



## AGENDA

### REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, SEPTEMBER 4, 2024 – 10:00 AM

GCTD ADMINISTRATIVE FACILITY  
1901 AUTO CENTER DRIVE  
OXNARD, CA 93036-7966

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

**The meeting will be IN PERSON.**

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

<https://us02web.zoom.us/j/81849148078>

#### 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 (July-August)**

**30 Years**      Suzanne Chavez, Operations Supervisor

**20 Years**      Cynthia Lopez, Customer Service Supervisor

**5 Years**      Angelica Delgado, Clerk of the Board  
Nestor Lopez, Mechanic I  
Salvador Aguilar, Facility & Equipment Mechanic II

#### GENERAL PUBLIC COMMENT PERIOD

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

#### GOLD COAST TRANSIT DISTRICT

## CLOSED SESSION

### 1. CONFERENCE WITH LABOR NEGOTIATORS

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

## RETURN TO OPEN SESSION

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

## BOARD OF DIRECTORS' REPORTS

### GENERAL MANAGER'S REPORT

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

## CONSENT AGENDA

3. [Consider Approval of Minutes of July 3, 2024, Board of Directors Meeting](#)
4. [Consider Approval of Resolution No. 2024-07, to Amend GCTD's Conflict of Interest Code – Angie Delgado, Clerk of the Board](#)
5. [Receive & File Report of Expenditures for June-Aug 2024 – Angelica Salatan, Accounting Specialist](#)
6. [Consider Acceptance of Budget vs Actual Financial Report \(6a\) May/June 2024 and \(6b\) July 2024 – Christine Feng, CFO/AGM](#)
7. [Consider Approval of Updated Job Description for Mobility Management Coordinator – Alex Zaretsky, Director of Human Resources](#)
8. [Consider Approval of STA/SGR Project's List for FY 2024/25 and Claim for Grant Funds Resolution 2024-08 – Austin Novstrup, Planning Manager](#)
9. [Consider Authorizing the General Manager to Purchase Bus Stop Amenities – Marlena Kohler, Purchasing Manager & DBE Officer and Cynthia Duque, Director of Planning & Marketing](#)
10. [Consider Authorizing General Manager to Award a Contract to Model 1 Commercial Sales \(formerly Creative Bus Sales\) for the Purchase of Four \(4\) Replacement Vehicles for GCTD's GO ACCESS Fleet – Marlena Kohler, Procurement Manager & DBE Officer & Lorne Henderson, Fleet Manager](#)
11. [Receive & File Report of Contracts Awarded June -August– Tanya Hawk, Inventory & Asset Management Coordinator](#)

## 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.

12. [Consider Adoption of Resolution Number 2024-09, Approving the Memorandum of Understanding \(MOU\) between Gold Coast Transit District and SEIU Local 721 \(Bus Operator, Administrative, and Mechanical Units\) – Vanessa Rauschenberger, General Manager & Alex Zaretsky, Director of Human Resources](#)
13. [Consider Approval of Update GCTD's Personnel Rules Section 7: Bilingual Pay, Section 12: Paid Sick Leave, and Section 11B & G: Vacation Leave- Alex Zaretsky, Director of Human Resources](#)

14. [Consider Authorizing the General Manager to Purchase Nine \(9\) 40-Ft Low Floor CNG Replacement Buses from Gillig LLC](#) –Marlena Kohler, Purchasing Manager & DBE Officer and Jim Beck, Director of Operations & Maintenance

**INFORMATIONAL ITEMS**

15. [Receive FY 2023-24 4<sup>th</sup> Quarter and Year End Fixed Route & Demand Response Services Report](#) – Austin Novstrup, Planning Manager & Robert Lucio, Mobility Management Coordinator
16. [Receive Update on Transition of Paratransit Services](#)– Jim Beck, Director of Operations & Maintenance
17. [Receive Update on Operations & Maintenance Department](#) – Jim Beck, Director of Operations & Maintenance
18. [Future Agenda Items](#) – Vanessa Rauschenberger, General Manager

The next regular meeting of the GCTD Board of Directors will be held on **NOVEMBER 6, 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](http://www.GoldCoastTransit.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

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

Date: September 4<sup>th</sup>, 2024

Item #2

From: Vanessa Rauschenberger, General Manager

Subject: General Manager's Monthly Report (August/September)

**Welcome New GCTD Employees!!**

Please join me in welcoming new employees to GCTD!! We are excited to have you on our team and look forward to supporting our mission:

**Serving, Moving and Connecting People to Opportunity – One Ride at a Time!**



**Edgar Almaguer**  
Bus Operator



**Cesar Alamillo**  
Bus Operator



**Sam Sepulveda**  
Bus Operator



**Brenda Perez**  
Bus Operator



**Isai Cruz-Santos**  
Bus Operator



**Sylvia Hernandez**  
Bus Operator



**Dean F. Bower**  
Controller



**Jackqueline Evangelista**  
Payroll Coordinator



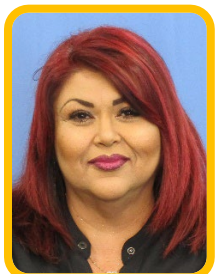
**Henry Gonzales**  
Mechanic I



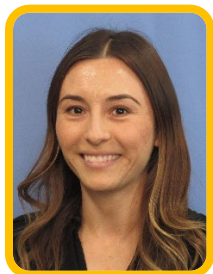
Please join me in congratulation to **Henry Gonzales** on his promotion to Mechanic I. Henry has consistently shown a thirst for knowledge, hard work, always brings a positive outlook to work. We look forward to seeing his continued success in his new role.

**Service Awards!**

It is with great appreciation we recognize the following employees for their years of service to GCTD!



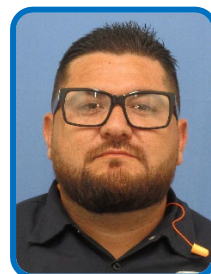
**30 years**  
**Suzanne Chavez**  
Operations Supervisor



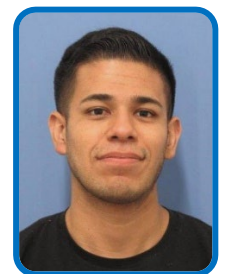
**20 years**  
**Cynthia Lopez**  
Customer Service Supervisor



**5 years**  
**Angelica Delgado**  
Clerk of the Board



**5 years**  
**Salvador Aguilar**  
Facility & Equipment Mechanic II



**5 years**  
**Nestor Lopez**  
Mechanic I



## GCTD Sponsoring and Presenting at first of its kind Government and Disability Summit!

This conference presents a unique opportunity for representatives from various levels of government (city, county, state, etc.), non-profit organizations, and companies from all over California interested in increasing their involvement to explore innovative solutions addressing access barriers across various aspects of life. **Cynthia Duque, Director of Planning and Marketing**, will be presenting at a session on GCTD's demand response and accessible services – the Summit takes place Sept 24<sup>th</sup>-27 in Ventura.



## GCTD co-sponsored the Nyeland Acres Bike Rodeo!

The event, hosted by Nyeland Promise, brought residents together at the Nyeland Acres Community Center on Sunday, July 21! The event allowed parents and children to learn bike safety skills and visit different booths to learn about the various resources in the community.

As part of the Bike Rodeo, residents were also able to board a GCTD bus for a ride-along around the community. Additionally, staff shared findings from the Nyeland Acres Transportation Needs Assessment, and residents had an opportunity to provide feedback on different mobility options. Some options that have emerged as top priorities for the community include: Microtransit and free transit passes.



