AGENDA

REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 4, 2026 – 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/82036176270

A. CALL TO ORDER – 10:00 am

B. ROLL CALL

Chair – Rachel Lang, Councilmember, City of Ojai
Vice-Chair – Gabriela Rodriguez, Councilmember, City of Oxnard
Director – Matt LaVere, Supervisor District 1, County of Ventura
Director – Dr. Martha McQueen-Legohn, Mayor, City of Port Hueneme
Director – Dr. Jeannette Sanchez-Palacios, Mayor, City of Ventura

C. CEREMONIAL CALENDAR

- **Pledge of Allegiance**
- **Service Awards -** None

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. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: General Manager / Director of Human Resources
Employee organization: TEAMSTERS Local #186

F. 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.

G. AGENDA REVIEW

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

H. GENERAL MANAGER'S REPORT

2. **General Manager's Monthly Report**
   Recommendation: The General Manager will provide a brief update on agency activities.
   Staff: Vanessa Rauschenberger, General Manager

I. 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.

3. **Minutes of July 1, 2026 Board of Directors Meeting**
   Recommendation: Approve the October 7 Board of Directors Meeting Minutes
   Staff: Angelica Delgado, Clerk of the Board/Executive Assistant
4. **Report of Monthly Expenditures**
   Recommendation: Receive Report of Expenditures for the Month of October
   Staff: Angelica Salatan, Accounting Specialist
5. **Report of Monthly Budget/Actual Report**
   Recommendation: Receive Report of Budget/Actual for the Month of September
   Staff: Christine Feng, Chief Financial Officer/AGM
6. **Report of Contracts Awarded**
   Recommendation: Receive Report of Contracts Awarded for the Month of September
   Staff: Tanya Hawk, Inventory & Asset Management Coordinator
7. **Report of Quarterly Investment Activity**
   Recommendation: Receive Report of Quarterly Investment Activity, 1st Quarter
   Staff: Veronica Navarro, Finance & Grant Analyst
8. **Receive and File 2026 FTA Triennial Review Final Report**
   Recommendation: Receive and File Final FTA 2026 Triennial Review Report
   Staff: Vanessa Rauschenberger, General Manager

J. 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 the 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.

9. **Consider Adoption of Resolution Number 2026-07, Approving Updates to the Memorandum of Understanding (MOU) between GCTD and TEAMSTERS Local 186 (Supervisors Unit)**
   Recommendation: Consider Approving the Memorandum of Understanding (MOU) between Gold Coast Transit District and Teamsters Local 186 (Supervisors Unit) 2026-2029 and updates to related Personnel Rules sections as applicable.
   Staff: Alex Zaretsky, Director of Human Resources & Ana Perez, Human Resources Generalist

10. **Consider Approval of Updated FY 26-27 Service Plan to be Implemented January 2027**
Recommendation: Receive Presentation and Consider Approval of the FY 27 Service Plan proposed to be implemented in January 2027. The plan includes previously approved SRTP recommended realignment of Routes 1 & 6. In addition, the plan will include modified plans to interline Rt 10 & 11 to maintain service in Saticoy and interline Routes 4A and 4B in Oxnard. The updated service plan reduces overall service hours by 5% through a combination of shorter service spans, a shorter peak service period, and lowered frequencies in the early morning and evening.
Staff: Austin Novstrup, Planning Manager

K. INFORMATIONAL ITEMS

11. **FY 26-27 1st Quarter Fixed Route and Demand Response Service Report**
Recommendation: Receive Presentation FY 27 1st Quarter Fixed Route and Demand Response Ridership and Service Report
Staff: Martin Rodriguez, Planner II & Robbie Lucio, Mobility Management Coordinator

12. **Future Agenda Items**
Recommendation: Discussion of topics to be discussed at a future meeting.
Staff: Vanessa Rauschenberger, General Manager

The next regular meeting of the GCTD Board of Directors will be held on **December 2, 2026, 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.

General Manager's Monthly Report – November

Veterans RIDE FREE on Veterans' Day

GCTD will provide FREE rides to U.S. military veterans on 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.



Staff Participating in Fall Conferences

California Transit Association (CTA) will host its 61st Annual Fall Conference in Monterey, CA, October 28-30. This premier annual event brings together transit agencies from across the state. GCTD attendees will include Vanessa Rauschenberger, CFO/Assist GM, the Board Chair, Board Director, Procurement Manager, and Operations staff, including two bus operators selected through a raffle.



Help Shape Our Future – Survey



GCTD continues to encourage employees to share their perspective through the **Help Shape Our Future** survey as the District evaluates its financial outlook and long-term priorities.

The survey invites employees to provide feedback on riders' priorities, service, safety, technology, accessibility, operational improvements, and GCTD's vision for the next 5-10 years. Employees' input will help identify priorities and inform future discussions and decisions regarding the District's challenges and opportunities.

Survey responses will be summarized and shared with the Board to support ongoing planning efforts.

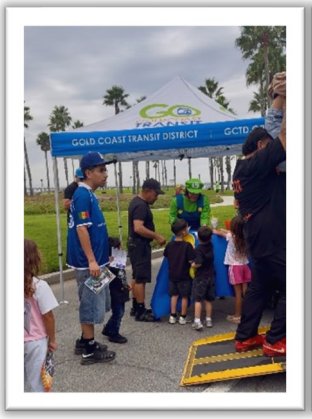
Employees are encouraged to complete the survey by November 13, 2026.

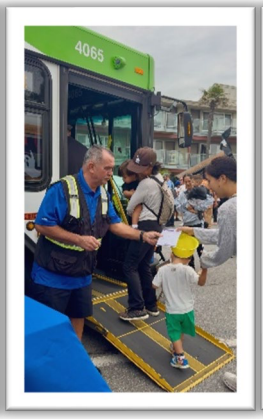
GCTD Outreach In the Community
October 1 – Presentation for Goodwill Industries – Bus Mobility Training
October 10 – Annual Hueneme Beach
October 17 – Ojai Day
October 20 – ¡Viva la Comunidad! Resource Fair – Ventura College
October 25 – Swapmeet Justice
October 28 – Fields of Opportunity Job Fair – CET Oxnard

¡Viva la Comunidad!



Touch-A-Truck







Presentation for Goodwill Industries





General Manager Activities & Meetings Attended
- October 7 – GCTD Board Strategic Workshop
- October 9 – Attended VCTC Commission Meeting
- October 13 – Participated in GCTD Annual Fire / Evacuation Drill
- October 14 – Attended Tea con Limón en Vivo, an annual Latino Heritage Month Event.
- October 14 - City of Ventura Local Coastal Program (LCP) focus group
- October 15 – Hosted October Coffee with GM in Operators Room
- October 17 – Participated in Ojai Day Booth! - GCTD hosted information booth
- October 21 – Participated in GCTD Technical Advisory Committee Meeting
- October 22 – Met with CA Dept of Housing Community Development re 3rd Street Property
- October 27-30 – Attended California Transit Association Conference in Monterey, CA

OUR MISSION

Our mission is serving, moving, and connecting people to opportunity –one ride at a time.

OUR VISION

Our vision is to revolutionize transportation in Ventura County by leading initiatives that improve the rider experience, achieve clean air, and drive economic vitality.

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Item #3

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 7, 2026 – 10:00 am
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)

A. CALL TO ORDER

Chair Rachel Lang called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:02 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

B. ROLL CALL

Chair– Rachel Lang, City of Ojai
Vice Chair – Gabriela Rodriguez, City of Oxnard
Director – Matt LaVere, County of Ventura
Director – Dr. Jeannette Sanchez-Palacios, City of Ventura
Director – Dr. Martha McQueen-Legohn, City of Port Hueneme (arrived at 2:30 p.m.)

STAFF PRESENT

Vanessa Rauschenberger, General Manager
Geremy Holm, General Counsel
Angelica Delgado, Clerk of the Board
Christine Feng, CFO/Assistant GM
Cynthia Duque, Director of Planning & Marketing
Alex Zaretsky, Director of Human Resources
James Beck, Director of Operations & Maintenance
Dean Bower, Controller
Juan De La Rosa, Facility Manager
Austin Novstrup, Planning Manager
Robbie Lucio, Mobility Management Coordinator
Wesley Cooksy, Planner I
Martin Rodriguez, Planner II
Dante McClain, IT Technician
Lorne Henderson, Fleet Manager
Andrea Meza, Planning & Marketing Manager
Marlena Kohler, Procurement Manager & DBE Officer

C. CEREMONIAL CALENDAR

Director Dr. Sanchez-Palacios led the Pledge of Allegiance.

EMPLOYEE RECOGNITION

- Roberto Navarro, Facility & Vehicle Cleaner, 5 Years
- Honorio Navarro, Service Worker I, 5 Years

The Board recognized Roberto Navarro, Facility & Vehicle Cleaner, and Honorio Navarro, Service Worker I, for five years of service. Ms. Rauschenberger thanked employees for their contributions to the District.

D. GENERAL PUBLIC COMMENT
None

E. BOARD OF DIRECTORS REPORTS
None

F. AGENDA REVIEW
Director Dr. Sanchez-Palacios moved to approve the Agenda Review with no changes. Vice-Chair Rodriguez seconded the motion.

G. GENERAL MANAGER'S REPORT

1. GM Update - Vanessa Rauschenberger, General Manager
Ms. Rauschenberger provided updates on the seasonal Spooky Bus, ongoing rider and employee surveys, an employee wellness fair, the Central Coast Transit Summit, transit training partnerships, and fare-free service for California Clean Air Day. Staff noted that the surveys would remain open into November.

H. CONSENT AGENDA

2. **Minutes of September 2, 2026 Board of Directors Meeting**
   Recommendation: Approve the September 2 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 September
   Staff: Angelica Salatan, Accounting Specialist
4. **Report of Monthly Budget/Actual Report**
   Recommendation: Receive Report of Contracts Awarded for the Month of August
   Staff: Christine Feng, Chief Financial Officer/AGM
5. **Report of Contracts Awarded**
   Recommendation: Receive Report of Contracts Awarded for the Month of September
   Staff: Tanya Hawk, Inventory & Asset Management Coordinator

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

I. 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.

1. STRATEGIC CHOICES WORKSHOP

Recommendation: Staff will facilitate a Board Strategic Choices Workshop to discuss three critical topics: service preservation, long-term funding and future innovation opportunities. The workshop format will include a combination of staff presentations, a consultant-led "service preservation and prioritization" activity and discussion of Board direction on funding avenues for staff to pursue.

The strategic choices the Board will be asked to consider are: **1)** provide direction to staff on service preservation priorities given the need to bring expenses in line with available funding and **2)** provide strategic direction on what opportunities GCTD should pursue as it relates to long-term revenue, and **3)** Provide direction on potential technology, innovation, and efficiency strategies to explore or pursue.

Future major service change plans or other direction that may arise through discussion would return to the Board through the appropriate public review and approval process.

Staff: Vanessa Rauschenberger, General Manager

Ms. Rauschenberger introduced the Strategic Choices Workshop, facilitated in part by Gary Hewitt of Transportation Management & Design. Staff outlined projected fiscal challenges, including the expiration of one-time funding, and explained that a potential 20% budget-reduction scenario was being considered for planning purposes.

The Board participated in facilitated discussions concerning: (1) service preservation and prioritization, (2) long-term funding strategies, and (3) future efficiencies, innovation, and technology. Members provided input and direction related to balancing service frequency and geographic access, maintaining essential service, exploring funding partnerships, efforts to increase funding self-sufficiency, and influence regional policy, as well as operational improvements. Staff indicated that Board feedback and direction would be used to inform future staff work and service plans, as well as budget scenarios.

The workshop was for discussion and strategic input. Staff indicated it would take direction from the Board and bring back specific items as necessary for future Board Action.

An emailed comment relating to the workshop item was provided to the Board.

J. INFORMATIONAL ITEMS

2. **Future Agenda Items**
   Recommendation: Discussion of topics to be discussed at a future meeting.
   Staff: Vanessa Rauschenberger, General Manager

K. CLOSED SESSION

none

There being no further business, Chair Rachel Lang adjourned the Board of Directors meeting at 2:03 pm.

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

_____
Vanessa Rauschenberger
Secretary of the Board of Directors

_____
Chair Rachel Lang
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be on **November 4, 2026, 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 adelgado@gctd.org Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.

Item #4

DATE November 04, 2026

TO GCTD Board of Directors

FROM Angelica Salatan, Accounting Specialist AP as

SUBJECT **Consider the Approval of Expenditures for the Month of October 2026**

Attached is a list of expenditures for the Month of October 2026 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 2026

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Payee	ReferenceDate	Amount	TypeOfGoods
AGRITEC INTERNATIONAL LTD.	01-Oct-26	$102.45	HAZ MAT DISPOSAL SERVICES
CCP INDUSTRIES	01-Oct-26	$1,462.10	SAFETY MATERIALS
CLEAN ENERGY	01-Oct-26	$1,170.00	REPAIRS
CLEAN ENERGY	01-Oct-26	$39,644.28	REPAIRS
COUNTY OF VENTURA - IT SVCS. DEPT.	01-Oct-26	$3,847.67	REPEATER SITE RENTAL
DAVID R. LIDREN	01-Oct-26	$1,220.00	EMPLOYEE EVENTS
DYER SHEEHAN GROUP, INC.	01-Oct-26	$11,108.75	301 REDEVELOPMENT CONSULTING
GENFARE LLC	01-Oct-26	$2,755.00	PARTS
GILLIG LLC	01-Oct-26	$5,430.90	PARTS
JESUS ENRIQUE SEGOVIA IV	01-Oct-26	$4,930.00	ADA CONSULTANT
MISSION LINEN SUPPLY	01-Oct-26	$653.67	MAINTENANCE UNIFORMS
NATIONAL DRIVE HEADQUARTERS	01-Oct-26	$24.00	PAYROLL DEDUCTION
PARTS AUTHORITY LLC	01-Oct-26	$228.46	PARTS
ROMAINE ELECTRIC CORPORATION	01-Oct-26	$3,006.08	BUS PARTS
SITEONE LANDSCAPE SUPPLY, LLC	01-Oct-26	$255.70	MAINTENANCE SUPPLIES
SUPERIOR SANITARY SUPPLIES	01-Oct-26	$633.01	SUPPLIES
TEAMSTERS LOCAL 186	01-Oct-26	$2,677.00	PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	01-Oct-26	$637.63	PARTS/BUSES
THE GAS COMPANY	01-Oct-26	$678.40	NATURAL GAS
AGRITEC INTERNATIONAL LTD.	08-Oct-26	$109.90	HAZ MAT DISPOSAL SERVICES
ALL-PHASE ELECTRIC	08-Oct-26	$422.62	SUPPLIES
AMERICAN MADE CLEAN INC	08-Oct-26	$1,050.00	SERVICES
CENTRAL COAST FILTER & SUPPLY INC.	08-Oct-26	$1,462.66	PAINT
COMMUNE COMMUNICATION CORP.	08-Oct-26	$3,975.00	CALL MARKETING/COMMUNICATION
CREATIVE BUS SALES	08-Oct-26	$557.79	PARATRANSIT BUS/VANS
CUMMINS PACIFIC LLC	08-Oct-26	$7,139.00	PARTS
FLUID NETWORKS	08-Oct-26	$41.85	SERVICES
FORTRESS ARMORED SERVICES COMPANY	08-Oct-26	$492.99	ARMORED CAR SERVICES
FRONTIER COMMUNICATIONS	08-Oct-26	$867.96	INTERNET PRVDER - PTSIT CNTOR
GENFARE LLC	08-Oct-26	$3,526.78	PARTS
GILLIG LLC	08-Oct-26	$283.94	PARTS
MACVALLEY OIL COMPANY	08-Oct-26	$11,373.70	FUEL
MISSION LINEN SUPPLY	08-Oct-26	$653.67	MAINTENANCE UNIFORMS
PARKHOUSE TIRE, INC.	08-Oct-26	$340.96	TIRES
PARTS AUTHORITY LLC	08-Oct-26	$961.43	PARTS
PLANETERIA MEDIA LLC	08-Oct-26	$3,300.00	WEBSITE SUPPORT SERVICES
PLATINUM TOW AND TRANSPORT INC.	08-Oct-26	$390.00	TOWING SERVICES
ROMAINE ELECTRIC CORPORATION	08-Oct-26	$1,706.25	BUS PARTS
TELENET VOIP, INC.	08-Oct-26	$270.00	MONITORING
THE AFTERMARKET PARTS COMPANY, LLC	08-Oct-26	$112.14	PARTS/BUSES
THE DETAIL SHOP INC	08-Oct-26	$483.91	SUPPLIES
UNITED WAY OF VENTURA CO.	08-Oct-26	$60.00	P/R DEDUCTION
VENTURA COUNTY AUTO SUPPLY	08-Oct-26	$103.24	PARTS
BEST BEST & KRIEGER LLP	15-Oct-26	$2,214.00	GENERAL COUNSEL SERVICE
CALIFORNIA HOSE, INC	15-Oct-26	$101.68	PARTS
CARPE DIEM 2024, LLC	15-Oct-26	$4,933.02	SECURITY SERVICES
CHRISTINE FENG	15-Oct-26	$2,109.99	EMPLOYEE REIMBURSEMENT
CLEAN ENERGY	15-Oct-26	$1,170.00	REPAIRS
CROWN DODGE	15-Oct-26	$53.90	SERVICE
CUMMINS PACIFIC LLC	15-Oct-26	$10,511.01	PARTS
EDISON CO.	15-Oct-26	$32,674.59	ELECTRICAL POWER
FIRST CALL AUTO PARTS	15-Oct-26	$25.96	PARTS
FRONTIER COMMUNICATIONS	15-Oct-26	$759.76	INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	15-Oct-26	$14,788.92	PARTS
GREG'S PETROLEUM SERVICE, INC	15-Oct-26	$4,094.50	OIL SUPPLIER
I/O CONTROLS CORP.	15-Oct-26	$163.88	PARTS
INTERSTATE BATTERIES	15-Oct-26	$3,708.43	BATTERIES

JOSE MURILLO	15-Oct-26	$79.50	TOOL ALLOWANCE
KIMBALL MIDWEST	15-Oct-26	$608.41	PARTS
LIGHTGABLER	15-Oct-26	$4,127.50	LEGAL SERVICES
LORNE HENDERSON	15-Oct-26	$79.50	EMPLOYEE REIMBURSEMENT
LOS ANGELES TRUCK CENTERS, LLC	15-Oct-26	$828.76	PARTS/SERVICE
MARIPOSA LANDSCAPES, INC	15-Oct-26	$4,577.00	LANDSCAPING SERVICES
NATIONAL DRIVE HEADQUARTERS	15-Oct-26	$24.00	PAYROLL DEDUCTION
OpenGov Inc	15-Oct-26	$12,220.00	PROCUREMENT SOFTWARE
PARTS AUTHORITY LLC	15-Oct-26	$16.64	PARTS
PLATINUM TOW AND TRANSPORT INC.	15-Oct-26	$156.25	TOWING SERVICES
PUBLIC RISK INNOVATION SOLUTIONS & MANAG	15-Oct-26	$377,601.24	WORKER'S COMP/EAP PROVIDER
R.M. CURTIS - WELDING	15-Oct-26	$390.00	WELDING SERVICES
RED WING SHOE STORE	15-Oct-26	$202.69	SAFETY SHOES
ROMAINE ELECTRIC CORPORATION	15-Oct-26	$3,436.61	BUS PARTS
STORERITE INC.	15-Oct-26	$110.00	SHREDING SERVICES
TEAMSTERS LOCAL 186	15-Oct-26	$125.00	PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	15-Oct-26	$1,699.18	PARTS/BUSES
THE GAS COMPANY	15-Oct-26	$74,632.75	NATURAL GAS
VASQUEZ AND COMPANY LLP	15-Oct-26	$14,919.19	AUDITOR
VENTURA COUNTY AUTO SUPPLY	15-Oct-26	$16.93	PARTS
VENTURA FEED & PET SUPPLIES, INC.	15-Oct-26	$276.28	SAFETY SHOES
VERIZON	15-Oct-26	$2,476.77	PHONE SRVC - CSC
VERIZON CONNECT FLEET USA LLC	15-Oct-26	$2,152.76	VEHICLE TRACKING SYSTEM
VICTOR RUBIO	15-Oct-26	$79.50	EXPENSE REIMBURSEMENT
CALTIP	19-Oct-26	$419,867.30	LIABILITY INSURANCE
CITY OF OXNARD	20-Oct-26	$5,209.64	UTILITIES/TRASH
BECNEL UNIFORMS	23-Oct-26	$5,799.43	UNIFORMS
CALTIP	23-Oct-26	$33,104.87	LIABILITY INSURANCE
CANON FINANCIAL SERVICES INC	23-Oct-26	$1,310.10	PRINTING SERVICES
CUMMINS PACIFIC LLC	23-Oct-26	$49,731.62	PARTS
EMPLOYMENT DEVELOPMENT DEPARTMENT	23-Oct-26	$6,105.00	UNEMPLOYMENT CHARGES
ENVISION VTA FD AUTO LLC	23-Oct-26	$7,019.38	PARTS
FEDERAL EXPRESS CORP.	23-Oct-26	$17.62	MAIL SERVICES
FRONTIER COMMUNICATIONS	23-Oct-26	$855.98	INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	23-Oct-26	$82.55	PARTS
GREG'S PETROLEUM SERVICE, INC	23-Oct-26	$5,460.38	OIL SUPPLIER
KIMBALL MIDWEST	23-Oct-26	$540.83	PARTS
LOS ANGELES TRUCK CENTERS, LLC	23-Oct-26	$1,050.55	PARTS/SERVICE
LOWE'S	23-Oct-26	$347.26	SUPPLIES
MISSION LINEN SUPPLY	23-Oct-26	$1,307.34	MAINTENANCE UNIFORMS
PARTS AUTHORITY LLC	23-Oct-26	$1,652.74	PARTS
PUBLIC RISK INNOVATION SOLUTIONS & MANAG	23-Oct-26	$2,430.24	WORKER'S COMP/EAP PROVIDER
QUADIENT LEASING USA, INC.	23-Oct-26	$134.81	RENTAL FEES
RINGCENTRAL, INC.	23-Oct-26	$2,386.09	PHONE SRVC - CSC
ROMAINE ELECTRIC CORPORATION	23-Oct-26	$3,302.82	BUS PARTS
SUPERIOR PRINTING & GRAPHICS, INC	23-Oct-26	$1,977.43	PRINTING SERVICES
SUPERIOR SANITARY SUPPLIES	23-Oct-26	$2,497.30	SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	23-Oct-26	$81.49	PARTS/BUSES
THE GAS COMPANY	23-Oct-26	$491.36	NATURAL GAS
THE W.W. WILLIAMS COMPANY, LLC	23-Oct-26	$941.34	REPAIRS/PARTS SERVICE
U.S. BANK	23-Oct-26	$17,537.63	CALCARD PAYMENT
WEX HEALTH, INC.	26-Oct-26	$343.50	FSA ADMINISTRATION FEE
AUSTIN NOVSTRUP	29-Oct-26	$544.08	EXPENSE REIMBURSEMENT
BECNEL UNIFORMS	29-Oct-26	$3,813.64	UNIFORMS
CUMMINS PACIFIC LLC	29-Oct-26	$1,999.55	PARTS
DANTE MCCLAIN	29-Oct-26	$41.00	EMPLOYEE REIMBURSEMENT
DYER SHEEHAN GROUP, INC.	29-Oct-26	$6,991.25	301 REDEVELOPMENT CONSULTING
EDISON CO.	29-Oct-26	$32,651.46	ELECTRICAL POWER

GENFARE LLC	29-Oct-26	$1,045.30	PARTS
GILLIG LLC	29-Oct-26	$8,293.64	PARTS
JUAN DE LA ROSA	29-Oct-26	$41.00	EXPENSE REIMBURSEMENT
STAPLES ADVANTAGE	29-Oct-26	$848.24	OFFICE SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	29-Oct-26	$538.60	PRINTING SERVICES
THE AFTERMARKET PARTS COMPANY, LLC	29-Oct-26	$2,313.05	PARTS/BUSES
THE GAS COMPANY	29-Oct-26	$766.52	NATURAL GAS
VANESSA RAUSCHENBERGER	29-Oct-26	$985.28	EXPENSE REIMBURSEMENT
CalPERS Health for October 2026	EFT	$336,994.99	HEALTH INSURANCE
CalPERS Unfunded Liability for October 2026	EFT	$168,782.00	UNFDED ACCRD LIAB CLASSIC
Life Basic/Supplemental insurance October 2026	EFT	$15,347.85	LONG TERM DISABILITY PREMIUMS
CalPERS Pension Contributions PR 10/02/2026	EFT	$129,660.57	PENSION CONTRIBUTIONS
CalPERS Pension Contributions PR 10/16/2026	EFT	$128,646.56	PENSION CONTRIBUTIONS
	TOTAL	**$2,110,188.17**	

Item #5

Date: November 4, 2026

To: Board of Directors

From: Veronica Navarro, Finance & Grants Analyst
Christine Feng, Chief Financial Officer/AGM

Subject: **Consider Acceptance of September 2026 Actual vs. Budget Financial Analysis Report**

This report summarizes the financial activities for September 2026, comparing actual performance with the budgeted amounts for Gold Coast Transit District.

Overview:

In September 2026, the Gold Coast Transit District (GCTD) experienced a monthly surplus of **$508,483.** Total revenues were below budget by 7.47%, while total expenses were below budget by 21.76%..

Revenues

Total revenues for the month came in at **$3.29 million**. Key highlights include:

- **Operating Revenues** totaled $255,933, **1.86% above budget**.
- **Non-Operating Revenues** totaled $81,987, **31.18% above budget**.
- **Federal Assistance** had no revenue recorded during September, **100% below budget.**
- **State Assistance** totaled $1.25 million, **56.50%,** above budget.
- **Local Assistance** funding was in line with budget expectations.

Year-to-date (YTD), revenues totaled **$7.54 million,** representing **17.65%** of the annual budget.

Expenses

For September, total expenses were **$2.78 million,** approximately 21.76% below the monthly budget. Key variances included:

- **Salary/Wage** expenses were **below budget by 10.60%.**
- **Fringe Benefits** expenses were **below budget by 21.93%.**
- **Services** expenses were **below budget by 21.08%.**
- **Materials and Supplies** expenses were **below budget by 18.53%.**
- **Utilities** expenses were over budget by **4.51%**
- **Casualty and Liability** expenses were **below budget by 97.44%.**
- **Miscellaneous** expenses were **below budget by 7.20%.**
- **Member Contribution** expenses were all in line with expectations.

YTD, total operating expenses are 20.81% of the annual budget.

Overall, September revenues were below budget, primarily in Federal Assistance revenue. Expenses remained below budget in most categories, resulting in a monthly surplus of $508,483. Gold Coast Transit District continues to demonstrate strong financial management while supporting its long-term goals.



General Manager's Concurrence

GOLD COAST TRANSIT DISTRICT
Financial Activities Summary - Actual vs. Budget
September 2026 | FY 2027

		September 2026 Actual	September 2026 Budget	Variance Over (Under) Budget	YTD Actual	Annual Budget	Percentage of Annual Budget
Revenues:							
Operating revenues		$ 255,933.33	$ 251,250.00	1.86%	$ 676,480.89	$ 3,015,000.00	22.44%
Non- Operating Revenues		$ 81,986.90	$ 62,500.00	31.18%	$ 149,785.54	$ 750,000.00	19.97%
Local Assistance		$ 1,703,213.08	$ 1,703,213.08	0.00%	$ 5,109,639.25	$ 20,438,557.00	25.00%
State Assistance		$ 1,251,429.69	$ 799,614.00	56.50%	$ 1,601,600.19	$ 9,595,368.00	16.69%
Federal Assistance	*	$ -	$ 741,651.92	-100.00%	$ -	$ 8,899,823.00	0.00%
Total Revenues		**$ 3,292,563.00**	**$ 3,558,229.00**	**-7.47%**	**$ 7,537,505.87**	**$ 42,698,748.00**	**17.65%**

* Federal revenue reflects timing of reimbursement claims.

Expenses:							
Salary/Wage		$ 1,259,831.96	$ 1,409,196.42	-10.60%	$ 3,880,404.66	$ 16,910,357.00	22.95%
Fringe Benefits		$ 921,075.64	$ 1,179,754.17	-21.93%	$ 3,054,153.69	$ 14,157,050.00	21.57%
Services		$ 118,192.30	$ 149,754.17	-21.08%	$ 225,925.70	$ 1,797,050.00	12.57%
Materials and Supplies		$ 207,243.15	$ 254,368.33	-18.53%	$ 670,568.76	$ 3,052,420.00	21.97%
Utilities		$ 38,495.92	$ 36,833.33	4.51%	$ 76,517.88	$ 442,000.00	17.31%
Causality and Liability		$ 4,495.86	$ 175,891.67	-97.44%	$ 276,543.34	$ 2,110,700.00	13.10%
Miscellaneous		$ 32,428.80	$ 34,945.00	-7.20%	$ 93,635.13	$ 419,340.00	22.33%
Debt Service		$ -	$ 115,169.83	-100.00%	$ -	$ 1,382,038.00	0.00%
Members Contribution		$ 202,316.08	$ 202,316.08	0.00%	$ 606,948.25	$ 2,427,793.00	25.00%
Total Expenses		**$ 2,784,079.71**	**$ 3,558,229.00**	**-21.76%**	**$ 8,884,697.41**	**$ 42,698,748.00**	**20.81%**

Surplus or (Deficit)		**$ 508,483.29**			**$ (1,347,191.54)**		

November 4, 2026 **Item #6**

TO GCTD Board of Directors

FROM Tanya Hawk, Inventory and Assets Management Coordinator

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 October 2026 Board meeting.

