNTOR	86216	\$1,051.59
7/13/2023	THE GAS COMPANY	NATURAL GAS	86217	\$32,271.42
7/13/2023	SOUTHERN COUNTIES FUELS	OIL/LUBE PRODUCTS	86218	\$159.76
7/13/2023	GILLIG LLC	PARTS	86219	\$288.79
7/13/2023	GRAINGER	MISC. PARTS/SUPPLIES	86220	\$653.63
7/13/2023	ANDRES JUAREZ	TOOL ALLOW/EXP REIM	86221	\$1,000.00
7/13/2023	KELLY CLEANING & SUPPLS, INC.	JANITORIAL SERVICES	86222	\$3,306.00
7/13/2023	KELLEY, JOHN B.	TEMPORARY HELP	86223	\$4,820.60
7/13/2023	KIMBALL MIDWEST	PARTS	86224	\$640.69
7/13/2023	LIGHTGABLER	LEGAL SERVICES	86225	\$2,182.50
7/13/2023	MUNCIE RECLAMATION AND SUPPLY C	PARTS	86226	\$35.09
7/13/2023	JOSE MURILLO	TOOL ALLOWANCE	86227	\$1,000.00
7/13/2023	THE AFTERMARKET PARTS COMPANY,	PARTS/BUSES	86228	\$226.85
7/13/2023	FIRST CALL AUTO PARTS	PARTS	86229	\$149.10
7/13/2023	CITY OF OXNARD	LICENSES RENEWAL	86230	\$100.00
7/13/2023	CITY OF OXNARD	UTILITIES/TRASH	86231	\$4,923.05
7/13/2023	CITY OF OXNARD FIRE/CUPA	CUPA INSPECTION	86232	\$3,129.00
7/13/2023	PARKHOUSE TIRE, INC.	TIRES	86234	\$11,721.07
7/13/2023	PITNEY BOWES GLOBAL	POSTAGE MACHINE	86235	\$417.98
7/13/2023	PLATINUM TOW AND TRANSPORT INC.	TOWING SERVICES	86236	\$350.00
7/13/2023	PLEXUS GLOBAL	BACKGROUND & DRUG SCREENING	86237	\$127.80
7/13/2023	RAYNE WATER CONDITIONING	WATER COOLER BREAK ROOM	86238	\$36.86
7/13/2023	RED WING SHOE STORE	SAFETY SHOES	86239	\$200.00
7/13/2023	RINGLEADER, INC	TELEPHONE/LONG DISTANCE SRVC	86240	\$366.01
7/13/2023	SITONE LANDSCAPE SUPPLY, LLC	MAINTENANCE SUPPLIES	86241	\$114.51
7/13/2023	STAPLES ADVANTAGE	OFFICE SUPPLIES	86242	\$966.33
7/13/2023	3D OF OXNARD SUPPLY	SUPPLIES	86243	\$513.03
7/13/2023	TEAMSTERS LOCAL 186	PAYROLL DEDUCTION	86244	\$1,579.00
7/13/2023	TEAM NISSAN	ELECTRIC VEHICLES	86245	\$2.99
7/13/2023	TELCOM COMMUNICATION	RADIO REPAIRS	86246	\$3,750.66
7/13/2023	GREG'S PETROLEUM SERVICE, INC	OIL SUPPLIER	86247	\$4,363.37
7/13/2023	TST PRIVATE SECURITY	SECURITY SERVICES	86248	\$6,678.00
7/13/2023	UNITED TRANSMISSION EXCHANGE	TRANSMISSION REBUILDER	86249	\$4,206.13
7/13/2023	RED.VECTOR.COM LLC	EMPLOYEE EDUCATIONAL SOLUTIONS	86250	\$7,514.88
7/13/2023	VENTURA COUNTY APCD	CNG FEES	86251	\$705.00
7/14/2023	EMPOWER RETIREMENT	DEFERRED COMPENSATION CONT.	ACH	\$1,355.00
7/14/2023	USCM/WEST	P/R DEDUCTION	ACH	\$8,761.00
7/18/2023	BENEFIT COORDINATORS COMPANY	LONG TERM DISABILITY PREMIUMS	ACH	\$10,559.87
7/18/2023	MISSIONSQUARE RETIREMENT	DEFERRED COMPENSATION CONT.	ACH	\$6,879.70

Date	Name	Description	Check #	Amount
7/18/2023	SERVICE EMPLOYEES INT'L UNION LOC	P/R DEDUCTION	ACH	\$9,698.54
7/20/2023	JORGE M ARELLANO	TOOL ALLOWANCE	86252	\$883.42
7/20/2023	AT&T	TELEPHONE SERVICES	86253	\$172.26
7/20/2023	JAMES BECK	EXPENSE REIMBURSEMENT	86254	\$304.49
7/20/2023	CALTIP	LIABILITY INSURANCE	86255	\$273,785.25
7/20/2023	CITI CARDS	OFFICE SUPPLIES	86256	\$1,496.00
7/20/2023	CUMMINS PACIFIC LLC	PARTS	86257	\$1,841.23
7/20/2023	DROZT, THOMAS P.	TEMPORARY HELP	86258	\$2,430.00
7/20/2023	FORTRESS ARMORED SERVICES COMP	ARMORED CAR SERVICES	86259	\$303.96
7/20/2023	GILLIG LLC	PARTS	86260	\$2,927.73
7/20/2023	MACVALLEY OIL COMPANY	FUEL	86261	\$51.11
7/20/2023	MOBILE CREATE USA, INC.	2 WAY RADIO EQUIPMENT/SERVICE	86262	\$677.35
7/20/2023	THE AFTERMARKET PARTS COMPANY,	PARTS/BUSES	86263	\$6,155.37
7/20/2023	PLATINUM TOW AND TRANSPORT INC.	TOWING SERVICES	86264	\$1,050.00
7/20/2023	VANESSA RAUSCHENBERGER	EXPENSE REIMBURSEMENT	86265	\$1,285.57
7/20/2023	RAYNE WATER CONDITIONING	WATER COOLER BREAK ROOM	86266	\$193.80
7/20/2023	TELENET VOIP, INC.	MONITORING	86267	\$270.00
7/20/2023	TYLER TEJEDA	EMPLOYEE REIMBURSEMENT	86268	\$1,000.00
7/20/2023	GREG'S PETROLEUM SERVICE, INC	OIL SUPPLIER	86269	\$8,445.28
7/20/2023	COUNTY OF VENTURA - IT SVCS. DEPT.	REPEATER SITE RENTAL	86270	\$880.57
7/20/2023	VENTURA COUNTY TRANSPORTATION	SMARTCARD SLS	86271	\$1,388.15
7/20/2023	OCEAN HONDA	PARTS/REPAIRS SERVICES	86272	\$989.04
7/27/2023	AMERICAN MOVING PARTS	BRAKE SHOES	86273	\$1,172.80
7/27/2023	APPLEONE EMPLOYMENT SERVICES	TEMPORARY HELP	86274	\$2,348.91
7/27/2023	ARAMARK UNIFORM & CAREER APPAR	UNIFORMS	86275	\$187.61
7/27/2023	ASBURY ENVIRONMENTAL SERVICES	HAZ MAT DISPOSAL SERVICES	86276	\$65.00
7/27/2023	BEST BEST & KRIEGER LLP	GENERAL COUNSEL SERVICE	86277	\$42,426.75
7/27/2023	BECNEL UNIFORMS	UNIFORMS	86278	\$34,320.07
7/27/2023	LOS ANGELES TRUCK CENTERS, LLC	PARTS/SERVICE	86279	\$2,220.36
7/27/2023	CALIFORNIA HOSE, INC	PARTS	86280	\$48.14
7/27/2023	CANON FINANCIAL SERVICES INC	PRINTING SERVICES	86281	\$891.38
7/27/2023	CENTER FOR TRANSPORTATION AND T	MEMBERSHIP DUES	86282	\$9,000.00
7/27/2023	LYNETTE COVERLY	PROFESSIONAL SERVICES	86283	\$3,622.50
7/27/2023	CUMMINS PACIFIC LLC	PARTS	86284	\$671.15
7/27/2023	DANIELS TIRE SERVICE	TIRES/SERVICES	86285	\$243.62
7/27/2023	WEX HEALTH, INC.	FSA ADMINISTRATION FEE	86288	\$346.94
7/27/2023	EMPLOYMENT DEVELOPMENT DEPART	UNEMPLOYMENT CHARGES	86289	\$1,874.00
7/27/2023	EDISON CO.	ELECTRICAL POWER	86290	\$25,965.51
7/27/2023	EUROFINS TESTOIL INC	SERVICES	86291	\$1,000.00
7/27/2023	FRONTIER COMMUNICATIONS	INTERNET PRVDR - PTSIT CNTOR	86292	\$1,634.55
7/27/2023	THE GAS COMPANY	NATURAL GAS	86293	\$689.27
7/27/2023	GILLIG LLC	PARTS	86294	\$2,798.79
7/27/2023	GRAINGER	MISC. PARTS/SUPPLIES	86295	\$18.74
7/27/2023	IRON MOUNTAIN, INC.	SHREDDING SERVICES	86296	\$139.92
7/27/2023	INSIGHT STRATEGIES, INC.	CONSULTING SERVICES	86297	\$6,688.00
7/27/2023	INTERSTATE BATTERIES	BATTERIES	86298	\$2,873.89
7/27/2023	KELLEY, JOHN B.	TEMPORARY HELP	86299	\$1,069.10
7/27/2023	LIGHTGABLER	LEGAL SERVICES	86300	\$135.00
7/27/2023	MACVALLEY OIL COMPANY	FUEL	86301	\$233.04
7/27/2023	MUNCIE RECLAMATION AND SUPPLY C	PARTS	86302	\$92.54
7/27/2023	THE AFTERMARKET PARTS COMPANY,	PARTS/BUSES	86303	\$3,755.15
7/27/2023	VENTURA COUNTY AUTO SUPPLY	PARTS	86304	\$119.06
7/27/2023	CITY OF OXNARD	MONTHLY RENT OTC	86305	\$1,907.89
7/27/2023	PLATINUM TOW AND TRANSPORT INC.	TOWING SERVICES	86306	\$612.50
7/27/2023	ROMAINE ELECTRIC CORPORATION	BUS PARTS	86307	\$2,428.59
7/27/2023	RUBBER NECK SIGNS	SERVICES	86308	\$227.24
7/27/2023	SUPERIOR SANITARY SUPPLIES	SUPPLIES	86309	\$1,785.05
7/27/2023	SUPERIOR PRINTING & GRAPHICS, INC	PRINTING SERVICES	86310	\$1,457.40
7/27/2023	TELCOM COMMUNICATION	RADIO REPAIRS	86311	\$429.60
7/27/2023	GREG'S PETROLEUM SERVICE, INC	OIL SUPPLIER	86312	\$1,328.97
7/27/2023	VALLEY POWER SYSTEMS, INC.	REPAIR PARTS/SERVICE	86313	\$1,008.79
7/27/2023	NEXUS HOLDING LLC	REPAIRS	86314	\$2,135.00
7/28/2023	CITY OF SAN BUENAVENTURA	LOCAL TRANSPORTATION FUNDS	ACH	\$23,401.00
7/28/2023	COUNTY OF VENTURA	LOCAL TRANSPORTATION FUNDS	ACH	\$77,965.00
7/28/2023	CITY OF OJAI	LOCAL TRANSPORTATION FUNDS	ACH	\$11,894.00
7/28/2023	CITY OF OXNARD	LOCAL TRANSPORTATION FUNDS	ACH	\$54,665.00
<b>Total:</b>				<b>\$1,876,184.27</b>



Item #4

**DATE** September 6, 2023  
**TO** GCTD Board of Directors  
**FROM** Christine Feng, AGM/CFO  
**SUBJECT** Consider the Approval of Expenditures for the Month of August 2023.

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Attached is a list of expenditures for the month of August 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 – August 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**

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

# Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
82453-C0133	CAL PERS	ACH	8/14/2023	\$181,872.53	<input type="checkbox"/>	PENSION CONTRIBUTIONS
82453-E1320	EMPOWER RETIREMENT	ACH	8/14/2023	\$1,355.00	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
32453-M0926	MISSIONSQUARE RETIREMENT	ACH	8/14/2023	\$4,054.51	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
82453-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	8/14/2023	\$4,881.12	<input type="checkbox"/>	P/R DEDUCTION
82453-U2003	USCM/WEST	ACH	8/14/2023	\$8,461.00	<input type="checkbox"/>	P/R DEDUCTION
82499-E1320	EMPOWER RETIREMENT	ACH	8/11/2023	\$1,355.00	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
32499-M0926	MISSIONSQUARE RETIREMENT	ACH	8/11/2023	\$3,904.51	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
82499-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	8/11/2023	\$4,859.81	<input type="checkbox"/>	P/R DEDUCTION
82499-U2003	USCM/WEST	ACH	8/11/2023	\$8,611.00	<input type="checkbox"/>	P/R DEDUCTION
82560-C0121	CALIFORNIA PUBLIC EMPLOYEES RET.	ACH	8/22/2023	\$230,445.11	<input type="checkbox"/>	HEALTH INSURANCE
82560-C0133	CAL PERS	ACH	8/22/2023	\$96,469.86	<input type="checkbox"/>	PENSION CONTRIBUTIONS
82560-C0147	CALPERS FISCAL SERVICES DIV.	ACH	8/22/2023	\$124,972.00	<input type="checkbox"/>	UNFDED ACCRD LIAB CLASSIC
82669-E1320	EMPOWER RETIREMENT	ACH	8/25/2023	\$1,399.16	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
32669-M0926	MISSIONSQUARE RETIREMENT	ACH	8/25/2023	\$3,854.51	<input type="checkbox"/>	DEFERRED COMPENSATION CONT.
82669-S0518	SERVICE EMPLOYEES INT'L UNION LOC	ACH	8/25/2023	\$4,791.21	<input type="checkbox"/>	P/R DEDUCTION
82669-U2003	USCM/WEST	ACH	8/25/2023	\$8,611.00	<input type="checkbox"/>	P/R DEDUCTION
A0109	AFFORDABLE AUTO GLASS	86396	8/17/2023	\$380.00	<input type="checkbox"/>	AUTO GLASS REPAIR
A0109	AFFORDABLE AUTO GLASS	86451	8/31/2023	\$1,160.00	<input type="checkbox"/>	AUTO GLASS REPAIR
A0715	SALVADOR AGUILAR	86315	8/3/2023	\$1,000.00	<input type="checkbox"/>	TOOL ALLOWANCE
A0918	AIRGAS USA, LLC	86316	8/3/2023	\$116.31	<input type="checkbox"/>	MAINTENANCE SUPPLIES
A1308	AMERICAN MOVING PARTS	86373	8/10/2023	\$202.64	<input type="checkbox"/>	BRAKE SHOES
A1308	AMERICAN MOVING PARTS	86452	8/31/2023	\$188.96	<input type="checkbox"/>	BRAKE SHOES
A1324	AMERICAN MADE CLEAN INC	86317	8/3/2023	\$495.00	<input type="checkbox"/>	SERVICES
A1801	ARAMARK UNIFORM & CAREER APPAR	86374	8/10/2023	\$562.83	<input type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	86427	8/24/2023	\$187.44	<input type="checkbox"/>	UNIFORMS
A1801	ARAMARK UNIFORM & CAREER APPAR	86453	8/31/2023	\$751.62	<input type="checkbox"/>	UNIFORMS
A1900	ASBURY ENVIRONMENTAL SERVICES	86318	8/3/2023	\$409.46	<input type="checkbox"/>	HAZ MAT DISPOSAL SERVICES
A1920	ASSURANT EMPLOYEE BENEFITS	86319	8/3/2023	\$1,298.24	<input type="checkbox"/>	DENTAL PREMIUMS
A2501	LUIS M. AYALA	86320	8/3/2023	\$1,000.00	<input type="checkbox"/>	TRAINING
B0110	BARBER RANEN LLP	86428	8/24/2023	\$6,668.45	<input type="checkbox"/>	LEGAL SERVICES
B0211	BEST BEST & KRIEGER LLP	86375	8/10/2023	\$28,791.42	<input type="checkbox"/>	GENERAL COUNSEL SERVICE
B0503	BECNEL UNIFORMS	86454	8/31/2023		<input checked="" type="checkbox"/>	UNIFORMS
B0503	BECNEL UNIFORMS	86455	8/31/2023	\$1,642.51	<input type="checkbox"/>	UNIFORMS
B0902	LOS ANGELES TRUCK CENTERS, LLC	86321	8/3/2023	\$2,871.69	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86376	8/10/2023	\$444.01	<input type="checkbox"/>	PARTS/SERVICE

