



AGENDA
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 5, 2024 – 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/83839997123>

CALL TO ORDER

ROLL CALL

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

CEREMONIAL CALENDAR

- **Pledge of Allegiance**
- **Employee Recognition**
Margaret Heath-Schoep, Paratransit & Special Projects Manager, 25 years
George Zaragosa, Operator, 10 years
Daniel Rodriguez, Operator, 10 years

GENERAL PUBLIC COMMENT PERIOD

The GCTD Board of Directors will consider public comments for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation but may be referred to the general manager/secretary for administrative action or public report at a later meeting or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, question, or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form from the Clerk of the Board and file it with the Clerk before speaking. Public members may participate in the Board Meeting either In Person at 1901 Auto Center Drive, Oxnard, CA, or by emailing or mailing their public comments to the Clerk of the Board before 9:00 AM on the morning of the meeting. In addition, members may participate in the meeting by logging into Zoom [HERE](#).

BOARD OF DIRECTORS' REPORTS

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

GOLD COAST TRANSIT DISTRICT

CONSENT AGENDA

1. [Consider Approval of Minutes of May 1, 2024, Board of Directors Meeting](#)
2. [Receive & File Report of Expenditures for May 2024 – Christine Feng, CFO/AGM](#)
3. [Receive & File Budget vs Actual Statement from April 2024 – Christine Feng, CFO/AGM](#)
4. [Receive & File Report of Contracts Awarded – Tanya Hawk, Inventory & Asset Management Coordinator](#)
5. [Consider Approval of 2024 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions – Vanessa Rauschenberger, General Manager](#)
6. [Consider Adoption of Resolution No. 2024-06 Authorizing Staff to File a Claim for Transportation Development Act \(TDA\) Funds– Christine Feng, CFO/AGM](#)
7. [Consider Approval of Update to GCTD Personnel Rules to Add New Observed Holiday – Juneteenth National Independence Day– Ana Perez, Human Resources Generalist](#)

GENERAL MANAGER'S REPORT

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

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The GCTD Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes of comment 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 Approval FY 2025 Operating Budget & Capital Plan \(Public Hearing\)– Vanessa Rauschenberger, General Manager & Christine Feng, Chief Financial Officer/Assistant General Manager](#)
10. [Receive Update on 301 East 3rd Street Property – Vanessa Rauschenberger, General Manager](#)

INFORMATIONAL ITEMS

11. [Operations & Maintenance Monthly Update – Jim Beck, Director of Operations & Maintenance](#)
12. [Future Agenda Items – Vanessa Rauschenberger, General Manager](#)

CLOSED SESSION

13. CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: GCTD General Manager / Director of Human Resources
Employee Organization: SEIU Local 721

The next regular meeting of the GCTD Board of Directors will be held on **JULY 3, 2024, at 10:00 AM at 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available online at www.GoldCoastTransit.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

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



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 1, 2024 – 10:00 am
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

Call to Order

Chair Johnson 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.

Roll Call

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

Staff Present

Vanessa Rauschenberger, General Manager
Angie Delgado, Clerk of the Board
Christine Feng, CFO/Assistant General Manager
Alex Zaretsky, Director of Human Resources
Cynthia Torres Duque, Director of Planning & Marketing
Austin Novstrup, Planning Manager
Juan De La Rosa, Facilities Manager
Monica Gonzalez, Transit Planner
Martin Rodriguez, Transit Planner
Andrea Meza, Communications & Marketing Manager
Matt De La Rosa, IT Technician

Ceremonial Calendar

Chair Johnson led the pledge of allegiance.

Employee Recognition

None

General Public Comment

Barbara Singleton spoke during the general public comment.

Board of Directors Reports

Director MacDonald stated that labor groups have events scheduled on May 1st for May Day, which may interfere with bus service. Chair Johnson thanked GCTD Operators for working on May Day.

GOLD COAST TRANSIT DISTRICT

Consent Agenda

1. [Consider Approval of Minutes of April 3, 2024, Board of Directors Meeting](#)
2. [Receive & File Report of Expenditures for April 2024 – Christine Feng, CFO/AGM](#)
3. [Consider Acceptance of March 2024 Actual vs. Budget Financial Analysis Report – Christine Feng, CFO/AGM](#)
4. [Consider Approval of Resolution 2024-04 LAIF Authorization for Transfer of Funds – Christine Feng, CFO/AGM](#)
5. [Consider Approval of Resolution 2024-05 FY23-24 Low Carbon Transit Operations Program, – Austin Novstrup, Planning Manager](#)
6. [Receive and File Report of Contracts Awarded – Tanya Hawk, Inventory & Asset Management Coordinator](#)

Director LaVere moved to approve Consent Agenda Items 1 through 6. Vice Chair McQueen-Legohn seconded the motion.

The motion passed unanimously.

GENERAL MANAGER'S REPORT

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

Ms. Rauschenberger commended Operator Francisco Leon for his quick action in performing the Heimlich maneuver on a choking passenger. He safely stopped the bus, ran to the back, and assisted the passenger who was having trouble breathing, ultimately saving his life.

Ms. Rauschenberger thanked the Procurement and Maintenance team GCTD for months of work on the design and construction of the Hydrogen Station.

Ms. Rauschenberger announced that GCTD was named Urban Transportation Agency of the Year by CalAct for its innovative programs, including Late-Night Safe Rides and Health Zones. CalAct represents all large and mid-size transit agencies and most small rural departments. Margaret Schoep, Paratransit & Special Projects Manager, Larua Levin, and Christine Feng accepted the award. Ms. Rauschenberger thanked the Board for their guidance and for allowing the team to make the effort and work on projects that ultimately gave them recognition.

Ms. Rauschenberger announced that LOSSAN will host their board meeting on May 20, 2024 at GCTD and reminded the Board that the room is available for a small fee to the public or groups by reservation. .

Chair Mike Johnson congratulated Ms. Rauschenberger and the staff for their recognition from Urban Transportation of the Year and noted that receiving the recognition is a tremendous honor.

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

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

8. [Receive Presentation/Update on Integration of Paratransit Operations into GCTD's and Approve Creation of Job Descriptions for Demand Response Services \(Bus Operator, Operations Manager\) – Vanessa Rauschenberger, General Manager](#)

Ms. Rauschenberger stated that the Board authorized staff to integrate GCTD paratransit services into GCTD's facility after the contract with MV Transportation ends. GCTD staff are developing integration plans to offer positions similar to MV Transportation employees. Four new job descriptions are needed, and it was recommended that the Board approve them so that recruitment can commence.

RECOMMENDATION It is recommended that the Board of Directors consider approval of four new job descriptions related to paratransit operations.

Director LaVere asked if the plan was to start offering jobs to MV employees in June. Ms. Rauschenberger stated the plan is to start the day after the Board approves items, start issuing job opportunities in May, and allow MV employees a month to decide. Director LaVere noted he wanted to ensure GCTD allowed MV employees enough time for recruitment and Ms. Rauschenberger's confirmed that was the goal.

Director Lang moved to approve the Consider Approval of Update of Integration of Paratransit Operations into GCTDs and Approve Creation of Job Descriptions for Demand Response Services (Bus Operator, Operations Manager). Director LaVere seconded the motion.

9. [Receive Presentation on Preliminary Service Plans for FY 2025 – Austin Novstrup, Planning Manager](#)

Mr. Novstrup presented the Board with a presentation of GCTD's FY 2025 Service Plan, which will guide budget development for fixed route services in two periods. The plan aims to align service with available staff and budget, resulting in a reduction of service on weekends. Weekend service reductions would include reducing the service span and operating frequency of lower productivity routes. GCTD is also working on recruiting operators, and may restore service as staffing/ budget allows in January 2025.

Public Comment: Liz Campos, City of Ventura Council Member spoke during item #9.

Director Lang inquired about the canceled weekend service. Austin replied that there is indeed less ridership on the weekends, but the plans would not eliminate any whole routes but reduce the span and reduce frequency to impact the least amount of people possible.

10. [Receive Presentation on DRAFT FY 2025 Budget and Capital Plan – Christine Feng, Chief Financial Officer/AGM](#)

Ms. Rauschenberger and Ms. Christine Feng, CFO/AGM provided the Board and the public with a presentation explaining where the primary sources of the funding come from as well as an overview of the draft operating budget and capital plan for Fiscal Year 2025. The staff plans to present a Final Budget for Adoption at the June 5th Meeting, including a Public Hearing.

Public Comment: Doug Overton, spoke during Item #10.

Director MacDonald stated that it would be great for alternate sources to offset electricity costs but also be cautious of the upfront cost for solar panels for GCTD.

Ms. Rauschenberger thanked Mr. Overton for his comment and stated that the district had requested upfront costs for the solar panels in the SB125 funding package, which was approved but is now delayed. Once the funding is released, GCTD can undertake that project.

Ms. Rauschenberger provided an update on the 301 location. Staff will bring back a more in depth update at the next meeting.

11. [Consider Approval of Second Amendment to Employment Agreement between GCTD and Vanessa Rauschenberger \(General Manager\) – Steve DeBaun, General Counsel](#)

Counsel Steve DeBaun stated that the Board met in closed session at the last board meeting to discuss performance evaluation and any changes to Ms. Rauschenberg's contract. The Board determined that a contract change was appropriate, and attached to the addenda item is the proposed change showing the 5% increase for Ms. Rauschenberger's annual compensation. No other changes have been made to the contract.

Public Comment: Mr. Overton and Ms. Singelton spoke during Item #11.

Director LaVere stated that Ms. Rauschenberger has been doing an exceptional job as General Manager. She has successfully taken on numerous challenges and is doing an exceptional job leading the agency.

Director Lang acknowledged that Ms. Rauschenberg had spearheaded the organization through some very difficult times, with the budget concerns raised in the board meeting being a clear example. She thanked her for her service, stating that the raise was well-deserved. She emphasized the team's collective responsibility, believing that they, under the leadership of Ms. Rauschenberg, can find a way to meet the budget challenges and create a culture of inclusion, welcoming, and support for the raise.

Director LaVere moved to approve the Second Amendment to Employment Agreement between GCTD and Vanessa Rauschenberger (General Manager). Director Lang seconded the motion.

INFORMATIONAL ITEMS

12. [Fixed-Route & ACCESS Flexible Services Quarterly Update - Austin Novstrup, Planning Manager, Margaret Schoep, Paratransit & Special Projects Manager](#)

The report was received and filed.

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

The report was received and filed.

CLOSED SESSION

None

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

Vanessa Rauschenberger
Secretary of the Board of Directors

Chair Mike Johnson
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be **June 5, 2024, 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 #2

DATE June 6,2024
TO GCTD Board of Directors
FROM Angelica Salatan, Accounting Specialist AP
SUBJECT Consider the Approval of Expenditures for the Month of May 2024

Attached is a list of expenditures for the month of May 2024 from the various GCTD Accounts.

