



## **AGENDA**

### **REGULAR BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JULY 2, 2025 – 10:00 AM**

GCTD ADMINISTRATIVE FACILITY

1901 AUTO CENTER DRIVE

OXNARD, CA 93036-7966

[www.GoldCoastTransit.org](http://www.GoldCoastTransit.org)

**The meeting will be IN PERSON.**

**Hybrid / Remote Participation for the Public is available via ZOOM Webinar**

<https://us02web.zoom.us/j/82198996709>

#### **A. CALL TO ORDER – 10:00 am**

#### **B. ROLL CALL**

Chair – Martha McQueen-Legohn, Mayor, City of Port Hueneme

Vice Chair – Rachel Lang, Councilmember, City of Ojai

Director – Matt LaVere, Supervisor District 1, County of Ventura

Director – Dr. Jeannette Sanchez-Palacios, Mayor, City of Ventura

Director – Gabriela Rodriguez, Councilmember, City of Oxnard

#### **C. CEREMONIAL CALENDAR**

- **Pledge of Allegiance**

- **Employee Service Awards**

- Omar Espinosa –Bus Operator – 5 Years
- Andy Juarez – Mechanic I – 5 Years
- Rene Lozano – Bus Operator – 15 Years
- Adrian Rico Gutierrez – 15 Years

- **Special Recognition** – Guadalupe (Lupe) Juarez –Bus Operator - 45 Years

#### **D. 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 also participate in the meeting by logging into Zoom [HERE](#).

#### **E. BOARD OF DIRECTORS' REPORTS**

The Board of Directors may use this time to report on any activities in their respective jurisdictions that may be of interest to the District.

#### **GOLD COAST TRANSIT DISTRICT**

**Gold Coast Transit District**

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**F. AGENDA REVIEW**

The Board of Directors may use this time to make a motion to make changes to the agenda.

**G. GENERAL MANAGER'S REPORT**

1. [General Manager's Monthly Report](#)

**Recommendation:** The General Manager will provide a brief update on agency activities.

**Staff:** Vanessa Rauschenberger, General Manager

**H. CONSENT ITEMS**

All items listed under consent are to be considered routine by the governing body and will be enacted by one motion in the form listed unless items are removed for separate consideration.

2. [Minutes of June 4, 2025 Board of Directors Meeting](#)

**Recommendation:** Approve the May 7<sup>th</sup> Board of Directors Meeting Minutes

**Staff:** Angelica Delgado, Clerk of the Board/Executive Assistant

3. [Report of Monthly Expenditures](#)

**Recommendation:** Receive Report of Expenditures for the Month of June 2025

**Staff:** Angelica Salatan, Accounting Specialist

4. [Report of Monthly Budget/Actual Report](#)

**Recommendation:** Receive Report of Budget/Actual for the Month of May 2025

**Staff:** Christine Feng, Chief Financial Officer/AGM

5. [Report of Contracts Awarded](#)

**Recommendation:** Receive Report of Contracts Awarded for the Month of July 2025

**Staff:** Tanya Hawk, Inventory & Asset Management Coordinator

6. [Consider Adoption of Resolution 2025-03 for State Transit Assistance \(STA\) / State of Good Repair \(SGR\) FY 2025-26 Allocation](#)

**Recommendation:** Consider Approval of Annual STA/SGR Project List

**Staff:** Vanessa Rauschenberger, General Manager

**I. 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 on all agenda items in total. 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.

7. [Consider Award of Contract To Best Best & Krieger LLP For General Counsel Services](#)

**Recommendation:** Consider awarding contract to Best Best & Krieger LLP (BBK) for General Counsel Services in an amount not to exceed \$500,000 for an initial two-year period, with option to award an additional three one-year option years for an amount not to exceed \$1,250,000.

**Staff:** Marlena Kohler, Procurement Manager/DBE Officer

8. [Receive Presentation on Status of 301 East 3<sup>rd</sup> Street Property Project and Consider Formation of Ad Hoc Committee](#)

**Recommendation:** Staff will provide an update on the 301 East 3<sup>rd</sup> Street Property, and ask the Board to Consider forming an Ad Hoc Committee to review site development proposals.

**Staff:** Vanessa Rauschenberger, General Manager

**J. INFORMATIONAL ITEMS**

9. [Operations & Maintenance Department Monthly Update](#)

**Gold Coast Transit District**  
Board of Directors Meeting  
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**Recommendation:** Receive Verbal Presentation on Operations & Maintenance Activities  
**Staff:** James Beck, Director of Operations & Maintenance

**10. Future Agenda Items**

**Recommendation:** Discussion of topics to be discussed at a future meeting  
**Staff:** Vanessa Rauschenberger, General Manager

**K. CLOSED SESSION**

**None**

The next regular meeting of the GCTD Board of Directors will be held on **September 3, 2025, at 10:00 AM at 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available online at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

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](mailto: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.



## General Manager's Monthly Report – July 2025

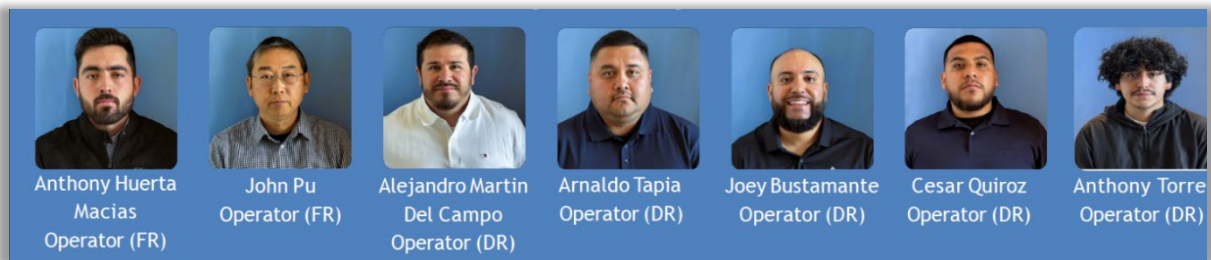
### Remembering Sara Bonales

We are saddened to share the news of the recent passing of our former employee, Sara Bonales, who dedicated 25 years to serving our community first as a Bus Operator and as a Transit Supervisor. Her commitment and passion for public transportation left a mark on all of us. Beyond her professional contributions, Sara was also known for her warmth and compassionate presence. Our thoughts are with her family and loved ones during this difficult time. Memorial Service details are available in Dispatch.



### Welcome, New GCTD Team Members!

Please join me in extending a warm welcome to our new employees. **Juan Martinez** and **Abraham Garcia** have joined GCTD as Dispatchers/Reservationist. In addition, we welcomed a new class of **Bus Operators** pictured below.



### Quarterly Safety Awards/Special Recognition

Please join us on July 10th as we celebrate excellence in safety at our Quarterly Safety Awards & Special Recognition event, honoring **Lupe Juarez for an incredible 45 years of dedicated service.**

We will recognize all of our outstanding bus operators, maintenance staff, and supervisors who have maintained exemplary safe driving records throughout the review period. This special summer gathering also highlights our collective commitment to safety in every aspect of our work.

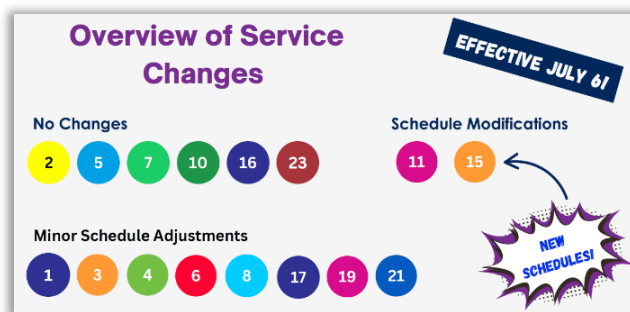


## New Service Changes Take Effect July 8th

New bus books will be available inside every bus, online, and at the Customer Service Center. GCTD makes schedule adjustments to improve reliability, on-time performance, and connectivity.