Vendor #	Name	Check #	Date	Amount	Voided	Comments
B0902	LOS ANGELES TRUCK CENTERS, LLC	86397	8/17/2023	\$1,702.07	<input type="checkbox"/>	PARTS/SERVICE
B0902	LOS ANGELES TRUCK CENTERS, LLC	86456	8/31/2023	\$5,029.93	<input type="checkbox"/>	PARTS/SERVICE
C0113	CALTIP	86377	8/10/2023	\$29,060.34	<input type="checkbox"/>	LIABILITY INSURANCE
C0113	CALTIP	86429	8/24/2023	\$1,810.20	<input type="checkbox"/>	LIABILITY INSURANCE
C0149	CANON FINANCIAL SERVICES INC	86430	8/24/2023	\$744.91	<input type="checkbox"/>	PRINTING SERVICES
C0150	CASEY PRINTING INC.	86322	8/3/2023	\$14,768.42	<input type="checkbox"/>	PRINTING SERVICES
C0517	CENTRAL COURIER LLC	86431	8/24/2023	\$1,721.50	<input type="checkbox"/>	DELIVERY SRVC BUS BOOKS
C0521	CENTER FOR TRANSPORTATION AND T	86432	8/24/2023	\$9,000.00	<input type="checkbox"/>	MEMBERSHIP DUES
C0811	CHK AMERICA INC.	86457	8/31/2023	\$3,139.98	<input type="checkbox"/>	MAPPING SERVICES
C0822	JENEE CHANDLER	86458	8/31/2023	\$1,000.00	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
C0922	CITI CARDS	86378	8/10/2023	\$684.68	<input type="checkbox"/>	OFFICE SUPPLIES
C1202	CLEAN ENERGY	86323	8/3/2023	\$35,494.57	<input type="checkbox"/>	REPAIRS
C1202	CLEAN ENERGY	86459	8/31/2023	\$47,599.13	<input type="checkbox"/>	REPAIRS
C1504	COASTAL OCCUPATIONAL MEDICAL G	86324	8/3/2023	\$2,990.00	<input type="checkbox"/>	PHYSICALS/DRUG SCREENS
C1550	LYNETTE COVERLY	86325	8/3/2023	\$3,750.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1550	LYNETTE COVERLY	86460	8/31/2023	\$2,520.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
C1817	CROWDER BACKFLOW SERVICES	86398	8/17/2023	\$1,385.00	<input type="checkbox"/>	ANNUAL BACKFLOW TEST
C1906	BENEFIT COORDINATORS CORP.	86433	8/24/2023	\$10,663.70	<input type="checkbox"/>	DENTAL PREMIUMS
C2019	MANUEL R CONTRERAS	86399	8/17/2023	\$1,000.00	<input type="checkbox"/>	TRAINING
C2115	CUMMINS PACIFIC LLC	86400	8/17/2023	\$1,921.03	<input type="checkbox"/>	PARTS
C2115	CUMMINS PACIFIC LLC	86461	8/31/2023	\$9,194.47	<input type="checkbox"/>	PARTS
D0114	DANIELS TIRE SERVICE	86326	8/3/2023	\$122.34	<input type="checkbox"/>	TIRES/SERVICES
D0114	DANIELS TIRE SERVICE	86434	8/24/2023	\$201.40	<input type="checkbox"/>	TIRES/SERVICES
D0114	DANIELS TIRE SERVICE	86462	8/31/2023	\$3,157.27	<input type="checkbox"/>	TIRES/SERVICES
D0928	WEX HEALTH, INC.	86435	8/24/2023		<input checked="" type="checkbox"/>	FSA ADMINISTRATION FEE
D0928	WEX HEALTH, INC.	86436	8/24/2023	\$284.25	<input type="checkbox"/>	FSA ADMINISTRATION FEE
D2515	DYER SHEEHAN GROUP, INC.	86327	8/3/2023	\$3,728.75	<input type="checkbox"/>	301 REDEVELOPMENT CONSULTING
E0048	EMPLOYMENT DEVELOPMENT DEPART	86437	8/24/2023	\$4,433.47	<input type="checkbox"/>	UNEMPLOYMENT CHARGES
E0048	EMPLOYMENT DEVELOPMENT DEPART	86463	8/31/2023	\$10,400.00	<input type="checkbox"/>	UNEMPLOYMENT CHARGES
E0409	EDISON CO.	86328	8/3/2023	\$29,603.54	<input type="checkbox"/>	ELECTRICAL POWER
E0409	EDISON CO.	86464	8/31/2023	\$38,951.68	<input type="checkbox"/>	ELECTRICAL POWER
F0505	FEDERAL EXPRESS CORP.	86329	8/3/2023	\$14.87	<input type="checkbox"/>	MAIL SERVICES
F0505	FEDERAL EXPRESS CORP.	86465	8/31/2023	\$38.43	<input type="checkbox"/>	MAIL SERVICES
F0913	4IMPRINT INC.	86330	8/3/2023	\$10,148.77	<input type="checkbox"/>	PROMOTIONAL ITEMS
F1204	AVAIL TECHNOLOGIES, INC.	86331	8/3/2023	\$410.00	<input type="checkbox"/>	SOFTWARE/MAINTENANCE
F1215	FLOYD SKEREN MANUKIAN LANGEVIN	86332	8/3/2023	\$1,548.00	<input type="checkbox"/>	LEGAL SERVICES
F1215	FLOYD SKEREN MANUKIAN LANGEVIN	86401	8/17/2023	\$1,616.00	<input type="checkbox"/>	LEGAL SERVICES



Vendor #	Name	Check #	Date	Amount	Voided	Comments
F1221	FLUID NETWORKS	86333	8/3/2023	\$55.80	<input type="checkbox"/>	SERVICES
F1225	FORTRESS ARMORED SERVICES COMP	86379	8/10/2023	\$1,541.84	<input type="checkbox"/>	ARMORED CAR SERVICES
F1815	FRONTIER COMMUNICATIONS	86334	8/3/2023	\$560.01	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	86380	8/10/2023	\$1,070.64	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	86438	8/24/2023	\$85.98	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
F1815	FRONTIER COMMUNICATIONS	86466	8/31/2023	\$469.19	<input type="checkbox"/>	INTERNET PRVDER - PTSIT CNTOR
G0120	THE GAS COMPANY	86402	8/17/2023	\$31,252.50	<input type="checkbox"/>	NATURAL GAS
G0120	THE GAS COMPANY	86467	8/31/2023	\$575.90	<input type="checkbox"/>	NATURAL GAS
G0912	GILLIG LLC	86335	8/3/2023		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	86336	8/3/2023	\$13,391.34	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86381	8/10/2023	\$588.84	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86403	8/17/2023	\$2,847.99	<input type="checkbox"/>	PARTS
G0912	GILLIG LLC	86468	8/31/2023		<input checked="" type="checkbox"/>	PARTS
G0912	GILLIG LLC	86469	8/31/2023	\$8,826.24	<input type="checkbox"/>	PARTS
G1801	GRAINGER	86337	8/3/2023	\$1,754.61	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G1801	GRAINGER	86404	8/17/2023	\$99.21	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
G1801	GRAINGER	86470	8/31/2023	\$966.70	<input type="checkbox"/>	MISC. PARTS/SUPPLIES
H0109	THE HANOVER INSURANCE GROUP	86382	8/10/2023	\$44,622.00	<input type="checkbox"/>	COMMERCIAL PROPERTY INSURANCE
H1507	HOERBIGER SERVICE INC.	86471	8/31/2023	\$733.42	<input type="checkbox"/>	GEMINI COMPRESSOR PRTS
H1520	DCH (OXNARD) INC	86338	8/3/2023	\$26.55	<input type="checkbox"/>	REPAIRS/SUPPLIES
I1414	IRON MOUNTAIN, INC.	86472	8/31/2023	\$202.05	<input type="checkbox"/>	SHREDING SERVICES
I1423	INTERSTATE BATTERIES	86383	8/10/2023	\$1,116.89	<input type="checkbox"/>	BATTERIES
I1423	INTERSTATE BATTERIES	86473	8/31/2023	\$558.45	<input type="checkbox"/>	BATTERIES
I1830	ISSQUARED, INC.	86474	8/31/2023	\$1,210.00	<input type="checkbox"/>	PALO ALTO NETWORKS
K0511	KELLY CLEANING & SUPPLS, INC.	86475	8/31/2023	\$817.10	<input type="checkbox"/>	JANITORIAL SERVICES
K0519	KELLEY, JOHN B.	86339	8/3/2023	\$3,867.37	<input type="checkbox"/>	TEMPORARY HELP
L0908	LIGHTGABLER	86405	8/17/2023	\$337.50	<input type="checkbox"/>	LEGAL SERVICES
L1527	LOWE'S	86406	8/17/2023	\$980.44	<input type="checkbox"/>	SUPPLIES
L1529	LOPEZ NESTOR	86340	8/3/2023	\$1,000.00	<input type="checkbox"/>	TOOL ALLOW/EXP REIM
M0104	MACVALLEY OIL COMPANY	86341	8/3/2023	\$586.69	<input type="checkbox"/>	FUEL
M0104	MACVALLEY OIL COMPANY	86384	8/10/2023	\$705.99	<input type="checkbox"/>	FUEL
M0104	MACVALLEY OIL COMPANY	86476	8/31/2023	\$1,182.22	<input type="checkbox"/>	FUEL
M1501	MOBILE CREATE USA, INC.	86439	8/24/2023	\$1,354.70	<input type="checkbox"/>	2 WAY RADIO EQUIPMENT/SERVICE
M2116	MUNCIE RECLAMATION AND SUPPLY C	86342	8/3/2023	\$13.50	<input type="checkbox"/>	PARTS
M2116	MUNCIE RECLAMATION AND SUPPLY C	86385	8/10/2023	\$86.23	<input type="checkbox"/>	PARTS
M2220	MV TRANSPORTATION, INC.	86343	8/3/2023	\$203,436.97	<input type="checkbox"/>	GCT ACCESS SERVICE
M2220	MV TRANSPORTATION, INC.	86395	8/10/2023	\$301,268.05	<input type="checkbox"/>	GCT ACCESS SERVICE

Vendor #	Name	Check #	Date	Amount	Voided	Comments
M2220	MV TRANSPORTATION, INC.	86407	8/17/2023	\$216,007.66	<input type="checkbox"/>	GCT ACCESS SERVICE
N0110	NATIONAL GRAPHICS, LLC	86344	8/3/2023	\$4,426.81	<input type="checkbox"/>	GRAPHICS
N0132	NATURAL GREEN LANDSCAPE INC.	86386	8/10/2023	\$4,480.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0132	NATURAL GREEN LANDSCAPE INC.	86440	8/24/2023	\$4,480.00	<input type="checkbox"/>	LANDSCAPING SERVICES
N0518	GOVERNMENTJOBS.COM	86345	8/3/2023	\$9,837.76	<input type="checkbox"/>	HR SOFTWARE
N0529	THE AFTERMARKET PARTS COMPANY,	86346	8/3/2023		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86347	8/3/2023		<input checked="" type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86348	8/3/2023	\$14,152.01	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86387	8/10/2023	\$1,952.21	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86408	8/17/2023	\$283.08	<input type="checkbox"/>	PARTS/BUSES
N0529	THE AFTERMARKET PARTS COMPANY,	86477	8/31/2023	\$5,579.66	<input type="checkbox"/>	PARTS/BUSES
O1118	OK RADIATOR SHOP INC.	86409	8/17/2023	\$157.75	<input type="checkbox"/>	RADIATOR REPAIRS
O1215	OLIVE, SALVADOR	86349	8/3/2023	\$437.50	<input type="checkbox"/>	EMPLOYEE EVENTS
O1805	FIRST CALL AUTO PARTS	86350	8/3/2023	\$20.98	<input type="checkbox"/>	PARTS
O1805	FIRST CALL AUTO PARTS	86410	8/17/2023	\$241.20	<input type="checkbox"/>	PARTS
O1805	FIRST CALL AUTO PARTS	86478	8/31/2023	\$74.98	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86351	8/3/2023	\$286.39	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86411	8/17/2023	\$49.82	<input type="checkbox"/>	PARTS
O2402	VENTURA COUNTY AUTO SUPPLY	86479	8/31/2023	\$347.70	<input type="checkbox"/>	PARTS
O2413	CITY OF OXNARD	86412	8/17/2023	\$1,907.89	<input type="checkbox"/>	MONTHLY RENT OTC
O2414	CITY OF OXNARD	86352	8/3/2023	\$3,998.89	<input type="checkbox"/>	UTILITIES/TRASH
P0119	PARKHOUSE TIRE, INC.	86353	8/3/2023	\$1,130.96	<input type="checkbox"/>	TIRES
P0119	PARKHOUSE TIRE, INC.	86480	8/31/2023	\$823.45	<input type="checkbox"/>	TIRES
P0919	PITNEY BOWES GLOBAL	86388	8/10/2023	\$471.00	<input type="checkbox"/>	POSTAGE MACHINE
P1601	PLATINUM TOW AND TRANSPORT INC.	86354	8/3/2023	\$1,142.50	<input type="checkbox"/>	TOWING SERVICES
P1601	PLATINUM TOW AND TRANSPORT INC.	86413	8/17/2023	\$1,050.00	<input type="checkbox"/>	TOWING SERVICES
P1601	PLATINUM TOW AND TRANSPORT INC.	86481	8/31/2023	\$350.00	<input type="checkbox"/>	TOWING SERVICES
P1602	PLEXUS GLOBAL	86389	8/10/2023	\$31.75	<input type="checkbox"/>	BACKGROUND & DRUG SCREENING
P1821	PROFORMA	86482	8/31/2023	\$4,235.94	<input type="checkbox"/>	ADVERTISING SERVICES
R0121	VANESSA RAUSCHENBERGER	86390	8/10/2023	\$115.28	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
R0126	RAYNE WATER CONDITIONING	86355	8/3/2023	\$230.66	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0126	RAYNE WATER CONDITIONING	86414	8/17/2023	\$36.50	<input type="checkbox"/>	WATER COOLER BREAK ROOM
R0504	RED WING SHOE STORE	86356	8/3/2023	\$2,151.83	<input type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	86441	8/24/2023	\$1,592.10	<input type="checkbox"/>	SAFETY SHOES
R0504	RED WING SHOE STORE	86483	8/31/2023	\$424.14	<input type="checkbox"/>	SAFETY SHOES
R0510	ROMAINE ELECTRIC CORPORATION	86357	8/3/2023	\$8,415.27	<input type="checkbox"/>	BUS PARTS
R0510	ROMAINE ELECTRIC CORPORATION	86484	8/31/2023	\$4,950.97	<input type="checkbox"/>	BUS PARTS

Vendor #	Name	Check #	Date	Amount	Voided	Comments
R0913	RINGLEADER, INC	86485	8/31/2023	\$732.02	<input type="checkbox"/>	TELEPHONE/LONG DISTANCE SRVC
R0914	RINCON CONSULTANTS INC.	86358	8/3/2023	\$27,437.80	<input type="checkbox"/>	NTVE AMCAN CONST MONTRNG SRVCS
R0914	RINCON CONSULTANTS INC.	86486	8/31/2023	\$1,967.75	<input type="checkbox"/>	NTVE AMCAN CONST MONTRNG SRVCS
R1410	MARTIN RODRIGUEZ	86487	8/31/2023	\$984.12	<input type="checkbox"/>	EXPENSE REIMBURSEMENT
S0107	SAFETY-KLEEN SYSTEMS, INC.	86415	8/17/2023	\$980.78	<input type="checkbox"/>	SOLVENT TANK FLUID
S0126	CALIFORNIA DEPT. OF TAX AND FEE A	86442	8/24/2023	\$7,567.00	<input type="checkbox"/>	CONSUMER USE TAX
S0319	SCR TTC	86359	8/3/2023	\$1,200.00	<input type="checkbox"/>	MEMBERSHIP DUES
S0919	SITEONE LANDSCAPE SUPPLY, LLC	86360	8/3/2023	\$101.49	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S0919	SITEONE LANDSCAPE SUPPLY, LLC	86488	8/31/2023	\$234.62	<input type="checkbox"/>	MAINTENANCE SUPPLIES
S1624	GENFARE LLC	86361	8/3/2023	\$1,523.25	<input type="checkbox"/>	PARTS
S2000	STAPLES ADVANTAGE	86391	8/10/2023	\$302.48	<input type="checkbox"/>	OFFICE SUPPLIES
S2000	STAPLES ADVANTAGE	86416	8/17/2023	\$1,125.56	<input type="checkbox"/>	OFFICE SUPPLIES
S2000	STAPLES ADVANTAGE	86443	8/24/2023	\$94.83	<input type="checkbox"/>	OFFICE SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86362	8/3/2023	\$1,541.78	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86417	8/17/2023	\$1,284.96	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86444	8/24/2023		<input checked="" type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86445	8/24/2023	\$4,798.69	<input type="checkbox"/>	SUPPLIES
S2119	SUPERIOR SANITARY SUPPLIES	86489	8/31/2023	\$755.88	<input type="checkbox"/>	SUPPLIES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86363	8/3/2023	\$382.38	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86392	8/10/2023	\$1,709.77	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86446	8/24/2023	\$48.07	<input type="checkbox"/>	PRINTING SERVICES
S2126	SUPERIOR PRINTING & GRAPHICS, INC	86490	8/31/2023	\$60.09	<input type="checkbox"/>	PRINTING SERVICES
T0415	3D OF OXNARD SUPPLY	86364	8/3/2023	\$681.62	<input type="checkbox"/>	SUPPLIES
T0415	THE DETAIL SHOP INC	86418	8/17/2023	\$642.26	<input type="checkbox"/>	SUPPLIES
T0415	THE DETAIL SHOP INC	86447	8/24/2023	\$655.46	<input type="checkbox"/>	SUPPLIES
T0415	THE DETAIL SHOP INC	86491	8/31/2023	\$578.97	<input type="checkbox"/>	SUPPLIES
T0503	TEAMSTERS LOCAL 186	86365	8/3/2023	\$100.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	86393	8/10/2023	\$1,457.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	86419	8/17/2023	\$1,370.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0503	TEAMSTERS LOCAL 186	86492	8/31/2023	\$49.00	<input type="checkbox"/>	PAYROLL DEDUCTION
T0512	TELCOM COMMUNICATION	86493	8/31/2023	\$956.48	<input type="checkbox"/>	RADIO REPAIRS
T1704	TRACKIT LLC	86420	8/17/2023	\$14,030.00	<input type="checkbox"/>	SOFTWARE LICENSE
T1836	TRANSPORTATION MANAGEMENT & D	86366	8/3/2023	\$12,229.41	<input type="checkbox"/>	SHORT RANGE TRANSIT PLAN
T1836	TRANSPORTATION MANAGEMENT & D	86494	8/31/2023	\$10,445.74	<input type="checkbox"/>	SHORT RANGE TRANSIT PLAN
T1910	TST PRIVATE SECURITY	86367	8/3/2023	\$7,593.36	<input type="checkbox"/>	SECURITY SERVICES
T1920	VENTURA FEED & PET SUPPLIES, INC.	86421	8/17/2023		<input checked="" type="checkbox"/>	SAFETY SHOES
T1920	VENTURA FEED & PET SUPPLIES, INC.	86422	8/17/2023	\$1,850.60	<input type="checkbox"/>	SAFETY SHOES

Vendor #	Name	Check #	Date	Amount	Voided	Comments
U1210	UnCOMPLICATE HR INC	86368	8/3/2023	\$16,800.00	<input type="checkbox"/>	HR CONSULTANT
U1423	UNITED WAY OF VENTURA CO.	86369	8/3/2023	\$84.00	<input type="checkbox"/>	P/R DEDUCTION
U1426	UNITED TRANSMISSION EXCHANGE	86423	8/17/2023	\$4,148.38	<input type="checkbox"/>	TRANSMISSION REBUILDER
U1902	U.S. BANK	86370	8/3/2023	\$15,460.06	<input type="checkbox"/>	CALCARD PAYMENT
V0112	VALLEY POWER SYSTEMS, INC.	86371	8/3/2023	\$1,423.20	<input type="checkbox"/>	REPAIR PARTS/SERVICE
V0501	COUNTY OF VENTURA - IT SVCS. DEPT.	86372	8/3/2023	\$503.35	<input type="checkbox"/>	REPEATER SITE RENTAL
V0523	VENTURA HOSE-MAN	86424	8/17/2023	\$11.86	<input type="checkbox"/>	REPAIR PARTS/SUPPLIES
V0537	VENTURA COUNTY TRANSPORTATION	86448	8/24/2023	\$1,195.00	<input type="checkbox"/>	SMARTCARD SLS
V0552	VENTURA COUNTY CIVIC ALLIANCE	86449	8/24/2023	\$2,500.00	<input type="checkbox"/>	SPONSORSHIP
V1525	VOYAGER	86495	8/31/2023	\$1,258.50	<input type="checkbox"/>	CNG FUEL FOR ACCESS
V1809	VERIZON	86394	8/10/2023	\$1,650.13	<input type="checkbox"/>	PHONE SRVC - CSC
V1809	VERIZON	86450	8/24/2023	\$1,650.18	<input type="checkbox"/>	PHONE SRVC - CSC
W0517	WESTERN EXTERMINATOR CO.	86425	8/17/2023	\$350.00	<input type="checkbox"/>	PEST CONTROL SERVICES
W0921	WINEBRENNER PRODUCTIONS	86426	8/17/2023	\$1,600.00	<input type="checkbox"/>	PHOTOGRAPHER

**Total: \$2,108,082.04**



Item #5

**DATE** September 6, 2023  
**TO** GCTD Board of Directors  
**FROM** Christine Feng, Assistant General Manager/ CFO  
**SUBJECT** **Consider Approval of Financial Activities Summary (Actual vs. Budget) for the Month Ending July 31, 2023**

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Attached for the Board's approval is a copy of GCTD's Financial Activities Summary covering year to date period ending July 31, 2023.