The Nyeland Acres Transportation Needs Assessment is funded by the Clean Mobility Options program, a statewide public program that empowers under-resourced communities across California to better understand and overcome mobility obstacles with vouchers for funding community needs assessments and clean, shared, zero-emission transportation projects.



## Employees of the Quarter!

Each quarter, we ask employees to vote for the colleagues they feel deserve a little bit of extra recognition. We ask them to nominate employees in Operations, Administration & Maintenance, please join me in congratulating these employees who represent the values we strive for at GCTD!

Pictured from left to right: **Francisco Ortiz**, Bus Operator, **Veronica Navarro**, Finance & Grants Analyst, and **Lee Judie**, Maintenance Material Specialist



## Your Vision, is our Mission! Short Range Transit Plan Survey Now Live!

The last few years have brought significant change to West Ventura County, impacting every aspect of life – including public transportation. To better serve our community, Gold Coast Transit District (GCTD) needs a transportation network that reflects the new ways we live, work, shop, travel, and play. The Short Range Transit Plan (SRTP) survey is now live.

Take the survey! <https://www.gctd.org/short-range-transit-plan/>





### Taking the Bus to and around ArtWalk

GCTD is happy to support Ventura's Art Walk. You can ride Gold Coast Transit Bus around ArtWalk for FREE. Plan your trip at [gctd.org](http://gctd.org) and download your FREE bus pass!



### Back-To-School on the Buses: The "Smart" Way to GO

GCTD is excited to welcome student riders back to the system for the upcoming school year. GCTD has a long history of providing safe, reliable, and convenient service to student riders. This school year, eligible students will continue to be able to ride FREE to get to and from school each day or wherever they need to go. Last school year, GCTD provided nearly **5,500 free student trips each day**. This made a huge difference in congestion around schools and helps to clean our air. Now that's smart!

### Collaborative Meetings & Outreach Activities

GCTD's expert staff from various departments actively coordinate and participate in multiple meetings to support GCTD's mission. Some of the meetings participated in this past month include weekly meetings with MV Transportation, VCTC's TransCom meetings, and a meeting on Hydrogen Transition efforts. This month's outreach focus was the Short Range Transit Plan and Nyland Acres outreach.

### General Manager Activities & Meetings Attended

**July 24** - SCAG Meeting with Planning Staff re Pedestrian / Transit Access

**July 25-Aug 9** – Out of office (vacation)

**August 12** – SEIU Negotiations

**August 13** – Meeting and Confer with Teamsters Supervisors

**August 14** – Flexible Services / MV Transportation Meeting

**August 19<sup>th</sup>** – Transition Team meeting

**August 20<sup>th</sup>** – Site Visit with Ojai Trolley and Assistant City Manager

**August 20** – Monthly Meeting with County of Ventura ITS Dept

**August 22** – Meeting with Atticus Reyes from Assemblymember Bennett's office Re Hydrogen Transition

**August 28** – MV Transit AM Site Visit to Learn about Roll Out

### 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!** For a list of 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 #3

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 5, 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  
James Beck, Director of Operations & Maintenance  
Margaret Schoep, Paratransit & Special Projects Manager  
Lorne Henderson, Fleet Manager  
Cynthia Torres Duque, Director of Planning & Marketing  
Austin Novstrup, Planning Manager  
Marlena Kohler, Procurement Manager & DBE Officer  
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**

Margaret Heath-Schoep, Paratransit & Special Projects Manager, 25 years  
George Zaragosa, Operator, 10 years  
Daniel Rodriguez, Operator, 10 years

The Board of Directors expressed their heartfelt thanks and sincere congratulations to the employees for their outstanding service and unwavering dedication, which has significantly contributed to the success of Gold Coast Transit District.

**GENERAL PUBLIC COMMENT**

NONE

**GOLD COAST TRANSIT DISTRICT**

## **BOARD OF DIRECTORS REPORTS**

NONE

## **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](#)

Director LaVere moved to approve Consent Agenda Items 1 through 7. Vice Chair McQueen-Legohn seconded the motion.

**The motion passed unanimously.**

## **GENERAL MANAGER'S REPORT**

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

Ms. Rauschenberger welcomed Angelica Salatan, Accounting Specialist A/P, to the Accounting department. Manny Garcia Lopez, Ken Ficklin, Bus Operators to the Operations department, and Alex Magno, Mechanic to the Maintenance department.

Employees of the Quarter, Jeremy Kreiselmeyer, Maintenance Material Specialist, and Janet Vahidi, Operations & Maintenance Management Coordinator, were nominated by their peers for their recognition of teamwork, proactiveness, and dedication to assist employees.

An employee of the News, Andrea Meza, Communications & Marketing Manager, was featured in the Ventura County 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.

## **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.

9. [Consider Approval FY 2025 Operating Budget & Capital Plan \(Public Hearing\)– Vanessa Rauschenberger, General Manager & Christine Feng, Chief Financial Officer/Assistant General Manager](#)

Ms. Rauschenberger opened the item for the public hearing and provided an update on State Funding primarily from SB125 that we are anticipating using to close our deficit.

Ms. Feng stated that the proposed budget consists of an operating budget, a debt service budget, member agencies requirements, and a capital budget. The budget is divided into three sections: Operating Budget, Capital Plan, and Detailed Tables. The budget results from collaboration across all departments and consultation with the General Manager and Management Team. A preliminary budget



report was presented to the Board of Directors on May 1, 2024, and a budget review was held with the GCTD Technical Advisory Committee on May 13, 2024. Public and member agency input was solicited during the annual development process.

Director LaVere thanked Ms. Feng and Ms. Rauschenberger for the budget packet presentation. He stated that it will be challenging in the next couple of years and appreciates budget prepared.

Ms. Lang commended Ms. Rauschenberger for being creative in meeting financial challenges with State funding and all other considerations presented to her within the last year.

Chair Johnson congratulated the GCTD team for an excellent presentation.

The public hearing was open for public comment. There were no public comments.

Director Lang moved to Approve FY 2025 Operating Budget & Capital Plan (Public Hearing). Director MacDonald seconded the motion.

The motion passed unanimously.

**10. [Receive Update on 301 East 3<sup>rd</sup> Street Property – Vanessa Rauschenberger, General Manager](#)**

Ms. Rauschenberger provided an update on the 301 property. GCTD has completed a Phase II Environmental Site Assessment and Additional Site Assessment, the State DTSC has identified data gaps and asked for a Phase II assessment to be completed. Staff is preparing work plan.

The report was received and filed.

**INFORMATIONAL ITEMS**

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

The report was received and filed.

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

The report was received and filed.

**CLOSED SESSION**

**13. CONFERENCE WITH LABOR NEGOTIATORS**

Agency Designated Representative: GCTD General Manager / Director of Human Resources

Employee Organization: SEIU Local 721

**There being no further business, Vice-Chair Johnson adjourned the Board of Directors meeting at 11:08 am**

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](http://www.gctd.org) or from the Clerk of the Board, Angelica Delgado, at [adelgado@gctd.org](mailto:adelgado@gctd.org)  
Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #4

**DATE** September 4, 2024  
**TO** GCTD Board of Directors  
**FROM** Angelica Delgado, Clerk of the Board  
**SUBJECT** **Consider Approval of Resolution No. 2024-07 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974**

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## I. EXECUTIVE SUMMARY

Pursuant to Section 87306.5 of the Political Reform Act (the “Act”), the Ventura County Board of Supervisors directed the District to: (1) conduct a review of the District’s Conflict of Interest Code (“Code”) to determine if a change in the Code was necessary; (2) file a biennial notice regarding the results of the review no later than the required deadline, and (3) amend the District’s Code pursuant to the Act, if necessary. During the review process, staff found that updates and amendments to the District’s Conflict of Interest Code are necessary. A redlined version of the proposed amended Code is attached.