### Collaborative Meetings & Outreach Activities

GCTD's expert staff from various departments actively coordinate and participate in multiple meetings to support GCTD's mission:



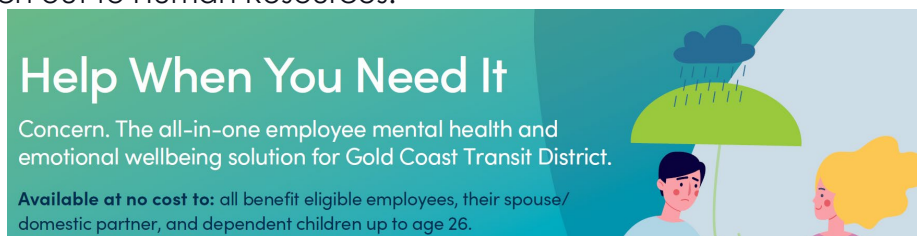
### General Manager Activities & Meetings Attended

- June 1 – Meeting with VCTC Consultant to Discuss on Paratransit Operations
- June 4 – GCTD Board Meeting
- June 6 – Attended VCTC Commission Meeting
- June 10 – Attend Quarterly Meeting with Operations Supervisors
- June 11 – Monthly Meeting with Ventura County IT
- June 12 – Attended Oxnard State of the City Event
- June 16 & 18 – Participated in Interview Panels
- June 20 – Attended Demand Response Safety Meeting
- June 23 – Attended CTA Executive Committee Meeting
- June 24 – Attended Fixed Route Safety Meeting
- June 24 – Held All Staff Meeting
- June 26 – Held Coffee with the GM

### Spotlight on Employee Benefits:

#### GCTD's Employee Assistant Program is Available to All – No Cost and Confidential

The CONCERN Employee Assistance Program (EAP) is an employee benefit program designed to provide assistance to all GCTD employees at no cost. CONCERN's team of licensed, experienced counselors and clinical social workers help employees sort through issues such as stress, health, marital, family, financial, addiction, legal, emotional or other issues, and work toward viable short-term solutions to get them back on track personally and professionally. To learn more about how to access this confidential and free services please reach out to Human Resources.



### Join our Team!

For a complete list of current job openings, visit <https://www.gctd.org/careers/>





Item #2

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 4, 2025 – 10:00 am  
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

**A. CALL TO ORDER**

Chair McQueen-Legohn called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:00 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

**B. ROLL CALL**

Chair – Martha McQueen-Legohn, City of Port Hueneme  
Vice Chair – Rachel Lang, City of Ojai  
Director – Matt LaVere, County of Ventura  
Director – Dr. Jeannette Sanchez-Palacios, City of Ventura  
Director – Gabriela Rodriguez, City of Oxnard

**STAFF PRESENT**

Vanessa Rauschenberger, General Manager  
Angelica Delgado, Clerk of the Board  
Cynthia Duque, Director of Planning & Marketing  
Chiharu Endo-Lee, Operations Manager  
Austin Novstrup, Planning Manager  
Dean Bower, Controller  
Juan De La Rosa, Facility Manager  
Victor Rubio, Maintenance Admin. Supervisor  
Martin Rodriguez, Planner II  
Robbie Lucio, Mobility Mgmt. Coordinator  
Jackie Evangelista, Payroll Coordinator  
Veronica Navarro, Finance & Grants Analyst  
Dante McClain, IT Technician  
April Morales, FR Operator  
Gus Hernandez, DR Operator  
Dave Buck, E-Mechanic II

**C. CEREMONIAL CALENDAR**

Vice-Chair Lang led the Pledge of Allegiance.

**EMPLOYEE RECOGNITION**

Luis Ayala, Mechanic II – 10 years

**EMPLOYEES OF THE QUARTER**

- Angelica Delgado – Clerk of the Board/Executive Assistant
- Dave Buck – E-Mechanic II
- Gus Hernandez – Bus Operator - Demand Response
- April Morales – Bus Operator - Fixed Route

**GOLD COAST TRANSIT DISTRICT**

Ms. Rauschenberger highlighted that the Employees of the Quarter program is a peer-nominated initiative where colleagues recognize individuals who exemplify GCTD's values. The program was created by Chiharu Endo-Lee with a committee comprised of staff from each department that meets quarterly, aims to engage employees, and celebrate their peers. Ms. Rauschenberger congratulated the Employees of the Quarter and thanked them for demonstrating GCTD values.

Board members expressed their appreciation and thanked all Employees of the Quarter and Mr. Ayala for his 10 years of service. Directors Rodriguez and Sanchez-Palacios both thanked the employees for their hard work and for keeping GCTD going, with Director Sanchez-Palacios also expressing appreciation for them being the face of GCTD. The recognition is especially meaningful because the employees of the quarter are chosen by their colleagues. Chair McQueen-Legohn also congratulated and thanked the employees for their service to the community.

#### **D. GENERAL PUBLIC COMMENT**

None

#### **BOARD OF DIRECTORS REPORTS**

Vice-Chair Lang participated in a transportation roundtable with Congressman Salud Carbajal and other community stakeholders. During the discussion, Representative Carbajal reaffirmed his commitment to advocate for Gold Coast Transit District (GCTD) to support access to the Federal funds previously allocated. Ms. Lang highlighted GCTD's upcoming initiatives and emphasized the agency's ongoing efforts to strengthen support for GCTD at the federal level.

#### **E. AGENDA REVIEW**

None

#### **F. GENERAL MANAGER'S REPORT**

##### **1. GM Update - Vanessa Rauschenberger, General Manager**

Ms. Rauschenberger welcomed Jonathan Castaneda, who will be supporting Demand Response (ADA/Paratransit) in Operations.

She noted that she and staff recently participated in the Bike Rodeo at Oxnard College, an event hosted by Assemblymember Steve Bennett. The event provided a valuable opportunity to educate the community on how to load bicycles onto buses.

GCTD is also taking part in the countywide, VCTC-sponsored "Dump the Pump Day." This year's free ride day took place on June 17th, and Ms. Rauschenberger encourages the public to take advantage of the opportunity to ride the bus.

Additionally, Ms. Rauschenberger noted that James Beck, Operations & Maintenance Director, is attending the Cal Act Conference with Supervisors Michelle Jillson and Suzanne Chavez. In Mr. Beck's absence, his monthly update will be presented at the next board meeting.

GCTD has renewed its employment training partnership with The ARC of Ventura County. The program will resume with ARC participants working a few hours, twice a week, to assist with the facility's money-counting process. Ms. Rauschenberger expressed her gratitude to Ms. Kohler and Ms. Navarrete for their training and support.

#### **CONSENT AGENDA**

##### **2. Consider Approval of Minutes of May 7, 2025, Board of Directors Meeting**

##### **3. Receive and File Report on Expenditures for May 2025– Angelica Salatan, Accounting Specialist**

##### **4. Receive and File Monthly Budget / Actual Financial Report for April 2025 – Christine Feng, Chief Financial Officer/AGM**

##### **5. Report of Contracts Awarded – Tanya Hawk, Inventory & Asset Management Coordinator**

Director Rodriguez moved to approve Consent Agenda Items 2 through 5. Vice-Chair Lang seconded the motion.

**The motion passed unanimously.**

#### **G. 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 requests by email to the Clerk of the Board before 9 am on the day of the Board Meeting.

#### **6. 2025 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions, Angelica Delgado, Clerk of the Board/Executive Assistant**

Ms. Delgado stated that every year, GCTD updates the Board on population figures from the California Department of Finance to comply with legislation. While most Board actions use one-director, one-vote, budget and major capital votes are weighted: jurisdictions under 100,000 residents get one vote; those with 100,000 or more get two. The 2025 formula uses the DOF's January 1, 2025, population estimate.