Attachment

**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**


**GOLD COAST TRANSIT DISTRICT**  
**Financial activities summary ( Actual v.s. Budget)**  
**July, 2023**

	<u>July 2023 Actual</u>	<u>July 2023 Budget</u>	<u>Variance Over (Under) Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of Annual Budget</u>
<b>Revenues:</b>						
Passenger Fares	\$ 248,528.23	\$ 236,492.09	5%	\$ 248,528.23	\$ 2,837,905.00	8.76%
Non- Operating Revenues	22,508.87	48,000.84	-53%	22,508.87	576,010.00	3.91%
State Assistance	-	193,500.00	-100%	-	2,322,000.00	0.00%
Local Assistance	1,781,864.25	1,781,864.25	0%	1,781,864.25	21,382,371.00	8.33%
Federal Assistance	-	837,762.01	-100%	-	10,053,144.00	0.00%
<b>Total Revenues</b>	<b>\$ 2,052,901.35</b>	<b>\$ 3,097,619.19</b>	<b>-34%</b>	<b>\$ 2,052,901.35</b>	<b>\$ 37,171,430.00</b>	<b>5.52%</b>
* Federal Assistance for July eligible expenses have yet to be drawn down.						
<b>Expenses:</b>						
Categories						
Salary/Wage	\$ 881,098.64	\$ 1,028,939.83	-14%	\$ 881,098.64	\$ 12,347,278.00	7.14%
Fringe Benefits	1,088,930.12	766,471.88	42%	1,088,930.12	9,197,663.00	11.84%
Services	640,825.96	493,960.49	30%	640,825.96	5,927,526.00	10.81%
Materials and Supplies	123,247.71	304,793.06	-60%	123,247.71	3,657,517.00	3.37%
Utilities	34,194.03	27,560.75	24%	34,194.03	330,729.00	10.34%
Casualty and Liability	421,700.44	132,650.33	218%	421,700.44	1,591,804.00	26.49%
Miscellaneous	68,845.03	59,916.85	15%	68,845.03	719,001.00	9.58%
Debt Service	-	115,401.00	-100%	-	1,384,812.00	0.00%
Members Contribution	167,925.00	167,925.00	0%	167,925.00	\$ 2,015,100.00	8.33%
<b>Total Expenses</b>	<b>\$ 3,426,766.93</b>	<b>\$ 3,097,619.19</b>	<b>11%</b>	<b>\$ 3,426,766.93</b>	<b>\$ 37,171,430.00</b>	<b>9.22%</b>
Surplus or (Deficit)	<b>\$ (1,373,865.58)</b>					



September 6, 2023

Item #6

**TO** GCTD Board of Directors  
**FROM** Tanya Hawk, Buyer   
**SUBJECT** Report of Contracts Awarded

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### **SUMMARY**

As requested by the Board of Directors on December 2, 2020, and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the July 2023 Board meeting.

### **RECOMMENDATION**

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

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



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Vanessa Rauschenberger  
General Manager

### **GOLD COAST TRANSIT DISTRICT**

PO#	Vendor Name	Item Description	City	State	Unit Price
<b>PROCUREMENT</b>					
A0010318	AVAIL TECHNOLOGIES, INC.	FLEETNET REMOTE TRAINING	STATE COLLEGE	PA	\$2,255.00
A0010319	RINGLEADER, INC	SUBSCRIPTIONS	FREDERICKSBURG	VA	\$366.01
A0010320	AVAIL TECHNOLOGIES, INC.	FLEETNET ERP SUPPORT	STATE COLLEGE	PA	\$410.00
B0020109	TRACKIT LLC	HOSTED DATABSE SERVICES	LA MESA	CA	\$14,030.00
P0030295	NATIONAL GRAPHICS, LLC	T SHIRTS FOR ROADEO	OXNARD	CA	\$4,426.81
				<b>Procurement Total</b>	<b>\$21,487.82</b>
<b>PARTS</b>					
M0050066	PARKHOUSE TIRE, INC.	MERCHANDISE AND LABOR	BELL GARDENS	CA	\$822.05
M0050067	PARKHOUSE TIRE, INC.	MERCHANDISE, LABOR AND CA RECYCLING FEE	BELL GARDENS	CA	\$820.01
M0050069	PARKHOUSE TIRE, INC.	315/80R225 L CON HA3 AND CA RECYCLING FEE	BELL GARDENS	CA	\$3,779.63
M0050070	PARKHOUSE TIRE, INC.	315/80R225 L CON HA3	BELL GARDENS	CA	\$3,149.69
M0050071	PARKHOUSE TIRE, INC.	315/80R225 L CON HA3	BELL GARDENS	CA	\$3,149.69
M0050072	UNITED TRANSMISSION EXCHANGE	UTX OVERHAUL B400 R	SAN BERNARDINO	CA	\$4,206.13
M0050073	GRAINGER	EYE WASH TAGS	PALATINE	IL	\$6.52
M0050077	ASBURY ENVIRONMENTAL SERVICES	AERO-55 WASTE AEROSOLS-55 GL DR, 55-O/TMR 55 GAL O/T TOP DRUM (RECON)	LOS ANGELES	CA	\$404.46
M0050078	ASBURY ENVIRONMENTAL SERVICES	OF CR CRUSHED OIL FILTERS & FUEL FILTERS	LOS ANGELES	CA	\$165.00
M0050079	ASBURY ENVIRONMENTAL SERVICES	OIL & ABS PER DRUM-55 GL DR, 55 GAL O/T TOP DRUM (RECON) & EPA FEE & ADMIN-SITE MANIFESTS	LOS ANGELES	CA	\$902.83
M0050080	ASBURY ENVIRONMENTAL SERVICES	USED OIL CHARGE	LOS ANGELES	CA	\$65.00
M0050081	NEXUS HOLDING LLC	DOOR REPAIR	PASADENA	CA	\$2,135.00
M0050082	ASBURY ENVIRONMENTAL SERVICES	USED OIL SERVICE CHARGE	LOS ANGELES	CA	\$65.00
M0050083	LOS ANGELES TRUCK CENTERS, LLC	CRANKSEAL REAR, FILTER, AIR, AIR DRYER DESICCANT CARTRIDGE, 107794 AIR DRYER CARTRIDGE CORE, ACTUATOR, THROTTLE, CORE, COOLER, O-RING	PASADENA	CA	\$1,372.49
M0050084	CUMMINS PACIFIC LLC	TENSIONER, BELT	LOS ANGELES	CA	\$549.74
M0050085	MUNCIE RECLAMATION AND SUPPLY COMPANY	PRESSURE CAP ASSM 16LB, VALVE, ROTARY DUMP	MINNEAPOLIS	MN	\$92.54
M0050086	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40, TRANSMISSION OIL SYNTHETIC, STATE RECYCLING, COMPLIANCE FEE, STATE RECYCLING	DELANO	CA	\$4,363.37
M0050087	GILLIG LLC	CONTROL VALVE, PARK BRAKE PP-1	LOS ANGELES	CA	\$68.27
M0050089	GILLIG LLC	REGULATOR, ALT	LOS ANGELES	CA	\$557.56
M0050090	ROMAINE ELECTRIC CORPORATION	24V ALTERNATOR, CORE CHARGE	KENT	WA	\$1,347.01
M0050091	THE AFTERMARKET PARTS COMPANY, LLC	AIR BAG, FRONT/REAR, LAMP ASSM, FRONT TURN SIGNAL, SWITCH, ROTARY 4 POSITION, SWITCH TOGGLE SPDT, RETAINER KIT, SPRING PROP, LAMP, LICENSE PLATE, LED, LEVER, DEFROSTER FOOT HEAT, GASKET, P/S PUMP, TOWER, PARKING BRAKE, TREADLE PIN KIT, ORING, BREATHER HOUSING, VALVE SPRING BRAKE SR1, VALVE, PRESSURE RELIEF	MINNEAPOLIS	MN	\$2,171.14
M0050092	KIMBALL MIDWEST	MISC HARDWARE	COLUMBUS	OH	\$640.69
M0050093	GILLIG LLC	VALVE, RELAY R-12	LOS ANGELES	CA	\$896.12
M0050094	GILLIG LLC	BRACKET, CURBSIDE SKID PLATE, STREETSIDE SKID PLATE	LOS ANGELES	CA	\$1,135.33
M0050095	THE AFTERMARKET PARTS COMPANY, LLC	HANDLE ROCKER, SLIDE	MINNEAPOLIS	MN	\$72.76
M0050096	ROMAINE ELECTRIC CORPORATION	ALTERNATOR ASSY, 500 AMP 28v	KENT	WA	\$1,627.83
M0050097	AMERICAN MOVING PARTS	U-JOINT, KIT	LOS ANGELES	CA	\$82.27
M0050098	GILLIG LLC	FILTER, AC, SENSOR, HYDRAULIC FLUID, DECAL, EMERGENCY INSTRUCTIONS LOCATION	LOS ANGELES	CA	\$209.78
M0050099	INTERSTATE BATTERIES	BATTERY - INTERSTATE, CORE, CA BATTERY FEE	VENTURA	CA	\$2,873.89



Contracts/PO Awarded Report  
SEPTEMBER 2023

M0050100	THE AFTERMARKET PARTS COMPANY, LLC	TRANS FILL TUBE	MINNEAPOLIS	MN	\$156.23
M0050101	GRAINGER	FUSE, CLASS K5, 10A NON SERIES	PALATINE	IL	\$18.74
M0050103	THE AFTERMARKET PARTS COMPANY, LLC	MOTOR CONDENSER FAN	MINNEAPOLIS	MN	\$1,355.02
M0050104	GILLIG LLC	EQUALIZER, BATTERY VOLTAGE 70,EQUALIZER, BATTERY VOLTAGE 75	LOS ANGELES	CA	\$3,313.09
M0050105	LOS ANGELES TRUCK CENTERS, LLC	FILTER, SECONDARY FUEL	PASADENA	CA	\$709.51
M0050106	CUMMINS PACIFIC LLC	REAR CRANKSEAL SERVICE KIT, TUBE, COMP WATER OUTLET,COIL EXTENSION	LOS ANGELES	CA	\$2,430.15
M0050107	AMERICAN MOVING PARTS	BRAKE CHAMBER, FRONT	LOS ANGELES	CA	\$1,090.53
M0050108	VALLEY POWER SYSTEMS, INC.	RETARDER VALVE ASM	LOS ANGELES	CA	\$767.09
M0050109	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR,FILTER, HYDRAULIC,ACTUATOR, THROTTLE,SEALING WASHER, M14,FILTER, COOLANT	PASADENA	CA	\$1,692.57
M0050111	MUNCIE RECLAMATION AND SUPPLY COMPANY	SLIGHT GLASS , SURGE TANK,REPAIR KIT, DRAIN VALVE,WIPER BLADE NABI,GAUGE, AIR PRESSURE, BELT, RETRACTOR FEMALE EXT	MINNEAPOLIS	MN	\$13.50
M0050113	THE AFTERMARKET PARTS COMPANY, LLC	REPAIR KIT, DRAIN VALVE,WIPER BLADE NABI,GAUGE, AIR PRESSURE, BELT RETRACTOR, FEMALE, EX, SOLENOID, 12V, 65AMP, INSULATED,GAUGE, DUAL AIR PRESSURE	MINNEAPOLIS	MN	\$855.67
M0050114	GILLIG LLC	REGULATOR, PRESSURE, PULLEY, IDLER A/C, FITTING, UNION 9/16-18 , BRAKE PADS	LOS ANGELES	CA	\$6,265.76
M0050115	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40,COMPLIANCE FEE,STATE RECYCLING	DELANO	CA	\$2,351.84
M0050116	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40,GEARLUBE 80W90 GL5,TRANSMISSION OIL SYNTHETIC,STATE RECYCLING FEE,COMPLIANCE FEE,STATE RECYCLING FEE	DELANO	CA	\$6,093.44
M0050117	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40,STATE RECYCLING FEE,COMPLIANCE FEE	DELANO	CA	\$1,328.97
M0050119	THE AFTERMARKET PARTS COMPANY, LLC	ROTOR, BRAKE	MINNEAPOLIS	MN	\$1,984.86
M0050121	THE AFTERMARKET PARTS COMPANY, LLC	SEAT BELT ASM, LAP 2-PT BLACK	MINNEAPOLIS	MN	\$1,607.55
M0050122	GRAINGER	VACUUM PUMP MOTOR	PALATINE	IL	\$824.68
M0050123	VALLEY POWER SYSTEMS, INC.	SENSOR ASSM, SPEED, ROTATIONAL	LOS ANGELES	CA	\$241.70
M0050125	PARKHOUSE TIRE, INC.	315/80R225 L CONTI,CA RECYCLING FEE	BELL GARDENS	CA	\$1,130.96
M0050126	ROMAINE ELECTRIC CORPORATION	ALTERNATOR	KENT	WA	\$8,415.27
M0050127	THE AFTERMARKET PARTS COMPANY, LLC	PLUNGER SPRING, ROOF E-EXIT	MINNEAPOLIS	MN	\$43.88
M0050128	GILLIG LLC	SLIDE ASM, BATTERY TRAY	LOS ANGELES	CA	\$303.27
M0050130	VALLEY POWER SYSTEMS, INC.	TCM.29523578 LABEL KIT,TCM CORE,SENSOR, TRANS SPEED,	LOS ANGELES	CA	\$1,423.20
M0050133	GILLIG LLC	SENSOR, AMEREX, HVAC FILTER,GLASS, ENTRANCE, UPPER,BRAKE PADS, WIPER, REAR INNER, KNOB,DEFROSTER CONTROL,FILTER, AC,CAPSCREW,ABS TONE RING, WIPER, REAR OUTER	LOS ANGELES	CA	\$1,574.16
M0050135	THE AFTERMARKET PARTS COMPANY, LLC	TRANS FILL TUBE,STATIC STRAPS,AXLE GASKET,WIPER, OIL SEAL, OUTER,SHIFT SELECTOR, ALLISON,ALARM ASSM, BACK UP,COUPLING,BOOT, ENT DOOR SHAFT U-JOINT, SEAL, REAR OUTER,GUARD, SWITCH	MINNEAPOLIS	MN	\$1,625.94
M0050136	AMERICAN MOVING PARTS	SHOCK ABSORBER, REAR	LOS ANGELES	CA	\$202.64
M0050137	MUNCIE RECLAMATION AND SUPPLY COMPANY	BOLSTER BAG, AIR LUMBAR, SEAL, FRONT INNNER	MINNEAPOLIS	MN	\$86.23
M0050139	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	PASADENA	CA	\$679.10
M0050146	THE AFTERMARKET PARTS COMPANY, LLC	LAMP ASSEMBLY, CURB, EXIT,LIGHT, LICENSE PLATE, LED, CHR	MINNEAPOLIS	MN	\$141.78
M0050147	GILLIG LLC	FIRE SENSOR 350, HOSE, HUMP,CHAMBER, REAR BRAKE	LOS ANGELES	CA	\$1,270.33
M0050148	LOS ANGELES TRUCK CENTERS, LLC	AIR DRYER PURGE VALVE KIT	PASADENA	CA	\$276.56
M0050150	WESTERN EXTERMINATOR CO.	EXTERIOR INSECT TREATMENT	READING	PA	\$350.00
M0050153	CROWDER BACKFLOW SERVICES	ANNUAL BACK FLOW PREVENTION	VENTURA	CA	\$680.00





**Date:** September 6, 2023 **Item #7**  
**To:** Board of Directors  
**From:** Marlena Kohler *MK*  
Purchasing Manager/DBE Officer  
**Subject:** Consider Approval of a Modification to Exercise Option Year 2 for General Counsel Services with Best, Best & Krieger LLC.

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## SUMMARY

Staff is requesting approval to exercise Option Year 2 of Best, Best & Kreiger LLC's contract in the amount of \$200,000.

## BACKGROUND

A Request for Proposal (RFP) was issued on February 10, 2020, for General Counsel Services for Gold Coast Transit District (GCTD). The awarded contract would be for a two-year base period and three (3) one-year options. Three firms submitted proposals. All responses were evaluated and considered to be responsive.

A Proposal Evaluation Team consisting of GCTD staff evaluated all the proposals and as a result of the evaluations, Best, Best & Krieger LLC, the incumbent, received the highest score overall.

Based on the evaluation results, staff recommended awarding the contract to Best, Best & Krieger, LLC.

At its meeting on June 3, 2020, the Gold Coast Transit Board of Directors approved award of a contract to Best, Best & Krieger LLC for General Counsel Services. The Board approved a two-year base contract with three (3) one-year options.

Although the current option year expired as of June 30, 2023, there has been enough funds to cover expenses which have occurred recently on this contract.

Once this option year is exercised, there will be one more option year available on this contract, which would cover the time period of July 1, 2024, through June 30, 2025. GCTD Staff would begin a new competitive bid process prior to the end of that option year.

## GOLD COAST TRANSIT DISTRICT

To date, GCTD has had no performance issues with BBK and the firm is not listed in the System for Award Management (SAM) therefore, BBK continues to be a responsive and responsible contractor. GCTD staff recommends that it is in the best interest of GCTD to exercise Option Year 2.

## **RECOMMENDATION**

**It is recommended the Board of Directors authorize a contract modification to exercise Option Year 2 of Best, Best & Krieger LLC contract in the maximum amount of \$200,000.**



**General Manager's Concurrence**



**Date:** September 6, 2023 **Item #8**  
**To:** GCTD Board of Directors  
**From:** Marlena Kohler, Purchasing Manager/DBE Officer  
Martin Rodriguez, Transit Planner  
**Subject:** Consider Approval to Increase Contract Amount with Transportation Management & Design for Short-Range Transit Plan Consulting Services

---

## SUMMARY

Staff is recommending the Board of Directors approve an increase – an amount not-to-exceed \$2,100.00 – to Transportation Design & Management contract. This increase is due to the cost of cyber liability coverage, which was not known at the time of the initial amendment. The revised contract total will be a not-to-exceed amount of \$254,101.68.

## BACKGROUND

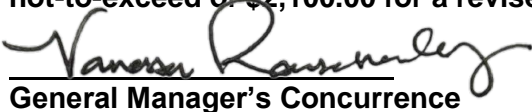
In February 2023, GCTD received a Notice of Intent to Award for a Community Transportation Needs Assessment (CTNA) from Clean Mobility Options, a statewide grant program funded by California Climate Investments. In the July 5, 2023, Board of Directors Meeting, the Board authorized an increase in the amount of \$32,214.68 to TM&D to include consulting services for the CTNA as part of GCTD's Short Range Transit Plan.

On August 21, 2023, GCTD executed the voucher agreement with CMO. A requirement of the program is for all project partners, including contractors and subcontractors, to be compliant with the CMO Pilot Program insurance and liability coverage requirements. The insurance requirements include a cyber liability coverage with limits not less than \$1,000,000 per occurrence or claim, which was not an insurance requirement for GCTD's Short Range Transit Plan.

