



AGENDA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 1, 2023 – 10:00 AM

GCTD ADMINISTRATIVE FACILITY
1901 AUTO CENTER DRIVE
OXNARD, CA 93036-7966
www.GoldCoastTransit.org

The meeting will be IN PERSON.
Hybrid / Remote Participation for the Public is available via ZOOM Webinar
<https://us02web.zoom.us/j/85945381042>

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**
- **Employee Recognition – Alma Cruz – 30yr Service Award**

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, 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 the morning of the meeting. In addition, members may participate in the meeting by logging into Zoom [HERE](#).

GOLD COAST TRANSIT DISTRICT

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 September 6, 2022, Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for September 2023](#)
3. [Consider Approval of Expenditures for October 2023](#)
4. [Consider Approval of Budget / Actual Financial Report for August 2023](#)
5. [Consider Approval of Budget / Actual Financial Report for September 2023](#)
6. [Consider Approval of Updated Job Descriptions for Finance Department - Christine Feng, AGM/CFO and Alex Zaretsky, Director of Human Resources](#)
7. [Receive & File Annual Update to Public Transit Agency Safety Plan \(PTASP\) for FY 23-24 Resolution No #2023-08 - Alex Zaretsky, Director of Human Resources](#)
8. [Report of Contracts Awarded – Tanya Hawk, Buyer](#)

GENERAL MANAGER'S REPORT

9. [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.

10. [Consider Authorizing the General Manager to Sign Memorandum of Understanding with County of Ventura for IT Services – Marlena Kohler, Purchasing Manager](#)
11. [Consider Purchase of Five Hydrogen Fuel Cell Buses from New Flyer – Marlena Kohler, Purchasing Manager](#)
12. [Consider Authorizing Staff to Conduct Public Outreach on Proposed Fare Structure Adjustments – Cynthia Torres Duque, Director of Planning and Marketing](#)

INFORMATIONAL ITEMS

13. [Receive & File 1st Quarter FY 23-24 Performance Report for Fixed-Route & ACCESS/Flexible Services– Austin Novstrup, Planning Manager & Margaret Schoep, Paratransit & Special Projects Manager](#)
14. [Receive Update on Short Range Transit Plan - Austin Novstrup, Planning Manager](#)
15. [Receive Update on SB 125 –Funding Requests- Vanesa Rauschenberger, General Manager](#)

Gold Coast Transit District
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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 **DECEMBER 6, 2023, at 10:00 AM at 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available online at www.GoldCoastTransit.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE CLERK OF THE BOARD AT (805) 483-3959, Ext. 160, OR E-MAIL adelgado@gctd.org OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCTD TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 6, 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 10:06 a.m. at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

Roll Call

Chair – Matt LaVere, County of Ventura
Vice Chair – Mike Johnson, City of Ventura
Director – Rachel Lang, City of Ojai - *Absent*
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
Marlena Kohler, Purchasing Manager & DBE Officer
Austin Novstrup, Planning Manager
Margaret Heath-Schoep, Paratransit & Special Projects Manager
Andrea Meza, Communications
Doug Overton, Operator
Angie Delgado, Clerk of the Board
Matt De La Rosa, IT Technician

Ceremonial Calendar

Chair La-Vere led the pledge of allegiance.

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

GOLD COAST TRANSIT DISTRICT

SEPTEMBER

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

Director MacDonald thanked the employees for their recognition and thanked them for their service.

General Public Comment

Doug Overton spoke during the public comments.

Board of Directors Reports

NONE

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](#)

Director McQueen-Lejohn moved to approve Consent Agenda Items 1 through 9. Director MacDonald seconded the motion.

The motion passed unanimously.

GENERAL MANAGER'S REPORT

10. General Manager's Report – Vanessa Rauschenberger, General Manager

Ms. Rauschenberger shared passenger commendations for excellent service by our Operator, Silvia Guerrero, for quick thinking and avoiding an accident on the road, keeping our passengers safe and on time. Tom Clelland and Alma Cruz both received commendations for superior customer service.

Safety Awards will be celebrated to recognize employees who have accomplished a year of safe driving and meeting goals over 30 days without preventable accidents.

Artwalk Ventura is a free self-guided tour of galleries, studios, and pop-up gallery locations in Ventura's Westside Cultural District and Downtown. GCTD is supporting ArtWalk by partnering with Token Transit to provide free rides on September 23rd and 24th. Attendees can also receive a two-day special Art Walk bus pass.

GCTD's Human Resources staff will host a Wellness Fair on September 26th, featuring vendors, information about GCTD Benefits, Flu Shots, Smoothies, and Benefit Guides for Open Enrollment, which starts on September 18th and ends on October 14th.

GCTD's staff from various departments are actively participating in various meetings to support its mission. Key meetings include VCTC's Commission Meeting and CTA Small Operators meeting. Their outreach focus is on Back to School nights, raising awareness of the Youth Ride Free Program.

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.

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](#)

Ms. Duque stated The Federal Transit Administration conducted a Triennial Review of the Gold Coast Transit District (GCTD) to assess compliance with statutory and administrative requirements during the COVID-19 pandemic. The review identified one repeat deficiency in the Technical Capacity area from the FY2019 review, which was addressed through corrective action responses. The review was conducted by experienced reviewers by GCTD staff and scheduled for a virtual site visit between June 8 and 14, 2023.

The review of GCTD's compliance with FTA requirements, including virtual site visits, interviews, and documentation, identified a deficiency in Technical Capacity – Award Management, leading to the update of third-quarter FFRs and a revised Financial Management Manual for future FFRs.

Ms. Duque stated that 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 complimentary 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.

The motion passed unanimously.

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](#)

Ms. Duque stated that GCTD's FY 24 budget uses CARES Act funds and revenue sources, but ridership is below pre-pandemic levels. A structural deficit is projected for FY 25. Staff is working to improve efficiency, reduce costs, identify innovative funding sources, and meet Strategic Plan goals. The report presents cost-saving measures and potential new funding sources.

GCTD prioritizes the protection of public investments through sound financial practices, reflected in its budget development process. A board-approved strategic plan emphasizes responsible resource stewardship, including identifying alternative funding sources and increasing non-fare funding to 10% of operating revenues by June 2026. This ambitious goal is crucial to secure financial stability and maintain quality community services.

RECOMMENDATION

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

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](#)

The report was filed and received.

14. [Receive and File Marketing & Community Outreach Update – Andrea Meza, Communications & Marketing Manager](#)

The report was filed and received.

15. [Operations & Maintenance Monthly Update – Jim Beck, Director of Operations & Maintenance](#)

The report was filed and received.

16. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

The report was filed and received.

CLOSED SESSION

NONE

There being no further business, Chair LaVere adjourned the Board of Directors meeting at 11:41 AM.

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

Vanessa Rauschenberger
Secretary of the Board of Directors

Chair Matt LaVere
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be **October 4, 2023, at 10:00 AM**. Copies of administrative reports relating to the Board agenda are available online at www.gctd.org or from the Clerk of the Board, Angelica Delgado, at Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #2

DATE November 1, 2023

TO GCTD Board of Directors

FROM Paloma Villa, Administrative Specialist AP *PV*
Marlena Kohler, Purchasing Manager & DBE Officer *MOK*

SUBJECT Consider the Approval of Expenditures for the Month of September 2023

Attached is a list of expenditures for the month of September 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 – September 2023

GENERAL MANAGER'S CONCURRENCE

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

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Vendor	Date	Amount	Type Of Goods
ACCOMTEMP A ROBERT HALF COMPANY	07-Sep-23	\$ 1,672.38	TEMPORARY HELP
AMERICAN MOVING PARTS	07-Sep-23	\$ 2,190.94	BRAKE SHOES
ARAMARK UNIFORM & CAREER APPAREL GROUP	07-Sep-23	\$ 189.30	UNIFORMS
ASBURY ENVIRONMENTAL SERVICES	07-Sep-23	\$ 70.00	HAZ MAT DISPOSAL SERVICES
ASSURANT EMPLOYEE BENEFITS	07-Sep-23	\$ 1,215.32	DENTAL PREMIUMS
BENEFIT COORDINATORS CORP.	07-Sep-23	\$ 10,800.20	DENTAL PREMIUMS
CITY OF OXNARD	07-Sep-23	\$ 4,627.14	UTILITIES/TRASH
CUMMINS PACIFIC LLC	07-Sep-23	\$ 27,175.80	PARTS
DANIELS TIRE SERVICE	07-Sep-23	\$ 524.59	TIRES/SERVICES
DYER SHEEHAN GROUP, INC.	07-Sep-23	\$ 3,086.25	301 REDEVELOPMENT CONSULTING
FLUID NETWORKS	07-Sep-23	\$ 55.80	SERVICES
FORTRESS ARMORED SERVICES COMPANY	07-Sep-23	\$ 1,853.48	ARMORED CAR SERVICES
FRONTIER COMMUNICATIONS	07-Sep-23	\$ 493.22	INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	07-Sep-23	\$ 294.62	PARTS
GRAINGER	07-Sep-23	\$ 276.06	MISC. PARTS/SUPPLIES
IRON MOUNTAIN, INC.	07-Sep-23	\$ 197.78	SHREDDING SERVICES
LOWE'S	07-Sep-23	\$ 1,204.82	SUPPLIES
MACVALLEY OIL COMPANY	07-Sep-23	\$ 84.75	FUEL
MV TRANSPORTATION, INC.	07-Sep-23	\$ 21,706.38	GCT ACCESS SERVICE
RED WING SHOE STORE	07-Sep-23	\$ 632.18	SAFETY SHOES
THE AFTERMARKET PARTS COMPANY, LLC	07-Sep-23	\$ 979.80	PARTS/BUSES
TST PRIVATE SECURITY	07-Sep-23	\$ 7,105.20	SECURITY SERVICES
WINEBRENNER PRODUCTIONS	07-Sep-23	\$ 1,600.00	PHOTOGRAPHER
ALONZO H. HOUSTON	11-Sep-23	\$ 1,692.35	EMPLOYEE REIMBURSEMENT
BENEFIT COORDINATORS COMPANY	11-Sep-23	\$ 10,046.31	LONG TERM DISABILITY PREMIUMS
CAL PERS	11-Sep-23	\$ 191,294.71	PENSION CONTRIBUTIONS
CALPERS FISCAL SERVICES DIV.	11-Sep-23	\$ 124,972.00	UNFDED ACCRD LIAB CLASSIC
EMPOWER RETIREMENT	11-Sep-23	\$ 1,377.08	DEFERRED COMPENSATION CONT.
MISSIONSQUARE RETIREMENT	11-Sep-23	\$ 3,954.51	DEFERRED COMPENSATION CONT.
SERVICE EMPLOYEES INT'L UNION LOCAL #721	11-Sep-23	\$ 4,970.61	P/R DEDUCTION
USCM/WEST	11-Sep-23	\$ 8,361.00	P/R DEDUCTION
AFFORDABLE AUTO GLASS	14-Sep-23	\$ 450.00	AUTO GLASS REPAIR
AIRGAS USA, LLC	14-Sep-23	\$ 116.31	MAINTENANCE SUPPLIES
AMERICAN MOVING PARTS	14-Sep-23	\$ 150.18	BRAKE SHOES
BARBER RANEN LLP	14-Sep-23	\$ 6,630.00	LEGAL SERVICES
BEST BEST & KRIEGER LLP	14-Sep-23	\$ 34,693.46	GENERAL COUNSEL SERVICE
CALIFORNIA HOSE, INC	14-Sep-23	\$ 1,110.12	PARTS
CALTIP	14-Sep-23	\$ 4,493.61	LIABILITY INSURANCE
CANON FINANCIAL SERVICES INC	14-Sep-23	\$ 775.56	PRINTING SERVICES
CITY OF OXNARD	14-Sep-23	\$ 1,933.80	MONTHLY RENT OTC
CUMMINS PACIFIC LLC	14-Sep-23	\$ 3,213.05	PARTS
DANIELS TIRE SERVICE	14-Sep-23	\$ 1,172.22	TIRES/SERVICES
DAVMAR	14-Sep-23	\$ 194.47	CNG COMPRESSOR
ENERGY LINK INDUSTRIAL SERVICES INC	14-Sep-23	\$ 11,701.13	REPAIRS
FIRST CALL AUTO PARTS	14-Sep-23	\$ 37.67	PARTS
FLOYD SKEREN MANUKIAN LANGEVIN LLP	14-Sep-23	\$ 2,708.00	LEGAL SERVICES
FROG ENVIRONMENTAL, INC.	14-Sep-23	\$ 472.00	ENVIRONMENTAL ASSESSMENT
FRONTIER COMMUNICATIONS	14-Sep-23	\$ 591.44	INTERNET PRVDER - PTSIT CNTOR
GENFARE LLC	14-Sep-23	\$ 306.26	PARTS
GILLIG LLC	14-Sep-23	\$ 9,478.35	PARTS
GovInvest Inc	14-Sep-23	\$ 2,000.00	STANDARD PENSION & OPEB MODULE
GRAINGER	14-Sep-23	\$ 860.04	MISC. PARTS/SUPPLIES
GREG'S PETROLEUM SERVICE, INC	14-Sep-23	\$ 7,648.00	OIL SUPPLIER
INFINITY CNG SERVICES, INC.	14-Sep-23	\$ 1,175.00	CNG STATION REPAIR SERVICES
INTERSTATE BATTERIES	14-Sep-23	\$ 558.45	BATTERIES
LORI'S MOBILE NOTARY	14-Sep-23	\$ 436.00	NOTARY SERVICES
LOS ANGELES TRUCK CENTERS, LLC	14-Sep-23	\$ 2,681.55	PARTS/SERVICE

LYNETTE COVERLY	14-Sep-23	\$	2,970.00	PROFESSIONAL SERVICES
MACVALLEY OIL COMPANY	14-Sep-23	\$	676.88	FUEL
MOBILE CREATE USA, INC.	14-Sep-23	\$	1,354.70	2 WAY RADIO EQUIPMENT/SERVICE
MOTION INDUSTRIES, INC.	14-Sep-23	\$	1,236.92	SUPPLIES
MUNCIE RECLAMATION AND SUPPLY COMPANY	14-Sep-23	\$	71.06	PARTS
MV TRANSPORTATION, INC.	14-Sep-23	\$	295,778.83	GCT ACCESS SERVICE
N/S CORPORATION	14-Sep-23	\$	1,947.56	BUS WASH
NATURAL GREEN LANDSCAPE INC.	14-Sep-23	\$	4,480.00	LANDSCAPING SERVICES
RAYNE WATER CONDITIONING	14-Sep-23	\$	193.80	WATER COOLER BREAK ROOM
ROMAINE ELECTRIC CORPORATION	14-Sep-23	\$	2,930.69	BUS PARTS
TEAMSTERS LOCAL 186	14-Sep-23	\$	1,283.00	PAYROLL DEDUCTION
TELCOM COMMUNICATION	14-Sep-23	\$	479.13	RADIO REPAIRS
THE AFTERMARKET PARTS COMPANY, LLC	14-Sep-23	\$	6,854.31	PARTS/BUSES
THE GAS COMPANY	14-Sep-23	\$	34,718.23	NATURAL GAS
THOMAS LINCOLN	14-Sep-23	\$	610.61	TRAINING
TK SERVICES, INC.	14-Sep-23	\$	1,898.05	REPAIR PARTS
TST PRIVATE SECURITY	14-Sep-23	\$	267.12	SECURITY SERVICES
URBAN TRANSPORTATION	14-Sep-23	\$	1,739.26	AUTO PASSENGER COUNT SYST
VENTURA COUNTY AUTO SUPPLY	14-Sep-23	\$	173.25	PARTS
VENTURA FEED & PET SUPPLIES, INC.	14-Sep-23	\$	977.33	SAFETY SHOES
WEX HEALTH, INC.	14-Sep-23	\$	279.75	FSA ADMINISTRATION FEE
BENEFIT COORDINATORS COMPANY	15-Sep-23	\$	10,337.38	LONG TERM DISABILITY PREMIUMS
AFFORDABLE AUTO GLASS	21-Sep-23	\$	472.44	AUTO GLASS REPAIR
AFFORDABLE TABLES AND CHAIRS	21-Sep-23	\$	658.75	RENTAL FEES
ALL-PHASE ELECTRIC	21-Sep-23	\$	1,191.66	SUPPLIES
AMERICAN MADE CLEAN INC	21-Sep-23	\$	495.00	SERVICES
CUMMINS PACIFIC LLC	21-Sep-23	\$	1,742.48	PARTS
DCH (OXNARD) INC	21-Sep-23	\$	223.67	REPAIRS/SUPPLIES
FEDERAL EXPRESS CORP.	21-Sep-23	\$	66.96	MAIL SERVICES
GILLIG LLC	21-Sep-23	\$	373.68	PARTS
GRAINGER	21-Sep-23	\$	79.67	MISC. PARTS/SUPPLIES
J N DESIGNS	21-Sep-23	\$	81.94	PRINTING/GRAPHICS SERV
LOS ANGELES TRUCK CENTERS, LLC	21-Sep-23	\$	2,807.33	PARTS/SERVICE
LYNETTE COVERLY	21-Sep-23	\$	600.00	PROFESSIONAL SERVICES
MOHAWK MFG & SUPPLY CO	21-Sep-23	\$	377.39	SUPPLIES/PARTS
MUNCIE RECLAMATION AND SUPPLY COMPANY	21-Sep-23	\$	545.58	PARTS
PLATINUM TOW AND TRANSPORT INC.	21-Sep-23	\$	612.50	TOWING SERVICES
RAYNE WATER CONDITIONING	21-Sep-23	\$	36.00	WATER COOLER BREAK ROOM
ROMAINE ELECTRIC CORPORATION	21-Sep-23	\$	2,320.70	BUS PARTS
SITEONE LANDSCAPE SUPPLY, LLC	21-Sep-23	\$	45.09	MAINTENANCE SUPPLIES
SOUTHERN COUNTIES FUELS	21-Sep-23	\$	4,515.74	OIL/LUBE PRODUCTS
SUPERIOR PRINTING & GRAPHICS, INC	21-Sep-23	\$	441.92	PRINTING SERVICES
SUPERIOR SANITARY SUPPLIES	21-Sep-23	\$	895.96	SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	21-Sep-23	\$	1,528.28	PARTS/BUSES
VENTURA COUNTY AUTO SUPPLY	21-Sep-23	\$	314.42	PARTS
VERIZON	21-Sep-23	\$	1,650.18	PHONE SRVC - CSC
VOYAGER	21-Sep-23	\$	422.61	CNG FUEL FOR ACCESS
ZARAGOSA, GEORGE GONZALES JR	21-Sep-23	\$	3,143.32	BENEFICIARY PAYMENT
CAL PERS	22-Sep-23	\$	93,679.66	PENSION CONTRIBUTIONS
EMPOWER RETIREMENT	22-Sep-23	\$	1,377.08	DEFERRED COMPENSATION CONT.
MISSIONSQUARE RETIREMENT	22-Sep-23	\$	3,542.51	DEFERRED COMPENSATION CONT.
SERVICE EMPLOYEES INT'L UNION LOCAL #721	22-Sep-23	\$	4,902.26	P/R DEDUCTION
USCM/WEST	22-Sep-23	\$	8,236.00	P/R DEDUCTION
AMERICAN MADE CLEAN INC	28-Sep-23	\$	495.00	SERVICES
AMERICAN MOVING PARTS	28-Sep-23	\$	647.05	BRAKE SHOES
ARAMARK UNIFORM & CAREER APPAREL GROUP	28-Sep-23	\$	378.83	UNIFORMS
ASBURY ENVIRONMENTAL SERVICES	28-Sep-23	\$	5.00	HAZ MAT DISPOSAL SERVICES
BECNEL UNIFORMS	28-Sep-23	\$	767.76	UNIFORMS