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

Attachments:
Accounts Payable Disbursement List – May 2024

GENERAL MANAGER'S CONCURRENCE

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

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Payee	Date	Amount	TypeOfGoods
Jorge Gaeta	09-May-24	\$287.52	EXPENSE REIMBURSEMENT
AFFORDABLE AUTO GLASS	24-May-24	\$300.00	AUTO GLASS REPAIR
AIRGAS USA, LLC	20-May-24	\$113.34	MAINTENANCE SUPPLIES
AIRGAS USA, LLC	24-May-24	\$1,284.96	MAINTENANCE SUPPLIES
ALL-PHASE ELECTRIC	24-May-24	\$416.20	SUPPLIES
AMERICAN MOVING PARTS	20-May-24	\$222.84	BRAKE SHOES
AMERICAN MADE CLEAN INC	09-May-24	\$525.00	SERVICES
ARAMARK UNIFORM & CAREER APPAREL GROUP	24-May-24	\$178.55	UNIFORMS
ASSURANT EMPLOYEE BENEFITS	21-May-24	\$1,008.31	DENTAL PREMIUMS
BEST BEST & KRIEGER LLP	09-May-24	\$16,986.50	GENERAL COUNSEL SERVICE
BEST BEST & KRIEGER LLP	24-May-24	\$13,641.80	GENERAL COUNSEL SERVICE
LOS ANGELES TRUCK CENTERS, LLC	09-May-24	\$1,444.71	PARTS/SERVICE
LOS ANGELES TRUCK CENTERS, LLC	20-May-24	\$2,994.23	PARTS/SERVICE
CALTIP	20-May-24	\$2,281.99	LIABILITY INSURANCE
CENTER FOR TRANSPORTATION AND THE ENVIRO	20-May-24	\$6,000.00	MEMBERSHIP DUES
CITI CARDS	09-May-24	\$576.51	OFFICE SUPPLIES
CLEAN ENERGY	24-May-24	\$29,041.40	REPAIRS
CLEAN ENERGY	29-May-24	\$16,762.03	REPAIRS
COAST TO COAST COMPUTER PRODUCTS	09-May-24	\$1,026.91	OFFICE SUPPLIES
BENEFIT COORDINATORS CORP.	21-May-24	\$10,244.70	DENTAL PREMIUMS
CUMMINS PACIFIC LLC	09-May-24	\$2,449.39	PARTS
CUMMINS PACIFIC LLC	20-May-24	\$12,797.73	PARTS
CUMMINS PACIFIC LLC	24-May-24	\$74.57	PARTS
R.M. CURTIS - WELDING	09-May-24	\$70.00	WELDING SERVICES
DANIELS TIRE SERVICE	09-May-24	\$1,534.10	TIRES/SERVICES
DANIELS TIRE SERVICE	29-May-24	\$128.37	TIRES/SERVICES
WEX HEALTH, INC.	10-May-24	\$261.75	FSA ADMINISTRATION FEE
DYER SHEEHAN GROUP, INC.	10-May-24	\$2,213.75	301 REDEVELOPMENT CONSULTING
EDISON CO.	09-May-24	\$25,648.28	ELECTRICAL POWER
USA WASTE OF CALIFORNIA, INC.	24-May-24	\$5,969.34	HAZ WASTE REMOVAL
EZ LANDSCAPE SERVICES	24-May-24	\$4,900.00	LANDSCAPING SERVICES
FEDERAL EXPRESS CORP.	24-May-24	\$17.36	MAIL SERVICES
FEDERAL EXPRESS CORP.	29-May-24	\$17.36	MAIL SERVICES
CHRISTINE FENG	09-May-24	\$2,039.44	EXPENSE REIMBURSEMENT
CHRISTINE FENG	30-May-24	\$1,877.57	EXPENSE REIMBURSEMENT
AVAIL TECHNOLOGIES, INC.	10-May-24	\$19,730.00	SOFTWARE/MAINTENANCE
FLOYD SKEREN MANUKIAN LANGEVIN LLP	24-May-24	\$3,393.75	LEGAL SERVICES
FLUID NETWORKS	20-May-24	\$55.80	SERVICES
FORTRESS ARMORED SERVICES COMPANY	09-May-24	\$1,590.08	ARMORED CAR SERVICES
FRONTIER COMMUNICATIONS	10-May-24	\$1,827.39	INTERNET PRVDER - PTSIT CNTOR
THE GAS COMPANY	20-May-24	\$40,489.36	NATURAL GAS
GILLIG LLC	09-May-24	\$5,764.95	PARTS
GILLIG LLC	20-May-24	\$5,038.57	PARTS
GILLIG LLC	24-May-24	\$14,081.12	PARTS

GILLIG LLC	29-May-24	\$649.75 PARTS
MARY MARGARET SCHOEP	09-May-24	\$1,694.22 EXPENSE REIMBURSEMENT
HOERBIGER SERVICE INC.	24-May-24	\$4,965.52 GEMINI COMPRESSOR PRTS
DCH (OXNARD) INC	20-May-24	\$188.59 REPAIRS/SUPPLIES
INFINITY CNG SERVICES, INC.	24-May-24	\$575.00 CNG STATION REPAIR SERVICES
INIT INNOVATIONS IN TRANSPORTATION, INC.	24-May-24	\$36,354.78 SCHEDULING SOFTWARE
IRON MOUNTAIN, INC.	09-May-24	\$273.63 SHREDING SERVICES
INTERSTATE BATTERIES	20-May-24	\$837.67 BATTERIES
J-W POWER COMPANY	09-May-24	\$531.63 MAINTENANCE SUPPLIES
J-W POWER COMPANY	24-May-24	\$2,021.66 MAINTENANCE SUPPLIES
KIMBALL MIDWEST	20-May-24	\$5,820.84 PARTS
LIFT-U-INC.	20-May-24	\$2,289.14 WHEEL CHAIR PARTS
LIGHTGABLER	09-May-24	\$67.50 LEGAL SERVICES
LOWE'S	29-May-24	\$1,028.03 SUPPLIES
MOBILE CREATE USA, INC.	24-May-24	\$677.35 2 WAY RADIO EQUIPMENT/SERVICE
MUNCIE RECLAMATION AND SUPPLY COMPANY	24-May-24	\$41.03 PARTS
MV TRANSPORTATION, INC.	09-May-24	\$427,644.18 GCT ACCESS SERVICE
MV TRANSPORTATION, INC.	30-May-24	\$415,667.77 GCT ACCESS SERVICE
NATIONAL AUTO BODY&PAINT	20-May-24	\$17,078.75 BODY WORK
NATURAL GREEN LANDSCAPE INC.	10-May-24	\$4,480.00 LANDSCAPING SERVICES
THE AFTERMARKET PARTS COMPANY, LLC	09-May-24	\$1,397.75 PARTS/BUSES
THE AFTERMARKET PARTS COMPANY, LLC	20-May-24	\$4,449.02 PARTS/BUSES
THE AFTERMARKET PARTS COMPANY, LLC	24-May-24	\$8,959.32 PARTS/BUSES
THE AFTERMARKET PARTS COMPANY, LLC	30-May-24	\$320.39 PARTS/BUSES
Nu Venture	24-May-24	\$122.05 GAR PROJECT
OK RADIATOR SHOP INC.	20-May-24	\$222.75 RADIATOR REPAIRS
OLS SERVICE, INC.	20-May-24	\$3,121.79 PARTS AND REPAIRS
FIRST CALL AUTO PARTS	20-May-24	\$158.15 PARTS
FIRST CALL AUTO PARTS	24-May-24	\$114.13 PARTS
VENTURA COUNTY AUTO SUPPLY	20-May-24	\$98.13 PARTS
VENTURA COUNTY AUTO SUPPLY	24-May-24	\$121.60 PARTS
CITY OF OXNARD	09-May-24	\$2,262.97 UTILITIES/TRASH
O'Hagan Meyer LLP	09-May-24	\$1,473.50 LEGAL SERVICES
O'Hagan Meyer LLP	24-May-24	\$1,175.00 LEGAL SERVICES
PARKHOUSE TIRE, INC.	24-May-24	\$5,796.83 TIRES
PITNEY BOWES GLOBAL	09-May-24	\$464.47 POSTAGE MACHINE
PLATINUM TOW AND TRANSPORT INC.	09-May-24	\$225.00 TOWING SERVICES
PLEXUS GLOBAL	20-May-24	\$148.75 BACKGROUND & DRUG SCREENING
VANESSA RAUSCHENBERGER	30-May-24	\$1,535.94 EXPENSE REIMBURSEMENT
RAYNE WATER CONDITIONING	09-May-24	\$297.80 WATER COOLER BREAK ROOM
RINGLEADER, INC	24-May-24	\$373.57 TELEPHONE/LONG DISTANCE SRVC
RUBBER NECK SIGNS	09-May-24	\$1,640.00 SERVICES
SAFETY-KLEEN SYSTEMS, INC.	24-May-24	\$1,069.95 SOLVENT TANK FLUID
GENFARE LLC	09-May-24	\$113.85 PARTS
GENFARE LLC	20-May-24	\$1,263.20 PARTS

GENFARE LLC	24-May-24	\$123.91 PARTS
SUPERIOR SANITARY SUPPLIES	09-May-24	\$110.06 SUPPLIES
SUPERIOR SANITARY SUPPLIES	24-May-24	\$4,750.32 SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	09-May-24	\$442.46 PRINTING SERVICES
SUPERIOR PRINTING & GRAPHICS, INC	24-May-24	\$120.18 PRINTING SERVICES
TELCOM COMMUNICATION	09-May-24	\$222.18 RADIO REPAIRS
TELENET VOIP, INC.	09-May-24	\$665.00 MONITORING
TST PRIVATE SECURITY	09-May-24	\$5,500.80 SECURITY SERVICES
VALLEY POWER SYSTEMS, INC.	24-May-24	\$1,484.05 REPAIR PARTS/SERVICE
VENTURA COUNTY APCD	20-May-24	\$733.00 CNG FEES
VENTURA COUNTY TRANSPORTATION COMMISSION	24-May-24	\$1,245.98 SMARTCARD SLS
VERIZON	20-May-24	\$1,650.74 PHONE SRVC - CSC
ZEP MANUFACTURING CO.	24-May-24	\$285.42 INDUSTRIAL CLEANERS
		\$1,234,454.58



Date: June 5, 2024 **Item #3**
To: Board of Directors
From: Christine Feng
CFO & Assistant General Manager
Subject: **Consider Acceptance of April 2024 Actual vs. Budget Financial Analysis report**

EXECUTIVE SUMMARY

This summary report presents an overall analysis of the financial performance for April 2024, comparing actual figures against the budgeted amounts for the Gold Coast Transit District. This analysis aims to dissect the financial activities for April 2024, comparing actual figures against the budgeted amounts and identifying key variances.

Revenue Analysis:

1. **Passenger Fares:** Passenger fares are lower than expectations, but Year-to-date figures suggest a steady revenue stream, surpassing the annual projection.
2. **Non-Operating Revenues:** Non-operating revenues witnessed a substantial overperformance, indicating additional income sources contributing to the transit district's financial health.
3. **State Assistance:** State assistance fell short of budgeted expectations, impacting the overall revenue stream. Year-to-date figures indicate a significant delay of receiving state funding.
4. **Local Assistance:** Local assistance met budgeted figures, contributing steadily to the transit district's revenue. However, year-to-date numbers indicate a potential shortfall compared to the annual projection.
5. **Federal Assistance:** Federal assistance was absent in April, indicating a delay from the budgeted expectations. Year-to-date figures reflect a substantial deficit in federal funding. It is due to the receiving of delay Federal Funding Assistance for 4 months from FTA.

GOLD COAST TRANSIT DISTRICT

Expense Analysis:

1. Salary/Wage: Salary and wage expenses remained below budget, contributing to cost savings for the transit district. However, year-to-date figures suggest a potential shortfall in meeting annual salary obligations.
2. Fringe Benefits: Fringe benefit expenses were higher than anticipated and year-to-date numbers suggest potential challenges in meeting annual fringe benefit commitments.
3. Services: Service expenses were higher than expected and year-to-date figures suggest a potential shortfall in service-related expenses compared to the annual budget.
4. Materials and Supplies: Material and supply expenses were below budget, indicating potential efficiencies in utilization.
5. Utilities: Utility expenses slightly exceeded budgeted amounts. Year-to-date figures indicate an overbudget in utility management within the annual budget.
6. Casualty and Liability: Casualty and liability expenses experienced a significant increase compared to the budget, suggesting higher insurance costs. However, year-to-date figures indicate a need for continued diligence in managing liability expenses.
7. Miscellaneous: Miscellaneous expenses were significantly below budget, indicating potential savings in various operational areas.
8. Members Contribution for 5 jurisdictions: Actual expenses matched the budgeted amount for members' contribution, totaling \$167,925.00.

Conclusion: The financial analysis for April 2024 highlights both positive and negative variances between actual performance and budgeted expectations for Gold Coast Transit District. While revenue from passenger fares and non-operating sources exceeded projections, certain expense categories witnessed significant underperformance. Continued monitoring and strategic adjustments will be crucial to ensuring financial sustainability and meeting annual objectives.