TM&D has reviewed the CMO Pilot Program insurance requirement and has provided Staff with a quote of \$2,000.00 to cover costs to update insurance coverages. Staff has revised the CTNA budget per CMO's budget revisions and amendment guidelines and can commit the additional costs from the \$41,950.00 total voucher funds.

## RECOMMENDATION

**It is recommended that the Board of Directors authorize an increase to the contract with Transportation Design & Management (TM&D) for Short Range Transit Plan in an amount not-to-exceed of \$2,100.00 for a revised not-to-exceed contract total of \$254,101.68.**

  
General Manager's Concurrence

## GOLD COAST TRANSIT DISTRICT



Item #9

**Date:** September 6, 2023  
**To:** Board of Directors  
**From:** Marlena Kohler *MK*  
Purchasing Manager/DBE Officer  
**Subject:** Consider Approval of Increase to Gillig Contract for Purchase of CNG Low-Floor Replacement Buses

---

## SUMMARY

Staff is requesting approval to increase the amount authorized for the purchase of nine (9) 40 ft Low Floor CNG Replacement Buses from Gillig in the amount of \$267,680.00.

## BACKGROUND

In July 2022, the Board approved the purchase of up to nine (9) 40 ft Low Floor CNG Replacement buses in the amount of \$631,057.00 per bus for a total of \$5,679,513.00 plus an additional 5% (\$31,553.00) per bus, to cover any minimal specification adjustments that may occur for a contract total of \$5,963,489.00.

Staff indicated in the July Board Report that they would be purchasing four (4) of those buses immediately in the amount of \$2,524,228.00 and reserve the ordering of the remaining five (5) buses for a later date.

In the early part of August 2023, Maintenance staff requested to have the remaining five (5) buses ordered. Gillig was contacted for a quote.

Gillig's current quote is \$706,094.00 per bus, a difference of \$75,037.00 or 12% per bus from the initial four (4) bus quote. The difference can be attributed to the significant amount of time between GCTD's initial order in July 2022 and the current August 2023 quote which effected the cost of parts and labor. Staff considers the overall cost of the bus is \$706,084.00 (including tax, and delivery) to be considered fair and reasonable.

A summary of the increase is as follows:

	July 2022	Initial Order	August 2023
	9 Buses	4 Buses	5 Buses
Cost per Bus (tax, delivery)	\$631,057.00	\$631,057.00	\$706,094.00

## GOLD COAST TRANSIT DISTRICT

Total	\$5,679,513.00	\$2,524,228.00	\$3,530,420.00
5% Adjustment	\$283,976.00	\$0	\$176,521.00
Board Approval (9 buses)	\$5,963,489.00		
Revised Total (9 buses)			\$6,231,169.00
Difference (increase needed)			\$267,680.00

GCTD has recently received the four (4) buses from the July 2022 order and the 5% (\$126,211.00) adjustment was not needed. All four (4) buses have just been accepted and will be in service in the next week or two.

Gillig continues to be a responsive and responsible firm capable of meeting GCTD's requirements, therefore, staff recommends the Board authorize an increase in the amount of \$267,680.00 to purchase the five (5) remaining CNG buses.

**RECOMMENDATION**

**It is recommended the Board of Directors authorize an increase Gillig contract in the amount of \$267,680.00 for a revised contract total of \$6,231,169.00.**



**General Manager's Concurrence**



**Date:** September 6, 2023 **Item #10**  
**To:** Board of Directors  
**From:** Vanessa Rauschenberger, General Manager  
**Subject:** General Manager's Monthly Report

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### Commendations

Please join me in recognizing three operators who received commendations in the last month for safe and courteous service to our customers:

**Sylvia Guerrero:** Commendation Issued for quick thinking in avoiding an accident.

**Tom Clelland:** Commendation for superior customer service.

**Alma Cruz:** Commendation for superior customer service

#### *Passenger Quote of the Month:*

*"I'm on vacation here in Ventura from Ireland and I had the best experience with helpful driver names **Alma on Route the 10 bus**. I travel each morning and my observation of her was of a high standard which in came to her dealing with passengers. She greets everyone with a smile and a good day greeting. She is caring and helpful to all passengers."*

*-Passenger Bridie O. (from Ireland)*

### Safety Awards & Safe Driving Recognition Lunch

Please join us on **September 14<sup>th</sup>** for an afternoon of special recognition for employees who have accomplished a year of safe driving as well as meeting goal of over 30 days (and counting) without any preventable accidents.



Chicken and Tri-tip Lunches from "Pollo Norteno" will be provided at 11:00 am, 2:00 pm and 4:00 pm, stop by to celebrate all your great work!

### GCTD Supporting Art Walk – Ventura with Free Rides!

Artwalk Ventura is a super fun, virtually free, self-guided tour of dozens of galleries, studios, Pop Up Gallery Locations in Ventura's Westside Cultural District and Downtown.

This year GCTD is proud to be a supporter of ArtWalk in Downtown Ventura, and have partnered with Token Transit to provide free rides to people in Downtown **September 23<sup>rd</sup> & 24<sup>th</sup>**. Attendees can scan a QR code to get a **free two-day special Art Walk bus pass** to visit the galleries and art stops along the way.





## Health and Wellness Fair & Open Enrollment

On **September 26th**, GCTD's Human Responses staff will host a Wellness Fair for Employees, which will include vendors from Health Plan providers, information about GCTD Benefits, Flu Shots, and Smoothies. At this event we will also distribute Benefit Guides to the employees to help educate them on their options for Open Enrollment of Benefits.

**Open Enrollment Starts on Sept 18<sup>th</sup> and concludes on October 14<sup>th</sup>.**



## Collaborative Meetings & Outreach Activities

GCTD's expert staff from various departments actively coordinate and participate in multiple meetings to support GCTD's mission. Key meetings attended this month by GCTD staff included: VCTC's Commission Meeting, CTA Small Operators meeting. Outreach this month has focused on Back to School. GCTD staff attended several back-to-school nights to support awareness of the Youth Ride Free Program.

## General Manager Activities & Meetings Attended (July/Aug)

- July 1 -14 – Negotiations with Teamsters Supervisor Unit
- July 5<sup>th</sup> – GCTD Board Meeting
- July 7<sup>th</sup> – Attended Ventura County Transportation Commission (VCTC) Meeting
- July 19<sup>th</sup> – Meeting with County of Ventura IT Department
- July 20<sup>th</sup> – Held Coffee w/GM
- July 25<sup>th</sup> – Site visit to Sunline Transit in Riverside County
- July 26<sup>th</sup> – Special Board Meeting
- July 31<sup>st</sup> – Meeting with VCTC to discuss Funding Needs
- Aug 5-20- Vacation
- Aug 24<sup>th</sup> – Virtual Attended CTA Executive Committee Meeting
- August 29<sup>th</sup> – Held Monthly All Staff Meeting

## 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**

###



Item #11

**Date:** September 6, 2023  
**To:** Board of Directors  
**From:** Cynthia Duque, Director of Planning and Marketing  
**Subject:** Receive and File Final Report from the FY 2023 Triennial Review Performed by the U.S. Department of Transportation, Federal Transit Administration Region 9

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## SUMMARY

Enclosed in this report is the Federal Transit Administration's (FTA) Triennial Review of Gold Coast Transit District (GCTD). Due to the COVID-19 public health emergency, the FTA conducted a virtual visit on June 8, 2023, and concluded with an exit conference on June 14, 2023.

The triennial review focused on GCTD's compliance in 23 areas. There was one repeat deficiency in the Technical Capacity area from the FY 2019 Triennial Review. Subsequent to the site visit, GCTD provided corrective action responses to address the deficiency noted. As a result, this deficiency was closed.

## BACKGROUND

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that "At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements...." The FTA performs this Triennial Review in accordance with its procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient's compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV of the attached report. The FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the FTA Los Angeles Office. In this cycle, the review was performed by Interactive Elements Inc.

GCTD staff gathered and submitted all documents required in the Recipient Information Request (RIR) by the deadline of February 3, 2023. Thereafter, on May 23, 2023, prior to the virtual site visit, the reviewer sent GCTD an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted. The virtual site visit to GCTD occurred between June 8 and June 14, 2023.

## GOLD COAST TRANSIT DISTRICT

November 2, 2019

Page 2 of 2

The virtual site visit portion of the review began with an entrance conference, followed by additional interviews and reviewed documentation to confirm GCTD's compliance with FTA requirements.

Upon completion of the virtual site visit, the reviewers and the FTA Los Angeles Office staff provided a summary of preliminary findings to GCTD at the exit conference on June 14, 2023. One deficiency was identified in the area of Technical Capacity – Award Management.

#### Technical Capacity – Award Management

Deficiency Description: Per 2 CFR 200.238 and FTA Circular 5010.1e, recipients must submit a Federal Financial Report (FFR) for each award that provides a current, complete, and accurate financial picture. Recent Milestone Progress Reports (MPRs) reviewed in TrAMS indicated that GCTD had open contracts (for example, paratransit operations, payroll system fees, ZEB strategy), but the corresponding FFRs did not report any unliquidated obligations. Unliquidated obligations are binding commitments that have been entered into and for which expenditures have not yet been recorded because goods and services have not been received. Unliquidated obligations should be reported on an accrual basis. The FFRs reviewed should have reported unliquidated obligations for these open contracts. This deficiency is a repeat finding from the 2019 Triennial Review.

Corrective Action and Schedule: GCTD's third quarter FFRs were updated in TrAMS by July 21st to include unliquidated obligations as applicable. In addition, GCTD provided to the Los Angeles Office its revised Financial Management Manual dated July 21, 2023, that includes a description of GCTD's procedures for calculating and recording unliquidated obligations in all future FFRs. This finding was closed on August 18, 2023.

#### **CONCLUSION**

Preparing for the Triennial Review was an intensive team effort, requiring participation from members of every department. Working collaboratively together, GCTD staff combed through 83 pages of questions included in the RIR, compiled documents, and submitted dozens of files. While GCTD received one finding, the reviewers were complementary of GCTD staff's effort and the work we do on behalf of the District and the community we serve.

#### **RECOMMENDATION**

**It is RECOMMENDED that the Board receive and file the FY 2023 Triennial Review Performed by the U.S. Department of Transportation, Federal Transit Administration Region 9.**



**General Manager's Concurrence**

Enclosed: FY Fiscal YEAR 2023 Triennial Review of Gold Coast Transit District.



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IX  
Arizona, California,  
Hawaii, Nevada, Guam,  
American Samoa,  
Northern Mariana Islands

90 7<sup>th</sup> Street  
Suite 15-300  
San Francisco, CA 94103-6701  
415-734-9490

888 South Figueroa Street  
Suite 440  
Los Angeles, CA 90017-5467  
213-202-3950

August 16, 2023

Mr. Matt LaVere  
Chair, Board of Directors  
Gold Coast Transit District  
800 South Victoria Avenue, L#1900,  
Ventura, CA 93009

Attn: Ms. Vanessa Rauschenberger, General Manager

Re: FY 2023 Triennial Review Final Report

Dear Mr. LaVere:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) final report as required by 49 U.S.C. Chapter 53 and other federal requirements. The enclosed report documents the FTA's Fiscal Year (FY) 2023 Triennial Review of the Gold Coast Transit District (GCTD) of Oxnard, California. Although not an audit, the Triennial Review is the FTA's assessment of GCTD's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, a virtual site visit was conducted for this Triennial Review. In addition, the review was expanded to address GCTD's compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021.

The Triennial Review focused on the GCTD's compliance in 23 areas. No deficiencies were found with the FTA requirements in 22 of these areas. Deficiencies were found in one area: Technical Capacity – Award Management. This finding was a repeat deficiency from the Fiscal Year 2019 Triennial Review.

Subsequent to the site visit, GCTD provided corrective action responses to address and close this deficiency. Please see the table in the Executive Summary of the attached report.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please contact your Program Manager, Mr. Luis Lopez, General Engineer, at 213-629-8615 or by email at [l.lopez@dot.gov](mailto:l.lopez@dot.gov).

Sincerely,

For Ray Tellis  
Regional Administrator

Enclosure

**FINAL REPORT**

**FISCAL YEAR 2023  
TRIENNIAL REVIEW**

**of**

**Gold Coast Transit District**

**Oxnard, California  
ID: 1678**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION 9**

Prepared By:

**Interactive Elements Inc.**

**Scoping Meeting Date: 3/1/2023**

**Site Visit Entrance Conference Date: 6/8/2023**

**Site Visit Exit Conference Date: 6/14/2023**

**Final Report Date: 8/16/2023**

## Table of Contents

I. Executive Summary .....	1
II. Review Background and Process .....	2
1. Background.....	2
2. Process .....	2
3. Metrics .....	3
III. Recipient Description .....	4
1. Organization.....	4
2. Award and Project Activity .....	5
IV. Results of the Review .....	7
1. Legal .....	7
2. Financial Management and Capacity.....	7
3. Technical Capacity – Award Management.....	7
4. Technical Capacity – Program Management & Subrecipient Oversight.....	8
5. Technical Capacity – Project Management .....	8
6. Transit Asset Management .....	8
7. Satisfactory Continuing Control .....	8
8. Maintenance.....	9
9. Procurement .....	9
10. Disadvantaged Business Enterprise (DBE) .....	9
11. Title VI.....	9
12. Americans with Disabilities Act (ADA) – General .....	9
13. ADA – Complementary Paratransit.....	10
14. Equal Employment Opportunity .....	10
15. School Bus .....	10
16. Charter Bus .....	10
17. Drug Free Workplace Act.....	11
18. Drug and Alcohol Program.....	11
19. Section 5307 Program Requirements.....	11
20. Section 5310 Program Requirements.....	11
21. Section 5311 Program Requirements.....	12
22. Public Transportation Agency Safety Plan (PTASP) .....	12
23. Cybersecurity .....	12
V. Summary of Findings .....	13
VI. Attendees.....	15

## I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Gold Coast Transit District (GCTD) of Oxnard, California. The FTA wants to ensure that awards are administered in accordance with the requirements of federal public transportation law in 49 U.S.C., Chapter 53. The review was performed by Interactive Elements Inc. During the virtual site visit, the reviewer discussed the administrative and statutory requirements and reviewed recipient documents.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA conducted a virtual site visit for this Triennial Review. In addition, the FTA expanded the review to address GCTD’s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested GCTD to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The FY2023 Triennial Review focused on Gold Coast Transit District’s compliance in 23 areas. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area. There was one repeat deficiency from the FY 2019 Triennial Review.

Review Area	Deficiencies	
	Code	Description
3. Technical Capacity – Award Management	TC-AM2-1*	Incorrect FFR reporting

\*Repeat deficiency

Subsequent to the site visit, Gold Coast Transit provided corrective action responses to address the deficiency noted in the Technical Capacity area of this report. The deficiency in this area, as noted in the above table, is closed.



## II. Review Background and Process

### 1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements....” The FTA performs this Triennial Review in accordance with its procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV. The FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the FTA Los Angeles Office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient’s previous Triennial Review in 2019; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s Los Angeles Office or the recipient’s office.

### 2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA Los Angeles Office, and a site visit to the recipient’s location. Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA conducted a virtual site visit for this Triennial Review. In addition, the FTA expanded the review to address GCTD’s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested GCTD to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Fiscal Year (FY) 2023 process began with the FTA Los Angeles Office transmitting a notification of the review and a Recipient Information Request (RIR) to the recipient on November 23, 2022. While the recipient prepared its response to the RIR, the FTA Los Angeles Office and the review team conducted a desk review. After reviewing GCTD’s response to the RIR, the FTA Los Angeles Office and the review team held a scoping meeting on March 1, 2023. The FTA Los Angeles Office staff provided electronic files as necessary to the reviewers, who also accessed recipient information in the FTA electronic award management (TrAMS) and oversight (OTrak) systems. Following the desk review and scoping meeting, the reviewer and the recipient corresponded and exchanged information and documentation in preparation for the virtual site visit. On May 23, 2023, prior to the virtual site visit, the reviewer sent to the recipient an agenda package indicating the issues that would be discussed, records to be

reviewed, and interviews to be conducted. The virtual site visit to GCTD occurred between June 8 and June 14, 2023.

The virtual site visit portion of the review began with an entrance conference, at which the reviewers and the FTA Los Angeles Office staff discussed the purpose of the Triennial Review and the review process. The reviewers conducted additional interviews and reviewed documentation to confirm the recipient's compliance with FTA requirements.

The GCTD's demand response service contractor, MV Transportation, was reviewed virtually to provide an overview of activities related to the FTA-funded projects. The reviewer also examined a sample of procurement files during this review.

Upon completion of the virtual site visit, the reviewers and the FTA Los Angeles Office staff provided a summary of preliminary findings to the recipient at the exit conference on June 14, 2023. Section VI of this report lists the individuals participating in the site visit.

### 3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- Not Deficient (ND): An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- Deficient (D): An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable (NA): An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

### III. Recipient Description

#### 1. Organization

The Gold Coast Transit District (GCTD) was founded in 1973 as South Coast Area Transit (SCAT) when the cities of Ojai, Oxnard, Port Hueneme, and San Buenaventura executed a Joint Powers Agreement that created SCAT to develop and operate local and intercity public transportation in western Ventura County, California. In June 2007, SCAT's Joint Powers Agreement was amended to rename the agency Gold Coast Transit. In October 2013, Governor Brown signed into law Assembly Bill 664, which formed the Gold Coast Transit District.

The agency 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. The General Manager is appointed by and reports to the Board. The agency directly operates and maintains its fixed-route service and contracts with MV Transportation for the operation and maintenance of the demand-response transportation services, which include ADA complementary paratransit. The population of its service area is approximately 375,000 persons.

Fixed-route service is provided on 20 routes weekdays from approximately 4:45 a.m. to 10:00 p.m. Saturday and Sunday service is operated from 5:15 a.m. to 10:00 p.m. GCTD's complementary paratransit service, ACCESS, provides service during the same days and hours of service as fixed routes. The basic fare for fixed-route service is \$1.50 for adults. The fare for seniors ages 65-74, persons with disabilities, veterans, and Medicare card holders is \$0.75. The fare is free for children, high school students, students at colleges located in Ventura County, and adults ages 75 or older. GCTD's ACCESS fare is \$3.00 for persons with ADA eligibility. Seniors age 65+ who are not ADA-certified may use ACCESS at the regular fare.

In addition to ADA complementary paratransit, GCTD offers several other flexible services, all of which use accessible vehicles:

- GO ACCESS Health Zones, an origin-to-destination zone service available from 7 a.m. to 7 p.m. for persons with temporary disabilities for whom fixed route service may be impractical. The fare is \$3 for travel within one zone and is distance-based for travel to destinations in additional zones.
- GO NOW, a pilot ride-share project designed to operate similarly to Uber/Lyft within the South Oxnard community. Service is available Monday-Friday from 7 a.m. to 7 p.m. The fare is \$2.00.
- Late Night Safe Rides, a shared ride, demand-response service available to anyone over the age of 16 who requires transportation within the GCTD service area from the hours of 7 p.m. to 12 a.m. The fare is \$2.00.