RECOMMENDATION

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

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

Contracts/PO Awarded Report
November 2026

PO#	Item Description	Vendor Name	City	Cost
PURCHASING				
A0010389	ANNUAL E- PROCUREMENT RENEWAL	OPENGOV INC	PASADENA	$12,220.00
PARTS				
M0052314	BRUSHES-CONDENSER MOTOR	ROMAINE ELECTRIC CORPORATION	KENT	$203.21
M0052316	SUPPLIES	SUPERIOR SANITARY SUPPLIES	OXNARD	$633.01
M0052317	FILTER - OIL, HANGER UNIVERSAL, BATTERY-BXT-65-850 AND BATTERY CORE	PARTS AUTHORITY LLC	VENTURA	$80.04
M0052318	BLOW-OFF CAP DISCHARGE NOZZLE, BELT, W/C SHOULDER/LAP, VALVE, ABS PMV, SCREEN ASM, PULL DOWN FRONT, AIR DRYER DUAL TURBO-200 GILLIG, CAP BREATHER W/DIPSTICK, BELT ASSY, LAP & SHOULDER, ISOLATOR, MOUNT W/VERT EXH &RR, ELBOW,BULKHEAD, WIPER, NOZZLE, LINK ASSY, LEVELING VALVE, LATCH, SASH, CLUTCH ASSY, A/ COMPR, A/C SEAL, LIP, FIRE EXT. BRACKET, BUMP STOP, RUBBER, SYSTEM CONTROLLER, SWITCH, KNEEL, MOMENTARY, FILLER TO SOLEN O/D VALVE TUBE, E-10 BRK VALVE, SWITCH, DPDT, ON/OFF/ON, VALVE, AIR BRAKE PROTECTION, VALVE, R14 RELAY, GLASS, BOTTOM CONVEX, & FENDER, WHEEL WELL REAR	GILLIG LLC	LOS ANGELES	$12,906.93
M0052318	VALVE, ABS PMV	GILLIG LLC	LOS ANGELES	$174.66

Contracts/PO Awarded Report
November 2026

M0052320	LIGHT, LICENSE PLATE, LED, CHR, VOLTAGE REGULATOR, TENSIONER, AC, SWITCH, TURN SIGNAL LH, BALL JOINT, DRAG LINK, ASSY, SOLENOID N/C, A-36 & BUTTON AIR SLIDE	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	$1,732.45
M0052321	BELT, WATER PUMP, WASHER, SEALING, TUBE, COMP WATER OUTLET, GASKET, LUBE OIL COOLER COVER, GASKET, OIL COOLER CORE, VALVE, FUEL FLOW, VALVE, FUEL SHUTOFF, SCREW, HEX FLANGE HEAD CAP, ENGINE HARNESS, OIL GAUGE TUBE, PCV MOLDED HOSE, BREATHER, CRANKCASE, AIR COMPRESSOR, AIR COM PRESSOR CORE, MODULE, IGNITION CONTROL, GASKET LUBE OIL COOLER COVER, COIL EXTENSION & GASKET OIL COOLER CORE	CUMMINS PACIFIC LLC	VENTURA	$21,379.58
M0052323	DEVICE, AFTERTREATMENT	CUMMINS PACIFIC LLC	VENTURA	$22,179.17
M0052324	ALTERNATOR 24V 50DN 300AMP	ROMAINE ELECTRIC CORPORATION	KENT	$1,503.04
M0052325	BATTERY - INTERSTATE & CA BATTERY FEE	INTERSTATE BATTERIES	VENTURA	$2,925.85
M0052326	SUPPLIES- HARDWARE	KIMBALL MIDWEST	COLUMBUS	$608.41
M0052327	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING OIL & REGULATORY FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	$3,578.18
M0052328	COOLANT (YELLOW) & REGULATORY COMPLIANCE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	$773.01

Contracts/PO Awarded Report
November 2026

M0052330	SAE OW-20 MOTOR OIL, STATE RECYCLING OIL & REGULATORY COMPLIANCE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	$516.32
M0052332	51-48999-001 SWITCH ASM, CHIME	GILLIG LLC	LOS ANGELES	$2,095.42
M0052335	AUTOMATIC TRANSMISSION & GK4Z-7000-CRM TRANSMISSION CORE	ENVISION VTA FD AUTO LLC	OXNARD	$3,965.71
M0052336	DEVICE, AFTERTREATMENT (CATALYST) & 5274369RX CATALYST CORE	CUMMINS PACIFIC LLC	VENTURA	$24,187.74
M0052337	BATTERY - INTERSTATE	INTERSTATE BATTERIES	VENTURA	$782.58
M0052340	SUPPLIES	SUPERIOR SANITARY SUPPLIES	OXNARD	$2,075.37
M0052341	82-59617-012 SCREW, HEX, STUD, GAS SPRING BALL, 20-69800-002 BRKT SKIRT PANEL LOCK, SEAL-BULB, VC, BOTTOM DOOR SEAL, REFLECTOR & RED RECTANGLE	GILLIG LLC	LOS ANGELES	$330.35
M0052343	EGR COOLER- (DORMAN HD)	ROMAINE ELECTRIC CORPORATION	KENT	$4,954.24
M0052351	PARKING BRAKE PEDAL ASSY, STEERING DAMPER STABILIZER, DAMPER SHIFT ASY, LEVER- TRANSMISSION	ENVISION VTA FD AUTO LLC	OXNARD	$1,095.08
M0052352	AIR FILTER, CABIN (NISSAN LEAF), CONNECTOR, CAMSHAFT SENSOR-CUTAWAY, ALTERNATOR ASSEMBLY 225 AMP, FUEL FILTER, IDLER PULLEY - CUTAWAY	PARTS AUTHORITY LLC	VENTURA	$2,115.26
M0052356	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING OIL GAL, GEAR LUBE 80W90 GL5, STATE RECYCLING OIL GAL, TRANSMISSION OIL SYNTHETIC & STATE RECYCLING OIL GAL	GREG'S PETROLEUM SERVICE, INC	DELANO	$5,460.38

Contracts/PO Awarded Report
November 2026

M0052358	WHEEL ASY STEERING-CUTAWAY	ENVISION VTA FD AUTO LLC	OXNARD	$605.68
M0052360	HARDWARE	KIMBALL MIDWEST	COLUMBUS	$540.83
M0052361	#1 DVIR DRIVER BUS INSPECTION & DEFECT REPORT & #2 DVIR DRIVER BUS INSPECTION & DEFECT REPORT	SUPERIOR PRINTING & GRAPHICS, INC	OXNARD	$1,977.43

Purchasing Total	$12,220.00
Parts Total	$119,379.93
Local (Ventura County)	$84,002.50

Item #7

Date: November 4, 2026

To: Board of Directors

From: Veronica Navarro, Finance and Grant Analyst

Subject: **Receive and File Quarterly Investment Report – 1st Quarter FY 2027**

EXECUTIVE SUMMARY

Gold Coast Transit District
Investment Income Report (July 1 - September 30, 2026)

Gold Coast Transit District (GCTD) reported a total investment income of **$148,620.68** for the period **July 1 to September 30, 2026**, reflecting interest, dividends, and other income earned across various investment accounts in accordance with GCTD's **Investment Policy**, adopted in **April 2024**.

Key Highlights

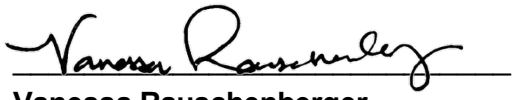
1. **Significant Investment Income Contributions**
   - The **SB 125 Capital Fund** generated the highest return, earning **$73,050.91,** accounting for **49%** of total investment income.
   - The **SB 125 Operating Fund** earned **$57,102.40**, contributing **38%** of total investment income.
   - **Special Funds Capital Reserve** contributed **$7,367.64**, representing **5%** of total investment income.
2. **Consistent Growth Over the Period**
   - Investment income remained strong throughout the quarter, with August 2026 recording the highest monthly earnings of **$61,162.56.**
   - This growth was primarily driven by strong investment returns from the **SB 125 Capital Fund, SB 125 Operating Fund**, and **Capital Reserve.**
3. **Diversified Investment Performance**
   - The **Money Market Account** and **LAIF Account** generated consistent investment earnings totaling **$2,161.34**.
   - Additional investment income from the **COP Lease Payment Fund** of **$307.42, COP Project Fund** of **$2,776.58,** and **COP Reserve Fund** of **$5,854.39** reflect continued diversification across investment accounts.

Investment Policy Compliance & Outlook

Investment activity remained aligned with GCTD's **Investment Policy objectives**, emphasizing **capital preservation, liquidity, and yield optimization.** Strong returns from the **SB 125 funds** demonstrate effective execution of the District's investment strategy.

Total investment income for the first quarter of FY 2027 was $148,620.68. The SB 125 funds accounted for the majority of the reported earnings..

General Manager's Concurrence



Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT

Investment Income

July 1 -September 30, 2026

		Money Market Account 1010610001	LAIF Account 1013000001	Special Funds Capital Reserve 1410200001	COP Lease Payment Fund 1410111001	COP Project Fund 1410221001	COP Reserve Fund 1410112001	SB 125 Capital Fund 1010510003	SB 125 Operating Fund 1010500003	Total
July 31, 2026	Interest, Dividends & Other Income	$ 383.13	$ 1,136.04		$ 213.50	$ 901.99	$ 53.63	$ 24,298.01	$ 13,311.53	$ 40,297.83
August 31, 2026	Interest, Dividends & Other Income	379.80	-	7,367.64	46.76	933.36	5,745.81	24,510.48	22,178.71	61,162.56
September 30, 2026	Interest, Dividends & Other Income	262.37	-		47.16	941.23	54.95	24,242.42	21,612.16	47,160.29
Total		**$ 1,025.30**	**$ 1,136.04**	**$ 7,367.64**	**$ 307.42**	**$ 2,776.58**	**$ 5,854.39**	**$ 73,050.91**	**$ 57,102.40**	**$ 148,620.68**

Item #8

Date: November 4, 2026

To: Board of Directors

From: Vanessa Rauschenberger, General Manager

Subject: Receive and File Final Report from the FY 2026 Triennial Review Performed by the U.S. Department of Transportation, Federal Transit Administration Region 9

SUMMARY

Enclosed in this report is the Federal Transit Administration's (FTA) Triennial Review of Gold Coast Transit District (GCTD). The FTA conducted an in-person visit on July 27, 2026, and concluded with an exit conference on August 4, 2026.

The triennial review focused on GCTD's compliance in 21 areas. I am pleased to report that the 2026 review was free of any deficiency findings.

BACKGROUND

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

The Triennial Review includes a review of the recipient's compliance in 21 areas. The basic requirements for each of these areas are summarized in the attached report. The FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the FTA Los Angeles Office. In this cycle, the review was performed by Main Street Connections.

GCTD staff gathered and submitted all documents required in the Recipient Information Request (RIR) by the deadline in early 2026. Thereafter, prior to the site visit, the reviewer sent GCTD an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted. The site visit to GCTD occurred July 27, 2026.

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

Upon completion of the site visit, the reviewers and the FTA Los Angeles Office staff provided a summary of the report and commended staff for a review free of findings.

CONCLUSION

Preparing for the Triennial Review was an intensive team effort, requiring participation from members of every department. Working collaboratively together, GCTD compiled documents, and submitted dozens of files and answers a comprehensive set of questions from FTA.

The reviewers were complementary of GCTD staff's effort and the work we do on behalf of the District and the community we serve.

RECOMMENDATION

It is RECOMMENDED that the Board receive and file the FY 2026 Triennial Review Performed by the U.S. Department of Transportation, Federal Transit Administration Region 9.



General Manager's Concurrence

Enclosed: FY Fiscal YEAR 2026 Triennial Review of Gold Coast Transit District.

U.S. Department of Transportation
Federal Transit Administration

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

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-757-5999 (Southern California)
415-734-9490 (Bay Area)

October 7, 2026

Rachel Lang
Chair, Board of Directors
Gold Coast Transit District
1901 Auto Center Dr
Oxnard CA, 93036-7966

Attn: Vanessa Rauschenberger, General Manager

Re: FY 2026 Triennial Review Final Report

Dear Ms. Lang:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) Final Report which documents the results of FTA's Fiscal Year (FY) 2026 Triennial Review of the Gold Coast Transit District (GCTD) in Oxnard, California. Although not an audit, this Triennial Review is FTA's review and evaluation of the recipient's compliance with federal requirements, determined by examining award management and program implementation practices. As such, this review is not a comprehensive and final review of compliance with program funding requirements. The FTA may engage in further compliance reviews, audits, or evaluations appropriate to determine the recipient's compliance with federal law and the terms and conditions of its funding agreements.

The review focused on GCTD's compliance in up to 21 areas. **No deficiencies were found with FTA requirements in any of these areas.**

Thanks to the staff of GCTD for their cooperation and assistance during this Triennial Review. If you have any questions, please contact your FTA-assigned Award Manager, Luis Lopez, at 213-629-8615 or l.lopez@dot.gov.

Sincerely,

DARIN JOHN ALLAN

Digitally signed by DARIN JOHN ALLAN
Date: 2026.10.07 12:56:19 -07'00'

For Ray Tellis
Regional Administrator

FINAL REPORT

FISCAL YEAR 2026
TRIENNIAL REVIEW

Of

Gold Coast Transit District (GCTD)
Oxnard, CA
Recipient ID 1678

Performed for:

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

Prepared By:

Tuba Group, Inc.

Desk Review/Scoping Meeting: March 30, 2026
Site Visit Entrance Conference: July 27, 2026
Site Visit Exit Conference: August 4, 2026
Draft Report: September 2, 2026
Final Report: October 7, 2026

Table of Contents

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

I. Executive Summary

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

1. Metric

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

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

2. Summary of Findings

The Fiscal Year (FY) 2026 Triennial Review focused on GCTD's compliance in up to 21 areas.

No deficiencies were found with any FTA requirements in any of these areas.

Review Area	Finding	Deficiency		Response Due Date	Date Closed
		Code	Description		
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	ND				
10. [Reserved]	NA				
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. [Reserved]	NA				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program	ND				
20. Section 5310 Program	NA				
21. Section 5311 Program	NA				
22. Public Transportation Agency Safety Plan	ND				
23. Cybersecurity	NA				

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

II. Review Background and Process

1. Review Background

The United States Code, Chapter 53 of Title 49 [49 U.S.C. 5307(f)(2)] requires that "At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements..."

The Triennial Review includes a review of the recipient's compliance in up to 21 areas. The basic requirements for each of these areas are summarized in Section IV. FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient's previous Triennial Review; however, when appropriate, FTA may have reviewed activities and policies from earlier periods to assess policies and the management of award funds during the review period. The specific documents reviewed and referenced in this report are available at the FTA regional office or the recipient's location.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with FTA staff, and a site visit to the recipient's location. The review activities occurred between December 23, 2025, and August 4, 2026, as stated in the table below.

The review began with the regional office transmitting to the recipient a notification of the review and a *Recipient Information Request* (RIR). Thereafter, FTA conducted a desk review and scoping meeting, which included review of FTA files and recipient information in FTA's electronic systems: Transit Award Management System (TrAMS) and Oversight Tracking System (OTrak). Following the desk review and scoping meeting, the reviewers and the recipient corresponded and exchanged information and documentation in preparation for the site visit. Prior to the site visit, the reviewer sent to the recipient an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted.

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

Upon completion of the site visit, the reviewers and FTA staff discussed preliminary findings with the recipient. Afterwards, about a week later, the reviewers and FTA staff presented the findings in the virtual exit conference. The table below summarizes key review dates. Section V of this report lists the individuals who participated in the review.

Date	Process
December 23, 2025	FTA transmittal of the Recipient Information Request (RIR)
February 27, 2026	Recipient Transmittal of RIR to Reviewers
March 30, 2026	FTA and Reviewers Scoping Meeting/Desk Review
July 13, 2026	Reviewer Transmittal of the Agenda Package
July 27–28, 2026	Entrance Conference & Site Visit
August 4, 2026	Exit Conference (virtual)
September 2, 2026	FTA Transmittal of the Draft Report
October 7, 2026	Final Report to be sent to the recipient within 45 business days from the Exit Conference

III. Recipient Description

1. Organization

The Gold Coast Transit District (GCTD), headquartered at 1901 Auto Center Drive, Oxnard, California, is a public transit district serving the cities of Ojai, Oxnard, Port Hueneme, Ventura, and unincorporated areas of Ventura County. Originally established in 1973 as a joint powers authority and reorganized as an independent transit district in 2014, GCTD is governed by a Board of Directors representing its member jurisdictions and is led by a General Manager supported by executive staff responsible for operations and maintenance, finance, planning and marketing, human resources, and procurement.

GCTD is the largest public transportation provider in Ventura County, operating fixed-route bus service and complementary ADA paratransit (GO ACCESS) service. The agency provides approximately four million passenger trips annually and focuses on providing safe, reliable, and accessible public transportation throughout its service area.

The District regularly utilizes third-party contractors through competitive procurements for professional services, construction, technology, maintenance, and other operational needs in accordance with Federal Transit Administration (FTA) and California procurement requirements. GCTD also maintains a Disadvantaged Business Enterprise (DBE) program for federally-assisted contracts. GCTD is a direct recipient of FTA funding and does not administer an FTA subrecipient program.

FTA-funded assets supporting service delivery include a fleet of approximately 61 fixed-route buses, 26 ADA paratransit vehicles, an administrative, operations, and maintenance facility located at 1901 Auto Center Drive, and an on-site compressed natural gas (CNG) fueling station. The District continues to invest FTA funding in fleet replacement, facility improvements, and a transition to zero-emission buses.

Additional noteworthy information includes GCTD's Board-approved strategic plan emphasizing rider experience, safety, financial sustainability, employee engagement, and implementation of zero-emission transit technologies. The agency is actively modernizing its fleet and facilities while continuing to provide essential public transportation services throughout western Ventura County

2. Award and Project Activity

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

Award Number	Amount	Year Executed	Description
CA-2023-098-01	$5,678,000	2025	FY22 Section 5307 CMAQ - 9 Replacement Buses
CA-2024-156-01	$6,039,631	2025	FY 23-24 Section 5307: Fixed Route Operations, Preventative Maintenance, Paratransit Contract, and Admin and Maintenance Facility
CA-2025-054-00	$12,117,144	2025	FY2022 Low or No Emission Grant Program - Hydrogen Fuel Transition Project
CA-2025-150-00	$11,750,204	2025	FY23 5307 CMAQ | Youth Booster Service - CNG Bus Replacements - HFCE Bus Replacements
CA-2026-077-00	$1,300,000	2026	FY25 CMAQ | Ventura Road Demonstration Route
CA-2026-080-00	$5,230,653	2026	FY25 Section 5307 | Fixed-Route Operations, Paratransit Operations, Preventative Maintenance, Admin and Maintenance Facility

GCTD did not have active awards with Supplemental Funds at the time of the review.

Projects Completed

GCTD has purchased replacement buses and placed those buses into service over the past three years. Also completed a hydrogen fuel station planning and design project, but advancement of this project is on hold due cancellation of ARCHES in California. This cancellation makes operation of the hydrogen station cost prohibitive and alternatives are being reviewed. Other projects to note also include implementation of regional digital radio system, GO Flex App for paratransit scheduling, Tap2Ride contactless card payment, updated fareboxes, and improvements to payroll and security systems.

Ongoing Projects

Ongoing projects include continuing to modernize and replace aging fleet vehicles, transition to zero emissions vehicles, and business system upgrades.

Future Projects

GCTD will update zero emission bus roll out plan, procure and replace aging fleet vehicles, pursue a solar project to increase facility efficiencies, and reduce or eliminate facility bond debt.

IV. Results of the Review

1. Legal

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

Finding: No deficiency

2. Financial Management and Capacity

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

Finding: No deficiency

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to FTA and close awards timely.

Finding: No deficiency

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: Designated Recipients and states must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated Recipients of Section 5310 funds and states receiving funds from Sections 5310, 5311, and 5339(a) National Distribution allocation must develop and submit a State Management/Program Management Plan to FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report SAM.gov on subawards, and ensure subrecipients comply with the terms of the award.

Finding: No deficiency

5. Technical Capacity – Project Management

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

Finding: No deficiency

6. Transit Asset Management

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

Finding: No deficiency

7. Satisfactory Continuing Control

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

Finding: No deficiency

8. Maintenance

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

Finding: No deficiency

9. Procurement

Basic Requirement: The recipient and subrecipient must use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, and conform to applicable federal law and the standards identified in 2 CFR 200.

Finding: No deficiency

10. [Reserved]

11. Title VI

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

Finding: No deficiency

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: No deficiency

13. ADA – Complementary Paratransit

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

Finding: No deficiency

14. [Reserved]

15. School Bus

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

Finding: No deficiency

16. Charter Bus

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

Finding: No deficiency

17. Drug Free Workplace Act

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

Finding: No deficiency

18. Drug and Alcohol Program

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

Finding: No deficiency

19. Section 5307 Program

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

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

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

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

Finding: No deficiency

20. Section 5310 Program

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

Finding: Not applicable. This section only applies to recipients that receive Section 5310 funds directly from FTA.

21. Section 5311 Program

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

Finding: Not applicable. This section only applies to recipients that receive Section 5311 funds directly from FTA.

22. Public Transportation Agency Safety Plan

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP). The PTASP Final Rule published in the Federal Register April 11, 2024 became effective May 13, 2024. The FTA expects transit agencies to address the regulatory changes in the new PTASP Final Rule in their next Agency Safety Plan (ASP) annual update.

The FTA requires applicable recipients to certify that they have established an ASP that meets the requirements of the PTASP regulation and 49 U.S.C. 5329(d) as part of the annual Certifications and Assurances for FTA grants and cooperative agreements. The FTA notes that, per 49 U.S.C. 5307(c)(1)(L), this certification is a required condition of receiving Section 5307 funding (though noncompliance can impact access to 5307 funding as well as other grant funds where 5307 requirements apply). The FTA monitors these certifications in its Transit Award Management System (TrAMS).

Finding: No deficiency

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under

49 U.S.C. 5323(v).

Finding: Not applicable. This section only applies to recipients that operate rail fixed-guideway public transportation systems.

V. Participants

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Item #9

DATE November 4, 2026

TO GCTD Board of Directors

FROM Ana Perez, Human Resources Generalist AP
Alex Zaretsky, Director of Human Resources AZ

SUBJECT **Consider Adoption of Resolution 2026-07, Approving Memorandum of Understanding (MOU) Between Gold Coast Transit District and International Brotherhood of Teamsters Local 186 - Supervisors Unit**

I. EXECUTIVE SUMMARY

GCTD has an established Supervisors bargaining unit with the International Brotherhood of Teamsters. On October 22, 2026, the parties reached a tentative agreement on a new MOU effective July 1, 2026, through June 30, 2029. It is recommended that the Board consider adoption of Resolution 2026-07, approving the Memorandum of Understanding between Gold Coast Transit District and International Brotherhood of Teamsters Local 186.

II. BACKGROUND

GCTD Supervisory employees established a bargaining unit in early 2018 and are represented by the International Brotherhood of Teamsters Local 186 (Teamsters). The Supervisor's prior MOU ran from July 1, 2023, to June 30, 2026.

The most recent Memorandum of Understanding (MOU) expired on June 30, 2026, and have been extended by mutual agreement of the parties throughout the term of negotiations. From May 28, 2026, through October 22, 2026, the Teamsters 186 bargaining team and GCTD management (GCTD) met and conferred and exchanged freely information, opinions and proposals concerning wages, hours and working conditions.

On October 22, 2026, the parties reached an agreement on a new MOU would be effective from July 1, 2026, through June 30, 2026. On October 23rd, the Teamsters voted to ratify the new MOU. This MOU includes a general wage (COLA) increase of 3.75% effective July 1, 2026, 3.00% on July 1, 2027, and 2.25% on July 1, 2028. In addition, an initial range adjustment was made for the Maintenance Supervisor and Maintenance Administrative Supervisor at 6.00% and the Operations Supervisor, Operations Safety & Training Supervisor and the Customer Service Supervisor at 1.00% as a market rate adjustment. The MOU also includes a number of other administrative and operations changes outlined below.

COLA'S Supervisors Unit:

1. July 1, 2026: three-point seventy-five percent (3.75%)
2. July 1, 2027: three percent (3%)
3. July 1, 2028: two-point twenty-five percent (2.25%)

MOU includes:

- Bilingual Pay (speaking, and speaking & writing) increase to $0.39 per hour ($68/month), $0.54 per hour ($93/month);
- Increase tuition reimbursement $2,000 per fiscal year (increase from $1,500);
- Work shoes allowance for Maintenance Supervisor increase to $235 (increase from $225) and include Maintenance Administration Supervisor job position;
- Tool allowance for Maintenance Supervisor & Maintenance Administration Supervisor increase to $1,250 (increase from $1,200);
- New Article to include Supervisory Duties responsibilities;
- Increase to extra compensation to 100 hours (increase from 75/95 hours);
- GCTD agreed to increase its premium contribution to match any increase in the cost of the CalPERS Kaiser Permanente medical HMO plan premium, up to a maximum of 10% each year;
- Increase to holiday schedule for full day's to Christmas Eve and New Year's Eve and update to Farmworker's Day holiday (from Cesar Chavez's Birthday). Include holiday pay work schedule language;
- Update to California's Paid Sick Leave Law and sick leave accruals to 3.08 hours per bi-weekly pay period for every 80 hours worked;
- Update to Bereavement Leave benefits to include timeline of utilization and new language to include request to other relatives not listed in benefit;
- Update to vacation credits for full-time year of service table and increase to vacation carry forward total accruals 400 hours (increase from twice the number of days that the employee currently earns annually);
- Decrease the maximum of shift bids in a calendar year to 5 (decrease from 6) and new language on changing of work schedules;
- Update to union appointment steward to include the use of an alternative appointed steward only when filling in for the primary when absent;

Additionally, with the approval of this MOU the GCTD's Personnel Rules will also be updated to reflect the following sections apply to non-represented and represented supervisor unit staff as follows:

Section 11A – Vacation Entitlement: will be updated to reflect accrual language in Personnel Rules that applies to non-represented and represented supervisor unit employees;

Section 12 – Paid Sick Leave Entitlement: will be updated to reflect accrual language in Personnel Rules that applies to non-represented and represented supervisor unit employees.

III. RECOMMENDATION

Consider Adoption of Resolutions 2026-07 Approving the Supervisors Unit Memorandum of Understanding (MOU) Between GCTD and International Brotherhood of Teamsters Local 186

General Manager's Concurrence

Attachments:
Resolution: 2026-07 MOU
Teamsters-Supervisor Unit- July 1, 2026 -June 30, 2029 – Red Mark &
Clean Version

RESOLUTION NO. 2026-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLD COAST TRANSIT DISTRICT APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN GOLD COAST TRANSIT DISTRICT AND GCTD's SUPERVISORS UNIT WITH THE TEAMSTERS, LOCAL 186

WHEREAS, commencing initially on May 28, 2026, the **GCTD Supervisors Unit** along with the Teamsters #186, through its duly appointed representatives, and GCTD management (GCTD), through its duly appointed representatives, met and conferred and exchanged freely information, opinions, and proposals concerning wages, hours, and working conditions; and,

WHEREAS, as a result of said "meet and confer" sessions, GCTD and Teamsters Local #186 agreed on terms on a new MOU for the Supervisors Unit.

WHEREAS, Teamsters conducted a member election vote on October 23, 2026, which resulted in the members of the Supervisors Unit approving the agreed-upon Memorandum of Understanding between the parties, copies of which are on file in the office of the Clerk; and,

WHEREAS, Section 3505.1 of the Government Code of the State of California provides that a Memorandum of Understanding between an employee association and the management negotiating team, while not binding, shall be presented to the governing body of a local agency for determination; and,

WHEREAS, the Board of Directors of Gold Coast Transit District has received the herein referred to Memorandum of Understanding and accepts said Memorandum of Understanding as the statement by the Teamsters Local #186 of those matters in which it finds itself in agreement with the management negotiating team as above described, and as a statement by the management team of those matters which it recommends that the Board of Directors implement in an appropriate manner;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby accepts and approves the Memorandum of Understanding for the **Supervisors Unit,** which has been reviewed by the Board and is on file in the office of the Clerk of the Board. The Secretary/ General Manager is hereby authorized and directed to carry out all of the provisions contained therein.

PASSED AND ADOPTED THIS 04th DAY OF NOVEMBER 2026

_____

Rachel Lang

ATTEST: I HEREBY CERTIFY that the foregoing Resolution 2026-07 was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 4th day of November 2026.

_____

Vanessa Rauschenberger, General Manager (Secretary of the Board)

MEMORANDUM OF UNDERSTANDING

BETWEEN

GOLD COAST TRANSIT DISTRICT

AND

INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 186

~~07/01/2023 through 06/30/2026~~
07/01/2026 through 06/30/2029

SUPERVISORS

Table of Contents

SECTION 1 INTRODUCTION 5
Article 1.1 PARTIES TO MEMORANDUM 5
Article 1.2 VALIDITY OF MEMORANDUM OF UNDERSTANDING 5
Article 1.3 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION 5
Article 1.4 PARTIES' RIGHTS 5
Article 1.5 PAYROLL DEDUCTIONS 5
Article 1.6 NONDISCRIMINATION POLICY 6
Article 1.7 DEFINITIONS 6
Article 1.8 SUPERVISORY DUTIES 3
SECTION 2 SALARY 6
Article 2.1 GENERAL SALARY INCREASE 6
Article 2.2 SALARY SCHEDULE 6
Article 2.3 LONGEVITY PAY 6
Article 2.4 OUT-OF-CLASSIFICATION PAY 7
Article 2.5 ATTENDANCE BONUS 7
Article 2.6 BILINGUAL PAY 7
Article 2.7 EXTRA COMPENSATION 7
SECTION 3 HOURS 7
Article 3.1 SCHEDULE EXCHANGE PROGRAM 7
SECTION 4 BENEFITS 7
Article 4.1 MEDICAL, DENTAL, AND VISION INSURANCE 7
Article 4.2 RETIREMENT 8
Article 4.3 LIFE INSURANCE 8
Article 4.4 LONG-TERM DISABILITY INSURANCE 8
Article 4.5 ELIGIBILITY FOR BENEFITS 8
SECTION 5 LEAVE TIME 8
Article 5.1 HOLIDAYS 8
Article 5.2 SICK LEAVE 8
Article 5.3 EMPLOYEE LEAVE DONATION PROGRAM 9
Article 5.4 INDUSTRIAL LEAVE 10
Article 5.5 BEREAVEMENT LEAVE 10
Article 5.6 FMLA/CFRA 10
Article 5.7 VACATION 10
Article 5.8 VACATION BIDDING 11
Article 5.9 SUPERVISOR LEAVE 12
SECTION 6 WORKING CONDITIONS 12
Article 6.1 SENIORITY 12
Article 6.2 ANNUAL PHYSICAL EXAMINATIONS 12
Article 6.3 TEXTBOOK AND TUITION REIMBURSEMENT 12

d

Article 6.4 UNIFORMS 13
Article 6.5 TOOLS 14
Article 6.6 ACCIDENT REVIEW BOARD 14
Article 6.7 TRAINING 15
Article 6.8 SHIFT BIDDING 16
Article 6.9 COMPLAINT PROCEDURE 16
SECTION 7 UNION RIGHTS 16
Article 7.1 REASONABLE NOTICE 16
Article 7.2 ACCESS TO PREMISES 16
Article 7.3 STEWARD ADMINISTRATIVE LEAVE 17
Article 7.4 ADVERSE ACTION, NOTICE AND PROCEDURES 17
Article 7.5 SKELLY PROCEDURE 19
Article 7.6 BULLETIN BOARD 20
Article 7.7 UNION SECURITY/DUES CHECKOFF 20
Article 7.8 D.R.I.V.E 20
Article 7.9 LAYOFFS 20
Article 7.10 LABOR-MANAGEMENT MEETINGS 20
Article 7.11 AUTOMATION AND TECHNOLOGICAL CHANGES 22
SECTION 8 CLOSING 20
Article 8.1 TERM OF MEMORANDUM 21
Article 8.2 PEACEFUL PERFORMANCE 21
Article 8.3 SUCCESSORS AND ASSIGNEES 21
Article 8.4 FULL UNDERSTANDING MODIFICATION AND WAIVER 21

Appendix A 24

d

MEMORANDUM OF UNDERSTANDING

SUPERVISORS

SECTION 1 INTRODUCTION

Article 1.1 PARTIES TO MEMORANDUM

This Memorandum of Understanding (MOU) has been entered into between INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 186 (TEAMSTERS), as a formally recognized employee organization, and GOLD COAST TRANSIT DISTRICT (GCTD), on behalf of the employees occupying the exempt job classifications of:

- Customer Service Supervisor
- Maintenance Administration Supervisor
- Maintenance Supervisor
- Operations Safety & Training Supervisor
- Operations Supervisor

TEAMSTERS is hereby certified as the formally recognized employee organization for those employees occupying the job classification listed above regarding salary and other terms and conditions of employment.