#### **RECOMMENDATION**

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

#### **7. Consider Approval FY 2026 Operating Budget & Capital Plan (Public Hearing), Vanessa Rauschenberger, General Manager & Christine Feng, CFO/AGM**

Chair McQueen-Legohn opened the Public Hearing for Gold Coast Transit District's Fiscal Year 2026 Operating Budget and Capital Plan. The hearing was present and open for public input. After no public comments from attendees, the Chair closed the Public Hearing.

She stated that the Operating Budget summarizes GCTD's organizational structure, budget assumptions, revenue sources, and operating expenses, while the Capital Plan outlines funded and unfunded projects for the next ten years. Budget Tables provided to the board provide fiscal transparency with detailed expense breakdowns. Ms. Rauschenberger presented a balanced budget comprised of a mix of state, local and federal funding sources.

Director Rodriguez inquired about the capital project for the 301 location. Ms. Rauschenberger explained that the former property at 301 is not a capital budget item requiring GCTD to allocate funds for construction. The site is currently in the process of selecting a developer to propose a long-term ground lease, from which GCTD anticipates receiving lease revenue.

Director LaVere expressed his appreciation for GCTD's budget, highlighting that its narrative format makes the document clear and easy to understand.

Vice-Chair thanked Ms. Rauschenberger and Ms. Feng for their amazing work on the budget.

#### **RECOMMENDATION**

For this item, it is recommended that the Board of Directors hold a Public Hearing and Consider Approval of GCTD's Fiscal Year 2026 Operating Budget and Capital Plan.

Director Rodriguez moved to approve the FY 2026 Operating Budget & Capital Plan. Director Dr. Sanchez-Palacios seconded the motion.

**The motion passed unanimously.**

#### **8. Consider Approval of Filing of Annual FY 2026 TDA Claim for Member Agencies, Dean Bower, Controller**

Mr. Bower stated that the GCTD FY 2025-26 budget is funded by local, state, and federal sources, including TDA funds (LTF and STA), fares, advertising, and other revenues. For FY 2025-26, GCTD will receive \$20.2 million in LTF (with \$2.6 million to member agencies and \$17.5 million to GCTD), \$298,300 in STA, and \$51,734 in SGR funds, with authorization to claim 100% of those amounts

#### **RECOMMENDATION**

It is recommended that the Board of Directors adopt Resolution No. 2025-02, authorizing the filing of a TDA claim for the appropriate amount.

Vice-Chair Lang moved to approve the Filing of Annual FY 2026 TDA Claim for Member Agencies. Director Dr. Sanchez-Palacios seconded the motion.

**The motion passed unanimously.**

#### **H. INFORMATIONAL ITEMS**

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

Request to provide an update at the 301 location including recommendation to consider forming an Ad Hoc Committee.

**The report was filed and received.**

#### **I. CLOSED SESSION**

**None**

**There being no further business, Chair McQueen-Legohn adjourned the Board of Directors meeting at 10:42 am.**

Minutes recorded by Angelica Delgado, Clerk of the Board of Directors.



Vanessa Rauschenberger  
Secretary of the Board of Directors

\_\_\_\_\_  
Chair Martha McQueen-Legohn  
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be on **July 2, 2025, at 10:00 am**. Copies of administrative reports relating to the Board agenda are available online at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Angelica Delgado, at [adelgado@gctd.org](mailto:adelgado@gctd.org) Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #3

**DATE** July 02,2024  
**TO** GCTD Board of Directors  
**FROM** Angelica Salatan, Accounting Specialist AP *a S*  
**SUBJECT** Consider the Approval of Expenditures for the Month of June 2025

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Attached is a list of expenditures for the month of June 2025 from the various GCTD Accounts.

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

**Attachments:**

Accounts Payable Disbursement List – June 2025

**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**

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

Payee	ReferenceDate	Amount	TypeOfGoods
AMERICAN MADE CLEAN INC	05-Jun-25	\$525.00	SERVICES
AMPURE CHARGING SYSTEMS INC	05-Jun-25	\$10,815.75	CHARGING STATIONS
A-Z BUS SALES INC	05-Jun-25	\$517.54	FORD TRANSITS
BUCK , DAVID	05-Jun-25	\$510.56	EMPLOYEE REIMBURSEMENT
CALIFORNIA HOSE, INC	05-Jun-25	\$113.17	PARTS
CITI CARDS	05-Jun-25	\$1,586.06	OFFICE SUPPLIES
CLEAN ENERGY	05-Jun-25	\$29,099.26	REPAIRS
COASTAL OCCUPATIONAL MEDICAL GROUP	05-Jun-25	\$3,035.00	PHYSICALS/DRUG SCREENS
COUNTY OF VENTURA - IT SVCS. DEPT.	05-Jun-25	\$35.84	REPEATER SITE RENTAL
CREATIVE BUS SALES	05-Jun-25	\$507.24	PARATRANSIT BUS/VANS
DEPT OF TOXIC SUBSTANCES CONTROL	05-Jun-25	\$3,444.02	FILING FEE
EDISON CO.	05-Jun-25	\$26,014.16	ELECTRICAL POWER
FIRST CALL AUTO PARTS	05-Jun-25	\$83.61	PARTS
FLUID NETWORKS	05-Jun-25	\$55.80	SERVICES
GENFARE LLC	05-Jun-25	\$740.16	PARTS
GILLIG LLC	05-Jun-25	\$1,275.88	PARTS
GRAINGER	05-Jun-25	\$86.07	MISC. PARTS/SUPPLIES
GREG'S PETROLEUM SERVICE, INC	05-Jun-25	\$5,265.95	OIL SUPPLIER
IRON MOUNTAIN, INC.	05-Jun-25	\$322.45	SHREDING SERVICES
KIMBALL MIDWEST	05-Jun-25	\$622.93	PARTS
LOS ANGELES TRUCK CENTERS, LLC	05-Jun-25	\$6,719.66	PARTS/SERVICE
MOBILE CREATE USA, INC.	05-Jun-25	\$677.35	2 WAY RADIO EQUIPMENT/SERVICE
NATIONAL AUTO BODY&PAINT	05-Jun-25	\$5,800.97	BODY WORK
NATURAL GREEN LANDSCAPE INC.	05-Jun-25	\$4,480.00	LANDSCAPING SERVICES
ORKIN SERVICES OF CALIFORNIA, INC.	05-Jun-25	\$360.00	PEST CONTROL
PARTS AUTHORITY LLC	05-Jun-25	\$215.05	PARTS
PLATINUM TOW AND TRANSPORT INC.	05-Jun-25	\$870.00	TOWING SERVICES
RAYNE WATER CONDITIONING	05-Jun-25	\$258.25	WATER COOLER BREAK ROOM
RINCON CONSULTANTS INC.	05-Jun-25	\$7,944.95	NTVE AMCAN CONST MONTRNG SRVCS
SHI INTERNATIONAL CORP.	05-Jun-25	\$3,492.60	FIREWALL
SITEONE LANDSCAPE SUPPLY, LLC	05-Jun-25	\$475.79	MAINTENANCE SUPPLIES
STAPLES ADVANTAGE	05-Jun-25	\$251.67	OFFICE SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	05-Jun-25	\$1,070.51	PARTS/BUSES
TST PRIVATE SECURITY	05-Jun-25	\$6,493.92	SECURITY SERVICES
VENTURA COUNTY AUTO SUPPLY	05-Jun-25	\$212.26	PARTS
ARLENE KROSKY	12-Jun-25	\$92.00	REFUND GO ACCESS e-balance
ASSURANT EMPLOYEE BENEFITS	12-Jun-25	\$1,338.89	DENTAL PREMIUMS
BEST BEST & KRIEGER LLP	12-Jun-25	\$11,473.50	GENERAL COUNSEL SERVICE
CALIFORNIA HOSE, INC	12-Jun-25	\$98.45	PARTS
CALTIP	12-Jun-25	\$5,638.63	LIABILITY INSURANCE
CANON FINANCIAL SERVICES INC	12-Jun-25	\$1,084.25	PRINTING SERVICES
CENTRAL COURIER LLC	12-Jun-25	\$97.67	DELIVERY SRVC BUS BOOKS
COMMUNITY TRANSPORTATION ASSOC. OF AMER	12-Jun-25	\$3,025.00	MEMBERSHIP DUES
CUMMINS PACIFIC LLC	12-Jun-25	\$7,748.46	PARTS
DANIELS TIRE SERVICE	12-Jun-25	\$16,495.33	TIRES/SERVICES
FEDERAL EXPRESS CORP.	12-Jun-25	\$13.33	MAIL SERVICES
FRONTIER COMMUNICATIONS	12-Jun-25	\$1,239.08	INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	12-Jun-25	\$4,891.92	PARTS
J N DESIGNS	12-Jun-25	\$240.35	PRINTING/GRAPHICS SERV
JAMES BECK	12-Jun-25	\$660.80	EXPENSE REIMBURSEMENT
JAMES DIXON	12-Jun-25	\$18.00	REFUND GO ACCESS e-balance
LOS ANGELES TRUCK CENTERS, LLC	12-Jun-25	\$682.45	PARTS/SERVICE
LYNETTE COVERLY	12-Jun-25	\$2,356.00	PROFESSIONAL SERVICES
MACVALLEY OIL COMPANY	12-Jun-25	\$12,140.04	FUEL
MISSION LINEN SUPPLY	12-Jun-25	\$547.63	MAINTENANCE UNIFORMS
OJAI VALLEY CHAMBER OF COMMERCE	12-Jun-25	\$355.00	MEMBERSHIP
OJAI VALLEY DIRECTORY	12-Jun-25	\$1,370.25	ADVERTISING SERVICES