General Manager's Concurrence



Vanessa Rauschenberger

Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT
Financial activities summary (Actual v.s. Budget)
April 2024

	<u>April 2024</u> <u>Actual</u>	<u>April 2024</u> <u>Budget</u>	<u>Variance</u> <u>Over (Under)</u> <u>Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of</u> <u>Annual</u> <u>Budget</u>
Revenues:						
Passenger Fares	\$ 184,933.17	\$ 236,492.09	-22%	\$ 3,049,879.92	\$ 2,837,905.00	107.47%
Non- Operating Revenues	85,739.32	48,000.84	79%	646,255.22	576,010.00	112.20%
State Assistance	-	193,500.00	-100%	218,291.54	2,322,000.00	9.40%
Local Assistance	1,781,864.25	1,781,864.25	0%	17,818,642.50	21,382,371.00	83.33%
Federal Assistance	-	837,762.01 *	-100%	4,668,744.00	10,053,144.00	46.44%
Total Revenues	<u>\$ 2,052,536.74</u>	<u>\$ 3,097,619.19</u>	<u>-34%</u>	<u>\$ 26,401,813.18</u>	<u>\$ 37,171,430.00</u>	<u>71.03%</u>
*State and Federal Operating Assistances for April eligible expenses have yet to be drawn down.						
Expenses:						
Salary/Wage	\$ 915,075.13	\$ 1,028,939.83	-11%	\$ 9,256,346.73	\$ 12,347,278.00	74.97%
Fringe Benefits	996,532.27	766,471.88	30%	8,214,802.98	\$ 9,197,663.00	89.31%
Services	897,633.83	499,627.15	80%	5,074,787.56	\$ 5,927,526.00	85.61%
Materials and Supplies	176,667.69	304,793.06	-42%	2,129,975.75	\$ 3,657,517.00	58.24%
Utilities	30,438.21	27,560.75	10%	342,883.62	\$ 330,729.00	103.68%
Casualty and Liability	276,473.83	132,650.33	108%	1,309,536.64	\$ 1,591,804.00	82.27%
Miscellaneous	16,861.18	59,916.85	-72%	277,676.30	\$ 719,001.00	38.62%
Debt Service	-	115,401.00	-100%	469,468.75	\$ 1,384,812.00	33.90%
Members Contribution	167,925.00	167,925.00	0%	1,679,250.00	\$ 2,015,100.00	83.33%
Total Expenses	<u>\$ 3,477,607.14</u>	<u>\$ 3,103,285.85</u>	<u>12.1%</u>	<u>\$ 28,754,728.33</u>	<u>\$ 37,171,430.00</u>	<u>77.36%</u>
 Surplus or (Deficit)	 <u>\$ (1,425,070.40)</u>			 <u>\$ (2,352,915.15)</u>		



June 5, 2024

Item #4

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 May 2024 Board meeting.

RECOMMENDATION

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

GENERAL MANAGER'S CONCURRENCE

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

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Contracts/PO awarded Report
May 2024

PO#	Item Description	Vendor Name	City	Cost
PARTS				
M0050624	FEMALE HANDLE, SELECTOR SWITCH, CUP FITTING, LINE HOSES, SEFAC LIFT SAFETY INSPECTION	OLS SERVICE, INC.	FONTANA	\$3,121.79
M0050625	SEAL, REAR AXLE OUTER	GILLIG LLC	LOS ANGELES	\$134.08
M0050626	HARNESS, IGNITION COIL, O-RING, VALVE COVER, EGR COOLER, OIL GAUGE TUBE (LONG)	CUMMINS PACIFIC LLC	VENTURA	\$6,308.09
M0050627	KIT, SEAT CUSHION G2A22	GILLIG LLC	LOS ANGELES	\$1,236.21
M0050629	BODY LABOR-4066, PAINT LABOR, FRAME, MATERIALS SHOP, MATERIALS PAINT, MISC. HAZARDOUS WASTE/ VOC	NATIONAL AUTO BODY&PAINT	GOLETA	\$4,973.50
M0050631	COOLANT	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$1,276.55
M0050632	BOLT, HUB, E-10 BRAKE VALVE, CYLINDER, REAR ACCESS DOOR, ROTOR, BRAKE, ADAPTER, PTC, SERVICE BRAKE, REGULATOR, 1ST STAGE FUEL	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$3,790.63
M0050633	BRAKE CHAMBER, REAR, NUT PLATE, COBOLT M8, WINDSHIELD WIPER PANTO ARM, FRONT, AIR DRYER DUAL TURBO-2000 KIT GILLIG, BOLT, BUTTON TORX HEAD, M8X15MM, FITTING, UNION 9/16-18, PRESSURE CAP ASSM 16LB	GILLIG LLC	LOS ANGELES	\$4,872.97
M0050634	BODY LABOR-GCTD 4052, MATERIALS PAINT, MATERIALS SHOP, MISC HAZ WASTE / VOC	NATIONAL AUTO BODY&PAINT	GOLETA	\$4,834.80
M0050636	BODY LABOR-GCTD 4058, PAINT LABOR, MATERIALS PAINT, MISC HAZ WATE / VOC, PARTS	NATIONAL AUTO BODY&PAINT	GOLETA	\$3,966.44

Contracts/PO awarded Report
May 2024

M0050637	BODY LABOR-GCTD 4056, PAINT LABOR, MATERIALS PAINT, MATERIALS SHOP, MISC HAZ WASTE / VOC	NATIONAL AUTO BODY&PAINT	GOLETA	\$3,304.00
M0050644	GASKET, FILLER CAP, AXLE GASKET, BRACKET, BELT IDLER, SWITCH PRESSURE 80 PSI NC, O-RING, WATER TUBE, LIGHT, FRONT TURN SIGNAL	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$413.97
M0050645	LU18 CONTROL BOX, CABLE ASSY, RAMP	LIFT-U-INC.	ESCALON	\$2,289.14
M0050646	SEAL, REAR OUTER	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$6.99
M0050648	SERVICE SUPPLIES	KIMBALL MIDWEST	OXNARD	\$5,777.14
M0050649	SERVICE SUPPLIES	KIMBALL MIDWEST	OXNARD	\$43.70
M0050650	AIR DRYER DESICCANT CARTRIDGE, CORE - AIR DRYER DESICCANT CARTRIDGE, AIR DRYER PURGE VALVE KIT, FILTER, COOLANT	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$980.44
M0050653	KIT, ACTUATOR TURBO SERVICE, TUBE, BREATHER	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$942.08
M0050654	BATTERY - INTERSTATE, CA BATTERY FEE	INTERSTATE BATTERIES	VENTURA	\$837.67
M0050660	FUEL FILTER, 03-15 HONDA CIVIC (SMALL), FILTER, FUEL, 07-15 HONDA CIVIC (LARGE)	DCH (OXNARD) INC	OXNARD	\$188.59

Parts Total \$49,298.78

Local (Ventura County) \$16,354.26



DATE June 5, 2024 **Item #5**
TO GCTD Board of Directors
FROM Christine Feng, CFO/Assistant General Manager
SUBJECT **Receive and File Report on 2024 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions**

I. EXECUTIVE SUMMARY

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

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimate as of January 1, 2024, released May 1, 2024, and updated weighted vote formula is presented to the Board.

<u>Jurisdiction</u>	<u>Total Population</u>	<u>Change From LY</u>	<u>Member Weighted Vote</u>
Ojai	7,533	-0.1%	1
Oxnard	197,536	-0.1%	2
Port Hueneme	20,916	-0.8%	1
San Buenaventura	107,569	-0.2%	2
Ventura County, Unincorporated	92,093	-0.6%	1

II. RECOMMENDATION

It is recommended that the Board of Directors receive and file this report on the 2024 California DOF population estimate and updated weighted vote formula for GCTD Member Jurisdictions.

General Manager’s Concurrence

Vanessa Rauschenberger, General Manager

GOLD COAST TRANSIT DISTRICT



Item #6

DATE: June 5, 2024

TO: GCTD Board of Directors

FROM: Christine Feng, CFO/ Assistant General Manager

SUBJECT: Consider Adoption of Resolution No. 2024-06 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds

SUMMARY

The Gold Coast Transit District (GCTD) FY 2024-25 budget is funded from numerous sources, including local, state and federal funds, ARP-Act, passenger fares, advertising revenue, interest income and gain on disposed property. The local share of funding is provided through the use of Transportation Development Act (TDA) funds. Within the GCTD budget there are typically two components which are included in the TDA Claim—(1) Local Transportation Funds (LTF) and

(2) State Transit Assistance funds (STA). STA now also includes funds generated by SB1, including State of Good Repair (SGR) funds.

As a transit district, GCTD is entitled to claim all LTF funds allocated by VCTC to its member agencies based on population. As part of GCTD's budget process, District members may, in turn, claim from GCTD a portion of the funds for recurring expenses associated with transit services for the operation and maintenance of locally supported transit facilities. LTF funds in the claim are typically used by GCTD to support operations and capital projects.

GCTD's Local Transportation Fund (LTF) funding, to be approved by the Ventura County Transportation Commission (VCTC) in June, 2024, to be \$20.6 million. Of that amount, a net amount of \$2.8 million is allocated to member transit requirements and capital projects, and the remainder of \$17.8 million is allocated to GCTD.

The State Controller's Office has provided an allocation amount for GCTD's FY 2024-25 State Transit Assistance (STA) in the amount of \$349,250 with an additional \$48,522 for State of Good Repair (SGR). The resolution authorizes filing of a claim for 100% of available LTF, STA and SGR funds.

RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors adopt Resolution No. 2024-06, authorizing the filing of a TDA claim for the appropriate amount.

General Manager's Concurrence

Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT

RESOLUTION No. 2024-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLD COAST TRANSIT DISTRICT
AUTHORIZING THE FILING OF A CLAIM WITH THE VENTURA COUNTY
TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION
DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2024-25**

WHEREAS, the Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund (LTF) and the State Transit Assistance Fund for use by eligible claimants for various transportation and transit purposes as allowed by TDA; and,

WHEREAS, pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations hereunder (California Code of Regulations Sections 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund and the State Transit Assistance fund shall file its claim with the Ventura County Transportation Commission (VCTC).

NOW, THEREFORE LET IT BE RESOLVED, that Gold Coast Transit District Is authorized to execute and file an appropriate claim pursuant to the applicable rules and regulations promulgated hereunder, together with all necessary supporting documents, with the Ventura County Transportation Commission for an allocation of TDA funds in Fiscal Year FY 2024-25.

BE IT FURTHER RESOLVED that the authorized claim includes 100% of available Article 4 for transportation purposes for public transit expenditures. (PUC 99260).

BE IT FURTHER RESOLVED that the authorized claim includes 100% of available State Transit Assistance (STA) funds according to the allocations published by the State Controller's Office for local transportation planning and mass transportation purposes (PUC 99301).

BE IT FURTHER RESOLVED that the authorized claim includes 100% of available State of Good Repair funds according to the amounts published by the State Controller's Office (PUC 99313 and PUC 99314).

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Ventura County Transportation Commission in conjunction with the filing of the claim.

PASSED AND ADOPTED THIS 5th DAY OF JUNE 2024.

Mike Johnson
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 5th day of June 2024.

Vanessa Rauschenberger
Secretary of the Board



DATE June 5, 2024 **Item #7**
TO GCTD Board of Directors
FROM Ana Perez, Human Resources Generalist *AP*
SUBJECT **Consider Approval of Update to GCTD Employee Handbook & Personnel Rules to Add Juneteenth National Independence Day to List of Observed Holidays**

SUMMARY

On June 17, 2021, President Biden officially proclaimed June 19 as Juneteenth Day of Observance and signed the Juneteenth National Independence Day Action into law.

BACKGROUND

Juneteenth celebrates the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army General Gordon Granger, proclaiming freedom for slaves in Texas, which was the last state of the Confederacy with institutional slavery. GCTD supports the continued celebration of Juneteenth Independence Day to provide an opportunity for the District staff to learn more about the past and to better understand the experiences that have shaped the United States; and recognize that the observance of the end of slavery is part of the history and heritage of the United States.

In recognition of the historical significance of Juneteenth Independence Day to the United States; staff request the Board of Directors consider adding Juneteenth to the District's list of observed holidays which will be outlined in the District's Employee Handbook & Personnel Rules in next year's annual update. With the addition of this Holiday employees will receive 13 paid holidays including, New Year's Day, Birthday of Martin Luther King Jr., Presidents Day, Cesar Chavez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve (1/2 day), Christmas Day and New Year's Eve (1/2 day).

RECOMMENDATION

It is Recommended the Board Consider Approval of Update to GCTD Employee Handbook & Personnel Rules to Add Juneteenth National Independence Day to list of Observed Holidays.

General Manager's Concurrence

Vanessa Rauschenberger, General Manager

GOLD COAST TRANSIT DISTRICT

Date: June 5, 2024

Item #8

To: Board of Directors

From: Vanessa Rauschenberger, General Manager

Subject: General Manager's Monthly Report

Employee of the Quarter

I am pleased to announce the GCTD Employees of the Quarter for 2024 – who were nominated by their peers for outstanding teamwork.

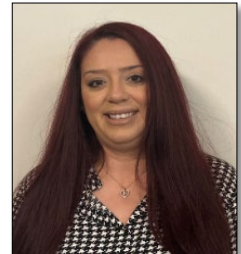
Jeremy Kreiselmeyer - Maintenance Material Specialist

Jeremy was nominated for his exceptional dedication to the GCTD team's success. He demonstrated a proactive approach and personal involvement in procuring necessary parts, demonstrating the values of teamwork, dedication, and support.



Janet Vahidi – Operations & Maintenance Management Coordinator

Janet Vahidi has been named Employee of the Quarter for her positive attitude, efficient payroll resolution, and impact on the team's performance and morale. These achievements demonstrate her dedication and hard work in the Administration Unit.



New GCTD Team Members!

Please join me in welcoming several new employees who recently joined GCTD.