## BACKGROUND

The Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), requires all public agencies to adopt and maintain a Conflict of Interest Code. The Act further requires that agencies regularly review and update their Codes as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The Ventura County Board of Supervisors is the District’s code-reviewing body and directed that the Code be reviewed as required under the Act. During this review, staff found that amendments to the Code are necessary to include new positions required to be designated, revise titles of existing positions, delete positions that no longer exist, declare an official who manages public investments, and clarify requirements for disclosing interests in real property.

Attached is a redlined version of the proposed amended Code showing the changes to be made to the District’s Code to bring it current.

Attachment: Legislative (redlined) version of proposed amended Conflict of Interest Code.

## II. SUMMARY AND RECOMMENDATION

**It is recommended that the District adopt Resolution No. 2024-07 adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.**

Concurrence:

Vanessa Rauschenberger  
General Manager

**RESOLUTION NO. 2024-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GOLD COAST TRANSIT DISTRICT AMENDING THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Gold Coast Transit District (the "District") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on October 7, 2020, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on September 4, 2024, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Gold Coast Transit District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant/Clerk of the Board and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the Board of Supervisors of the County of Ventura for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

**APPROVED AND ADOPTED** this 4th day of September, 2024.

ATTEST:

\_\_\_\_\_  
Chair, Board of Directors  
Gold Coast Transit District

\_\_\_\_\_  
Secretary, Board of Directors,  
Gold Coast Transit District

# CONFLICT OF INTEREST CODE OF THE GOLD COAST TRANSIT DISTRICT

(Amended ~~October 7, 2020~~ September 4, 2024)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Gold Coast Transit District** (the "**District**").

All officials and designated employees required to submit a statement of economic interests shall file their statements with the Clerk of the Board of Supervisors of Ventura County as the District's Filing Officer. The District shall make copies of all statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008)



# APPENDIX

## CONFLICT OF INTEREST CODE OF THE GOLD COAST TRANSIT DISTRICT

(Amended ~~October 7, 2020~~ September 4, 2024)

### PART “A”

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the District’s Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.). [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Board of Directors

Chief Financial Officer/Assistant General Manager

Director of Finance Controller

General Manager

Investment Consultants

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accounting Manager	5
<del>Chief Financial Officer/Assistant General Manager</del> [Title Change and Reclassified to Part "A" 87200 Filer – Official Who Manages Public Investments]	<del>2, 3, 4</del>
<del>Assistant Operations Manager (Demand Response)</del>	<del>5</del>
Communications & Marketing Manager	5
Director of Human Resources	5
Director of Operations & Maintenance	3, 5
Director of Planning and Marketing	1, 2
<del>Facility Manager</del>	<del>2, 3, 5</del>
<del>Finance Manager</del>	<del>5</del>
Fleet Manager	5
<del>GCTD Board Member</del> [Reclassified to Part "A" 87200 Filer – Official Who Manages Public Investments]	<del>1, 2</del>
General Counsel	<del>1, 2</del>
<del>General Manager</del> [Reclassified to Part "A" 87200 Filer – Official Who Manages Public Investments]	<del>1, 2</del>
<del>Human Resources &amp; Risk Manager</del>	<del>5, 6</del>

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

IT Manager	5
Operations Manager	5
<u>Operations Manager (Demand Response)</u>	<u>5</u>
<u>Paratransit &amp; Special Project Manager</u>	<u>2, 5</u>
Planning Manager	1, 2
Purchasing Procurement Manager/DBE Officer	4

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

# **PART “B”**

## **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which ~~he or she~~ the Designated is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that do business or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated employee’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the agency in the past 2 years, or have a claim pending before the agency.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)





**DATE** September 4, 2024 **Item #5**  
**TO** GCTD Board of Directors  
**FROM** Angelica Salatan, Accounting Specialist AP *AS*  
**SUBJECT** Consider the Approval of Expenditures for the Months of June, July and August 2024

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Attached is a list of expenditures for the month of August 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 – June 2024

Accounts Payable Disbursement List – July 2024

Accounts Payable Disbursement List – August 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**

<b>Vendor</b>	<b>Date</b>	<b>Amount</b>	<b>TypeOfGoods</b>
ASSURANT EMPLOYEE BENEFITS	06-Jun-24	\$1,036.28	DENTAL PREMIUMS
LOS ANGELES TRUCK CENTERS, LLC	06-Jun-24	\$117.99	PARTS/SERVICE
BRIAN BYRNE	06-Jun-24	\$168.22	EXPENSE REIMBURSEMENT
CITI CARDS	06-Jun-24	\$1,168.72	OFFICE SUPPLIES
BENEFIT COORDINATORS CORP.	06-Jun-24	\$9,974.50	DENTAL PREMIUMS
R.M. CURTIS - WELDING	06-Jun-24	\$80.00	WELDING SERVICES
EDISON CO.	06-Jun-24	\$26,107.17	ELECTRICAL POWER
FEDERAL EXPRESS CORP.	06-Jun-24	\$41.03	MAIL SERVICES
GILLIG LLC	06-Jun-24	\$3,682.44	PARTS
FRANCISCO F GOMEZ	06-Jun-24	\$10.93	BUS ENGINE SERVICE
KELLEY, JOHN B.	06-Jun-24	\$756.00	TEMPORARY HELP
LIGHTGABLER	06-Jun-24	\$112.50	LEGAL SERVICES
ROBERT LUCIO	06-Jun-24	\$1,200.00	TUITION AND BOOK REIMBURSEMENT
MACVALLEY OIL COMPANY	06-Jun-24	\$750.32	FUEL
THE AFTERMARKET PARTS COMPANY, LLC	06-Jun-24	\$3,949.84	PARTS/BUSES
RINCON CONSULTANTS INC.	06-Jun-24	\$34,584.25	PROFESSIONAL SERVICES
DEPT OF TOXIC SUBSTANCES CONTROL	06-Jun-24	\$9,372.64	FILING FEE
U.S. BANK	06-Jun-24	\$24,331.96	CALCARD PAYMENT
VENTURA COUNTY AREA AGENCY ON AGING FC	06-Jun-24	\$5,000.00	SPONSORSHIP
VENTURA HOSE-MAN	06-Jun-24	\$75.51	REPAIR PARTS/SUPPLIES
CITY OF OXNARD	07-Jun-24	\$2,310.45	UTILITIES/TRASH
AMERICAN MADE CLEAN INC	13-Jun-24	\$525.00	SERVICES
CANON FINANCIAL SERVICES INC	13-Jun-24	\$829.02	PRINTING SERVICES
AGRITEC INTERNATIONAL LTD.	13-Jun-24	\$1,181.37	HAZ MAT DISPOSAL SERVICES
COASTAL OCCUPATIONAL MEDICAL GROUP	13-Jun-24	\$4,620.00	PHYSICALS/DRUG SCREENS
COMPUWAVE, INC.	13-Jun-24	\$704.66	LAPTOPS
CUMMINS PACIFIC LLC	13-Jun-24	\$6,707.99	PARTS
ANGELICA DELGADO	13-Jun-24	\$82.53	EMPLOYEE REIMBURSEMENT
DYER SHEEHAN GROUP, INC.	13-Jun-24	\$613.75	301 REDEVELOPMENT CONSULTING
GRAINGER	13-Jun-24	\$20.68	MISC. PARTS/SUPPLIES
IRON MOUNTAIN, INC.	13-Jun-24	\$275.03	SHREDING SERVICES
LAURA LEVIN	13-Jun-24	\$1,145.24	EMPLOYEE REIMBURSEMENT
MOBILE CREATE USA, INC.	13-Jun-24	\$677.35	2 WAY RADIO EQUIPMENT/SERVICE
NATIONAL AUTO BODY&PAINT	13-Jun-24	\$3,620.19	BODY WORK
NATURAL GREEN LANDSCAPE INC.	13-Jun-24	\$4,480.00	LANDSCAPING SERVICES
THE AFTERMARKET PARTS COMPANY, LLC	13-Jun-24	\$7,425.83	PARTS/BUSES
FIRST CALL AUTO PARTS	13-Jun-24	\$55.77	PARTS
CITY OF OXNARD	13-Jun-24	\$1,961.47	UTILITIES/TRASH
O'Hagan Meyer LLP	13-Jun-24	\$117.50	LEGAL SERVICES
PARKHOUSE TIRE, INC.	13-Jun-24	\$6,827.89	TIRES
PLEXUS GLOBAL	13-Jun-24	\$287.55	BACKGROUND & DRUG SCREENING
RAYNE WATER CONDITIONING	13-Jun-24	\$298.40	WATER COOLER BREAK ROOM
ROMAINE ELECTRIC CORPORATION	13-Jun-24	\$1,976.14	BUS PARTS
STAPLES ADVANTAGE	13-Jun-24	\$707.61	OFFICE SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	13-Jun-24	\$522.76	PRINTING SERVICES