OPW FUELING COMPONENTS	12-Jun-25	\$6,850.83 CNG PARTS
PARTS AUTHORITY LLC	12-Jun-25	\$284.87 PARTS
ROSCO, INC.	12-Jun-25	\$4,195.20 VEHICLE CAMERA
SUPERIOR SANITARY SUPPLIES	12-Jun-25	\$2,516.62 SUPPLIES
TEAMSTERS LOCAL 186	12-Jun-25	\$28.00 PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	12-Jun-25	\$6,345.57 PARTS/BUSES
THE DETAIL SHOP INC	12-Jun-25	\$777.74 SUPPLIES
THE GAS COMPANY	12-Jun-25	\$40,708.03 NATURAL GAS
VEHICLE TECHNICAL CONSULTANTS, INC.	12-Jun-25	\$3,540.00 BUS LINE INSPECTION/BUY AMERIC
VENTURA FEED & PET SUPPLIES, INC.	12-Jun-25	\$329.18 SAFETY SHOES
VERIZON	12-Jun-25	\$3,862.26 PHONE SRVC - CSC
WANDERLUST CONTENT STUDIO LLC	12-Jun-25	\$2,203.00 ADVERTISING SERVICES
CITY OF OXNARD	13-Jun-25	\$3,949.70 UTILITIES/TRASH
CLEAN ENERGY	18-Jun-25	\$739.17 REPAIRS
COASTAL OCCUPATIONAL MEDICAL GROUP	18-Jun-25	\$3,270.00 PHYSICALS/DRUG SCREENS
DYER SHEEHAN GROUP, INC.	18-Jun-25	\$6,663.75 301 REDEVELOPMENT CONSULTING
ECOLANE	18-Jun-25	\$47,595.50 PARATRANSIT SCHEDULING SOFT
FEDERAL EXPRESS CORP.	18-Jun-25	\$23.55 MAIL SERVICES
FLUID NETWORKS	18-Jun-25	\$55.80 SERVICES
FORTRESS ARMORED SERVICES COMPANY	18-Jun-25	\$2,294.38 ARMORED CAR SERVICES
FRONTIER COMMUNICATIONS	18-Jun-25	\$85.98 INTERNET PRVDER - PTSIT CNTOR
GENFARE LLC	18-Jun-25	\$178.46 PARTS
GILLIG LLC	18-Jun-25	\$1,810.89 PARTS
GLOBAL CTI GROUP, INC.	18-Jun-25	\$360.00 SOL-GPS AND DIAGNOSTIC-VERIZON
LOS ANGELES TRUCK CENTERS, LLC	18-Jun-25	\$33.92 PARTS/SERVICE
LOWE'S	18-Jun-25	\$367.27 SUPPLIES
MACVALLEY OIL COMPANY	18-Jun-25	\$11,360.51 FUEL
MISSION LINEN SUPPLY	18-Jun-25	\$1,640.73 MAINTENANCE UNIFORMS
PARKHOUSE TIRE, INC.	18-Jun-25	\$138.00 TIRES
PARTS AUTHORITY LLC	18-Jun-25	\$75.54 PARTS
STAPLES ADVANTAGE	18-Jun-25	\$256.67 OFFICE SUPPLIES
STORERITE INC.	18-Jun-25	\$110.00 SHREDING SERVICES
SUPERIOR SANITARY SUPPLIES	18-Jun-25	\$159.76 SUPPLIES
TEAM NISSAN	18-Jun-25	\$48.97 ELECTRIC VEHICLES
TEAMSTERS LOCAL 186	18-Jun-25	\$1,726.00 PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	18-Jun-25	\$611.20 PARTS/BUSES
U.S. BANK	18-Jun-25	\$9,633.68 CALCARD PAYMENT
VENTURA COUNTY AUTO SUPPLY	18-Jun-25	\$178.23 PARTS
VENTURA COUNTY APCD	18-Jun-25	\$770.00 CNG FEES
VENTURA COUNTY TRANSPORTATION COMMISSION	18-Jun-25	\$1,535.00 SMARTCARD SLS
AGRITEC INTERNATIONAL LTD.	26-Jun-25	\$97.45 HAZ MAT DISPOSAL SERVICES
A-Z BUS SALES INC	26-Jun-25	\$816.21 FORD TRANSITS
BUCK , DAVID	26-Jun-25	\$502.04 EMPLOYEE REIMBURSEMENT
CENTRAL CALIFORNIA FLUID SYSTEM TECHNOLO	26-Jun-25	\$136.22 PARTS
CLEAN ENERGY	26-Jun-25	\$26,747.91 REPAIRS
CREATIVE BUS SALES	26-Jun-25	\$328,466.58 PARATRANSIT BUS/VANS
CREATIVE BUS SALES	26-Jun-25	\$178.10 PARATRANSIT BUS/VANS
FEDERAL EXPRESS CORP.	26-Jun-25	\$13.56 MAIL SERVICES
GENFARE LLC	26-Jun-25	\$339.62 PARTS
GRAINGER	26-Jun-25	\$336.09 MISC. PARTS/SUPPLIES
GREG'S PETROLEUM SERVICE, INC	26-Jun-25	\$6,032.76 OIL SUPPLIER
LOS ANGELES TRUCK CENTERS, LLC	26-Jun-25	\$3,389.33 PARTS/SERVICE
M.O.DION & SONS, INC.	26-Jun-25	\$725.73 FUEL
MAURO TAPIA	26-Jun-25	\$422.00 TUITION AND BOOK REIMBURSEMENT
MICHELLE JILLSON	26-Jun-25	\$328.00 EXPENSE REIMBURSEMENT
PARTS AUTHORITY LLC	26-Jun-25	\$2,774.42 PARTS
PLATINUM TOW AND TRANSPORT INC.	26-Jun-25	\$125.00 TOWING SERVICES