A graphic titled 'NEW TEAM MAY HIRES' featuring four new hires. The title is in large blue letters with 'MAY HIRES' below it. On either side of the title are blue arrow symbols pointing outwards. Below the title are four vertical panels, each containing a portrait of a new hire and their name and title on a blue background.

Name	Title
Angelica Salatan	Accounting Specialist A/P
Manny Garcia Lopez	Bus Operator
Alex Magno	Mechanic
Ken Ficklin	Bus Operator

GCTD Employees In the News!

Andrea Meza, Communications and Marketing Manager, was recently featured in the VC Star in an important story recognizing Latinos' contributions to the community. The story was published as part of the release of the latest edition of the US Latino GDP Report.



BREAKING NEWS

ANDREA MEZA

Ventura County is benefiting from the significant contributions and progress made by Latinos, as highlighted by the latest U.S. Latino GDP Report. The report, developed by Cal Lutheran University and UCLA Health, identifies Latinos as major drivers of the American economy, with the U.S. Latino GDP growing 2.5 times faster than non-Latino GDP since 2010.

Oxnard College and California Lutheran University are proud Hispanic Serving Institutions, recognizing the significant progress made by their students and alumni. Andrea Meza, a first-generation college graduate, grew up with hard work and education as a means to achieve goals. With degrees from Oxnard College, Cal Lutheran, and National University, she has a successful communications career serving Ventura County's families, starting at Clinicas del Camino Real and now at Gold Coast Transit. This growth reflects the efforts of everyday Americans to improve their lives.

California Transit Association Executive Committee & Legislative Conference 5/20 – 5/21

On May 20th/21st, I attended the 2024 Spring Legislative Conference hosted by the California Transit Association to help advocate for transit agencies' legislative, budgetary, and regulatory priorities. This convening and lobby day, which brought together more than 170 transit leaders from across the state, couldn't have been timelier in the wake of Governor Newsom's recently released May Revise and the ongoing discussion on the state Budget Act 2024. The state budget is expected to be released in mid-June.



PLEASE JOIN US FOR OUR
Quarterly Safety Awards

BBQ TIME

Thursday, June 27
11:00 - 5:00 PM / COURTYARD

BURGERS - VEGGIE BURGERS - HOT DOGS - SAUSAGES

CHIPS, SODA, AND DESSERTS WILL BE SERVED!

Quarterly Safety Awards – Summer BBQ

Please join us on June 27th for the Quarterly Safety Awards & Employee BBQ for bus operators, maintenance staff, and supervisors with safe driving records during the review period. This summer event also recognizes the commitment to safety in all aspects of our work.

Dump the Pump

On June 17, we will participate in the Countywide Dump the Pump Day! GCTD is proud to be a part of that clean air solution and will offer FREE rides for all bus riders on this day.



Collaborative Meetings & Outreach Activities

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

General Manager Activities & Meetings Attended

- May 5 – GCTD Board Meeting
- May 6 – Negotiations with SEIU Local 721
- May 6 – Meeting with Ojai Trolley Staff Re-Training Support
- May 9 – Meeting with CARB staff to discuss ZEB funding opportunities
- May 9 – Monthly Joint Labor Meeting SEIU
- May 10 – Attended VCTC Commission Meeting
- May 14 - Negotiations with SEIU Local 721
- May 15 – Technical Advisory Committee Meeting
- May 16 – Coffee with the GM
- May 18 - Negotiations with SEIU Local 721
- May 20 /21 – Spring Legislative Conference
- May 28 - Negotiations with SEIU Local 721

Keep up with us on the GO

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

GCTD Is Hiring!

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



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.

###



Item #9

DATE: June 5, 2024
TO: Board of Directors
FROM: Christine Feng, CFO / Assistant General Manager
SUBJECT: Conduct Public Hearing on GCTD's FY 2025 Budget and Consider Adoption of the FY 2025 Budget and Capital Plan

SUMMARY

This item presents the GCTD Fiscal Year 2025 Budget and Capital Plan for public hearing before the GCTD Board of Directors. After the public hearing, it is recommended the Board considers adoption of the Budget.

BACKGROUND

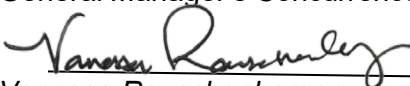
GCTD's total proposed budget for FY 2025 is \$51,182,544. This consists of \$34.4 million Operating Budget, \$1.4 million Debt Service Budget, \$2.8 million Member Agencies requirements, and \$12.5 million Capital Budget. The proposed budget is divided into three main sections: I) Operating Budget, II) Capital Plan and III) Detailed Tables. The Operating Budget contains overviews of the organizational structure, budget assumptions, anticipated revenue sources, and operating expenses and intends to provide a general understanding of GCTD's priorities for the coming fiscal year. The Capital Plan contains details of the planned unfunded capital projects over the next ten years. The Detailed Budget Tables section provides fiscal transparency and includes a breakdown of expenses by department and functional category. The complete budget document is attached to this report.

The FY 2025 budget is a result of collaboration across all departments in GCTD in consultation with the GCTD General Manager and Management Team. A preliminary budget report was presented to the Board of Directors on May 1, 2024, and a budget review was held with the GCTD Technical Advisory Committee (TAC) on May 13, 2024. Public and member agency input was solicited during the annual development process.

RECOMMENDATION

It is recommended that the Board of Directors conduct the public hearing to receive public comments on the proposed FY 2025 Operating and Capital Budget. After the public hearing is completed, it is recommended that the Board of Directors consider adoption of the FY 2025 Operating and Capital Budget.

General Manager's Concurrence



Vanessa Rauschenberger

Attachment: GCTD's Fiscal Year 2025 Operating Budget & Capital Plan

GOLD COAST TRANSIT DISTRICT

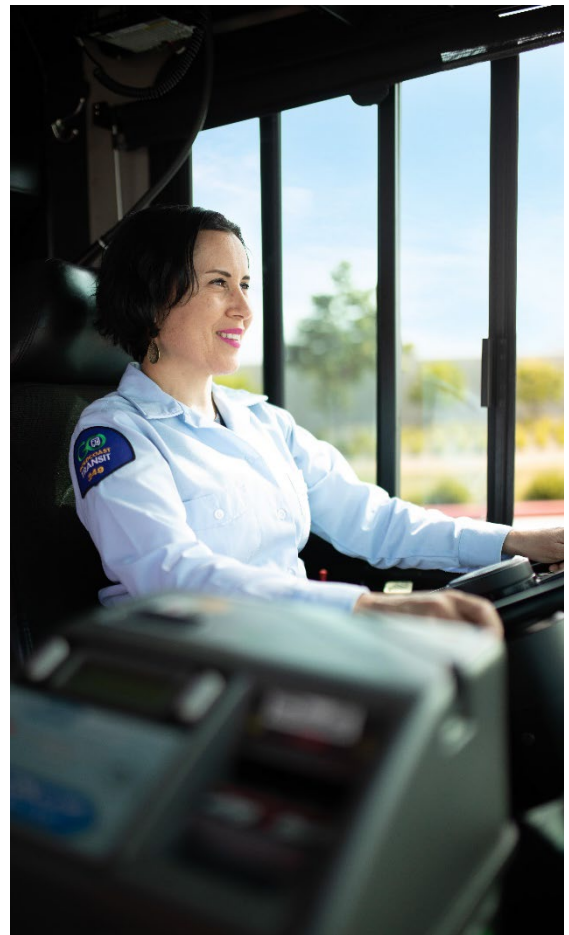
CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

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Final
FISCAL YEAR 2025
(July 1, 2024--June 30, 2025)

Operating and Capital Budget



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

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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.

MESSAGE FROM THE GENERAL MANAGER

To Members of the Gold Coast Transit District community,

I am pleased to present to you the Operating & Capital budget for the Gold Coast Transit District (GCTD) for the Fiscal Year 2025.

The budget was developed to support overall agency goals of providing safe and reliable public bus transportation in western Ventura County, providing excellent customer service, and preserving ridership –within estimated fiscal constraints.

The FY 2025 Operating Budget reflects several key assumptions:

- Decrease costs of contracted services, discontinuation of Paratransit Contract
- Increase in labor costs to existing employees and new paratransit employees.
- Fare Increase to be implemented in July 2024.
- Modest increase in ridership due to continuation of Youth/College Ride Free pilot (supported by VCTC), however ridership gains may be offset by impacts of fares not non free categories
- Minor decrease in service levels and service span on weekends to reflect available staffing
- The FY 2025 Capital Budget also reflects the districts' continued path forward on replacing our aging fleet and Zero Emission Bus (ZEB) transition, and most notably in FY 25 will start progress on the County of Ventura's 1st Zero Emission Hydrogen Fuel station.
- Continued progress on environmental pre-work needed for re-use of 301 Property

Overall, the total budget increase less than inflation due to cost saving and revenue increasing measures. However even with such measures, we project to have a \$3.5 million operational deficit which will be offset with SB 125 funds relief funds made possible by the state legislature. While these funding will provide us some relief, this funding is not permanent, and may even be reduced or delayed by the Governor next year depending on the states budget deficits.

Key activities that quantify the expected costs in the FY 2025 budget are identified below. It should be noted that some adjustments – positive or negative - to the requested budgets are possible after the commencement of FY 2025. If midyear changes occur which require a budget adjustment to be made, the changes will be brought back to the Board for consideration.

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



Vanessa Rauschenberger

General Manager

ORGANIZATION OVERVIEW

BOARD OF DIRECTORS

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

City of Ventura – Councilmember Mike Johnson, Chair

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

City of Ojai – Councilmember Rachel Lang, Director

City of Oxnard - Councilman Bryan A. MacDonald, Director **County of Ventura** - Supervisor Matt LaVere, Director

GCTD's Senior Leadership TEAM

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

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

EMPLOYEES

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

DISTRICT STATISTICS

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

Average Daily Passengers (Fixed Route) : 9,456 (FY23)

Average Daily Passengers (GO ACCESS): 274 (FY23)

Annual Passengers: (approx.) 2.9 million (FY 23) Systemwide

Annual Revenue Miles: (approx.) 2 million (FY23)

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

EXECUTIVE SUMMARY

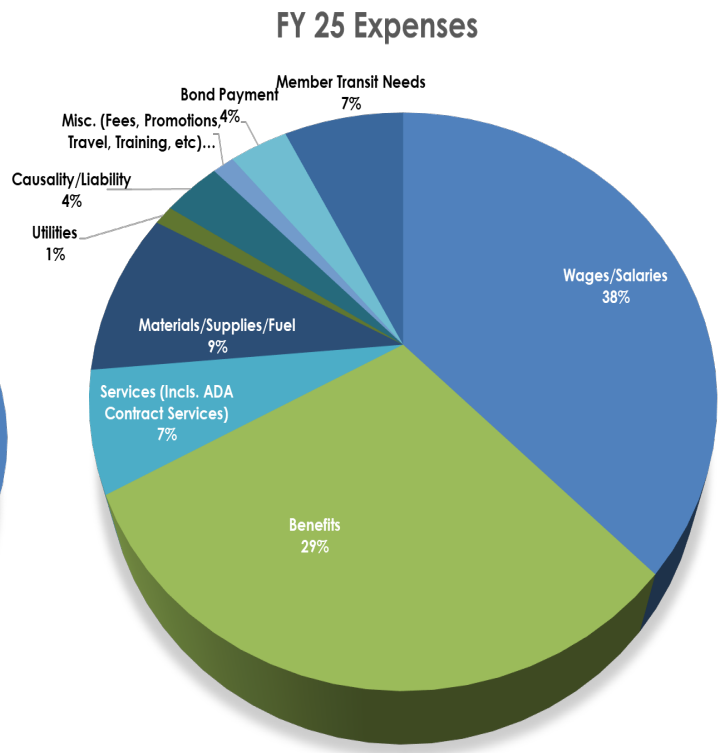
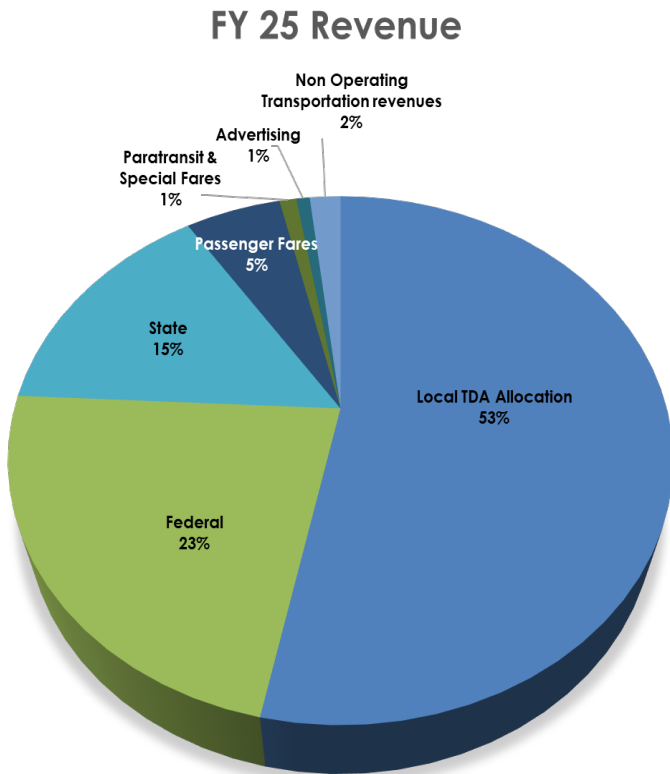
Following is a discussion of the premises for each of the major components of GCTD's FY 2025 Operating Budget Revenue and Expenses.