CALIFORNIA HOSE, INC	28-Sep-23	\$	250.73	PARTS
CLEAN ENERGY	28-Sep-23	\$	91,867.70	REPAIRS
COUNTY OF VENTURA - IT SVCS. DEPT.	28-Sep-23	\$	634.60	REPEATER SITE RENTAL
CUMMINS PACIFIC LLC	28-Sep-23	\$	10,928.88	PARTS
DANIELS TIRE SERVICE	28-Sep-23	\$	599.56	TIRES/SERVICES
DOCUPRODUCTS CORPORATION	28-Sep-23	\$	187.76	TONER
FIRST CALL AUTO PARTS	28-Sep-23	\$	52.95	PARTS
FLOYD SKEREN MANUKIAN LANGEVIN LLP	28-Sep-23	\$	108.00	LEGAL SERVICES
FRONTIER COMMUNICATIONS	28-Sep-23	\$	555.17	INTERNET PRVDER - PTSIT CNTOR
GENFARE LLC	28-Sep-23	\$	1,756.51	PARTS
GIBBS INTERNATL TRUCKS	28-Sep-23	\$	951.47	REPAIR PARTS/SERVICE
GILLIG LLC	28-Sep-23	\$	9,832.84	PARTS
GRAINGER	28-Sep-23	\$	171.19	MISC. PARTS/SUPPLIES
KIMBALL MIDWEST	28-Sep-23	\$	1,124.27	PARTS
LAWSON PRODUCTS	28-Sep-23	\$	140.87	MAINTENANCE SUPPLIES
LIGHTGABLER	28-Sep-23	\$	4,905.00	LEGAL SERVICES
MOHAWK MFG & SUPPLY CO	28-Sep-23	\$	991.17	SUPPLIES/PARTS
MUNCIE RECLAMATION AND SUPPLY COMPANY	28-Sep-23	\$	99.78	PARTS
OpenGov Inc	28-Sep-23	\$	12,220.00	PROCUREMENT SOFTWARE
OPW FUELING COMPONENTS	28-Sep-23	\$	5,995.58	CNG PARTS
PITNEY BOWES INC	28-Sep-23	\$	114.71	POSTAGE MACH
RED WING SHOE STORE	28-Sep-23	\$	644.24	SAFETY SHOES
RINCON CONSULTANTS INC.	28-Sep-23	\$	2,458.25	NTVE AMCAN CONST MONTRNG SRVCS
RINGLEADER, INC	28-Sep-23	\$	732.26	TELEPHONE/LONG DISTANCE SRVC
ROMAINE ELECTRIC CORPORATION	28-Sep-23	\$	137.31	BUS PARTS
SAFETY VISION	28-Sep-23	\$	1,390.91	BUS SECURITY CAMERA
STAPLES ADVANTAGE	28-Sep-23	\$	20.53	OFFICE SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	28-Sep-23	\$	4,839.95	PARTS/BUSES
THE GAS COMPANY	28-Sep-23	\$	637.58	NATURAL GAS
U.S. BANK	28-Sep-23	\$	1,321.70	CALCARD PAYMENT
VENTURA COUNTY AUTO SUPPLY	28-Sep-23	\$	252.44	PARTS
TOTAL			\$ 1,197,147.44	



Item #3

DATE November 1, 2023
TO GCTD Board of Directors
FROM Paloma Villa, Administrative Specialist AP *PV*
Marlena Kohler, Purchasing Manager & DBE Officer *MMK*
SUBJECT Consider the Approval of Expenditures for the Month of October 2023

Attached is a list of expenditures for the month of October 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 – October 2023

GENERAL MANAGER'S CONCURRENCE

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

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Vendor	Date	Amount	Type Of Goods
AGRITEC INTERNATIONAL LTD.	05-Oct-23	\$ 7.45	HAZ MAT DISPOSAL SERVICES
AIRGAS USA, LLC	05-Oct-23	\$ 113.34	MAINTENANCE SUPPLIES
ARAMARK UNIFORM & CAREER APPAREL GROUP	05-Oct-23	\$ 191.90	UNIFORMS
ASSURANT EMPLOYEE BENEFITS	05-Oct-23	\$ 1,255.50	DENTAL PREMIUMS
CENTER FOR TRANSPORTATION AND THE ENVIRO	05-Oct-23	\$ 9,000.00	MEMBERSHIP DUES
CITY OF OXNARD	05-Oct-23	\$ 4,351.21	UTILITIES/TRASH
COASTAL OCCUPATIONAL MEDICAL GROUP	05-Oct-23	\$ 2,950.00	PHYSICALS/DRUG SCREENS
COUNTY OF VENTURA - IT SVCS. DEPT.	05-Oct-23	\$ 337.39	REPEATER SITE RENTAL
CUMMINS PACIFIC LLC	05-Oct-23	\$ 5,627.14	PARTS
DANIELS TIRE SERVICE	05-Oct-23	\$ 60.11	TIRES/SERVICES
DYER SHEEHAN GROUP, INC.	05-Oct-23	\$ 1,727.50	301 REDEVELOPMENT CONSULTING
EDISON CO.	05-Oct-23	\$ 39,682.88	ELECTRICAL POWER
FLUID NETWORKS	05-Oct-23	\$ 55.80	SERVICES
FORTRESS ARMORED SERVICES COMPANY	05-Oct-23	\$ 1,334.08	ARMORED CAR SERVICES
IRON MOUNTAIN, INC.	05-Oct-23	\$ 202.74	SHREDING SERVICES
JULIETA FLORES	05-Oct-23	\$ 275.14	
MACVALLEY OIL COMPANY	05-Oct-23	\$ 669.88	FUEL
MOBILE CREATE USA, INC.	05-Oct-23	\$ 677.35	2 WAY RADIO EQUIPMENT/SERVICE
NIGRO & NIGRO PC	05-Oct-23	\$ 15,000.00	AUDITOR
PLATINUM TOW AND TRANSPORT INC.	05-Oct-23	\$ 350.00	TOWING SERVICES
PRODUCTIVE SOLUTIONS	05-Oct-23	\$ 1,726.22	POINT OF SALE MACHINE SUPPLIES
RAYNE WATER CONDITIONING	05-Oct-23	\$ 193.80	WATER COOLER BREAK ROOM
STAPLES ADVANTAGE	05-Oct-23	\$ 325.98	OFFICE SUPPLIES
SUPERIOR SANITARY SUPPLIES	05-Oct-23	\$ 477.77	SUPPLIES
THE LeFLORE GROUP LLC	05-Oct-23	\$ 4,718.10	NEW FACILITY CONSULTANT
VENTURA COUNTY TRANSPORTATION COMMISSION	05-Oct-23	\$ 1,250.00	SMARTCARD SLS
AMERICAN MOVING PARTS	12-Oct-23	\$ 148.56	BRAKE SHOES
ARAMARK UNIFORM & CAREER APPAREL GROUP	12-Oct-23	\$ 188.39	UNIFORMS
CALTIP	12-Oct-23	\$ 290,584.34	LIABILITY INSURANCE
CUMMINS PACIFIC LLC	12-Oct-23	\$ 3,475.33	PARTS
DAVID R. LIDREN	12-Oct-23	\$ 1,115.00	EMPLOYEE EVENTS
FEDERAL EXPRESS CORP.	12-Oct-23	\$ 11.78	MAIL SERVICES
FIRST CALL AUTO PARTS	12-Oct-23	\$ 451.78	PARTS
FLOYD SKEREN MANUKIAN LANGEVIN LLP	12-Oct-23	\$ 96.00	LEGAL SERVICES
GILLIG LLC	12-Oct-23	\$ 8,769.20	PARTS
J N DESIGNS	12-Oct-23	\$ 600.88	PRINTING/GRAPHICS SERV
KIMBALL MIDWEST	12-Oct-23	\$ 1,193.15	PARTS
LIGHTGABLER	12-Oct-23	\$ 2,587.50	LEGAL SERVICES
LOS ANGELES TRUCK CENTERS, LLC	12-Oct-23	\$ 851.05	PARTS/SERVICE
MACVALLEY OIL COMPANY	12-Oct-23	\$ 767.59	FUEL
MOHAWK MFG & SUPPLY CO	12-Oct-23	\$ 68.82	SUPPLIES/PARTS
MUNCIE RECLAMATION AND SUPPLY COMPANY	12-Oct-23	\$ 1,274.84	PARTS
MV TRANSPORTATION, INC.	12-Oct-23	\$ 448,087.39	GCT ACCESS SERVICE
PLATINUM TOW AND TRANSPORT INC.	12-Oct-23	\$ 150.00	TOWING SERVICES
RED WING SHOE STORE	12-Oct-23	\$ 507.27	SAFETY SHOES
REMIX TECHNOLOGIES LLC	12-Oct-23	\$ 9,500.00	SOFTWARE LICENSE
TEAMSTERS LOCAL 186	12-Oct-23	\$ 1,419.00	PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	12-Oct-23	\$ 2,666.75	PARTS/BUSES
TYLER TEJEDA	12-Oct-23	\$ 234.99	EMPLOYEE REIMBURSEMENT
UNITED WAY OF VENTURA CO.	12-Oct-23	\$ 72.00	P/R DEDUCTION
VALLEY POWER SYSTEMS, INC.	12-Oct-23	\$ 38.85	REPAIR PARTS/SERVICE
VENTURA COUNTY AUTO SUPPLY	12-Oct-23	\$ 247.85	PARTS
BENEFIT COORDINATORS CORP.	19-Oct-23	\$ 10,117.40	DENTAL PREMIUMS
CANON FINANCIAL SERVICES INC	19-Oct-23	\$ 821.68	PRINTING SERVICES
CITI CARDS	19-Oct-23	\$ 2,161.33	OFFICE SUPPLIES
CUMMINS PACIFIC LLC	19-Oct-23	\$ 3,732.86	PARTS
DCH (OXNARD) INC	19-Oct-23	\$ 70.16	REPAIRS/SUPPLIES
FRONTIER COMMUNICATIONS	19-Oct-23	\$ 1,658.09	INTERNET PRVDER - PTSIT CNTOR

GENFARE LLC	19-Oct-23	\$	427.41	PARTS
GILLIG LLC	19-Oct-23	\$	29.87	PARTS
GovInvest Inc	19-Oct-23	\$	1,000.00	STANDARD PENSION & OPEB MODULE
LOS ANGELES TRUCK CENTERS, LLC	19-Oct-23	\$	1,780.04	PARTS/SERVICE
LYNETTE COVERLY	19-Oct-23	\$	2,610.00	PROFESSIONAL SERVICES
MUELLER, DEBORAH	19-Oct-23	\$	36.00	REFUND GO ACCESS e-balance
MUNCIE RECLAMATION AND SUPPLY COMPANY	19-Oct-23	\$	1,674.79	PARTS
PLEXUS GLOBAL	19-Oct-23	\$	26.75	BACKGROUND & DRUG SCREENING
PUBLIC RISK INNOVATION SOLUTIONS & MANAG	19-Oct-23	\$	324,847.40	WORKER'S COMP/EAP PROVIDER
RAYNE WATER CONDITIONING	19-Oct-23	\$	36.50	WATER COOLER BREAK ROOM
ROMAINE ELECTRIC CORPORATION	19-Oct-23	\$	800.76	BUS PARTS
SUPERIOR PRINTING & GRAPHICS, INC	19-Oct-23	\$	367.08	PRINTING SERVICES
THE AFTERMARKET PARTS COMPANY, LLC	19-Oct-23	\$	522.90	PARTS/BUSES
TST PRIVATE SECURITY	19-Oct-23	\$	7,471.92	SECURITY SERVICES
VALLEY POWER SYSTEMS, INC.	19-Oct-23	\$	1,075.90	REPAIR PARTS/SERVICE
VENTURA COUNTY AUTO SUPPLY	19-Oct-23	\$	118.54	PARTS
VERIZON	19-Oct-23	\$	1,650.57	PHONE SRVC - CSC
WEX HEALTH, INC.	19-Oct-23	\$	273.75	FSA ADMINISTRATION FEE
ARAMARK UNIFORM & CAREER APPAREL GROUP	26-Oct-23	\$	188.05	UNIFORMS
BEST BEST & KRIEGER LLP	26-Oct-23	\$	10,795.50	GENERAL COUNSEL SERVICE
CALIFORNIA DEPT. OF TAX AND FEE ADMIN.	26-Oct-23	\$	63.06	CONSUMER USE TAX
CALIFORNIA HOSE, INC	26-Oct-23	\$	195.47	PARTS
CENTER FOR TRANSPORTATION AND THE ENVIRO	26-Oct-23	\$	3,500.00	MEMBERSHIP DUES
COAST TO COAST COMPUTER PRODUCTS	26-Oct-23	\$	614.00	OFFICE SUPPLIES
CREATIVE BUS SALES	26-Oct-23	\$	158,095.22	PARATRANSIT BUS/VANS
CUMMINS PACIFIC LLC	26-Oct-23	\$	29,590.58	PARTS
EDM TECHNOLOGY, INC.	26-Oct-23	\$	3,955.77	TRANSFER TICKETS
FERGUSON ENTERPRISES, INC	26-Oct-23	\$	570.86	SUPPLIES
FLOYD SKEREN MANUKIAN LANGEVIN LLP	26-Oct-23	\$	524.87	LEGAL SERVICES
GILLIG LLC	26-Oct-23	\$	646.76	PARTS
GREG'S PETROLEUM SERVICE, INC	26-Oct-23	\$	14,472.46	OIL SUPPLIER
INTERSTATE BATTERIES	26-Oct-23	\$	1,451.10	BATTERIES
J N DESIGNS	26-Oct-23	\$	600.88	PRINTING/GRAPHICS SERV
J-W POWER COMPANY	26-Oct-23	\$	7,270.10	MAINTENANCE SUPPLIES
LIFT-U-INC.	26-Oct-23	\$	301.16	WHEEL CHAIR PARTS
LIGHTGABLER	26-Oct-23	\$	6,030.00	LEGAL SERVICES
LORI'S MOBILE NOTARY	26-Oct-23	\$	535.00	NOTARY SERVICES
LOS ANGELES TRUCK CENTERS, LLC	26-Oct-23	\$	3,871.19	PARTS/SERVICE
LOWE'S	26-Oct-23	\$	468.65	SUPPLIES
MACVALLEY OIL COMPANY	26-Oct-23	\$	1,040.35	FUEL
MATTHEW DE LA ROSA	26-Oct-23	\$	325.15	TUITION AND BOOK REIMBURSEMENT
MUNCIE RECLAMATION AND SUPPLY COMPANY	26-Oct-23	\$	32.93	PARTS
MUSEUM OF VENTURA COUNTY	26-Oct-23	\$	2,500.00	SPONSORSHIP
OK RADIATOR SHOP INC.	26-Oct-23	\$	240.66	RADIATOR REPAIRS
PARKHOUSE TIRE, INC.	26-Oct-23	\$	6,800.84	TIRES
PITNEY BOWES INC	26-Oct-23	\$	121.59	POSTAGE MACH
PLANETERIA MEDIA LLC	26-Oct-23	\$	3,300.00	WEBSITE SUPPORT SERVICES
RAMON PADILLA	26-Oct-23	\$	135.00	EMPLOYEE REIMBURSEMENT
RINGLEADER, INC	26-Oct-23	\$	366.15	TELEPHONE/LONG DISTANCE SRVC
STAPLES ADVANTAGE	26-Oct-23	\$	1,160.52	OFFICE SUPPLIES
SUPERIOR SANITARY SUPPLIES	26-Oct-23	\$	1,868.42	SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	26-Oct-23	\$	7,574.10	PARTS/BUSES
THE GAS COMPANY	26-Oct-23	\$	32,272.75	NATURAL GAS
UNITED TRANSMISSION EXCHANGE	26-Oct-23	\$	5,107.44	TRANSMISSION REBUILDER
VALLEY POWER SYSTEMS, INC.	26-Oct-23	\$	154.30	REPAIR PARTS/SERVICE
VENTURA COUNTY AUTO SUPPLY	26-Oct-23	\$	56.24	PARTS
VENTURA COUNTY TRANSPORTATION COMMISSION	26-Oct-23	\$	1,210.00	SMARTCARD SLS
VOYAGER	26-Oct-23	\$	598.28	CNG FUEL FOR ACCESS

TOTAL \$ 1,539,586.69



Item #4

DATE November 1, 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 August 31, 2023**

Attached is the copy of GCTD's August Financial Activities Summary report for the Board's approval.

Attachment

GENERAL MANAGER'S CONCURRENCE

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

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

GOLD COAST TRANSIT DISTRICT
Financial activities summary (Actual v.s. Budget)
August 2023

	<u>August 2023</u> <u>Actual</u>	<u>August 2023</u> <u>Budget</u>	<u>Variance</u> <u>Over</u> <u>(Under) Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of</u> <u>Annual</u> <u>Budget</u>
Revenues:						
Passenger Fares	\$ 311,411.02	\$ 236,492.09	32%	\$ 391,455.58	\$ 2,837,905.00	13.79%
Non- Operating Revenues	26,587.82	48,000.84	-45%	49,096.69	576,010.00	8.52%
State Assistance	-	193,500.00	-100%	-	2,322,000.00	0.00%
Local Assistance	1,781,864.00	1,781,864.25	0%	3,563,728.25	21,382,371.00	16.67%
Federal Assistance	-	837,762.01	-100%	-	10,053,144.00	0.00%
Total Revenues	\$ 2,119,862.84	\$ 3,097,619.19	-32%	\$ 4,004,280.52	\$ 37,171,430.00	10.77%
*State & Federal Operating Assistancess for August eligible expenses have yet to be drawn down.						
Expenses:						
Salary/Wage	\$ 900,228.60	\$ 1,028,939.83	-13%	\$ 1,574,939.73	\$ 12,347,278.00	12.76%
Fringe Benefits	611,426.59	766,471.88	-20%	1,606,217.00	\$ 9,197,663.00	17.46%
Services	449,367.34	493,960.49	-9%	895,436.83	\$ 5,927,526.00	15.11%
Materials and Supplies	150,250.02	304,793.06	-51%	354,027.71	\$ 3,657,517.00	9.68%
Utilities	44,154.72	27,560.75	60%	78,348.75	\$ 330,729.00	23.69%
Casualty and Liability	10,022.31	132,650.33	-92%	431,722.75	\$ 1,591,804.00	27.12%
Miscellaneous	19,192.98	59,916.85	-68%	80,503.01	\$ 719,001.00	11.20%
Debt Service	-	115,401.00	-100%	-	\$ 1,384,812.00	0.00%
Members Contribution	167,925.00	167,925.00	0%	335,850.00	\$ 2,015,100.00	16.67%
Total Expenses	\$ 2,352,567.56	\$ 3,097,619.19	-24%	\$ 5,357,045.78	\$ 37,171,430.00	14.41%
 Surplus or (Deficit)	 \$ (232,704.72)					



Item #5

DATE November 1, 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 September 30, 2023**

Attached is the copy of GCTD's September Financial Activities Summary report for the Board's approval.

Attachment

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink that reads 'Vanessa Rauschenberger'. The signature is fluid and cursive.

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

GOLD COAST TRANSIT DISTRICT
Financial activities summary (Actual v.s. Budget)
September 2023

	<u>September 2023</u> <u>Actual</u>	<u>September 2023</u> <u>Budget</u>	<u>Variance</u> <u>Over</u> <u>(Under) Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of</u> <u>Annual</u> <u>Budget</u>
Revenues:						
Passenger Fares	\$ 377,053.71	\$ 236,492.09	59%	\$ 816,206.01	\$ 2,837,905.00	28.76%
Non- Operating Revenues	22,241.00	48,000.84	-54%	23,700.97	576,010.00	4.11%
State Assistance	-	193,500.00	-100%	-	2,322,000.00	0.00%
Local Assistance	1,781,864.00	1,781,864.25	0%	4,841,817.00	21,382,371.00	22.64%
Federal Assistance	-	837,762.01	-100%	-	10,053,144.00	0.00%
Total Revenues	\$ 2,181,158.71	\$ 3,097,619.19	-30%	\$ 5,681,723.98	\$ 37,171,430.00	15.29%
*State & Federal Operating Assistancess for September eligible expenses have yet to be drawn down.						
Expenses:						
Salary/Wage	\$ 907,908.39	\$ 1,028,939.83	-12%	\$ 2,482,848.12	\$ 12,347,278.00	20.11%
Fringe Benefits	617,929.49	766,471.88	-19%	940,248.62	\$ 9,197,663.00	10.22%
Services	501,914.23	493,960.49	2%	1,397,351.06	\$ 5,927,526.00	23.57%
Materials and Supplies	216,283.72	304,793.06	-29%	588,497.23	\$ 3,657,517.00	16.09%
Utilities	44,671.67	27,560.75	62%	123,020.42	\$ 330,729.00	37.20%
Casualty and Liability	10,320.64	132,650.33	-92%	442,043.39	\$ 1,591,804.00	27.77%
Miscellaneous	(6,989.05)	59,916.85	-112%	80,503.01	\$ 719,001.00	11.20%
Debt Service	-	115,401.00	-100%	-	\$ 1,384,812.00	0.00%
Members Contribution	167,925.00	167,925.00	0%	335,850.00	\$ 2,015,100.00	16.67%
Total Expenses	\$ 2,459,964.09	\$ 3,097,619.19	-21%	\$ 6,390,361.85	\$ 37,171,430.00	17.19%
** Non- capital IT expenses adjustment						
Surplus or (Deficit)	\$ (278,805.38)					



Item #6

DATE November 1, 2023

TO GCTD Board of Directors

FROM Christine Feng, CFO/Assistant General Manager
Alex Zaretsky, Director of Human Resources

SUBJECT Consider Approval of New Updated Job Descriptions / Finance Department

SUMMARY

Job descriptions across GCTD periodically require updating to reflect current roles, responsibilities and to ensure appropriate back-up and cross-training is in place. Over the last several months, GCTD staff have been working to conduct a review of all job descriptions for Administrative non-represented staff. Job descriptions updates have been made with input from employees and as well as senior management, with the assistance of GCTD's consultant *UncomplicateHR*. The updated descriptions will be brought forward for the Board to review as they are ready to be implemented by each Department.