RINGCENTRAL, INC.	26-Jun-25	\$1,952.44	PHONE SRVC - CSC
SUZANNE CHAVEZ	26-Jun-25	\$328.00	EXPENSE REIMBURSEMENT
TEAMSTERS LOCAL 186	26-Jun-25	\$178.00	PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	26-Jun-25	\$2,016.89	PARTS/BUSES
THE GAS COMPANY	26-Jun-25	\$151.35	NATURAL GAS
VENTURA COUNTY AUTO SUPPLY	26-Jun-25	\$13.00	PARTS
WEX HEALTH, INC.	26-Jun-25	\$329.25	FSA ADMINISTRATION FEE
ZEP MANUFACTURING CO.	26-Jun-25	\$1,145.40	INDUSTRIAL CLEANERS
CalPERS Health & Unfunded for June 2025	EFT	\$467,706.78	HEALTH INSURANCE & UNFDED ACCRD LIAB CLASSIC
Life Basic/Supplemental insurance June 2025	EFT	\$14,063.32	LONG TERM DISABILITY PREMIUMS
CalPERS Pension Contributions PR 06/06/2025	EFT	\$72,092.51	PENSION CONTRIBUTIONS
CalPERS Pension Contributions PR 06/27/2025	EFT	\$75,730.20	PENSION CONTRIBUTIONS
City of Oxnard -May 2025	EFT	\$3,949.70	UTILITIES/TRASH
<b>TOTAL</b>		<b><u>\$1,373,988.28</u></b>	



Item #4

**Date:** July 2, 2025  
**To:** Board of Directors  
**From:** Christine Feng, CFO & Assistant General Manager  
**Subject:** **Consider Acceptance of May 2025 Actual vs. Budget  
Financial Analysis report**

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### EXECUTIVE SUMMARY

This report summarizes the financial activities for May 2025, comparing actual performance with GCTD budget. Expenses remain well-managed, with 11 months of the fiscal year (91.6% percent) complete, expenses are within (0.08%) of the expected budget.

### Overview:

In May 2025, the Gold Coast Transit District (GCTD) experienced a monthly deficit of **\$1,218,976.67**, primarily due to an additional (third) biweekly payroll in the month and timing of state and federal grant draws which are done quarterly.

### Revenue Performance

Total revenues for May were **\$2.69 million**, which is 17% below budgeted expectations. Revenue performance details include:

- **Operating Revenues** Fare revenue totaled \$204,626 (3% below budget).
- **State Assistance** SB125 reimbursements will be drawn in June
- **Federal Assistance** Claims for third and fourth quarter are in process of being drawn

The YTD revenues total **\$31.69 million**, representing **82.03%** of the annual budget. This shortfall will be expected to close as draws are completed in June near the end of the fiscal year.

### Expense Performance

Total expenses for May were **\$3.90 million**, exceeding the monthly budget by **21.27%**, mainly due to:

- **Salary/Wages** were 50% above monthly budget due to the three-pay-period cycle in May.
- **Fringe Benefits** also exceeded monthly estimates by 35%.
- **Casualty and Liability** costs remained low for the month but are still over budget
- **Services** were under budget this month

The YTD expenses are tracking closely with projections at **91.74%** (with 0.08% variance) of the full-year budget.

### GOLD COAST TRANSIT DISTRICT

## **Conclusion**

May's financial performance highlights the effects of payroll timing and timing of federal/state assistance reimbursements. GCTD continues to manage expenses within reasonable thresholds while awaiting critical reimbursements. The District remains on track to operate within its overall FY 2025 budget, pending timely funding allocations. The overall budget expenses are 91.7% of budget, with 91.6% percent of the year complete, we are currently operating slightly over budget.

General Manager's Concurrence



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**Vanessa Rauschenberger**

**GOLD COAST TRANSIT DISTRICT**  
**Financial activities summary ( Actual v.s. Budget)**  
**May, 2025**

	<u>May 2025 Actual</u>	<u>May 2025 Budget</u>	<u>Variance Over (Under) Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of Annual Budget</u>
<b>Revenues:</b>						
Operating revenues	\$ 204,626.40	\$ 211,166.67	-3%	\$ 3,011,150.76	\$ 2,534,000.00	118.83%
Non- Operating Revenues	66,290.95	83,080.84	-20%	815,512.11	996,970.00	81.80%
Local Assistance	1,883,608.78	1,719,274.92	10%	19,465,550.94	20,631,299.00	94.35%
State Assistance *	316,108.00	481,250.41	-34%	4,206,640.39	5,775,005.00	72.84%
Federal Assistance **	214,604.00	724,689.18	-70%	4,192,653.00	8,696,270.00	48.21%
<b>Total Revenues</b>	<b>\$ 2,685,238.13</b>	<b>\$ 3,219,462.00</b>	<b>-17%</b>	<b>\$ 31,691,507.20</b>	<b>\$ 38,633,544.00</b>	<b>82.03%</b>
* State Operating Assistances of SB125 funding will cover the deficit.						
** Federal Operating Assistances for third and 4th Quarter eligible expenses have yet to claim.						
<b>Expenses:</b>						
Salary/Wage ***	\$ 1,832,422.52	\$ 1,218,700.08	50%	\$ 13,452,850.02	\$ 14,624,401.00	91.99%
Fringe Benefits	1,267,478.70	939,085.08	35%	10,319,570.02	11,269,021.00	91.57%
Services	123,530.33	215,045.83	-43%	2,708,296.86	2,580,550.00	104.95%
Materials and Supplies	339,078.91	301,525.00	12%	2,632,983.92	3,618,300.00	72.77%
Utilities	31,692.50	37,500.00	-15%	345,512.13	450,000.00	76.78%
Casualty and Liability	12,540.42	111,666.67	-89%	1,577,506.22	1,340,000.00	117.72%
Miscellaneous	59,346.25	42,458.17	40%	402,995.12	509,498.00	79.10%
Debt Service	-	115,356.00	-100%	1,384,268.75	1,384,272.00	100.00%
Members Contribution	238,125.17	238,125.17	0%	2,619,376.83	\$ 2,857,502.00	91.67%
<b>Total Expenses</b>	<b>\$ 3,904,214.80</b>	<b>\$ 3,219,462.00</b>	<b>21.27%</b>	<b>\$ 35,443,359.87</b>	<b>\$ 38,633,544.00</b>	<b>91.74%</b>
Surplus or (Deficit)	<b>\$ (1,218,976.67)</b>			<b>\$ (3,751,852.67)</b>		

\*\*\* In May 2025, there are three-pay-period instead of two-pay-period in the biweekly payroll process.



July 2, 2025,

Item #5

**TO** GCTD Board of Directors  
**FROM** Tanya Hawk, Buyer/Inventory and Assets Management Coordinator  
**SUBJECT** Report of Contracts Awarded

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**SUMMARY**

As requested by the Board of Directors on December 2, 2020, and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the July 2025 Board meeting.