Article 1.2 VALIDITY OF MEMORANDUM OF UNDERSTANDING

If any provision of this MOU is determined to be invalid or illegal by a court of competent jurisdiction, then such provision shall be severed from this MOU, but the remainder hereof shall remain in full force and effect. The parties hereto shall immediately commence to, in good faith, negotiate for the purpose of replacing any such invalid or illegal provision.

Should any changes be made in any federal or state law, or in any rules and regulations implementing such legislation, or in any GCTD policy which would be applicable and contrary to any provision herein contained, then such provision of this MOU shall be automatically terminated, but the remainder of this MOU shall remain in full force and effect. Such legislation and/or rules and regulations shall supersede this MOU and applicable clauses shall be substituted for those ruled invalid or illegal. The parties hereto shall immediately commence, as reasonably possible, to negotiate for the purpose of replacing any such invalid or illegal provision.

Article 1.3 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect unless ratified by the employees of the TEAMSTERS and approved by Resolution duly adopted by the Board of Directors of Gold Coast Transit District.

This MOU constitutes the mutual recommendation by the parties to the GCTD Board of Directors that one or more resolutions be adopted accepting this MOU and affecting the changes enumerated herein relative to salaries, fringe benefits, and other terms of employment for the employees represented by TEAMSTERS.

Article 1.4 PARTIES' RIGHTS

A. GCTD's Rights

The parties hereto recognize that the rights reserved by GCTD include, but are not limited to, the exclusive right to determine the mission of its constituent departments; set standards of service; establish fare collection and sales procedures and methods; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of transit operations; determine the methods, means and personnel by which transit operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work, except as amended by this MOU.

B. TEAMSTERS' Rights

The parties hereto recognize that TEAMSTERS retains the right to 1) file grievances as to decisions that impact or effect salaries and other terms and conditions of employment, except, however, that the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order, as set forth in Government Code section 3504, and 2) meet and confer in good faith regarding salaries and other terms and conditions of employment with representatives of such recognized employee organizations, as defined in subdivision (b) of Section 3501, and have GCTD consider fully such presentations as are made by the employee organization on behalf of its members prior to arriving at a determination of policy or course of action as set forth in Government Code section 3505.

C. BARGAINING

During MOU negotiations, GCTD and TEAMSTERS will facilitate negotiations. Negotiations will be limited to two (2) representatives from the TEAMSTERS.

Article 1.5 PAYROLL DEDUCTIONS

It is mutually agreed that GCTD will, during the term of this Memorandum, deduct monies and remit to TEAMSTERS as authorized by a signed Employee Payroll Deduction Authorization providing there are not more than five deductions per pay period. All requests for payroll deduction shall be submitted no less than seven (7) calendar days before payday. GCTD and TEAMSTERS mutually agree that both parties be saved, indemnified, and held harmless from any liability due to errors and omissions arising out of the other party's use of the TEAMSTERS sponsored deduction code.

Article 1.6 NONDISCRIMINATION POLICY

It is agreed that neither TEAMSTERS nor GCTD shall discriminate against any employee for any category protected by state or federal law, or because of union membership or lawful union activity. GCTD and bargaining unit employees mutually agree to treat one another with dignity and respect.

Article 1.7 DEFINITIONS

As an aid to understanding the meaning of certain clauses, this section provides definitions of words contained within this MOU.

Employee – Anyone hired by GCTD who has not terminated that relationship, either voluntarily or involuntarily. For purposes of this MOU, the term employee shall be limited to those employees hired into the classifications listed in Article 1.1 of this MOU,

Regular Employee – Any employee who has successfully completed the probationary period for the employee's current position.

Probationary Employee – Period of time from placement into a position until the employee becomes a regular employee. Normal introductory period is the initial twelve (12) months of employment in a specific classification in accordance with Section 23G of the GCTD Personnel Rules. A six-month review of performance will be conducted during the probationary period This means that all probationary employees will receive a six-month review. An employee's probationary period may be extended by mutual agreement.

Article 1.8 SUPERVISORY DUTIES

The parties agree that the Supervisors (Supervisor Unit) employees job duties include supervision of fixed route as well as demand response services.

SECTION 2 SALARY

Article 2.1 GENERAL SALARY INCREASE

General salary increases for TEAMSTER shall be as set forth in Appendix A of this MOU.

Wage increases: 3.75% in July 1, 2026, 3% July 1, 2027, and 2.25% July 1, 2028.

Article 2.2 SALARY SCHEDULE

A. Salary Steps

Employees will be compensated according to a five step pay plan as outlined in Appendix A, Pay Plan – Supervisor Salary Schedule. In no event may an employee's base salary compensation exceed the top step of the pay plan. Base salary is the employee's amount of compensation without bilingual or longevity pay. New employees may be hired above the applicable start rate for the classification, if GCTD determines that the new employee has additional education, training, experience, or other qualifications warranting additional recognition.

B. Eligibility for Step Increases

Employees below the maximum salary step in a classification shall be eligible for an annual step increase to the next step on the pay plan contingent on a successful annual individual performance evaluation. In order to be eligible for a step increase an employee must receive a rating of satisfactory or higher on their annual performance evaluation.

Notwithstanding any other provision of this Memorandum of Understanding, performance evaluations are not subject to any grievance or appeal process, except as follows: employees who do not receive a performance evaluation rating of satisfactory or higher may submit a written request for reconsideration by a written request and one-on-one meeting with GCTD's General Manager, or designee. This request for reconsideration must be submitted in writing within five (5) business days of receipt of the performance evaluation rating or the right to request reconsideration is waived. The General Manager, or designee, shall review the performance evaluation rating, written request, and one-on-one meeting, and decide whether to affirm or amend the rating. The General Manager's, or designee's, decision is final and not subject to any appeal.

C. Rate of Step Increases

There shall be a five percent (5%) separation between salary steps.

D. Time Frames for Step Increases

Advancement to the next step will require an employee to spend a minimum of one (1) year or 2080 hours actually paid by GCTD in the previous step, whichever is more. Notwithstanding these requirements, if the General Manager determines that an employee's evaluation warrants an earlier step increase, the General Manager may, at his/her sole discretion, provide an earlier step increase to an employee.

E. Effective Date of Salary Increases

Step increases for employees will be effective on the beginning of the first full pay period following the employee's anniversary date in the bargaining unit. Should GCTD fail to conduct a timely performance evaluation before the employee's anniversary date, and a subsequent performance evaluation results in the employee being eligible for a step increase, the step increase will be retroactive to the employee's last anniversary date. Failure to conduct an evaluation within that time period does not preclude GCTD from conducting an evaluation at a later date.

Article 2.3 LONGEVITY PAY

To encourage stability of employment with GCTD, additional payment over and above the salary assigned to a position classification shall be paid to each regular full-time employee as follows:

A. Employees shall receive an additional sum equal to one percent (1%) of the employee's current salary for each five (5) years of GCTD full-time service.

B. The additional payment shall be made at each time any installment of salary is made to the eligible employee, and the amount of the additional payment shall be predicated upon the increment of salary then paid.

Article 2.4 OUT-OF-CLASSIFICATION PAY

When, in the determination by the General Manger or designee, it is necessary to assign the full range of duties and responsibilities of a job classification higher than those normally performed by an employee due to the temporary absence of an employee in a job classification higher than a TEAMSTERS employee or a vacancy in a job classification higher than a TEAMSTERS employee, employee so assigned shall be compensated. The employee temporarily assigned shall be paid at the rate of 5% above the total salary of the highest paid subordinate.

Article 2.5 ATTENDANCE BONUS

If an employee has no unscheduled absences (sick leave, leave as defined in Articles 5.2, 5.4, 5.5; suspensions, or any absence that is unscheduled) in a 6-month period (January 1 to June 30; July 1 to December 31), a bonus of $225 for each qualifying 6- month period will be paid. If an employee has no unscheduled absences for a full calendar year (January 1 to December 31), an additional $250 bonus will be paid, for a maximum of $700 per contract year.

Article 2.6 BILINGUAL PAY

Consistent with the need of GCTD for bilingual ability, a TEAMSTERS employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display a sensitivity toward the culture and needs of a large group of foreign language speaking residents. The General Manager, or designee, shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at ~~$60.00~~ 68.00 per month ($~~.35~~ 39 per hour) for positions requiring bilingual speaking and ~~$90.00~~ 93.00 per month ($~~.52~~ .54 per hour) for positions requiring bilingual speaking and writing.

Article 2.7 EXTRA COMPENSATION

Supervisor Unit employees shall accrue compensatory time for time worked on a day that the employee is not scheduled to work. Such compensatory time shall accrue at a rate of one and one-half hours for each hour worked on that day. The maximum amount of compensatory time that can be accrued in any year (December 1 through November 30) is ~~75~~ 100 hours. Once an employee has accrued the maximum amount of annual compensatory time that can be accrued, any additional time worked on a day where the employee is not scheduled to work shall be without any extra compensation.

Accrued compensatory time may not be used in lieu of time off in the same payroll week that additional compensatory time is accrued. Any compensatory time not used by November 30th of any calendar year shall be paid in cash during the month of December on the paycheck no less than 2 weeks following the cutoff date. Nothing in the MOU shall prevent the parties from mutually agreeing to an alternative schedule. If a supervisor is in a modified duty position at the time of the cash payout, the compensation will be consistent with the pay in the classification when compensatory time was earned. Compensatory time for days worked outside the employee's regularly scheduled work week will be offered by seniority and availability.

SECTION 3 HOURS

Article 3.1 SCHEDULE EXCHANGE PROGRAM

All TEAMSTERS may request participation in a schedule exchange program that allows the switching of shifts within the same payroll week between two supervisors in the same job classification subject to approval by the Department Director. A request for the exchange of work shifts must be completed and signed by both TEAMSTERS and submitted to the Department Director or designee no less than 24 hours prior to the beginning of the requested exchange. No request is guaranteed to be approved simply because both supervisors have agreed and signed.

SECTION 4 BENEFITS

Article 4.1 MEDICAL, DENTAL, AND VISION INSURANCE

The total monthly GCTD insurance premium contribution for health, dental, and vision benefits for regular and probationary full-time TEAMSTERS will be as noted.

EMPLOYEE

CY ~~2024~~ 2026 $832.84 $1,030.94

EMPLOYEE + ONE DEPENDENT

CY ~~2024~~ 2026 $1206.57 $1,711.36

EMPLOYEE + FAMILY

CY ~~2024~~ 2026 $1571.36 $2,171.16

A. If GCTD's contribution to medical, dental, and/or vision insurance premium is in excess of the respective amounts for the employee, no excess monies shall be returned to the employee. Notwithstanding the above, employees who "opt out" of health insurance coverage can receive a $150 monthly "opt out" payment upon providing proof of alternative health insurance coverage. "Opt out" means a waiver of all GCTD insurance premium contribution dollars.

B. For calendar years ~~2024~~ 2027, ~~2025~~ 2028, and ~~2026~~ 2029, GCTD agrees to increase its premium contribution to match any increase in the cost of the Kaiser plan premium, up to a maximum of 10% each year.

1. GCTD's contribution for each employee shall be equivalent to one-hundred (100%) of the employee only tier, eighty-three percent (83%) of the employee +one tier, eighty-three percent (83%) of the employee + family tier, of the monthly rate of the CalPERS Kaiser Permanente medical HMO plan for the Ventura Area that provides the maximum benefit, and such contribution shall be inclusive of the minimum CalPERS medical insurance payment amount as specified in Section 22892 et seq. of the Government Code.

C. GCTD and TEAMSTERS agree to an Employee Assistance Program (EAP) for the employees.

Article 4.2 RETIREMENT

A. The retirement program for TEAMSTERS who are characterized as CLASSIC under the California Public Employees' Pension Reform Act (PEPRA) and the California Public Employees' Retirement Law (PERL) is the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members and 1959 Survivor Benefit Level IV. The retirement program for GCTD employees who are characterized as PEPRA under the California Public Employees' Pension Reform Act (PEPRA) and the California Public Employees' Retirement Law (PERL) is the CalPERS 2% @ 62 Formula for

Miscellaneous/Industrial Members PEPRA program and 1959 Survivor Benefit Level IV.

B. TEAMSTERS Classic employees shall each contribute 6% of the 8% PERS employee contribution, and GCTD shall contribute the remaining 2% share. GCTD PEPRA employees will contribute 100% of the employee share in accordance with the PEPRA statute.

Article 4.3 LIFE INSURANCE

GCTD shall provide term life insurance benefits in the amount of $100,000.

Article 4.4 LONG-TERM DISABILITY INSURANCE

GCTD shall provide 100% employer paid coverage of long-term disability insurance that will provide a minimum of sixty percent (60%) of earnings after six months of disability. Maximum monthly benefit shall not exceed $3,000.

Article 4.5 ELIGIBILITY FOR BENEFITS

All Supervisors are eligible on the first day of the following month of hire date, contingent on submittal of properly completed enrollment forms.

SECTION 5 LEAVE TIME

Article 5.1 HOLIDAYS

A. If a holiday falls on an employee's regularly scheduled time off, the employee shall accrue vacation time. If a holiday occurs during an employee's vacation, the employee will receive holiday pay and will not be charged vacation time for that day.

B. All regular and probationary full-time employees shall be entitled to time off for holidays with pay except those employees engaged in work necessary to the general public health, welfare and safety as determined by the General Manager.

C. The holiday schedule shall be as follows:

1. New Year's Day – January 1
2. Martin Luther King Day – Third Monday in January
3. President's Day – Third Monday in February
4. ~~Cesar Chavez's Birthday~~ Farmworker's Day– March 31
5. Memorial Day – Last Monday in May
6. Juneteenth – June 19
7. Independence Day – July 4
8. Labor Day – First Monday in September
9. Veterans Day – November 11
10. Thanksgiving Day – Fourth Thursday in November
11. Thanksgiving Friday – Day following Thanksgiving
12. Christmas Eve – The last ~~one-half day~~ full day immediately before Christmas Day
13. Christmas Day – December 25
14. New Year's Eve – The last ~~one-half day~~ full day immediately before New Year's Day

D. Employees shall work the last regularly scheduled day before the holiday and the first regularly scheduled day after the holiday to be eligible for holiday pay, unless your absence is excused. Any day on which an employee is scheduled for pre- approved leave is not considered a regularly scheduled day for holiday pay purposes.

If not prescheduled, and employee does not work to cover the full shift the day before and the day after the holiday, the employee must use accrued sick leave to cover the absence or they lose all holiday benefits including consecutive holidays.

E. Employees working a full day on Holidays as listed in Article 5.1D will be paid for a full day at the employee's regular rate plus will receive a holiday vacation accrual for twelve hours. Employees working a partial day on Holidays as listed in Article 5.1D will be paid for all hours worked at their regular rate, and will be paid holiday pay at their regular rate for the remainder of the eight hour shift, plus will receive a holiday vacation accrual for 1½ times the hours worked. (Example: Three hours worked; employee is paid for three hours work at regular rate, is paid for five hours holiday pay (not worked) and receives 4½ hours holiday vacation accrual).

F. As a benefit, employees shall receive four (4) hours accrued as vacation time on Thanksgiving Day, Christmas Day, and New Year's Day.

G. If an employee recognizes alternative holidays for religious purposes, employee may contact the Human Resources Department to discuss their right to take additional religious holidays without pay.

Article 5.2 SICK LEAVE

A. An employee absent because of illness is required to notify the employee's immediate supervisor through direct telephonic contact of the illness at least one hour before scheduled to start work or as soon as possible in light of the circumstances. When absences are properly scheduled with the employee's superior, leaves of absence for dental, optical, or other medical attention shall be defined as sick leave and subject to applicable law. The General Manager, or designee, may require verification in the form of a note from a medical physician confirming the absences.

An employee compelled to be absent from duty because of illness or off-duty injury, shall be allowed sick leave with full pay up to the amount of sick leave that such employee has accrued. Any such paid sick leave time shall be deducted from the employee's accrued sick leave.

B. In accordance with California's Paid Sick Leave Law (AB 1522). All employees shall earn 1 hour of sick leave for every thirty (30) hours worked, 3.08 hours per bi-weekly pay period for every 80 hours worked, and shall accrue a sick leave entitlement.

C. In accordance with California's Paid Sick Leave Law (AB 1522). A temporary employee shall accrue paid sick leave by working on or after January 1, 2015 for at least 30 days within a year and by satisfying a 90 day employment (probationary) period before a temporary employee can actually take sick leave.

D. GCTD's temporary employees earn 1 hour of sick leave for every thirty (30) hours worked. All temporary employees shall accrue to a maximum of 48 hours or six days (whichever is greater) in a 12 month period. Once a temporary employee has reached the maximum cap (48 hours or 6 days), that employee will not earn any additional paid sick leave until the employee has used enough sick leave to fall below the cap.

1. The maximum sick leave which may be accumulated by any employee is 1,440 hours as of January 1 of each year. If an employee of long tenure is absent from duty due to illness and has exhausted his/her accumulated sick leave, the employee may request that the General Manager, or designee, approve a special leave of absence with pay. Long tenure employees shall be defined as having ten (10) years of continuous service with Gold Coast Transit District. The request will be considered based upon such factors as length and nature of illness, length of tenure, accrual balances at the onset of the illness, and quality of performance.
2. An employee who is required to be absent for physical examination for possible induction into military service through draft may be allowed up to one day of paid leave.
3. GCTD will pay fifty percent (50%) of accumulated sick leave upon death, retirement, or other voluntary employment separations as determined by GCTD's General Manager or designee,

to those employees with a minimum of ten (10) years of service. No payment for any sick leave will be made for involuntary employment separations. No payment for any sick leave will be made for hours accumulated by a leave donation program.

4. All regular employees who have accrued sick leave for one full calendar year and use sixteen (16) hours or less of accrued sick leave in a calendar year may elect to convert eight (8) hours of accrued sick leave to eight (8) hours of vacation. Such election shall be made in January of the following calendar year.

~~E.~~ Subject to applicable law, an employee may use accrued sick leave for any statutory protected leaves, see Personnel Rules.~~including,among others, FMLA/CFRA/PDL, Military Family Leave Entitlements, Domestic Violence (sexual assault or stalking) KinCare Leave: Cal. Lab. Code § 233, Organ and Bone Marrow Donor Leave: Cal. Lab. Code §§ 1508 to 1513, Alcohol and Drug Rehabilitation Leave: Cal. Lab. Code §§ 1025 to 1028. In addition sick leave can be used for preventative care or the diagnosis, care or treatment of an existing health condition including, things like, medical or dental appointments. Accrued sick leave may be used to care for your injured or ill family member, including any of the following: a child (biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis), parent (biological, foster, or adoptive parent, a stepparent, grandparent, grandchild or a legal guardian), spouse, or registered domestic partner of the employee, or any other family members specified by applicable law. Leaves of absence for employees who do not qualify for statutory leaves (for example), PDL, NDAA/ MFL, FMLA/CFRA, Domestic Violence Leaves, are granted at the discretion of the General Manager. Subject to applicable law, this section does not extend the maximum period of any leave to which an employee is entitled under Section 12945.2 of the Government Code or under the federal Family and Medical Leave Act, the California Family Rights Act, or any other statutory leave, regardless of whether the employee receives sick leave compensation during the leave (California Labor Code Sec. 233).~~

Article 5.3 EMPLOYEE LEAVE DONATION PROGRAM

The purpose of this program is to allow regular employees to voluntarily donate a portion of their accumulated vacation leave hours for use by another regular employee who has suffered a catastrophic illness or injury.

A. A catastrophic illness or injury is a severe illness or injury constituting a momentous tragic event of extreme misfortune that is expected to incapacitate the employee for an extended period of time and which creates a financial hardship because the employee has exhausted all of his/her accumulated leave banks.

B. Each request will be reviewed for uniformity and consistency of application.

C. Eligibility to participate in this program is limited to regular employees.

D. Accumulated vacation leave time may be donated. To be eligible to donate, an employee must retain a minimum of 60 hours in the accrual bank designated. If the adjusted accrual bank falls beneath this minimum, no donation can be made.

E. During a twelve-month period, an employee may donate to a recipient a maximum of 40 hours and a minimum of 8 hours.

F. The maximum donated hours an employee may receive is 480 hours in a twelve-month period.

G. Donated leave hours will be credited to the recipient's sick leave bank on an hour-for-hour basis at the recipient's hourly rate of pay at the time the sick leave is used.

H. All donated time will be designated as sick leave accrual for the recipient.

I. If the employee is receiving state disability insurance or temporary disability indemnity benefits

payments, the payment of the leave will be adjusted to the normal net take-home pay (as defined in the policy under Section 5.04 Industrial Leave).

Article 5.4 INDUSTRIAL LEAVE

Any employee incapacitated to work because of injury or disease arising out of and suffered in the course of GCTD employment, is entitled to industrial injury leave during the period of the employee's incapacity.

A. Worker's Compensation Benefits: If the injury or disease is covered by the Worker's Compensation Insurance and Safety Act, the employee is entitled to benefits provided under the Act, including:

1. Related Medical Expenses; and

2. Temporary and permanent disability indemnity benefits payments.

B. Industrial Disability Compensation: Whenever a GCTD employee is disabled temporarily and is entitled to receive temporary disability indemnity benefits payments provided under the Worker's Compensation Insurance and Safety Act, the employee may fill out a form indicating the use of accumulated sick leave time and/or accumulated vacation time up to the amount of the employee's net take-home pay, but not to exceed a total period of twenty-six (26) weeks for any one injury or all combined injuries within one calendar year. The form must be submitted to the payroll office within three days from the start of the leave period and the decision is irrevocable. If a form is not submitted within the required time period, the automatic default will be the use of only the accumulated sick leave time up to the amount of the employee's net take-home pay, but not to exceed a total period of twenty-six (26) weeks for any one injury or all combined injuries within one calendar year.

As used in this section, "net take-home pay" means an employee's regular, current biweekly rate of pay, less deductions for federal and state income tax and CalPERS retirement plan contributions: the term does not include overtime, standby or shift differential pay. GCTD shall continue to pay insurance premiums for the period of industrial injury for the employee, but not to exceed a period of twenty-six (26) weeks provided the carrier for each of these programs will accept the payment without additional premium cost to GCTD.

Article 5.5 BEREAVEMENT LEAVE

A. When an employee is compelled to be absent from duty by reason of the death of a member of the employee's immediate family, such employee shall be entitled to five (5) working days' leave of absence with pay. Immediate family shall be the father, mother, spouse or registered domestic partner, children (biological adopted or step), brother, sister, grandparent, grandchild, father-in- law or mother-in-law of the employee. Bereavement leave does not need to be taken consecutively, but must be completed within three (3) months of the date of death of the family member.

B. The first five days of bereavement leave taken by an employee are not chargeable to accrued sick leave. Any authorized bereavement leave taken in excess of five days is chargeable to accrued sick or vacation leave, at the employee's discretion.

C. A regular employee may take an additional two (2) days, chargeable to accumulated sick leave if in the opinion of the General Manager, or designee, excessive travel is required in connection with the death of a family member provided the employee has available accrued sick leave.

D. Management will make every effort to grant requests for vacation or comp time for bereavement for relatives not listed in Section "A" above, when documentation of the death and funeral service is provided. In such circumstances, time off for the grieving employee may take priority over other employees' non-bid vacation requests which have not yet been approved.

Article 5.6 FMLA/CFRA

Employees on FMLA/CFRA leave may utilize paid leaves. The twelve (12) month period used for determining eligibility shall be based on a twelve (12) month rolling period. GCTD agrees to pay medical premiums while on approved leave.

Article 5.7 VACATION

A. VACATION ACCRUAL: Employees having an appointment to a regular position are eligible for their first vacation accrual when they have completed two weeks of continuous service. All employees who have appointments to regular positions earn vacation accrual for each biweekly pay period, or major fraction thereof of service, from the date of their original appointment in accordance with the following table:

VACATION CREDITS FOR FULL-TIME SERVICE

YEARS OF SERVICE	HOURS PER MONTH	HOURS BIWEEKLY
Less than 5	8.13	3.75
5 but less than 10	10.29	4.75
10 but less than 13	12.46	5.75
13 but less than 15	14.63	6.75
15 or more	16.25	7.5

~~VACATION CREDIT FOR FULL-TIME SERVICE~~		
~~YEARS OF SERVICE~~	~~HOURS PER MONTH~~	~~HOURS BIWEEKLY~~
~~Less than 3~~	~~6-2/3~~	~~3.077~~
~~3 but less than 5~~	~~8~~	~~3.693~~
~~5 but less than 7~~	~~8-2/3~~	~~4.000~~
~~7 but less than 9~~	~~9-1/3~~	~~4.308~~
~~9 but less than 10~~	~~10~~	~~4.616~~
~~10 but less than 11~~	~~10-2/3~~	~~4.924~~
~~11 but less than 12~~	~~11-1/3~~	~~5.231~~
~~12 but less than 13~~	~~12~~	~~5.539~~
~~13 but less than 14~~	~~12-2/3~~	~~5.847~~
~~14 but less than 15~~	~~13-1/3~~	~~6.154~~
~~15 or more~~	~~14~~	~~6.462~~

B. VACATION SEVERANCE PAY: Any employee who leaves the service of GCTD shall be paid for accrued vacation at the employee's current salary rate.

VACATION CARRIED FORWARD: Vacations shall be taken as earned or within the calendar year following the year that vacation time is accrued. Accrued vacation time may be carried forward to the following year, but in no instance may an employee carry forward total vacation accrual as of the first of April of any year greater than 400 hours ~~twice the number of days that the employee currently earns annually~~. Employees affected by this limit will be notified during January of each year that they either are already over the maximum, or could exceed the maximum on or before the first of April. The employee can then do any or all of the following:

1. After January 1and prior to March 31, request or volunteer to be assigned enough vacation days to bring the accrued vacation time amount below the maximum. All vacations must be scheduled in accordance with the rules and processes defined herein the MOU. All assigned vacation must be completed prior to April 1.

2. Prior to April 1, request vacation redemption, in accordance with Section 9F of the Personnel Rules, to bring the accrued vacation time amount below the maximum by April 1, or

3. On or after March 1 and prior to April 1, request conversion of accrued vacation time to accrued sick time. A maximum of 40 hours can be converted from accrued vacation time to accrued sick time in any one year. This conversion can be made only by an employee who has been notified that they are or will be over the maximum, can only be made during this period, and will only be approved if such action will allow the employee to drop below the maximum accrued vacation limit.

If no action is taken by the employee, the employee will cease accruing additional vacation hours starting with the first pay period beginning after April 1, until enough vacation is taken that the accrued vacation time drops below the maximum.

C. VACATION SCHEDULING: The vacation period may be taken at one time, or it may be taken several days at a time if it so fits the work needs of GCTD. In any event, the vacation time off is to be scheduled by the General Manager, or designee, in such a manner that GCTD's functions will not be negatively impacted.

D. ADDITIONAL VACATION IN LIEU OF SICK LEAVE: When an employee's accumulated sick leave credit as of January 1 of each year exceeds the maximum allowable of 1,440 hours, the employee shall receive an additional vacation leave entitlement of 25% of such excess sick leave.

Article 5.8 VACATION BIDDING

A. This article is applicable only to the following job classifications: Maintenance Administration Supervisor, Maintenance Supervisor, Operations Safety & Training Supervisor, and Operations Supervisor.

B. Sign-ups for vacation usage shall be conducted for Operations Safety & Training Supervisor and Operations Supervisor positions for one 12-month period in seniority order:
   1. The vacation period shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in January of the next following year. The vacation bid shall commence within two (2) work days after the shift bid is final and posted in accordance with Article 6.~~7~~8.
   2. When vacation sign-ups shall cover one 12-month period, the available vacation schedule shall take into consideration mid-year changes to employee shifts, when only two schedules are available in the same job classification.

C. Sign-ups for vacation usage shall be conducted for Maintenance Administration Supervisor and Maintenance Supervisor positions for two 6-month periods in seniority order:
   1. The first vacation period shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in July. The first vacation bid shall commence within two (2) work days after the shift bid is final and posted in accordance with Article 6.~~7~~8.
   2. The second vacation period shall commence on the Sunday of the first payroll period in July and end on the Saturday before the first payroll period in January. The second vacation bid shall commence within two (2) work days after the shift bid is final and posted in accordance with Article 6.~~7~~8.

D. The vacation bidding period will remain open for fourteen (14) days. Vacation requests will be processed and posted seven (7) days prior to the start of the scheduled vacation period. Seniority shall be the determining factor for date selection. More than one employee may be allowed off at any one time at the discretion of the Department Director.

E. After the bid cycle is completed, non-bid vacation requests shall be reviewed on a first-come first-serve basis, based on the date the request was received. The Department Director shall approve

the vacation requests based upon GCTD's needs. The Department Director will make every effort to approve or deny non-bid vacation requests no later than ten days after receipt of the vacation request. Requests for vacation received five (5) days or less prior to the first vacation day will be denied. If a vacation request extends over both vacation bid periods, consideration of the request will be on a case-by-case basis.

Article 5.9 SUPERVISOR LEAVE

A. In addition to such other vacation to which TEAMSTERS employees are entitled, TEAMSTERS employees, who on January 1 of each year occupy a TEAMSTERS position and regularly works full-time defined as 80 hours in a biweekly pay period, shall accrue 20 hours of additional vacation leave.

SECTION 6 WORKING CONDITIONS

Article 6.1 SENIORITY

Seniority shall be the determining factor in all vacation schedule bidding. Seniority shall be the determining factor in all work schedule bidding when bidding for three or more available schedules. When only two schedules are available in the same job classification the two employees shall alternate schedules every January. Seniority is defined as the last date of hire into an exempt Supervisor job classification listed under Article 1.1.

Article 6.2 ANNUAL PHYSICAL EXAMINATIONS

GCTD will either 1) provide annual physical examinations for each employee by a GCTD selected physician or 2) reimburse the TEAMSTERS employees for the insurance co-payment if the employee prefers to have his/her Physician conduct the physical examination.

Article 6.3 TEXTBOOK AND TUITION REIMBURSEMENT

GCTD shall provide reimbursement for the costs of textbooks, tuition, registration and laboratory fees for school courses, workshops, and seminars completed on the employee's own time. A maximum of ~~$1500~~ two thousand $2000 dollars per fiscal year shall be covered for each employee that has successfully completed eligible course work. Courses must be completed satisfactorily with grade of "C" or its equivalent in order to be eligible for reimbursement. In order to be eligible, courses must be offered at an institution that has been accredited through the Western Association of Schools and Colleges (WASC).

Advance approval for the reimbursement of eligible expenses must be received from GCTD prior to the first class session. An official record of grades and receipts must be received by GCTD within 90 days after the last class session. Reimbursement will be made to the employee within two weeks after the grade report and receipts have been submitted to GCTD.