For this item, it is recommended that the Board to Consider Approval of updated job descriptions for several Finance Department positions listed below and attached to this report. All positions are included in the current budget for FY 2024 and will not result in changes to agency headcount.

BACKGROUND

Following an analysis of staff's job duties in the Finance Department, it was determined to update several position duties for right-sizing of the Department and better utilization of staff skills and to ensure responsibilities are in alignment with GCTD's Strategic Goals. For each position change, senior management met with each staff member and discussed the rationale for the changes, including the job duties and title changes.

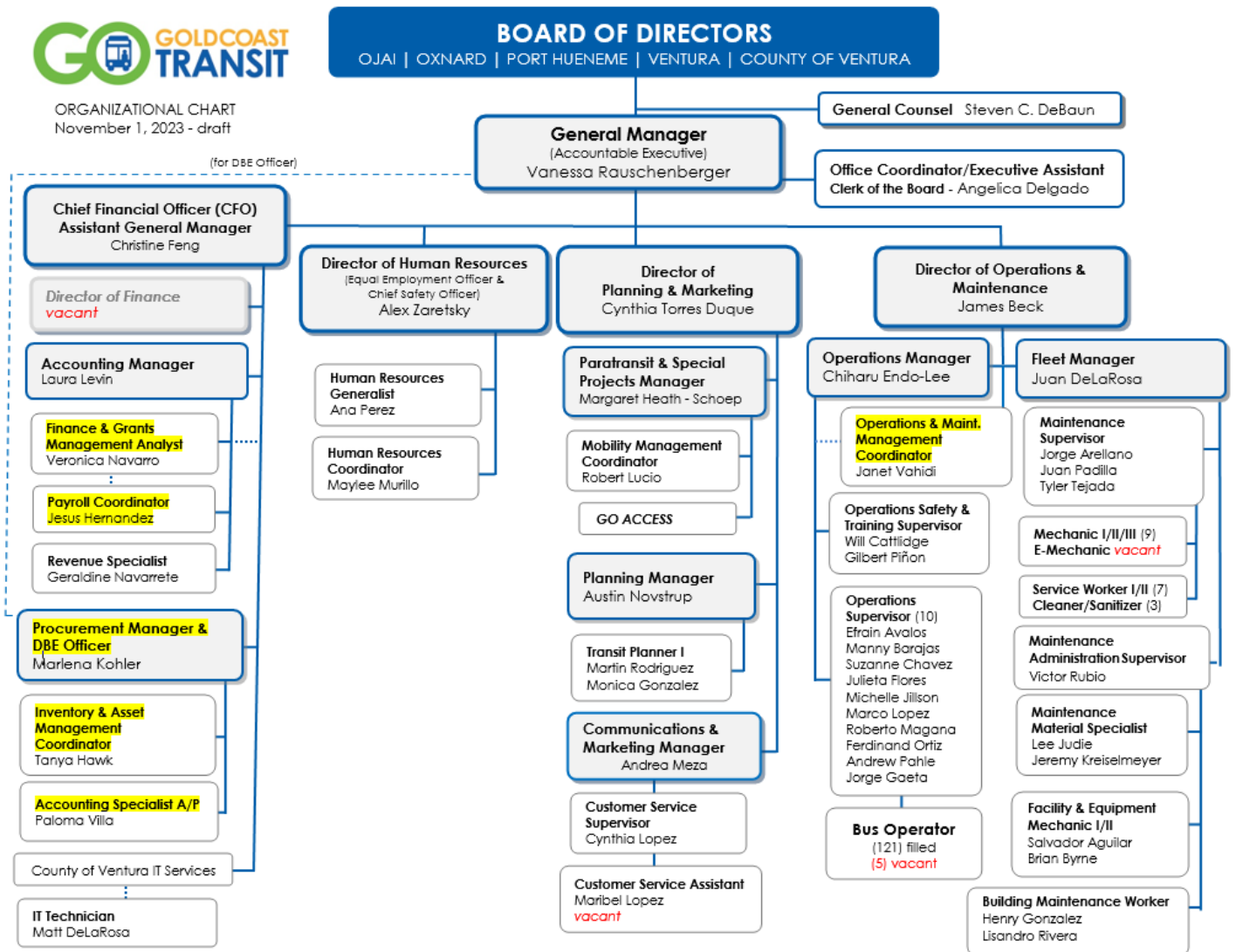
As part of these updates, one position will be reassigned from the Finance Department to the Operations Department, reducing the Finance Department headcount and increasing the Operations Department headcount. There is currently one vacancy in the Department (Director of Finance) which will temporarily be left vacant. All positions will be filled by the current incumbent employees in the original positions.

Original Position Description →	Updated Position Description
Administrative Specialist	Accounting Specialist (Accounts Payable)
Accounting Analyst	Finance & Grants Analyst
Payroll Specialist	Payroll Coordinator
Payroll Specialist	Operations & Maintenance Management Coordinator
Purchasing Manager	Procurement Manager & DBE Officer
Buyer	Inventory & Asset Management Coordinator

At this time, the salary ranges for each updated position will remain the same as the position being updated; however, GCTD is currently in the process of completing a comprehensive salary survey. The updated job descriptions will enable the salary survey to use more accurate information for market comparison purposes. The results of the salary survey and associated recommendations will be presented for the Board's consideration at a future meeting.

GOLD COAST TRANSIT DISTRICT

The new organizational chart showing the new position descriptions and reporting structure are shown below.



RECOMMENDATION

It is recommended that the Board to Consider Approval of updated job descriptions for several Finance Department positions listed above and attached to this report.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger

Vanessa Rauschenberger
General Manager

JOB DESCRIPTION

Job Title: Inventory and Asset Management Coordinator	
Department: Finance	Reports To: Procurement Manager
FLSA: Exempt	Represented: Non Represented
Salary Grade: TBD	Revised: [Publish Date]

JOB SUMMARY

This position will perform a variety activities to secure micro to large purchases and expedite a variety of materials, supplies, equipment, services, and other items for use by all departments in accordance with established policies and regulations. This role will collaborate with organization leadership to follow established processes for procurement, as well as coordinate annual and monthly inventory control of assets, maintenance equipment, parts, fuel, office supplies and office equipment. This position serves as back up of Accounts Receivable function.

SUPERVISORY RESPONSIBILITIES

None.

ESSENTIAL FUNCTIONS

- Prepare and issue informal and formal procurement documents (IFB/RFP/RFQ) ranging from micro, small, large, and Board approved limits.
- Analyze bids and proposals to recommend contract awards/purchases and prepare information for review by GCTD Leadership including the Board of Directors.
- Perform a variety of technical accounting and purchasing duties in the procurement of equipment, services, vehicle parts, supplies or material.
- Receive and analyze requisitions from various departments for the purchase of materials, vehicle parts and services.
- Collaborate with department managers to review and assist in the preparation of procurement technical specifications and scope of work to meet department needs.
- Actively works to increase awareness of Business Opportunities for Working with GCTD by expanding organization visibility.
- Determine methods of procurement in conformance with GCTD, State and Federal regulations.
- Prepare and place orders for materials/supplies/equipment and warranty equipment.
- Receive invoices and release payments against purchase orders and contracts.
- Manage surplus property through coordinating Public Surplus auctions, maintenance, or appropriate disposal.
- Research availability, current prices, discounts, delivery time and/or alternative supplies of equipment or repairs.

- Utilize product knowledge and research to negotiate contract pricing as needed to ensure GCTD receives competitive pricing and services.
- Maintain current purchasing files, vendor records, reports, and other source documents.
- Support the achievement of the Agency's Disadvantage Business Enterprise (DBE) triennial goal by monitoring the Bidders Form report for the DBE Report.
- Prepare Board letters and present at Board meetings from awarded procurements.
- Support Maintenance Department in asset management activities
- Support Operations as needed, assist with cash counting activities for Customer Service Center Deposit and assist with money bagging
- Perform inventory, including but not limited to equipment, parts, fuel, and prepare monthly audit, keeping accurate accounting records
- Preparation of warranty redemption.
- Serve as back up of Accounts Receivable function.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Associate Degree in a related field is required.
- Bachelor Degree in a related field is preferred.
- Minimum of (3) years experience of work experience that involved vendor contact, bid or value analysis.
- Additional work experience may substitute for education on a year-by-year basis.
- Experience using procurement and fleet management applications preferred.
- Experience in procurement within a government environment strongly preferred.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite and related business software.
- Effective verbal and written communication skills to successfully impart information at all organizational levels and to the public.
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently.
- Strong attention to detail, analytical, decision making, and problem-solving skills.

- Maintains a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations.
- Knowledge of basic accounting, budgeting, cost and price analysis principles.
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality.
- Willing to work non-traditional hours and days to meet the needs of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend, stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, and dust. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date

JOB DESCRIPTION

Job Title: Accounting Specialist (Accounts Payable)	
Department: Finance	Reports To: Procurement Manager & DBE Officer
FLSA: Non-Exempt	Represented: Non Represented
Salary Grade: TBD	Revised: [Publish Date]

JOB SUMMARY

This position will perform a wide variety of activities to support the Finance Department including Accounts Payable, Payroll, and General Accounting functions. This role will collaborate with Finance staff and various departments to complete timely development of accurate reports and ensure appropriate account management.

SUPERVISORY RESPONSIBILITIES

None.

ESSENTIAL FUNCTIONS

- Perform accounts payable and general ledger activities, including but not limited to invoice coding and processing, general ledger entries
- Assist with annual audit preparation support
- Prepare employee payroll, process retirement contributions, and assist in employee benefit administration
- Accurately process invoices by ensuring receipt, recording, and receiving timely approvals
- Receive, research, and resolve a variety of routine internal and external inquiries concerning account status, and discrepancies in a timely manner
- Ensure weekly check runs are submitted, approved, and completed
- Confirm daily accuracy of Positive Pay and properly escalate any discrepancies or concerns
- Complete weekly/monthly/annual reporting (e.g., Check Disbursements, 1099's, month close/year end)
- Complete appropriate reconciliations by validating information and resolving payment discrepancies
- Process end of month Electronic Funds Transfers (EFT) and post accordingly.
- Maintain fixed asset ledgers and perform reconciliation
- Retrieve and complete general ledger distribution of employee benefits invoices (e.g. CalPERS Health, Dental, Vision) from vendors
- Responsible for Cal-Card reconciliation by ensuring all documentation is received, recorded, and approved
- Ensure timely processing of invoices and adhere to all departmental procedures. Void and reissue checks as needed
- Files and documents all records within established GCTD requirements

- Review and process payroll deductions, reimbursements (e.g. expense, tools, tuition), check requests, and maintain annual rollover files.
- Ensure vendor account information is on-file, recorded, complete, accurate, and current.
- Complete disability, unemployment, and employment verifications as needed.
- Cross-train and back-up mission-critical functions primarily assigned to the Accounting Manager, the Payroll Coordinator or the Finance Analyst.
- Maintain communication with vendor Accounts Receivable and Sales representatives to ensure prompt resolution of any items that may delay invoice processing.
- Establish and maintain contact with new and existing vendors. Keep vendor tracking system up to date.
- Support GCTD Operations as needed, assist with cash counting activities for Customer Service Center Deposit and assist with money bagging.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERINECE

- Associate's Degree in Accounting or a related field is required.
- Bachelor's Degree in Accounting or a related field is preferred.
- Minimum of three (3) years of experience in bookkeeping, accounting or financial analysis and/or accounts payable/receivable. Payroll experience preferred.
- Additional work experience may substitute education on a year-by-year basis.
- Experience utilizing computerized accounting software strongly preferred.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, accounting database systems, and related business software
- Effective verbal and written communication skills to successfully impart information at all organizational levels and to the public
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently
- Strong attention to detail, organizational, analytical, and problem-solving skills
- Maintains a high level of integrity, objectivity, confidentiality, and professionalism

- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations
- Occasionally travel for company business using reliable transportation
- Maintain regular attendance and punctuality
- Willing to work non-traditional hours and days to meet the needs of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend, stoop, climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date

JOB DESCRIPTION

Job Title: Finance & Grants Analyst	
Department: Finance	Reports To: Accounting Manager
FLSA: Exempt	Represented: Non Represented
Salary Grade: TBD	Revised: Enter date

JOB SUMMARY

This position will perform a wide variety of activities to support the Finance Department; accounts payable/receivable, general ledger, revenue and inventory reconciliation, audit preparation, budget preparation, reporting and data analysis. Provide direct-level support to the Accounting Manager and Procurement Manager. This position will perform complex data analysis and tracking, financial reporting, using financial and operational data, in support of all GCTD departments.

SUPERVISORY RESPONSIBILITIES

None.

ESSENTIAL FUNCTIONS

- Review, Monitor and Manage all post award Federal and State Grant Activities.
- Oversee and review LTF (Local Transportation Fund) activities.
- Prepare monthly financial reports, tax returns, audit, and government reporting.
- Process appropriate transfers of LTF monies to subrecipients Assist with the preparation of state and federal grant applications.
- Support timely preparation of the Annual Comprehensive Financial Report (ACFR), Single Audit, National Transit Database (NTD) Report, State Controllers Report, and other necessary financial reporting.
- Prepare reports to track progress and financial status of state and federal grants; coordinate with all departments to gather quarterly data required for submittal of reports using on-line reporting systems.
- Support fare revenue tracking and reconciliation as needed; tasks may include reconciling revenue submittals, cash counting activities, administering bad debt collections, and revenue reporting and reconciliation.
- Review/perform general ledger activities, including but not limited to invoice coding and processing, bank reconciliations, journal entries, and audit preparation.
- Perform and facilitate month-end and year-end closing processes, adjusting entries, depreciation, and accruals.
- Review/back up for accounts receivable billings and related correspondence, including interface with fare media customers and advertising clients. Back up for fare media/advertising customers and reconciliation of farebox revenue.
- Prepare bank reconciliations by comparing, identifying, and analyzing differences between banking records and FleetNet.
- Maintain fixed asset ledgers and perform reconciliation.

- Assist with oversight of GCTD payroll function. Review accounts payable/receivable subsidiary ledger for accuracy; analyzes posting for correct account allocations; codes, classifies and verifies accounting source data (invoices) on a weekly basis.
- Determine eligibility coverage for basic/supplemental life insurance, long-term disability, and remit proper premiums.
- Retrieve invoices and complete general ledger distribution of employee benefits invoices (CalPERS Health, Dental, Vision).
- Process all end of month Electronic Funds Transfers (EFT).
- Maintain and implement current working knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and GCTD operations, policies, and procedures.
- Cross-train and back-up mission-critical functions primarily assigned to the Accounting Manager or Procurement Manager.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Business, Public Administration or related field required.
- Master's Degree in a related field preferred.
- Additional work experience may substitute education on a year-by-year basis.
- Minimum of four (4) years of experience in related field. Experience working for transit or public sector (governmental) agency preferred.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, spreadsheets, accounting database systems, and related business software.
- Effective verbal and written communication skills to successfully follow instruction, impart information at all organizational levels, to the public, and present information.
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently.

- Demonstrated knowledge of electronic data processing techniques related to accounting procedures and practices.
- Strong attention to detail, analytical, and problem-solving skills.
- Maintains a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations.
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality.
- Willing to work non-traditional hours and days to meet the needs of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date

JOB DESCRIPTION

Job Title: Operations & Maintenance Management Coordinator

Department: Operations

Reports To: Director of Operations & Maintenance

FLSA: Non-Exempt

Represented: Non Represented

Salary Grade: TBD

Revised: [Publish Date]

JOB SUMMARY

This position is responsible for a wide variety of both payroll and administrative support functions in the Operations Department and Maintenance Departments, including timekeeping oversight, attendance tracking and monitoring, and other administrative duties as assigned. This role works to ensure successful completion of accurate reporting and preparation of timely payroll, preparing attendance reports, general record keeping, preparing correspondence as well as supports various administrative support of the Operations and Maintenance Department.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL FUNCTIONS

- Collaborate and coordinate efforts between Operations, Maintenance, Payroll, Human Resources and other departments to ensure proper flow and maintenance of employee records and data with the highest level of accuracy and confidentiality.
- Communicate with employees to help correct payroll entries as appropriate, and provide timely and professional and responsive answers to employee inquiries, including provide verbal and written responses to payroll inquires
- Ensure accurate and timely processing biweekly payroll for GCTD employees in Operations and Maintenance; review and ensure accuracy of approved timesheets; calculate and process payroll adjustments; payroll taxes, garnishments, and other special payroll deductions; process all payroll forms of payment, including off-cycle payroll.
- Establish/maintain accurate employee payroll records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to GCTD policy, federal/state/local regulations, union Memoranda of Understanding (MOUs), GCTD Personnel Rules, and CalPERS payroll-related requirements, etc.
- Coordinate schedule changes with Operations and Maintenance areas
- Calculate, prepare, and implement pay rate changes, deductions, and benefit accruals.
- Prepare payroll-related reports, investigate inquiries for employees; respond to information requests from GCTD management, regulators, public agencies, employee representatives (union) or other stakeholders as directed.

- Coordinate payroll integration for employees on Worker's Compensation, State Disability, etc.
- Configure, test, and troubleshoot payroll application programs and interfaces.
- Assist with employment verification, bank reconciliations, and backup for other accounting tasks as required.
- Develop and maintain payroll-related spreadsheets and administrative support function for areas' managers; compile, analyze and audit information from all relevant sources. Research and resolve discrepancies.
- Actively develop and recommend solutions for issues and procedures for continual efficiency improvement.
- Maintain and implement current working knowledge of union MOU's related to payroll, payroll laws, regulations, procedures, and GCTD policies and procedures.
- Provide Administrative supporting function for Director of Operations & Maintenance, Operations Manager and Maintenance Manager
- Takes and transcribes notes, or composes documents from rough drafts or verbal instructions using modern word processing software.
- Records, transcribes, and distributes notes and copies of meeting notes as directed.
- Receives, prepares, handles and stores confidential information pertaining to Operations and Maintenance department and maintains confidentiality of employee records, including assisting in preparation of correspondence to employees related to attendance, payroll and timekeeping matters
- Assist in attendance tracking and correction of deficiencies in staff timecard submittals.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Associate Degree in Accounting or related field required.
- Bachelor's Degree in related field preferred.
- Minimum of three (3) or more years of direct experience administering payroll and its related functions.
- Additional work experience may substitute education on a year-by-year basis.
- Experience in a public transportation operational setting preferred.