GREG'S PETROLEUM SERVICE, INC	13-Jun-24	\$8,765.18 OIL SUPPLIER
TRANSPORTATION MANAGEMENT & DESIGN IN	13-Jun-24	\$5,534.32 SHORT RANGE TRANSIT PLAN
TST PRIVATE SECURITY	13-Jun-24	\$6,325.92 SECURITY SERVICES
VALLEY POWER SYSTEMS, INC.	13-Jun-24	\$839.40 REPAIR PARTS/SERVICE
RED.VECTOR.COM LLC	13-Jun-24	\$7,740.72 EMPLOYEE EDUCATIONAL SOLUTIONS
VERIZON	13-Jun-24	\$1,650.74 PHONE SRVC - CSC
AIRGAS USA, LLC	20-Jun-24	\$62.73 MAINTENANCE SUPPLIES
LOS ANGELES TRUCK CENTERS, LLC	20-Jun-24	\$1,567.43 PARTS/SERVICE
CALIFORNIA HOSE, INC	20-Jun-24	\$910.94 PARTS
CALTIP	20-Jun-24	\$18,071.95 LIABILITY INSURANCE
CANON FINANCIAL SERVICES INC	20-Jun-24	\$1,091.20 PRINTING SERVICES
CENTER FOR TRANSPORTATION AND THE ENVIF	20-Jun-24	\$6,000.00 MEMBERSHIP DUES
CLEAN ENERGY	20-Jun-24	\$1,472.00 REPAIRS
COAST TO COAST COMPUTER PRODUCTS	20-Jun-24	\$777.86 OFFICE SUPPLIES
LYNETTE COVERLY	20-Jun-24	\$3,450.00 PROFESSIONAL SERVICES
DANIELS TIRE SERVICE	20-Jun-24	\$8,287.52 TIRES/SERVICES
MATTHEW DE LA ROSA	20-Jun-24	\$847.00 TUITION AND BOOK REIMBURSEMENT
THE GAS COMPANY	20-Jun-24	\$41,042.40 NATURAL GAS
GILLIG LLC	20-Jun-24	\$8,318.17 PARTS
GRAINGER	20-Jun-24	\$77.69 MISC. PARTS/SUPPLIES
J-W POWER COMPANY	20-Jun-24	\$472.50 MAINTENANCE SUPPLIES
KINGSBURY, JOANNE	20-Jun-24	\$41.00 REFUND GO ACCESS e-balance
KIMBALL MIDWEST	20-Jun-24	\$6,279.69 PARTS
CHIHARU ENDO	20-Jun-24	\$541.00 EXP REIMBURSEMENT
LIFT-U-INC.	20-Jun-24	\$125.28 WHEEL CHAIR PARTS
NATURAL GREEN LANDSCAPE INC.	20-Jun-24	\$4,480.00 LANDSCAPING SERVICES
THE AFTERMARKET PARTS COMPANY, LLC	20-Jun-24	\$939.19 PARTS/BUSES
SITEONE LANDSCAPE SUPPLY, LLC	20-Jun-24	\$742.93 MAINTENANCE SUPPLIES
GENFARE LLC	20-Jun-24	\$1,759.97 PARTS
DEPT OF TOXIC SUBSTANCES CONTROL	20-Jun-24	\$11,785.53 FILING FEE
SUPERIOR SANITARY SUPPLIES	20-Jun-24	\$3,928.54 SUPPLIES
TELENET VOIP, INC.	20-Jun-24	\$560.00 MONITORING
ULINE SHIPPING SUPPLIES SPECIALISTS	20-Jun-24	\$186.80 SUPPLIES
U.S. BANK	20-Jun-24	\$19,764.56 CALCARD PAYMENT
ALEXANDER BUICK GMC CADILLAC	27-Jun-24	\$56,726.36 PARATRANSIT VAN
ALEXANDER BUICK GMC CADILLAC	27-Jun-24	\$56,726.36 PARATRANSIT VAN
APTA	27-Jun-24	\$26,000.00 MEMBERSHIP DUES
LOS ANGELES TRUCK CENTERS, LLC	27-Jun-24	\$2,375.19 PARTS/SERVICE
BRIAN BYRNE	27-Jun-24	\$1,406.15 EXPENSE REIMBURSEMENT
CUMMINS PACIFIC LLC	27-Jun-24	\$8,490.32 PARTS
CHRISTINE FENG	27-Jun-24	\$1,649.78 EXPENSE REIMBURSEMENT
FLOYD SKEREN MANUKIAN LANGEVIN LLP	27-Jun-24	\$672.00 LEGAL SERVICES
FORTRESS ARMORED SERVICES COMPANY	27-Jun-24	\$1,700.17 ARMORED CAR SERVICES
FRONTIER COMMUNICATIONS	27-Jun-24	\$3,757.95 INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	27-Jun-24	\$3,794.39 PARTS
GO GRAPHICS	27-Jun-24	\$1,015.48 PRINTING SERVICES