Article 6.4 UNIFORMS

All employees are expected to present a clean, neat and professional appearance consistent with District's uniform/dress code as outlined in the Personnel Rules.

GCTD shall offer employees the option of including the Teamsters logo on their uniform when making uniform orders.

CUSTOMER SERVICE SUPERVISOR

A. Customer Service Supervisor will be provided the following annually, by an ordering process to commence each August:
   1. Two (2) shirts
   2. One (1) outerwear (every other year). No substitutions or swapping of outerwear for shirts is allowed.

B. To ensure that staff presents a professional and consistent image all shirts/pants/outerwear purchased by GCTD shall be chosen from “pre- approved” style & color options to be selected annually by the General Manager or designee.

OPERATIONS SAFETY & TRAINING SUPERVISOR AND OPERATIONS SUPERVISOR

A. At all times while on duty, employees will wear uniforms provided by Article 6.4. At all times while on duty, employees will wear pants/slacks/cargo pants and shirts with a GCTD logo and employee name displayed by: embroidered logo, employee ID badge, wearing name tag, or pre-printed on clothing. All clothing worn shall be clean and in good repair.

B. To ensure that staff presents a professional and consistent image all shirts/pants/outerwear purchased by GCTD shall be chosen from “pre- approved” style & color options to be selected annually by the General Manager or designee.

C. All shirts/outerwear purchased for Operations Safety & Training Supervisor and Operations Supervisor and shall have the GCTD Logo and “OPERATIONS SUPERVISOR” or “OPERATIONS SAFETY & TRAINING SUPERVISOR” printed, embroidered, or affixed (i.e. patch) to the front of the shirt below the logo.

D. Should any part of the uniform be damaged in performance of the employee’s duties without negligence by the employee, GCTD will replace it.

E. Operations Safety & Training Supervisor will be provided the following annually, by an ordering process to commence each August:
   1. Three (3) pants/slacks OR two (2) cargo pants;
   2. Four (4) shirts (short sleeve, long sleeve, or polo);
   3. One (1) highly reflective long sleeve shirt; and
   4. Every other year, one (1) outerwear with no substitutions or swapping of outerwear for shirts or pants/slacks is allowed.

      Every other year, one (1) pair of safety shoes which meet specifications described in GCTD Standard Safety Practices. The safety shoes shall be purchased from a vendor with whom GCTD has established a business agreement. GCTD will provide the employee with an approved purchase form, and GCTD will be directly billed by the vendor. Shoe purchases will be made outside of the employee’s work shift and on the employee’s own time.

F. Operations Supervisors will be provided the following annually, by an ordering process to commence each August:
   1. Three (3) pants/slacks OR two (2) cargo pants (if available);
   2. Five (5) shirts (short sleeve, long sleeve, or polo); and
   3. Every other year, one (1) outerwear with no substitutions or swapping of outerwear for shirts or pants/slacks is allowed.

G. New employees hired between August 1and March 31of the following calendar year will be able to order items outlined above upon completion of 30 days of hire, then annually each year in August. Employees starting employment between April 1and July 30will order items when the annual order is made in August, then annually each August.

H. Employees promoted from Bus Operators to Operations Safety & Training Supervisor or Operations Supervisor will be permitted to wear a bus operator uniform while on duty until clothing items are received.

I. Additional clothing items may be ordered outside of the annual order at the employee cost, however, these items will be subject to the “pre-approved” color & style options described herein.

MAINTENANCE SUPERVISOR

A. At all times while on duty, employees will wear uniforms provided by GCTD with a GCTD logo and name displayed by: embroidered logo, employee ID badge, wearing name tag, or pre-printed on clothing. All clothing worn shall be presentable, clean, and in good repair.

B. GCTD will rent uniforms for the Maintenance Supervisor and Maintenance Administration Supervisor employees. Employees shall be responsible for placing dirty uniforms in designated receptacle on the day and time prescribed by the uniform rental company. Failure to do so will relieve GCTD of any obligation to provide clean uniforms

during the week the employee fails to comply. It will be the responsibility of the employee to pay the cost for uniforms damaged due to their own negligence. Should any part of the uniform be damaged in the performance of the employee's duties without negligence by the employee, the employee will not be responsible for the cost of the replacement.

C. All Maintenance Administration Supervisor and Maintenance Supervisor employees shall be provided one work jacket with liner every other fiscal year during the term of this MOU, starting in FY 2019-20. Such jacket shall be at GCTD's selection with no cost to the employee. GCTD will provide cleaning of the uniform jacket and liner four (4) times annually.

D. All Maintenance Supervisor and Maintenance Administration Supervisor employees shall be provided the following rain gear:

- Rain Jacket
- Rain Trousers
- Rain Hood
- Rain Boots

Rain gear which is no longer serviceable will be replaced on an exchange basis. Lost or stolen rain gear shall be replaced by the employee with like rain gear at the employee's expense.

E. All regular and probationary Maintenance Supervisor, Maintenance Administration Supervisor, and Operations Safety and Training Supervisor employees shall wear safety shoes at all times they are on duty. GCTD shall provide a pair of safety shoes to all regular and probationary Maintenance Administration Supervisor, Maintenance Supervisor, and Operations Safety and Training Supervisor employees. Upon the employee's request annually within two weeks after July 1, GCTD will authorize the purchase of one pair of safety shoes, which may include insoles, at a cost not to exceed ~~$225~~ 235. GCTD shall not be required to replace lost or stolen safety shoes. Beginning fiscal year ~~2023-2024~~ 2027-2028 and every other year thereafter, GCTD will authorize the purchase of an additional pair of safety shoes for regular and probationary Maintenance Supervisor and Maintenance Administration Supervisor employees only, at a cost not to exceed ~~$225~~ 235.

F. Safety shoes which meet specifications described in GCTD Standard Safety Practices shall be purchased from a vendor with whom GCTD has established a business agreement. GCTD will provide the employee with an approved purchase form, and GCTD will be directly billed by the vendor. Shoe purchases will be made outside of the employee's work shift and on the employee's own time.

Article 6.5 TOOLS

A. This Article is applicable only to the Maintenance Administration Supervisor and Maintenance Supervisor classification.

B. All Maintenance Administration Supervisor and Maintenance Supervisor employees shall supply their own hand tools and storage bins commonly referenced as "roll-aways," and shall likewise be responsible for their maintenance, repair, cleanliness, and security.

C. GCTD shall provide a tool reimbursement allowance to each regular Maintenance Administration Supervisor and Maintenance Supervisor, who have successfully completed their probationary period. Reimbursement will be up to ~~$1150 for fiscal years 2023-2024 and 2024-2025. For fiscal year 2025-2026, the reimbursement amount shall increase to $1200~~ $1250 for fiscal years 2026/2027, 2028 and 2029.

D. All eligible Maintenance Administration Supervisor and Maintenance Supervisor employees shall be reimbursed up to the allowable amount, upon a properly submitted signed request that includes written proof of purchase of mechanic tools that will be utilized for the repair of GCTD vehicles. The request shall include a fully completed bona fide receipt from the supplier with the name, address, and specific tools purchased by the employee; a photo of all tools; and a written statement signed by the employee that the employee shall have the tools at GCTD's facility and available for use at all times while on duty as a Maintenance Supervisor.

E. Receipts for mechanic tools which exceed the employee's annual allotment may be resubmitted by the employee for reimbursement in subsequent years until the receipt has been fully reimbursed. GCTD shall be relieved of any obligation to reimburse the employee for non-applicable tools or other materials, and failure to comply with conditions set forth above.

F. Newly eligible employees are eligible to receive reimbursement in the first year of eligibility prorated by the number of days for which they are eligible in that fiscal year. (Example: An employee who passes probation and becomes eligible effective April 16is eligible for 76/365of the annual fiscal year maximum). Receipts for qualifying tools purchased after the employee's hire date but prior to the employee becoming eligible for this program may be submitted after the employee becomes eligible for the program as described previously.

Article 6.6 ACCIDENT REVIEW BOARD

A. Accident Review – Collectively, Operations Manager, Fleet Manager, and Paratransit & Special Projects Manager, as the Accident Review Committee shall conduct a review of all occurrence reports to determine if the occurrence was an "incident" or an "accident". On reports determined to be an "accident", a simple majority of the Accident Review Committee shall make a determination of "preventable" or "non- preventable". This determination is to be made in a timely manner. The employee involved in the occurrence will be notified of the classification of the incident and the determination on preventability. This designation will be made based on information contained in the accident

report, interviews with the employee, and any witnesses and review of video if available. The Accident Review Committee will utilize Transportation Safety Institute guidelines in determining preventability.

B. Appeal Process - If the employee involved disagrees with the determination made by the Accident Review Committee, the employee may appeal that decision to the Accident Review Board (ARB). The Board may uphold or overturn the previous decision based upon a full review of the facts and evidence, and such action is final.

C. Action - It will be the responsibility of the Assistant General Manager to inform the affected employee of the results and finding of the ARB.

D. ARB Organization - The Accident Review Board (ARB) will be comprised of one TEAMSTERS representative, one Management representative, and one Outside representative. Each ARB member may have one alternate designated to serve in the member's absence.

1. TEAMSTERS Representative: To be eligible to serve on the ARB a supervisor shall be required to have at least 365 consecutive days of no-accident driving as a GCTD employee. This representative will be selected by the TEAMSTERS.

2. Management Representative: The Management Representatives will display real

interest in the safety programs and provide authority in the Board decisions. The management representative will be selected by senior management with the concurrence of the General Manager.

3. OUTSIDE Representative. The Outside representative will be selected by the General Manager from another government agency, typically working with buses or large government fleet vehicles.

4. Ex-Officio Member: The GCTD Human Resources and Risk Manager shall serve as a nonvoting, ex-officio member of the ARB. The ex-officio member will be responsible for meeting minutes, meeting arrangements, and document control. The ex-officio member may not participate in deliberations.

E. Action: It will be the responsibility of GCTD to inform the employee of the results and findings of the ARB.

F. Method of Operation: The ARB shall review the accident reports and uphold or overturn the previous decision as to the preventability or non- preventability of the accident on the basis of those facts. The Board shall not assume the accident was preventable unless the employee refuses to cooperate with the investigation or fails to completely fill out an accident report as required by GCTD. The ARB will meet as needed, but no more often than monthly, to review the accidents that occurred since the previous meeting.

G. Definition of Preventability: A preventable accident is any occurrence involving a GCTD-owned vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it happened, in which the employee in question failed to do everything reasonably expected to prevent the occurrence.

H. Guide to Determine Accident Preventability: This Safety Program is designed to recognize expert, safe driving performance, not just average performance. It is based on the concept of defensive driving - the ability to avoid accidents in spite of the wrong actions of the other drivers and in spite of adverse driving conditions.

I. Determination by the Accident Review Board: Once a determination is made by the Board, the employee may appeal that determination at the next ARB meeting. The Board may uphold or overturn its previous decision based upon additional facts, and such action is final. The determination for disciplinary action based upon the results of the ARB is solely the prerogative of GCTD management. The ARB shall not make personnel decisions nor be responsible for adverse actions against GCTD employees.

Article 6.7 TRAINING

A. New Hire Training – any new hire training shall be done on days and hours deemed appropriate by the Department Director.

B. VTT Training/Safety Meetings – the Operations Safety & Training Supervisor and Operations Supervisors are required to receive eight (8) hours of classroom training per year in order to maintain their California Verification of Transit Training (VTT) certification. GCTD will hold monthly safety meetings to accomplish this task. The meetings will generally be held in the last week of the month. Non-service holidays that fall within the last week of the month will require the safety meetings to be rescheduled for another week. Employees will attend these meetings during their normal shift.

Article 6.8 SHIFT BIDDING

A. Shift bidding shall only occur when there are three or more employees in the same job classification. When only two schedules are available in the same job classification the two employees shall alternate schedules beginning the first full pay period in January and July of each year.

B. Shift bids for Operations Safety & Training Supervisor and Operations Supervisor positions shall be conducted on the First Tuesday of December in conjunction with Article 5.8. Results of the shift bid shall be posted two days after the completion of the shift bid.

1. The period for the shift bid shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in January of the next following year.

C. Shift bids for Maintenance Supervisor and Maintenance Administration Supervisor positions shall be conducted on the First Tuesday of December and on the first Tuesday of June in conjunction with Article 5.8. Results of the shift bid shall be posted two days after the completion of the shift bid.

1. The period for the shift bid in December shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in July.

2. The period for the shift bid in June shall commence on the Sunday of the first payroll period in July and end on the Saturday before the first payroll period in January.

D. Shift bid preference selected by seniority as defined herein the MOU. GCTD retains the right to initiate unscheduled shift bids at any time based on GCTD needs and requirements, with GCTD providing the Union with at least one (1) week advance notice of such needs and requirements. GCTD agrees to a maximum of ~~six~~ five shift bids in any calendar year. Once schedules are posted the Thursday before the workweek, they shall not be changed except for employee absences, operational needs, emergencies. GCTD shall make reasonable efforts to distribute coverage assignments by seniority, considering employee availability and prior assignments. Any subsequent changes to the employee's scheduled workdays or work hours requested by GCTD shall be subject to the employee's consent. The employee shall have the right to accept or decline such changes without penalty or disciplinary action.

E. GCTD shall not change the scheduled work days between shift bids to avoid the accrual of compensatory time for work outside of scheduled work day. Nothing herein shall prevent GCTD from changing an employee's hours within an already schedule work day in order to address employee absences.

Article 6.9 COMPLAINT PROCEDURE

All supervisors who receive a complaint against them shall be provided an opportunity to respond to the complaint in writing on a standard GCTD form. Such complaint shall be presented to the supervisor within ten (10) working days of GCTD's receipt of the complaint. All such written responses shall be signed and dated by the employee. Prior to a complaint being filed in an employee's personnel file, the management's comments shall be shown to the employee, who shall be given the opportunity to respond in writing to the management's comments. Employees may review their employee personnel file during the regular office hours of the GCTD business offices provided such review is scheduled in advance with the Director of Human Resources.

SECTION 7 UNION RIGHTS

Employees have the right to TEAMSTERS representation at any meeting with representative(s) of GCTD which, in the employee's opinion, may result in disciplinary action. The TEAMSTERS representation shall be an available TEAMSTERS steward. The employee shall not unreasonably delay such a meeting.

Article 7.1 REASONABLE NOTICE

A. Except in cases of emergency, GCTD shall provide advance notice to TEAMSTERS of any intended significant change to any rule, procedure or practice which falls within the scope of bargaining.

B. Reasonable written notice (normally not less than seven calendar days) shall be given to

TEAMSTERS of any proposed rule, resolution or regulation directly relating to matters within the scope of representation, as defined in California Government Code Section 3505, prior to the time it is presented to the Board of Directors for consideration, or, if not a matter of Board policy, prior to implementation. If TEAMSTERS, within two business days of receiving such written notice, requests to meet and confer on the proposal, such a meeting will be held within fourteen calendar days of the request unless time is extended by mutual agreement. The meeting will be held prior to implementation or presentation to the Board.

In cases of emergency (defined as an unforeseen combination of circumstances that calls for immediate action and which does not occur with a degree of regularity) when the Board of Directors determines that a rule, resolution, or regulation must be adopted immediately without prior notice or meeting with TEAMSTERS, GCTD shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such a rule, resolution or regulation for reconsideration of the matter.

Article 7.2 ACCESS TO PREMISES

GCTD agrees that TEAMSTERS representatives and/or stewards shall have reasonable access to the work premises for the purpose of investigating, processing, and/or resolving grievances, providing that TEAMSTERS representatives and/or stewards enter the main entrance to the GCTD Administrative Offices and prior to proceeding beyond the lobby area, duly notify the Director in the area visiting and Director of Human Resources. It is agreed by GCTD and TEAMSTERS that grievances may be processed during working hours subject to the provisions that the mission and operation of GCTD are not unreasonably interrupted or interfered with, nor unsafe conditions are created by such activity. It is agreed that officers/stewards shall be permitted to conduct a reasonable amount of TEAMSTERS business regarding grievances during working hours without loss of pay; and that the union may appoint one (1) steward per every thirty (30) TEAMSTERS employees, and only if the appointed (primary) steward is not available, TEAMSTERS may use an alternative appointed steward from the maintenance department. The alternate steward will only have Union Steward Rights when filling in for the primary when absent. TEAMSTERS may use GCTD facilities to conduct meetings subject to and in accordance with applicable GCTD rules, policies, guidelines, and availability.

Article 7.3 STEWARD ADMINISTRATIVE LEAVE

GCTD shall authorize the use of the employee's vacation accrual time up to an aggregate total of thirty-two (32) hours per year for use by the TEAMSTERS steward(s) to attend any employer-employee relations seminars or other union conferences. Time off for this purpose may take priority over other employees' non- bid vacation requests which have not yet been approved. Granting such time off requests will be at the discretion of the Department Director based on GCTD's needs and requirements.

Article 7.4 ADVERSE ACTION, NOTICE AND PROCEDURES

A. An adverse action is defined as a violation of the expressed terms of this Memorandum of Understanding or the GCTD Personnel Rules, or other rules or practices in place at GCTD. Any regular employee against whom an adverse action is initiated by GCTD, dependent upon the seriousness of the violation, for suspension without pay, demotions, and dismissals, absent any extraordinary or truly unusual circumstances, will be given pre-disciplinary procedural rights, such as notice and a hearing.

The notice shall be served upon the employee either personally, by mail or by company mail, and shall include: 1) notice of the intended action, the cause or causes thereof; 2) the employee's acts or omissions that form the basis for the cause(s); 3) information to the employee that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action; and 4) notice that the employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary meeting or conference.

1. Grievance Procedure: Adverse actions consisting of suspensions without pay of two days or

less, imposed upon employees where minor actions may not require pre-disciplinary Skelly Procedures, are adjudicated by a Grievance Procedure. GCTD will apply pre-disciplinary procedural rights on suspensions without pay of two days or less for any regular employee against whom an adverse action is initiated, in accordance with the grievance procedure described in Article 7.4B.

2. Skelly Procedure: Adverse actions consisting of suspensions without pay of more than two days, demotions or dismissals, are adjudicated by a Skelly Procedure. GCTD will apply pre-disciplinary procedural rights on behalf of any regular employee against whom an adverse action is initiated, in accordance with the process described in Article 7.5.

3. Letters to Personnel File: Letters to Personnel File are not grievable. Letters to Personnel File may be rebutted, in writing, by the employee within five (5) working days after receipt of the letter. Letters to the file may be removed from the employee's personnel file if there are no similar occurrences within one year from the date of Letter to Personnel File. It shall be the employee's responsibility to request GCTD to remove the document(s) in accordance with this provision.

4. Written Reprimand / Letter of Warning: Reprimands or warnings shall be appealable under the grievance procedure described in Article 7.4B.

Written reprimands or letters of warning which are more than three years old will not be referenced for disciplinary purposes; this does not apply to discipline for occurrences which took place prior to the date this contract was signed.

B. Grievance Procedure: A "grievance" shall be defined as a controversy between GCTD and TEAMSTERS or an employee(s). Such controversy must pertain to a dispute regarding the interpretation, application, or enforcement of the terms of this Memorandum, or the Resolutions or Rules of GCTD that fall within the scope of representation and excluding the practical consequences or impact on employment terms or conditions of decisions made by GCTD under Article 1.4A. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below.

1. STEP ONE: Response to Notice – Written Grievance

a. An employee's grievance must be submitted in writing to GCTD within fifteen (15) calendar days after initial notice is served. GCTD shall provide a written response to the employee by the end of the fourteenth (14) calendar day following receipt of the grievance.

If the employee disputes GCTD's response to the grievance, the grievant must respond in writing by providing their position by fully stating the facts surrounding the grievance and detailing the specific provisions of this Memorandum, Resolution or Rule alleged to have been violated, the specific remedy or remedies sought, signed and dated by the employee, and presented to the General Manager within seven (7) calendar days after employee receives GCTD's written response.

2. STEP TWO: Pre-Disciplinary Meeting & Notice of Action

a. A meeting with the employee, TEAMSTERS Steward, and/or Union Business Representative and General Manager or designee will be arranged at a mutually agreeable location and time to review and discuss the grievance. The meeting will take place within fourteen (14) calendar days from the date the General Manager receives the employee's response to GCTD's Response. The General Manager or designee may invite other members or representatives of management to be present at such meeting. After reviewing the information presented by the employee and all other documentation, the General Manager, or designee, will issue the notice of action in a written reply within fourteen (14) calendar days following the date of the meeting.

b. Time limits as set forth in Step One and Step Two may be extended by written mutual agreement between the parties.

3. STEP THREE: Mediation

a. Grievances which are not settled and which either party desires to contest further shall be submitted to MEDIATION. The process is as follows: Either party may request the grievance be submitted to mediation within five (5) calendar days of receipt of the written reply from Step Three. The State Mediation and Conciliation Service (SMCS), a service provided by the Stated Department of Industrial Relations, shall be requested to provide a mediator to meet with the parties in an attempt to resolve the grievance. In the event the attempt to mediate the grievance is not successful, any offers of compromise, or statements of the mediator or the parties made during the mediation phase are confidential and may not be disclosed in any manner whatsoever or offered as evidence or as an admission against interest in any other administrative proceeding, arbitration or judicial proceeding.

b. The parties agree to bear their own costs, if any, of mediation including attorney's fees.

c. The parties may agree by advance mutual written consent, that any mediation hearing be considered final and the decision therein be considered binding on both parties. In a binding mediation, the ground rules set forth for Section 7.04(B)(5) “Arbitration,” items b through f, shall apply to the mediation. If the parties agree by advance to binding mediation, this shall be the final step and Section 7.04(B)(5) “Arbitration” will not apply. The parties agree to bear their own counsel fees, if any, for binding mediation.

4. STEP FOUR: Arbitration

Grievances which are not settled and which either party desires to contest further, shall be submitted to arbitration as provided in Step Four within fifteen (15) calendar days from completion of step three, mediation. The process is as follows:

a. As soon as possible, and in any event not later than fifteen (15) calendar days after either party received written notice from the other of the desire to arbitrate, an arbitrator shall be selected from a list provided by the State Mediation and Conciliation Service (SMCS). The parties shall select by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.

b. Either GCTD or TEAMSTERS may call any employee as a witness, and GCTD agrees to release said witness from work if the employee is on duty. If an employee is called by GCTD, GCTD will reimburse the employee for lost time.

c. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of the Memorandum or GCTD Resolutions or Rules. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other.

d. The decision of the arbitrator within the limits herein prescribed shall be final and binding upon the parties to the dispute.

e. The mutual decision of the parties and/or arbitrator in any dispute shall be the final and binding decision on all parties and there shall not be any appeal to another authority, board, commission and/or agency.

f. The arbitrator may hear and determine only one grievance at a time without the express agreement of GCTD and TEAMSTERS.

g. The parties shall share equally the expense of arbitration with the exception of attorney's fees, without approval of the parties.

Article 7.5 SKELLY PROCEDURE

A. Notice of Intent: Any regular employee against whom an adverse action is initiated by GCTD, dependent upon the seriousness of the violation, for suspension without pay exceeding two (2) days, demotions, and dismissals will be:

1) notified of the intended action;

2) provided the cause or causes thereof, the employee's acts or omissions that form the basis for the cause(s);

3) informed that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action; and
4) provided the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary conference.

1. If the employee chooses to respond in writing to the notice of intent, the written response must be submitted within seven (7) calendar days of receipt of the notice.

2. If the employee chooses to appear at the pre- disciplinary conference, the employee will have the right to representation. Even if the employee has representation, the employee must personally appear at the meeting. The employee must notify GCTD that the employee will appear for the meeting.

B. Skelly Meeting: The Skelly meeting will be conducted by the General Manager, or designee. This is not an adversarial proceeding, therefore the employee will not have the opportunity to cross-examine GCTD representatives, nor present the formal case and opposition to the proposed discipline.

C. Notice of Action: After reviewing the information presented by the employee and all other documentation, the General Manager, or designee, will issue the notice of action. The employee may appeal the proposed disciplinary action within seven (7) calendar days after receipt of the notice of action to the Labor/Management Committee.

Labor/Management Committee:

A Labor/Management Committee will be formed by one member from management, who is appointed by the General Manager, and one member from TEAMSTERS, who is appointed by the TEAMSTERS. The committee will meet within seven (7) calendar days after receipt of an appeal of a proposed disciplinary action. The committee may invite the appealing employee to attend the meeting. The committee will review the proposed action and supporting documentation. The committee will make every effort to agree upon the appropriate action for the employee. If an agreement is reached on the appropriate action, notice will be provided to the employee within fourteen (14) calendar days.

D. Final Appeal: If the Labor/Management Committee cannot reach an agreement to resolve the matter, the employee may appeal the proposed disciplinary action to an Appeal Review Board or to an Arbitrator selected from a State Mediation and Conciliation Service (SMCS) list. The final appeal must be made to the general manager within seven (7) calendar days after the decision has been issued from the committee. The decision reached in this step shall be final and binding on all parties.

1. Appeal Review Board: A three-member board of review is formed by the General Manager appointing two members from among public agency officials whose responsibilities encompass personnel matters and TEAMSTERS appointing a member representative. The board of review shall determine from among the members its own chairperson, who has authority to conduct the hearing. The General Manager, or designee, and the employee may be represented, may themselves testify, call witnesses and submit other relevant evidence. The board of review shall, by a majority of its members, make written findings and a decision affirming, revising or modifying the adverse action based on applicable law, GCTD policies, procedures and rules, and the evidence

and arguments presented by the parties.

2. Arbitration: As soon as possible, and in any event not later than fifteen (15) calendar days after either party receives written notice from the other of the desire to arbitrate, the parties shall agree upon an arbitrator. The State Mediation and Conciliation Service (SMCS) shall provide a list of qualified arbitrators and TEAMSTERS and GCTD will select the arbitrator by alternating the striking of submitted names until one arbitrator remains. Either GCTD or TEAMSTERS may call any employee as a witness and GCTD agrees to provide leave for said witness from work if the witness is on duty. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other. The losing party in the arbitration shall be responsible for the cost of arbitration and court reporters, with the exception that each party shall be responsible for its own attorney's fees.

Article 7.6 BULLETIN BOARD

GCTD shall supply a glass enclosed bulletin board to provide suitable display space for Local 186. Keys to the TEAMSTERS' Bulletin Board will be in the custody of the Local Business agent and GCTD. Postings by Local 186 on such board is to be confined to official business on Union Letterhead and/or Teamsters Information Terminal Accounting Network (TITAN) messages to the Union.

Article 7.7 UNION SECURITY/DUES CHECKOFF

GCTD agrees to notify the TEAMSTERS promptly of all terminations and hires.

During the term of this MOU, any employee covered by this MOU desiring to have deductions made for either union dues or an associated agency fee shall sign a proper authorization form, to be prepared and supplied by the TEAMSTERS and employee shall submit the form to the TEAMSTERS. The TEAMSTERS shall notify GCTD when an employee has authorized such a deduction, as well as when an employee has revoked or rescinded such an authorization. GCTD agrees to then deduct the monthly dues amount or agency fee from the first paycheck of each month of those employees who have authorized such deductions. The full amount of monies so deducted by GCTD shall be forwarded to the Union monthly by check together with an alphabetized list showing names and amounts deducted from each employee.

The TEAMSTERS agree to indemnify GCTD and make it whole against any claims or action, including but not limited to costs and attorneys' fees, arising out of the deduction and remittance of the monthly dues and/or agency fees.

Further, under no circumstances shall any employee be told by the TEAMSTERS that the excitation of a dues or agency fee deduction authorization is required in order to maintain his or her status as an employee of GCTD.

BARGAINING UNIT ROSTERS: GCTD shall provide to the TEAMSTERS a written list of the name, date of hire, home address, job position, primary telephone number, and status for each bargaining unit member. This list shall be updated monthly to include all new hires and departures from GCTD.

Article 7.8 D.R.I.V.E

GCTD agrees to deduct from the paycheck of all employees covered by this MOU voluntary contributions to DRIVE. DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from his paycheck on a biweekly basis for all weeks worked. The phrase "weeks worked" excludes any week other than a week in which the employee earned a salary. The Employer shall transmit to DRIVE National Headquarters on a monthly basis, in one (1) check, the total amount deducted with the name of each employee on whose behalf a deduction is made and the amount deducted from the employee's paycheck.

Article 7.9 LAYOFFS

It is agreed that during the term of this MOU if layoffs occur TEAMSTERS and GCTD will meet and discuss the impacts of the actions. Seniority, as defined herein will govern the order of layoffs within any job classification. Any employee scheduled for layoff in the employee's current position that has held another position in a TEAMSTERS Unit within the past two years may bump back into their most recently held position and reacquire seniority in that position based on their hire date into that position.

Employees in this unit experiencing a layoff will be entitled to a continuation of health benefits beyond the normal cancellation of benefits by signing up for COBRA.

Article 7.10 LABOR-MANAGEMENT MEETINGS

GCTD and TEAMSTERS agree to schedule and hold as practical regular labor-management meetings at a time and day mutually agreeable to both parties, to discuss current labor management issues. Both GCTD and TEAMSTERS agree to make a best effort to schedule and attend this meeting but acknowledge that this may not always be possible.

The labor-management meeting shall be comprised of no more than two (2) TEAMSTERS members and two (2) Directors; additional participants may attend by mutual agreement.

Article 7.11 AUTOMATION AND TECHNOLOGICAL CHANGES

The Employer shall have the right to introduce new technologies, including artificial intelligence and automation, to improve business operations. Should such technology result in the modification of any job duties, the Employer will provide at least forty-five (45) days' advance written notice to the Union. The Employer shall consult with the Union to discuss the impact, and, where feasible, offer affected employee's opportunities for reassignment or retraining for available positions of comparable pay and benefits. No employee shall be laid off solely as a direct result of technological change, except through attrition, or upon mutual agreement between the Employer and the Union as defined by existing Layoff procedures. The joint labor-management committee shall meet as needed, to review proposed technology changes, training needs, and implementation plans. GCTD retains the exclusive right to restructure job classifications, determine the number of staff needed in each classification, evaluate performance standards, and own all data and work produced by AI systems, provided such changes comply with this Agreement. Disputes arising solely from the introduction of technology shall be subject to grievance procedures.

SECTION 8 CLOSING

Article 8.1 TERM OF MEMORANDUM

The term of this Memorandum is ~~07/01/2023 through 06/30/2026~~ 07/01/2026 through 06/30/2029. Either party may serve the other, in writing, at any point after ~~03/31/2026~~ 03/31/2029, with a request to open negotiations for a successor MOU.

Article 8.2 PEACEFUL PERFORMANCE

TEAMSTERS agrees that neither TEAMSTERS, its officers, its agent, nor any of the employees covered by this MOU will cause, engage in, sanction, or support any job action including but not limited to a work slowdown, work stoppage, strike, sick-out, or any other interference with the work and statutory functions or obligations of the GCTD or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment, nor shall TEAMSTERS or any employee covered by this MOU honor any similar job action of any other employee or group of employees of GCTD or any union or association by withholding or refusing to perform services for GCTD. In the event an employee violates this provision, GCTD may immediately terminate any such employee without any appeal process for the employee. GCTD agrees there shall be no lockouts made by GCTD.