LICENSES & CERTIFICATIONS

Certified Payroll Professional (CPP) preferred.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicle.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, spreadsheets, data reporting, accounting/payroll programs and related business software.
- Effective verbal and written communication skills to successfully follow instructions, impart information at all organizational levels and to the public and present information.
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently.
- Strong data entry skills, time management and organizational skills.
- Strong attention to detail, analytical, and problem-solving skills.
- Maintains a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations.
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality.
- Willing to work non-traditional hours and days to meet the needs of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and may interact with the general public. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date

JOB DESCRIPTION

Job Title: Payroll Coordinator	
Department: Finance	Reports To: Accounting Manager
FLSA: Non-Exempt	Represented: Non Represented
Salary Grade: TBD	Revised: [Publish Date]

JOB SUMMARY

This position is responsible for all aspects of payroll preparation, including payroll system data maintenance, timekeeping oversight, payroll calculations, pension calculations, payroll deductions, garnishments, payroll taxes, and other payroll-related duties as assigned. This role works to ensure the successful completion of accurate and timely payroll processing.

SUPERVISORY RESPONSIBILITIES

None.

ESSENTIAL FUNCTIONS

- Prepare and process biweekly payroll for all GCTD employees; review and ensure accuracy of approved timesheets; calculate and process payroll adjustments; payroll taxes, garnishments, and other special payroll deductions; process all payroll forms of payment, including off-cycle payroll.
- Collaborate efforts between Payroll, Human Resources and other departments to ensure proper flow and maintenance of employee records and data with the highest level of confidentiality.
- Establish/maintain accurate employee payroll records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to GCTD policy, federal/state/local regulations, union Memoranda of Understanding (MOUs), GCTD Personnel Rules, and CalPERS payroll-related requirements, etc.
- Reconcile and process payments of taxes, all deductions, check/Electronic Fund Transfer (EFT) requests, and retirement contributions.
- Reconcile, prepare, mail, and/or distribute quarterly and annual state/federal tax returns, W-2s, 1095-Cs and any other required notifications/reports to employees or any government agency.
- Coordinate schedule changes with all GCTD departments and employee health benefits program for employee cost share.
- Calculate, prepare, and implement pay rate changes, deductions, and benefit accruals.
- Prepare all payroll-related reports, investigate inquiries for employees; respond to information requests from GCTD management, regulators, public agencies, employee representatives (union) or other stakeholders as directed.
- Coordinate payroll integration for employees on Worker's Compensation, State Disability, etc.

- Configure, test, and troubleshoot payroll application programs and interfaces.
- Assist with employment verification, bank reconciliations, and backup for other accounting tasks as required.
- Develop and maintain payroll-related spreadsheets; compile, analyze and audit information from all relevant sources. Research and resolve discrepancies.
- Complete and process enrollment and termination forms for submission of retirement contributions to the California Public Retirement System (CalPERS).
- Extract payroll data from payroll system and upload to FleetNet. Reconcile the payroll expenses accounts and all payroll liabilities accounts monthly to make sure all areas record accurately.
- Conduct CalPERS manual review and correction.
- Actively develop and recommend solutions for issues and procedures for continual efficiency improvement.
- Maintain and implement current working knowledge of union MOU's related to payroll, payroll laws, regulations, procedures, and GCTD policies and procedures.
- Serve as back up of accounting specialist.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Associate Degree in Accounting or related field is required.
- Bachelor's Degree in related field is preferred.
- Minimum of three (3) or more years of direct experience administering payroll and its related functions.
- Additional work experience may substitute for education on a year-by-year basis.
- Experience utilizing computerized accounting and payroll software preferred.

LICENSES & CERTIFICATIONS

Certified Payroll Professional (CPP) preferred.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicle.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite, spreadsheets, data reporting, accounting/payroll programs and related business software.
- Effective verbal and written communication skills to successfully follow instructions, impart information at all organizational levels and to the public and present information.

- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently.
- Strong attention to detail, analytical, and problem-solving skills.
- Maintains a high level of integrity, objectivity, confidentiality, and professionalism.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations.
- Strong data entry skills.
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality.
- Willing to work non-traditional hours and days to meet the needs of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, reach at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and may interact with the general public. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date

JOB DESCRIPTION

Job Title: Procurement Manager & Disadvantaged Business Enterprise (DBE) Officer	
Department: Finance	Reports To: CFO/AGM, General Manager for DBE
FLSA: Exempt	Represented: Non Represented
Salary Grade: TBD	Revised: [Publish Date]

JOB SUMMARY

This position is responsible for oversight of for purchasing a variety of commodities and services for use by all departments. This position is also responsible for the development, administration, and implementation of GCTD's federally required Disadvantaged Business Enterprise (DBE) Program and serves as the designated DBE Officer.

SUPERVISORY RESPONSIBILITIES

Responsible for managing assigned teams and supervision of assigned staff, including but not limited to, hiring, setting individual goals and objectives, providing guidance, training, direction, performance management, and implementing corrective action.

ESSENTIAL FUNCTIONS

- Lead GCTD procurement processes by utilizing product knowledge and research to negotiate contract pricing as needed to ensure GCTD receives competitive pricing and services.
- Receive and analyze requisitions from various departments for the purchase of a variety of materials and services; confer with department managers or their designees' concerning requirements; assist in the preparation of technical specifications and scope of work; determine method of procurement in conformance with GCTD, State and Federal regulations.
- Prepare and issue informal and formal procurement documents such as Invitation for Bid (IFB) Request for Proposal (RFP) Request for Quote (RFQ) conduct pre-proposal/pre-bid conference, job walks, proposal and public bid openings; analyze bids and proposals to determine vendors from whom purchases shall be made, consider such factors as conformance to specifications, pricing, delivery time, terms and reputation of vendor; maintain list of vendors by commodity; conduct contract negotiations as needed.
- Perform contract administration functions, including maintaining procurement files in accordance with all regulatory requirements. Prepare and oversee GCTD's response to any procurement or DBE-related audits, including the Federal Transit Administration (FTA) triennial review.
- Evaluate performance of assigned staff and recommend salary increases; recommend responses to grievances; recommend and, in consultation with supervisor and the Director of Human Resources, administer discipline; interview applicants and recommend appointment of staff; oversee scheduling process.

- Assist the CFO in implementing department goals and objectives.
- Serve as the designated DBE Officer, Develop and maintain GCTD's written DBE Program; represent GCTD in DBE related matters; locate potential DBE firms, assist them to become certified and maintain a list of qualified DBE firms; assist GCTD in meeting DBE objectives by establishing annual DBE participation goals including the submission of periodic progress reports to the FTA; monitor contracts/agreements for DBE compliance.
- Keep the General Manager informed of all DBE activities and compliance.
- Prepare and update internal Procurement and DBE-related directives and forms.
- Maintain and utilize working knowledge of applicable federal and state contracting laws, business law, Uniform Commercial Code and Fair-Trade Agreement regulations, public contract, and procurement methods.
- Build and maintain effective working relationships with manufacturers, vendors, internal and external customers to successfully coordinate negotiated procurements.
- Oversee and administer assigned GCTD programs and processes (e.g. Public Auction, GCTD Cal Card Program, Logowear).
- Oversee Accounting Specialist / Inventory & Asset Management Coordinator
- Create and present awarded contract information to GCTD leadership and the Board of Directors.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed to perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Business Administration or related field required.
- Masters's Degree in Business Administration of related field preferred.
- Minimum of five (5) years of procurement experience, preferably in the Public Transportation sector.
- Additional work experience may substitute education on a year-by-year basis.
- Minimum of two (2) years of experience supervising and leading a team.

LICENSES & CERTIFICATIONS

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by state law, and insurability by GCTD carrier for those driving GCTD vehicles.

ADDITIONAL COMPETENCIES

- Proficient in Microsoft Office Suite and related business software.
- Effective verbal and written communication skills to successfully negotiate contracts, facilitate meetings, resolve contractual disputes, and to impart information at all organizational levels including the general public.
- Demonstrate knowledge of procurement practices and procedures and knowledge of basic accounting, budgeting, cost, and price analysis principles.
- Strong diplomacy, tact, independent judgement, and problem-solving skills to draw conclusions and take appropriate actions under high pressure.
- Ability to perform in a high demand, dynamic environment and appropriately manage established deadlines and/or expectations.
- Maintain a high level of integrity, objectivity, confidentiality, and professionalism.
- Strong analytical and negotiating skills.
- Ability to identify and develop policy and procedural improvements.
- Occasionally travel for company business using reliable transportation.
- Maintain regular attendance and punctuality.
- Willing to work non-traditional hours and days to meet the needs of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment, and occasionally balance, bend stoop climb up and down stairs, alternate standing/sitting, climb ladders/steps, kneel, react at, below, or above shoulder level, squat, and lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and interact with the general public. The noise level in the work environment is usually low to moderate.

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of GCTD.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Date

Board Approved Date: Board Approved Date

Received By:

Incumbent

Date



Item #7

DATE November 1, 2023

TO GCTD Board of Directors

FROM Alex Zaretsky, Director of Human Resources

SUBJECT **Receive & File Annual Recertification Gold Coast Transit District’s Public Transportation Agency Safety Plan (PTASP) Resolution No. #2023-08**

SUMMARY

In 2020, GCTD Board of Directors established safety targets for fixed route and paratransit as required by the Federal Transit Administration (FTA). In accordance with the Public Transportation Agency Plan (PTASP) Final Rule, the FTA requires all agencies that receive FTA’s Urbanized Area Formula Grants to set safety performance targets in a Safety Plan that is required to be reviewed and certified every year.

For this item it is recommended the Board review GCTD’s safety performance data and recertify the safety targets. The performance data is based on fiscal years, comparing safety targets from the previous year, compared to the actuals.

Safety Targets from July 1, 2022, to June 30, 2023

The Safety Performance Targets:

1. Fatalities: total number of reportable fatalities / and rate per total vehicle revenue miles.
2. Injuries: total number of reportable injuries /and rate per total vehicle revenue miles).
3. Safety Events: total number of reportable events /and rate per total vehicle revenue miles.
4. System Reliability: mean distance between major mechanical failure

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability V.R.M./Failures	Fatalities Rate V.R.M. per 100,000	Injuries Rate V.R.M. per 100,000	Safety Events Rate V.R.M. per 100,000
Fixed Route	0	4	10	27,160	0	.27	.22
Paratransit	0	1	2	51,439	0	.32	.22

GOLD COAST TRANSIT DISTRICT

Actuals Safety Performance from July 1, 2022, to June 30, 2023

Safety Performance Actuals							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability V.R.M./Failures	Fatalities Rate V.R.M. per 100,000	Injuries Rate V.R.M. per 100,000	Safety Events Rate V.R.M. per 100,000
Fixed Route	0	4	9	10,698	0	.21	.48
*Paratransit	0	0	0	0	0	0	0

**No injuries, deaths, or major accidents last year on the Paratransit/Flexible services.*

The National Transit Database (NTD) provides specific reporting definitions:

Fatality: is a death due to a collision, fire, hazardous material spill, acts of god.

Injury: is any damage or harm to persons that require immediate medical attention away from the scene.

Safety Events: any accident, incident or occurrences, e.g., collisions, fires (suppressions), hazardous material spills, other safety events other than immediate transport on medical attention

System Reliability: Major mechanical system failures, e.g., breakdown of brakes, engine cooling.

Safety Training & Communication

On a monthly basis, staff has a PTASP meeting to go over the reported safety events, accidents, and incidents. The group reviews each event, in most cases the bus accident video is shown and staff through dialog help determine by analysis the cause and effects of the event and the remedies that can used to prevent any future safety events that are either exact or similar in nature.

GCTD currently provides two safety training programs monthly. One is for bus operators and others holding a commercial driver’s license to provide safety training. The second is provided to maintenance staff with additional OSHA-based industrial safety training. In addition, GCTD is compliant with the Bipartisan Infrastructure Law that includes new PTASP requirements effective by December 31, 2022, to ensure that the agency’s comprehensive safety training program includes:

- Maintenance personnel
- De-escalation training for maintenance personnel, operations personnel, and personnel directly responsible for safety.

Database Collection (PTASP Documentation)

GCTD uses Track-it Manager a transit specific software database to assist in PTASP documentation. All PTASP records are in a single, easy to search cloud platform. Reports on Accident Management, Hazard and Incident Tracking are easy to complete. All pertinent information related to a report whether it is an accident, or a safety hazard is readily available.

CONCLUSION

Under FTA requirements, each transit agency is expected to annually review its safety program targets and to monitor actual safety performance compared to targets.


For Fixed Route, 4 injuries and 9 safety events occurred, which were close to meeting but not exceeding the target. For Paratransit 0 safety events occurred, which fell under the targets.

The FTA recommends at least three to four years of data be used before adjusting safety targets. GCTD is in its third year of collecting data since establishing these targets. No changes to the targets are recommended this year.

RECOMMENDATION

It is recommended the Board receive and file this report, and approve **Resolution 2023- 08** recertification of annual safety targets with no changes.

GENERAL MANAGER'S CONCURRENCE



Vanessa Rauschenberger
General Manager

RESOLUTION No. 2023-08
Annual Re-Certification
Gold Coast Transit District Public Transportation Agency Safety Plan
Annual Re-Certification

WHEREAS, Gold Coast Transit District had in effect a Resolution providing Gold Coast Transit District with a Public Transportation Agency Safety Plan on June 3, 2020, Resolution **2020-04.**, and the Annual Recertifications, Resolution **2021-06**, Resolution **2022-11**.

WHEREAS, on July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

WHEREAS, the rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). the plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The plan must be updated and certified by the transit agency annually.

NOW, THEREFORE, BE IT RESOLVED, on November 1st, 2023, at the Board of Directors meeting, Gold Coast Transit District's Accountable Executive Vanessa Rauschenberger along with the Board of Directors and Chair for GCTD approve for recertification the District Public Transportation Agency Safety Plan (PTASP), i.e., Agency Safety Plan.

PRIOR RESOLUTION No. 2020-04, on *the 3rd day of June 2020*. / Version: 1.0

RECERTIFIED RESOLUTION 2021-06 on the *1st Day of September 2021*. / Version: 2.0

APPROVED AND RECERTIFIED on the *7th Day of December 2022*. / Version: 3.0

APPROVED AND RECERTIFIED on the *1st Day of November 2023*. / Version: 3.0

CHAIR OF THE BOARD OF DIRECTORS FOR GOLD COAST TRANSIT DISTRICT

Matt LaVere
Chair of the Board of Directors

ATTEST: I hereby certify that the foregoing Resolution No. 2023-08 was duly approved by the Board of Directors of Gold Coast Transit District at a regular meeting held on the 1st day of November 2023.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager



November 1, 2023,

Item #8

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

SUMMARY

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

RECOMMENDATION

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

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

PO#	Vendor Name	Item Description	City	State	Unit Price
PROCUREMENT					
B0020110	MOBILE CREATE USA, INC.	12 MONTH RENTAL FOR TWO-WAY RADIOS, BASE AND HANDHELDS	TUSTIN	CA	\$8,521.50
H0000027	AFFORDABLE TABLES AND CHAIRS	RENTALS FOR HEALTH AND WELLNESS FAIR	OXNARD	CA	\$658.75
A0010323	OPENGOV	OPENGOV RENEWAL	DALLAS	TX	\$12,220.00
				Procurement Total	\$21,400.25
PARTS					
M0050203	THE AFTERMARKET PARTS COMPANY, LLC	BEARING	MINNEAPOLIS	MN	\$262.90
M0050204	ROMAINE ELECTRIC CORPORATION	ALTERNATOR, REMAN	KENT	WA	\$1,976.33
M0050205	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING, COMPLIANCE FEE	DELANO	CA	\$2,577.97
M0050206	CUMMINS PACIFIC LLC	PULLEY, CRANKSHAFT	LOS ANGELES	CA	\$340.24
M0050207	THE AFTERMARKET PARTS COMPANY, LLC	LAMP ASSEMBLY, CURB, EXIT, BELT, W/C SHOULDER/LAP, TREADLE PIN KIT, SWITCH, DPDT, ON/OFF/ON, FILTER, SPINNER	MINNEAPOLIS	MN	\$604.03
M0050208	GILLIG LLC	HVAC FILTER, VALVE, 12VDC, SHOCK ABSORBER, FRONT, DECAL, EMERGENCY, INSTRUCTION'S LOCATION	LOS ANGELES	CA	\$881.74
M0050209	MUNCIE RECLAMATION AND SUPPLY COMPANY	BOLSTER BAG, AIR LUMBAR	MINNEAPOLIS	MN	\$30.35
M0050210	ROMAINE ELECTRIC CORPORATION	REGULATOR, 24V	KENT	WA	\$954.36
M0050211	ALL-PHASE ELECTRIC	FUSE, 500 AMP	LOS ANGELES	CA	\$141.02
M0050212	AMERICAN MOVING PARTS	U-JOINT KIT, GASKET, FRONT HUB	LOS ANGELES	CA	\$150.18
M0050213	CALIFORNIA HOSE, INC	HYDRAULIC HOSE	OXNARD	CA	\$1,086.70
M0050216	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING, COMPLIANCE FEE, TRANSMISSION OIL SYNTHETIC, OIL FILTER, 2003-2013 HONDA, STATE RECYCLING	DELANO	CA	\$5,070.03
M0050217	GILLIG LLC	STUD, AIR DRYER - LH, STUD, AIR DRYER - RH	LOS ANGELES	CA	\$261.11
M0050218	SOUTHERN COUNTIES FUELS	GEAR LUBE 80W90 GL5, CA RECYCLING FEE	ORANGE	CA	\$4,515.74
M0050219	MOHAWK MFG & SUPPLY CO	BELT, A/C	NILES	IL	\$377.39
M0050220	INTERSTATE BATTERIES	BATTERY - INTERSTATE & BATTERY FEE	VENTURA	CA	\$558.45
M0050222	GILLIG LLC	DISPLAY MODULE, 16X40 SECONDARY, SMT, DISPLAY MODULE, 16X40 SECONDARY, SMT	LOS ANGELES	CA	\$1,259.87
M0050223	GILLIG LLC	1/4" UNION	LOS ANGELES	CA	\$261.49
M0050224	INFINITY CNG SERVICES, INC.	CALIBRATE AND TEST MONOXIDE SENSORS, CALIBRATE AND TEST CNG SENSORS, SYSTEM REPORT	PORTER RANCH	CA	\$1,175.00
M0050225	DCH (OXNARD) INC	FILTER, FUEL, 07-15 HONDA CIVIC (LARGE), FUEL FILTERS, 03-15 HONDA CIVIC (SMALL)	DALLAS	TX	\$188.59
M0050226	GILLIG LLC	PULLEY, IDLER A/C	LOS ANGELES	CA	\$50.09
M0050228	THE AFTERMARKET PARTS COMPANY, LLC	SWITCH, TOGGLE, DPST, ON/OFF, GASKET, OIL COOLER CORE, O-RING, WATER TUBE	MINNEAPOLIS	MN	\$37.28
M0050229	CUMMINS PACIFIC LLC	SPARK PLUG	LOS ANGELES	CA	\$1,464.30
M0050231	TK SERVICES, INC.	FILTER-DRIER, OIL COMPRESSOR, DRY NITROGEN RING, GASKET RING O, R134A REFRIGERANT, SHOP SUPPLY, ZONE1, LABOR	TORRANCE	CA	\$1,464.30
M0050232	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL, FILTER AIR, BREATHER HOUSING	PASADENA	CA	\$419.04
M0050236	LOS ANGELES TRUCK CENTERS, LLC	CALIPER, RH BRAKE - REBUILT, HOSE, OIL DRAIN TUBE, CORE	PASADENA	CA	\$1,345.36
M0050240	GRAINGER	FILTER, 1/4 (LOWER SEAT NABI)	PALATINE	IL	\$79.67
M0050263	CUMMINS PACIFIC LLC	BELT, ALT	LOS ANGELES	CA	\$857.00
M0050265	AMERICAN MOVING PARTS	SHOCK ABSORBER, REAR	LOS ANGELES	CA	\$148.56
M0050266	VALLEY POWER SYSTEMS, INC.	TERMINAL	LOS ANGELES	CA	\$38.85
M0050267	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR, FILTER ASM PRIMARY, AIR	LOS ANGELES	CA	\$706.00

Contracts/PO Awarded Report
November 2023

M0050268	GILLIG LLC	BEEPER, WARNING ALARM (RAMP), VALVE, 12VDC, BRAKE PADS, WIPER, REAR INNER, SHOCKER ABSORBER, FRONT, PRESSURE CAP ASSM 16LB, INLET CHECK VALVE KIT	LOS ANGELES	CA	\$3,570.25
M0050273	CUMMINS PACIFIC LLC	PRESSURE RELIEF VALVE, OIL	LOS ANGELES	CA	\$32.46
M0050274	J N DESIGNS	BUS MAKES WIDE TURNS DECALS	OXNARD	CA	\$600.88
M0050283	KIMBALL MIDWEST	SHOP HARDWARE	COLUMBUS	OH	\$1,193.15
				Parts Total	\$34,680.68
				Grand Total	\$56,080.93
				Local (Ventura County)	\$2,303.90

Date: November 1, 2023

Item #9

To: Board of Directors

From: Vanessa Rauschenberger, General Manager

Subject: General Manager's Monthly Report

Milestone Reached - 300K Monthly Riders

GCTD's Mission is Serving, Moving, and Connecting People to Opportunity - One Ride at a Time. This month, I want to recognize our employees for their work in fulfilling that mission with over 300K rides provided in the month of September. This is the first time we have crossed this mark since before the pandemic. Great job to all!