BUDGET DEVELOPMENT

The budget was developed by the Finance Department in consultation with GCTD's General Manager and Management Team. The draft budget report was presented to the Board of Directors on May 1, 2025, in addition to budget reviews are conducted with GCTD's Technical Advisory Committee (TAC) in April and May of 2025. Public and member agency input is solicited during this process. Once approved, monthly updates comparing the approved budget versus actual financial information will be provided.

SOURCES AND USES OF REVENUE

The fiscal year 2025 operating revenue sources are projected to total \$38,633,544, including \$20.6 million from LTF, \$8.7 million in Federal grant funds, \$2.5 million in passenger revenues, and \$5.7 million in State funds (includes \$3.5 million in SB 125 one-time funding to cover operating deficit). The approximate \$38.6 million in total operating revenue will provide \$34.4 million for GCTD operating activities, and \$4.2 million for members' transit requirements and GCTD's bond payment. The budget summary of revenues and expenses are displayed in **Table 1-3** in the appendix.



MAJOR BUDGET ASSUMPTIONS

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

- A. Wage and benefit increases subject to existing labor agreements approved by the GCTD Board of Directors. GCTD supervisory personnel are governed by the GCTD/Teamsters MOU effective through June 30, 2025.
- B. GCTD and SEIU negotiated a Memorandum of Understanding (MOU) effective July 1, 2021 through June 30, 2024, a new MOU is currently under negotiation.
- C. Administrative employees cost of living increase / merit step increases will be provided in accordance with GCTD Personnel Rules. A compensation study was completed in 2024, which resulted in a new 10-step salary table (**Table 7**) for non represented employees.
- D. Integration of paratransit services into GCTD and discontinuation of the contract with MV Transportation will add approximately 48 employees.
- E. Major capital items are specified in the Ten-Year Plan and anticipated in the capital reserve funding request to the extent feasible.
- F. To mitigate the risk of material loss, appropriate insurance coverage is budgeted.

FY 2025 REVENUE SOURCES

OPERATING REVENUE

Funding for GCTD operating activities is derived from several sources, including passenger fares; local, state, and federal funds; energy credit sales, bus advertising sales, other local revenues, and interest income. The table below reflects the revenue for operating activities in FY 2025.

FY 2025 Operating Revenues (Projected)

Operating Revenues	
Local TDA Allocation	\$ 20,631,299
Federal	\$ 8,696,270
State	\$ 5,775,005
Passenger Fares	\$ 2,150,000
Paratransit & Special Fares	\$ 384,000
Advertising	\$ 300,000
Non Operating Transportation revenues	\$ 696,970
	\$ 38,633,544

PASSENGER FARE STRUCTURE

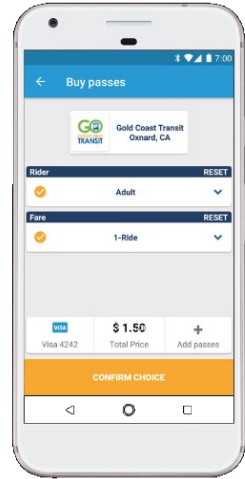
A new fare structure below will be implemented July 7, 2024.

FIXED-ROUTE Fares

- Adult & Youth - \$2
- Seniors 65+, Disabled and Veterans- \$1
- Seniors 75+ - FREE
- Children under 45" - FREE
- Transfers FREE Transfers are valid for two hours.

ACCESS Demand Response Fares

- Fare each way - \$4 (ADA certified or Senior)
- Premium Direct Service to Camarillo - \$8 each way (ADA /Senior)
- LATE NIGHTS SAFE RIDES General Public Dial-A-Ride - \$5/ride
- Senior Nutrition Site - FREE



LOCAL TRANSPORTATION FUNDS (LTF)

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

Local Transportation Fund (LTF) revenues are derived from a ¼ cent of the general sales tax collected statewide. The State Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The LTF funds GCTD receives reflect the full amount of its members' population shares.

For FY 2025, the most current **estimate from May 2024** indicate GCTD's FY 2025 gross share will be \$20.6 million before allocations are distributed to member agencies.

GCTD's LTF/TDA Apportionment by Jurisdiction

Ojai	\$ 365,988
Oxnard	\$ 9,597,205
Port Hueneme	\$ 1,016,195
Ventura	\$ 5,226,195
County of Ventura	\$ 4,425,716
	\$ 20,631,299

**Estimated as of May 2024 pending VCTC Commission Approval*

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

For FY 2025, the full LTF allocation to GCTD is \$20,631,299. GCTD member agencies have submitted requests for \$2,857,502 in LTF funding for their recurring transit-related activities and transit-related capital projects. Each member will receive their request less funds allocated to members but not expended in FY 2023 per audited financials.

Funding these programs, net of carryover from members' prior year funding and returned capital funds leaves GCTD with \$17.7 million in FY 2025 LTF for use in its Operating Budget.

A summary of FY 2025 LTF Revenue and funding detail for members' recurring and non-recurring transit services items is shown in **Table 5** in the appendix.

STATE FUNDING

Based on the most recent State Controllers estimate, GCTD's State Transit Assistance (STA) and State of Good Repair (SGR) is \$397K. The Operating budget also includes \$77K in LCTOP funds to provide matching funds for the Ventura Road Route 23. In addition, GCTD will make use of approximately \$3.5 million of one-time funding from SB 125 to help provide bridge funding to address anticipated operating deficits. This funding is subject to state / VCTC approval and is finalized as part of the final budget.

FEDERAL CARES ACT FUNDS

In 2020, the CARES Act provided a one-time allocation of \$14.1 million to GCTD in response to economic and unprecedented loss of ridership and fare revenue caused by COVID-19. All funds are expected to be used by the conclusion of FY 24, therefore no funds are allocated to the FY 25 fiscal year.

FEDERAL ALLOCATION 5307, 5339 & 5310

GCTD's FY 2025 Federal transit funding Assurances are from section 5307, 5310, and 5339. 5307 Federal funding includes \$6.4 million for Operating, Preventative Maintenance, and ADA Paratransit. Section 5307 will fund half of the annual required bond payment (\$618,461), with Section 5339 funding covering the remaining half Bond payment (\$765,809). 5310/JARC-South Oxnard Microtransit (\$50,000). GCTD will use up to \$780,000 in route-specific Federal CMAQ grant funds to continue the Ventura Road Route (Route 23) pilot and in Youth Booster Service. LCTOP funds will be used to help provide local match.

ADVERTISING REVENUE

The projected revenue from FY 2025 exterior and interior bus Advertising is \$300,000.



FY 2025 OPERATING EXPENSES

FY 2025 expenses cover all transit operating activities as described in this section. Operator and Maintenance wage and benefit expenses account for the largest portion of the operating budget. GCTD continually to look for ways to streamline expenses to ensure a more efficient organization.

Operating Budget	
Wages/Salaries	\$ 14,624,401
Benefits	\$ 11,269,021
Contract Services (Incls. ADA Contract Services)	\$ 2,580,550
Materials/Supplies/Fuel	\$ 3,618,300
Utilities	\$ 450,000
Causality/Liability	\$ 1,340,000
Misc. (Fees, Promotions, Travel, Training, etc)	\$ 509,500
	\$ 34,391,772
Non Operating Budget	
Bond Payment	\$ 1,384,270
Member Transit Needs	\$ 2,857,502
	\$ 4,241,772
FY 2025 Expense Budget	\$ 38,633,544

LABOR (WAGES & BENEFITS)

For FY 2025, GCTD budgeted wages and benefits for 249 employees. GCTD currently has 200 employees, however will be integrating paratransit operations into the District in October 2024.

For fixed route service, the budget includes an estimate of 126 operators, however a slight reduction of planned operating hours will be implemented in July 2024 to match with the actual available operators. GCTD will continue to hire Operators, to working to get to at least 126 operators by the end of the year. Estimated salary and benefit increase for represented and non-represented employees are included in the FY 2025 Budget. These increases are largely due subject to contractual obligations with represented groups.

Position	FY2024 Approved Budget	FY2025 Proposed Budget Changes	FY2025 Proposed Budget
Operators			
Bus Operator- Fixed Route	126.0	-	126.0
Bus Operator- Demand Response	-	40.0	40.0
Non-Operators			
Operations Management (Fixed Route)	13.0	3.0	16.0
Operations Management (Demand Response)	2.0	8.0	10.0
Fleet & Facilities	32.5	1.5	34.0
Administration (Finance)	14.5	(2.5)	12.0
Human Resources	3.5	(0.5)	3.0
Planning & Marketing (Customer Service)	8.5	(0.5)	8.0
Total	200	49.00	249

FIXED-ROUTE SERVICE LEVELS

The budget for FY 2025, includes the assumption of maintaining the same service levels as FY 24. However, operationally, GCTD has not been able to fill all budgeted operator positions needed. Despite this unprecedented growth ridership attributed to the implementation of the Youth Ride Free Program, the rate of ridership growth is anticipated to slow significantly in FY 2025, and may also be impacted by higher fares. To ensure service can be delivered reliably with available staffing, GCTD we expect a slight reduction in service levels between FY 24 and FY 25 by reducing to weekend service.

ADA & SENIOR PARATRANSIT/DEMAND RESPONSE

The GCTD Paratransit Services contract forecast for FY 2025 is projected to be discontinued at the end of September 2024, with the transition of all staff into GCTD.

The FY 2025 budget includes \$432,000 to cover three months of contractual services, with the remaining months incorporated into operational costs.

Several current and planned grant funded demonstration projects, i.e., **Late Nate Safe Rides (LNSR)**, **GO NOW micro-transit in South Oxnard**, **Sun Rise transportation** introduced in Fall 2024 will be evaluated this year to determine if they are feasibly to continue absent continual grant funding.



The ACCESS services include federally mandated ADA complimentary services. Approximately 45% of all ACCESS transportation provided is to individuals certified as unable to use the fixed route services for some or all of their trips. ACCESS also provides safe, accessible transportation for seniors, 65 years of age and older. The average age of the passenger on ACCESS (ADA and senior transportation) in 2024 is 83 years old. This public transportation enables mobility and helps members of the community sustain a higher quality and standard of life by providing access to vital services that will ensure the upkeep of mental and physical health, social and leisure activities, and employment.

National Transit Database reporting of these services falls under the Demand Response category along with ADA/Senior paratransit services. Ridership for the current fiscal year is anticipated to be approximately 82,000 trips provided on all demand response services, including the two flexible services, (LNSR and GO NOW).

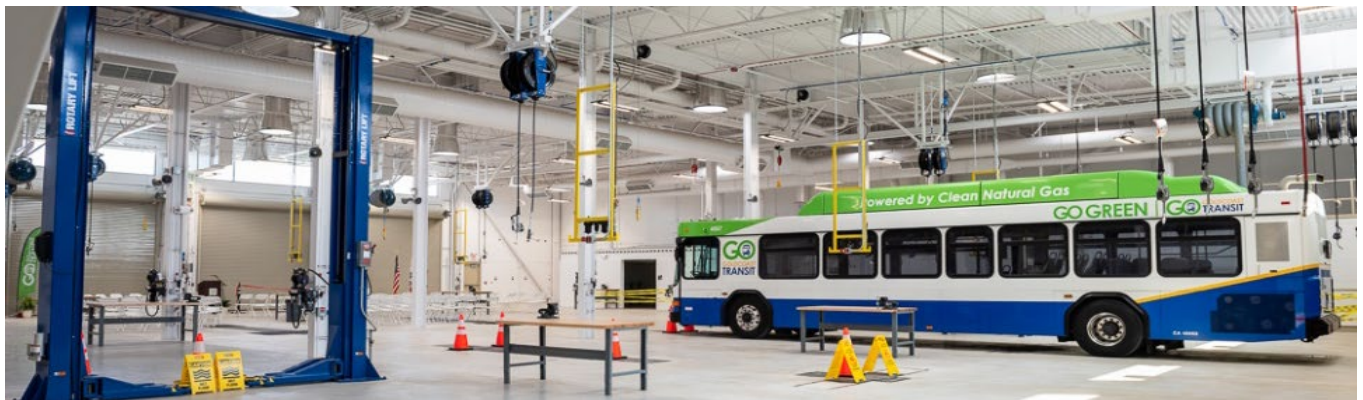
DEBT SERVICE

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

In March 2017, GCTD issued 30-year Certificates of Participation (COPs) to raise \$22,000,000 required to complete construction of the new GCTD Operations and Administration Facility in North Oxnard. The District realized capital funding in the amount of \$22,012,934 for the Project Fund and \$1,385,750 for the Reserve Fund. GCTD has been making debt obligation payments since 2017. In FY 2025, GCTD will require interest and principal payments totaling to approximately \$1.4 million.