MARY MARGARET SCHOEP	27-Jun-24	\$1,293.71 EXPENSE REIMBURSEMENT
INSIGHT STRATEGIES, INC.	27-Jun-24	\$383.35 CONSULTING SERVICES
MUNCIE RECLAMATION AND SUPPLY COMPAN'	27-Jun-24	\$5.79 PARTS
MV TRANSPORTATION, INC.	27-Jun-24	\$403,499.88 GCT ACCESS SERVICE
THE AFTERMARKET PARTS COMPANY, LLC	27-Jun-24	\$1,608.50 PARTS/BUSES
FIRST CALL AUTO PARTS	27-Jun-24	\$147.65 PARTS
PLATINUM TOW AND TRANSPORT INC.	27-Jun-24	\$350.00 TOWING SERVICES
RED WING SHOE STORE	27-Jun-24	\$182.31 SAFETY SHOES
GENFARE LLC	27-Jun-24	\$536.58 PARTS
SUPERIOR PRINTING & GRAPHICS, INC	27-Jun-24	\$393.30 PRINTING SERVICES
TEAMSTERS LOCAL 186	27-Jun-24	\$2,400.00 PAYROLL DEDUCTION
UNITED WAY OF VENTURA CO.	27-Jun-24	\$72.00 P/R DEDUCTION
COUNTY OF VENTURA - IT SVCS. DEPT.	27-Jun-24	\$272.54 REPEATER SITE RENTAL
FIRST CALL AUTO PARTS	27-Jun-24	\$22.97 PARTS
VENTURA COUNTY AUTO SUPPLY	27-Jun-24	\$196.26 PARTS
	<b>TOTAL</b>	<b>\$920,613.63</b>



<b>Vendor</b>	<b>Date</b>	<b>Amount</b>	<b>TypeOfGoods</b>
AFFORDABLE AUTO GLASS	03-Jul-24	\$500.00	AUTO GLASS REPAIR
AMERICAN MOVING PARTS	03-Jul-24	\$25.78	BRAKE SHOES
ASSUREDPARTNERS CAPITAL INC	03-Jul-24	\$144,055.19	LIABILITY INSURANCE
BECNEL UNIFORMS	03-Jul-24	\$1,675.05	UNIFORMS
JAMES BECK	03-Jul-24	\$299.14	EXPENSE REIMBURSEMENT
CALIFORNIA HOSE, INC	03-Jul-24	\$496.86	PARTS
CITI CARDS	03-Jul-24	\$1,131.91	OFFICE SUPPLIES
CLEAN ENERGY	03-Jul-24	\$17,530.49	REPAIRS
COASTAL OCCUPATIONAL MEDICAL GROUP	03-Jul-24	\$2,650.00	PHYSICALS/DRUG SCREENS
DANIELS TIRE SERVICE	03-Jul-24	\$7,844.23	TIRES/SERVICES
ECOLANE	03-Jul-24	\$64,050.43	PARATRANSIT SCHEDULING SOFT
EDISON CO.	03-Jul-24	\$26,215.92	ELECTRICAL POWER
AVAIL TECHNOLOGIES, INC.	03-Jul-24	\$5,512.50	SOFTWARE/MAINTENANCE
FLOYD SKEREN MANUKIAN LANGEVIN LLP	03-Jul-24	\$2,008.00	LEGAL SERVICES
FLUID NETWORKS	03-Jul-24	\$55.80	SERVICES
THE GAS COMPANY	03-Jul-24	\$394.10	NATURAL GAS
GILLIG LLC	03-Jul-24	\$1,390.39	PARTS
LORNE HENDERSON	03-Jul-24	\$603.05	EMPLOYEE REIMBURSEMENT
IRON MOUNTAIN, INC.	03-Jul-24	\$274.49	SHREDING SERVICES
J N DESIGNS	03-Jul-24	\$198.02	PRINTING/GRAPHICS SERV
KIMBALL MIDWEST	03-Jul-24	\$370.02	PARTS
LOWE'S	03-Jul-24	\$22.86	SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	03-Jul-24	\$3,273.10	PARTS/BUSES
VENTURA COUNTY AUTO SUPPLY	03-Jul-24	\$170.17	PARTS
CITY OF OXNARD	03-Jul-24	\$1,961.47	LICENSES RENEWAL
CITY OF OXNARD	03-Jul-24	\$3,925.88	LICENSES RENEWAL
REMIX TECHNOLOGIES LLC	03-Jul-24	\$10,500.00	SOFTWARE LICENSE
ACCONTEMPS A ROBERT HALF COMPANY	03-Jul-24	\$6,663.76	TEMPORARY HELP
SIGNOGRAPHICS 2000	03-Jul-24	\$546.81	GRAPHICS
GENFARE LLC	03-Jul-24	\$122.25	PARTS
DEPT OF TOXIC SUBSTANCES CONTROL	03-Jul-24	\$177.18	FILING FEE
SUPERIOR SANITARY SUPPLIES	03-Jul-24	\$1,009.69	SUPPLIES
TRANSPORTATION MANAGEMENT & DESIGN IN	03-Jul-24	\$13,051.46	SHORT RANGE TRANSIT PLAN
TST PRIVATE SECURITY	03-Jul-24	\$5,500.80	SECURITY SERVICES
JONES WALBAUM CORPORATION	11-Jul-24	\$15.00	PRINTING SERVICES
ASSURANT EMPLOYEE BENEFITS	11-Jul-24	\$1,039.13	DENTAL PREMIUMS
ASSUREDPARTNERS CAPITAL INC	11-Jul-24	\$10,873.72	LIABILITY INSURANCE
BEST BEST & KRIEGER LLP	11-Jul-24	\$29,568.00	GENERAL COUNSEL SERVICE
COMPUWAVE, INC.	11-Jul-24	\$1,795.00	LAPTOPS
LYNETTE COVERLY	11-Jul-24	\$5,810.00	PROFESSIONAL SERVICES
BENEFIT COORDINATORS CORP.	11-Jul-24	\$10,114.10	DENTAL PREMIUMS
CUMMINS PACIFIC LLC	11-Jul-24	\$3,547.20	PARTS
WEX HEALTH, INC.	11-Jul-24	\$252.00	FSA ADMINISTRATION FEE