Quarterly Safety Awards

GCTD distributed safety awards to staff on September 14 at the quarterly Safety Awards Day. Safety awards go to bus operators, maintenance staff, and supervisors with safe driving records during the review period. This annual event will include a lunch for staff and reinforces our commitment to safety in all aspects of the work we do.



Veterans RIDE FREE on Veterans' Day

For the eighth year, GCTD will provide FREE rides to U.S. military veterans on Thursday, November 11, 2023, Veterans' Day, as part of a countywide effort to honor local veterans. GCTD will join all the Ventura County bus operators, including VCTC, Camarillo Area Transit, the County of Ventura, Moorpark City Transit, Ojai Trolley, Simi Valley Transit, Thousand Oaks Transit, Valley Express, and Westlake Village Transit, which are offering free rides during regular service hours on that holiday.



Staff Participating in Industry Fall Conferences

Cal Act -The 2023 Fall CALACT Conference and Expo will be held in Indian Wells, CA, October 31 – November 3, 2023. Margaret Schoep, Paratransit & Special Projects Manager, Robert Lucio, Mobility Management Coordinator, and Andrea Meza, Communications & Marketing Manager will be attending this year.

California Transit Association The California Transit Association (CTA) 58th Annual Fall Conference will be held at the Pasadena Convention, California, November 15-17 hosted by Foothill Transit, Access Services, and the City of Pasadena, is the marquee event of the year. GCTD staff attending will include: Vanessa Rauschenberger, General Manager, Christine Feng, CFO/AGM, Jim Beck, Director of Operations and Maintenance, Chiharu Endo Lee, Operations Manager, as well as two represented staff (raffle winners).

GCTD Pumpkin Patch Returns!

Our Annual Employee Pumpkin Patch returned this year. Pictured below is Julieta, Operations Supervisor, with her wife and son, and joining them is Luis Ayala's (Maintenance Mechanic) daughter. Also, this year for Halloween, employees are encouraged to dress up, and participate in the Pumpkin Carving contest on October 31.



Assemblymember Steve Bennett Visit

On October 3, we met with Assemblymember Steve Bennett who toured GCTD and learned about the great work going on here by our team. We discussed GCTD's funding outlook and the need for increased funding to continue our services. He was impressed by the work of our staff, cleanliness of our facilities and innovative ideas to improve transit services. He is pictured here with GCTD staff in front of one of our newer demand response vehicles that will be used for our new microtransit service.



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 Executive Committee meeting. GCTD staff also began outreach to promote the Short Range Transit Plan survey this month.

General Manager Activities & Meetings Attended (September/October)

- September 7 – Attended CalSTA Workshop on SB 125
- September 8 – Attended VCTC Meeting
- September 11 & 13 – Met with SEIU for Benefits ReOpener Discussion
- September 14 – Held Safety Awards Luncheon
- September 20 - Held Coffee with the GM
- September 21 – Participated in VC Transportation & Land Use Committee
- September 26 – Held GCTD Wellness Fair
- September 28 – Met with SPURR to discuss Solar Panels / Energy Storage / CNG
- October 3 – Meeting with Assemblymember Steve Bennett
- October 4 – Celebrated Clean Air Day (free rides on transit day)
- October 6 - Attended VCTC Meeting
- October 13 – Opened GCTD Employee Pumpkin Patch
- October 18 – Gave Presentation at Ventura Harbor District Board Meeting
- October 19 – Held "Hot Cocoa" with the GM
- October 24 – All Staff Meeting
- October 27 – Gave Radio Interview with Nadine Piche of Ventura Vibe
- October 31 – Meeting with 301 Property Team

Keep up with us on the GO

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

###



DATE November 1, 2023 **Item #10**
TO Board of Directors
FROM Marlena Kohler, Purchasing Manager/DBE Officer *MK*
SUBJECT **Consider Authorization to Sign Long-Term MOU with County of Ventura for IT Management Services**

SUMMARY

Consider authorizing the General Manager to sign a long-term Memorandum of Understanding (MOU) between the County of Ventura and Gold Coast Transit District to provide IT Management Services.

BACKGROUND

In November 2022, GCTD's former IT Manager announced his retirement, at which time staff evaluated options for fulfilling the duties and IT Management needs for the organization. One of the avenues staff felt would be beneficial to explore as an alternative to immediately recruiting for a new IT Manager, was to look into utilization of managed IT services, or partnering with the County of Ventura, to fulfill GCTD's IT needs, provide IT project management, expand training/resources for staff and help provide greater security and back-up for systems and infrastructure.

GCTD currently is a customer of the County of Ventura, utilizing the County of Ventura for 2-Way Radio Services, and as a member of the District, the staff is familiar with our organizational needs and requirements. After discussions with the County of Ventura's IT services, including a site visit and tour with the County IT staff, the County expressed willingness to work with GCTD to provide this service on an interim trial basis for four months, while staff determined if this arrangement is mutually beneficial to GCTD and the County.

After a successful trial basis, staff has concluded that a long-term arrangement with the County of Ventura IT Services would be beneficial. The County of Ventura's CIO and Assistant CIO will continue to serve as the IT Services Managers and continue to work with GCTD's on-site IT Technician to fulfill the IT needs of the organization.

In accordance with the new long-term MOU dated October 2023, the monthly recurring cost would not exceed \$12,000. Because IT Services is a government internal services fund (ISF), IT Services is required to bill our customers actual costs. IT Services will review actual and estimated costs biweekly and will notify GCTD in advance of any expected charges that may exceed the Monthly Not To Exceed (NTE) amounts. GCTD will have the option of a reduction in service to remain within the NTE amount or issue a change request to the MOU to allow the NTE to be exceeded for that billing period.

GOLD COAST TRANSIT DISTRICT

As of this date, GCTD has averaged less than \$1,000 per month with County IT Services. There have been no major IT issues during this interim period, so future months may fluctuate as needs arise. The MOU's term is for one-year or until either party indicates a desire to modify the Agreement. Staff will continue to monitor the costs associated with this MOU to ensure the not-to-exceed amount is abide by Board approvals.

When comparing the cost of recruiting and hiring additional IT staff versus continuing our partnership with County IT Services and the scope of knowledge and expertise they bring to GCTD, staff have determined it would be more advantageous for GCTD to enter into a long-term MOU with the County of Ventura.

RECOMMENDATION

Consider authorizing the General Manager to sign a long-term Memorandum of Understanding (MOU) between the County of Ventura and Gold Coast Transit District to perform IT Management Services.

Attachment MOU with County of Ventura IT Department

A handwritten signature in black ink, appearing to read "Vanessa Rauschenberg". The signature is fluid and cursive, with a large initial "V" and "R".

General Manager's Concurrence

Memorandum of Understanding
between County of Ventura
Information Technology Services
and
Gold Coast Transit District

October 2023

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Article 1: PURPOSE

Section 101 - Memorandum of Understanding

This Memorandum of Understanding (hereinafter referred to as "Agreement") between the County of Ventura Information Technology Services Department (hereinafter referred to as "IT Services") and the Gold Coast Transit District (hereinafter referred to as "The Customer") summarizes the full and complete understanding reached concerning the provisioning and management of IT Services personnel to the Customer.

Article 2: TERM

Section 201 - Term of Agreement

This Agreement shall be effective on October 1, 2023, and subject to signature approval of its terms and conditions by the Chief Information Officer of IT Services and the Customer. It shall remain in full force and effect for a period of one year or until either party indicates, through official correspondence, a desire to modify the Agreement. In such a situation, an amendment will be crafted indicating the agreed-upon modification to the Agreement and signed by both parties. Either party has the right to cancel this Agreement by written notification to the other party; in which case mutually agreeable terms for the phase-out of IT Services Staffing would be agreed to by both parties via signature.

Article 3: SCOPE

Section 301 - Scope of Agreement

It is recognized that this Agreement shall cover provisioning of IT Services staffing to the Customer for support of information technology systems. The services are outlined in Attachment A.

Should the Customer desire to increase staffing at any point, the requested additional staffing arrangements would fall under the terms and conditions outlined in this Agreement plus any amendments.

Article 4: AGREEMENT MANAGEMENT

Section 401 - Communications and Customer Service

IT Services will establish monthly meetings that will, at a minimum, include the Customer and County ITS management. These meetings will be used to address and arrive at an agreed course of action for issues regarding policy, standards, protocol, and service performance pertaining to the provisions of this MOU.

Section 402 - Task & Staff Management

The Customer will provide priorities and required dates for all work in the Scope (Attachment A) to the IT Services Manager, who in turn will manage all embedded information technology staff (regardless of agency affiliation) and contractors to meet the Customer's requirements.

Section 403 - IT Governance

Not Applicable.

Section 404 – Metrics and Service Level Agreement

Key process and business indicators for the delivery of services will be established as processes are defined and agreed upon by the forum described in Section 401. It is intended that metrics for service levels, where applicable, shall be reported on within one year of the fulfillment of the initial staffing levels identified in this agreement.

In addition to any metrics described above, IT Services will continue to meet all service levels established in its Service Level Agreement for its normal operations.

Article 5: STANDARDS and POLICIES

Section 501 - Adherence to Standards and Policies

All parties agree to adhere to existing County and Customer Procedures, Standards, Guidelines, Policies and Orders by the staff provisioned herein. Contradictions shall be addressed by the provisions outlined in section 401.

Section 502 - Conduct & Behavior

IT Services shall take appropriate steps to ensure that IT Services employees, agents, and subcontractors performing any work under this Agreement professionally conduct themselves so they will not bring discredit to the Customer or IT Services.

IT Services requires strict adherence to all County policies governing conduct, behavior, professionalism, including diversity, equity, and inclusion.

Article 6: PROVISIONING OF PERSONNEL

Section 601 - Composition of Personnel

IT Services will provide staffing necessary to perform the services as outlined in the Scope (Attachment A). A combination of full-time regular positions, full-time fixed-term positions, and contract personnel may be utilized to complete the organizational structure.

Section 602 - Hiring

Not Applicable

Section 603 - Reassignment of Personnel

Not Applicable

Section 604 - Time Frames

Upon the effective date of this agreement, IT Services will immediately proceed with recruiting, hiring, and/or re-assigning personnel to support the agreement.

Article 7: MANAGEMENT OF STAFF PERSONNEL

Section 701 - Introduction

Management practices governing staff personnel shall adhere to all County of Ventura Personnel Rules and Regulations, Administrative Manual, Customer Administrative Policies, and relevant Memorandums of Agreement in addition to the provisions set forth in sections 702 through 709.

Section 702 - Hours of Work

Alternative work schedules, including telecommuting, can be supported for the Customer to provide better support and/or coverage. Certain employees may be required to perform shift work or may be on a standby basis as well.

Section 703 - Overtime and Standby

Overtime and Standby are available to meet the Customer's needs or to accommodate emergency support requirements and situations. For non-exempt employees, Customer approval is required before working overtime or Standby and the IT Services.

Section 704 - Backup and Vacation Coverage

The IT Services Manager will be responsible for ensuring that adequate technical support staff is available to support Customer IT requirements and on-going projects. Staff may be staggered to provide coverage of absences created by vacationing staff and leaves of absence. If an IT emergency occurs, and adequate technical staff is not available due to scheduled vacations or leave of absences, IT Services will make every attempt to provide additional backup technical support on a best-efforts basis.

Section 705 - Performance Reviews

Not Applicable

Section 706 - Performance Problems and Discipline

In the event, that performance problems are identified, the Ventura County Human Resource guidelines for the bargaining unit of the employee are to be followed.

Section 707 - Probationary Period

Not Applicable

Section 708 - Strikes and Work Actions

During a Union Strike or Work Action, IT Services will work with the Customer to continue their operations by providing contract labor or determining alternate avenues of staffing.

Article 8: FUNDING

Section 801 - Charges

IT Services shall bill the Customer monthly on a Time and Material basis at the Board of Supervisors approved rate for the classifications being supplied to the Customer.

Recurring monthly costs will not exceed \$12,000. Because IT Services is a government internal services fund (ISF), IT Services is required to bill our customers actual costs. IT Services will review actual and estimated costs biweekly and will notify Customer in advance of any expected charges that may exceed the Startup or Monthly Not To Exceed (NTE) amounts. The Customer will have the option of a reduction in service to remain within the NTE amount or issue a change request to the MOU to allow the NTE to be exceeded for that billing period.

Section 802 - Training

Any training costs, specifically required by the Customer for staff-provisioned herein, will be billed to the Customer.

Section 803 - Miscellaneous Expenses

Expenses for additional services, such as work-related travel reimbursement requested during the fiscal year, will be billed as incurred.

SIGNATURES:

Terrence Theobald
Chief Information Officer
Information Technology Services

Date: _____

Gold Coast Transit District

Date: _____

ATTACHMENT A - Scope and Cost Detail

Page 1 of 3

Infrastructure Services:

- **Active Directory Support:** Maintenance of Domains, DHCP, DNS, Group Policy, etcetera
- **VMware Support:** Health checks, VM provisioning/retiring, performance evaluation/troubleshooting, issue response
- **Backup Support:** Health checks, add/change/deletion of backup jobs, system/data restores, issue response
- **Windows Server Support:** Patching, monitoring/management, issue response, installation/configuration of new systems, access control
- **File Services:** Add/changes/deletions of file shares, capacity management, access control
- **Office365 Consultation:** Vendor currently supports O365, only limited support should be expected

Assumptions:

- Able to establish remote access into their environment.
- Limited requirement for on-site availability.
- All administrative logins/passwords are available for our use.
- All vendor/support contract information is available/accessible.
- Environment is relatively stable, and systems do not require any undue 'hand holding'.
- Limited to no environmental changes during the interim period.
- System upgrades, replacements, and significant configuration changes would be delayed until a long-term support arrangement is made.
- Limited User management (adds/changes/deletions).
- Can/should be managed by GCTD employee (Matt) or helpdesk.
- GCTD will perform all eDiscovery requests.
- No application support provided.

Desktop Support Services:

- **Desktop Support:** Maintenance of existing systems, break fix and general support
- **Client Application support:** O365, Adobe, Customer applications. (end-user support only)
- **Printer Support:** Existing IP based printers/copiers and any local printers
- **AD and Exchange support:** User and group administration etcetera. Mailbox and resource support etcetera

Assumptions:

- Able to establish remote access into their environment.

- Limited requirement for on-site availability (no after-hours support).
- All administrative logins/passwords are available for our use.
- All vendor/support contract information is available/accessible.

Out of scope:

- AV Support
- Printer break/fix requiring spare parts unless those parts are readily available at GCTD
- Enterprise application support (development or upgrades of production applications)
- Credit card machines and Security cameras (other than IP reservations)

Network Services:**-Switch, router & Wi-Fi maintenance**

- o Software updates
- o Break-fix
- o Configuration backups
- o Adds, moves & changes

Assumptions:

- Establish secure remote access to the environment.
- Limited requirement for on-site availability.
- Admin credentials are available for all systems.
- All vendor/support contract information is available/accessible.
- New hardware/software and projects will be billed separately.
- Need requirements (if any) for afterhours support

Security Services:

- **Firewall configuration and maintenance**
 - o Software updates
 - o Daily/weekly adds, moves & changes
 - o Configuration backups
 - o Log review
- **Email Security**
- **Endpoint Security**
- **Vulnerability scanning**
- **MFA (future project)**
- **Wi-Fi security**
- **IDS/IPS**
- **Remote Access (VPN)**

Assumptions:

- Establish secure remote access to the environment.
- Limited requirement for on-site availability.
- Admin credentials are available for all systems.
- All vendor/support contract information is available/accessible.
- New hardware/software and projects will be billed separately.
-

Out of scope:

- Security audits
- Disaster recovery
- End-user security training
- Compliance and regulatory work from the CISO

To support the effort and provide a single point of contact for you, we will assign an account manager. This is not a full-time role, but we feel it is important for good customer service and to ensure that we are providing good quality services as agreed. This person will also monitor costs and ensure monthly reporting of the District's spend under the agreement.

MONTHLY RECURRING COSTS

Services	Rate	Term/Duration	Total
Infrastructure Services	ISSA Rate: \$89.26/hr	16 hrs. (4hrs./week)	\$1,428
Desktop Support	\$84.89 / per device / month	62 workstations	\$5,263
Network - Data	\$113/hr	Est. 18 hrs. /month	\$2,034
Network - Security	\$125/hr	Est. 18 hrs. /month	\$2,250
Account Manager	\$135.89/hr	Est. 6 hrs. / month	\$815
TOTAL			\$11,790



Item #11

DATE November 1, 2023
TO GCTD Board of Directors
FROM Marlena Kohler, Purchasing Manager/DBE Officer *MK*
SUBJECT Consider Authorizing the General Manager to Purchase Up To Five (5) 40-Ft Fuel Cell Electric (Hydrogen) Replacement Buses from New Flyer of America

I. EXECUTIVE SUMMARY

It is recommended that GCTD award a contract to New Flyer of America for the purchase of up to five (5) XHE40 40 ft Fuel Cell Electric (Hydrogen) Replacement Buses. This will be GCTD's first Hydrogen buses for its fixed route fleet.

The cost of each XHE40 New Flyer bus is approximately \$1,358,529. The total cost for the purchase of five (5) buses is \$6,792,645. The price includes tax, license, and registration fees.

II. BACKGROUND

As permitted by the Consolidated Appropriations Act, 2021, GCTD partnered with CTE and New Flyer in submitting an application to receive funding from Federal Transit Administration (FTA) under the Biden-Harris Administration Bipartisan Infrastructure Law, and FTA's Low- and No-Emissions Bus and Bus Facilities grant program.

Gold Coast Transit District was selected to receive funding under the Low-No grant. Across the country, the FTA's FY22 Low- and No-Emission and Bus and Bus Facilities programs will provide \$1.66 billion in grants to transit agencies, territories and states across the country to invest in bus fleets and facilities.

Gold Coast Transit District will receive \$12,117,144 in funding to buy hydrogen fuel cell electric buses to replace older compressed natural gas buses that have exceeded their useful life, install a new hydrogen fueling station, and will implement a robust workforce development and training program. The project will improve service reliability, state of good repair and air quality for residents living in and around Ventura County.

In accordance with FTA, if the Low-No grant application submission involves such a partnership, as GCTD has with CTE and New Flyer, and is then selected

GOLD COAST TRANSIT DISTRICT

for grant funding, the competitive selection process is considered to have satisfied the requirement for a competitive procurement under 49 U.S.C. 5325(a) for the named entities.

In February 2023, the Board awarded a sole source contract to Center for Transportation and Environment, Inc (CTE) for Hydrogen Fuel Station Consulting Services. Staff is currently working with CTE on the Request for Proposal for the design-build portion of the Hydrogen Fuel Station.

In continuance of the Low-No grant partnership and to stay in line with the project timeline, staff is now requesting the approval for the purchase of the five (5) New Flyer Hydrogen Replacement buses.

Additionally, in accordance with the Volkswagen Environmental Mitigation Trust from which the grant is derived from, GCTD will be decommissioning and/or scrapping three (3) 2007 New Flyers and two (2) 2008 NABI buses that these New Flyers will be replacing. The Trust requires a "scrap and replace" in order to mitigate the excess nitrogen oxide emissions caused by VW's use of illegal emissions testing defeat devices in certain VW diesel vehicles. These five (5) buses qualify for replacement under the Trust's guidelines.