Section 5339 funds may be programmed to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities, typically at 80% of the cost, with a 20% required local match. GCTD has FTA authorization to use 5307 or 5339 formula funds to make its COP payments.

The District anticipates having adequate dedicated Federal funding and matching local funds to meet its debt obligation in June 2024 and through the end of FY 2025.



FY 2025 CAPITAL PLAN

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

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

CURRENT YEAR FUNDED PROJECTS

For FY 2025, GCTD has identified \$12.5 million in capital funding for projects listed in the table below. Projects listed below were selected based on inclusion into GCTD Fleet Management Plan as well as a review of the Districts facilities and vehicles in need of replacement.

The table below shows the Capital Projects planned for FY 2025 for which funding has been identified.

CAPITAL PROJECTS FY 2024-2025 (FUNDED)									
Description	Federal	Federal	Federal	State	State	State	Local	Local	Total
	5307/CMAQ	5339 LO NO	5310/JARC	STR / SGR*	Clean CA	TIRCP	VCREA	Capital Reserve**	
Replacement Fixed Route Bus (CNG) (GILLIGs) (Phase 1 & 2 - 9 of 9)	\$6,104,000			\$ 397,772				\$ 392,228	\$ 6,894,000
Replacement Demand Response (Gas) (6 BraunAbility/2 Ford Transit)			\$ 640,000					\$ 100,000	\$ 740,000
Replacement Demand Response (Gas) (2 Hyundai Ioniq)							\$ 110,000		\$ 110,000
Hydrogen Fuel Station Project Management, Design & Construction		\$3,390,000						\$ 561,000	\$ 3,951,000
Non-Revenue Replacement Vehicles (2)						\$ 172,000			\$ 172,000
Business Systems - Computers & Services, UTA Upgrades	\$ 22,000								\$ 22,000
301 Property TOD Environmental / Site Work								\$ 160,000	\$ 160,000
Bus Stop Amenities (10)					\$ 500,000				\$ 500,000
TOTAL	\$6,126,000	\$3,390,000	\$ 640,000	\$ 397,772	\$ 500,000	\$ 172,000	\$ 110,000	\$1,213,228	\$12,549,000

*GCTD will receive \$397,772 STA/SGR in FY25.

CAPITAL PROJECT FUNDING

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

More recently introduced State grant programs include the Transit and Intercity Rail Capital Program (TIRCP) and The Low Carbon Transit Operations Program (LCTOP) funded by the Greenhouse Gas Reduction Fund (SB862 – 2014 and SB9 – 2015). In 2017 the State passed SB1, which in addition to providing funds for State Transit Assistance (STA) provided additional funds for TIRCP. GCTD currently receives LCTOP funds for eligible programs and anticipates competing for TIRCP program funding.

ZERO EMISSIONS TRANSITION

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

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

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

Matching Funds for Capital Projects

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

Over the last several years, since the passage of SB1, a significant amount of STA/SGR funds are apportioned to Ventura County each year. FY 2025, GCTD will plan to use all of its SGR/STA for "non-federal match" purposes.

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

The past few years have seen substantial support and activity for increased transit funding at the State level. California's TIRCP and LCTOP programs may provide increasing support for transit projects in future years. Additionally, the recently enacted SB1 legislation primarily provided funding for street and highway repair also provides for transit State of Good Repair funds, additional STA funds, and additional funding for the discretionary TIRCP grant program, all of which could benefit GCTD. As a result, future programmed projects for which funding has not yet been identified, the plan makes no assumptions about possible Federal-State-local splits, however GCTD will seek to use State funding when possible as match for Federal funds to preserve as much local funding for operating as possible.

PROPOSED TEN-YEAR CAPITAL PROJECTS

Significant items on the ten-year capital project plan include: 1) Replacement of buses anticipated to reach the end of their useful life, 2) Procurement of zero emissions buses to comply with CARB's Innovative Clean Transit rule, 3) Periodic replacement of paratransit and service vehicle fleets, and 4) Additions to the District's technology to ensure the continuation of an efficient transit service. A complete list of projects can be found in **Table 6**.

TABLE 1
Operating Funding Sources FY 2025
 (July 1, 2024 to June 30, 2025)

Operating Budget		FY2025
LOCAL OPERATING REVENUE		
Passenger Fares	\$	2,150,000
Paratransit & Special	\$	384,000
Advertising	\$	300,000
Non Operating Transportation revenues	\$	696,970
Total Local Operating Revenues:	\$	3,530,970
LOCAL TRANSPORTATION FUNDS / TDA Allocation to GCTD		
Ojai		\$365,988
Oxnard		\$9,597,205
Port Hueneme		\$1,016,195
Ventura		\$5,226,195
County of Ventura		\$4,425,716
Total Local Transportation Funds / Transportation Development Act	\$	20,631,299
FEDERAL TRANSIT ADMINISTRATION		
SECTION 5307 - OPERATING ASSISTANCE.	\$	2,850,000
SECTION 5307 - PREVENTATIVE MAINTENANCE	\$	3,200,000
SECTION 5307 - ADA (PARATRANSIT) ASSISTANCE	\$	432,000
SECTION 5307 - BOND PAYMENT	\$	618,461
CAPITAL - SECTION 5339 - BUSES & FACILITIES (Bond Payment)	\$	765,809
SECTION 5307 JARC - SOUTH OXNARD MICROTRANSIT*	\$	50,000
CMAQ - DEMO PROJECT - VENTURA ROAD ROUTE 23*	\$	780,000
Total Federal Funds	\$	8,696,270
STATE FUNDS		
SB125	\$	3,551,005
LCTOP (Match RT 23)	\$	74,000
LCTOP (Youth Ridefree)	\$	1,750,000
LCTOP (College Ride)	\$	400,000
Total State Operating	\$	5,775,005
Total Operating Revenues--Funding Sources	\$	38,633,544
Capital Budget		FY2025
Federal 5307/ CMAQ	\$	6,126,000
Federal 5339/ LO NO	\$	3,390,000
Federal 5310/JARC	\$	640,000
State STR / SGR	\$	397,772
State Clean CA	\$	500,000
State TIRCP	\$	172,000
Federal - Clean Energy Commission (through VCREA)	\$	110,000
Local - Capital Reserve (TDA)	\$	1,213,228
Total Capital Revenues--Funding Sources	\$	12,549,000
Grand Total ---- Sources	\$	51,182,544

TABLE 2
Operating Funding Uses (Expenses) FY 2025
(July 1, 2024 to June 30, 2025)

EXPENSES	FY 2025	
OPERATING BUDGET		
Wages/Salaries	\$	14,624,401
Benefits	\$	11,269,021
Services (Incls. ADA Contract Services)	\$	2,580,550
Materials/Supplies/Fuel	\$	3,618,300
Utilities	\$	450,000
Causality and Liability	\$	1,340,000
Misc. (Fees, Promotions, Travel, Training, etc)	\$	509,500
Total Operating	\$	34,391,772
Bond Payment and Member distribution		
Bond Payment	\$	1,384,270
Member distribution (LTF)-Ojai	\$	147,723
Member distribution (LTF)-Oxnard	\$	678,937
Member distribution (LTF)-Port Hueneme	\$	74,682
Member distribution (LTF)-City of Ventura	\$	300,901
Member distribution (LTF)- Ventura County	\$	1,655,259
Total Non-Operating	\$	4,241,772
Total Expenses:	\$	38,633,544
CAPITAL EXPENSES		
Replacement Fixed Route Bus (CNG) (GILLIGs) (Phase 1 & 2 - 9 of 9)	\$	6,894,000
Replacement Demand Response (Gas) (6 BraunAbility/2 Ford Transit)	\$	740,000
Replacement Demand Response (Gas) (2 Hyundai Ioniq)	\$	110,000
Hydrogen Fuel Station Project Management, Design & Construction	\$	3,951,000
Non-Revenue Replacement Vehicles (2)	\$	172,000
Business Systems - Computers & Services, UTA Upgrades	\$	22,000
301 Property TOD Environmental / Site Work	\$	160,000
Bus Stop Amenities	\$	500,000
Total Capital Expenditures	\$	12,549,000
Grand Total ---- Expenses	\$	51,182,544

TABLE 3
Two Year Comparison Operating and Capital Budget
FY 24 – FY 25

OPERATING BUDGET				
		FY2024	FY2025	Change
LOCAL OPERATING REVENUE				
Total Local Operating Revenues (Fares, Advertising, etc)	\$	2,963,915	\$ 3,530,970	19.13%
LOCAL TRANSPORTATION FUNDS / TDA Allocation to GCTD				
Total Local Transportation Funds / Transportation Development Act		21,832,371	\$ 20,631,299	-5.50%
FEDERAL TRANSIT ADMINISTRATION				
Total Federal Funds (Formula 5307, 5310, 5339)		10,053,144	\$ 8,696,270	-13.50%
STATE FUNDS				
Total State Operating including B 125 (One time funding)		2,322,000	\$ 5,775,005	148.71%
Total Operating Revenues--Funding Sources	\$	37,171,430	\$ 38,633,544	3.93%
CAPITAL BUDGET				
		FY2024	FY2025	
Total Capital Revenues--Funding Sources	\$	5,277,333	\$ 12,549,000	
Grand Total ---- SOURCES	\$	42,448,763	\$ 51,182,544	
EXPENSE BUDGET				
		FY 2024	FY 2025	Change
OPERATING BUDGET				
Wages/Benefits	\$	22,025,606	\$ 25,893,422	17.56%
Contract Services (Incls. ADA Contract Services)	\$	5,796,977	\$ 2,580,550	-55.48%
Materials/Supplies/Fuel	\$	3,557,297	\$ 3,618,300	1.71%
Utilities	\$	330,729	\$ 450,000	36.06%
Causality and Liability	\$	1,222,606	\$ 1,340,000	9.60%
Misc. (Fees, Promotions, Travel, Training, etc)	\$	613,160	\$ 509,500	-16.91%
Total Operating	\$	33,546,375	\$ 34,391,772	2.52%
Bond Payment and Member distribution				
Member distribution (LTF)-Ojai		142,728	\$ 147,723	3.50%
Member distribution (LTF)-Oxnard		655,978	\$ 678,937	3.50%
Member distribution (LTF)-Port Hueneme		-	\$ 74,682	-
Member distribution (LTF)-City of Ventura		348,514	\$ 300,901	-13.66%
Member distribution (LTF)- Ventura County		1,370,600	\$ 1,655,259	20.77%
Credit carryover from prior years (estimated)		(277,578)		-100.00%
Total Non-Operating	\$	3,625,055	\$ 4,241,772	17.01%
Total Expenses:		37,171,430	\$ 38,633,544	3.93%
CAPITAL EXPENSES				
		FY2024	FY2025	
Total Capital Expenditures	\$	5,277,333	\$ 12,549,000	
Grand Total ---- USES	\$	42,448,763	\$ 51,182,544	