GCTD's fixed route fleet consists of 61 FTA-funded heavy-duty buses. The peak requirement is 49 vehicles. All vehicles are powered by compressed natural gas. GCTD also has a fleet of 26 cutaways and vans that are operated and maintained by its contractor for ADA complementary paratransit and the other flexible services.

GCTD operates from one FTA-funded maintenance and administration facility in Oxnard, located at 1901 Auto Center Drive. It moved into this facility in July 2019. Its service is provided throughout western Ventura County with route transfers available at strategically located bus stops and at the City of Oxnard Transit Center, which offers connections between GCTD routes and other regional, local, and commuter bus services; Metrolink commuter rail service; Amtrak; Greyhound bus service; and Ventura County Transportation Commission intercity service.

## 2. Award and Project Activity

Below is a list of GCTD’s open awards at the time of the review.

Federal Award Identification Number	Award Amount	Year Executed	Award Name
CA-2016-102*	\$5,977,653	2016	Capital & Admin Assist - FY 2015 & 2016 Approp 5310 - GO ACCESS Projects: Travel Training & Service FFYs 2017\$ & 2018\$
CA-2019-043	\$234,132	2019	
CA-2020-024	\$3,211,492	2020	CMAQ   Ventura Rd Route - Operating Assistance
CA-2020-135	\$14,119,808	2021	GCTD FFY20 5307 CARES act Grant - Fixed-route Ops PM Paratransit Contract & Business Systems Upgrades
CA-2021-089	\$93,297	2021	GCTD FFY19&20 5310 - GO ACCESS: Web Based Self Scheduling Portal
CA-2021-199	\$5,433,589	2021	5307: Directly Operated Fixed-route Ops PM Paratransit Contract Planning Assistance & Admin./ Maint facility
CA-2022-016	\$8,151,600	2022	GCTD FFY21 5307-9 ARP Act - Fixed-route Ops PM Paratransit & Late Night Rides Ops Assistance
CA-2022-130	\$3,907,386	2022	GCTD FFY2022 5307: Directly Operated Fixed-route Ops PM Paratransit Contract & Admin./ Maint facility
CA-2022-133	\$980,872	2022	GCTD FY21 5307: Capital Assistance - Preventative Maintenance
CA-2022-134	\$475,970	2022	GCTD FFY22 5339(a) - New Operations and Maintenance Facility
CA-2022-152	\$173,515	2022	GCTD FFY21 (Carryover) 5339(a) - New Operations and Maintenance Facility

\*Closeout requested

GCTD received Supplemental Funds for operating assistance in awards CA-2020-135 and CA-2022-116 noted above. These awards were not GCTD’s first time receiving FTA operating assistance.

## **Projects Completed**

During the review period, GCTD completed the following projects:

- Procured heavy-duty replacement buses, heavy-duty expansion buses for new fixed route service, and light-duty transit vehicles for paratransit service expansion
- Completed the full engine replacement for 14 New Flyer buses with near zero emission engines
- Initiated the Late Night Safe Rides flexible service
- Completed the decommissioning of its former operation and maintenance facility.

## **Ongoing Projects**

GCTD is currently implementing the following noteworthy projects:

- Zero Emission Bus Plan – Strategy and management plan that will allow GCTD to reach Zero Emissions by 2040
- 9 CNG Replacement Buses Phase 1 – replacement of aging fleet
- Operating of demonstration route on Ventura Route 23
- Business system upgrades and a new website.

## **Future Projects**

GCTD plans to pursue the following noteworthy projects in the next three to five years:

- Hydrogen Bus and Fueling Station Project - GCTD was awarded \$12.1 million in Low-No Emissions Grant Program funds to plan, design, build and operate hydrogen fuel cell electric buses in partnership with the Center for Transportation and Environment and New Flyer and to implement workforce training
- 301 Redevelopment – This project will work on redevelopment of GCTD’s previous operations and maintenance facility site after demolition of the vacated facility.

## IV. Results of the Review

### 1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: No deficiencies.

### 2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: No deficiencies.

### 3. Technical Capacity – Award Management

Basic Requirement: The recipient must report the progress of projects in awards to the Federal Transit Administration (FTA) and close awards timely.

Finding: One deficiency.

Deficiency Description: Per 2 CFR 200.238 and FTA Circular 5010.1e, recipients must submit a Federal Financial Report (FFR) for each award that provides a current, complete, and accurate financial picture. Recent Milestone Progress Reports (MPRs) reviewed in TrAMS indicated that GCTD had open contracts (for example, paratransit operations, payroll system fees, ZEB strategy), but the corresponding FFRs did not report any unliquidated obligations. Unliquidated obligations are binding commitments that have been entered into and for which expenditures have not yet been recorded because goods and services have not been received. Unliquidated obligations should be reported on an accrual basis. The FFRs reviewed should have reported unliquidated obligations for these open contracts. This deficiency is a repeat finding from the 2019 Triennial Review.

Corrective Action and Schedule: The FFRs due in TrAMS July 30, 2023 must correctly report all unliquidated obligations. GCTD must submit to the Los Angeles Office at that time a description of its procedures for calculating and recording unliquidated obligations in all future FFRs.

GCTD's third quarter FFRs were updated in TrAMS by July 21<sup>st</sup> to include unliquidated

obligations as applicable. In addition, GCTD provided to the Los Angeles Office its revised Financial Management Manual dated July 21, 2023 that includes a description of GCTD's procedures for calculating and recording unliquidated obligations in all future FFRs. This finding is closed.

#### **4. Technical Capacity – Program Management and Subrecipient Oversight**

Basic Requirement: States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

Finding: No deficiencies.

#### **5. Technical Capacity – Project Management**

Basic Requirement: The recipient must implement the FTA-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: No deficiencies.

#### **6. Transit Asset Management**

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: No deficiencies.

#### **7. Satisfactory Continuing Control**

Basic Requirement: The recipient must ensure that FTA-funded property will remain available and used for its originally authorized purpose throughout its useful life until disposition.

Finding: No deficiencies.

## 8. Maintenance

Basic Requirement: Recipients must keep federally-funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: No deficiencies.

## 9. Procurement

Basic Requirement: The non-federal entity must use its own documented procurement procedures, which reflect applicable state, local, and tribal laws and regulations, and conform to applicable federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to federal procurements, those policies and procedures must still comply with all federal requirements for non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from federal requirements. For example, the FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: No deficiencies.

## 10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.

Finding: No deficiencies.

## 11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: No deficiencies.

## 12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the



provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: No deficiencies.

### **13. ADA – Complementary Paratransit**

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: No deficiencies.

### **14. Equal Employment Opportunity**

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving Federal financial assistance under the Federal transit laws.

Finding: No deficiencies.

### **15. School Bus**

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: No deficiencies.

### **16. Charter Bus**

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipients may operate charter only when the service meets a specified exception defined in rule.

Finding: No deficiencies.

## 17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: No deficiencies.

## 18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: No deficiencies.

## 19. Section 5307 Program Requirements

Basic Requirement: Recipients must participate in the transportation planning process in accordance with FTA requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged to seniors, persons with disabilities or an individual presenting a Medicare card during off-peak hours will not be more than one half the peak hour fares.

Finding: No deficiencies.

## 20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include the required terms and conditions. Either the recipient or subrecipient must hold the title to the leased vehicles.

This section applies only to recipients that receive Section 5310 funds directly from the FTA.

Finding: Not applicable.

## **21. Section 5311 Program Requirements**

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

This section only applies to recipients that receive Section 5311 funds directly from the FTA.

Finding: Not applicable

## **22. Public Transportation Agency Safety Plan (PTASP)**

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

Finding: No deficiencies.

## **23. Cybersecurity**

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

This section applies only to recipients that operate rail fixed guideway public transportation systems.

Finding: Not applicable.

## V. Summary of Findings

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	D	TC-AM2-1*	Incorrect FFR reporting	The FFRs due July 30, 2023 must correctly report unliquidated obligations. Submit to the Los Angeles Office a description of GCTD’s procedures for calculating and recording unliquidated obligations in all future FFRs.	July 30, 2023	8/18/2023
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	ND					

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
10. Disadvantaged Business Enterprise	ND					
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					
13. ADA – Complementary Paratransit	ND					
14. Equal Employment Opportunity	ND					
15. School Bus	ND					
16. Charter Bus	ND					
17. Drug-Free Workplace	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	ND					
21. Section 5311 Program Requirements	ND					
22. Public Transportation Agency Safety Plan	ND					
23. Cybersecurity	ND					

\*Repeat deficiency

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b><i>Gold Coast Transit District</i></b>			
Vanessa Rauschenberger	General Manager	805-483-3959 x141	vanessa@gctd.org
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Juan de la Rosa	Fleet Manager	805-483-3959 x123	JDeLaRosa@gctd.org
Tanya Hawk	Buyer	805-483-3959 x122	thawk@gctd.org
Christine Feng	Assistant General Manager/Chief Financial Officer	805-483-3959 x147	cfeng@gctd.org
Margaret Heath-Schoep	Paratransit and Special Projects Manager	805-483-3959 x120	MSchoep@gctd.org
Ana Perez	Human Resources Generalist	805-483-3959 x101	aperez@gctd.org
Alex Zaretsky	Director of Human Resources	805-483-3959 x139	azaretsky@gctd.org
Cynthia Torres Duque	Director of Planning and Marketing	805-483-3959 x110	cduque@gctd.org
Andrea Meza	Communications and Marketing Manager	805-483-3959 x103	ameza@gctd.org
Austin Novstrup	Planning Manager	805-483-3959 x118	anovstrup@gctd.org
James Beck	Director of Operations and Maintenance	805-483-3959 x134	jbeck@gctd.org
<b><i>FTA Region 9</i></b>			
Ray Tellis	Regional Administrator	213-202-3952	Ray.Tellis@dot.gov
Charlene Lee Lorenzo	Director, Los Angeles Office	213-202-3952	Charlene.LeeLorenzo@dot.gov
Luis Lopez	General Engineer	213-629-8615	l.lopez@dot.gov
Bryce Steeves	Program Analyst	202-366-3204	bryce.steeves@dot.gov
<b><i>Interactive Elements Inc.</i></b>			
Nancy L. Coburn	Reviewer	216-570-2719	nxc@ieitransit.com



Item # 12

**Date:** September 6, 2023  
**To:** Board of Directors  
**From:** Cynthia Duque, Director of Planning and Marketing  
**Subject:** **Receive and File Report on Addressing Budget Challenges and Identifying New Revenue Streams**

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## SUMMARY

As discussed at the July Board Meeting Budget presentation, GCTD's FY 24 budget makes use of the last remaining CARES Act funds, and all available revenue sources. While ridership has increased steadily over the last two years, overall ridership is still below pre-pandemic levels, and when combined with increased costs, GCTD is projecting a structural deficit starting in FY 25. To prepare and plan for this, staff has been working to improve our organization's efficiency, reduce costs, identify new innovative ways to increase funds, and meet the goals in our Strategic Plan to increase revenues and ridership.

**This report provides an overview of both cost-saving measures as well as potential new sources of funding. For this item, staff will provide a presentation on these options, and will seek input from the Board on areas for further exploration.**

## BACKGROUND

GCTD is committed to the protection of public investments through sound financial practices. This is reflected throughout the budget development process to final adoption. Most recently, staff developed a strategic plan that further strengthens this commitment. The [board-approved strategic plan](#) includes the following:

**Strategic Priority #3: Stewardship of Resources:**  
***Increase and provide responsible stewardship of all resources by prioritizing oversight, integrity, accountability, and transparency.***

To support this priority, several key actions are listed, including but not limited to, identifying alternative sources of funding, and increasing non-fare, non-grant funding to 10% of operating revenues by June 30, 2026.

While this is an ambitious goal, the current environment and impending "fiscal cliff" requires us to recognize the urgency of the situation and proactively take measures to secure financial stability and ensure continued provision of quality services to the community.

## GOLD COAST TRANSIT DISTRICT

We are not alone in this endeavor. On a national level, transit agencies, both small and large, are facing this reality and figuring out ways to navigate the road ahead. In June of this year, APTA published a [policy brief](#) that included key takeaways from a survey of 122 responding agencies. Half of those agencies say they are facing a fiscal cliff in the next five years, and for the largest agencies, the percentage is higher – 71%.

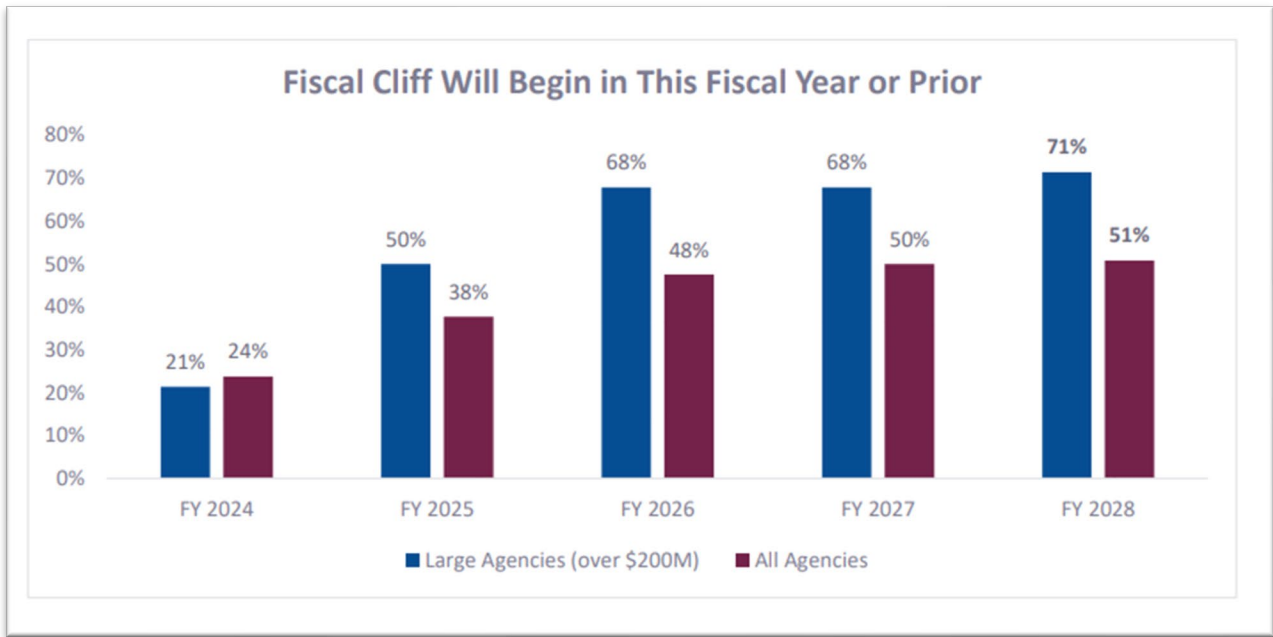


Fig. 1 Data from APTA's policy brief, "Public Transit Agencies Face Severe Fiscal Cliff".

<b>Most Likely to Pursue →</b>	Seek Increased State Funding
	Reduce Transit Agency Costs
	Seek Increased Local Funding
	Seek New Dedicated Tax Revenues
	Seek Other New Revenues (e.g., Advertising, Naming Rights)
	Reduce Service
	Shift Funds from Capital Budget to Operating Budget
<b>Least Likely to Pursue →</b>	Seek Increased Fares
	Reduce Workforce

Fig. 2. Data from APTA's policy brief, "Public Transit Agencies Face Severe Fiscal Cliff".

### BUDGET SCENARIO – THE CHALLENGE

For GCTD, while ridership has steadily recovered to more than 80% of pre-pandemic levels, revenues have fallen short of meeting increased costs for the third year in a row. COVID relief



funds that provided temporary bridge funding have all but been expended. Our agency is now facing a convergence of factors including:

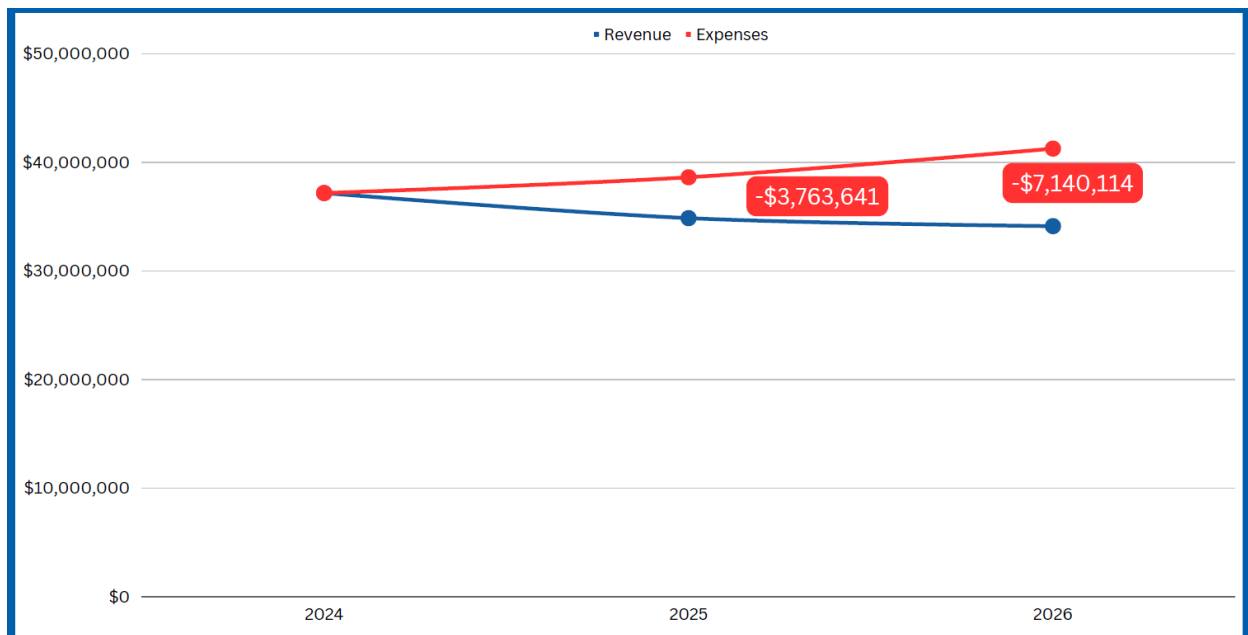
**Increasing Operational Costs:** Our preliminary projected shortfall for fiscal year 2025 is \$3.8 million, with the potential to grow annually due to increases in operational costs (wages, benefits, insurance), maintenance expenses, etc.

**Ridership:** After reaching a peak of nearly 4 million riders in 2015, ridership has declined significantly, mostly due to the onset of COVID-19, and hit a low of 1.9 million in FY 21. Ridership has steadily recovered to nearly 2.9 million riders in FY 23. This increase is largely attributed to the college/youth ride free program - a pilot program funded by a grant obtained and administered by the VCTC from California's Low Carbon Transit Operations Program (LCTOP). This program has generated nearly \$1 million in fare revenue for GCTD. It is uncertain at this time if the program will be extended beyond 2024.

**Aging Buses and Infrastructure Maintenance:** Costs of replacing our bus fleet and maintaining our facilities have increased significantly, requiring substantial financial resources.