DYER SHEEHAN GROUP, INC.	11-Jul-24	\$1,356.25 301 REDEVELOPMENT CONSULTING
FEDERAL EXPRESS CORP.	11-Jul-24	\$14.49 MAIL SERVICES
FORTRESS ARMORED SERVICES COMPANY	11-Jul-24	\$1,519.14 ARMORED CAR SERVICES
GovInvest Inc	11-Jul-24	\$6,000.00 STANDARD PENSION & OPEB MODULE
SOUTHERN COUNTIES FUELS	11-Jul-24	\$3,208.07 OIL/LUBE PRODUCTS
GILLIG LLC	11-Jul-24	\$704.37 PARTS
LIFT-U-INC.	11-Jul-24	\$1,254.08 WHEEL CHAIR PARTS
MOBILE CREATE USA, INC.	11-Jul-24	\$677.35 2 WAY RADIO EQUIPMENT/SERVICE
THE AFTERMARKET PARTS COMPANY, LLC	11-Jul-24	\$267.78 PARTS/BUSES
PARKHOUSE TIRE, INC.	11-Jul-24	\$2,078.38 TIRES
PLATINUM TOW AND TRANSPORT INC.	11-Jul-24	\$1,587.50 TOWING SERVICES
RINGLEADER, INC	11-Jul-24	\$373.51 TELEPHONE/LONG DISTANCE SRVC
SITEONE LANDSCAPE SUPPLY, LLC	11-Jul-24	\$346.95 MAINTENANCE SUPPLIES
GENFARE LLC	11-Jul-24	\$1,132.49 PARTS
STAPLES ADVANTAGE	11-Jul-24	\$146.42 OFFICE SUPPLIES
SUNRISE PHYSICAL THERAPY	11-Jul-24	\$396.54 MOLLER SUPPORTS/CUSHON
THE DETAIL SHOP INC	11-Jul-24	\$7.66 SUPPLIES
TRACKIT LLC	11-Jul-24	\$15,470.00 SOFTWARE LICENSE
TRANSPORTATION MANAGEMENT & DESIGN IN	11-Jul-24	\$22,806.39 SHORT RANGE TRANSIT PLAN
U.S. BANK	11-Jul-24	\$19,413.38 CALCARD PAYMENT
VERIZON	11-Jul-24	\$1,650.74 PHONE SRVC - CSC
AMERICAN PLASTICS CORP	18-Jul-24	\$670.31 SUPPLIES
AMERICAN MADE CLEAN INC	18-Jul-24	\$525.00 SERVICES
ARAMARK UNIFORM & CAREER APPAREL GROU	18-Jul-24	\$69.05 UNIFORMS
BECNEL UNIFORMS	18-Jul-24	\$240.73 UNIFORMS
LOS ANGELES TRUCK CENTERS, LLC	18-Jul-24	\$403.43 PARTS/SERVICE
CALIFORNIA HOSE, INC	18-Jul-24	\$2,469.55 PARTS
CALTIP	18-Jul-24	\$378,891.51 LIABILITY INSURANCE
CASEY PRINTING INC.	18-Jul-24	\$16,803.74 PRINTING SERVICES
COAST TO COAST COMPUTER PRODUCTS	18-Jul-24	\$760.41 OFFICE SUPPLIES
DAVMAR	18-Jul-24	\$185.73 CNG COMPRESSOR
FROG ENVIRONMENTAL, INC.	18-Jul-24	\$1,353.00 ENVIRONMENTAL ASSESSMENT
THE GAS COMPANY	18-Jul-24	\$40,705.85 NATURAL GAS
GILLIG LLC	18-Jul-24	\$3,365.68 PARTS
GRAINGER	18-Jul-24	\$594.54 MISC. PARTS/SUPPLIES
INFINITY CNG SERVICES, INC.	18-Jul-24	\$575.00 CNG STATION REPAIR SERVICES
INTERSTATE BATTERIES	18-Jul-24	\$1,954.56 BATTERIES
KIMBALL MIDWEST	18-Jul-24	\$14,559.27 PARTS
LIGHTGABLER	18-Jul-24	\$90.00 LEGAL SERVICES
MISSION LINEN SUPPLY	18-Jul-24	\$2,216.36 MAINTENANCE UNIFORMS
NATIONAL AUTO BODY&PAINT	18-Jul-24	\$4,097.03 BODY WORK
NATURAL GREEN LANDSCAPE INC.	18-Jul-24	\$4,480.00 LANDSCAPING SERVICES
VENTURA COUNTY AUTO SUPPLY	18-Jul-24	\$110.98 PARTS
O'Hagan Meyer LLP	18-Jul-24	\$28.50 LEGAL SERVICES

PARKHOUSE TIRE, INC.	18-Jul-24	\$6,554.15 TIRES
SUPERIOR SANITARY SUPPLIES	18-Jul-24	\$876.34 SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	18-Jul-24	\$2,600.15 PRINTING SERVICES
THE DETAIL SHOP INC	18-Jul-24	\$574.60 SUPPLIES
TEAM NISSAN	18-Jul-24	\$220.30 ELECTRIC VEHICLES
GREG'S PETROLEUM SERVICE, INC	18-Jul-24	\$5,766.15 OIL SUPPLIER
AIRGAS USA, LLC	25-Jul-24	\$116.31 MAINTENANCE SUPPLIES
ASWELL TROPHY	25-Jul-24	\$19.67 AWARDS
LOS ANGELES TRUCK CENTERS, LLC	25-Jul-24	\$436.69 PARTS/SERVICE
CANON FINANCIAL SERVICES INC	25-Jul-24	\$870.78 PRINTING SERVICES
CENTRAL COAST FILTER & SUPPLY INC.	25-Jul-24	\$2,049.53 PAINT
CENTER FOR TRANSPORTATION AND THE ENVIF	25-Jul-24	\$9,000.00 MEMBERSHIP DUES
CUMMINS PACIFIC LLC	25-Jul-24	\$1,279.69 PARTS
FRONTIER COMMUNICATIONS	25-Jul-24	\$1,838.91 INTERNET PRVDER - PTSIT CNTOR
THE GAS COMPANY	25-Jul-24	\$590.95 NATURAL GAS
GILLIG LLC	25-Jul-24	\$175.31 PARTS
GRAINGER	25-Jul-24	\$157.20 MISC. PARTS/SUPPLIES
INTERSTATE BATTERIES	25-Jul-24	\$837.67 BATTERIES
LIGHTGABLER	25-Jul-24	\$157.50 LEGAL SERVICES
LOWE'S	25-Jul-24	\$447.03 SUPPLIES
MISSION LINEN SUPPLY	25-Jul-24	\$662.20 MAINTENANCE UNIFORMS
MV TRANSPORTATION, INC.	25-Jul-24	\$365,369.31 GCT ACCESS SERVICE
THE AFTERMARKET PARTS COMPANY, LLC	25-Jul-24	\$1,828.86 PARTS/BUSES
FIRST CALL AUTO PARTS	25-Jul-24	\$299.13 PARTS
VENTURA COUNTY AUTO SUPPLY	25-Jul-24	\$250.65 PARTS
CITY OF OXNARD	25-Jul-24	\$1,961.47 LICENSES RENEWAL
PLATINUM TOW AND TRANSPORT INC.	25-Jul-24	\$780.00 TOWING SERVICES
RINGLEADER, INC	25-Jul-24	\$373.38 TELEPHONE/LONG DISTANCE SRVC
ACCONTEMPS A ROBERT HALF COMPANY	25-Jul-24	\$3,010.00 TEMPORARY HELP
SITEONE LANDSCAPE SUPPLY, LLC	25-Jul-24	\$438.75 MAINTENANCE SUPPLIES
SUPERIOR SANITARY SUPPLIES	25-Jul-24	\$4,380.02 SUPPLIES
THE DETAIL SHOP INC	25-Jul-24	\$214.09 SUPPLIES
TEAMSTERS LOCAL 186	25-Jul-24	\$1,200.00 PAYROLL DEDUCTION
TELENET VOIP, INC.	25-Jul-24	\$540.00 MONITORING
COUNTY OF VENTURA - IT SVCS. DEPT.	25-Jul-24	\$1,176.29 REPEATER SITE RENTAL
VENTURA HOSE-MAN	25-Jul-24	\$122.09 REPAIR PARTS/SUPPLIES
VENTURA COUNTY TRANSPORTATION COMMIS	25-Jul-24	\$2,575.25 SMARTCARD SLS
PUBLIC RISK INNOVATION SOLUTIONS & MANA	29-Jul-24	\$311,522.00 WORKER'S COMP/EAP PROVIDER
<b>TOTAL</b>		<b>\$1,674,055.09</b>