TABLE 4
Personnel Levels FY 25

Position	FY2024 Approved Budget	FY2025 Proposed Budget Changes	FY2025 Proposed Budget
<u>Operations</u>			
Bus Operator- Fixed Route	126.0	-	126.0
Operations Total	126.0	-	126.0
<u>Operations Mgmt.</u>			
Director of Operations & Maintenance	1.0	-	1.0
Operations Manager- Fixed Route	1.0	-	1.0
Assistant Operations Manager- Fixed Route	-	1.0	1.0
Operations Safety & Training Supervisor	2.0	1.0	3.0
Operations Supervisors	9.0	-	9.0
OP & Maintenance Management Coordinator	-	1.0	1.0
Operations Mgmt. Total	13.0	3.0	16.0
<u>Paratransit (Demand Response)</u>			
Operations Manager- Demand Response	-	1.0	1.0
Assistant Operations Manager- Demand Response	-	1.0	1.0
Bus Operator- Demand Response	-	40.0	40.0
Dispatch & Reservationist- Demand Response	-	6.0	6.0
Paratransit & Special Projects Manager	1.0	-	1.0
Mobility Management Coordinator	1.0	-	1.0
Paratransit Total	2.0	48.0	50.0
<u>Fleet & Facilities</u>			
Fleet Manager	1.0	-	1.0
Facility Manager	-	1.0	1.0
Maintenance Supervisor	3.0	(1.0)	2.0
Maintenance Supervisor (Administration)	1.0	-	1.0
Facility & Equipment Mechanics I & II	2.0	-	2.0
Maintenance Material Specialist	2.0	-	2.0
Mechanic I, II, III	9.0	1.0	10.0
E-Mechanic I	1.0	-	1.0
Bldg. Maintenance Worker	2.0	-	2.0
Service Worker I & II	8.0	-	8.0
Facilities & Vehicle Cleaner-Sanitizer	3.0	1.0	4.0
Facility Intern	0.5	(0.5)	-
Maintenance Total	32.5	1.5	34.0
<u>Administration</u>			
General Manager	1.0	-	1.0
CFO/Assistant General Manager	1.0	-	1.0
Clerk of the Board/Executive Assistant	1.0	-	1.0
Director of Finance	1.0	(1.0)	-
Controller	-	1.0	1.0
Accounting Manager	1.0	-	1.0
Accounting (Accounts Payable) Specialist	1.0	-	1.0
Revenue Specialist	1.0	-	1.0
Finance and Grant Analyst	1.0	-	1.0
Accounting Analyst	1.0	(1.0)	-
Payroll Coordinator	2.0	(1.0)	1.0
I.T. Technician	1.0	-	1.0
Procurement Manager/DBE Officer	1.0	-	1.0
Inventory and Asset management Coordinator	1.0	-	1.0
Finance Intern	0.5	(0.5)	-
Administration Total	14.5	(2.5)	12.0
<u>Human Resources</u>			
Director of Human Resources	1.0	-	1.0
Human Resources Generalist	1.0	-	1.0
Human Resources Coordinator	1.0	-	1.0
Human Resources Intern	0.5	(0.5)	-
Human Resources Total	3.5	(0.5)	3.0
<u>Planning & Marketing</u>			
Director of Planning & Marketing	1.0	-	1.0
Communications & Marketing Manager	1.0	-	1.0
Customer Service Supervisor	1.0	-	1.0
Customer Service Asst	2.0	-	2.0
Transit Planning Manager	1.0	-	1.0
Transit Planner	2.0	-	2.0
P&M Intern	0.5	(0.5)	-
Planning & Marketing Total	8.5	(0.5)	8.0
TOTAL	200.0	49.0	249.0
Operators	126	40.00	166.0
Non-Operators	74	9.00	83.0
Total	200	49.00	249

TABLE 5
Gold Coast Transit District
LTF Revenue and Members' Transit Services Funding – FY 2025

FY 2024-25 TDA/LTF Funding to Member Jurisdictions							
TDA/LTF REVENUE PROJECTIONS		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
<i>LTF Allocation Estimate (Draft as of April 2024)</i>		\$ 20,631,299	\$ 365,988	\$ 9,597,205	\$ 1,016,195	\$ 5,226,195	\$ 4,425,716
FUNDING REQUESTS FOR RECURRING TRANSIT REQUIREMENTS							
City of Ojai							
Ojai Trolley Operations & Maintenance	Ojai	\$ 78,190	\$ 78,190				
City of Oxnard							
OTC Operation & Maintenance / Transit Services	Oxnard	\$ 457,088		\$ 457,088			
OTC Operation & Maintenance / Transit Services: Assistant PW Director & Admin	Oxnard	\$ 121,849		\$ 121,849			
Recurring Bus Stop Maintenance	Oxnard	\$ 100,000		\$ 100,000			
City of Port Hueneme							
Smart Waste Receptable Service/ Operating expenses	Port Hueneme	\$ 74,682			\$ 74,682		
City of Ventura							
Operation & Maintenance at VTC /AMTRAK/ MetrolinkStation/ Bus Stops	Ventura	\$ 379,184				\$ 379,184	
County of Ventura							
Recurring Bus Stop Maintenance	County	\$ 25,000					\$ 25,000
County Transit Services Management & Oversight	County	\$ 200,000					\$ 200,000
Transit Service - Heritage Valley	County	\$ 325,500					\$ 325,500
Transit Service - Ojai Trolley	County	\$ 500,000					\$ 500,000
Transit Service - T.O. D-A-R / Unincorporated Area	County	\$ 450,000					\$ 450,000
Transit Service - ECTA D-A-R	County	\$ 21,500					\$ 21,500
Transit Service - Kanan Road Shuttle	County	\$ 550,000					\$ 550,000
TOTAL - RECURRING TRANSIT REQUIREMENTS		\$ 3,282,993	\$ 78,190	\$ 678,937	\$ 74,682	\$ 379,184	\$ 2,072,000
<i>FY 2022-23 Carryover Operating, Funds Applied to FY 25</i>		\$ (698,589)	\$ -	\$ (248,129)	\$ 2,460	\$ (36,179)	\$ (416,741)
Net LTF Funding for FY 2024-25 Recurring Transit Requests (minus carryover)		\$ 2,580,867	\$ 78,190	\$ 430,808	\$ 77,142	\$ 343,005	\$ 1,655,259
<i>Under/(OVER) Baseline</i>			\$ 69,533	\$ 248,129	\$ (2,460)	\$ (3,537)	\$ 343,890
<i>FY 24-25 Baseline Maximum Request Allowed</i>		\$ 3,239,959	\$ 147,723	\$ 678,937	\$ 74,682	\$ 339,468	\$ 1,999,149
FUNDING REQUESTS FOR ONE-TIME CAPITAL TRANSIT NEEDS							
		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
Ojai Trolley Stop Construction	Ojai	\$ 22,186	\$ 22,186				
Ojai Trolley Vehicles Purchase/Painting	Ojai	\$ 47,347	\$ 47,347				
Oxnard - Requested FY 23 Carryover to be used for OTC ADA upgrades)	Oxnard	\$ 148,229		\$ 148,229			
Port Hueneme - none requested	Port Hueneme	\$ 18,995			\$ 18,995		
Ventura - none requested	Ventura	\$ -				\$ -	
County of Ventura - none requested	County of Ventura	\$ -					\$ -
TOTAL CAPITAL IMPROVEMENTS		\$ 236,757	\$ 69,533	\$ 148,229	\$ 18,995	\$ -	\$ -
<i>FY 2022-23 Carryover Capital, Funds may be applied to FY 25 Operating Activities or returned via check</i>		\$ 39,878	\$ -	\$ 99,900	\$ (21,455)	\$ (38,567)	\$ -
Net LTF Funding for FY 2024-25 Capital Improvement Projects		\$ 276,635	\$ 69,533	\$ 248,129	\$ (2,460)	\$ (38,567)	\$ -
					<i>*expended in FY 24</i>		
TOTAL NET MEMBER FUNDING RECCOMENDED FOR FY 24-25		\$ 2,857,502	\$ 147,723	\$ 678,937	\$ 74,682	\$ 300,901	\$ 1,655,259
Remaining LTF/TDA Available for FY 24-25 GCTD Operating Activities		\$ 17,773,797	\$ 218,265	\$ 8,918,268	\$ 941,513	\$ 4,925,294	\$ 2,770,457

Note: TDA Allocations are estimates pending VCTC Approval. The FY 25 budget includes funding requests from member agencies, adjusted in accordance with GCTD bylaws.

TABLE 6

Ten-Year Capital Project Plan – Programmed Projects
(Funding Identified and Unfunded)

10-Year Capital Plan Funding Needs	Year 1	Year 2	Year 3	Year 4	Year 5
Budget Name	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29
Replacement Fixed Route Bus (CNG)	\$6,894,000	\$9,894,000	\$0	\$2,650,000	\$7,314,000
Replacement Fixed Route Bus (ZEB)*	\$0	\$0	\$7,476,000	\$0	\$0
Expansion Fixed Route Bus (CNG)	\$0	\$0	\$0	\$0	\$0
Expansion Fixed Route Bus (ZEB)*	\$0	\$0	\$0	\$0	\$0
Replacement Demand Response Cutaway (CNG/GAS)	\$0	\$0	\$1,560,000	\$0	\$0
Replacement Demand Response Large Van (CNG/GAS)	\$200,000	\$646,000	\$0	\$577,000	\$0
Replacement Demand Response Small Van (CNG/GAS)	\$540,000	\$0	\$0	\$0	\$0
Replacement Demand Response Large Van (ZEB)*	\$0	\$0	\$602,000	\$0	\$0
Replacement Demend Response Sedan (ZEB)*	\$110,000	\$0	\$0	\$0	\$0
Expansion Demand Response (CNG/GAS)	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (ZEB)*	\$0	\$291,000	\$602,000	\$0	\$0
Replacement Relief Car Sedan (ZEB)	\$0	\$0	\$240,000	\$0	\$0
Maintenance Truck (replacement)	\$0	\$64,000	\$0	\$0	\$0
Replacement Admin/Supervisor Van	\$86,000	\$0	\$96,000	\$298,000	\$0
Expansion Relief Sedan (ZEB)	\$86,000	\$0	\$0	\$0	\$0
Pre-Construction of Solar/ Energy Storage for H2 Station*	\$0	\$1,159,000	\$1,200,000	\$0	\$0
Camera System/Computer Replacements	\$22,000	\$24,000	\$25,000	\$26,000	\$27,000
Hydrogen Station Upgrades (Hydrogen)	\$3,951,000	\$8,633,000	\$0	\$0	\$0
On Board Bus Technology Replacement / Update	\$0	\$48,000	\$0	\$110,000	\$0
TOD Property Environmental / Site Work	\$160,000	\$0	\$0	\$0	\$0
Bus Stop Amenities & Improvements	\$500,000	\$0	\$0	\$0	\$0
TOTAL Capital Needs by Year	\$12,549,000	\$20,759,000	\$11,801,000	\$3,661,000	\$7,341,000
TOTAL FUNDED Capital Needs by Year	\$12,549,000	\$11,189,000	\$1,321,000	\$434,000	\$27,000
TOTAL UNFUNDED Capital Needs by Year	\$0	\$9,570,000	\$10,480,000	\$3,227,000	\$7,314,000

10-Year Capital Plan Funding Needs	Year 6	Year 7	Year 8	Year 9	Year 10
Budget Name	FY2029-30	FY2030-31	FY2031-32	FY2032-33	FY2033-34
Replacement Fixed Route Bus (CNG)	\$0	CNG not allowed after 2029 by CARB (w/ waiver may be requested)			
Replacement Fixed Route Bus (ZEB)*	\$8,288,000	\$0	\$8,879,000	\$0	\$9,511,000
Expansion Fixed Route Bus (CNG)	\$0	\$0	\$0	\$0	\$0
Expansion Fixed Route Bus (ZEB)*	\$0	\$0	\$0	\$0	\$0
Replacement Demand Response Cutaway (CNG/GAS)	\$0	\$0	\$0	\$0	\$0
Replacement Demand Response Large Van (CNG/GAS)	\$1,235,000	\$1,023,000	\$1,588,000	\$685,000	\$709,000
Replacement Demand Response Small Van (CNG/GAS)	\$0	\$0	\$0	\$0	\$0
Replacement Demand Response Large Van (ZEB)*	\$0	\$0	\$0	\$0	\$0
Replacement Demend Response Sedan (ZEB)*	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (CNG/GAS)	\$0	\$0	\$0	\$0	\$0
Expansion Demand Response (ZEB)*	\$0	\$0	\$0	\$0	\$0
Replacement Relief Car Sedan (ZEB)	\$0	\$0	\$0	\$0	\$0
Maintenance Truck (replacement)	\$0	\$0	\$0	\$0	\$0
Replacement Admin/Supervisor Van	\$0	\$0	\$0	\$0	\$0
Expansion Relief Sedan (ZEB)	\$0	\$0	\$0	\$0	\$0
Pre-Construction of Solar/ Energy Storage for H2 Station*	\$0	\$0	\$0	\$0	\$0
Camera System/Computer Replacements	\$28,000	\$29,000	\$30,000	\$31,000	\$32,000
Hydrogen Station Upgrades (Hydrogen)	\$0	\$0	\$0	\$0	\$0
On Board Bus Technology Replacement / Update	\$56,000	\$0	\$129,000	\$0	\$0
TOD Property Environmental / Site Work	\$0	\$0	\$0	\$0	\$0
Bus Stop Amenities & Improvements	\$0	\$0	\$0	\$0	\$0
TOTAL Capital Needs by Year	\$9,607,000	\$1,052,000	\$10,626,000	\$716,000	\$10,252,000
TOTAL FUNDED Capital Needs by Year	\$84,000	\$29,000	\$159,000	\$31,000	\$32,000
TOTAL UNFUNDED Capital Needs by Year	\$9,523,000	\$1,023,000	\$10,467,000	\$685,000	\$10,220,000