**Competing Priorities:** As we navigate these challenges, we must also recognize the priorities of various stakeholders. For example, the desire to provide service coverage vs. frequency, the need to address equity concerns with fares, services, routes, balanced with environmental and economic sustainability.

#### GCTD's Preliminary Forecast - Budget Deficit



#### THE NEED TO ACT

To ensure the continued vitality of our agency and safeguard our ability to serve our community effectively, we propose a series of strategies that represent our proactive approach to these challenges. Our senior leadership team is actively working on a comprehensive review of our

operational expenses, identifying areas where cost reductions can be implemented, and exploring new funding possibilities, including:

1. **Reducing Costs:** Short term, GCTD is evaluating the agency's current organizational structure, expenses, job descriptions and looking at ways to reduce costs.
2. **Diversifying Funding Streams:** Long term, we must seek new funding sources beyond traditional streams. This could include pursuing a local ballot initiative, public/private partnerships, and engaging in value capture mechanisms tied to transit-oriented development.
3. **Partnerships and Collaborations:** Collaborating with other agencies, municipalities, and stakeholders can yield cost-sharing opportunities, resource pooling, and shared insight into addressing these challenges. Currently, our staff works closely with all member agencies, the VCTC, and participate in state and national advocacy organizations, including the California Association of Coordinated Transportation (CALACT), the California Transit Association (CTA), and the American Public Transportation Association (APTA).
4. **Transparent Communication:** Openly communicating the fiscal challenges we are facing, along with our mitigations strategies for addressing them, will foster understanding and support from our community, staff, and stakeholders.

## **PATH FORWARD – THE OPPORTUNITY**

Public transit in this community contributes substantially to our region's economic, social and environmental health. If no action is taken, GCTD will face very difficult decisions – i.e. major service cuts, substantial fare increases, cancellation of projects, etc. – further damaging our system, resulting in major disruption to the local economy, workforce, and communities we serve.

No single approach will be enough to cover the budget gap. Hence, by implementing a multi-pronged approach of both short and term strategies, embracing change, and adopting a forward-thinking mindset, we can position the district for long-term resilience and success.

## **COST SAVINGS MEASURES**

### **1. Increased Budget Management and Oversight**

Monthly financial budget reviews with each Department have begun taking place to help identify cost savings and anticipate potential challenges and opportunities, enabling proactive decision-making. This approach will improve our ability to navigate uncertainties and mitigate impacts.

**Timeline/Impact:** Immediate. Our finance department is diligently working to ensure expenses and revenues are recorded promptly, we have implemented additional oversight of spending requests, and set several new policies and procedures.

### **2. Organizational Efficiency**

As we navigate the challenging times ahead, it is important that we optimize our operations to ensure the sustainability and long-term success of the organization. By streamlining processes, eliminating redundancies, and optimizing resources we can maximize our available funding. These strategies include reevaluation of department operations and job descriptions, restructuring, improving processes, and increasing training to expand skills of current employees. When vacancies occur, re-evaluate duties to see if there are ways to combine them with existing roles. This approach provides a better alternative to "lay-offs" and creates an opportunity to offer

professional development and growth for current staff. Right sizing the organization to meet strategic goals will be critically important as we work to maintain quality, enhance productivity, and meet our objectives.

**Timeline/Impact:** Immediate. Staff are currently assessing the needs of each department, evaluating vacancies, and making recommendations for improvement in this area.

### **3. Maximize Efficiencies in Service Planning**

Optimizing transit operations is a fundamental part of delivering sustainable services for the long term. It is important to evaluate the efficiency, productivity, and use of all resources and maximize the value of our funding, while maintaining our commitment to service quality.

Some cost-efficient actions we can take include combining more routes (known as interlining), reducing underperforming trips, reducing weekend services, reducing frequency during off peak hours, and other service adjustments. These actions can generate cost-saving results, while maintaining service levels during peak hours.

**Timeline/Impact:** Ongoing. GCTD continually makes service adjustments to improve efficiency and recently implemented a minor service reduction in July 2023 to eliminate a small number of underperforming trips. Looking to the future, GCTD, in partnership with consultant TM&D, is conducting a five-year short range transit plan that includes a robust operational and efficiency study. This plan will make recommendations for service improvements based on need, goals, agency priorities and budget planning.

### **4. Maximize Use of GCTD's 15-Acre Facility / Operating Paratransit on Site**

With the investment in GCTD's new transit facility, it is important to maximize the property to its full potential by exploring all available options. We currently have space to house up to 125 buses, and currently have a fleet of 61.

GCTD's paratransit and other flexible services are contracted and operated by MV Transportation. All 28 GCTD-owned vehicles are fueled at our facility but located and maintained at MV's operations and maintenance facility in Oxnard, with the lease being paid for by GCTD. As a cost savings measure, GCTD is proposing to explore the possibility of transitioning the operations of these services on-site. By bringing the services to this facility, we can eliminate the overhead costs associated with a separate facility. This includes the property lease and other fees.

**Timeline/Impact:** The earliest this could be implemented would be FY 25. Steps needed to implement this option include assessing the financial and operational implications of transitioning both services to be operated on-site, including necessary infrastructure needs, staffing levels, and any potential impact on service quality.

### **5. Consolidate Customer Service Functions**

A combination of reduced ridership, mobile payments, and technological advancements have transitioned functions away from in-person transactions, reducing traffic and call volume. GCTD staff is exploring the possibility of transitioning all customer service functions from the Oxnard Transit Center (OTC) to the 1901 site as an opportunity for cost savings to avoid duplicative administrative and maintenance costs.

**Timeline/Impact:** Current lease agreements end in FY 25. Over the next few months, we will be evaluating customer visits and call volumes to determine the potential impact on service quality. Cost savings could include reduced lease/rent costs for office space at the OTC; however, longer travel times for those needing in-person assistance will be considered.

## **6. Regional Partnerships (TIES) and Savings on a County Level**

As discussed in the Transit Integration and Efficiency Study (TIES) prepared by VCTC, there are alternatives that recommend enhanced coordination among the transit operators. Through collaboration, VCTC/GCTD can explore leveraging its assets and staff to work together to implement countywide programs and services, such as an expansion of its microtransit service, zone-based on demand services, etc.

Additionally, for a fee, GCTD could offer other transit related administration services, such as ADA certification, planning, procurement and more. Over the long term, this approach could eliminate duplicative costs and enable more of these resources to be applied toward service delivery.

**Timeline/Impact:** VCTC is currently working on an implementation plan for the TIES Study, and GCTD staff will continue to work with VCTC as well as other transit operators to implement aspects of the recommended alternatives, as applicable

## **FUNDING OPPORTUNITIES**

### **1. Transit and Intercity Rail Capital Program (TIRCP) and Senate Bill 125 (ONE TIME BRIDGE – NOT LONG TERM)**

In response to the statewide crisis in transit operational funding, SB 125 (Chapter 54, Statutes of 2023) guides the distribution of \$4 billion in General Funds through the existing Transit and Intercity Rail Capital Program on a population-based formula to regional transportation planning agencies (RTPAs), which will have the flexibility to use the money to fund transit operations or capital improvements.

In our region, the recipient of these funds is the Ventura County Transportation Commission (VCTC). Although the final apportionments have not been published, it is estimated that Ventura County will receive \$42.3 million for each of the two years identified, FY 24, and FY 25. The VCTC will follow a needs-based process to equitably distribute these funds among the county's transit operators, including bus, rail (Metrolink), and possibly LOSSAN.

As outlined in SB 125, it is the intent of the Legislature to:

- (1) provide one-time multiyear bridge funding for transit operators to address operational costs until long-term transit sustainability solutions are identified
- (2) assist transit operators in preventing service cuts and increasing ridership
- (3) prioritize the availability of transit for riders who are transit dependent
- (4) prioritize transit agencies representing a significant percentage of the region's ridership

GCTD provides the largest number of transit trips in the region and carries the largest number of transit dependent riders. As such, GCTD's funding needs fall squarely under the legislative intent of SB 125 and should receive a significant amount of the funding allocated to Ventura County.

GCTD has submitted a preliminary request to VCTC for these funds, based on a list of needs described therein.

**Timeline/Impact:** SB 125 includes an accountability program to govern the distribution of these funds. To be eligible to receive money from these funding sources, regional transportation planning agencies must submit operator data and a short-term financial plan to CalSTA by December 31<sup>st</sup>. GCTD is working with VCTC to gather and submit the supporting documentation needed to meet the requirements.

If approved, funding would be available for expenses starting in FY 25. This would allow us to maintain service levels and possibly increase booster services to keep up with growing ridership. It is important to note that funds are a short-term bridge to help prevent major service cuts while longer-term solutions are found.

## 2. Grants and Funding Programs

The majority of GCTD’s funding comes from state and federal sources based on population, or allocated by formula, as well as competitive federal grants for programs and projects. While these programs provide tremendous relief and expand our ability to provide high-quality services, we are often limited in our ability to apply these funds to general operating expenses. As a result, we actively pursue alternative funding opportunities that are designed to meet growing demand for services and improvements. Most recently, GCTD received a grant from AARP for bus stop amenities and Clean Mobility Options for a needs assessment study.

Some upcoming grant opportunities in FY 24 and FY 25 will include:

FEDERAL GRANT OPPORTUNITIES	
<b>Low or No Emissions Vehicle Program</b>	Zero Emissions Vehicles
<b>Areas of Persistent Poverty</b>	HQTC Corridor Implementation Plan
<b>5310 Program Enhanced Mobility of Seniors and Individuals with Disabilities</b>	Zones-based services, Premium/Direct Paratransit Services.
<b>FTA Pilot Program for Transit-Oriented Development (TOD) Planning Program</b>	Funding for planning efforts related to 301 Redevelopment Project

STATE GRANT OPPORTUNITIES	
<b>Clean Transportation Program Funding (CEC)</b>	Zero Emissions Facilities Funding
<b>Clean CA Local Grant Program (CALTRANS)</b>	Bus Stop Accessibility and Beautification Projects
<b>Clean Mobility Options Program</b>	Microtransit, Carshare, Micromobility or other recommendations coming from SRTP.
<b>Sustainable Transportation Equity Project (CARB)</b>	Zero Emissions Vehicles

## 3. Fueling Public CNG Vehicles at GCTD Facility (i.e. Refuse Trucks)

Transit agencies are pursuing several creative initiatives to fund operations and programs, including leveraging their investment in transit facilities to generate new streams of revenue.

Taking insight from some of our peers, GCTD has initiated dialogue with the City of Oxnard to discuss a potential agreement to fuel the city’s refuse vehicles utilizing our CNG station for a fee. Partnering with the City of Oxnard for fueling would yield several key benefits. It would streamline

their fueling processes, eliminate their need for additional fueling infrastructure, and promote a more cost-effective and environmentally conscious approach to waste management. In turn, we gain additional revenue, while ensuring sustainability and efficiency in our city’s waste management operations, minimizing environmental impact.

**Timeline/Impact:** GCTD will submit a letter to the Federal Transit Administration requesting approval for incidental use of our transit property. Once approval is received, GCTD will work with the City of Oxnard on a mutually beneficial agreement, and implementation of the program would follow quickly thereafter.

**4. Advertising Revenue**

GCTD currently manages a successful advertising program that has brought increasing revenue year after year. We will work to explore new ways of aggressively reaching out to new advertisers, create and maintain revenue goals, maximize all available spaces on the bus, and possibly consider the sale of other space, including on the Flexible Services fleet.

**Timeline/Impact:** GCTD works in collaboration with its consultant, Coverly Professional Services, to manage its advertising program. In 2022, GCTD’s Board approved a rate increase to bring GCTD’s rates more in line with its peer agencies and added additional promotional discounts to attract new advertisers. GCTD staff would propose another increase in 2024 to keep up with inflation costs. GCTD staff is committed to remaining innovative and informed on the latest industry practices.

**5. Fare Increase**

GCTD’s last fare increase took place in FY 12. Adjusting ticket prices to generate more fare revenue from passengers can provide much needed farebox recovery. However, while increasing fares would help support operating expenses, there is a risk that increased transportation costs could discourage some from riding. An important factor to consider when exploring this option.

The current fare structure is as follows:

Regular Fare	\$1.50
Reduced Fare	\$.75
Paratransit / ADA Senior	\$3.00

Below are current fares for the major transit operators in our region:

<b><i>Ventura County Bus Fares 2023</i></b>	<b><i>One Ride (Full/Reduced)</i></b>	<b><i>ADA / Demand Response</i></b>
Thousand Oaks Transit	\$2.00 / \$.50	\$4.00
VCTC	\$1.75 / \$.80	n/a
SB MTD	\$1.75 / \$.85	\$3.50
<b><i>Gold Coast Transit</i></b>	<b><i>\$1.50 / \$.75</i></b>	<b><i>\$3.00</i></b>
Simi Valley Transit	\$1.50 / \$.75	\$2.00
Moorpark	\$1.00	\$2.00

Based on this comparison, GCTD would propose the following fare structure:

Regular Fare	\$2.00
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Reduced Fare	\$1.00
Paratransit	\$4.00

Whole dollar amounts eliminate the need to load coins, make change, and speeds up boarding time.

**Timeline/Impact:** A fare increase to \$2 would likely result in an overall increase in fare revenue of about \$800k-\$1M annually, but may result in a decrease in ridership of between 2-4%. Planning staff is conducting research to determine the requirements for a fare increase and will develop a tentative implementation plan to further guide this decision. A fare increase, once all requirements have been met (i.e. public hearings, etc.), can be implemented as early as July 2024.

## LONG TERM NEW FUNDING OPPORTUNITIES

### 7. Real Estate/Transit Oriented Development (TOD)

Since moving into our new location, GCTD retained ownership of its former property located at 301 East Third Street in Oxnard, with the intent to redevelop the site into a transit-oriented development. Its setting in downtown Oxnard, near the largest transit hub in Ventura County, makes this a prime location for attracting housing developers, increasing ridership, and generating long term revenue for GCTD. Transit-Oriented Development presents a unique opportunity for transit agencies to diversify and enhance their revenue streams while promoting sustainable urban growth.

**Timeline/Impact:** GCTD staff are in the process of developing an RFP to enter into a long-term lease agreement with a developer. However, prior to issuing, some additional work is needed to develop a clean up plan for this site. This effort will take some time as there are strict requirements that a former industrial site like GCTD's must meet before it can be developed for housing.

### 8. Revenue (Ballot) Measure

Ventura County does not have a local dedicated source of transportation funding. As a result, our county forgoes millions of dollars in state and federal transportation dollars because we cannot provide matching funds.

Additional funding can be generated through dedicated taxes, such as sales tax, fuel tax, property tax, or specific transit-related taxes. These taxes are collected from residents and businesses within the transit agency's jurisdiction.

Voter support for a small district-wide sales tax to fund a narrow set of transit services for seniors, youth, and people with disabilities could garner enough revenue for the District to improve transit services and improve ridership, as well as provide long term funding for free fare programs (i.e. youth, college, seniors), as well as maintain popular services like Late Night Safe Rides, which is currently sustained with limited-time grants.

Based on tax measures that have passed in other similar transit districts in California, GCTD estimates it could generate \$8-\$15 million annually.

September 6, 2023

Item 12: Receive and File Report on Addressing Budget Challenges and Identifying New Revenue Streams

Page 10 of 10

Ultimately, without a new source of long-term transportation funding to support transit services, GCTD will be unable to sustain current service levels and will need to implement a wide range of reductions.

**Timeline/Impact:** GCTD's Board can direct staff to gather preliminary information on exploring this option. The impact on the budget would be approximately \$50-\$100K for initial exploratory research, that includes polling to gauge voter support on this issue.

## **RECOMMENDATION**

**It is recommended that the Board of Directors, receive and file this report, provide feedback and/or direct staff to take action on initiatives listed herein.**



**General Manager's Concurrence**





**DATE** September 6, 2023 **Item #13**

**TO** GCTD Technical Advisory Committee

**FROM** Austin Novstrup, Planning Manager  
Margaret Schoep, Paratransit & Special Projects Manager

**SUBJECT** Receive and File FY 2022-23 4th Quarter & Year End Ridership and Performance Update

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## I. EXECUTIVE SUMMARY

This quarterly report covers the 4th Quarter (April 1 through June 30) of Fiscal Year 2022-23. This report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

## II. BACKGROUND

The table below shows that ridership for the 4th quarter of FY 2022-23 has increased 30% over the 4th quarter of last year. The Youth Ride Free program continues to drive ridership increases with youth rides making up approximately 1/3 of all trips taken while area schools are in session and a quarter of all trips when schools are out of session. While the trend of significant ridership growth has continued it is important to note that ridership has yet to return to pre-pandemic levels. Ridership this quarter was 93% of the ridership recorded in the 4<sup>th</sup> quarter of FY2018-19,

**4th Quarter FY 22-23  
Systemwide Ridership & Performance**

	4th Qtr FY 2022-23	4th Qtr FY 2021-22	Difference	% Change
<b>Fixed-Route Ridership</b>				
Total System Boardings	823,125	633,197	189,928	30%
Average Daily Passengers Weekdays	10,465	7,787	2,678	34%
Average Daily Passengers Saturdays	6,361	5,363	998	19%
Average Daily Passengers Sundays	5,945	5,189	755	15%
Wheelchair Boardings	5,532	6,489	-957	-6%
Bicycle Boardings	20,918	18,882	2,036	25%
<b>Performance Measures</b>				
Passengers Per Revenue Hour	18	14	4	29%
Fare Revenue Per Service Hour	\$17.67	\$11.16	\$6.51	58%
Total Fare Revenue	\$829,939	\$520,023	\$309,916	60%
On-Time Performance	85.8%	85.4%	Goal > 90%	
% Systemwide Boarding as Free Transfers	14.9%	21%	Goal < 20%	