Vendor	Date	Amount TypeOfGoods
ALEXANDER BUICK GMC CADILLAC	01-Aug-24	\$49,720.02 PARATRANSIT VAN
ALL-PHASE ELECTRIC	01-Aug-24	\$156.24 SUPPLIES
ASSURANT EMPLOYEE BENEFITS	01-Aug-24	\$1,080.59 HEALTH BENEFITS
LUIS M. AYALA	01-Aug-24	\$1,000.00 TOLL REIMBURSEMENT
LOS ANGELES TRUCK CENTERS, LLC	01-Aug-24	\$1,770.53 PARTS
CENTER FOR TRANSPORTATION AND THE ENVIRO	01-Aug-24	\$6,000.00 Fuel Cell Electric Bus Project
CITI CARDS	01-Aug-24	\$842.49 OFFICE SUPPLIES
CROWDER BACKFLOW SERVICES	01-Aug-24	\$645.00 ANNUAL BACKFLOW TEST
BENEFIT COORDINATORS CORP.	01-Aug-24	\$10,168.50 HEALTH BENEFITS
MANUEL R CONTRERAS	01-Aug-24	\$1,000.00 TRAINING
CUMMINS PACIFIC LLC	01-Aug-24	\$811.06 PARTS
DANIELS TIRE SERVICE	01-Aug-24	\$7,483.17 TIRES/SERVICES
DESTIN THOMAS COMMUNICATIONS &	01-Aug-24	\$207.50 RADIO REPAIRS
EDISON CO.	01-Aug-24	\$28,255.27 ELECTRICAL POWER
FRANCISCO ESCOBAR	01-Aug-24	\$1,000.00 TOOL ALLOWANCE
FLOYD SKEREN MANUKIAN LANGEVIN LLP	01-Aug-24	\$2,636.00 LEGAL SERVICES
FLUID NETWORKS	01-Aug-24	\$55.80 SERVICES
GEIGER ENTERPRISES, INC.	01-Aug-24	\$2,103.30 GENERATOR
GILLIG LLC	01-Aug-24	\$63.97 PARTS
GLOBAL CTI GROUP, INC.	01-Aug-24	\$3,050.00 SOL-GPS AND DIAGNOSTIC-VERIZON
GRAINGER	01-Aug-24	\$42.09 MISC. PARTS/SUPPLIES
INTERSTATE BATTERIES	01-Aug-24	\$5,967.86 BATTERIES
ANDRES JUAREZ	01-Aug-24	\$1,000.00 TOOL ALLOWANCE
KIMBALL MIDWEST	01-Aug-24	\$5,827.06 PARTS
LIFT-U-INC.	01-Aug-24	\$96.60 WHEEL CHAIR PARTS
LIFT OFF, LLC	01-Aug-24	\$3,099.60 IT SOFTWARE
LOPEZ NESTOR	01-Aug-24	\$1,000.00 TOOL ALLOWANCE
MAURO TAPIA	01-Aug-24	\$1,000.00 TOOL ALLOWANCE
MISSION LINEN SUPPLY	01-Aug-24	\$1,270.29 MAINTENANCE UNIFORMS
JOSE MURILLO	01-Aug-24	\$1,000.00 TOOL ALLOWANCE
THE AFTERMARKET PARTS COMPANY, LLC	01-Aug-24	\$1,231.04 PARTS
NIGRO & NIGRO PC	01-Aug-24	\$15,000.00 AUDITOR
FIRST CALL AUTO PARTS	01-Aug-24	\$74.06 PARTS
VENTURA COUNTY AUTO SUPPLY	01-Aug-24	\$413.39 PARTS
CITY OF OXNARD	01-Aug-24	\$3,986.13 UTILITIES/TRASH
CITY OF OXNARD FIRE/CUPA	01-Aug-24	\$3,139.00 CUPA INSPECTION
PACIFIC LIFT AND EQUIPMENT CO., INC	01-Aug-24	\$4,973.74 LIFTS
PITNEY BOWES INC	01-Aug-24	\$114.71 POSTAGE MACH
PITNEY BOWES GLOBAL	01-Aug-24	\$467.73 POSTAGE MACHINE
ACCOMTEMPS A ROBERT HALF COMPANY	01-Aug-24	\$2,897.13 TEMPORARY HELP
RUBBER NECK SIGNS	01-Aug-24	\$1,431.83 SERVICES
BEVERLY SIVACEK	01-Aug-24	\$60.00 REFUND GO ACCESS e-balance
VENTURA COUNTY SHERIFF'S OFFICE	01-Aug-24	\$1,250.00 REFUND. PAID GCTD IN ERROR
GENFARE LLC	01-Aug-24	\$643.08 PARTS
STAPLES ADVANTAGE	01-Aug-24	\$1,047.11 OFFICE SUPPLIES
SUPERIOR SANITARY SUPPLIES	01-Aug-24	\$1,391.12 JANITORIAL SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	01-Aug-24	\$5,163.64 PRINTING SERVICES
TEAM NISSAN	01-Aug-24	\$32,379.11 ELECTRIC VEHICLES
TST PRIVATE SECURITY	01-Aug-24	\$6,398.72 SECURITY SERVICES
AFFORDABLE AUTO GLASS	08-Aug-24	\$300.00 AUTO GLASS REPAIR
ANDRIEN, DAVID	08-Aug-24	\$1,700.00 ENVIRONMENTAL ASSESSMENT
AMERICAN MADE CLEAN INC	08-Aug-24	\$525.00 STEAM CLEANING SERVICES
BARON INDUSTRIES	08-Aug-24	\$456.40 SUPPLIES
BECNEL UNIFORMS	08-Aug-24	\$35,718.47 UNIFORMS