**RECOMMENDATION**

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

**GENERAL MANAGER'S CONCURRENCE**



Vanessa Rauschenberger  
General Manager

**GOLD COAST TRANSIT DISTRICT**

Contracts/PO Awarded Report  
July 2025

PO#	Item Description	Vendor Name	City	Cost
<b>PURCHASING</b>				
P0030337	AD PLACEMENT	WANDERLUST CONTENT STUDIO LLC	LOS ANGELES	\$2,203.00
<b>PARTS</b>				
M0051378	HANGER UNIVERSAL, AIR FILTER PANEL, OIL FILTER, 2013 DODGE CARAVAN & SWITCH DIMMER	PARTS AUTHORITY LLC	LOS ANGELES	\$51.56
M0051379	DISC BRAKE CALIPER, REAR RIGHT, DISC BRAKE CALIPER, REAR LEFT & CALIPER CORE CHARGE	PARTS AUTHORITY LLC	LOS ANGELES	\$289.47
M0051380	FULL SYN ENGINE OIL	M.O.DION & SONS, INC.	LOS ANGELES	\$725.73
M0051382	BODY LABOR - BUS 4048, PAINT LABOR - BUS 4048, PAINT MATERIALS - BUS 4048, BODY MATERIALS - BUS 4048, HAZ WASTE - VOC - BUS 4048, WINDSHIELD/DECALS - BUS 4048	NATIONAL AUTO BODY&PAINT	GOLETA	\$5,800.97
M0051383	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLE FEE, REG COMP FEE, GEARLUBE 80W90 GL5, STATE RECYCLE FEE, TRANSMISSION OIL SYNTHETIC, STATE RECYCLE FEE, SAE OW-20 MOTOR OIL & STATE RECYCLE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$5,265.95
M0051385	IDLER PULLEY - CUTAWAY & BELT TENSIONER - CUTAWAY	PARTS AUTHORITY LLC	LOS ANGELES	\$52.41
M0051386	A/C REFRIGERANT DISCHARGE HOSE - CUTAWAY	PARTS AUTHORITY LLC	LOS ANGELES	\$162.64
M0051387	AIR DRYER DESICCANT CARTRIDGE, AIR DRYER PURGE VALVE KIT, HOSE, OIL DRAIN TUBE, SPARK PLUG, CRANKCASE VENTILATION ELEMENT, REAR SEAL, W/SLEEVE KIT, TENSIONER, BELT & R107794-CORE	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$5,434.17
M0051388	O-RING, ACTUATOR, CLAMP, V BAND, ORING, VALVE COVER, HARNESS, IGNITION COIL, ECM, 4354538D - ECM CORE, COIL IGNITION 3500-16, HOSE, AIR COMP FLEXIBLE, & COVER, GEAR	CUMMINS PACIFIC LLC	DETROIT	\$7,210.70

Contracts/PO Awarded Report  
July 2025

M0051389	BATTERY, H-5 & CA BATTERY FEE	INTERSTATE BATTERIES	VENTURA	\$245.57
M0051391	TOW - 4048	PLATINUM TOW AND TRANSPORT INC.	CAMARILLO	\$682.50
M0051392	PRESSURE SWITCH	PARTS AUTHORITY LLC	LOS ANGELES	\$138.42
M0051393	ALTERNATOR CONNECTOR 3 WIRE	PARTS AUTHORITY LLC	LOS ANGELES	\$30.95
M0051394	ALTERNATOR CONNECTOR 3 WIRE, CALIPER & CALIPER CORE	VENTURA COUNTY AUTO SUPPLY	OXNARD	\$185.82
M0051395	VALVE, ABS PMV, REGULATOR, ALT, GASKET, REAR AXLE SHAFT, SWITCH, SPST, ON/OFF, HEATER VALVE ASSM, O RING 24V ALT, VALVE, MODULATOR 24V, SOLENOID, EXIT DOOR, ROOTER, BRAKE, SHOCK ABSORBER, REAR, SADDLE LINK, WHIPER ARM, CYLINDER, FUEL ACCESS DOOR, O-RING, WATER TUBE, RECTANGULAR RING, VALVE, R-14 RELAY, SWITCH, MASTER RUN, SWITCH, ENGINE START, STATIC STRAPS, U-JOINT, KIT, KIT, R14 REBUILD, SPRING, RADIATOR/FILTER ACCESS PANEL, HANDLE, GRAB, NOZZLE, WIPER ARM, LOCK NUT TIE ROD, NUT, 24V ALT SHAFT	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$2,367.41
M0051396	HUBODOMETER, 485-490, SENSOR, HYDRAULIC/COOLANT, SENSOR, HYDRAULIC FLUID, ADAPTOR, SIDE WINDSHIELD WASHER FLUID HOSE, DECAL, EMERGENCY INSTRUCTION'S LOCATION, SEAL, FRONT INNER, LIGHT, DECAL, 4 IN. AMBER, ABS, ECU, LIGHT, MARKER, AMBER, KIT, NOISE ISOLATOR, FILTER, DEFROSTER, & SENSOR, COOLANT	GILLIG LLC	LOS ANGELES	\$4,558.05
M0051397	FUEL NOZZLE REBUILT	OPW FUELING COMPONENTS	CHICAGO	\$595.83
M0051400	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING OIL GAL & REGULATORY COMPLIANCE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$1,598.21
M0051402	FRONT BRAKE PADS	FIRST CALL AUTO PARTS	SPRINGFIELD	\$53.32
M0051403	HARDWARE	KIMBALL MIDWEST	OXNARD	\$622.93
M0051404	FUEL PUMP MODULE ASSEMBLY	PARTS AUTHORITY LLC	LOS ANGELES	\$308.99

Contracts/PO Awarded Report  
July 2025

M0051406	ECM PROGRAMMING (4052) & ECM PROGRAMMING LABOR (4052)	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$886.04
M0051407	ROSCOLIVE SERVICE	ROSCO, INC.	JAMAICA	\$4,195.20
M0051408	ZRS-I-1727-02 SEATBELT EXTENSION	CREATIVE BUS SALES	CHINO	\$178.10
M0051409	N2605 WHEEL CLEANER, 915SHP SHINE PLUS, & 413G01 BLUE SHIELD	THE DETAIL SHOP INC	OXNARD	\$119.99
M0051410	SURGE TANK HOSE	CALIFORNIA HOSE, INC	OXNARD	\$98.45
M0051411	CANISTER PURGE SOLENOID - TRANSIT	PARTS AUTHORITY LLC	LOS ANGELES	\$37.77
M0051412	IDLER PULLEY - CUTAWAY, FILTER AIR-200, IDLER PULLEY, BELT TENSIONER - CUTAWAY, COIL - IGNITION, WIPER BLADE CLEAN ADVANTAGE, & ELEMENT- AIR	PARTS AUTHORITY LLC	LOS ANGELES	\$777.19
M0051415	SPRING, AIR (REAR)	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$230.41
M0051416	MALE CONNECTOR, 3/4 IN, TUBE, FORMED, HP FUEL, 3/8 IN, TIE ROD END LEFT/RIGHT, & AIR FILTER PANEL	GILLIG LLC	LOS ANGELES	\$195.18
M0051418	MS-PTS-50 THREAD SEALANT	CENTRAL CALIFORNIA FLUID SYSTEM TECHNOLO	CAMARILLO	\$136.22
M0051419	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING FEE, REGULATORY COMPLIANCE FEE, GEARLUBE 80W90 GL5, STATE RECYCLING FEE, SAE OW-20 MOTOR OIL, STATE RECYCLING FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$4,250.62
M0051420	PENDANT ASSEMBLY NHTSA & UNIVERSAL LATCH KIT 8400-8700	A-Z BUS SALES INC	COLTON	\$447.15
M0051421	SENSOR, CRANKSHAFT-FORD TRANSIT	PARTS AUTHORITY LLC	LOS ANGELES	\$46.92
M0051428	AIR DRYER DESICCANT CARTRIDGE, R107794-CORE, AIR DRYER PURGE VALVE KIT, BELT, WATER PUMP, CRANKCASE VENTILATION ELEMENT, FILTER OIL & FILTER, & COOLANT	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$3,389.33

Purchasing Total \$2,203.00

Parts Total \$51,370.17

Local (Ventura County) \$11,801.02



**DATE:** July 2, 2024  
**TO:** GCTD Board of Directors  
**FROM:** Vanessa Rauschenberger, General Manager  
**SUBJECT:** **Consider Adoption of Resolution 2025-03 for State Transit Assistance (STA) / State of Good Repair (SGR) FY 2025-26 Allocation**

**Item #6**

## **SUMMARY**

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

For FY 2025-26, GCTD's allocation under the SGR / SGA programs is \$350,034. Prior to receiving the apportionment of STA/SGR program funds in a fiscal year, an agency must submit a list of proposed projects to the California Department of Transportation (DOT). Once approved by this Board action, GCTD will submit a list of projects to VCTC, who will then submit project lists for the whole county to the State. The list does not need to be constrained to the apportionment but must show costs at least as much as the apportionment.