The Trust is a component of partial settlements with VW and is enumerated in the first Partial Consent Decree as Appendix D. As required by the Consent Decree, California developed a Beneficiary Mitigation Plan (Plan) through an extensive public process, and that plan was approved by the Board in May 2018.

The Consent Decree provides funding opportunities for specified eligible actions that are focused mostly on "scrap and replace" projects for the heavy-duty sector, including on-road freight trucks, transit and shuttle buses, school buses, forklifts and port cargo handling equipment, commercial marine vessels, and freight switcher locomotives.

In July 2023, staff requested and received a quote from New Flyer for five (5) Hydrogen buses. Prices quoted were in accordance with New Flyer's agreement with California's Department of General Services. In addition, staff conducted a price analysis on the proposed base cost (excludes options, warranties, publications, and delivery) using the purchases of similar 40' electric buses sold to various agencies during the period of January 2023 and June 2023. The prices found ranged from \$1,171,705 to approximately \$1,536,137 from various bus manufacturers. GCTD's proposed base cost is \$1,297,840. Staff determined that GCTD's proposed base price is in line with industry standards and therefore fair and reasonable.

This purchase will be funded by a combination of FTA Low-No Grant funds as well as other federal, state and capital reserve funds. As a zero emissions project, we have also requested VCTC consider allocating TRICP funds that will be allocated to Ventura County for Zero Emissions projects in the next year. This would enable use to reserve the remaining Low-No grant funds help cover the cost of the station construction.

A responsibility determination was also conducted on New Flyer. The System for Award Management (SAM) was checked for this contractor and no results were found, nor were there any complaints filed with the Better Business Bureau (BBB). Several agencies (OCTA, Sunline and AC Transit) have purchased similar hydrogen New Flyer buses over

the past couple of years and have had no major issues. Therefore, New Flyer is considered to be a responsive and responsible firm capable of meeting GCTD's requirements.

III. RECOMMENDATION

It is recommended the Board of Directors authorize the General Manager to purchase up to five (5) 40-foot Fuel Cell Electric (Hydrogen) Replacement Buses from New Flyer of America in the amount of \$1,358,529 per bus for a total cost of all five (5) buses of \$6,792,645 and authorize up to an additional 5% for each bus (\$68,000) to cover minimal specification adjustments for a grand total of \$7,132,645.

General Manager's Concurrence



Vanessa Rauschenberger



Item #12

Date: November 1, 2023
To: GCTD Board of Directors
From: Cynthia Duque, Director of Planning and Marketing
Subject: **Consider Authorizing Staff to Conduct Public Outreach on Proposed Fare Structure Adjustments**

SUMMARY

As discussed in recent meetings of the Board of Directors, 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, and identify ways to meet the goals in our Strategic Plan to increase revenues and ridership. This report addresses one proposed strategy staff has identified as being key to addressing GCTD's future financial challenges, a fare adjustment. GCTD last implemented an adjustment to the base fare structure in 2011 completing a 2-year incremental increase in fares from \$1.25 to \$1.50.

Staff is proposing two alternative fare structures that would increase base fare to either \$2 or \$2.25 consistent with the increased expense of operating services. **The recommendation is for the Board to authorize staff to conduct an initial outreach process to gather public feedback on the proposed alternatives and evaluate potential impacts.** Outreach efforts would include public information sessions, onboard notices and surveys, and social media engagement. Staff will incorporate feedback received into an evaluation of GCTD's current fare collection systems, policies, and processes to develop a proposal to implement fare structure adjustments in July 2024.

BACKGROUND

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: GCTD's operating expenses have increased from approximately 19 million a decade ago to just over 29 million in FY 22-23. Federal, State and Local funding sources have increased at a slightly slower rate over the same period. The rate of growth for these funding sources is not anticipated to change. Due to these factors, our preliminary projected shortfall for fiscal year 2025 is approximately \$4 million, with the potential to grow annually due to increases in operational costs (wages, benefits, insurance), maintenance expenses, etc.

GOLD COAST TRANSIT DISTRICT

Ridership and Fare Collection: 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 3 million riders in FY 23.

While GCTD’s base fare is \$1.50, throughout this period the average fare collected per passenger has increased from \$.70 to nearly \$1. 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 reimburses GCTD for youth rides and has generated nearly \$1 million in fare revenue for GCTD.

The table below shows the last five years of passenger ridership compared to operating cost and fare collected, and operating cost per passenger.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Bus - Fixed Route					
Total Passengers	3,474,161	3,524,869	2,958,867	1,891,011	2,261,605
Passenger Fare Revenue	\$ 2,808,293	\$ 2,817,393	\$ 1,880,378	\$ 623,402	\$ 2,065,513
Local Government Fare Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Cost	\$ 20,331,655	\$ 21,066,532	\$ 24,418,236	\$ 23,648,666	\$ 24,807,401
Revenue per Passenger	\$ 0.808	\$ 0.734	\$ 0.636	\$ 0.330	\$ 0.913
Cost per Passenger	\$ 5.852	\$ 5.980	\$ 8.253	\$ 12.506	\$ 10.969
Bus - Paratransit					
Total Passengers	114,229	117,456	95,245	61,938	75,596
Passenger Fare Revenue	\$ 303,830	\$ 364,212	\$ 481,785	\$ 45,063	\$ 133,836
Local Government Fare Revenue	\$ 291,754	\$ 175,440	\$ 263,521	\$ -	\$ -
Total Operating Cost	\$ 3,522,013	\$ 3,650,309	\$ 3,253,492	\$ 2,953,675	\$ 3,393,883
Revenue per Passenger	\$ 2.660	\$ 3.100	\$ 5.058	\$ 0.728	\$ 1.770
Cost per Passenger	\$ 30.833	\$ 31.080	\$ 34.159	\$ 47.688	\$ 44.895

GCTD’s Previous Fare Adjustments

GCTD last implemented an adjustment to the base fare structure in 2011 completing a 2-year incremental increase in fares from \$1.25 to \$1.50. In 2013, minor adjustments to the fare structure were implemented in the form of new discount pass categories with the implementation of new fare box technology. Since 2013, both GCTD and VCTC regionally, have implemented new digital fare collection systems matching GCTD’s existing fare structure. Based on Consumer Price Index (CPI) data from the Bureau of Labor Statistics, since 2011 the cumulative rate of inflation is approximately 35%. This means that the base cash fare of \$1.50 established in 2011 would be the equivalent of a fare of \$2.02 today. Assuming the same average annual inflation rate of 2.56% continues the equivalent value of \$1.50 would be \$2.08 by July 2024.

GCTD offers a variety of payment options including cash, magnetic stripe passes, digital passes and through the VC Bus Pass program, reloadable stored value tap cards. All of GCTD’s buses are equipped with GenFare fareboxes capable of accepting cash payments, issuing fare credits, transfers and validating magnetic stripe passes. Multi-ride passes are sold at sales outlets around the district including the Customer Service Center located at the Oxnard Transit Center. Digital passes are available through both the VC Bus Pass App and Token Transit App which enable passengers to purchase both single

fares and multi-ride passes. Passes purchased through both apps require a credit card. VC Bus Pass cards will have the capability of being reloaded at retail locations in the future.

Proposed Alternative Fare Structures

Current and proposed alternative fare structures are explained below. A detailed table of all fares for both current and proposed alternative fare structures can be found in Attachment A, enclosed.

CURRENT FARE STRUCTURE

GCTD's fixed route base fare is \$1.50. Reduced fare for seniors, individuals with disabilities, and veterans applies a 50% discount to the base fare and multi-ride passes. Seniors over 75 ride free. Multi-ride passes also provide an 11-17% discount over the base fare. The Senior/ADA Go ACCESS (demand response) fare is \$3.00 with Premium Direct Service to Camarillo provided for \$6.00. Flexible Service demonstration projects including Late Night Safe Rides, GO Now On-Demand (one year pilot), and the JJC HOP have a fare of \$2.00.

PROPOSED ALTERNATIVE 1

This alternative would increase the fixed route base fare to \$2.00, and \$1.00 for reduced fare. Percentage discounts for multi-ride passes would remain approximately the same as the current fare structure. By law, the fare for ADA service cannot exceed more than twice the regular fixed-route fare, making our ADA/Senior GO Access fare \$4.00. The Premium Direct Service to Camarillo would be offered for \$8.00. Pricing for Flexible Service demonstration projects would increase to a range of \$4.00-\$5.00.

PROPOSED ALTERNATIVE 2

This alternative incentivizes the use of pre-paid fare systems including magnetic stripe paper tickets, and digital passes on the Token Transit app by increasing the fixed route base cash fare to \$2.25. The percentage discount for reduced fares would remain at \$1.00, and pre-paid fares would receive larger discounts between 20-28% off per ride. Collecting cash fares not only slows down boarding time and causes delays, but sorting and processing cash on the backend is costly to the agency.

ADA/Senior GO ACCESS fares would increase to twice the amount of the base fare to \$4.50. Premium Direct Service to Camarillo would increase to \$9.00. Pricing for Flexible Service demonstration projects would increase to a range of \$4.00-\$7.00.

Another alternative discussed and one that may be considered is increasing the cash base fare to \$2.50, which would enable the ACCESS demand response fare to be set at \$5.

We have received feedback from passengers and operators that handling coins is not only challenging for customers but slows down the boarding process. For this reason, the recommended alternatives include whole dollar amounts as much as possible.

Evaluation of Other Fare Policies

Staff will also evaluate several policies that may impact or be impacted by fare structure adjustments. Staff will evaluate the option of discontinuing sales of GFI magnetic stripe passes. At the time of their implementation, magnetic stripe passes provided a significant benefit to our passengers but as the technology has aged and other fare payment systems have been implemented, it may be determined that their continued use is redundant.

November 1, 2023

Consider Authorizing Staff to Conduct Public Outreach on Proposed Fare Structure Adjustments

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Analysis of GCTD's bulk order/agency purchase process will also be conducted. GCTD sells fixed-route and ADA/Senior passes to agencies through bulk orders. Bulk pass sales do not contribute significantly to GCTD's fixed route ridership but now account for a large share of passes used on the GO Access ADA/Senior service generating a significant liability.

Changes to GCTD's transfer policy will also be considered. Currently, transfers are valid for two hours and are issued upon boarding for certain fares. Altering this policy could result in increased revenues or be used to incentivize the use of pre-paid fares.

Finally, VCTC will be conducting a short-range transit plan that will include a countywide fare study. Per the outcome of this analysis, GCTD will work with VCTC staff to coordinate the changes, if any, to the VC Bus Pass regional fare program.

Timeline

At the direction of the Board, Staff would begin planning the outreach campaign to begin January and February 2024, followed by a final recommendation to the Board in March. A second round of public outreach would follow publicizing implementation details, a public hearing and Board adoption of the new fare structure with an effective date to coincide with GCTD's new Bus Book in July 2024.

Beyond that, GCTD will recommend creating an internal policy to review its fare structure on a triennial basis and make additional recommendations to the Board if additional increases are warranted.

Proposed Outreach

GCTD is proposing a robust outreach effort to ensure meaningful public engagement in the development of a final recommendation for fare structure. Outreach efforts will include holding bilingual public information sessions at multiple locations throughout the district. Additionally, information on proposed fare structure adjustments along with a brief survey will be available onboard GCTD buses. A social media campaign and informational page on GCTD's website along with a social media campaign will also be used to solicit feedback.

CONCLUSION and RECOMMENDATION

GCTD's fare structure has remained unchanged for over a decade. Implementation of either of the two proposed alternative fare structures will be a significant step toward assuring that GCTD's services are reliable and economically sustainable in the long term.

We understand that fare increases are a sensitive issue for our passengers, and we are committed to implementing this change thoughtfully and responsibly, to ensure that the impact on our riders is considered and minimized.

The recommendation is for the Board to authorize staff to conduct an initial outreach process to gather public feedback on the proposed alternatives.


General Manager's Concurrence

GCTD Fare Adjustment - Draft Alternatives

		CURRENT FARES		ALTERNATIVE 1		ALTERNATIVE 2	
FIXED ROUTE							
	Description	Full Fare	*Reduced Fare	Full Fare	Reduced Fare	Full Fare	Reduced Fare
Cash Fares							
Fares paid with cash and/or coin at time of boarding.							
Base Fare	1-Ride (valid 2 hrs) Unlimited trips within	\$ 1.50	\$ 0.75	\$ 2.00	\$ 1.00	\$ 2.25	\$ 1.00
Day Pass	single day.	\$ 4.00	\$ 2.00	\$ 5.00	\$ 2.00	\$ 5.00	\$ 2.00
*Reduced Fare - Seniors 65+, Veterans, Persons with Disabilities							
Pre-Paid Tickets & Passes							
Paper / magnetic stripe passes sold at ticket outlets or through bulk orders.							
Digital passes sold through Token Transit or other apps.							
31-Day	Unlimited trips within 31- Day period.	\$ 50.00	\$ 25.00	\$ 65.00	\$ 32.00	\$ 65.00	\$ 32.00
	\$ per ride	\$ 1.25	\$ 0.63	\$ 1.63	\$ 0.80	\$ 1.63	\$ 0.80
	Discount	17%	17%	19%	20%	28%	20%
15-Ride	15 trips no time limitation.	\$ 20.00	\$10.00	\$ 25.00	\$ 12.00	\$ 25.00	\$ 12.00
	\$ per ride	\$ 1.33	\$ 0.67	\$ 1.67	\$ 0.80	\$ 1.67	\$ 0.80
	Discount	11%	11%	17%	20%	26%	20%
1-Ride (valid 2 hrs)	Sold on Token Transit	\$ 1.50	\$ 0.75	\$ 2.00	\$ 1.00	\$ 2.00	\$ 1.00
Day Pass	Unlimited trips within single day.	\$ 4.00	\$ 2.00	\$ 5.00	\$ 2.00	\$ 5.00	\$ 2.00
Fare Cap - 31 Day Maximum	Digital Sales Only	\$ 50.00	\$ 25.00	\$ 65.00	\$ 32.00	\$ 65.00	\$ 32.00
Purchases of 1-Ride and Day Passes apply toward fare cap.							
ACCESS & FLEXIBLE SERVICES							
Mandated Services		Full Fare		Full Fare		Full Fare	
ACCESS / ADA Certified	Single Trip	\$ 3.00		\$ 4.00		\$ 4.50	
Non-Mandated Services - ADA & Seniors							
ACCESS / Seniors over 65	Single Trip	\$ 3.00		\$ 4.00		\$ 4.50	
ACCESS 10-Ride Book	Sold to Agencies Only	\$ 30.00		25% Trip Cost		25% Trip Cost	
Camarillo Direct Service	Single Trip	\$ 6.00		\$ 8.00		\$ 9.00	
Non-Mandated Flexible Services - General Public							
Health Zones	Variable cost per trip	\$ 3.00 per zone		\$ 4.00 per zone		\$ 4.50 per zone	
GO Now Microtransit	Single Trip	\$ 2.00		\$ 4.00		\$ 4.50	
Hop Service to JJC	Single Trip	\$ 2.00		\$ 4.00		\$ 4.50	
Late Night Safe Rides	Single Trip	\$ 2.00		\$ 5.00		\$ 7.00	
	Operating Cost / Trip	Fare % of Cost		Fare % of Cost		Fare % of Cost	
Fixed Route	\$11.00	14%		18%		20%	
ACCESS & Flexible Services	\$44.80	7%		9%		10%	



DATE November 1, 2023 **Item #13**
TO GCTD Board of Directors
FROM Austin Novstrup, Planning Manger
 Margaret Schoep, Paratransit & Special Projects Manager
SUBJECT Receive and File 1st Quarter FY 23-24 Fixed-Route &
 ACCESS Flexible Services Performance Report

I. EXECUTIVE SUMMARY

This quarterly report covers the 1st Quarter (July 1 through September 30) of Fiscal Year 2023-24. This report includes a summary of performance and operating statistics for both fixed-route and ACCESS Flexible services.

II. FIXED-ROUTE DATA

The table below shows that ridership for the 1st quarter of FY 2023-24 increased 23.7% over the 1st quarter of last year. This ridership growth is significantly higher than projected. September marked the first month since the beginning of the pandemic where ridership exceeded 300,000 passengers and fell only a few hundred passengers shy of pre-pandemic ridership. The Youth Ride Free Program continues to be the largest contributor to ridership growth although does not account for the entirety of ridership growth.

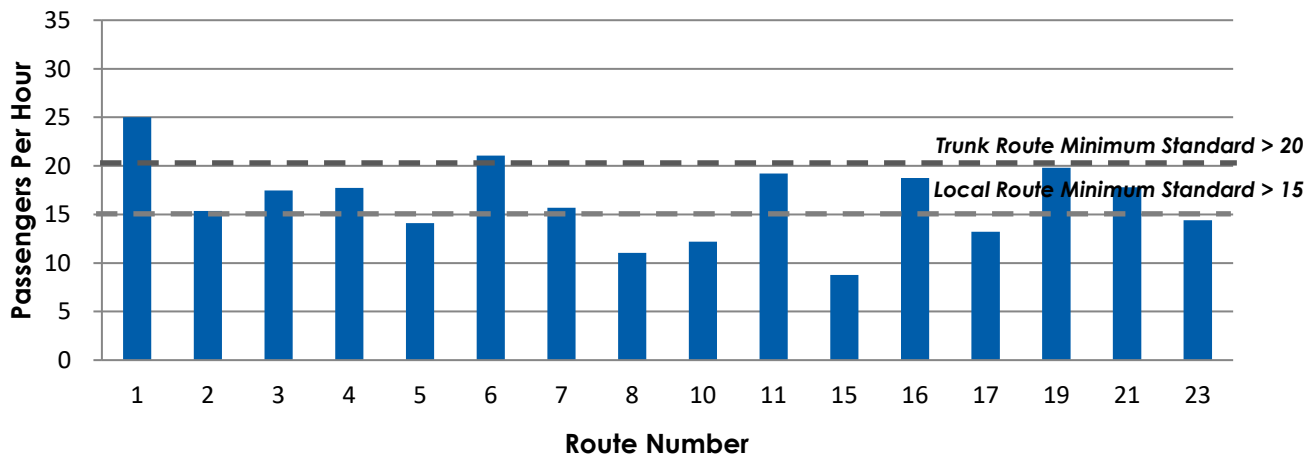
1st Quarter FY 23-24					
Fixed-Route Ridership	Systemwide	Ridership & Performance		Difference	% Change
		FY 2023-24	FY 2022-23		
Total System Boardings		837,814	677,554	160,259	23.7%
Average Daily Passengers Weekdays		10,937	8,602	2,335	27.1%
Average Daily Passengers Saturdays		6,355	5,430	926	17.0%
Average Daily Passengers Sundays		5,672	5,028	643	12.8%
Wheelchair Boardings		5,926	6,969	-1,043	-15.0%
Bicycle Boardings		20,863	21,189	-326	-1.5%
Performance Measures					
Passengers Per Revenue Hour		18	15	4	24.5%
Fare Revenue Per Service Hour		\$18.21	\$12.36	5.86	47.4%
Total Fare Revenue		\$842028.02	\$575190.61	266,837.41	46.4%
On-Time Performance		84%	89%	<i>Goal > 90%</i>	
% Systemwide Boarding as Free Transfers		19%	22%	<i>Goal < 20%</i>	

GOLD COAST TRANSIT DISTRICT

1st Quarter FY 23-24 Ridership by Route

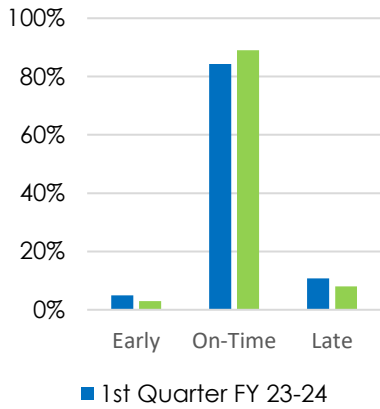
Route	Route Name	1st Quarter FY 2023-24 Unlinked Passengers	1st Quarter FY 2022-23 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	121,035	101,061	19,974	20%
2	Colonia - Downtown Oxnard	17,660	13,591	4,069	30%
3	J St - Centerpoint Mall - Lemonwood	30,084	26,959	3,125	12%
4	North Oxnard - Ventura Rd - St. John's	72,140	60,690	11,450	19%
5	Hemlock - Seabridge - Wooley	15,983	15,287	696	5%
6	Oxnard - Ventura - Main St	207,036	169,523	37,513	22%
7	Oxnard College - Centerpoint Mall	16,497	13,244	3,253	25%
8	OTC- Oxnard College - Centerpoint Mall	21,739	16,555	5,184	31%
10	Pacific View Mall - Telegraph -Saticoy	20,677	16,965	3,712	22%
11	Pacific View Mall - Telephone - Wells	59,422	44,851	14,571	32%
15	Esplanade - El Rio - St. John's	15,001	12,733	2,268	18%
16	Downtown Ojai - Pacific View Mall	64,303	54,372	9,931	18%
17	Esplanade - Oxnard College	34,145	24,881	9,264	37%
18	Trippers	11,503	7,899	3,603	46%
19	OTC- 5th St - Airport - Gonzales Rd	17,366	13,626	3,740	27%
21	Port Hueneme - Ventura - Victoria Ave	72,867	56,141	16,726	30%
23	Oxnard College - Naval Base - Esplanade	40,356	29,176	11,180	38%
Total GCTD System (no combined routes)		837,814	677,554	160,259	23.7%

1st Quarter FY 23-24 Passengers Per Revenue Hour (All Periods)

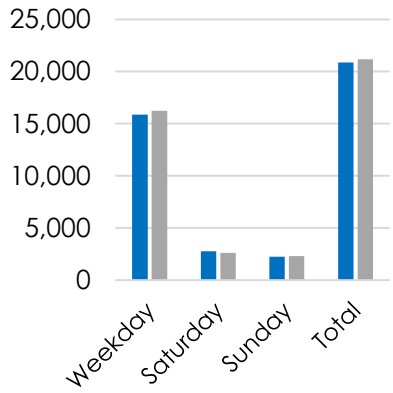


Notes: Route 18 (school trippers) not shown in graph.