Article 8.3 SUCCESSORS AND ASSIGNEES

This MOU shall be binding upon the successors and assignees of the parties hereto, and no provisions

contained in this MOU shall be modified in any respect by either party.

Article 8.4 FULL UNDERSTANDING MODIFICATION AND WAIVER

A. The provisions of this Memorandum of Understanding, together with those salary ranges and working conditions within the scope of bargaining in existence prior to this MOU, which are not changed by this Memorandum, shall constitute the salaries and working conditions for the employees during the term of the Memorandum of Understanding.

B. Except as specifically provided herein, it is agreed and understood that each party voluntarily and

unqualifiedly waives its rights, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of negotiations, during the term of the Memorandum of Understanding.

C. The parties hereto have participated jointly in the negotiation and drafting of this MOU. In the event an ambiguity or question of intent or interpretation arises, this MOU shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this MOU.

D. Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the Board of Directors.

E. The waiver of any breach, term or condition of this memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

APPENDIX A
Pay Plan – Supervisor Salary Schedule

Supervisory Unit MOU

Position Title		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Maintenance Supervisor / Maintenance Admin Supervisor						
Market Adjustment	6.0%	$ 84,709	$ 88,945	$ 93,392	$ 98,062	$ 102,965
1-Jul-26		$ 87,886	$ 92,280	$ 96,894	$ 101,739	$ 106,826
1-Jul-27		$ 90,523	$ 95,049	$ 99,801	$ 104,791	$ 110,031
1-Jul-28		$ 92,559	$ 97,187	$ 102,047	$ 107,149	$ 112,507
Safety & Training Supervisor						
Market Adjustment	1.0%	$ 80,714	$ 84,749	$ 88,987	$ 93,436	$ 98,108
1-Jul-26		$ 83,741	$ 87,928	$ 92,324	$ 96,940	$ 101,787
1-Jul-27		$ 86,253	$ 90,565	$ 95,094	$ 99,848	$ 104,841
1-Jul-28		$ 88,193	$ 92,603	$ 97,233	$ 102,095	$ 107,200
Operations Supervisor						
Market Adjustment	1.0%	$ 75,478	$ 79,252	$ 83,215	$ 87,375	$ 91,744
1-Jul-26		$ 78,309	$ 82,224	$ 86,335	$ 90,652	$ 95,185
1-Jul-27		$ 80,658	$ 84,691	$ 88,925	$ 93,372	$ 98,040
1-Jul-28		$ 82,473	$ 86,596	$ 90,926	$ 95,472	$ 100,246
Customer Service Supervisor						
Market Adjustment	1.0%	$ 69,486	$ 72,980	$ 76,629	$ 80,461	$ 84,484
1-Jul-26		$ 72,091	$ 75,696	$ 79,481	$ 83,455	$ 87,627
1-Jul-27		$ 74,254	$ 77,967	$ 81,865	$ 85,958	$ 90,256
1-Jul-28		$ 75,925	$ 79,721	$ 83,707	$ 87,892	$ 92,287

Jed Johnson
Assistant to Principal Officer/Business Representative
Teamsters 186

Date _____

Marco Lopez
Bargaining Team Member
Teamsters 186

Date _____

Victor Rubio
Bargaining Team Member
Teamsters 186

Date _____

Vanessa Rauschenberger
General Manager
Gold Coast Transit District

Date _____

Alex Zaretsky
Director of Human Resources
Gold Coast Transit District

Date _____

MEMORANDUM OF UNDERSTANDING

BETWEEN

GOLD COAST TRANSIT DISTRICT

AND

INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 186

07/01/2026 through 06/30/2029

SUPERVISORS

Table of Contents

SECTION 1 INTRODUCTION 1
Article 1.1 PARTIES TO MEMORANDUM 1
Article 1.2 VALIDITY OF MEMORANDUM OF UNDERSTANDING 1
Article 1.3 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION 1
Article 1.4 PARTIES' RIGHTS 1
Article 1.5 PAYROLL DEDUCTIONS 2
Article 1.6 NONDISCRIMINATION POLICY 2
Article 1.7 DEFINITIONS 2
Article 1.8 SUPERVISORY DUTIES 3
SECTION 2 SALARY 3
Article 2.1 GENERAL SALARY INCREASE 3
Article 2.2 SALARY SCHEDULE 3
Article 2.3 LONGEVITY PAY 4
Article 2.4 OUT-OF-CLASSIFICATION PAY 4
Article 2.5 ATTENDANCE BONUS 4
Article 2.6 BILINGUAL PAY 4
Article 2.7 EXTRA COMPENSATION 4
SECTION 3 HOURS 5
Article 3.1 SCHEDULE EXCHANGE PROGRAM 5
SECTION 4 BENEFITS 5
Article 4.1 MEDICAL, DENTAL, AND VISION INSURANCE 5
Article 4.2 RETIREMENT 5
Article 4.3 LIFE INSURANCE 6
Article 4.4 LONG-TERM DISABILITY INSURANCE 6
Article 4.5 ELIGIBILITY FOR BENEFITS 6
SECTION 5 LEAVE TIME 6
Article 5.1 HOLIDAYS 6
Article 5.2 SICK LEAVE 7
Article 5.3 EMPLOYEE LEAVE DONATION PROGRAM 8
Article 5.4 INDUSTRIAL LEAVE 8
Article 5.5 BEREAVEMENT LEAVE 9
Article 5.6 FMLA/CFRA 9
Article 5.7 VACATION 9
Article 5.8 VACATION BIDDING 10
Article 5.9 SUPERVISOR LEAVE 11
SECTION 6 WORKING CONDITIONS 11
Article 6.1 SENIORITY 11
Article 6.2 ANNUAL PHYSICAL EXAMINATIONS 11
Article 6.3 TEXTBOOK AND TUITION REIMBURSEMENT 11

Article 6.4 UNIFORMS 12
Article 6.5 TOOLS 14
Article 6.6 ACCIDENT REVIEW BOARD 14
Article 6.7 TRAINING 16
Article 6.8 SHIFT BIDDING 16
Article 6.9 COMPLAINT PROCEDURE 17
SECTION 7 UNION RIGHTS 17
Article 7.1 REASONABLE NOTICE 17
Article 7.2 ACCESS TO PREMISES 17
Article 7.3 STEWARD ADMINISTRATIVE LEAVE 18
Article 7.4 ADVERSE ACTION, NOTICE AND PROCEDURES 18
Article 7.5 SKELLY PROCEDURE 20
Article 7.6 BULLETIN BOARD 21
Article 7.7 UNION SECURITY/DUES CHECKOFF 21
Article 7.8 D.R.I.V.E 22
Article 7.9 LAYOFFS 22
Article 7.10 LABOR-MANAGEMENT MEETINGS 22
Article 7.11 AUTOMATION AND TECHNOLOGICAL CHANGES 22
SECTION 8 CLOSING 23
Article 8.1 TERM OF MEMORANDUM 23
Article 8.2 PEACEFUL PERFORMANCE 23
Article 8.3 SUCCESSORS AND ASSIGNEES 23
Article 8.4 FULL UNDERSTANDING MODIFICATION AND WAIVER 23

Appendix A 24

MEMORANDUM OF UNDERSTANDING

SUPERVISORS

SECTION 1 INTRODUCTION

Article 1.1 PARTIES TO MEMORANDUM

This Memorandum of Understanding (MOU) has been entered into between INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 186 (TEAMSTERS), as a formally recognized employee organization, and GOLD COAST TRANSIT DISTRICT (GCTD), on behalf of the employees occupying the exempt job classifications of:

- Customer Service Supervisor
- Maintenance Administration Supervisor
- Maintenance Supervisor
- Operations Safety & Training Supervisor
- Operations Supervisor

TEAMSTERS is hereby certified as the formally recognized employee organization for those employees occupying the job classification listed above regarding salary and other terms and conditions of employment.

Article 1.2 VALIDITY OF MEMORANDUM OF UNDERSTANDING

If any provision of this MOU is determined to be invalid or illegal by a court of competent jurisdiction, then such provision shall be severed from this MOU, but the remainder hereof shall remain in full force and effect. The parties hereto shall immediately commence to, in good faith, negotiate for the purpose of replacing any such invalid or illegal provision.

Should any changes be made in any federal or state law, or in any rules and regulations implementing such legislation, or in any GCTD policy which would be applicable and contrary to any provision herein contained, then such provision of this MOU shall be automatically terminated, but the remainder of this MOU shall remain in full force and effect. Such legislation and/or rules and regulations shall supersede this MOU and applicable clauses shall be substituted for those ruled invalid or illegal. The parties hereto shall immediately commence, as reasonably possible, to negotiate for the purpose of replacing any such invalid or illegal provision.

Article 1.3 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect unless ratified by the employees of the TEAMSTERS and approved by Resolution duly adopted by the Board of Directors of Gold Coast Transit District.

This MOU constitutes the mutual recommendation by the parties to the GCTD Board of Directors that one or more resolutions be adopted accepting this MOU and affecting the changes enumerated herein relative to salaries, fringe benefits, and other terms of employment for the employees represented by TEAMSTERS.

Article 1.4 PARTIES' RIGHTS

A. GCTD's Rights

The parties hereto recognize that the rights reserved by GCTD include, but are not limited to, the exclusive right to determine the mission of its constituent departments; set standards of service; establish fare collection and sales procedures and methods; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of transit operations; determine the methods, means and personnel by which transit operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission

in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work, except as amended by this MOU.

B. TEAMSTERS' Rights

The parties hereto recognize that TEAMSTERS retains the right to 1) file grievances as to decisions that impact or effect salaries and other terms and conditions of employment, except, however, that the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order, as set forth in Government Code section 3504, and 2) meet and confer in good faith regarding salaries and other terms and conditions of employment with representatives of such recognized employee organizations, as defined in subdivision (b) of Section 3501, and have GCTD consider fully such presentations as are made by the employee organization on behalf of its members prior to arriving at a determination of policy or course of action as set forth in Government Code section 3505.

C. BARGAINING

During MOU negotiations, GCTD and TEAMSTERS will facilitate negotiations. Negotiations will be limited to two (2) representatives from the TEAMSTERS.

Article 1.5 PAYROLL DEDUCTIONS

It is mutually agreed that GCTD will, during the term of this Memorandum, deduct monies and remit to TEAMSTERS as authorized by a signed Employee Payroll Deduction Authorization providing there are not more than five deductions per pay period. All requests for payroll deduction shall be submitted no less than seven (7) calendar days before payday. GCTD and TEAMSTERS mutually agree that both parties be saved, indemnified, and held harmless from any liability due to errors and omissions arising out of the other party's use of the TEAMSTERS sponsored deduction code.

Article 1.6 NONDISCRIMINATION POLICY

It is agreed that neither TEAMSTERS nor GCTD shall discriminate against any employee for any category protected by state or federal law, or because of union membership or lawful union activity. GCTD and bargaining unit employees mutually agree to treat one another with dignity and respect.

Article 1.7 DEFINITIONS

As an aid to understanding the meaning of certain clauses, this section provides definitions of words contained within this MOU.

Employee – Anyone hired by GCTD who has not terminated that relationship, either voluntarily or involuntarily. For purposes of this MOU, the term employee shall be limited to those employees hired into the classifications listed in Article 1.1 of this MOU,

Regular Employee – Any employee who has successfully completed the probationary period for the employee's current position.

Probationary Employee – Period of time from placement into a position until the employee becomes a regular employee. Normal introductory period is the initial twelve (12) months of employment in a specific classification in accordance with Section 23G of the GCTD Personnel Rules. A six-month review of performance will be conducted during the probationary period This means that all probationary employees will receive a six-month review. An employee's probationary period may be extended by mutual agreement.

Article 1.8 SUPERVISORY DUTIES

The parties agree that the Supervisors (Supervisor Unit) employees job duties include supervision of fixed route as well as demand response services.

SECTION 2 SALARY

Article 2.1 GENERAL SALARY INCREASE

General salary increases for TEAMSTER shall be as set forth in Appendix A of this MOU.

Wage increases: 3.75% in July 1, 2026, 3% July 1, 2027, and 2.25% July 1, 2028.

Article 2.2 SALARY SCHEDULE

A. Salary Steps

Employees will be compensated according to a five step pay plan as outlined in Appendix A, Pay Plan – Supervisor Salary Schedule. In no event may an employee's base salary compensation exceed the top step of the pay plan. Base salary is the employee's amount of compensation without bilingual or longevity pay. New employees may be hired above the applicable start rate for the classification, if GCTD determines that the new employee has additional education, training, experience, or other qualifications warranting additional recognition.

B. Eligibility for Step Increases

Employees below the maximum salary step in a classification shall be eligible for an annual step increase to the next step on the pay plan contingent on a successful annual individual performance evaluation. In order to be eligible for a step increase an employee must receive a rating of satisfactory or higher on their annual performance evaluation.

Notwithstanding any other provision of this Memorandum of Understanding, performance evaluations are not subject to any grievance or appeal process, except as follows: employees who do not receive a performance evaluation rating of satisfactory or higher may submit a written request for reconsideration by a written request and one-on-one meeting with GCTD's General Manager, or designee. This request for reconsideration must be submitted in writing within five (5) business days of receipt of the performance evaluation rating or the right to request reconsideration is waived. The General Manager, or designee, shall review the performance evaluation rating, written request, and one-on-one meeting, and decide whether to affirm or amend the rating. The General Manager's, or designee's, decision is final and not subject to any appeal.

C. Rate of Step Increases

There shall be a five percent (5%) separation between salary steps.

D. Time Frames for Step Increases

Advancement to the next step will require an employee to spend a minimum of one (1) year or 2080 hours actually paid by GCTD in the previous step, whichever is more. Notwithstanding these requirements, if the General Manager determines that an employee's evaluation warrants an earlier step increase, the General Manager may, at his/her sole discretion, provide an earlier step increase to an employee.

E. Effective Date of Salary Increases

Step increases for employees will be effective on the beginning of the first full pay period following the employee's anniversary date in the bargaining unit. Should GCTD fail to conduct a timely performance evaluation before the employee's anniversary date, and a subsequent performance evaluation results

in the employee being eligible for a step increase, the step increase will be retroactive to the employee's last anniversary date. Failure to conduct an evaluation within that time period does not preclude GCTD from conducting an evaluation at a later date.

Article 2.3 LONGEVITY PAY

To encourage stability of employment with GCTD, additional payment over and above the salary assigned to a position classification shall be paid to each regular full-time employee as follows:

A. Employees shall receive an additional sum equal to one percent (1%) of the employee's current salary for each five (5) years of GCTD full-time service.

B. The additional payment shall be made at each time any installment of salary is made to the eligible employee, and the amount of the additional payment shall be predicated upon the increment of salary then paid.

Article 2.4 OUT-OF-CLASSIFICATION PAY

When, in the determination by the General Manager or designee, it is necessary to assign the full range of duties and responsibilities of a job classification higher than those normally performed by an employee due to the temporary absence of an employee in a job classification higher than a TEAMSTERS employee or a vacancy in a job classification higher than a TEAMSTERS employee, employee so assigned shall be compensated. The employee temporarily assigned shall be paid at the rate of 5% above the total salary of the highest paid subordinate.

Article 2.5 ATTENDANCE BONUS

If an employee has no unscheduled absences (sick leave, leave as defined in Articles 5.2, 5.4, 5.5; suspensions, or any absence that is unscheduled) in a 6-month period (January 1 to June 30; July 1 to December 31), a bonus of $225 for each qualifying 6- month period will be paid. If an employee has no unscheduled absences for a full calendar year (January 1 to December 31), an additional $250 bonus will be paid, for a maximum of $700 per contract year.

Article 2.6 BILINGUAL PAY

Consistent with the need of GCTD for bilingual ability, a TEAMSTERS employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display a sensitivity toward the culture and needs of a large group of foreign language speaking residents. The General Manager, or designee, shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at $68.00 per month ($.39 per hour) for positions requiring bilingual speaking and $93.00 per month ($.54 per hour) for positions requiring bilingual speaking and writing.

Article 2.7 EXTRA COMPENSATION

Supervisor Unit employees shall accrue compensatory time for time worked on a day that the employee is not scheduled to work. Such compensatory time shall accrue at a rate of one and one-half hours for each hour worked on that day. The maximum amount of compensatory time that can be accrued in any year (December 1 through November 30) is 100 hours. Once an employee has accrued the maximum amount of annual compensatory time that can be accrued, any additional time worked on a day where the employee is not scheduled to work shall be without any extra compensation.

Accrued compensatory time may not be used in lieu of time off in the same payroll week that additional compensatory time is accrued. Any compensatory time not used by November 30th of any calendar year shall be paid in cash during the month of December on the paycheck no less than 2 weeks following

the cutoff date. Nothing in the MOU shall prevent the parties from mutually agreeing to an alternative schedule. If a supervisor is in a modified duty position at the time of the cash payout, the compensation will be consistent with the pay in the classification when compensatory time was earned. Compensatory time for days worked outside the employee's regularly scheduled work week will be offered by seniority and availability.

SECTION 3 HOURS

Article 3.1 SCHEDULE EXCHANGE PROGRAM

All TEAMSTERS may request participation in a schedule exchange program that allows the switching of shifts within the same payroll week between two supervisors in the same job classification subject to approval by the Department Director. A request for the exchange of work shifts must be completed and signed by both TEAMSTERS and submitted to the Department Director or designee no less than 24 hours prior to the beginning of the requested exchange. No request is guaranteed to be approved simply because both supervisors have agreed and signed.

SECTION 4 BENEFITS

Article 4.1 MEDICAL, DENTAL, AND VISION INSURANCE

The total monthly GCTD insurance premium contribution for health, dental, and vision benefits for regular and probationary full-time TEAMSTERS will be as noted.

EMPLOYEE

CY 2026 $1,030.94

EMPLOYEE + ONE DEPENDENT

CY 2026 $1,711.36

EMPLOYEE + FAMILY

CY 2026 $2,171.16

A. If GCTD's contribution to medical, dental, and/or vision insurance premium is in excess of the respective amounts for the employee, no excess monies shall be returned to the employee. Notwithstanding the above, employees who "opt out" of health insurance coverage can receive a $150 monthly "opt out" payment upon providing proof of alternative health insurance coverage. "Opt out" means a waiver of all GCTD insurance premium contribution dollars.

B. For calendar years 2027, 2028, and 2029, GCTD agrees to increase its premium contribution to match any increase in the cost of the Kaiser plan premium, up to a maximum of 10% each year.

   1. GCTD's contribution for each employee shall be equivalent to one-hundred (100%) of the employee only tier, eighty-three percent (83%) of the employee +one tier, eighty-three percent (83%) of the employee + family tier, of the monthly rate of the CalPERS Kaiser Permanente medical HMO plan for the Ventura Area that provides the maximum benefit, and such contribution shall be inclusive of the minimum CalPERS medical insurance payment amount as specified in Section 22892 et seq. of the Government Code.

C. GCTD and TEAMSTERS agree to an Employee Assistance Program (EAP) for the employees.

Article 4.2 RETIREMENT

A. The retirement program for TEAMSTERS who are characterized as CLASSIC under the California

Public Employees' Pension Reform Act (PEPRA) and the California Public Employees' Retirement Law (PERL) is the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members and 1959 Survivor Benefit Level IV. The retirement program for GCTD employees who are characterized as PEPRA under the California Public Employees' Pension Reform Act (PEPRA) and the California Public Employees' Retirement Law (PERL) is the CalPERS 2% @ 62 Formula for Miscellaneous/Industrial Members PEPRA program and 1959 Survivor Benefit Level IV.

B. TEAMSTERS Classic employees shall each contribute 6% of the 8% PERS employee contribution, and GCTD shall contribute the remaining 2% share. GCTD PEPRA employees will contribute 100% of the employee share in accordance with the PEPRA statute.

Article 4.3 LIFE INSURANCE

GCTD shall provide term life insurance benefits in the amount of $100,000.

Article 4.4 LONG-TERM DISABILITY INSURANCE

GCTD shall provide 100% employer paid coverage of long-term disability insurance that will provide a minimum of sixty percent (60%) of earnings after six months of disability. Maximum monthly benefit shall not exceed $3,000.

Article 4.5 ELIGIBILITY FOR BENEFITS

All Supervisors are eligible on the first day of the following month of hire date, contingent on submittal of properly completed enrollment forms.

SECTION 5 LEAVE TIME

Article 5.1 HOLIDAYS

A. If a holiday falls on an employee's regularly scheduled time off, the employee shall accrue vacation time. If a holiday occurs during an employee's vacation, the employee will receive holiday pay and will not be charged vacation time for that day.

B. All regular and probationary full-time employees shall be entitled to time off for holidays with pay except those employees engaged in work necessary to the general public health, welfare and safety as determined by the General Manager.

C. The holiday schedule shall be as follows:

1. New Year's Day – January 1
2. Martin Luther King Day – Third Monday in January
3. President's Day – Third Monday in February
4. Farmworker's Day– March 31
5. Memorial Day – Last Monday in May
6. Juneteenth – June 19
7. Independence Day – July 4
8. Labor Day – First Monday in September
9. Veterans Day – November 11
10. Thanksgiving Day – Fourth Thursday in November
11. Thanksgiving Friday – Day following Thanksgiving
12. Christmas Eve – The last full day immediately before Christmas Day
13. Christmas Day – December 25
14. New Year's Eve – The last full day immediately before New Year's Day

D. Employees shall work the last regularly scheduled day before the holiday and the first regularly scheduled day after the holiday to be eligible for holiday pay, unless your absence is excused. Any day on which an employee is scheduled for pre- approved leave is not considered a regularly scheduled day for holiday pay purposes.

If not prescheduled, and employee does not work to cover the full shift the day before and the day after the holiday, the employee must use accrued sick leave to cover the absence or they lose all holiday benefits including consecutive holidays.

E. Employees working a full day on Holidays as listed in Article 5.1D will be paid for a full day at the employee's regular rate plus will receive a holiday vacation accrual for twelve hours. Employees working a partial day on Holidays as listed in Article 5.1D will be paid for all hours worked at their regular rate, and will be paid holiday pay at their regular rate for the remainder of the eight hour shift, plus will receive a holiday vacation accrual for 1½ times the hours worked. (Example: Three hours worked; employee is paid for three hours work at regular rate, is paid for five hours holiday pay (not worked) and receives 4½ hours holiday vacation accrual).

F. As a benefit, employees shall receive four (4) hours accrued as vacation time on Thanksgiving Day, Christmas Day, and New Year's Day.

G. If an employee recognizes alternative holidays for religious purposes, employee may contact the Human Resources Department to discuss their right to take additional religious holidays without pay.

Article 5.2 SICK LEAVE

A. An employee absent because of illness is required to notify the employee's immediate supervisor through direct telephonic contact of the illness at least one hour before scheduled to start work or as soon as possible in light of the circumstances. When absences are properly scheduled with the employee's superior, leaves of absence for dental, optical, or other medical attention shall be defined as sick leave and subject to applicable law. The General Manager, or designee, may require verification in the form of a note from a medical physician confirming the absences.

An employee compelled to be absent from duty because of illness or off-duty injury, shall be allowed sick leave with full pay up to the amount of sick leave that such employee has accrued. Any such paid sick leave time shall be deducted from the employee's accrued sick leave.

B. In accordance with California's Paid Sick Leave Law (AB 1522). All employees shall earn 1 hour of sick leave for every thirty (30) hours worked, 3.08 hours per bi-weekly pay period for every 80 hours worked, and shall accrue a sick leave entitlement.

C. In accordance with California's Paid Sick Leave Law (AB 1522). A temporary employee shall accrue paid sick leave by working on or after January 1, 2015 for at least 30 days within a year and by satisfying a 90 day employment (probationary) period before a temporary employee can actually take sick leave.

D. GCTD's temporary employees earn 1 hour of sick leave for every thirty (30) hours worked. All temporary employees shall accrue to a maximum of 48 hours or six days (whichever is greater) in a 12 month period. Once a temporary employee has reached the maximum cap (48 hours or 6 days), that employee will not earn any additional paid sick leave until the employee has used enough sick leave to fall below the cap.

1. The maximum sick leave which may be accumulated by any employee is 1,440 hours as of January 1 of each year. If an employee of long tenure is absent from duty due to illness and has exhausted his/her accumulated sick leave, the employee may request that the General Manager, or designee, approve a special leave of absence with pay. Long tenure employees shall be defined as having ten (10) years of continuous service with Gold Coast Transit District. The request will be considered based upon such factors as length and nature of illness, length of tenure, accrual balances at the onset of the illness, and quality of performance.
2. An employee who is required to be absent for physical examination for possible induction into military service through draft may be allowed up to one day of paid leave.

3. GCTD will pay fifty percent (50%) of accumulated sick leave upon death, retirement, or other voluntary employment separations as determined by GCTD's General Manager or designee, to those employees with a minimum of ten (10) years of service. No payment for any sick leave will be made for involuntary employment separations. No payment for any sick leave will be made for hours accumulated by a leave donation program.
4. All regular employees who have accrued sick leave for one full calendar year and use sixteen (16) hours or less of accrued sick leave in a calendar year may elect to convert eight (8) hours of accrued sick leave to eight (8) hours of vacation. Such election shall be made in January of the following calendar year.

E. Subject to applicable law, an employee may use accrued sick leave for any statutory protected leaves, see Personnel Rules.

Article 5.3 EMPLOYEE LEAVE DONATION PROGRAM

The purpose of this program is to allow regular employees to voluntarily donate a portion of their accumulated vacation leave hours for use by another regular employee who has suffered a catastrophic illness or injury.

A. A catastrophic illness or injury is a severe illness or injury constituting a momentous tragic event of extreme misfortune that is expected to incapacitate the employee for an extended period of time and which creates a financial hardship because the employee has exhausted all of his/her accumulated leave banks.

B. Each request will be reviewed for uniformity and consistency of application.

C. Eligibility to participate in this program is limited to regular employees.

D. Accumulated vacation leave time may be donated. To be eligible to donate, an employee must retain a minimum of 60 hours in the accrual bank designated. If the adjusted accrual bank falls beneath this minimum, no donation can be made.

E. During a twelve-month period, an employee may donate to a recipient a maximum of 40 hours and a minimum of 8 hours.

F. The maximum donated hours an employee may receive is 480 hours in a twelve-month period.

G. Donated leave hours will be credited to the recipient's sick leave bank on an hour-for-hour basis at the recipient's hourly rate of pay at the time the sick leave is used.

H. All donated time will be designated as sick leave accrual for the recipient.

I. If the employee is receiving state disability insurance or temporary disability indemnity benefits payments, the payment of the leave will be adjusted to the normal net take-home pay (as defined in the policy under Section 5.04 Industrial Leave).

Article 5.4 INDUSTRIAL LEAVE

Any employee incapacitated to work because of injury or disease arising out of and suffered in the course of GCTD employment, is entitled to industrial injury leave during the period of the employee's incapacity.

A. Worker's Compensation Benefits: If the injury or disease is covered by the Worker's Compensation Insurance and Safety Act, the employee is entitled to benefits provided under the Act, including:

1. Related Medical Expenses; and

2. Temporary and permanent disability indemnity benefits payments.

B. Industrial Disability Compensation: Whenever a GCTD employee is disabled temporarily and is entitled to receive temporary disability indemnity benefits payments provided under the Worker's Compensation Insurance and Safety Act, the employee may fill out a form indicating the use of accumulated sick leave time and/or accumulated vacation time up to the amount of the employee's net take-home pay, but not to exceed a total period of twenty-six (26) weeks for any one injury or all combined injuries within one calendar year. The form must be submitted to the payroll office within three days from the start of the leave period and the decision is irrevocable. If a form is not submitted within the required time period, the automatic default will be the use of only the accumulated sick leave time up to the amount of the employee's net take-home pay, but not to exceed a total period of twenty-six (26) weeks for any one injury or all combined injuries within one calendar year.

As used in this section, "net take-home pay" means an employee's regular, current biweekly rate of pay, less deductions for federal and state income tax and CalPERS retirement plan contributions: the term does not include overtime, standby or shift differential pay. GCTD shall continue to pay insurance premiums for the period of industrial injury for the employee, but not to exceed a period of twenty-six (26) weeks provided the carrier for each of these programs will accept the payment without additional premium cost to GCTD.

Article 5.5 BEREAVEMENT LEAVE

A. When an employee is compelled to be absent from duty by reason of the death of a member of the employee's immediate family, such employee shall be entitled to five (5) working days' leave of absence with pay. Immediate family shall be the father, mother, spouse or registered domestic partner, children (biological adopted or step), brother, sister, grandparent, grandchild, father-in- law or mother-in-law of the employee. Bereavement leave does not need to be taken consecutively, but must be completed within three (3) months of the date of death of the family member.

B. The first five days of bereavement leave taken by an employee are not chargeable to accrued sick leave. Any authorized bereavement leave taken in excess of five days is chargeable to accrued sick or vacation leave, at the employee's discretion.

C. A regular employee may take an additional two (2) days, chargeable to accumulated sick leave if in the opinion of the General Manager, or designee, excessive travel is required in connection with the death of a family member provided the employee has available accrued sick leave.

D. Management will make every effort to grant requests for vacation or comp time for bereavement for relatives not listed in Section "A" above, when documentation of the death and funeral service is provided. In such circumstances, time off for the grieving employee may take priority over other employees' non-bid vacation requests which have not yet been approved.

Article 5.6 FMLA/CFRA

Employees on FMLA/CFRA leave may utilize paid leaves. The twelve (12) month period used for determining eligibility shall be based on a twelve (12) month rolling period. GCTD agrees to pay medical premiums while on approved leave.

Article 5.7 VACATION

A. VACATION ACCRUAL: Employees having an appointment to a regular position are eligible for their first vacation accrual when they have completed two weeks of continuous service. All employees who have appointments to regular positions earn vacation accrual for each biweekly pay period, or major fraction thereof of service, from the date of their original appointment in accordance with the following table:

VACATION CREDITS FOR FULL-TIME SERVICE

YEARS OF SERVICE	HOURS PER MONTH	HOURS BIWEEKLY
Less than 5	8.13	3.75
5 but less than 10	10.29	4.75
10 but less than 13	12.46	5.75
13 but less than 15	14.63	6.75
15 or more	16.25	7.5

B. VACATION SEVERANCE PAY: Any employee who leaves the service of GCTD shall be paid for accrued vacation at the employee's current salary rate.

VACATION CARRIED FORWARD: Vacations shall be taken as earned or within the calendar year following the year that vacation time is accrued. Accrued vacation time may be carried forward to the following year, but in no instance may an employee carry forward total vacation accrual as of the first of April of any year greater than 400 hours. Employees affected by this limit will be notified during January of each year that they either are already over the maximum, or could exceed the maximum on or before the first of April. The employee can then do any or all of the following:

1. After January 1and prior to March 31, request or volunteer to be assigned enough vacation days to bring the accrued vacation time amount below the maximum. All vacations must be scheduled in accordance with the rules and processes defined herein the MOU. All assigned vacation must be completed prior to April 1.

2. Prior to April 1, request vacation redemption, in accordance with Section 9F of the Personnel Rules, to bring the accrued vacation time amount below the maximum by April 1, or

3. On or after March 1 and prior to April 1, request conversion of accrued vacation time to accrued sick time. A maximum of 40 hours can be converted from accrued vacation time to accrued sick time in any one year. This conversion can be made only by an employee who has been notified that they are or will be over the maximum, can only be made during this period, and will only be approved if such action will allow the employee to drop below the maximum accrued vacation limit.