Staff is requesting that the Board consider approval of the annual STA/SGR State of Good Repair Priority Projects List and consider adoption of Resolution 2025-03 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

## **BACKGROUND**

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

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

SGR funds can be used as follows:

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

### **GOLD COAST TRANSIT DISTRICT**

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

## STA/SGR ELIGIBLE PROJECT LIST

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

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

	<b>Project Description</b>	<b>Cost Estimate</b>
<b>1</b>	Replacement Fixed Route Bus (CNG) (GILLIGs) (9)*	\$6,864,188

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

## RECOMMENDATION

Consider approval of GCTD's FY 2025-26 STA / SGR (State of Good Repair) Priority Projects List and consider adoption of Resolution 2025-03 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program. These funds and project were included in the adopted FY 2026 Budget and Capital Plan.

**GENERAL MANAGER'S CONCURRENCE**

*Vanessa Rauschenberger*  
Vanessa Rauschenberger  
General Manager

*Attachment A: Resolution*



**GOLD COAST TRANSIT DISTRICT  
RESOLUTION NO. 2025-03**

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

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

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

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

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

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

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

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

PASSED AND ADOPTED THIS 2nd DAY OF JULY 2025.

ATTEST:

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Martha McQueen Legohn, Board Chair

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 3rd day of September

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Vanessa Rauschenberger, General Manager, Secretary of the Board

**GOLD COAST TRANSIT DISTRICT**



**DATE:** July 2, 2025 **Item #7**

**TO:** Board of Directors

**FROM:** Marlena Kohler *MK*  
Purchasing Manager/DBE Officer

**SUBJECT:** CONSIDER AWARD OF CONTRACT TO BEST BEST & KRIEGER LLP FOR GENERAL COUNSEL SERVICES

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## **I. EXECUTIVE SUMMARY**

A competitive bid process for General Counsel Services began with the issuance of Request for Proposal (RFP) 25-02 on April 24, 2025. The purpose of this RFP was to locate a qualified law firm and/or attorney to provide legal services for general counsel, assist with labor negotiations, and to help advise the Gold Coast Transit District's Board of Directors. These services are for a two (2) year base period and three one-year option periods. The RFP was publicized on our website, and on OpenGov, the e-procurement cloud software GCTD utilizes for procurements. Five (5) proposals were received. All proposals were evaluated and considered responsive. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, Best, Best & Krieger received the highest score overall. Their proposal is considered fair and reasonable based on adequate competition.

**It is therefore recommended the Board of Directors Consider authorizing award of a contract to Best, Best & Krieger for General Counsel Services for a two-year base period, with an option to extend to three one-year periods. The total not-to-exceed amount of \$500,000 for the two-year base period and \$250,000 for each of the three option year, if exercised, for a grand total not-to-exceed \$1,250,000.**

## **II. BACKGROUND**

Staff began the competitive bid process with the issuance of Request for Proposal (RFP) 25-02 for General Counsel Services on April 25, 2025. The purpose of the RFP was to locate a qualified law firm and/or attorney that would perform general counsel services for Gold Coast Transit District. This would include attending all monthly and special meetings of the Board of Directors; oversee all matters having legal implications, and assist with labor negotiations. The selected firm must be able to provide legal support, review documents and provide advice and guidance in any area of the law, including but not limited to Brown Act, litigation, California Public Records Act, applicable federal and state laws and regulations, Government Code, Public Utilities Code, and Federal Transit Administration laws, regulations, codes and policies.

The RFP was publicized on our website, and OpenGov, where about eighteen (18) firms

### **GOLD COAST TRANSIT DISTRICT**

were notified and downloaded the RFP. Five (5) of those submitted a proposal.

The RFP required each firm to submit general background, firm experience and technical expertise, detailed resumes of the attorney and alternate who would be appointed as General Counsel, references and information regarding firm's integrity.

The following firms submitted a response by May 29, 2025 deadline:

- Aleshire & Wynder, LLP
- Atkinson, Andelson, Loya, Ruud & Romo
- Bergman Dacay Goldsmith
- Best Best & Krieger LLP
- Burke, Williams & Sorensen, LLP

All responses were evaluated and considered to be responsive. The regulations require selection of the "most highly qualified" firm without consideration of price. An evaluation committee consisting of three (3) GCTD employees (Vanessa Rauschenberger, Christine Feng and Alex Zaretsky) evaluated all five (5) submissions. Separately, each committee member evaluated and scored the submissions using the evaluation criteria identified in the RFP and listed below in their relative order of importance:

- Qualifications and Experience of Firm or Sole Practitioner (*worth 40 points*)
- Qualifications and Experience of Lead Attorney(s) Assigned (*worth 35 points*)
- Cost (*worth 25 points*)

Best, Best & Krieger received the highest score overall among all three (3) evaluators and because of this and the fact BBK is the incumbent, staff determined that interviews were not necessary and concluded the evaluation process. A responsibility determination was conducted on BBK. GCTD confirmed that BBK was not listed in the excluded parties' list system nor are there any complaints filed with the Better Business Bureau. BBK has provided excellent services, for many years, while been under contract with GCTD and staff has no issues with continuing this partnership. The other references provided by BBK were contacted and provided no negative comments. As a result, BBK was determined to be a responsive, responsible firm capable of meeting GCTD's requirements.

An analysis was conducted on BBK's proposed rates. The following are the proposed hourly for the attorney to be assigned as GCTD'S General Counsel submitted by the five (5) firms for the base years 1 and 2:

<b>Firm</b>	<b>Hourly</b>
Aleshire & Wynder, LLP	\$425
Atkinson, Andelson, Loya, Ruud & Romo	\$425
Bergman Dacay Goldsmith	\$425
Best Best & Krieger LLP	\$390
Burke, Williams & Sorensen, LLP	\$350

BBK's current contract rate is \$365/hr for the attorney assigned to our agency. One firm, Burke, Williams & Sorensen LLP's rates proposed were lower but their proposal was rated lower than BBK. Based on the rates submitted by all firms and the professional experience and knowledge of members of the Selection Committee, BBK's rates are determined to be fair and reasonable and in line with those generally charged in this area for professional services and other expenses similar to those being bid in the firm's proposal.

Additional hourly rates for other labor classifications such as Associate, Legal Assistant, clerical and other direct costs were submitted at a lower rate and also determined to be fair and reasonable and in line with those generally charged in this area for professional services and other expenses similar to those being bid in the firm's proposal.

The pricing for Option Years was also analyzed, with the same results as those of the base year rate:

Firm	Hourly Option Year 3	Hourly Option Year 4
Aleshire & Wynder, LLP	\$435	\$445
Atkinson, Andelson, Loya, Ruud & Romo	\$435	\$445
Bergman Dacay Goldsmith	\$450	\$450
Best Best & Krieger LLP	\$405	\$420
Burke, Williams & Sorensen, LLP	\$365	\$380

Based on this analysis, BBK's rates for the Option Years are considered fair and reasonable.

Therefore, Best Best & Krieger's is determined to be a responsive, responsible firm capable of meeting GCTD's requirements.

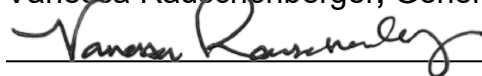
### III. SUMMARY & RECOMMENDED ACTION

A Request for Proposal was issued and submissions were evaluated to determine the most highly qualified firm to provide General Counsel Services for Gold Coast Transit District. After an extensive evaluation process, Best Best & Krieger, LLP received the highest overall score. BBK is considered a responsive, responsible bidder and their proposal is considered fair and reasonable.

**It is therefore recommended the Board of Directors authorize award of a contract to Best, Best & Krieger for General Counsel Services for a two-year base period and three one-year option periods for a total not-to-exceed amount of \$500,000 for the two-year base period and \$250,000 for each of the three option years, if exercised, for a grand total not-to-exceed \$1,250,000.**

#### GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger, General Manager

  
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Item #8

**DATE** July 2, 2025  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, General Manager  
**SUBJECT** Receive Update on status of GCTD's 301 East Third Street Property and Consider formation of Ad Hoc Committee

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## SUMMARY

In July 2019, GCTD vacated its former property located at 301 East 3rd Street, in Downtown Oxnard CA. In 2020, the Board of Directors authorized staff to solicit qualifications from interested and qualified developers, and subsequently selected specific developers to be invited to respond to a future Request for Proposals (RFP) for development of multi-family housing on this site. Since that time, staff has been working to prepare informational documents needed to allow developers to respond to forthcoming RFP.