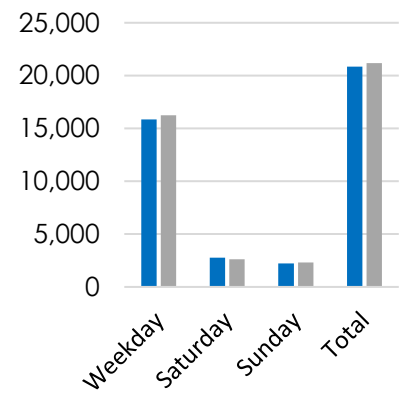
On-Time Performance 1st Quarter



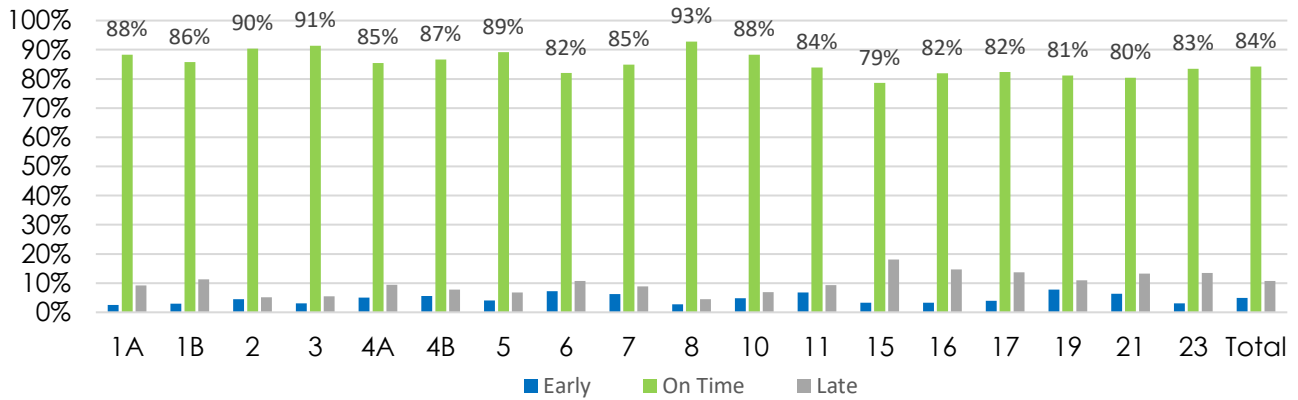
Bicycle Boardings 1st Quarter



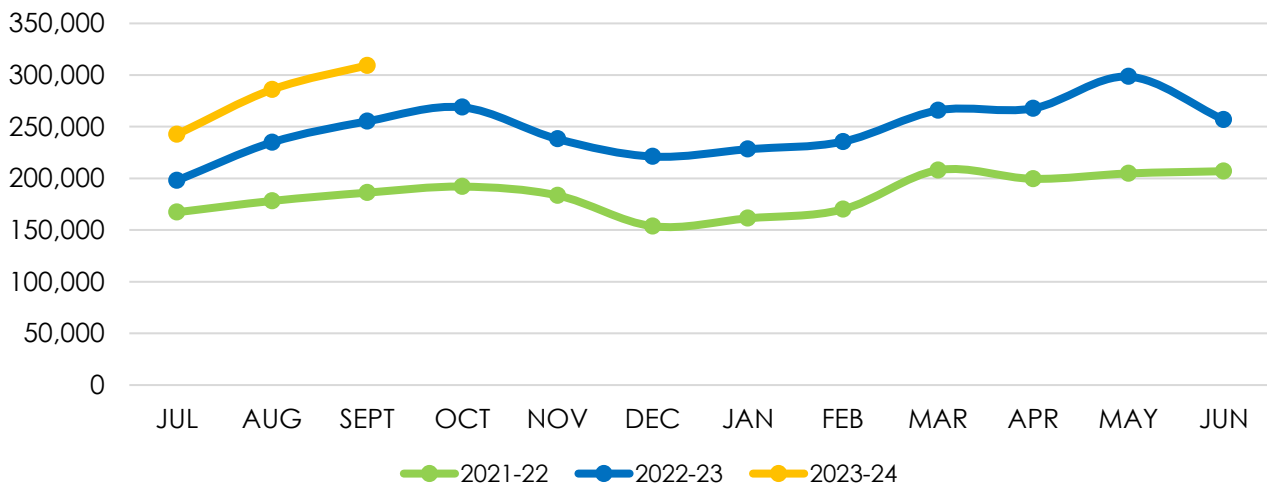
Wheelchair Boardings 1st Quarter



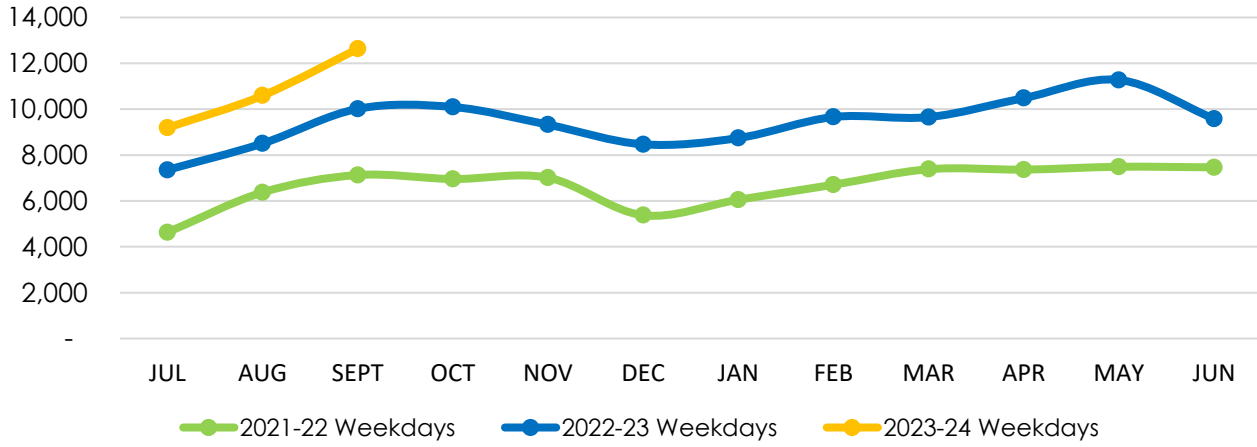
1st Quarter - On Time Performance by Route



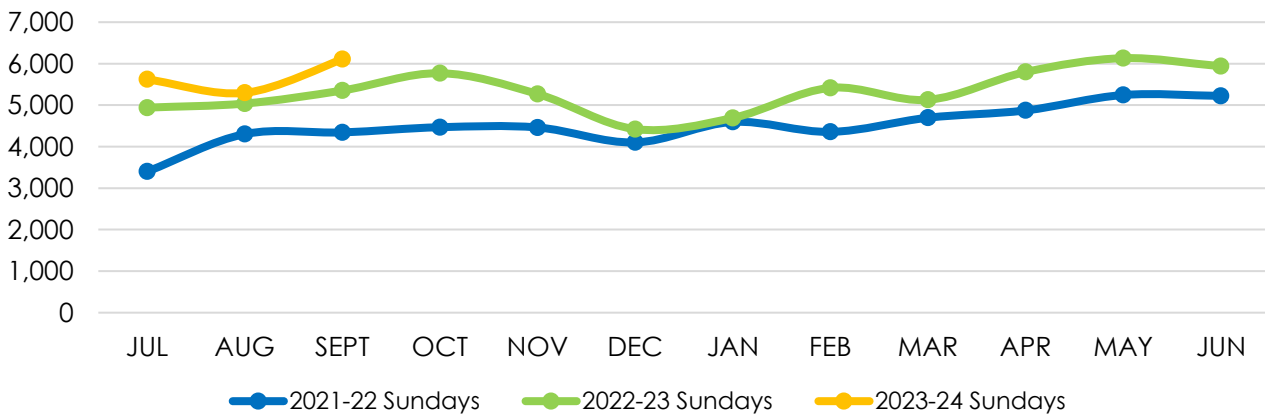
Monthly Fixed Route Ridership



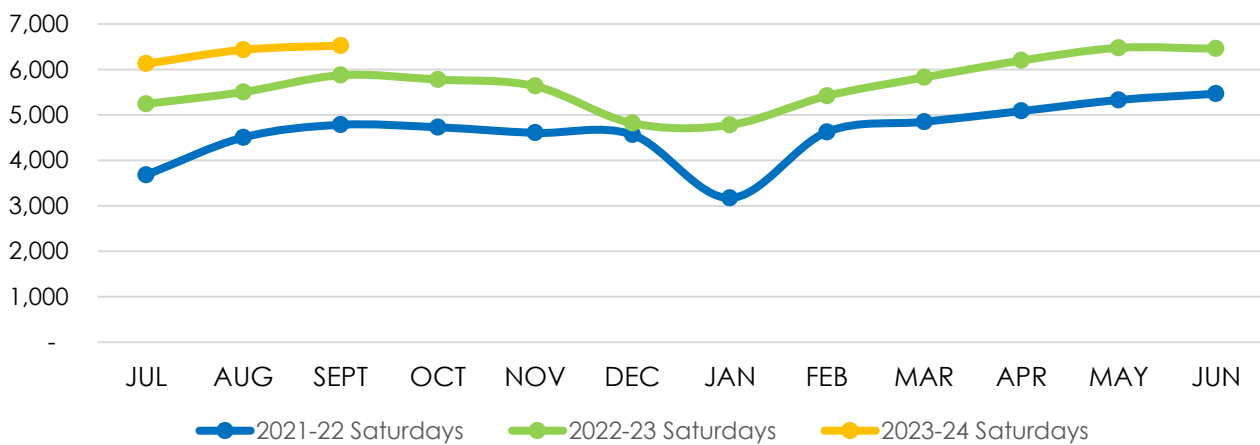
Average Weekday Boardings



Average Sunday Boardings



Average Saturday Boardings



1st Quarter Complaints/Commendations by Type

<i>Type</i>	<i>Issue</i>	<i>FY23-24 1st Quarter</i>	<i>FY22-23 1st Quarter</i>	<i>FY23-24 YTD</i>
Scheduling	On-Time Performance	2	2	2
Operations	Operator Conduct	12	20	12
	Driving Complaints	6	6	6
	Passed by	12	8	12
	Commendations	1	5	1
	Bus Stop Issues	0	2	0
Other	Other*	16	5	16
Totals		97	48	97

*Service suggestions, fare disputes, disturbances, bus did not show, or other system issues

III. FIXED-ROUTE SERVICE SUMMARY

In the first quarter of FY 23-24 ridership increased 23% over the first quarter of FY 22-23. Ridership growth significantly exceeded expectations as the Youth Ride Free program has continued to attract new riders. Over half of all routes are now meeting the minimum passenger per hour goal established in GCTD service standards. The increase in ridership has not come without challenges. The combined effects of higher ridership and roadwork along some major corridors resulted in a notable reduction in on-time performance dropping to below 85%. Additionally, concerns about crowding buses at peak times have grown. Staff are working to train operators on managing crowded buses, our rider etiquette campaign was implemented to coincide with the beginning of the school year, and planners are assessing possible adjustments to be implemented for the January service change.

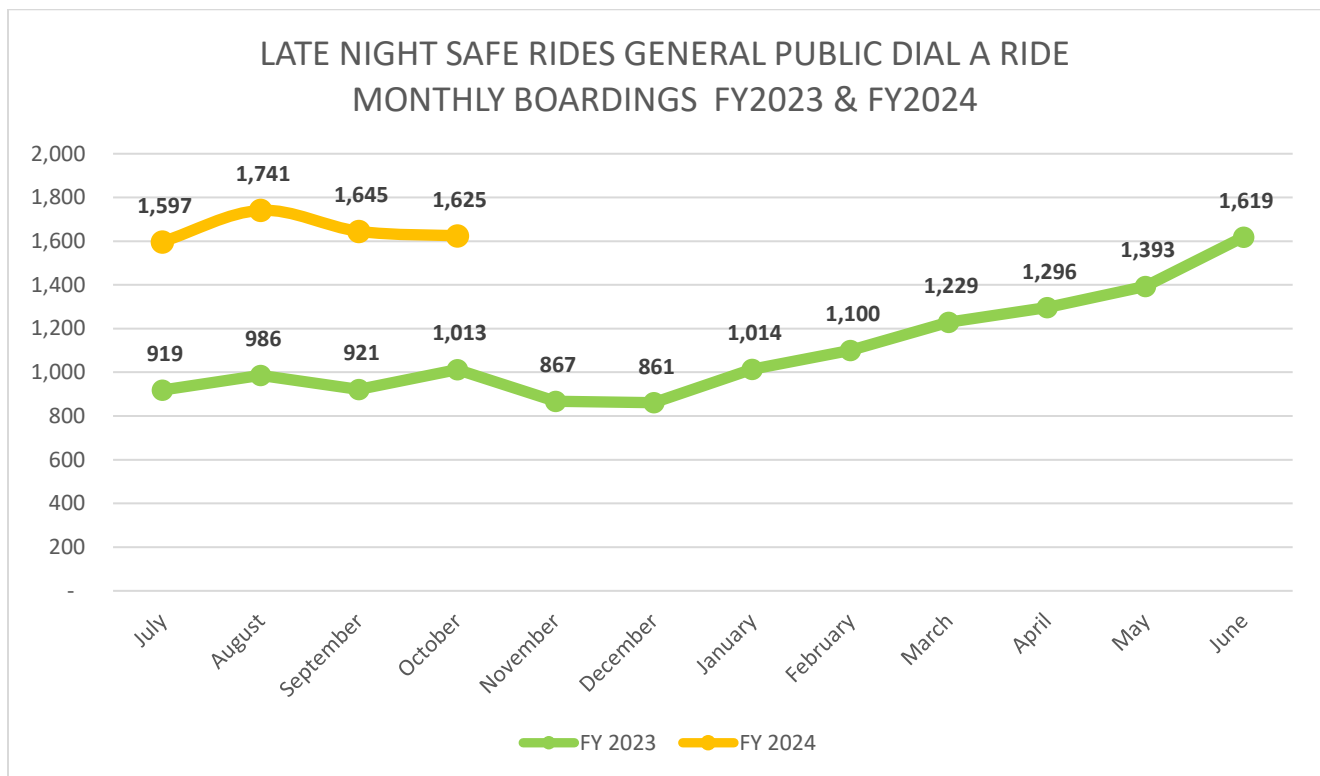
Work on GCTD’s Short Range Transit Plan kicked off in June. Staff and GCTD’s consultant have been working to collect data for a comprehensive operational analysis of GCTD’s services as well as preparing for an outreach campaign focused on identifying community needs and the needs of both potential and existing riders.

V. GO ACCESS FLEXIBLE SERVICES OPERATIONS

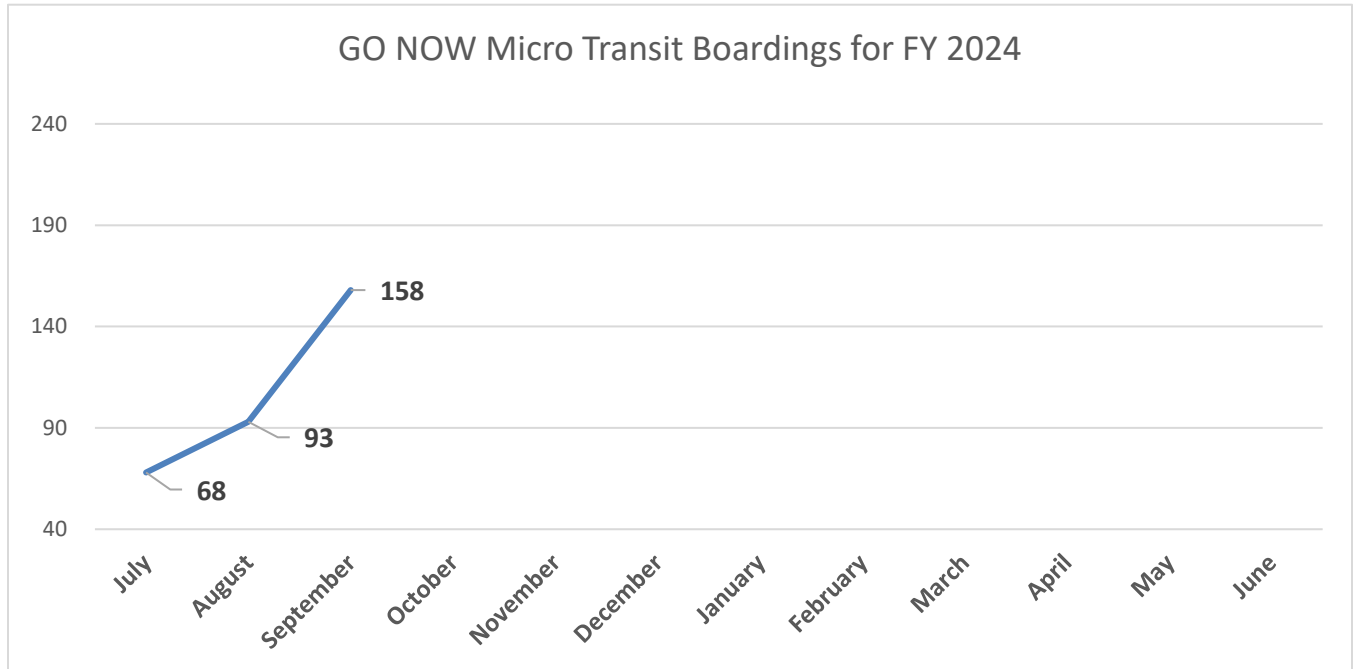
GO ACCESS’s flexible services include the federally mandated ADA paratransit service to complement Gold Coast Transit District’s fixed route services. In addition, the flexible services provide service to seniors, 65 years of age and older, congregate transportation to Senior Nutrition meal sites, Health Zones, and other transportation options to assist with mobility in the community. The program helps passengers preserve their independence through this advance-reservation demand response transportation, which studies show is essential to protecting the quality of life for mobility-impaired members of the community. These efforts are intended to improve the overall customer experience by presenting GCTD’s transportation network as an integrated system that helps our customers connect with people, places, and opportunities, one trip at a time.