If no action is taken by the employee, the employee will cease accruing additional vacation hours starting with the first pay period beginning after April 1, until enough vacation is taken that the accrued vacation time drops below the maximum.

C. VACATION SCHEDULING: The vacation period may be taken at one time, or it may be taken several days at a time if it so fits the work needs of GCTD. In any event, the vacation time off is to be scheduled by the General Manager, or designee, in such a manner that GCTD's functions will not be negatively impacted.

D. ADDITIONAL VACATION IN LIEU OF SICK LEAVE: When an employee's accumulated sick leave credit as of January 1 of each year exceeds the maximum allowable of 1,440 hours, the employee shall receive an additional vacation leave entitlement of 25% of such excess sick leave.

Article 5.8 VACATION BIDDING

A. This article is applicable only to the following job classifications: Maintenance Administration Supervisor, Maintenance Supervisor, Operations Safety & Training Supervisor, and Operations Supervisor.

B. Sign-ups for vacation usage shall be conducted for Operations Safety & Training Supervisor and Operations Supervisor positions for one 12-month period in seniority order:
1. The vacation period shall commence on the Sunday of the first payroll period in January and

end on the Saturday before the first payroll period in January of the next following year. The vacation bid shall commence within two (2) work days after the shift bid is final and posted in accordance with Article 6.8.

2. When vacation sign-ups shall cover one 12-month period, the available vacation schedule shall take into consideration mid-year changes to employee shifts, when only two schedules are available in the same job classification.

C. Sign-ups for vacation usage shall be conducted for Maintenance Administration Supervisor and Maintenance Supervisor positions for two 6-month periods in seniority order:
   1. The first vacation period shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in July. The first vacation bid shall commence within two (2) work days after the shift bid is final and posted in accordance with Article 6.8.
   2. The second vacation period shall commence on the Sunday of the first payroll period in July and end on the Saturday before the first payroll period in January. The second vacation bid shall commence within two (2) work days after the shift bid is final and posted in accordance with Article 6.8.

D. The vacation bidding period will remain open for fourteen (14) days. Vacation requests will be processed and posted seven (7) days prior to the start of the scheduled vacation period. Seniority shall be the determining factor for date selection. More than one employee may be allowed off at any one time at the discretion of the Department Director.

E. After the bid cycle is completed, non-bid vacation requests shall be reviewed on a first-come first-serve basis, based on the date the request was received. The Department Director shall approve the vacation requests based upon GCTD's needs. The Department Director will make every effort to approve or deny non-bid vacation requests no later than ten days after receipt of the vacation request. Requests for vacation received five (5) days or less prior to the first vacation day will be denied. If a vacation request extends over both vacation bid periods, consideration of the request will be on a case-by-case basis.

Article 5.9 SUPERVISOR LEAVE

A. In addition to such other vacation to which TEAMSTERS employees are entitled, TEAMSTERS employees, who on January 1 of each year occupy a TEAMSTERS position and regularly works full-time defined as 80 hours in a biweekly pay period, shall accrue 20 hours of additional vacation leave.

SECTION 6 WORKING CONDITIONS

Article 6.1 SENIORITY

Seniority shall be the determining factor in all vacation schedule bidding. Seniority shall be the determining factor in all work schedule bidding when bidding for three or more available schedules. When only two schedules are available in the same job classification the two employees shall alternate schedules every January. Seniority is defined as the last date of hire into an exempt Supervisor job classification listed under Article 1.1.

Article 6.2 ANNUAL PHYSICAL EXAMINATIONS

GCTD will either 1) provide annual physical examinations for each employee by a GCTD selected physician or 2) reimburse the TEAMSTERS employees for the insurance co-payment if the employee prefers to have his/her Physician conduct the physical examination.

Article 6.3 TEXTBOOK AND TUITION REIMBURSEMENT

GCTD shall provide reimbursement for the costs of textbooks, tuition, registration and laboratory fees for school courses, workshops, and seminars completed on the employee's own time. A maximum of two thousand $2000 dollars per fiscal year shall be covered for each employee that has successfully

completed eligible course work. Courses must be completed satisfactorily with grade of "C" or its equivalent in order to be eligible for reimbursement. In order to be eligible, courses must be offered at an institution that has been accredited through the Western Association of Schools and Colleges (WASC).

Advance approval for the reimbursement of eligible expenses must be received from GCTD prior to the first class session. An official record of grades and receipts must be received by GCTD within 90 days after the last class session. Reimbursement will be made to the employee within two weeks after the grade report and receipts have been submitted to GCTD.

Article 6.4 UNIFORMS

All employees are expected to present a clean, neat and professional appearance consistent with District's uniform/dress code as outlined in the Personnel Rules.

GCTD shall offer employees the option of including the Teamsters logo on their uniform when making uniform orders.

CUSTOMER SERVICE SUPERVISOR

A. Customer Service Supervisor will be provided the following annually, by an ordering process to commence each August:
    1. Two (2) shirts
    2. One (1) outerwear (every other year). No substitutions or swapping of outerwear for shirts is allowed.

B. To ensure that staff presents a professional and consistent image all shirts/pants/outerwear purchased by GCTD shall be chosen from "pre- approved" style & color options to be selected annually by the General Manager or designee.

OPERATIONS SAFETY & TRAINING SUPERVISOR AND OPERATIONS SUPERVISOR

A. At all times while on duty, employees will wear uniforms provided by Article 6.4. At all times while on duty, employees will wear pants/slacks/cargo pants and shirts with a GCTD logo and employee name displayed by: embroidered logo, employee ID badge, wearing name tag, or pre-printed on clothing. All clothing worn shall be clean and in good repair.

B. To ensure that staff presents a professional and consistent image all shirts/pants/outerwear purchased by GCTD shall be chosen from "pre- approved" style & color options to be selected annually by the General Manager or designee.

C. All shirts/outerwear purchased for Operations Safety & Training Supervisor and Operations Supervisor and shall have the GCTD Logo and "OPERATIONS SUPERVISOR" or "OPERATIONS SAFETY & TRAINING SUPERVISOR" printed, embroidered, or affixed (i.e. patch) to the front of the shirt below the logo.

D. Should any part of the uniform be damaged in performance of the employee's duties without negligence by the employee, GCTD will replace it.

E. Operations Safety & Training Supervisor will be provided the following annually, by an ordering process to commence each August:
    1. Three (3) pants/slacks OR two (2) cargo pants;
    2. Four (4) shirts (short sleeve, long sleeve, or polo);
    3. One (1) highly reflective long sleeve shirt; and
    4. Every other year, one (1) outerwear with no substitutions or swapping of outerwear for shirts or pants/slacks is allowed.

Every other year, one (1) pair of safety shoes which meet specifications described in GCTD Standard Safety Practices. The safety shoes shall be purchased from a vendor with whom GCTD has established a business agreement. GCTD will provide the employee with an approved purchase form, and GCTD will be directly billed by the vendor. Shoe purchases will be made outside of the employee's work shift and on the employee's own time.

F. Operations Supervisors will be provided the following annually, by an ordering process to commence each August:
   1. Three (3) pants/slacks OR two (2) cargo pants (if available);
   2. Five (5) shirts (short sleeve, long sleeve, or polo); and
   3. Every other year, one (1) outerwear with no substitutions or swapping of outerwear for shirts or pants/slacks is allowed.

G. New employees hired between August 1and March 31of the following calendar year will be able to order items outlined above upon completion of 30 days of hire, then annually each year in August. Employees starting employment between April 1and July 30will order items when the annual order is made in August, then annually each August.

H. Employees promoted from Bus Operators to Operations Safety & Training Supervisor or Operations Supervisor will be permitted to wear a bus operator uniform while on duty until clothing items are received.

I. Additional clothing items may be ordered outside of the annual order at the employee cost, however, these items will be subject to the "pre-approved" color & style options described herein.

MAINTENANCE SUPERVISOR

A. At all times while on duty, employees will wear uniforms provided by GCTD with a GCTD logo and name displayed by: embroidered logo, employee ID badge, wearing name tag, or pre-printed on clothing. All clothing worn shall be presentable, clean, and in good repair.

B. GCTD will rent uniforms for the Maintenance Supervisor and Maintenance Administration Supervisor employees. Employees shall be responsible for placing dirty uniforms in designated receptacle on the day and time prescribed by the uniform rental company. Failure to do so will relieve GCTD of any obligation to provide clean uniforms

during the week the employee fails to comply. It will be the responsibility of the employee to pay the cost for uniforms damaged due to their own negligence. Should any part of the uniform be damaged in the performance of the employee's duties without negligence by the employee, the employee will not be responsible for the cost of the replacement.

C. All Maintenance Administration Supervisor and Maintenance Supervisor employees shall be provided one work jacket with liner every other fiscal year during the term of this MOU, starting in FY 2019-20. Such jacket shall be at GCTD's selection with no cost to the employee. GCTD will provide cleaning of the uniform jacket and liner four (4) times annually.

D. All Maintenance Supervisor and Maintenance Administration Supervisor employees shall be provided the following rain gear:

- Rain Jacket
- Rain Trousers
- Rain Hood
- Rain Boots

Rain gear which is no longer serviceable will be replaced on an exchange basis. Lost or stolen rain gear shall be replaced by the employee with like rain gear at the employee's expense.

E. All regular and probationary Maintenance Supervisor, Maintenance Administration Supervisor, and Operations Safety and Training Supervisor employees shall wear safety shoes at all times they are on duty. GCTD shall provide a pair of safety shoes to all regular and probationary Maintenance Administration Supervisor, Maintenance Supervisor, and Operations Safety and Training Supervisor employees. Upon the employee's request annually within two weeks after July 1, GCTD will authorize the purchase of one pair of safety shoes, which may include insoles, at a cost not to exceed $235. GCTD shall not be required to replace lost or stolen safety shoes. Beginning fiscal year 2027-2028 and every other year thereafter, GCTD will authorize the purchase of an additional pair of safety shoes for regular and probationary Maintenance Supervisor and Maintenance Administration Supervisor employees only, at a cost not to exceed $235.

F. Safety shoes which meet specifications described in GCTD Standard Safety Practices shall be purchased from a vendor with whom GCTD has established a business agreement. GCTD will provide the employee with an approved purchase form, and GCTD will be directly billed by the vendor. Shoe purchases will be made outside of the employee's work shift and on the employee's own time.

Article 6.5 TOOLS

A. This Article is applicable only to the Maintenance Administration Supervisor and Maintenance Supervisor classification.

B. All Maintenance Administration Supervisor and Maintenance Supervisor employees shall supply their own hand tools and storage bins commonly referenced as "roll-aways," and shall likewise be responsible for their maintenance, repair, cleanliness, and security.

C. GCTD shall provide a tool reimbursement allowance to each regular Maintenance Administration Supervisor and Maintenance Supervisor, who have successfully completed their probationary period. Reimbursement will be up to $1250 for fiscal years 2026/2027, 2028 and 2029.

D. All eligible Maintenance Administration Supervisor and Maintenance Supervisor employees shall be reimbursed up to the allowable amount, upon a properly submitted signed request that includes written proof of purchase of mechanic tools that will be utilized for the repair of GCTD vehicles. The request shall include a fully completed bona fide receipt from the supplier with the name, address, and specific tools purchased by the employee; a photo of all tools; and a written statement signed by the employee that the employee shall have the tools at GCTD's facility and available for use at all times while on duty as a Maintenance Supervisor.

E. Receipts for mechanic tools which exceed the employee's annual allotment may be resubmitted by the employee for reimbursement in subsequent years until the receipt has been fully reimbursed. GCTD shall be relieved of any obligation to reimburse the employee for non-applicable tools or other materials, and failure to comply with conditions set forth above.

F. Newly eligible employees are eligible to receive reimbursement in the first year of eligibility prorated by the number of days for which they are eligible in that fiscal year. (Example: An employee who passes probation and becomes eligible effective April 16is eligible for 76/365of the annual fiscal year maximum). Receipts for qualifying tools purchased after the employee's hire date but prior to the employee becoming eligible for this program may be submitted after the employee becomes eligible for the program as described previously.

Article 6.6 ACCIDENT REVIEW BOARD

A. Accident Review – Collectively, Operations Manager, Fleet Manager, and Paratransit & Special Projects Manager, as the Accident Review Committee shall conduct a review of all occurrence reports to determine if the occurrence was an "incident" or an "accident". On reports determined to be an "accident", a simple majority of the Accident Review Committee shall make a determination of "preventable" or "non- preventable". This determination is to be made in a timely manner. The

employee involved in the occurrence will be notified of the classification of the incident and the determination on preventability. This designation will be made based on information contained in the accident report, interviews with the employee, and any witnesses and review of video if available. The Accident Review Committee will utilize Transportation Safety Institute guidelines in determining preventability.

B. Appeal Process - If the employee involved disagrees with the determination made by the Accident Review Committee, the employee may appeal that decision to the Accident Review Board (ARB). The Board may uphold or overturn the previous decision based upon a full review of the facts and evidence, and such action is final.

C. Action - It will be the responsibility of the Assistant General Manager to inform the affected employee of the results and finding of the ARB.

D. ARB Organization - The Accident Review Board (ARB) will be comprised of one TEAMSTERS representative, one Management representative, and one Outside representative. Each ARB member may have one alternate designated to serve in the member's absence.

1. TEAMSTERS Representative: To be eligible to serve on the ARB a supervisor shall be required to have at least 365 consecutive days of no-accident driving as a GCTD employee. This representative will be selected by the TEAMSTERS.

2. Management Representative: The Management Representatives will display real interest in the safety programs and provide authority in the Board decisions. The management representative will be selected by senior management with the concurrence of the General Manager.

3. OUTSIDE Representative. The Outside representative will be selected by the General Manager from another government agency, typically working with buses or large government fleet vehicles.

4. Ex-Officio Member: The GCTD Human Resources and Risk Manager shall serve as a nonvoting, ex-officio member of the ARB. The ex-officio member will be responsible for meeting minutes, meeting arrangements, and document control. The ex-officio member may not participate in deliberations.

E. Action: It will be the responsibility of GCTD to inform the employee of the results and findings of the ARB.

F. Method of Operation: The ARB shall review the accident reports and uphold or overturn the previous decision as to the preventability or non- preventability of the accident on the basis of those facts. The Board shall not assume the accident was preventable unless the employee refuses to cooperate with the investigation or fails to completely fill out an accident report as required by GCTD. The ARB will meet as needed, but no more often than monthly, to review the accidents that occurred since the previous meeting.

G. Definition of Preventability: A preventable accident is any occurrence involving a GCTD-owned vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it happened, in which the employee in question failed to do everything reasonably expected to prevent the occurrence.

H. Guide to Determine Accident Preventability: This Safety Program is designed to recognize expert, safe driving performance, not just average performance. It is based on the concept of defensive driving - the ability to avoid accidents in spite of the wrong actions of the other drivers and in spite of adverse driving conditions.

I. Determination by the Accident Review Board: Once a determination is made by the Board, the

employee may appeal that determination at the next ARB meeting. The Board may uphold or overturn its previous decision based upon additional facts, and such action is final. The determination for disciplinary action based upon the results of the ARB is solely the prerogative of GCTD management. The ARB shall not make personnel decisions nor be responsible for adverse actions against GCTD employees.

Article 6.7 TRAINING

A. New Hire Training – any new hire training shall be done on days and hours deemed appropriate by the Department Director.

B. VTT Training/Safety Meetings – the Operations Safety & Training Supervisor and Operations Supervisors are required to receive eight (8) hours of classroom training per year in order to maintain their California Verification of Transit Training (VTT) certification. GCTD will hold monthly safety meetings to accomplish this task. The meetings will generally be held in the last week of the month. Non-service holidays that fall within the last week of the month will require the safety meetings to be rescheduled for another week. Employees will attend these meetings during their normal shift.

Article 6.8 SHIFT BIDDING

A. Shift bidding shall only occur when there are three or more employees in the same job classification. When only two schedules are available in the same job classification the two employees shall alternate schedules beginning the first full pay period in January and July of each year.

B. Shift bids for Operations Safety & Training Supervisor and Operations Supervisor positions shall be conducted on the First Tuesday of December in conjunction with Article 5.8. Results of the shift bid shall be posted two days after the completion of the shift bid.

1. The period for the shift bid shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in January of the next following year.

C. Shift bids for Maintenance Supervisor and Maintenance Administration Supervisor positions shall be conducted on the First Tuesday of December and on the first Tuesday of June in conjunction with Article 5.8. Results of the shift bid shall be posted two days after the completion of the shift bid.

1. The period for the shift bid in December shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in July.

2. The period for the shift bid in June shall commence on the Sunday of the first payroll period in July and end on the Saturday before the first payroll period in January.

D. Shift bid preference selected by seniority as defined herein the MOU. GCTD retains the right to initiate unscheduled shift bids at any time based on GCTD needs and requirements, with GCTD providing the Union with at least one (1) week advance notice of such needs and requirements. GCTD agrees to a maximum of five shift bids in any calendar year. Once schedules are posted the Thursday before the workweek, they shall not be changed except for employee absences, operational needs, emergencies. GCTD shall make reasonable efforts to distribute coverage assignments by seniority, considering employee availability and prior assignments. Any subsequent changes to the employee's scheduled workdays or work hours requested by GCTD shall be subject to the employee's consent. The employee shall have the right to accept or decline such changes without penalty or disciplinary action.

E. GCTD shall not change the scheduled work days between shift bids to avoid the accrual of compensatory time for work outside of scheduled work day. Nothing herein shall prevent GCTD from changing an employee’s hours within an already schedule work day in order to address employee absences.

Article 6.9 COMPLAINT PROCEDURE

All supervisors who receive a complaint against them shall be provided an opportunity to respond to the complaint in writing on a standard GCTD form. Such complaint shall be presented to the supervisor within ten (10) working days of GCTD's receipt of the complaint. All such written responses shall be signed and dated by the employee. Prior to a complaint being filed in an employee's personnel file, the management's comments shall be shown to the employee, who shall be given the opportunity to respond in writing to the management's comments. Employees may review their employee personnel file during the regular office hours of the GCTD business offices provided such review is scheduled in advance with the Director of Human Resources.

SECTION 7 UNION RIGHTS

Employees have the right to TEAMSTERS representation at any meeting with representative(s) of GCTD which, in the employee's opinion, may result in disciplinary action. The TEAMSTERS representation shall be an available TEAMSTERS steward. The employee shall not unreasonably delay such a meeting.

Article 7.1 REASONABLE NOTICE

A. Except in cases of emergency, GCTD shall provide advance notice to TEAMSTERS of any intended significant change to any rule, procedure or practice which falls within the scope of bargaining.

B. Reasonable written notice (normally not less than seven calendar days) shall be given to TEAMSTERS of any proposed rule, resolution or regulation directly relating to matters within the scope of representation, as defined in California Government Code Section 3505, prior to the time it is presented to the Board of Directors for consideration, or, if not a matter of Board policy, prior to implementation. If TEAMSTERS, within two business days of receiving such written notice, requests to meet and confer on the proposal, such a meeting will be held within fourteen calendar days of the request unless time is extended by mutual agreement. The meeting will be held prior to implementation or presentation to the Board.

In cases of emergency (defined as an unforeseen combination of circumstances that calls for immediate action and which does not occur with a degree of regularity) when the Board of Directors determines that a rule, resolution, or regulation must be adopted immediately without prior notice or meeting with TEAMSTERS, GCTD shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such a rule, resolution or regulation for reconsideration of the matter.

Article 7.2 ACCESS TO PREMISES

GCTD agrees that TEAMSTERS representatives and/or stewards shall have reasonable access to the work premises for the purpose of investigating, processing, and/or resolving grievances, providing that TEAMSTERS representatives and/or stewards enter the main entrance to the GCTD Administrative Offices and prior to proceeding beyond the lobby area, duly notify the Director in the area visiting and Director of Human Resources. It is agreed by GCTD and TEAMSTERS that grievances may be processed during working hours subject to the provisions that the mission and operation of GCTD are not unreasonably interrupted or interfered with, nor unsafe conditions are created by such activity. It is agreed that officers/stewards shall be permitted to conduct a reasonable amount of TEAMSTERS business regarding grievances during working hours without loss of pay; and that the union may appoint one (1) steward per every thirty (30) TEAMSTERS employees, and only if the appointed (primary) steward is not available, TEAMSTERS may use an alternative appointed steward from the maintenance department. The alternate steward will only have Union Steward Rights when filling in for the primary when absent. TEAMSTERS may use GCTD facilities to conduct meetings subject to and in accordance with applicable GCTD rules, policies, guidelines, and availability.

Article 7.3 STEWARD ADMINISTRATIVE LEAVE

GCTD shall authorize the use of the employee's vacation accrual time up to an aggregate total of thirty-two (32) hours per year for use by the TEAMSTERS steward(s) to attend any employer-employee relations seminars or other union conferences. Time off for this purpose may take priority over other employees' non- bid vacation requests which have not yet been approved. Granting such time off requests will be at the discretion of the Department Director based on GCTD's needs and requirements.

Article 7.4 ADVERSE ACTION, NOTICE AND PROCEDURES

A. An adverse action is defined as a violation of the expressed terms of this Memorandum of Understanding or the GCTD Personnel Rules, or other rules or practices in place at GCTD. Any regular employee against whom an adverse action is initiated by GCTD, dependent upon the seriousness of the violation, for suspension without pay, demotions, and dismissals, absent any extraordinary or truly unusual circumstances, will be given pre-disciplinary procedural rights, such as notice and a hearing.

The notice shall be served upon the employee either personally, by mail or by company mail, and shall include: 1) notice of the intended action, the cause or causes thereof; 2) the employee's acts or omissions that form the basis for the cause(s); 3) information to the employee that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action; and 4) notice that the employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary meeting or conference.

1. Grievance Procedure: Adverse actions consisting of suspensions without pay of two days or less, imposed upon employees where minor actions may not require pre-disciplinary Skelly Procedures, are adjudicated by a Grievance Procedure. GCTD will apply pre-disciplinary procedural rights on suspensions without pay of two days or less for any regular employee against whom an adverse action is initiated, in accordance with the grievance procedure described in Article 7.4B.

2. Skelly Procedure: Adverse actions consisting of suspensions without pay of more than two days, demotions or dismissals, are adjudicated by a Skelly Procedure. GCTD will apply pre-disciplinary procedural rights on behalf of any regular employee against whom an adverse action is initiated, in accordance with the process described in Article 7.5.

3. Letters to Personnel File: Letters to Personnel File are not grievable. Letters to Personnel File may be rebutted, in writing, by the employee within five (5) working days after receipt of the letter. Letters to the file may be removed from the employee's personnel file if there are no similar occurrences within one year from the date of Letter to Personnel File. It shall be the employee's responsibility to request GCTD to remove the document(s) in accordance with this provision.

4. Written Reprimand / Letter of Warning: Reprimands or warnings shall be appealable under the grievance procedure described in Article 7.4B.

Written reprimands or letters of warning which are more than three years old will not be referenced for disciplinary purposes; this does not apply to discipline for occurrences which took place prior to the date this contract was signed.

B. Grievance Procedure: A "grievance" shall be defined as a controversy between GCTD and TEAMSTERS or an employee(s). Such controversy must pertain to a dispute regarding the interpretation, application, or enforcement of the terms of this Memorandum, or the Resolutions or Rules of GCTD that fall within the scope of representation and excluding the practical consequences or impact on employment terms or conditions of decisions made by GCTD under Article 1.4A. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below.

1. STEP ONE: Response to Notice – Written Grievance

a. An employee's grievance must be submitted in writing to GCTD within fifteen (15) calendar days after initial notice is served. GCTD shall provide a written response to the employee by the end of the fourteenth (14) calendar day following receipt of the grievance.

If the employee disputes GCTD's response to the grievance, the grievant must respond in writing by providing their position by fully stating the facts surrounding the grievance and detailing the specific provisions of this Memorandum, Resolution or Rule alleged to have been violated, the specific remedy or remedies sought, signed and dated by the employee, and presented to the General Manager within seven (7) calendar days after employee receives GCTD's written response.

2. STEP TWO: Pre-Disciplinary Meeting & Notice of Action

a. A meeting with the employee, TEAMSTERS Steward, and/or Union Business Representative and General Manager or designee will be arranged at a mutually agreeable location and time to review and discuss the grievance. The meeting will take place within fourteen (14) calendar days from the date the General Manager receives the employee's response to GCTD's Response. The General Manager or designee may invite other members or representatives of management to be present at such meeting. After reviewing the information presented by the employee and all other documentation, the General Manager, or designee, will issue the notice of action in a written reply within fourteen (14) calendar days following the date of the meeting.

b. Time limits as set forth in Step One and Step Two may be extended by written mutual agreement between the parties.

3. STEP THREE: Mediation

a. Grievances which are not settled and which either party desires to contest further shall be submitted to MEDIATION. The process is as follows: Either party may request the grievance be submitted to mediation within five (5) calendar days of receipt of the written reply from Step Three. The State Mediation and Conciliation Service (SMCS), a service provided by the Stated Department of Industrial Relations, shall be requested to provide a mediator to meet with the parties in an attempt to resolve the grievance. In the event the attempt to mediate the grievance is not successful, any offers of compromise, or statements of the mediator or the parties made during the mediation phase are confidential and may not be disclosed in any manner whatsoever or offered as evidence or as an admission against interest in any other administrative proceeding, arbitration or judicial proceeding.

b. The parties agree to bear their own costs, if any, of mediation including attorney's fees.

c. The parties may agree by advance mutual written consent, that any mediation hearing be considered final and the decision therein be considered binding on both parties. In a binding mediation, the ground rules set forth for Section 7.04(B)(5) "Arbitration," items b through f, shall apply to the mediation. If the parties agree by advance to binding mediation, this shall be the final step and Section 7.04(B)(5) "Arbitration" will not apply. The parties agree to bear their own counsel fees, if any, for binding mediation.

4. STEP FOUR: Arbitration

Grievances which are not settled and which either party desires to contest further, shall be submitted to arbitration as provided in Step Four within fifteen (15) calendar days from completion of step three, mediation. The process is as follows:

a. As soon as possible, and in any event not later than fifteen (15) calendar days after either party received written notice from the other of the desire to arbitrate, an arbitrator shall be

selected from a list provided by the State Mediation and Conciliation Service (SMCS). The parties shall select by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.

b. Either GCTD or TEAMSTERS may call any employee as a witness, and GCTD agrees to release said witness from work if the employee is on duty. If an employee is called by GCTD, GCTD will reimburse the employee for lost time.

c. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of the Memorandum or GCTD Resolutions or Rules. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other.

d. The decision of the arbitrator within the limits herein prescribed shall be final and binding upon the parties to the dispute.

e. The mutual decision of the parties and/or arbitrator in any dispute shall be the final and binding decision on all parties and there shall not be any appeal to another authority, board, commission and/or agency.

f. The arbitrator may hear and determine only one grievance at a time without the express agreement of GCTD and TEAMSTERS.

g. The parties shall share equally the expense of arbitration with the exception of attorney's fees, without approval of the parties.

Article 7.5 SKELLY PROCEDURE

A. Notice of Intent: Any regular employee against whom an adverse action is initiated by GCTD, dependent upon the seriousness of the violation, for suspension without pay exceeding two (2) days, demotions, and dismissals will be:

1) notified of the intended action;

2) provided the cause or causes thereof, the employee's acts or omissions that form the basis for the cause(s);

3) informed that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action; and
4) provided the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary conference.

1. If the employee chooses to respond in writing to the notice of intent, the written response must be submitted within seven (7) calendar days of receipt of the notice.

2. If the employee chooses to appear at the pre- disciplinary conference, the employee will have the right to representation. Even if the employee has representation, the employee must personally appear at the meeting. The employee must notify GCTD that the employee will appear for the meeting.

B. Skelly Meeting: The Skelly meeting will be conducted by the General Manager, or designee. This is not an adversarial proceeding, therefore the employee will not have the opportunity to cross-examine GCTD representatives, nor present the formal case and opposition to the proposed discipline.

C. Notice of Action: After reviewing the information presented by the employee and all other documentation, the General Manager, or designee, will issue the notice of action. The employee may appeal the proposed disciplinary action within seven (7) calendar days after receipt of the notice

of action to the Labor/Management Committee.

Labor/Management Committee:

A Labor/Management Committee will be formed by one member from management, who is appointed by the General Manager, and one member from TEAMSTERS, who is appointed by the TEAMSTERS. The committee will meet within seven (7) calendar days after receipt of an appeal of a proposed disciplinary action. The committee may invite the appealing employee to attend the meeting. The committee will review the proposed action and supporting documentation. The committee will make every effort to agree upon the appropriate action for the employee. If an agreement is reached on the appropriate action, notice will be provided to the employee within fourteen (14) calendar days.

D. Final Appeal: If the Labor/Management Committee cannot reach an agreement to resolve the matter, the employee may appeal the proposed disciplinary action to an Appeal Review Board or to an Arbitrator selected from a State Mediation and Conciliation Service (SMCS) list. The final appeal must be made to the general manager within seven (7) calendar days after the decision has been issued from the committee. The decision reached in this step shall be final and binding on all parties.

1. Appeal Review Board: A three-member board of review is formed by the General Manager appointing two members from among public agency officials whose responsibilities encompass personnel matters and TEAMSTERS appointing a member representative. The board of review shall determine from among the members its own chairperson, who has authority to conduct the hearing. The General Manager, or designee, and the employee may be represented, may themselves testify, call witnesses and submit other relevant evidence. The board of review shall, by a majority of its members, make written findings and a decision affirming, revising or modifying the adverse action based on applicable law, GCTD policies, procedures and rules, and the evidence and arguments presented by the parties.

2. Arbitration: As soon as possible, and in any event not later than fifteen (15) calendar days after either party receives written notice from the other of the desire to arbitrate, the parties shall agree upon an arbitrator. The State Mediation and Conciliation Service (SMCS) shall provide a list of qualified arbitrators and TEAMSTERS and GCTD will select the arbitrator by alternating the striking of submitted names until one arbitrator remains. Either GCTD or TEAMSTERS may call any employee as a witness and GCTD agrees to provide leave for said witness from work if the witness is on duty. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other. The losing party in the arbitration shall be responsible for the cost of arbitration and court reporters, with the exception that each party shall be responsible for its own attorney's fees.

Article 7.6 BULLETIN BOARD

GCTD shall supply a glass enclosed bulletin board to provide suitable display space for Local 186. Keys to the TEAMSTERS' Bulletin Board will be in the custody of the Local Business agent and GCTD. Postings by Local 186 on such board is to be confined to official business on Union Letterhead and/or Teamsters Information Terminal Accounting Network (TITAN) messages to the Union.

Article 7.7 UNION SECURITY/DUES CHECKOFF

GCTD agrees to notify the TEAMSTERS promptly of all terminations and hires.