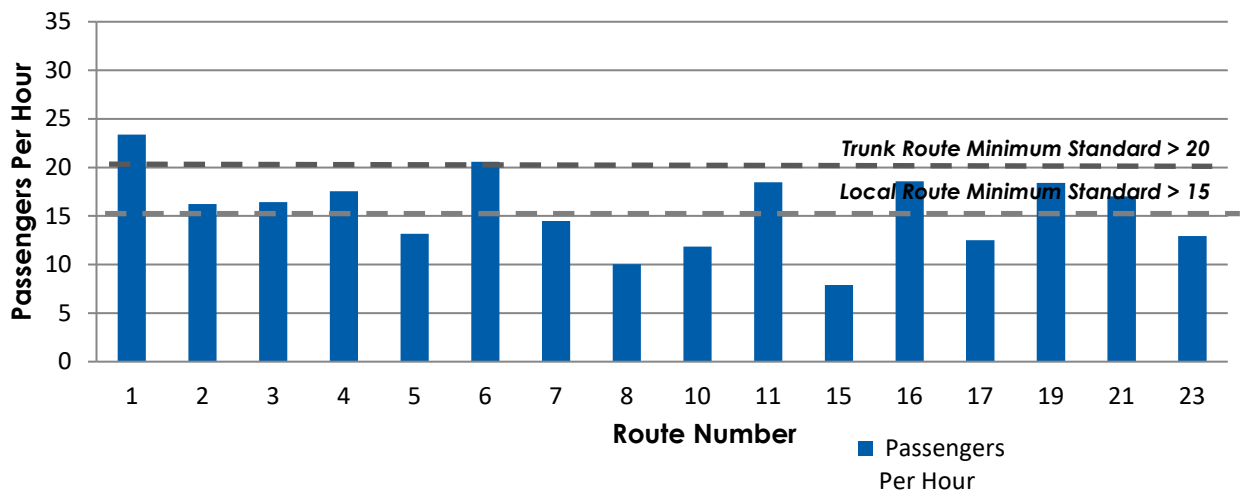
### GOLD COAST TRANSIT DISTRICT

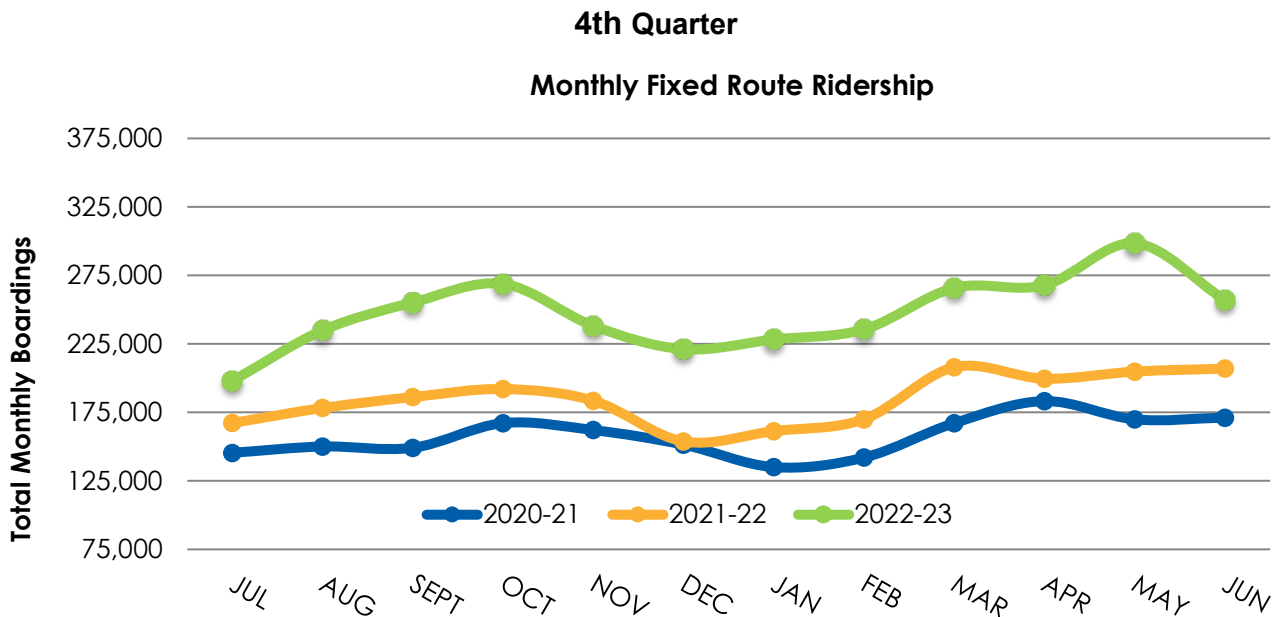
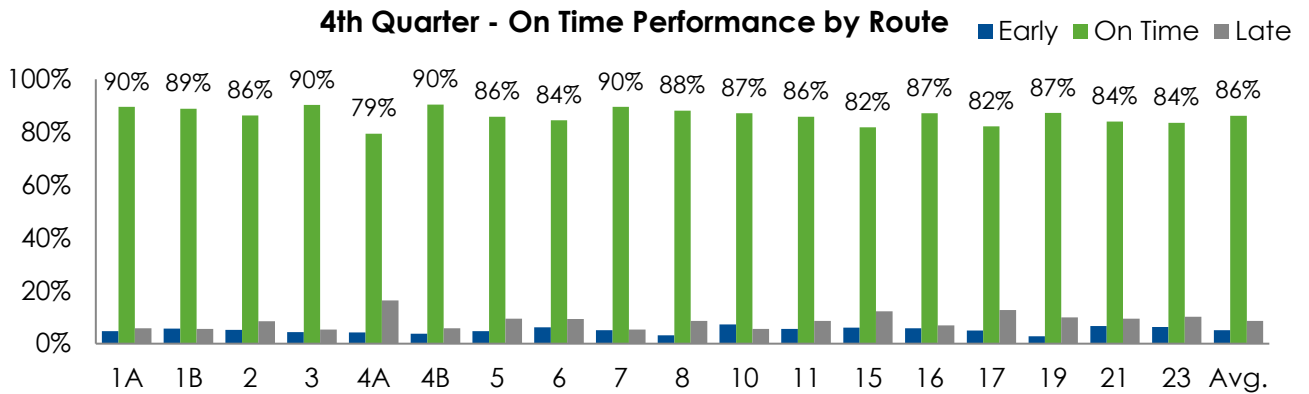
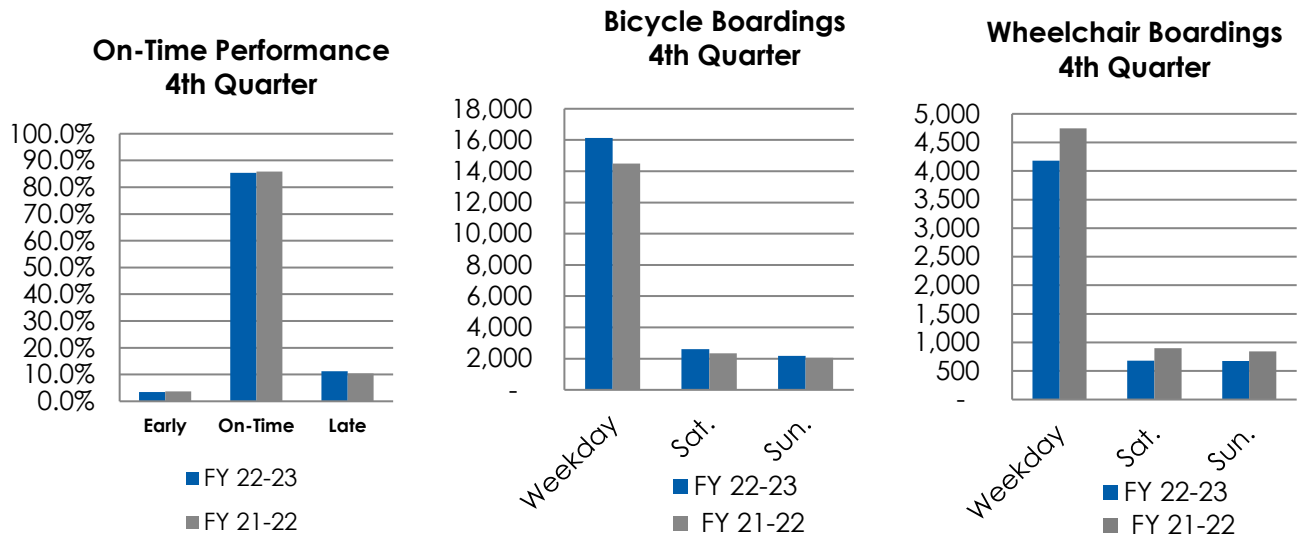
**4th Quarter FY 22-23  
Ridership by Route**

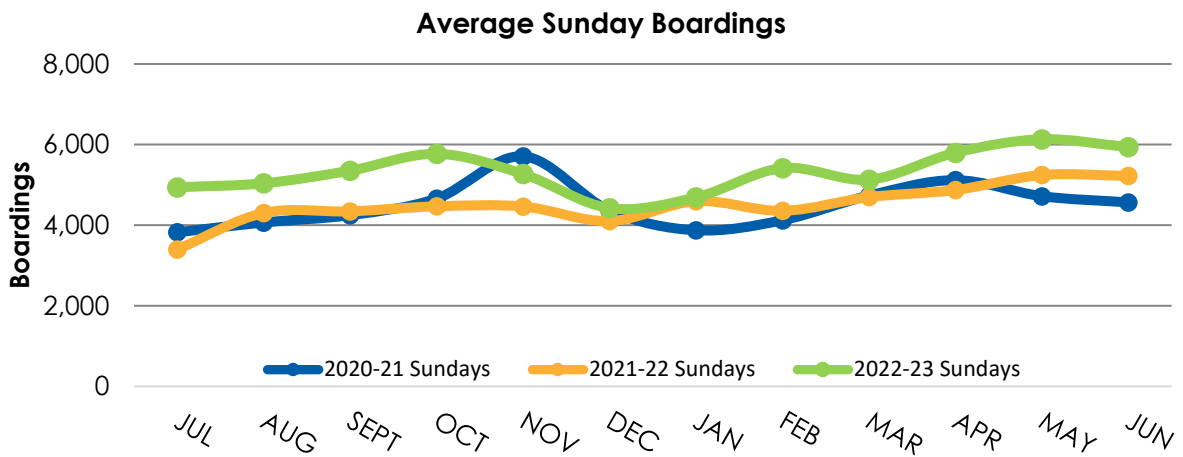
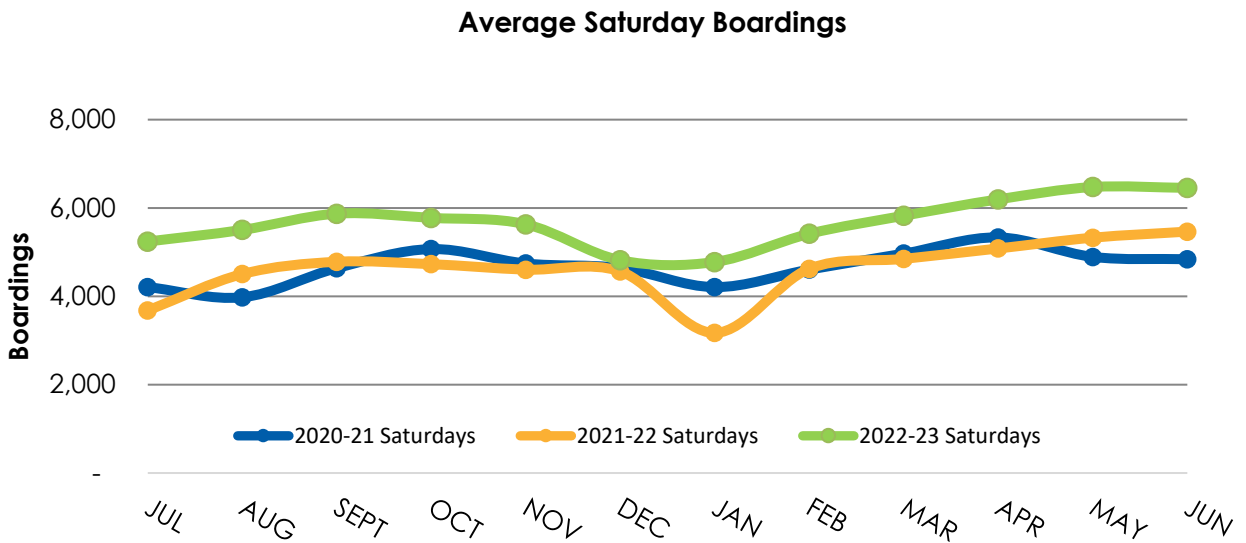
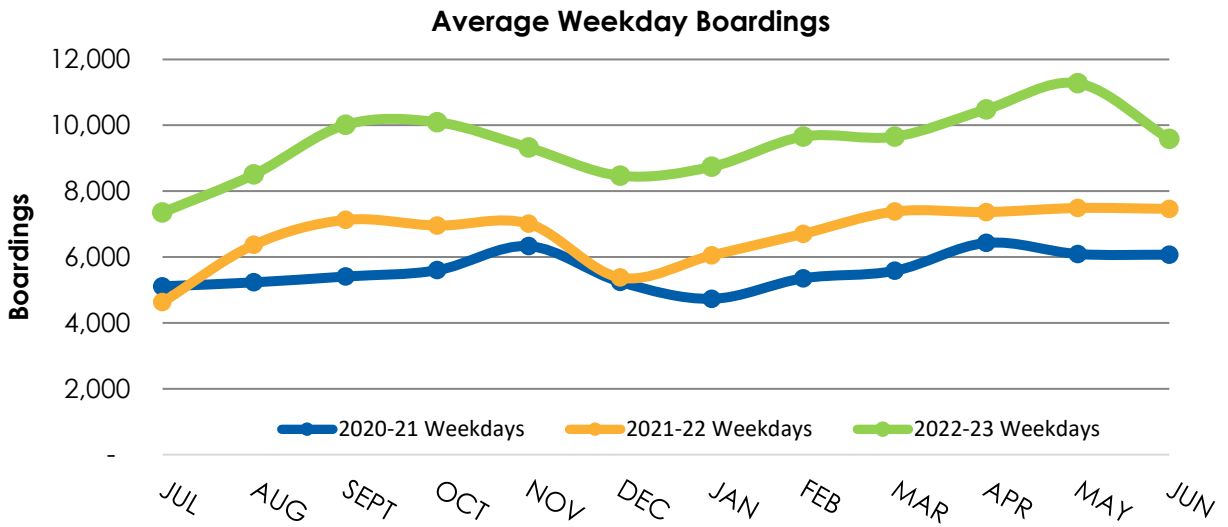
Route	Route Name	4 <sup>th</sup> Quarter FY 2022-23 Unlinked Passengers	4 <sup>th</sup> Quarter FY 2021-22 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	125,341	97,971	27,370	28%
2	Colonia - Downtown Oxnard	18,631	13,195	5,436	41%
3	J St - Centerpoint Mall - Lemonwood	30,135	23,143	6,992	30%
4	North Oxnard - Ventura Rd - St. John's	71,515	55,761	15,755	28%
5	Hemlock - Seabridge - Wooley	15,852	14,553	1,299	9%
6	Oxnard - Ventura - Main St	198,153	160,998	37,155	23%
7	Oxnard College - Centerpoint Mall	16,394	12,807	3,587	28%
8	OTC- Oxnard College - Centerpoint Mall	19,720	15,707	4,013	26%
10	Pacific View Mall - Telegraph -Saticoy	20,081	13,503	6,578	49%
11	Pacific View Mall - Telephone - Wells	57,447	41,735	15,711	38%
15	Esplanade - El Rio - St. John's	13,473	11,350	2,123	19%
16	Downtown Ojai - Pacific View Mall	63,661	50,296	13,365	27%
17	Esplanade - Oxnard College	32,490	22,663	9,826	43%
18	High School Trippers	16,927	7,724	9,203	119%
19	OTC- 5th St - Airport - Gonzales Rd	16,386	13,075	3,312	25%
21	Port Hueneme - Ventura - Victoria Ave	70,431	50,548	19,983	39%
23*	Oxnard College - NBVC - Esplanade	36,487	28,268	8,319	30%
<b>TOTAL GCTD SYSTEM</b>		<b>823,125</b>	<b>633,197</b>	<b>189,928</b>	<b>30%</b>

\*Route 23 operating in third year of a four year demonstration project.

**4th Quarter FY 22-23  
Passengers Per Revenue Hour (All Periods)**



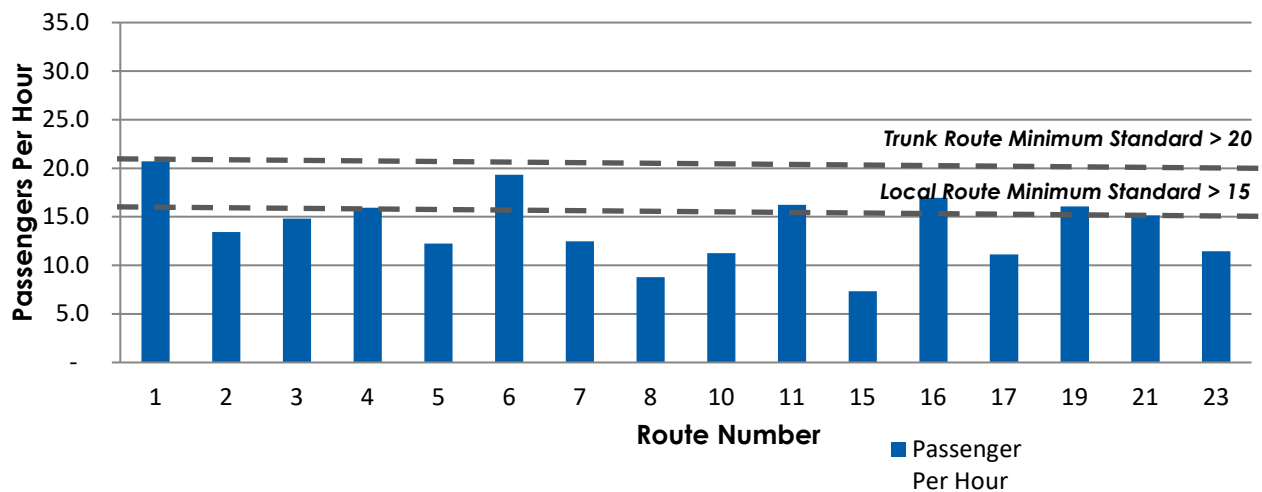




### FY2022-23 Ridership by Route

Route	Route Name	FY 2022-23 Unlinked Passengers	FY 2021-22 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	439,245	355,399	83,846	24%
2	Colonia - Downtown Oxnard	61,535	47,121	14,413	31%
3	J St - Centerpoint Mall - Lemonwood	108,378	90,115	18,263	20%
4	North Oxnard - Ventura Rd - St. John's	259,233	197,115	61,550	31%
5	Hemlock - Seabridge - Wooley	58,821	51,834	6,987	13%
6	Oxnard - Ventura - Main St	734,054	583,659	150,395	26%
7	Oxnard College - Centerpoint Mall	56,340	50,264	6,077	12%
8	OTC- Oxnard College - Centerpoint Mall	68,619	57,537	11,561	20%
10	Pacific View Mall - Telegraph -Saticoy	76,105	46,976	29,129	62%
11	Pacific View Mall - Telephone - Wells	202,075	146,733	55,342	38%
15	Esplanade - El Rio - St. John's	50,112	40,451	9,661	24%
16	Downtown Ojai - Pacific View Mall	232,279	183,435	48,844	27%
17	Esplanade - Oxnard College	115,254	75,739	39,515	52%
18	High School Trippers	58,248	26,743	31,505	118%
19	OTC- 5th St - Airport - Gonzales Rd	57,456	44,314	13,141	30%
21	Port Hueneme - Ventura - Victoria Ave	250,997	174,571	76,426	44%
23*	Oxnard College - NBVC - Esplanade	129,383	89,212	40,171	45%
	<b>TOTAL GCTD SYSTEM</b>	<b>2,958,434</b>	<b>2,261,829</b>	<b>696,829</b>	<b>31%</b>

### FY 22-23 Passengers Per Revenue Hour (All Periods)



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

<i>Type</i>	<i>Issue</i>	<i>FY22-23 4th Quarter</i>	<i>FY21-22 4th Quarter</i>
Scheduling	On-Time Performance	4	2
Operations	Operator Conduct	22	13
	Driving Complaints	20	11
	Passed by	11	23
	Commendations	4	6
	Bus Stop Issues	0	2
Other	Other*	10	10
<b>Totals</b>		<b>71</b>	<b>67</b>

Above is a chart showing complaints and commendations received from passengers.