For this item, staff will provide and update on the status of the district owned 301 East 3rd Street Property, and progress on the redevelopment to date. **In addition, it is recommended that the Board Consider forming an Ad Hoc Committee of at least two Board Members to help staff evaluate proposals submitted as part of the forthcoming RFP.**

## BACKGROUND

Since 2020, GCTD's has engaged with real estate consultant team Dyer Sheehan Group (DSG) to help identify an appropriate and economically efficient use of the 301 Property, as well as Rincon Environmental to conduct Environmental Assessments of the site. Based on the data collected in 2020, the consultant team determined that affordable housing located in a transit-rich area such as Downtown Oxnard would be a preferred use of the property. Since that time, the following progress has been made:

### Work Completed through 2024

- Site Investigation and Initial Feasibility Study
- Adoption of GCTD's Transit Oriented Development Policy
- Rezoning of Property to allow for Multifamily Residential development (City of Oxnard)
- Asbestos Abatement & Complete Building Demolition / Underground Clarifier Removal
- Issuance of Request for Qualifications (RFQ) and evaluation of RFQ submittals
- Selection of Qualified Developers to be invited to participate in subsequent RFP process
- Environmental Site Assessment Phase I
- Environmental Site Assessment Phase II - Initial Soil Testing
- Development of Draft Ground Lease and Option to Lease Agreements
- Additional Site Assessment Report - Secondary Soil/Vapor/Water Testing
- Department of Toxic Substance Control - Review ESAs I & II and Additional Site Assessment
- Development of Data Gap Assessment Work Plan (Draft plan submitted to DTSC)

## GOLD COAST TRANSIT DISTRICT

#### Anticipated Tasks for FY 2025

- DTSC Review of Data Gap Assessment Work Plan (Complete)
- Implementation of Data Gap Assessment Work (Additional Data Collection Complete)
- Processing of Data Gap Assessment issuance of report to DTSC (Complete)
- Issuance of Request for Proposals (RFP) (In Progress)
- Review of RFP Submittals
- Selection of Preferred Developer to Sign Option

The Third Street Property is a transit-oriented site, with the Oxnard Transit Center (OTC) located directly across the Third Street bridge. The OTC is a regional multi-modal transportation facility offering local and regional service, including Metrolink and Amtrak rail service, Greyhound bus service, VCTC Intercity Service, and Gold Coast Transit District service. Site Map Attached.

This transit-oriented site is also a strong candidate to secure funding for affordable housing, which would help the City meet its RHNA housing requirements. In 2021, the City completed an update of the Housing Element which included rezoning the site from its former industrial use to allow for multi-family residential development.

#### **Request for Proposals / Formation of Ad Hoc Committee**

GCTD Staff working with consultants Dyer-Sheehan Group are now preparing to release the RFP to the qualified developers. To help ensure that the proposal evaluations align with the Board of Directors Goals, staff recommends the formation of an Ad Hoc Committee of the Board to help evaluate proposals submitted. The RFP is anticipated to be released in mid July, with submittal due by early October 2025, with a committee recommendation brought back to the Board for consideration at the December 2025 (dates tentative) meeting. During this time the Ad Hoc Committee will be expected to meet 2-3 times, to discuss questions submitted, evaluate responses, and participate in developer interviews.

#### **RECOMMENDATION**

For this item, staff will provide an update on the status of the district owned 301 East 3rd Street Property, and progress on the redevelopment activities to date. **It is recommended that the Board of Directors consider forming an Ad Hoc Committee to help evaluate potential development proposals submitted and/or provide additional direction to staff on information provided.**

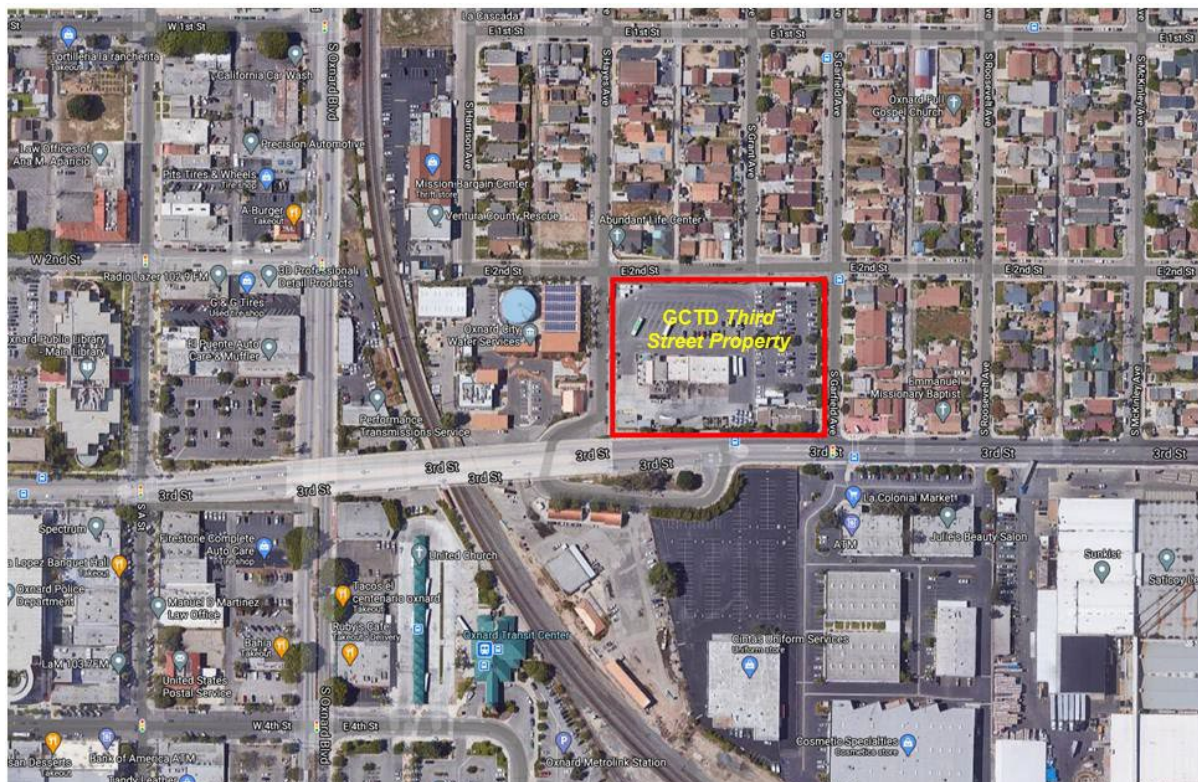
General Manager's Concurrence

  
Vanessa Rauschenberger

Attached - City of Oxnard with GCTD Property Location



**Exhibit A: City of Oxnard Map with GCTD Third Street Property Indicated**





Item #9

**DATE** July 2, 2025  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** **GCTD Operations and Maintenance Report**

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### **SUMMARY**

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

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

### **RECOMMENDATION**

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

General Manager's Concurrence

  
Vanessa Rauschenberger

### **GOLD COAST TRANSIT DISTRICT**

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



**DATE** July 2, 2025

**Item #10**

**TO** GCTD Board of Directors

**FROM** Vanessa Rauschenberger, General Manager<sup>VR</sup>

**SUBJECT** Discuss Future Agenda Items

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### **SUMMARY**

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

### **FUTURE AGENDA ITEMS**

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

#### **Future Agenda Items**

- Strategic Plan Update
- Redevelopment of 301 Property
- *Other Items?*

#### **Future Routine Items**

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

### **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**