During the term of this MOU, any employee covered by this MOU desiring to have deductions made for either union dues or an associated agency fee shall sign a proper authorization form, to be prepared and supplied by the TEAMSTERS and employee shall submit the form to the TEAMSTERS. The TEAMSTERS shall notify GCTD when an employee has authorized such a deduction, as well as when an employee has revoked or rescinded such an authorization. GCTD agrees to then deduct the monthly dues amount or agency fee from the first paycheck of each month of those employees who have

authorized such deductions. The full amount of monies so deducted by GCTD shall be forwarded to the Union monthly by check together with an alphabetized list showing names and amounts deducted from each employee.

The TEAMSTERS agree to indemnify GCTD and make it whole against any claims or action, including but not limited to costs and attorneys' fees, arising out of the deduction and remittance of the monthly dues and/or agency fees.

Further, under no circumstances shall any employee be told by the TEAMSTERS that the excitation of a dues or agency fee deduction authorization is required in order to maintain his or her status as an employee of GCTD.

BARGAINING UNIT ROSTERS: GCTD shall provide to the TEAMSTERS a written list of the name, date of hire, home address, job position, primary telephone number, and status for each bargaining unit member. This list shall be updated monthly to include all new hires and departures from GCTD.

Article 7.8 D.R.I.V.E

GCTD agrees to deduct from the paycheck of all employees covered by this MOU voluntary contributions to DRIVE. DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from his paycheck on a biweekly basis for all weeks worked. The phrase "weeks worked" excludes any week other than a week in which the employee earned a salary. The Employer shall transmit to DRIVE National Headquarters on a monthly basis, in one (1) check, the total amount deducted with the name of each employee on whose behalf a deduction is made and the amount deducted from the employee's paycheck.

Article 7.9 LAYOFFS

It is agreed that during the term of this MOU if layoffs occur TEAMSTERS and GCTD will meet and discuss the impacts of the actions. Seniority, as defined herein will govern the order of layoffs within any job classification. Any employee scheduled for layoff in the employee's current position that has held another position in a TEAMSTERS Unit within the past two years may bump back into their most recently held position and reacquire seniority in that position based on their hire date into that position.

Employees in this unit experiencing a layoff will be entitled to a continuation of health benefits beyond the normal cancellation of benefits by signing up for COBRA.

Article 7.10 LABOR-MANAGEMENT MEETINGS

GCTD and TEAMSTERS agree to schedule and hold as practical regular labor-management meetings at a time and day mutually agreeable to both parties, to discuss current labor management issues. Both GCTD and TEAMSTERS agree to make a best effort to schedule and attend this meeting but acknowledge that this may not always be possible.

The labor-management meeting shall be comprised of no more than two (2) TEAMSTERS members and two (2) Directors; additional participants may attend by mutual agreement.

Article 7.11 AUTOMATION AND TECHNOLOGICAL CHANGES

The Employer shall have the right to introduce new technologies, including artificial intelligence and automation, to improve business operations. Should such technology result in the modification of any job duties, the Employer will provide at least forty-five (45) days' advance written notice to the Union. The Employer shall consult with the Union to discuss the impact, and, where feasible, offer affected employee's opportunities for reassignment or retraining for available positions of comparable pay and benefits. No employee shall be laid off solely as a direct result of technological change, except through attrition, or upon mutual agreement between the Employer and the Union as defined by existing Layoff procedures. The joint labor-management committee shall meet as needed, to review proposed technology changes, training needs, and implementation plans. GCTD retains the exclusive right to

restructure job classifications, determine the number of staff needed in each classification, evaluate performance standards, and own all data and work produced by AI systems, provided such changes comply with this Agreement. Disputes arising solely from the introduction of technology shall be subject to grievance procedures.

SECTION 8 CLOSING

Article 8.1 TERM OF MEMORANDUM

The term of this Memorandum is 07/01/2026 through 06/30/2029. Either party may serve the other, in writing, at any point 03/31/2029, with a request to open negotiations for a successor MOU.

Article 8.2 PEACEFUL PERFORMANCE

TEAMSTERS agrees that neither TEAMSTERS, its officers, its agent, nor any of the employees covered by this MOU will cause, engage in, sanction, or support any job action including but not limited to a work slowdown, work stoppage, strike, sick-out, or any other interference with the work and statutory functions or obligations of the GCTD or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment, nor shall TEAMSTERS or any employee covered by this MOU honor any similar job action of any other employee or group of employees of GCTD or any union or association by withholding or refusing to perform services for GCTD. In the event an employee violates this provision, GCTD may immediately terminate any such employee without any appeal process for the employee. GCTD agrees there shall be no lockouts made by GCTD.

Article 8.3 SUCCESSORS AND ASSIGNEES

This MOU shall be binding upon the successors and assignees of the parties hereto, and no provisions contained in this MOU shall be modified in any respect by either party.

Article 8.4 FULL UNDERSTANDING MODIFICATION AND WAIVER

A. The provisions of this Memorandum of Understanding, together with those salary ranges and working conditions within the scope of bargaining in existence prior to this MOU, which are not changed by this Memorandum, shall constitute the salaries and working conditions for the employees during the term of the Memorandum of Understanding.

B. Except as specifically provided herein, it is agreed and understood that each party voluntarily and

unqualifiedly waives its rights, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of negotiations, during the term of the Memorandum of Understanding.

C. The parties hereto have participated jointly in the negotiation and drafting of this MOU. In the event an ambiguity or question of intent or interpretation arises, this MOU shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this MOU.

D. Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the Board of Directors.

E. The waiver of any breach, term or condition of this memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

APPENDIX A
Pay Plan – Supervisor Salary Schedule

Supervisory Unit MOU

Position Title		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Maintenance Supervisor / Maintenance Admin Supervisor						
Market Adjustment	6.0%	$ 84,709	$ 88,945	$ 93,392	$ 98,062	$ 102,965
1-Jul-26		$ 87,886	$ 92,280	$ 96,894	$ 101,739	$ 106,826
1-Jul-27		$ 90,523	$ 95,049	$ 99,801	$ 104,791	$ 110,031
1-Jul-28		$ 92,559	$ 97,187	$ 102,047	$ 107,149	$ 112,507
Safety & Training Supervisor						
Market Adjustment	1.0%	$ 80,714	$ 84,749	$ 88,987	$ 93,436	$ 98,108
1-Jul-26		$ 83,741	$ 87,928	$ 92,324	$ 96,940	$ 101,787
1-Jul-27		$ 86,253	$ 90,565	$ 95,094	$ 99,848	$ 104,841
1-Jul-28		$ 88,193	$ 92,603	$ 97,233	$ 102,095	$ 107,200
Operations Supervisor						
Market Adjustment	1.0%	$ 75,478	$ 79,252	$ 83,215	$ 87,375	$ 91,744
1-Jul-26		$ 78,309	$ 82,224	$ 86,335	$ 90,652	$ 95,185
1-Jul-27		$ 80,658	$ 84,691	$ 88,925	$ 93,372	$ 98,040
1-Jul-28		$ 82,473	$ 86,596	$ 90,926	$ 95,472	$ 100,246
Customer Service Supervisor						
Market Adjustment	1.0%	$ 69,486	$ 72,980	$ 76,629	$ 80,461	$ 84,484
1-Jul-26		$ 72,091	$ 75,696	$ 79,481	$ 83,455	$ 87,627
1-Jul-27		$ 74,254	$ 77,967	$ 81,865	$ 85,958	$ 90,256
1-Jul-28		$ 75,925	$ 79,721	$ 83,707	$ 87,892	$ 92,287

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Item #10

DATE November 4, 2026

TO Gold Coast Transit Board of Directors

FROM Austin Novstrup, Planning Manager

SUBJECT **Consider Approval of FY 2027 Annual Service Plan Update and January 2027 Service Changes**

SUMMARY

In April 2026, the GCTD Board of Directors approved the FY 2027 Annual Service Plan. Since that time, infrastructure challenges and GCTD's projected operating deficits and current staffing levels have necessitated modifications to the original plan. In September, the GCTD Technical Advisory Committee (TAC) reviewed and approved an updated plan that includes implementing modified Short-Range Transit Plan (SRTP) recommendations and an approximately 5% reduction in fixed-route service beginning in January 2027. The reduction in hours will reduce bus operator requirements from 126 to 122, accomplished by not filling currently vacant operator positions. This reduction in hours will provide some incremental cost savings in the current fiscal year but does not resolve the larger deficit issue. Staff will continue efforts to address long-term funding and cost-saving measures.

This report presents the proposed modifications to the FY 2027 Annual Service Plan and provides an overview of the planned January 2027 service changes and associated public outreach efforts.

Consider approval of the modified FY 2027 Annual Service Plan, including implementation of the modified Short-Range Transit Plan (SRTP) recommendations and an approximately 5% reduction in fixed-route revenue hours beginning in January 2027.

BACKGROUND

FY 2027 Annual Service Plan

The proposed modifications to the FY 2027 Annual Service Plan are designed to achieve two primary objectives:

1. **Implement Short-Range Transit Plan (SRTP) Recommendations:** Incorporate previously approved system optimization recommendations deferred from the July 2026 service change with minor modifications.

2. **Implement a 5% System-Wide Revenue Hour Reduction**: Respond to current budget constraints and current staffing levels by strategically scaling back overall revenue hours by approximately 5%.

Staff has focused on targeted reductions in service frequency and service span across lower-performing services to minimize impacts on transit-dependent riders and preserve service along key corridors.

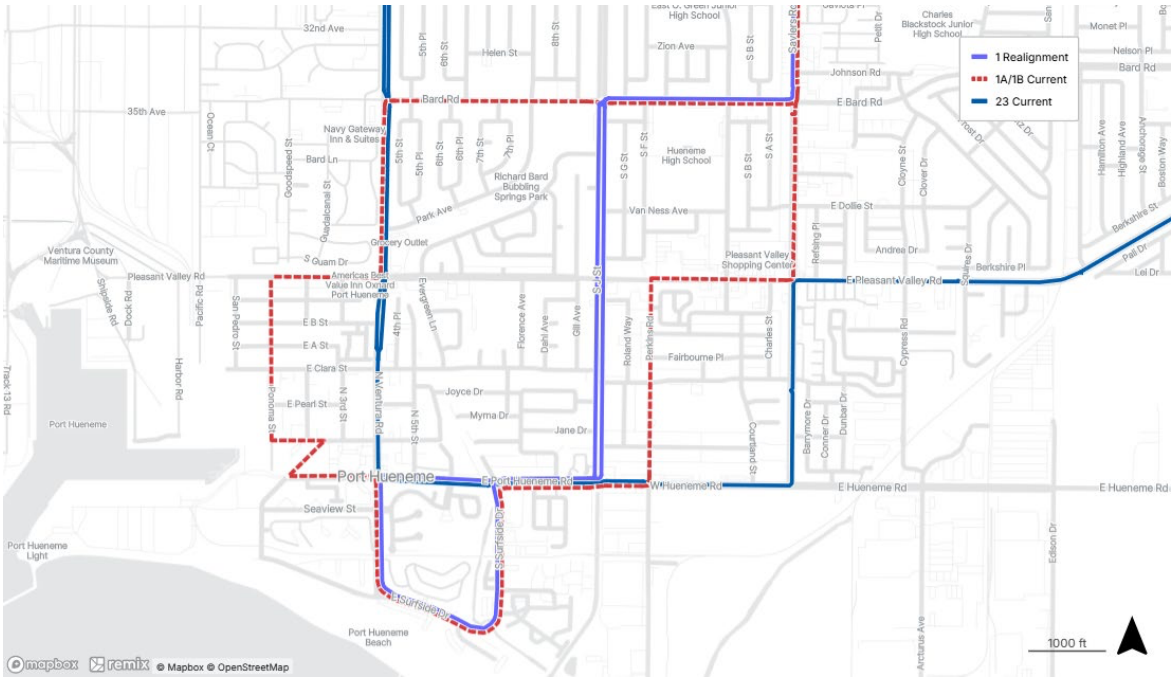
JANUARY 2027 SERVICE CHANGE SUMMARY

Implement SRTP Recommendations

These changes were originally scheduled for July 2026 but were deferred to January 2027 to address infrastructure challenges. The modified SRTP recommendations included in the January service change are outlined below:

Route 1

The new alignment will combine the 1A and 1B routes into a single route, combining the current bi-directional loop alignment in South Oxnard and Port Hueneme with bi-directional alignment on J Street between Bard and Hueneme Road. Route 1 will no longer serve portions of Saviers and Pleasant Valley Road in South Oxnard or areas east of Ventura Road in Port Hueneme. Route 23 will continue to serve these areas. This will increase peak frequency from 40 minutes to 20 minutes through South Oxnard and Port Hueneme. These changes will also improve connections with Route 6 at Oxnard Transit Center (OTC).



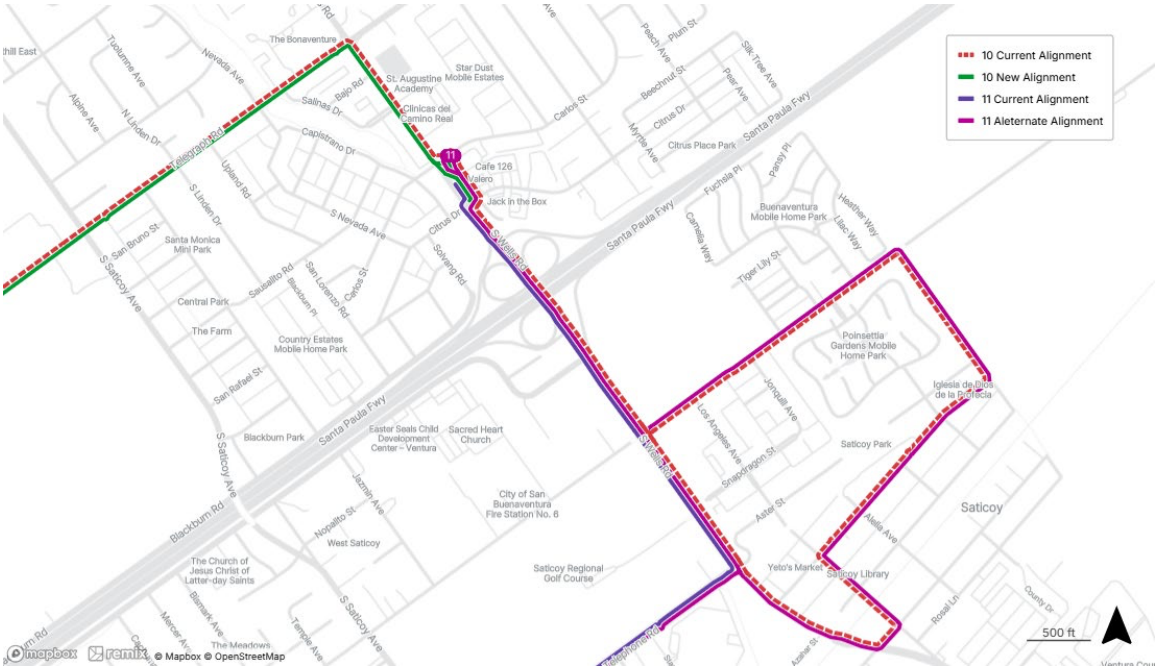
Route 6

The Route 6 alignment will not change, but the schedule will be modified to provide a consistent 20-minute frequency during peak service hours. Route 6 will have timed connections with Route 1 at OTC.

Route 10 / Route 11

Route 10 will no longer serve the Saticoy neighborhood south of Highway 126. Route 11 will now serve Saticoy. Route 10 will have timed connections with Route 11 at Wells Center.

The Route 11 alignment will now change to serve Saticoy on every other trip. Route 11 will have timed connections with Route 10 at Wells Center.



Route 16

The Route 16 schedule will be modified to improve connections at the Ventura Transit Center.

Implement 5% Revenue Hour Reduction

To achieve the proposed reduction in revenue hours while integrating deferred SRTP updates, staff have focused on the following service adjustments:

Reductions in Frequency (Headways)

- Peak vs. Off-Peak Adjustments: Headways on select routes with lower peak-period productivity will be widened (e.g., shifting 15-minute peak service to 20- or 30-minute intervals).
- Weekend Adjustments: Frequency on Saturdays and Sundays will be calibrated on routes where demand drops significantly outside of standard weekday commute periods.

Reductions in Service Span

- Early Morning & Late Night Trips: Trim low-ridership trips at the extreme ends of the service day (e.g., trips departing before 6:00 AM or after 9:00 PM with consistently low passenger counts).

The following table provides a preliminary comparison of current and planned service spans and frequency adjustments for January 2027. Final schedules may be adjusted as staff completes implementation planning.

GCTD Fixed-Route: Current vs. Planned January 2027 (PRELIMINARY SAMPLE)				
Route	**Route Name**	**July 2026 Service Span**	**January 2027 Service Span**	**Proposed Frequency Changes**
1	Port Hueneme – OTC – Ventura	Weekday: 4:50 AM–9:47 PM Weekend: 6:05 AM–9:43 PM	Weekday: 5:15 AM–8:55 PM Weekend: 6:05 AM–8:53 PM	Early morning and evening frequency reduced
2	Colonia – Downtown Oxnard	Weekday: 5:21 AM–7:46 PM Weekend: 7:25 AM–7:29 PM	Weekday: 6:35 AM–7:26 PM Weekend: 8:00 AM–7:29 PM	
3	J St – Naval Base – OTC	Weekday: 5:35 AM–7:03 PM Weekend: 7:11 AM–7:07 PM	Weekday: 6:24 AM–7:07 PM Weekend: 9:05 AM–7:11 PM	
4	North Oxnard / Ventura Rd Loop	Weekday: 6:03 AM–8:36 PM Weekend: 6:10 AM–8:31 PM	Weekday: 6:45 AM–7:42 PM Weekend: 7:00 AM–7:52 PM	Route 4A frequency increased to every 30 minutes; Route 4B frequency reduced to every 30 minutes.
5	Channel Islands Harbor – OTC	Weekday: 6:50 AM–7:54 PM Weekend: 6:50 AM–7:54 PM	Weekday: 6:50 AM–7:54 PM Weekend: 8:15 AM–6:29 PM	
6	Oxnard – Main St – Ventura	Weekday: 4:50 AM–10:12 PM Weekend: 5:15 AM–10:02 PM	Weekday: 5:20 AM–9:56 PM Weekend: 6:10 AM–9:34 PM	Early morning and evening frequency reduced
7	Oxnard College – Bard Rd	Weekday: 6:55 AM–6:56 PM Weekend: 10:14 AM–5:44 PM	Weekday: 6:55 AM–6:04 PM Weekend: 10:14 AM–5:44 PM	
8	OTC – C St – Oxnard College	Weekday: 6:40 AM–7:56 PM Weekend: 7:45 AM–7:47 PM	Weekday: 6:40 AM–7:56 PM Weekend: 7:45 AM–7:47 PM	

GCTD Fixed-Route: Current vs. Planned January 2027 (PRELIMINARY SAMPLE) continued				
Route	**Route Name**	**July 2026 Service Span**	**January 2027 Service Span**	**January 2027 Frequency Changes**
10	Pacific View Mall – Saticoy – Wells	Weekday: 6:10 AM–8:57 PM Weekend: 6:10 AM–8:57 PM	Weekday: 6:05 AM–8:47 PM Weekend: 6:25 AM–8:49 PM	
11	VTC – Telephone Rd – Wells Center	Weekday: 6:00 AM–9:22 PM Weekend: 6:00 AM–8:37 PM	Weekday: 6:00 AM–9:25 PM Weekend: 6:00 AM–8:34 PM	
15	Esplanade – El Rio	Weekday: 8:25 AM–6:34 PM Weekend: 9:40 AM–5:36 PM	Weekday: 8:25 AM–6:34 PM Weekend: 9:40 AM–5:36 PM	
16	VTC – Ojai	Weekday: 5:10 AM–8:50 PM Weekend: 6:05 AM–8:50 PM	Weekday: 4:55 AM–9:05 PM Weekend: 6:05 AM–9:01 PM	
17	Esplanade – Oxnard College	Weekday: 6:36 AM–9:00 PM Weekend: 7:15 AM–8:29 PM	Weekday: 6:50 AM–7:54 PM Weekend: 7:15 AM–8:28 PM	Evening frequency reduced
19	Gonzales Rd Corridor	Weekday: 5:55 AM–7:55 PM Weekend: NO SERVICE	Weekday: 5:55 AM–7:03 PM Weekend: No Service	
21	Pacific View Mall – Victoria – OTC	Weekday: 5:40 AM–8:20 PM Weekend: 7:05 AM–8:29 PM	Weekday: 5:55 AM–8:15 PM Weekend: 7:15 AM–8:24 PM	
23	OTC – Port Hueneme via Ventura Rd	Weekday: 6:50 AM–9:00 PM Weekend: 6:40 AM–8:15 PM	Weekday: 6:45 AM–8:08 PM Weekend: 7:20 AM–8:16 PM	Evening frequency reduced

Public Outreach and Notification
To give riders and the community enough time to understand and prepare for the January 2027 service changes, GCTD staff has launched a public outreach and notification effort.

Outreach began in October with rider alerts posted onboard all buses and information made available on GCTD's website. In November, staff will post notices at affected bus stops, including stops scheduled for closure and new stop locations. GCTD will also distribute additional onboard rider alerts and public information materials in advance of implementation.

Staff is coordinating with member jurisdictions and will continue providing riders with advance notice of the upcoming changes. Final schedules, route maps, and service information will be made available several weeks before implementation to help customers plan their trips and adjust to the new service.

IMPACTS OF SERVICE REDUCTION
The proposed 5% service reduction scheduled for January 2027 represents an initial step toward addressing GCTD's projected structural budget deficit. The reduction is expected to decrease the number of budgeted bus operator positions by four, from 126 to 122, as these currently vacant positions will not be filled. The changes will primarily involve adjustments to service frequencies and operating hours, resulting in some increased wait times and reduced service availability for passengers. We may also see a decline in

ridership as a result of these changes. While these changes will provide incremental savings, they will not resolve the district's larger structural deficit. Staff will continue evaluating broader budget and service adjustments necessary to achieve long-term financial sustainability.

RECOMMENDATION

Consider approval of the modified FY 2027 Annual Service Plan, including implementation of the modified Short-Range Transit Plan (SRTP) recommendations and an approximately 5% reduction in fixed-route revenue hours beginning in January 2027.

General Managers Concurrence



Vanessa Rauschenberger
General Manager

Item #11

DATE November 4, 2026

TO GCTD Board of Directors

FROM Martin Rodriguez, Transit Planner
Austin Novstrup, Planning Manager

SUBJECT Receive and File FY 26-27 1st Quarter Fixed-Route & Demand Response Service Report

I. EXECUTIVE SUMMARY

This quarterly report covers the 1st Quarter (July 1 through September 30) of Fiscal Year 2026-27. This report includes a summary of performance and operating statistics for both fixed-route and ACCESS Flexible services.

II. FIXED-ROUTE DATA

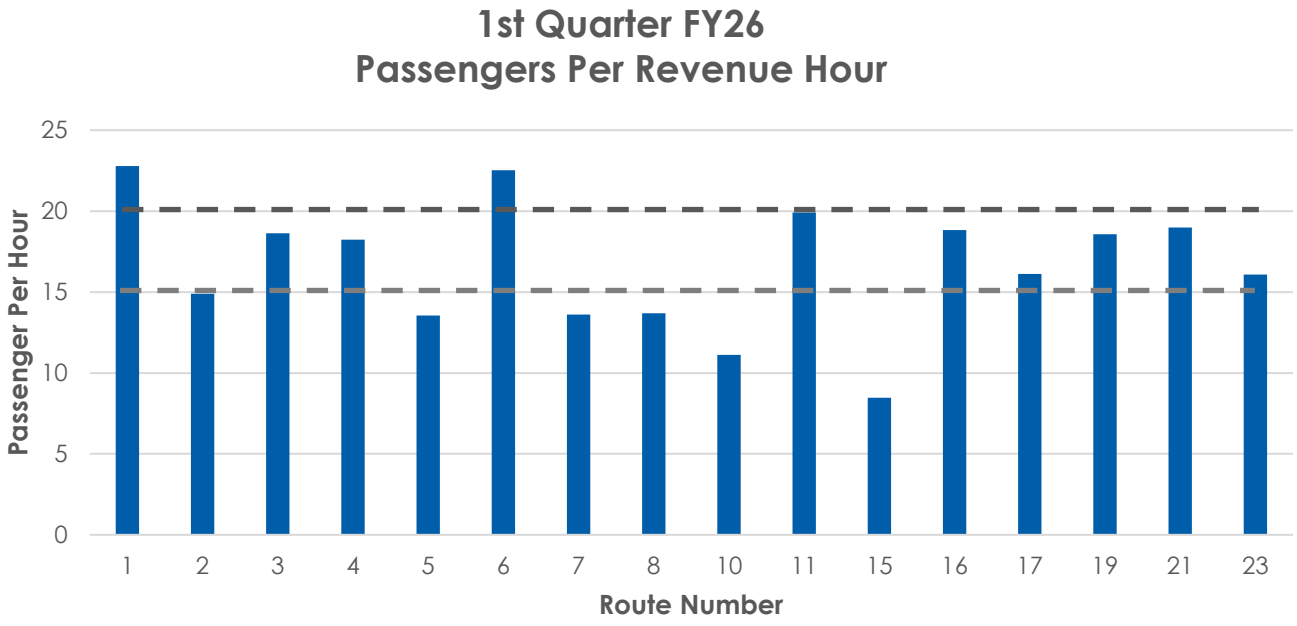
Ridership for the first quarter of FY 2026-27 increased by almost 2% compared to the same period last year. This is a shift from the previous year's 1st quarter where ridership continued to trend downward. The District also continues to benefit from the fare adjustments implemented in 2024, but fare revenue decreased in this quarter compared to the previous year.

1st Quarter FY 25-26
Systemwide Ridership & Performance

Fixed-Route Ridership	**1st Qtr FY 2026-27**	**1st Qtr FY 2025-26**	**Difference**	**% Change**
Total System Boardings	*868,507*	*854,921*	*13,586*	*1.59%*
Average Daily Passengers Weekdays	11,621	11,316	*305*	*2.70%*
Average Daily Passengers Saturdays	5,973	5,779	*194*	*3.36%*
Average Daily Passengers Sundays	5,466	5,317	*149*	*2.80%*
Wheelchair Boardings	6,966	6,598	*368*	*5.58%*
Bicycle Boardings	19,696	19,796	*-100*	*-0.51%*
Performance Measures				
Passengers Per Revenue Hour	19	19	0	0.0%
Fare Revenue Per Service Hour	$20.00	$20.05	-$.05	-0.25%
Total Fare Revenue	$913,656	$1,005,519	-$91,943.20	-9.1%
On-Time Performance	86.4%	85.6%	*Goal > 90%*	
% Systemwide Boarding as Free Transfers	10.4%	11.0%	*Goal < 20%*	

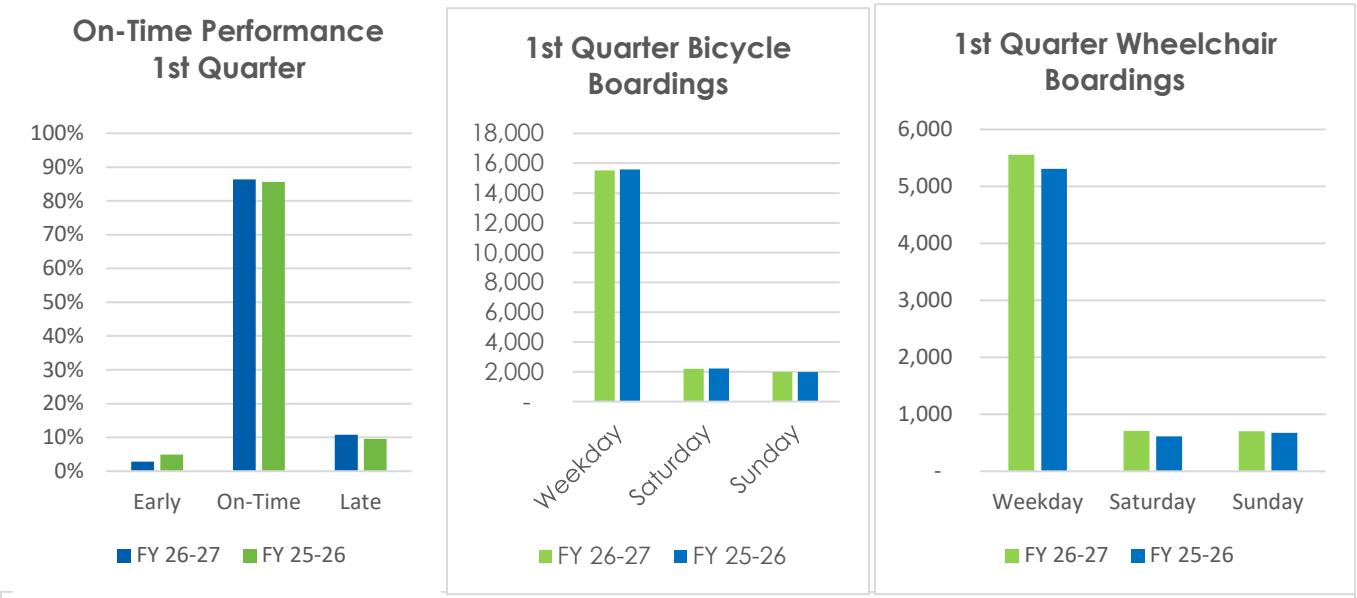
1st Quarter FY 26-27
Ridership by Route

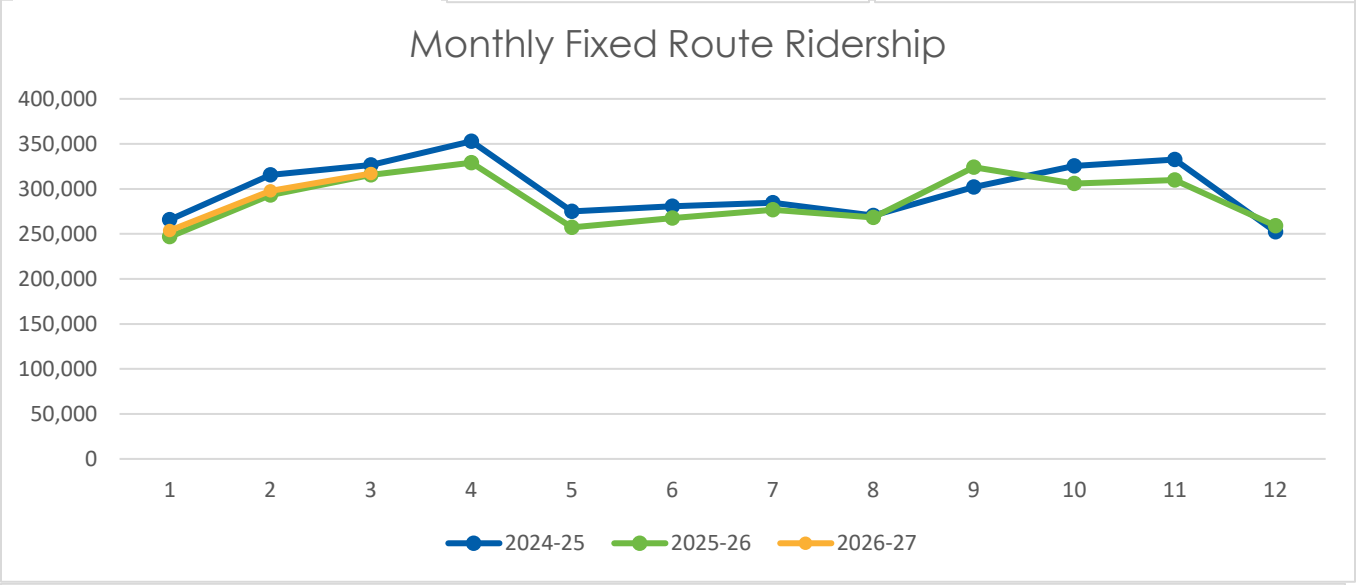
Route	Route Name	1st Quarter FY 2026-27 Unlinked Passengers	1st Quarter FY 2025-26 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	115,800	107,012	8,788	8%
2	Colonia - Downtown Oxnard	19,336	16,030	3,305	21%
3	J St - Centerpoint Mall - Lemonwood	32,216	30,855	1,361	4%
4	North Oxnard - Ventura Rd - St. John's	75,038	74,642	396	1%
5	Hemlock - Seabridge - Wooley	14,924	15,932	(1,008)	-6%
6	Oxnard - Ventura - Main St	202,854	215,026	(12,172)	-6%
7	Oxnard College - Centerpoint Mall	15,918	13,113	2,805	21%
8	OTC- Oxnard College - Centerpoint Mall	25,344	22,341	3,002	13%
10	Pacific View Mall - Telegraph -Saticoy	25,140	22,882	2,257	10%
11	Pacific View Mall - Telephone - Wells	65,764	65,320	445	1%
15	Esplanade - El Rio - St. John's	11,019	12,327	(1,307)	-11%
16	Downtown Ojai - Pacific View Mall	61,900	59,595	2,306	4%
17	Esplanade - Oxnard College	48,818	43,383	5,435	13%
18	Trippers	13,629	15,344	(1,715)	-11%
19	OTC- 5th St - Airport - Gonzales Rd	15,607	16,644	(1,037)	-6%
21	Port Hueneme - Ventura - Victoria Ave	73,537	77,177	(3,640)	-5%
23	Oxnard College - Naval Base - Esplanade	51,663	47,519	4,144	9%
Total GCTD System (no combined routes)		868,507	855,143	13,365	2%