TABLE 7
FY 2025 Non-Represented Salary Table
Effective July 1, 2024

GCTD Non-Represented Salary Table (Proposed) for FY 2025											
Position Title	Class	STEP 1 - MIN	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10 MAX
General Manager	Class 9	\$ 188,920			GM not eligible for steps . determined by contract						\$ 246,497
Assistant General Manager/CFO	Class 8	\$ 162,143	\$ 167,008	\$ 172,018	\$ 177,179	\$ 182,494	\$ 187,969	\$ 193,608	\$ 199,416	\$ 205,399	\$ 211,560
Director, Human Resources	Class 7	\$ 141,189	\$ 145,425	\$ 149,787	\$ 154,281	\$ 158,909	\$ 163,677	\$ 168,587	\$ 173,644	\$ 178,854	\$ 184,219
Director, Planning and Marketing	Class 7	\$ 141,189	\$ 145,425	\$ 149,787	\$ 154,281	\$ 158,909	\$ 163,677	\$ 168,587	\$ 173,644	\$ 178,854	\$ 184,219
Director, Operations & Maintenance	Class 7	\$ 141,189	\$ 145,425	\$ 149,787	\$ 154,281	\$ 158,909	\$ 163,677	\$ 168,587	\$ 173,644	\$ 178,854	\$ 184,219
Controller	Class 6	\$ 125,117	\$ 128,870	\$ 132,736	\$ 136,718	\$ 140,820	\$ 145,045	\$ 149,396	\$ 153,878	\$ 158,494	\$ 163,249
Operations Manager - Fixed Route	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Operations Manager - Demand Response	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Facilities Manager	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Fleet Manager	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Accounting Manager	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Transit Planning Manager	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Procurement Manager/DBE Officer	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Communications and Marketing Manager	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Paratransit and Special Projects Manager	Class 5	\$ 109,045	\$ 112,316	\$ 115,685	\$ 119,156	\$ 122,731	\$ 126,413	\$ 130,205	\$ 134,111	\$ 138,134	\$ 142,278
Transit Planner II	Class 4	\$ 87,490	\$ 90,115	\$ 92,818	\$ 95,603	\$ 98,471	\$ 101,425	\$ 104,468	\$ 107,602	\$ 110,830	\$ 114,155
Human Resources Generalist	Class 4	\$ 87,490	\$ 90,115	\$ 92,818	\$ 95,603	\$ 98,471	\$ 101,425	\$ 104,468	\$ 107,602	\$ 110,830	\$ 114,155
Assistant Manager - Fixed Route	Class 4	\$ 87,490	\$ 90,115	\$ 92,818	\$ 95,603	\$ 98,471	\$ 101,425	\$ 104,468	\$ 107,602	\$ 110,830	\$ 114,155
Assistant Manager - Demand Response	Class 4	\$ 87,490	\$ 90,115	\$ 92,818	\$ 95,603	\$ 98,471	\$ 101,425	\$ 104,468	\$ 107,602	\$ 110,830	\$ 114,155
Finance & Grants Analyst	Class 4	\$ 87,490	\$ 90,115	\$ 92,818	\$ 95,603	\$ 98,471	\$ 101,425	\$ 104,468	\$ 107,602	\$ 110,830	\$ 114,155
Transit Planner I	Class 3	\$ 71,855	\$ 74,011	\$ 76,231	\$ 78,518	\$ 80,873	\$ 83,300	\$ 85,799	\$ 88,373	\$ 91,024	\$ 93,755
Inventory & Asset Management Coordinator	Class 3	\$ 71,855	\$ 74,011	\$ 76,231	\$ 78,518	\$ 80,873	\$ 83,300	\$ 85,799	\$ 88,373	\$ 91,024	\$ 93,755
Operations & Maintenance Management Coordinator	Class 3	\$ 71,855	\$ 74,011	\$ 76,231	\$ 78,518	\$ 80,873	\$ 83,300	\$ 85,799	\$ 88,373	\$ 91,024	\$ 93,755
Accounting Specialist A/P	Class 3	\$ 71,855	\$ 74,011	\$ 76,231	\$ 78,518	\$ 80,873	\$ 83,300	\$ 85,799	\$ 88,373	\$ 91,024	\$ 93,755
Payroll Coordinator	Class 3	\$ 71,855	\$ 74,011	\$ 76,231	\$ 78,518	\$ 80,873	\$ 83,300	\$ 85,799	\$ 88,373	\$ 91,024	\$ 93,755
Clerk of the Board/Executive Assistant	Class 3	\$ 71,855	\$ 74,011	\$ 76,231	\$ 78,518	\$ 80,873	\$ 83,300	\$ 85,799	\$ 88,373	\$ 91,024	\$ 93,755
Revenue Specialist	Class 2	\$ 60,503	\$ 62,318	\$ 64,187	\$ 66,113	\$ 68,096	\$ 70,139	\$ 72,243	\$ 74,411	\$ 76,643	\$ 78,942
Human Resources Coordinator	Class 2	\$ 60,503	\$ 62,318	\$ 64,187	\$ 66,113	\$ 68,096	\$ 70,139	\$ 72,243	\$ 74,411	\$ 76,643	\$ 78,942
Mobility Management Coordinator	Class 2	\$ 60,503	\$ 62,318	\$ 64,187	\$ 66,113	\$ 68,096	\$ 70,139	\$ 72,243	\$ 74,411	\$ 76,643	\$ 78,942
Information Technology Technician	Class 2	\$ 60,503	\$ 62,318	\$ 64,187	\$ 66,113	\$ 68,096	\$ 70,139	\$ 72,243	\$ 74,411	\$ 76,643	\$ 78,942
Dispatcher/Reservationist Demand Response	Class 1	\$ 53,519	\$ 55,124	\$ 56,778	\$ 58,481	\$ 60,236	\$ 62,043	\$ 63,904	\$ 65,821	\$ 67,796	\$ 69,830
Administrative Assistant (placeholder)	Class 1	\$ 53,519	\$ 55,124	\$ 56,778	\$ 58,481	\$ 60,236	\$ 62,043	\$ 63,904	\$ 65,821	\$ 67,796	\$ 69,830

APPENDIX B – GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Item #10

DATE June 5, 2024
TO GCTD Board of Directors
FROM Vanessa Rauschenberger, General Manager
SUBJECT Receive Update on status of GCTD's 301 East Third Street Property

SUMMARY

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

For this item, staff will provide and update on the status of the district owned 301 East 3rd Street Property, and progress on the redevelopment to date.

BACKGROUND

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

Work Completed through 2023

- Site Investigation and Initial Feasibility Study
- Adoption of GCTD's Transit Oriented Development Policy
- Rezoning of Property from to allow for Multifamily Residential development (City of Oxnard)
- Asbestos Abatement & Complete Building Demolition / Underground Clarifier Removal
- Issuance Request for Qualifications (RFQ) and evaluation of RFQ submittals
- Selection of Qualified Developers to be invited to participate in subsequent RFP process
- Environmental Site Assessment Phase I
- Environmental Site Assessment Phase II - Initial Soil Testing

Additional Work Completed in FY 2024

- Development of Draft Ground Lease and Option to Lease Agreements
- Additional Site Assessment Report - Secondary Soil/Vapor/Water Testing
- Department of Toxic Substance Control - Review ESAs I & II and Additional Site Assessment
- Development of Data Gap Assessment Work Plan (Draft plan submitted to DTSC)

GOLD COAST TRANSIT DISTRICT

Anticipated Tasks for FY 2025

- DTSC Review of Data Gap Assessment Work Plan (Currently In progress) (Cost Est \$90K)
- Implementation of Data Gap Assessment Work (Additional Data Collection) (Cost Est \$160k)
- Processing of Data Gap Assessment Work collection results and issuance of report.
- Issuance of Request for Proposals (RFP)

While GCTD has in the last year completed a Phase II Environmental Site Assessment (Initial Testing) and subsequent Additional Site Assessment (secondary soil/vapor/water testing), after a review of the results the State DTSC has identified several data gaps that are required to be addressed in order to develop a DTSC approved cleanup plan for the site. While the level of contaminants at the site does not appear to be extraordinarily significant for a site of this type, it is important that GCTD address any issues present before moving forward with a project that includes multi-family housing. Based on the State Department of Toxic Substance Control processing time for reviewing plans, GCTD anticipates DTSC approval of GCTD's Data Gap Assessment Work Plan in the summer, for additional testing of the site, with possible implementation of the work plan tasks in the late summer/fall.

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

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

RECOMMENDATION

For this item, staff will provide and update on the status of the district owned 301 East 3rd Street Property, and progress on the redevelopment activities to date. It is recommended that the Board of Directors receive and file update on 301 East 3rd Street Property and/or provide additional direction to staff on information provided.

General Manager's Concurrence



Vanessa Rauschenberger

Attached - City of Oxnard with GCTD Property Location

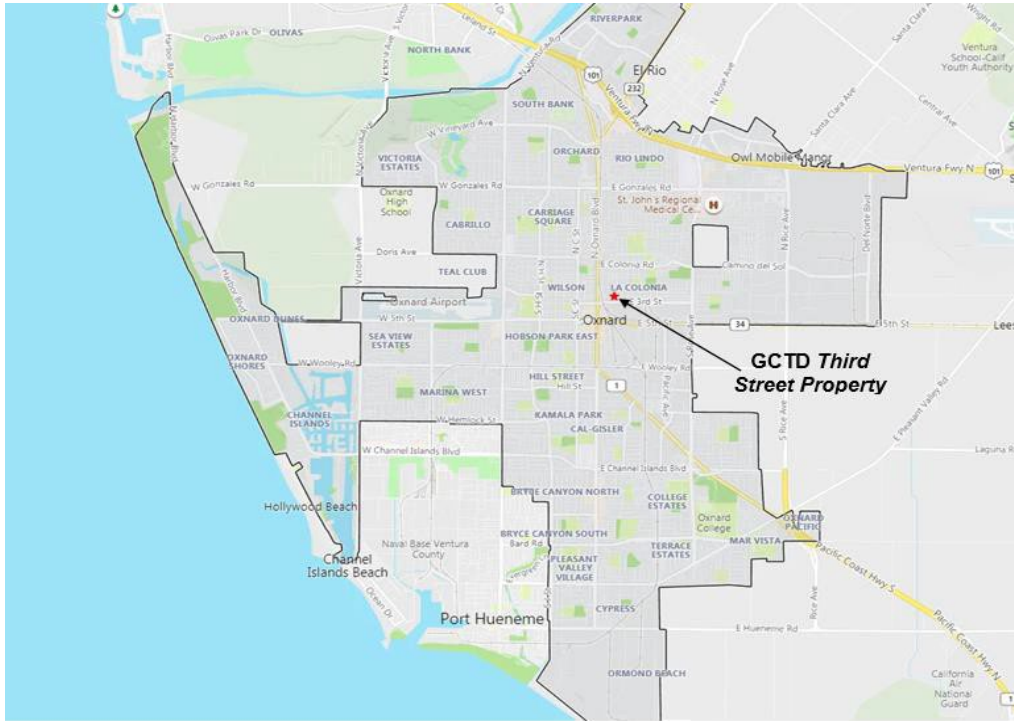


Exhibit A: City of Oxnard Map with GCTD Third Street Property Indicated





DATE June 5, 2024
TO GCTD Board of Directors
FROM James Beck, Director of Operations & Maintenance
SUBJECT GCTD Operations and Maintenance Report

Item #11

SUMMARY

This report provides an update on GCTD's Operations and Maintenance Departments, and will include Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

RECOMMENDATION

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

General Manager's Concurrence



Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT



DATE June 5, 2024 **Item #12**
TO GCTD Board of Directors
FROM Vanessa Rauschenberger, General Manager^{VR}
SUBJECT **Discuss Future Agenda Items**

SUMMARY

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

FUTURE AGENDA ITEMS

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

Future Agenda Items

- Short Range Transit Plan
- FY 25 Budget Assumptions & Draft Budget
- Demand Response Transition Plan
- Redevelopment of 301 Property
- *Other Items?*

Future Routine Items

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

CONCLUSION

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

GOLD COAST TRANSIT DISTRICT