**III. FIXED-ROUTE SERVICE SUMMARY**

The 4th quarter capped off a year of strong ridership growth. In the 4<sup>th</sup> quarter, there were 30% more system wide boardings compared to last year, leading to an annual increase of 31% with a year-over-year increase of nearly 700,000 boardings. Some portion of this ridership growth can be attributed to a return to normal activities following the pandemic. In large part, ridership growth in FY 2022-23 was driven by the success and popularity of VCTC’s countywide Youth Ride Free Program. Despite the growth, annual boardings were still only 84% of pre-pandemic levels.

Ridership growth was not consistent across all routes and time periods. Evaluating more closely where ridership growth was observed, a few patterns emerge. Routes operating at higher frequencies, typically every 30 minutes or less, saw the greatest increases in ridership. This is particularly true for routes that saw frequency increased post-pandemic. Additionally, routes serving large trip generators and densely populated areas of the district recorded consistent increases in ridership. Routes serving less densely populated areas particularly local routes serving neighborhoods at the periphery of the District’s cities lagged behind other routes. In the past, colleges have contributed significantly ridership. However, most recently their impact has decreased as enrollments have dropped and remote learning has remained popular. Routes reliant on colleges as major trip generators were also slower to recover. Planning staff will continue to evaluate these trends in the coming year.

In the 4<sup>th</sup> quarter, GCTD kicked off the development of its next Short Range Transit Plan. Data collection and analysis for an existing conditions report is underway and planning staff is working with our consultant to finalize an outreach plan for this process. Staff also participated in multiple community outreach events attending swap meets and festivals, and hosting field trips to the Operations and Maintenance Facility. Staff have also been working with event organizers to promote the use of transit services to attend large community events.

**IV. GO ACCESS FLEXIBLE SERVICES OPERATIONS**

GO ACCESS’s flexible services include the federally mandated ADA paratransit service to complement Gold Coast Transit District’s fixed route services. In addition, the program provides services to seniors, 65 years of age and older, Senior Nutrition transportation for individuals 62

years of age and older, Health Zones, and other transportation options to assist with mobility needs in the community. Through this advance-reservation demand-response transportation, the program helps passengers preserve their independence within the community, which is essential to protecting their quality of life. These efforts are intended to improve the overall customer experience by increasing awareness of GCTD’s transportation network as an integrated system serving, moving, and connecting our customers to opportunities, one ride at a time.

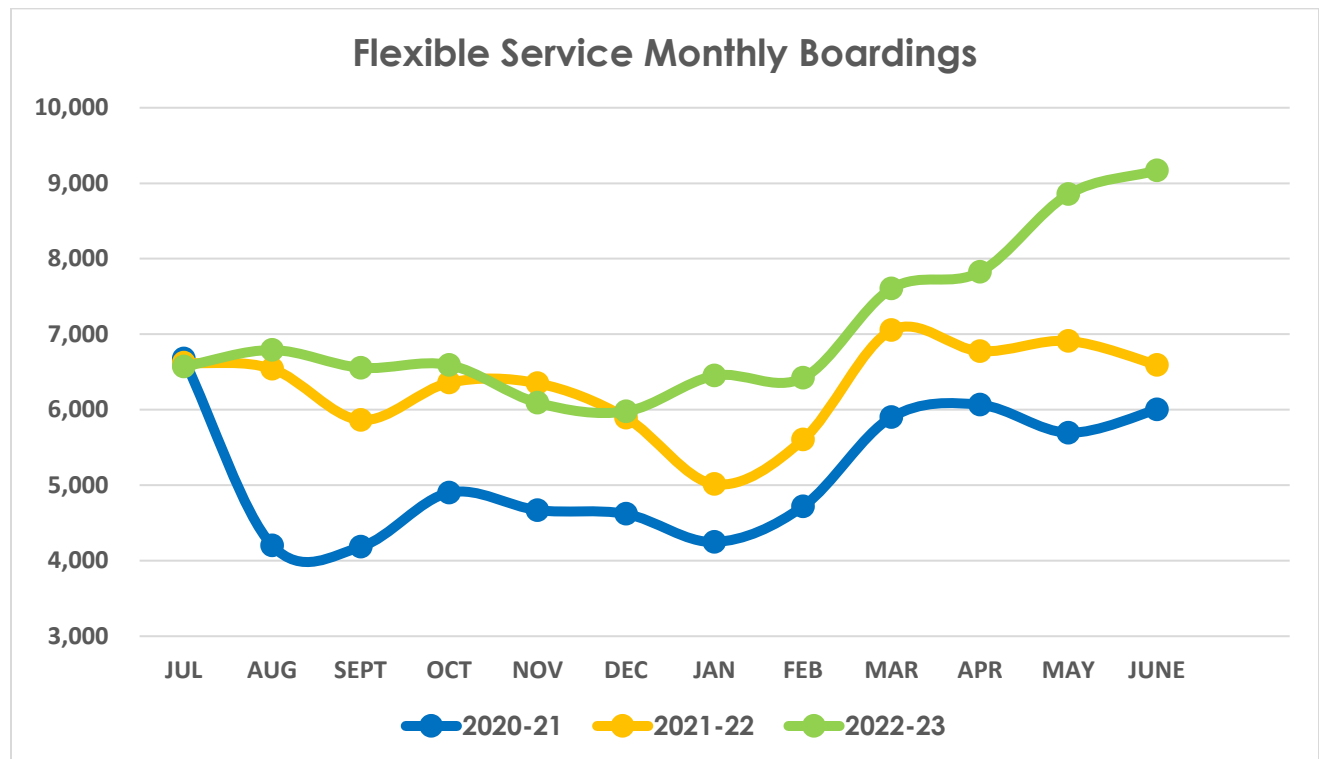
**V. FLEXIBLE SERVICES DATA**

**4th Quarter FY 2022-23  
GO ACCESS Ridership & Performance**

<b>Paratransit Ridership</b>	<b>4th Qtr FY 2022-23</b>	<b>4th Qtr FY 2021-22</b>	<b>Difference</b>	<b>% Change</b>
Total System Boardings	25,852	20,279	+5,573	+27.5%
Average Daily Passengers Weekdays	355	264	+91	+34.5%
Average Daily Passengers Saturdays	184	137	+47	+34.3%
Average Daily Passengers Sundays	153	121	+32	+26.4%

<b>Performance Measures</b>	<b>4th Qtr FY 2022-23</b>	<b>4th Qtr FY 2021-22</b>	<b>Difference</b>	<b>% Change</b>
Passengers Per Revenue Hour	2.14	2.20	-0.06	-3.0%
On Time Performance (Arrive within the window)	91.0%	82.0%	+9.0	+11.0%
Early (Before start of pick-up window)	3.6%	3.0%	+0.6	+ 20.0%
Late (After end of pick-up window)	4.9%	14.1%	-9.2	-14.1%



**4th Quarter – Customer Inputs**

<b>Type</b>	<b>Issue</b>	<b>4th Quarter Comments</b>	<b>4th Quarter Verified Comments</b>	<b>FY 2022-23 Verified Comments</b>
Scheduling	Travel Time	0	0	0
	Schedules	0	0	2
Operations	Driver/Operator	6	2	4
	Dispatch	0	0	1
Other	Reservations	1	1	5
	Policies	0	0	0
	Commendations	5	N/A	N/A
<b>Totals</b>		<b>7</b>	<b>3</b>	<b>12</b>

**VI. FLEXIBLE SERVICE ANNUAL HIGHLIGHTS**

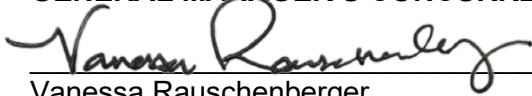
Boardings for the fiscal year 2023 increased 12.3% when compared to prior year activity. Senior Nutrition programming continued to grow, generating a 100% increase in ridership when compared to last year. Overall, ADA and senior ridership is up when compared to last year. 259 more passengers used the service in FY2023, representing 7.8% increase over the 3,305 individuals who used the services in FY2022. Passengers also rode more often, averaging 24 trips per passenger in FY2023 versus 23 trips per passenger in FY2022.

GCTD’s LATE NIGHT SAFE RIDE (LNSR) demonstration service continues to be well-received in the community, as the demand for services grew 73% in FY2023 when compared to FY2022 demand. The average LNSR monthly ridership for FY2023 was 1,102 compared with FY2022 monthly average of 636 boardings. The LNSR service is designed to encourage fixed-route ridership by providing a safe late-night return solution to anyone who may require transportation within our service area.

**VII. RECOMMENDATION**

**It is recommended that the GCTD Technical Advisory Committee receive and file this report. This report is for information only.**

**GENERAL MANAGER’S CONCURRENCE**

  
 \_\_\_\_\_  
 Vanessa Rauschenberger  
 General Manager



### 4th Quarter FY 22-23: Service Evaluation Report

#### Ridership Measure: Passengers Per Revenue Hour

Route #	Route Name	Service Type	Total Revenue Hours	Total Passengers	Passengers per Revenue Hour	Quartile
1	Port Hueneme - Oxnard Transit Center	Trunk	5,362	125,341	23	4
6	Oxnard - Ventura - Main St	Trunk	9,632	198,153	21	4
16	Downtown Ojai - Pacific View Mall	Trunk	3,429	63,661	19	4
11	Pacific View Mall - Telephone - Wells	Trunk	3,111	57,447	18	4
19	OTC- 5th St - Airport - Gonzales Rd	Local	891	16,388	18	3
4	North Oxnard - Ventura Rd - St. John's	Local	4,077	71,515	18	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk	4,138	70,431	17	3
3	J St - Centerpoint Mall - Lemonwood	Local	1,835	30,135	16	3
2	Colonia - Downtown Oxnard	Local	1,149	18,631	16	2
7	Oxnard College - Centerpoint Mall	Local	1,133	16,394	14	2
5	Hemlock - Seabridge - Wooley	Local	1,205	15,852	13	2
23	Oxnard College - Naval Base - Esplanade	Trunk	2,823	36,487	13	2
17	Esplanade - Oxnard College	Trunk	2,598	32,490	13	1
10	Pacific View Mall - Telegraph - Saticoy	Trunk	1,697	20,081	12	1
8	OTC- Oxnard College - Centerpoint Mall	Local	1,967	19,720	10	1
15	Esplanade - El Rio - St. John's	Local	1,710	13,473	8	1

**Excluded Routes**

18	High School Trippers	*Booster*	205	16,927	83
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Systemwide Performance Target & Description		Passengers per Revenue Hour Target
Trunk	Routes that link 2 or more major or regional commercial and employment centers and travel on arterial roads or highways.	20
Local	Routes that connect residential areas to major commercial and employment centers and travel on both arterial and residential streets.	15

#### Economic Measure: Subsidy Per Passenger

Route #	Service Type	Total Revenue Hours	Total Passengers	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Quartile	Route Ranking
1	Trunk	5,362	125,341	\$ 100.67	\$ 539,764	\$ 4.31	\$0.93	\$ 3.38	4	1
6	Trunk	9,632	198,153	\$ 100.67	\$ 969,605	\$ 4.89	\$1.01	\$ 3.88	4	2
16	Trunk	3,429	63,661	\$ 100.67	\$ 345,238	\$ 5.42	\$1.12	\$ 4.30	4	3
19	Local	891	16,388	\$ 100.67	\$ 89,663	\$ 5.47	\$1.07	\$ 4.40	4	4
11	Trunk	3,111	57,447	\$ 100.67	\$ 313,194	\$ 5.45	\$0.97	\$ 4.48	4	5
4	Local	4,077	71,515	\$ 100.67	\$ 410,435	\$ 5.74	\$0.94	\$ 4.80	3	6
21	Trunk	4,138	70,431	\$ 100.67	\$ 416,593	\$ 5.91	\$1.06	\$ 4.86	3	7
3	Local	1,835	30,135	\$ 100.67	\$ 184,679	\$ 6.13	\$0.94	\$ 5.19	3	8
2	Local	1,149	18,631	\$ 100.67	\$ 115,670	\$ 6.21	\$0.84	\$ 5.37	2	9
7	Local	1,133	16,394	\$ 100.67	\$ 114,009	\$ 6.95	\$0.94	\$ 6.02	2	10
5	Local	1,205	15,852	\$ 100.67	\$ 121,257	\$ 7.65	\$0.96	\$ 6.69	2	11
23	Trunk	2,823	36,487	\$ 100.67	\$ 284,235	\$ 7.79	\$1.08	\$ 6.71	2	12
17	Trunk	2,598	32,490	\$ 100.67	\$ 261,550	\$ 8.05	\$1.09	\$ 6.96	1	13
10	Trunk	1,697	20,081	\$ 100.67	\$ 170,787	\$ 8.50	\$1.12	\$ 7.39	1	14
8	Local	1,967	19,720	\$ 100.67	\$ 197,968	\$ 10.04	\$1.00	\$ 9.04	1	15
15	Local	1,710	13,473	\$ 100.67	\$ 172,146	\$ 12.78	\$0.95	\$ 11.82	1	16

**Excluded Routes**

18	High School Trippers	205	16,927	\$ 100.67	\$ 20,607	\$ 1.22	\$ 1.269	\$ (0.05)		
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**Date:** September 6, 2023 **Item #14**  
**To:** Board of Directors  
**From:** Andrea Meza, Communications & Marketing Manager  
**Subject:** Receive and File Marketing and Community Outreach Update

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## SUMMARY

This report provides an update on our recent marketing and community outreach efforts to enhance the public transit experience and address our valued passengers' needs. Over the past quarter, we have engaged in various activities to gather feedback, foster communication, and improve overall satisfaction. These efforts align with GCTD's Strategic Priority #5: ***Increase public awareness, expand community presence, and build a transit-supportive region through public education, partnerships, and advocacy.***

## BACKGROUND

Our collective efforts aim to enhance the public transit experience, awareness, support, and address the needs of valued passengers. This year, some of our key areas of focus included promoting our service changes/new schedules in January and July, promoting the Youth Ride Free program, preparing for and launching the Go NOW on-demand service, as well as announcing our 50<sup>th</sup> anniversary webpage and “share your story” initiative. Additionally, GCTD established new partnerships with local organizations to provide public transportation services to events and activities, attended town hall meetings to gain insights into specific transit issues affecting different communities, increased social media engagement to foster transparency and approachability, and continued its Bus Advertisement Program, which has generated significant revenue and partnerships.

### Key Highlights:

Partnerships with Local Organizations: Collaborations with local community organizations helped us establish a more substantial presence within the neighborhoods we serve. These partnerships facilitated mutual understanding and support for transit-related initiatives. We have collaborated with schools, businesses, and non-profit organizations to provide transportation services for their events and activities. We have also worked on creating partnerships with local companies to provide information to passengers and expand public awareness.

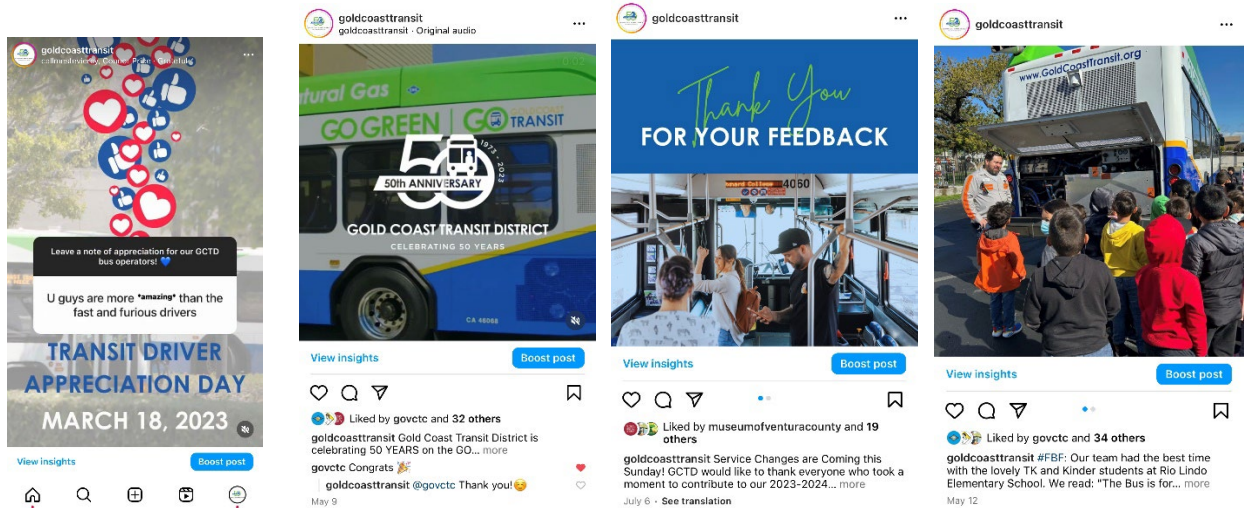
These include: Swap Meet Justice, Oxnard College Family Festival, Ventura Earth Day Eco Fest, Port Hueneme 75<sup>th</sup> Anniversary Parade, and more...

## GOLD COAST TRANSIT DISTRICT

**Town Hall Meetings:** GCTD staff attended several town hall meetings across different neighborhoods to inform the community of GCTD services and provided an opportunity to engage with the public regarding their needs. These meetings helped us gain insights into specific transit issues affecting different communities.

These include: Cal-Gisler Neighborhood Council, National Night Out at Lathrop Park

**Social Media Engagement:** Our social media platforms are interactive channels for sharing updates, responding to queries, and addressing concerns in real-time. This approach fostered a sense of transparency and approachability.



**Bus Ad Program:** GCTD's Bus Advertisement Program continues to grow and generate revenue and partnerships with community organizations and businesses. So far, this program has generated \$307,760.50 in ad revenue (FY 2022-23).



## CONCLUSION

The first six months of the year have been a productive period for GCTD's marketing and community outreach efforts. Being new to the organization, my goal was to hit the ground running, build relationships, and make valuable connections. While our team may be small in

numbers, our commitment and dedication are immense. Our activities have yielded positive results, including increased awareness, improved communication, and support of our services.

The Board will receive a presentation with additional highlights and plans for the rest of the year.

### **RECOMMENDATION**

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

  
**General Manager's Concurrence**

Presentation: Marketing & Community Outreach Update



Item #15

**DATE** September 6, 2023  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** **GCTD Operations and Maintenance Report**

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**SUMMARY**

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

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

**RECOMMENDATION**

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

General Manager's Concurrence

A handwritten signature in black ink that reads 'Vanessa Rauschenberger'.  

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Vanessa Rauschenberger

**GOLD COAST TRANSIT DISTRICT**



**DATE** September 6, 2023

**Item #16**

**TO** GCTD Board of Directors

**FROM** Vanessa Rauschenberger, General Manager

**SUBJECT** **Discuss Future Agenda Items**

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### **SUMMARY**

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

### **FUTURE AGENDA ITEMS**

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**