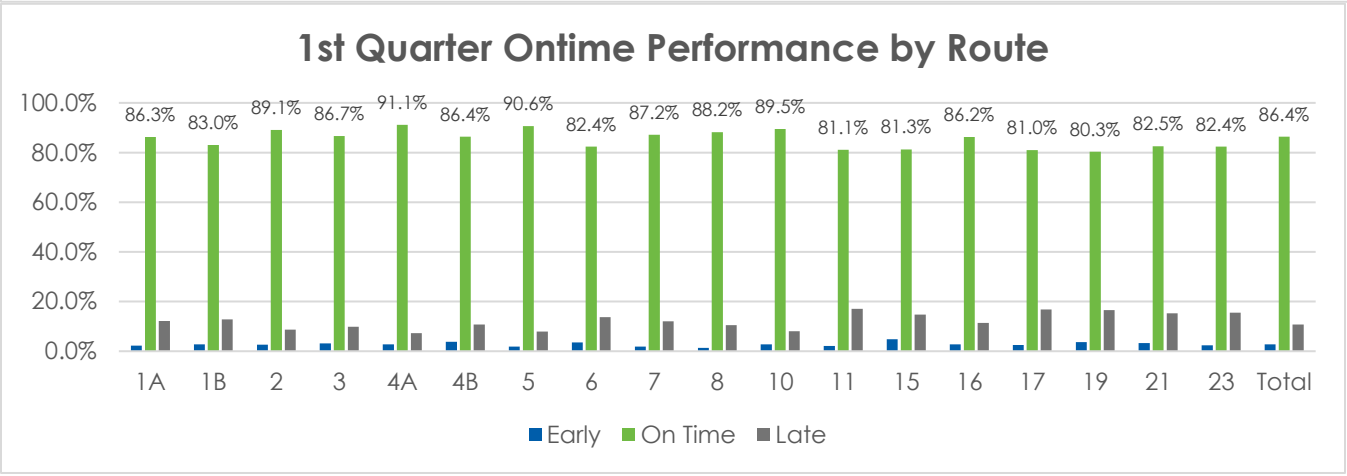


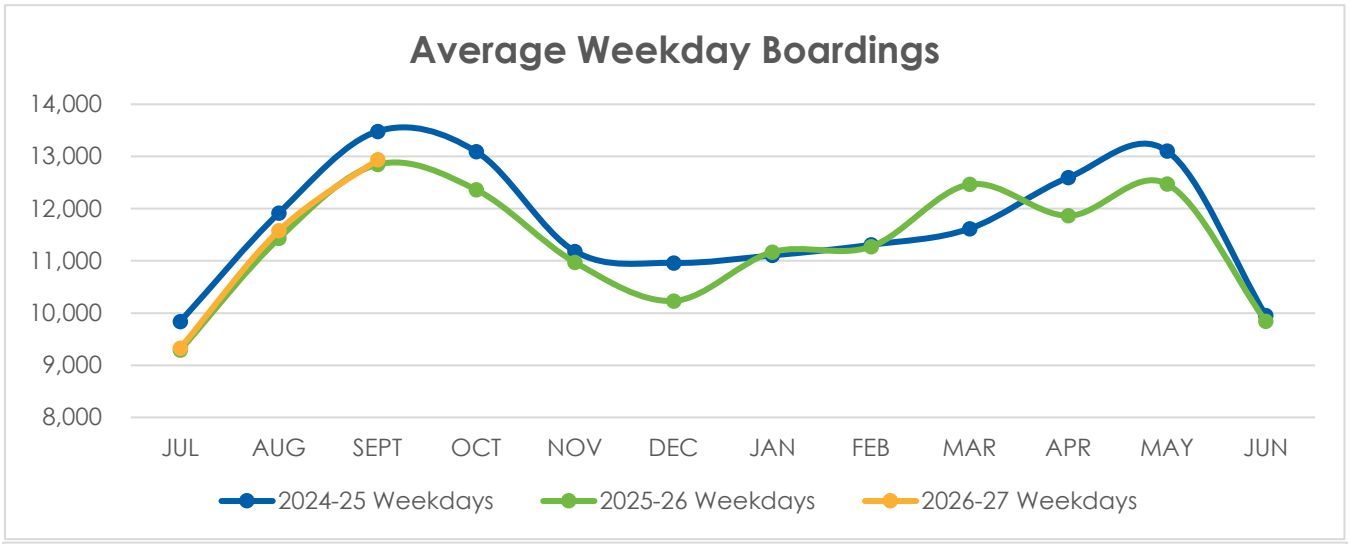
Notes: Route 18 (school trippers) not shown in graph.

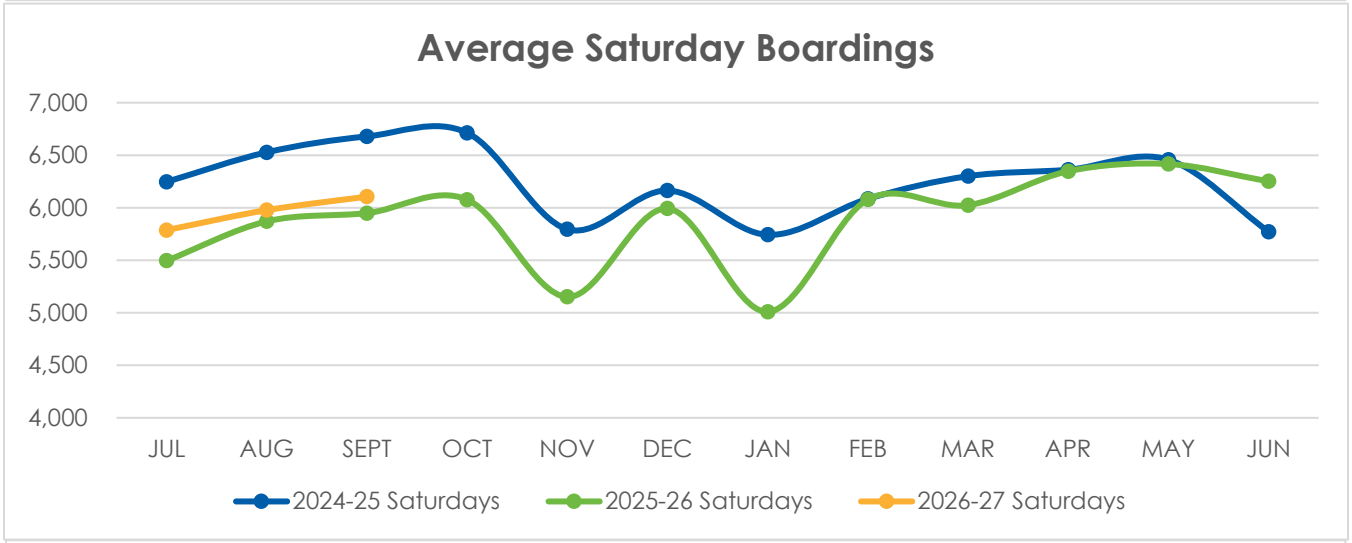
Local Route Minimum Standard > 15
Trunk Route Minimum Standard > 20

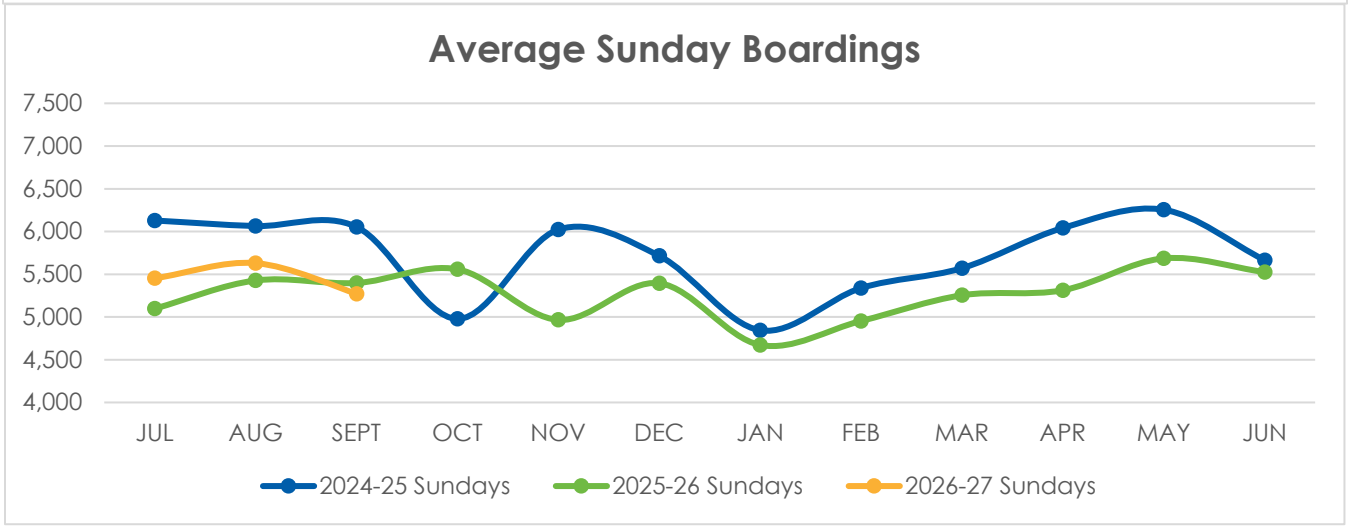

On-Time Performance
1st Quarter
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Early
On-Time
Late
FY 26-27
FY 25-26
1st Quarter Bicycle Boardings
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
Weekday
Saturday
Sunday
FY 26-27
FY 25-26
1st Quarter Wheelchair Boardings
6,000
5,000
4,000
3,000
2,000
1,000
-
Weekday
Saturday
Sunday
FY 26-27
FY 25-26


Monthly Fixed Route Ridership
400,000
350,000
300,000
250,000
200,000
150,000
100,000
50,000
0
1
2
3
4
5
6
7
8
9
10
11
12
2024-25
2025-26
2026-27


1st Quarter Ontime Performance by Route
100.0%
80.0%
60.0%
40.0%
20.0%
0.0%
86.3%
83.0%
89.1%
86.7%
91.1%
86.4%
90.6%
82.4%
87.2%
88.2%
89.5%
81.1%
81.3%
86.2%
81.0%
80.3%
82.5%
82.4%
86.4%
1A
1B
2
3
4A
4B
5
6
7
8
10
11
15
16
17
19
21
23
Total
Early
On Time
Late


Average Weekday Boardings
14,000
13,000
12,000
11,000
10,000
9,000
8,000
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
2024-25 Weekdays
2025-26 Weekdays
2026-27 Weekdays


Average Saturday Boardings
7,000
6,500
6,000
5,500
5,000
4,500
4,000
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
2024-25 Saturdays
2025-26 Saturdays
2026-27 Saturdays


Average Sunday Boardings
7,500
7,000
6,500
6,000
5,500
5,000
4,500
4,000
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
2024-25 Sundays
2025-26 Sundays
2026-27 Sundays

Issue Type	*FY26-27 1st Quarter*
ADA	2
Commendation	9
Customer Relations	18
Driving Complaints	20
Employee Behavior	31
Facilities	1
Total	81

Issue Type	*FY26-27 1st Quarter*
Mechanical	1
Passenger Issue	2
Schedule	3
Service Request	8
Technology	0
Total	14

FY26-27 1st Quarter Total Issues 95

III. FIXED-ROUTE SERVICE SUMMARY

During the first quarter of FY 2026–27, GCTD had 868,507 systemwide boardings, an increase of approximately 2% compared with the first quarter of FY 2025–26. Average daily ridership increased across weekdays, Saturdays, and Sundays, which is counter to the previous year's 1st Quarter where ridership decreased.

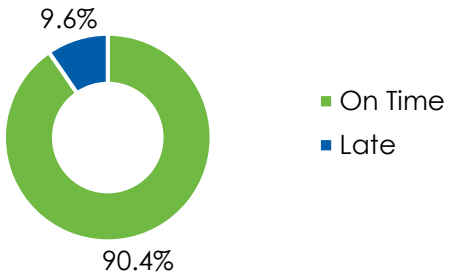
The route-level data for the first quarter of FY 2026–27 compared with FY 2024–25 similarly show an overall increase in ridership of approximately 2%. Ridership increased on most routes, with Routes 2 and 7 recording the largest percentage gains at 21%, followed by Routes 8 and 17 at 13%. Route 1 experienced the largest numerical increase, with nearly 8,800 additional passenger trips. These gains offset declines on six routes, most notably Route 6, which recorded more than 12,000 fewer passenger trips, and Route 21, which declined by approximately 3,600 trips. Route 15 remains at the bottom of the quartiles in terms of ridership and is continuing to see a decrease quarter after quarter.

Systemwide operating performance remained relatively stable, with passengers per revenue hour holding at 19. Fare revenue per service hour declined slightly from $20.05 to $20.00, while total fare revenue decreased by approximately 9.1%, from $1.01 million to $913,656. The share of systemwide boardings recorded as free transfers declined from 11.0% to 10.4%, remaining below the established goal of 20%. On-time performance improved from 85.6% to 86.4%, although it remains below the systemwide goal of greater than 90%. Planning staff will continue monitoring ridership, fare revenue, and service reliability to identify opportunities to improve performance and better align service with passenger demand.

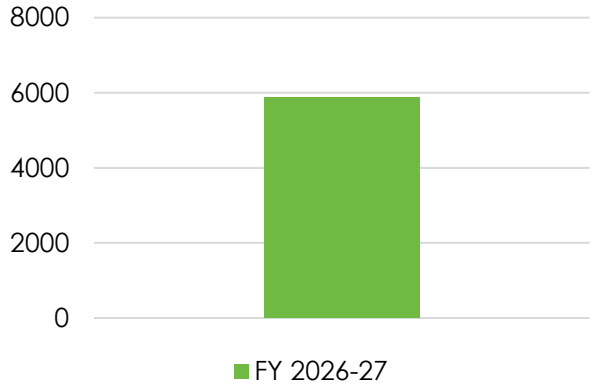
IV. FLEXIBLE SERVICES DATA

In the first quarter of FY 2026-27 (July-September), Flexible Services recorded 28,103 total boardings, an average of about 9,370 boardings per month. This is a 4.1% decrease (1,216 boardings) from the same period in FY 2025-26, which totaled 29,319 (about 9,770 average boardings per month). Weekday ridership drove the decline, with average daily passengers decreasing by 6.8%, from 379 to 353. However, weekend ridership grew: Saturdays rose 7.6% to 218 average daily passengers, and Sundays rose 6.0% to 197 average daily passengers.

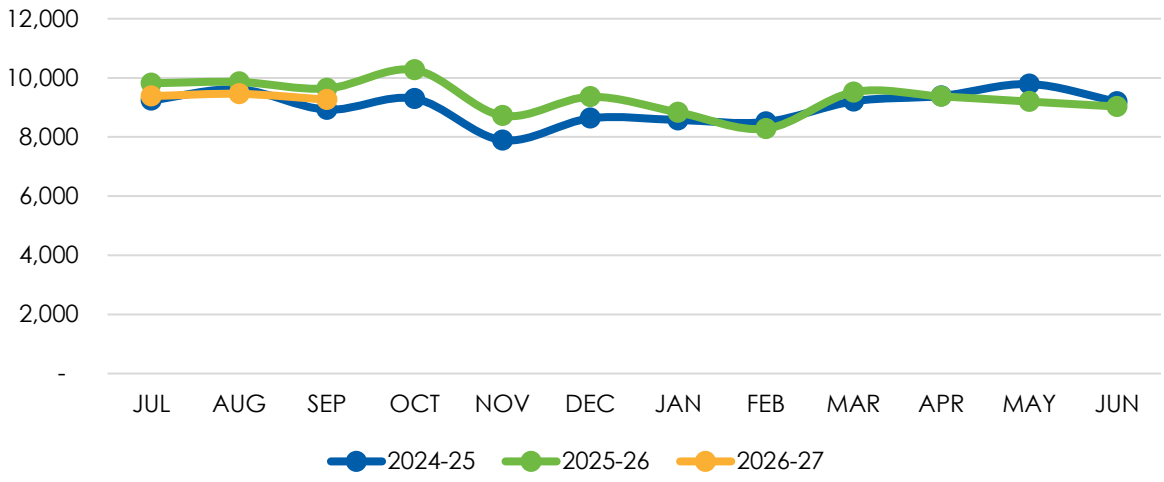
Ontime Performance 1st Quarter



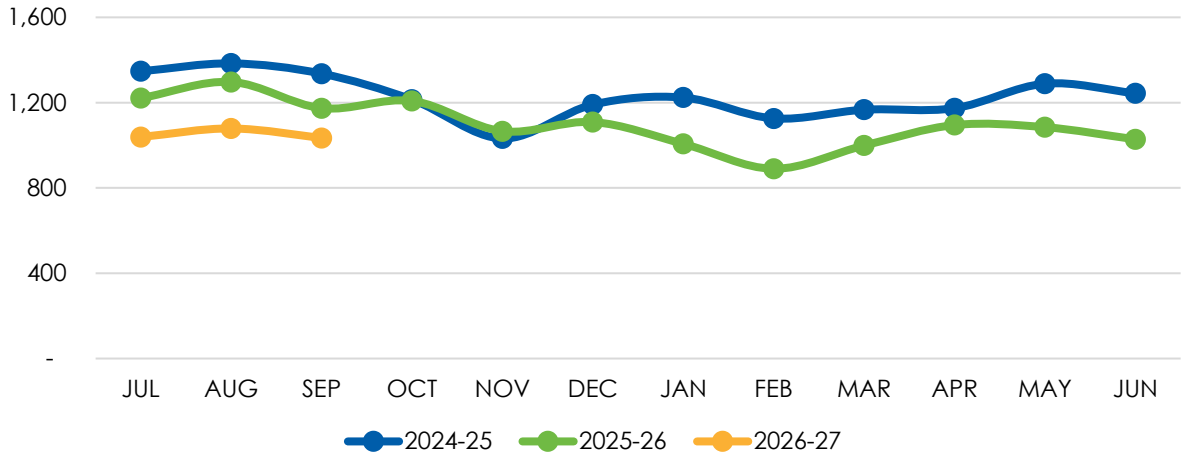
1st Quarter Mobility Device Boardings

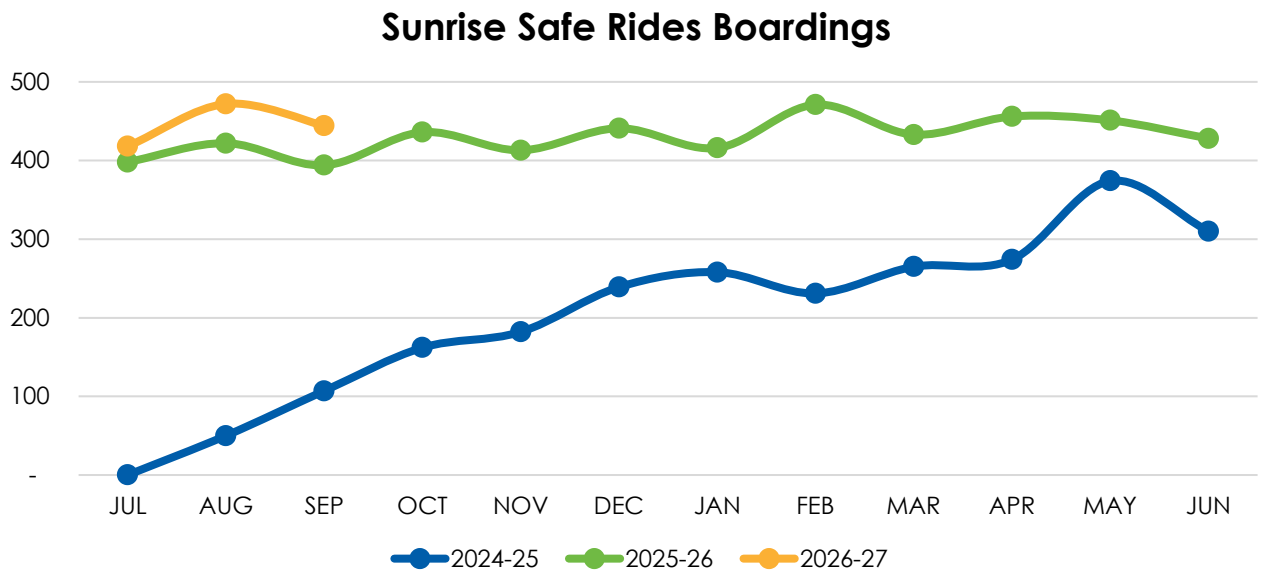


Flexible Services Monthly Boardings



Late Night Safe Rides Boardings





1st Quarter FY 2026-27
GO ACCESS Ridership & Performance

Paratransit Ridership	***1st Qtr FY 2026-27***	***1st Qtr FY 2025-26***	***Difference***	***% Change***
Total System Boardings	28,103	29,319	-1,216	-4.1%
Average Daily Passengers Weekdays	353	379	-26	-6.8%
Average Daily Passengers Saturdays	218	203	+15	+7.6%
Average Daily Passengers Sundays	197	186	+11	+6.0%

Performance Measures	***1st Qtr FY 2026-27***	***1st Qtr FY 2025-26***	***Difference***	***% Change***
Passengers Per Revenue Hour	1.98	2.11	-0.13	-6.1%
On Time Performance (Arrive within the window)	90.4%	87.0%	+3.4	+3.9%
Late (After end of pick-up window)	9.6%	5.2%	+4.4	+83.4%

1st Quarter – Feedback

Type	***Issue***	***1st Quarter Comments***	***YTD 2025-26 Comments***
Scheduling	Travel Time	2	2
	Schedules	4	4
Operations	Driver/Operator	14	14
	Dispatch/Reservations	9	9
Other	Policies	2	2
	Commendations	1	1
	Other	7	7
Totals		**39**	**39**

V. FLEXIBLE SERVICES SUMMARY

Trends varied by service this quarter. ADA ridership increased 8% to 10,062 boardings (35% of the total), while Senior Service declined 7% to 11,869 boardings (41.6%). Among the smaller programs, Senior Nutrition declined from 847 to 636 boardings, while Health Zones decreased to 36 boardings. Camarillo Direct Connect increased 4% to 1,069 boardings.

Late Night Safe Rides declined 15% to 3,152 boardings but continued to average over 1,000 monthly boardings. Sunrise Safe Rides increased 10% to 1,334 boardings, averaging more than 440 per month. Booking trends also reflect a gradual shift toward online options, with app and website bookings increasing from 20.6% in July to 22.9% in September. Subscription bookings decreased from 20.2% to 17.9%, while call center bookings remained steady at approximately 59%.

Overall on-time pickup performance for Q1 was 90.4%, an improvement over the previous quarter. ADA and Senior Service achieved on-time pickup performance of 92% or better, with on-time drop-off performance of 93%. Productivity averaged 1.98 passengers per vehicle service hour for the quarter, increasing slightly to 2.03 in September. The average cost per trip was $47.10. Mobility device use remained steady, with 5,876 rides booked through the GO Flex Rides app.

Since implementing RideCo, GCTD has continued to see improvements in the management and delivery of its Demand Response and Flexible Services. Staff will continue to monitor performance and identify opportunities to improve service quality and operational efficiency.

VI. RECOMMENDATION

It is recommended that the GCTD Board of Directors receive and file this report. This report is for information only.

General Manager's Concurrence

Attachment A: *1st Quarter FY 2026-27 Fixed-Route Service Performance Evaluation*
Attachment B: *1st Quarter FY 2026-27 Flexible Services Performance Evaluation*

Fixed Route Service Evaluation Report
FY 26-27 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	4,699	115,800	**25**	4
6	Oxnard - Ventura - Main St	Trunk	9,568	202,854	**21**	4
11	Pacific View Mall - Telephone - Wells	Trunk	3,292	65,764	**20**	4
16	Downtown Ojai - Pacific View Mall	Trunk	3,167	61,900	**20**	4
3	J St - Centerpoint Mall - Lemonwood	Local	1,663	32,216	**19**	3
4	North Oxnard - Ventura Rd - St. John's	Local	4,100	75,038	**18**	3
17	Esplanade - Oxnard College	Trunk	2,707	48,818	**18**	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk	4,093	73,537	**18**	3
2	Colonia - Downtown Oxnard	Local	1,081	19,336	**18**	2
23	Oxnard College - Naval Base - Esplanade	Trunk	2,975	51,663	**17**	2
19	OTC- 5th St - Airport - Gonzales Rd	Local	910	15,607	**17**	2
7	Oxnard College - Centerpoint Mall	Local	969	15,918	**16**	2
8	OTC- Oxnard College - Centerpoint Mall	Local	1,638	25,344	**15**	1
5	Hemlock - Seabridge - Wooley	Local	1,176	14,924	**13**	1
10	Pacific View Mall - Telegraph -Saticoy	Trunk	2,061	25,140	**12**	1
15	Esplanade - El Rio - St. John's	Local	1,469	11,019	**8**	1

Excluded Routes

18	*High School Trippers*	*Booster*	*121*	*13,629*	***113***

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 Passnegers	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Quartile
1	Trunk	4,699	115,800	$ 166.20	$ 780,905	$ 6.74	$0.99	**$ 5.75**	4
6	Trunk	9,568	202,854	$ 166.20	$ 1,590,132	$ 7.84	$1.02	**$ 6.81**	4
11	Trunk	3,292	65,764	$ 166.20	$ 547,158	$ 8.32	$0.97	**$ 7.35**	4
16	Trunk	3,167	61,900	$ 166.20	$ 526,369	$ 8.50	$1.13	**$ 7.37**	4
3	Local	1,663	32,216	$ 166.20	$ 276,418	$ 8.58	$1.02	**$ 7.56**	3
4	Local	4,100	75,038	$ 166.20	$ 681,489	$ 9.08	$0.98	**$ 8.10**	3
17	Trunk	2,707	48,818	$ 166.20	$ 449,904	$ 9.22	$1.11	**$ 8.10**	3
21	Trunk	4,093	73,537	$ 166.20	$ 680,298	$ 9.25	$1.10	**$ 8.15**	3
2	Local	1,081	19,336	$ 166.20	$ 179,579	$ 9.29	$1.03	**$ 8.26**	2
23	Trunk	2,975	51,663	$ 166.20	$ 494,486	$ 9.57	$1.08	**$ 8.49**	2
19	Local	910	15,607	$ 166.20	$ 151,242	$ 9.69	$1.17	**$ 8.52**	2
7	Local	969	15,918	$ 166.20	$ 160,979	$ 10.11	$0.99	**$ 9.12**	2
8	Local	1,638	25,344	$ 166.20	$ 272,222	$ 10.74	$1.15	**$ 9.59**	1
5	Local	1,176	14,924	$ 166.20	$ 195,501	$ 13.10	$0.97	**$ 12.13**	1
10	Trunk	2,061	25,140	$ 166.20	$ 342,483	$ 13.62	$1.17	**$ 12.45**	1
15	Local	1,469	11,019	$ 166.20	$ 244,139	$ 22.16	$0.95	**$ 21.20**	1

Excluded Routes

18	*High School Trippers*	*121*	*13,629*	*$ 166.20*	*$ 20,102*	*$ 1.47*	*$ 1.586*	***$ (0.11)***

FY2027 Q1 FLEXIBLE SERVICES EVALUATION TABLE

	ALL SERVICES			FY 2027	FY 2026	
	AVERAGE	AVERAGE	AVERAGE			
	WEEKDAY	SATURDAY	SUNDAY	MONTHLY	MONTHLY	COST/
	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	TRIP
July	346	223	187	9,383	9,818	$ 47.13
August	353	209	200	9,459	9,860	$ 48.45
September	360	223	203	9,261	9,641	$ 45.71
			1st QTR BOARDINGS:	28,103	29,319	

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	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	35%	1.85	8%	10,062	9,317	93%	93%

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	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	2.2%	2.44	-25%	636	847	82%	97%

Eligibility: 65+. Service started October, 1999

SENIORS	% of TTL	Pass/VSH	% Change from prior FY	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	41.6%	1.89	-7%	11,869	12,809	92%	93%

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	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	1.3%	1.42	1352%	363	25	95%	96%

Eligibility: ADA or 65+; Started in 2018

CAMARILLO DIRECT CONNECT	% of TTL	Pass/VSH	% Change from prior FY	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	3.7%	1.29	4%	1,069	1,024	89%	95%

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	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	0.1%	1.18	-85%	36	247	93%	100%

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

LATE NIGHT SAFE RIDES	% of TTL	Pass/VSH	% Change from prior FY	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
	11.1%	2.12	-15%	3,152	3,692	85%	97%

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

SUNRISE SAFE RIDES	% of TTL	Pass/VSH	% Change from prior FY	QTR 1 FY 2027 BOARDINGS	QTR 1 FY 2026 BOARDINGS	Pick-up OTP	Drop-Off OTP
Note: Pilot started July 2024.	4.7%	2.12	10%	1,334	1,214	79%	97%

Item #12

DATE November 4, 2026

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

- Draft Budget
- Strategic Plan Update Review
- 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.