VI. FLEXIBLE SERVICE PILOTS

LATE-NIGHT SAFE RIDES: A demonstration service introduced in May 2021 to encourage fixed route use by providing customers with reliable, safe public transit service late at night. Though designed to assist late-shift employees, especially those within the food, hospitality, and service sectors – as a general public dial-a-ride (GP DAR) the service is available to anyone. The GPDAR service provides transportation throughout the entire GCTD service area. Service hours expanded hours (to coincide with when the first fixed route goes out of service) from 7 PM to midnight (to address restaurant and second shift needs.) The concept has been very well received. Average monthly trips exceed 1,600 boardings, accounting for almost 1/5 of the Flexible Service boardings. Fare is \$2.



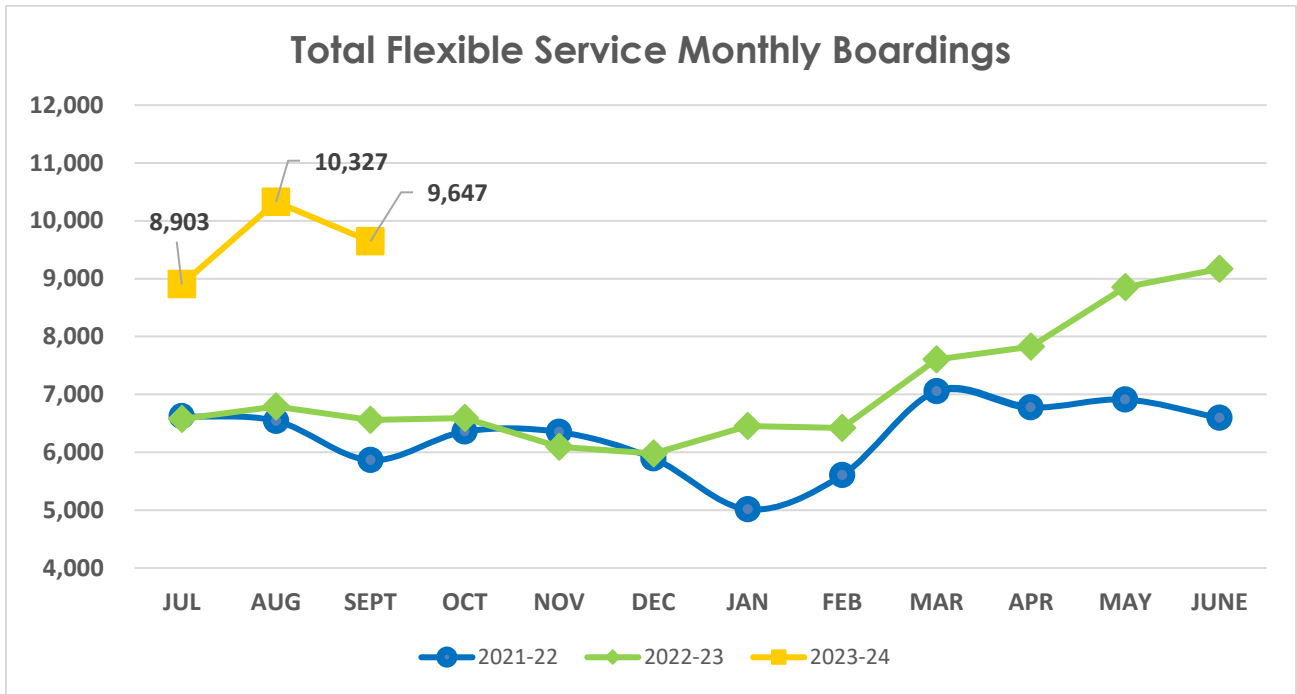
GO NOW MICRO-TRANSIT: This service launched in late June 2023 as a neighborhood-focused transportation pilot using an electric vehicle to serve the densely populated South Oxnard community. Designed to mimic TNC transportation (Uber/Lyft), trips are requested via APP. Funded by CA Clean Energy fund distributed by the Ventura County Regional Energy Alliance (VCREA) and JARC funds from the Ventura County Transportation Commission (VCTC) to support public transit commute options to places of employment not easily accessible to the existing fixed route network.



VII. FLEXIBLE SERVICES DATA

**1st Quarter FY 2022-23
ACCESS Flexible Service Ridership & Performance**

	<i>1st Qtr FY 2023-24</i>	<i>1st Qtr FY 2022-23</i>	<i>Difference</i>	<i>% Change</i>
Paratransit Ridership				
Total System Boardings	28,877	19,888	+8,989	+45.2%
Average Daily Passengers Weekdays	380	256	+124	+48.4%
Average Daily Passengers Saturdays	195	147	+48	+32.7%
Average Daily Passengers Sundays	166	121	+45	+37.2%
Performance Measures				
Passengers Per Revenue Hour	2.04	2.31	-0.27	-11.7%
On-Time Performance (Arrive within the window)	93.0%	82.0%	+11.0	+11.8%
Early (Before the start of the pick-up window)	4.9%	3.6%	+1.3	+36.1%
Late (After the end of the pick-up window)	2.1%	14.4%	-12.3	-85.4%



1st Quarter – Feedback

<i>Type</i>	<i>Issue</i>	<i>1st Quarter Comments</i>	<i>1st Quarter Verified Comments</i>	<i>YTD 2023-24 Verified Comments</i>
Scheduling	Travel Time	0	0	0
	Schedules	1	0	0
Operations	Operator	2	0	0
	Dispatch	1	0	0
Other	Reservations	0	0	0
	Policies	2	0	0
	Commendations	0	N/A	N/A
Totals		6	0	0

VIII. GO ACCESS FLEXIBLE SERVICES SUMMARY

Flexible service boardings grew 47% in the first quarter of FY2024. Trips on the demonstration Late Night Safe Rides (LNSR) service accounted for 50% of this increase, as approximately 17% of the total trips provided are on this service. Demand for LNSR service continues to be spread throughout the service area; no consistent daily travel patterns have yet developed that could be translated into fixed-route service.

IX. RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors receive and file this report.



General Manager's Concurrence

Attachment 1: 1st Quarter FY 2023-24 Fixed-Route Service Evaluation

Attachment 2: 1st Quarter FY 2023-24 Flexible Services Evaluation

Fixed Route Service Evaluation Report FY 23-24 1st Quarter

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	4,839	121,035	25	4
6	Oxnard - Ventura - Main St	Trunk	9,831	207,036	21	4
19	OTC- 5th St - Airport - Gonzales Rd	Local	877	17,366	20	4
11	Pacific View Mall - Telephone - Wells	Trunk	3,092	59,422	19	4
16	Downtown Ojai - Pacific View Mall	Trunk	3,426	64,303	19	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk	4,096	72,867	18	3
4	North Oxnard - Ventura Rd - St. John's	Local	4,071	72,140	18	3
3	J St - Centerpoint Mall - Lemonwood	Local	1,723	30,084	17	3
7	Oxnard College - Centerpoint Mall	Local	1,052	16,497	16	2
2	Colonia - Downtown Oxnard	Local	1,149	17,660	15	2
23	Oxnard College - Naval Base - Esplanade	Trunk	2,804	40,356	14	2
5	Hemlock - Seabridge - Wooley	Local	1,134	15,983	14	2
17	Esplanade - Oxnard College	Trunk	2,584	34,145	13	1
10	Pacific View Mall - Telegraph -Saticoy	Trunk	1,697	20,677	12	1
8	OTC- Oxnard College - Centerpoint Mall	Local	1,967	21,739	11	1
15	Esplanade - El Rio - St. John's	Local	1,710	15,001	9	1

Excluded Routes

18	High School Trippers	-	179	11,503	64
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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
1	Trunk	4,839	121,035	\$ 100.67	\$ 487,157	\$ 4.02	\$0.92	\$ 3.10	4
6	Trunk	9,831	207,036	\$ 100.67	\$ 989,678	\$ 4.78	\$1.03	\$ 3.75	4
19	Local	877	17,366	\$ 100.67	\$ 88,262	\$ 5.08	\$1.08	\$ 4.00	4
11	Trunk	3,092	59,422	\$ 100.67	\$ 311,267	\$ 5.24	\$0.99	\$ 4.25	4
16	Trunk	3,426	64,303	\$ 100.67	\$ 344,926	\$ 5.36	\$1.11	\$ 4.26	3
21	Trunk	4,096	72,867	\$ 100.67	\$ 412,309	\$ 5.66	\$1.01	\$ 4.65	3
4	Local	4,071	72,140	\$ 100.67	\$ 409,843	\$ 5.68	\$0.94	\$ 4.74	3
3	Local	1,723	30,084	\$ 100.67	\$ 173,495	\$ 5.77	\$0.91	\$ 4.85	3
7	Local	1,052	16,497	\$ 100.67	\$ 105,888	\$ 6.42	\$0.93	\$ 5.49	2
2	Local	1,149	17,660	\$ 100.67	\$ 115,670	\$ 6.55	\$0.82	\$ 5.73	2
23	Trunk	2,804	40,356	\$ 100.67	\$ 282,274	\$ 6.99	\$1.10	\$ 5.90	2
5	Local	1,134	15,983	\$ 100.67	\$ 114,155	\$ 7.14	\$0.96	\$ 6.19	2
17	Trunk	2,584	34,145	\$ 100.67	\$ 260,167	\$ 7.62	\$1.10	\$ 6.52	1
10	Trunk	1,697	20,677	\$ 100.67	\$ 170,787	\$ 8.26	\$1.09	\$ 7.17	1
8	Local	1,967	21,739	\$ 100.67	\$ 197,968	\$ 9.11	\$1.00	\$ 8.11	1
15	Local	1,710	15,001	\$ 100.67	\$ 172,146	\$ 11.48	\$0.92	\$ 10.55	1

Excluded Routes

18	High School Trippers	179	11,503	\$ 100.67	\$ 17,980	\$ 1.56	\$ 1.305	\$ 0.26
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GOLD COAST TRANSIT DISTRICT FLEXIBLE SERVICES

	ALL SERVICES			FY 2024	FY 2023	
	AVERAGE	AVERAGE	AVERAGE			
	WEEKDAY	SATURDAY	SUNDAY	MONTHLY	MONTHLY	COST/
	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	TRIP
July	357	184	164	8,903	6,573	\$ 46.20
August	386	193	166	10,327	6,759	\$ 43.94
September	396	208	170	9,647	6,556	\$ 44.44

1st QTR BOARDINGS: 28,877 19,888 \$ 44.81

SERVICE REQUIRED TO BE PROVIDED UNDER FTA REGULATIONS

Eligibility: Certification of mobility disability. Service started July, 1996

ADA	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	34%	2.19	37%	9,849	7,164	92%

SERVICE AVAILABLE TO SENIORS/DISABLED NOT REQUIRED TO BE PROVIDED

Eligibility: 62+; no fare transportation to the nearest congregate meal site. Service started October, 1999

SENIOR NUTRITION PROGRAM	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	2%	4.11	906%	503	50	92%

Eligibility: 65+. Service started October, 1999

SENIORS	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	40%	2.18	33%	11,613	8,705	92%

Eligibility: ADA or 65+; CAMARILLO transfers started October 1999. SP DAR in 2001, TO in 2002

TRANSFERS	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	0.2%	1.39	-1%	67	68	93%

Eligibility: ADA or 65+; Started in 2018

CAMARILLO DIRECT CONNECT	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	3.7%	1.14	46%	1,079	737	94%

SERVICE AVAILABLE TO GENERAL PUBLIC NOT REQUIRED TO BE PROVIDED

Eligibility: Temporary medical or mobility impairment; No age restriction; Started in 2013

HEALTH ZONES	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	1.3%	2.02	14%	366	320	95%

Eligibility: Must be at least 16 to ride without adult. Started in 2021

LATE NIGHT SAFE RIDES	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	17.2%	1.82	76%	4,963	2,826	95%

Eligibility: Must be at least 16 to ride without adult. Started in 2023

GO NOW	% of TTL	Pass/VSH	% Change from prior FY	FY 2024 BOARDINGS	FY 2023 BOARDINGS	OTP
	1.1%	0.45	100%	319	0	92%



DATE November 1st, 2023 **Item #14**

TO GCTD Board of Directors

FROM Austin Novstrup, Purchasing Manager

SUBJECT **Receive and File Short Range Transit Plan Outreach Presentation**

I. EXECUTIVE SUMMARY

GCTD staff and consultants from Transportation Management & Design Incorporated (TM&D) have begun development of a new Short Range Transit Plan. The effort began in June of this year focusing on data collection efforts to support a comprehensive analysis of GCTD's existing services and service area. To help inform this process, staff and the consultant team are seeking community input on the existing state of the GCTD system, and the wants, needs, and priorities of riders and non riders alike. Community feedback is being sought through stakeholder presentations given throughout the district and a survey that is now available on the project page at gctd.org/srtp24. Staff will present information on the development of the Short Range Transit Plan outreach efforts that are underway.

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

II. BACKGROUND INFORMATION

GCTD last completed a Short Range Transit Plan (SRTP) in 2015, with a five year horizon. In line with the goals of GCTD' COVID-19 Recovery Plan, and Ridership Restoration efforts staff and consultants from Transportation Management & Design Incorporated (TM& D) begun work to develop a new short-range plan designed to provide staff a comprehensive view of the fixed-route service and provide recommendations for service improvements over the next five and ten years. The analysis will also lay the groundwork for an improved route connecting the cities of Oxnard and Ventura. The plan is to accomplish the following:

- Review the current service performance of GCTD's fixed-route operations and provide recommendations to enhance operating effectiveness and efficiency. This analysis will identify the means to increase ridership, service revenue, and overall reliability.
- Assess service expansion opportunities and/or restructure of existing bus service to optimize economic growth, while improving the integration with other services such

GOLD COAST TRANSIT DISTRICT

as GCTD's GONow On-Demand service, VCTC Intercity Regional Bus Service, and regional train services.

- Assess the feasibility, capital, and operational needs for implementing an improved new route connecting the core areas in the GCTD service area. This new route would become a focal point for future investments and should support transit-oriented development in the region.
- Conduct market research that will identify perceived strengths and weaknesses of transit services provided and serve as a foundation for developing programs to improve service quality.

III. RECOMMENDED ACTION

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



DATE November 1st, 2023 **Item #15**
TO GCTD Board of Directors
FROM Vanessa Rauschenberger, General Manager
SUBJECT Receive and File Update on SB 125 TIRCP Funding Priorities

SUMMARY

Receive staff update on operating and capital funding requests submitted to VCTC for consideration of funding under the SB 125 TIRCP (Transit & Intercity Rail Capital Program). SB 125 guides the distribution TIRCP funds on a population-based formula to regional transportation planning agencies, and provides flexibility for transit agencies to use the money to fund transit operations or capital improvements. Through this program, approximately \$98 million is expected to be distributed to the Ventura County Transportation Commission.

BACKGROUND

With the passage of SB 125 and associated bills, the total amount of one-time funding available in for transit operators in Ventura County is approximately \$98 million. These funds are to be distributed through the Ventura County Transportation Commission, who as the Regional Transportation Agency will determine the use of these funds for transit needs. TIRCP funding will be allocated in both FY23-24 and FY24-25 to RTPAs according to a population-based formula. The current fund estimates to be distributed to Ventura County Transportation Commission are as follows:

Year 1 TIRCP	\$42,429,785
Year 2 TIRCP	\$42,536,157
Year 1 ZETCP (53.66% GGRF, 46.34% PTA)	\$5,066,998
Years 2-4 ZETCP (per yr, 100% GGRF) per year	\$2,842,463
Grand Total (B+C+D+(E*3))	\$98,560,328
Maximum Administration Share (1%)	\$985,603

In September, CalSTA drafted and circulated guidelines on how the RTPAs and transit agencies will comply with the accountability and reporting measures contained in SB 125. CalSTA held two public workshops which GCTD staff attended. GCTD staff have remained engaged with VCTC as they work on the draft programming of these funds. VCTC is required to submit a plan to CalSTA by December 31st, outlining the use of these funds and have asked all transit operators in Ventura County to provide lists of funding needs.

GCTD’s SB 125 & FUNDING PRIORITIES

One of the main legislative intents of SB 125 is to allow flexibility to use TIRCP funds (formerly restricted to capital projects) for operating purposes, in order to provide budgetary relief to transit agencies anticipating operating deficits. Once funds are allocated, there is no deadline to spend the funds and they can be used over several years, as a one-time bridge to support maintaining service and ridership while long term funding solutions are identified.

GOLD COAST TRANSIT DISTRICT

Based on our budgetary projections as previously discussed with the Board, our priority in the near term is to use TIRCP funds to help maintain service levels, and continue to meet our contractual obligations, while we work to improve our service quality to attract new riders, and identify longer term funding solutions. We have also requested funding to meet anticipated capital project and matching needs for federal grants.

As required by SB 125, GCTD submitted to VCTC a list of eligible projects which align with the legislative intent of SB 125 and the FY 2024 State Budget. GCTD submitted the following projects totaling \$65.3 million including:

FUNDING PRIORITIES IN ALIGNMENT WITH LEGISLATIVE INTENT OF SB 125

1. Provide Operating Relief Funding to Maintain & Improve Transit Service Levels – \$46.3 Million to provide operating relief to GCTD through FY 29

This funding request fulfills the intent of the Legislature under SB 125 Sec. 5 75226 of the Public Resources Code: *(1) provide one-time multi-year bridge funding for transit operations to address short-term costs until long-term transit sustainability solutions are identified (2) to assist operators in preventing service cuts (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.*

Last year, GCTD provided nearly 3 million rides – representing over 70% of transit riders in the County. This funding would enable GCTD to maintain service levels and ridership over the next five years while we determine longer term solutions. Given the significant increase in ridership, cutting service at this time would have a detrimental effect on ridership recovery. In addition to using these funds, GCTD staff are working on a number of projects to increase revenues, including adjusting fares, and reducing costs which were discussed at the September Board meeting. Additionally, funding relief would provide us the time to complete our Short-Range Transit Plan, and partner with VCTC to implement additional innovative ideas to attract more riders, to ensure the long term viability of public transit in our region.

2. Provide Matching Funds for Capital Projects including Zero Emissions Projects through FY 29 - \$19.6 Million

Capital Project Need	Funds Requested
Replacement Fixed Route Bus (CNG)	\$ 6,920,000
Replacement Fixed Route Bus (ZEB)*	\$ 2,621,000
Replacement Demand Response (CNG/GAS)	\$ 2,038,000
Replacement Demand Response (ZEB)*	\$ 608,000
Expansion Demand Response (ZEB)*	\$ 1,181,000
Replacement Relief Car Sedan (ZEB)	\$ 243,000
Expansion Relief Sedan (ZEB)	\$ 90,000
Pre-Construction of Solar/ Energy Storage for H2 Station*	\$ 2,293,000
Fuel Station Upgrades (Hydrogen)	\$ 3,469,856
On Board Bus Technology Replacement / Update	\$ 167,000
	\$ 19,630,856

These projects fulfill the intent of the Legislature under SB 125 Sec. 6 Part 6 75260 *(1) Funding zero-emission transit equipment, including, but not limited to, zero-emission vehicles and refueling infrastructure. (2) Funding transit operations expenditures that prevent service reduction or elimination in order to maintain or increase transit ridership.*

The projects listed above are included in GCTD's recently approved Fleet Management Plan, and Zero Emissions Roll Out Plan. Staff will continue to apply for all available Federal and State competitive grant programs to fund capital projects, in order to stretch TIRCP funds as far as possible.

CONCLUSION

In accordance with SB 125, the Ventura County Transportation Commission will determine plans to distribute over \$98.6 million in TIRCP funding for transit purposes. As required by the state, GCTD has provided VCTC with a list of funding needs eligible for use of these funds totaling approximately \$65.3 million dollars.

GCTD appreciates the work of VCTC and CalSTA in making these funds available and flexible for both transit operating and capital purposes. We are committed to ensuring that TIRCP relief funds are used in a responsible manner to enable us to continue the level and quality of service our passengers have come to expect and rely on – and retain our ridership for the long term.

This report is for information and discussion only.



General Manager's Concurrence



DATE November 1, 2023 **Item #16**
TO GCTD Board of Directors
FROM Vanessa Rauschenberger, General Manager
SUBJECT **Discuss Future Agenda Items**

SUMMARY

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

FUTURE AGENDA ITEMS

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

Future Agenda Items

- Short Range Transit Plan
- Review of Bylaws, Goals & Objectives
- Budget Update - Mid Year Review
- Strategic Plan Progress Report
- Redevelopment of 301 Property
- Formation of Board Budget Committee
- *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