CALTIP	08-Aug-24	\$22,098.18	LIABILITY INSURANCE
CLEAN ENERGY	08-Aug-24	\$16,457.88	REPAIRS
COAST TO COAST COMPUTER PRODUCTS	08-Aug-24	\$296.07	OFFICE SUPPLIES
CUMMINS PACIFIC LLC	08-Aug-24	\$7,080.26	PARTS
DYER SHEEHAN GROUP, INC.	08-Aug-24	\$1,956.25	301 REDEVELOPMENT CONSULTING
AVAIL TECHNOLOGIES, INC.	08-Aug-24	\$55,261.50	ERP Support 01/01/24-06/30/24
FLUID NETWORKS	08-Aug-24	\$55.80	SERVICES
FORTRESS ARMORED SERVICES COMPANY	08-Aug-24	\$1,929.48	ARMORED CAR SERVICES
GILLIG LLC	08-Aug-24	\$9,149.19	PARTS
THE HANOVER INSURANCE GROUP	08-Aug-24	\$60,776.00	COMMERCIAL PROPERTY INSURANCE
IRON MOUNTAIN, INC.	08-Aug-24	\$273.33	SHREDING SERVICES
INSIGHT STRATEGIES, INC.	08-Aug-24	\$10,050.00	TRAINING CLASS MAINT.
MISSION LINEN SUPPLY	08-Aug-24	\$570.63	MAINTENANCE
MUNCIE RECLAMATION AND SUPPLY COMPANY	08-Aug-24	UNIFORMS\$324.68	PARTS
NATURAL GREEN LANDSCAPE INC.	08-Aug-24	\$4,480.00	LANDSCAPING SERVICES
THE AFTERMARKET PARTS COMPANY, LLC	08-Aug-24	\$281.50	PARTS
N/S CORPORATION	08-Aug-24	\$145.46	BUS WASH
FIRST CALL AUTO PARTS	08-Aug-24	\$169.56	PARTS
PLEXUS GLOBAL	08-Aug-24	\$112.00	BACKGROUND & DRUG SCREENING
RAYNE WATER CONDITIONING	08-Aug-24	\$599.86	WATER COOLER BREAK ROOM
ACCOMTEMP A ROBERT HALF COMPANY	08-Aug-24	\$2,389.19	TEMPORARY HELP
SHI INTERNATIONAL CORP.	08-Aug-24	\$381.96	FIREWALL
STAPLES ADVANTAGE	08-Aug-24	\$56.33	OFFICE SUPPLIES
SUPERIOR SANITARY SUPPLIES	08-Aug-24	\$1,990.01	JANITORIAL SUPPLIES
SUNRISE PHYSICAL THERAPY	08-Aug-24	\$767.67	MOLLER SUPPORTS/CUSHON
THE DETAIL SHOP INC	08-Aug-24	\$100.84	SUPPLIES
GREG'S PETROLEUM SERVICE, INC	08-Aug-24	\$7,634.31	OIL SUPPLIER
VENTURA FEED & PET SUPPLIES, INC.	08-Aug-24	\$175.37	SAFETY SHOES
UnCOMPLICATE HR INC	08-Aug-24	\$4,490.00	HR CONSULTANT
VALLEY POWER SYSTEMS, INC.	08-Aug-24	\$409.71	REPAIR PARTS/SERVICE
VERIZON	08-Aug-24	\$1,650.83	PHONE SRVC - CSC
MITCHELL, THOMAS	09-Aug-24	\$81.94	EMPLOYEE REIMBURSEMENT
BECNEL UNIFORMS	15-Aug-24	\$2,656.63	UNIFORMS
LOS ANGELES TRUCK CENTERS, LLC	15-Aug-24	\$4,943.04	PARTS
CANON FINANCIAL SERVICES INC	15-Aug-24	\$906.46	PRINTING SERVICES
COASTAL OCCUPATIONAL MEDICAL GROUP	15-Aug-24	\$2,870.00	PHYSICALS/DRUG SCREENS
LYNETTE COVERLY	15-Aug-24	\$3,162.00	PROFESSIONAL SERVICES
CUMMINS PACIFIC LLC	15-Aug-24	\$0.00	PARTS
CUMMINS PACIFIC LLC	15-Aug-24	\$14,884.61	PARTS
DANIELS TIRE SERVICE	15-Aug-24	\$342.75	TIRES/SERVICES
MATTHEW DE LA ROSA	15-Aug-24	\$363.15	TUITION AND BOOK REIMBURSEMENT
WEX HEALTH, INC.	15-Aug-24	\$256.50	FSA ADMINISTRATION FEE
FRONTIER COMMUNICATIONS	15-Aug-24	\$1,853.99	INTERNET PRVDER - PTSIT CNTOR
THE GAS COMPANY	15-Aug-24	\$41,201.16	NATURAL GAS
GILLIG LLC	15-Aug-24	\$0.00	PARTS
GILLIG LLC	15-Aug-24	\$5,454.17	PARTS
GO GRAPHICS	15-Aug-24	\$526.04	PRINTING SERVICES
GRAINGER	15-Aug-24	\$1,665.14	MISC. PARTS/SUPPLIES
DCH (OXNARD) INC	15-Aug-24	\$35.08	REPAIRS/SUPPLIES
J N DESIGNS	15-Aug-24	\$232.70	PRINTING/GRAPHICS SERV
CHIHARU ENDO	15-Aug-24	\$456.88	EXP REIMBURSEMENT
LOWE'S	15-Aug-24	\$254.85	SUPPLIES
MACVALLEY OIL COMPANY	15-Aug-24	\$2,044.22	FUEL
MARCO LOPEZ	15-Aug-24	\$1,364.00	TOOL ALLOWANCE/EXP REIMB
MISSION LINEN SUPPLY	15-Aug-24	\$1,141.26	MAINTENANCE UNIFORMS

MOBILE CREATE USA, INC.	15-Aug-24	\$677.35 2 WAY RADIO EQUIPMENT/SERVICE
THE AFTERMARKET PARTS COMPANY, LLC	15-Aug-24	\$2,044.46 PARTS
VENTURA COUNTY AUTO SUPPLY	15-Aug-24	\$226.48 PARTS
CITY OF OXNARD	15-Aug-24	\$150.00 UTILITIES/TRASH
O'Hagan Meyer LLP	15-Aug-24	\$228.00 LEGAL SERVICES
PARKHOUSE TIRE, INC.	15-Aug-24	\$448.05 TIRES
PLATINUM TOW AND TRANSPORT INC.	15-Aug-24	\$936.25 TOWING SERVICES
PLEXUS GLOBAL	15-Aug-24	\$260.50 BACKGROUND & DRUG SCREENING
RINGLEADER, INC	15-Aug-24	\$376.33 TELEPHONE/LONG DISTANCE SRVC
MARTIN RODRIGUEZ	15-Aug-24	\$182.50 EXPENSE REIMBURSEMENT
SAFETY-KLEEN SYSTEMS, INC.	15-Aug-24	\$1,056.89 SOLVENT TANK FLUID
GENFARE LLC	15-Aug-24	\$1,024.33 PARTS
STAPLES ADVANTAGE	15-Aug-24	\$287.38 OFFICE SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	15-Aug-24	\$0.00 PRINTING SERVICES
SUPERIOR PRINTING & GRAPHICS, INC	15-Aug-24	\$4,166.81 PRINTING SERVICES
THE DETAIL SHOP INC	15-Aug-24	\$349.27 SUPPLIES
TEAMSTERS LOCAL 186	15-Aug-24	\$1,679.00 PAYROLL DEDUCTION
GREG'S PETROLEUM SERVICE, INC	15-Aug-24	\$3,899.47 OIL SUPPLIER
TRAFFIC TECHNOLOGIES LLC	15-Aug-24	\$190.10 BUS STOP ENHANCEMENT SUPPLIES
TRANSPORTATION MANAGEMENT & DESIGN INC	15-Aug-24	\$16,023.93 SHORT RANGE TRANSIT PLAN
UNITED TRANSMISSION EXCHANGE	15-Aug-24	\$6,014.21 TRANSMISSION REBUILDER
U.S. BANK	15-Aug-24	\$0.00 CALCARD PAYMENT
U.S. BANK	15-Aug-24	\$10,337.08 CALCARD PAYMENT
VENTURA COUNTY TRANSPORTATION COMMISSION	15-Aug-24	\$1,480.00 SMARTCARD SLS
VOYAGER	15-Aug-24	\$1,881.07 CNG FUEL FOR ACCESS
AMERICAN PLASTICS CORP	22-Aug-24	\$1,287.00 SUPPLIES
ASBURY ENVIRONMENTAL SERVICES	22-Aug-24	\$155.00 HAZ MAT DISPOSAL SERVICES
COMPUWAVE, INC.	22-Aug-24	\$10,895.00 LAPTOPS
THE GAS COMPANY	22-Aug-24	\$350.92 NATURAL GAS
GILLIG LLC	22-Aug-24	\$6,039.83 PARTS
GRAINGER	22-Aug-24	\$109.91 MISC. PARTS/SUPPLIES
J-W POWER COMPANY	22-Aug-24	\$1,212.34 MAINTENANCE SUPPLIES
MV TRANSPORTATION, INC.	22-Aug-24	\$384,177.31 GO ACCESS
THE AFTERMARKET PARTS COMPANY, LLC	22-Aug-24	\$0.00 PARTS
THE AFTERMARKET PARTS COMPANY, LLC	22-Aug-24	\$2,933.61 PARTS
CITY OF OXNARD	22-Aug-24	\$1,961.47 UTILITIES/TRASH
PARKHOUSE TIRE, INC.	22-Aug-24	\$8,509.32 TIRES
RINCON CONSULTANTS INC.	22-Aug-24	\$10,787.75 PROFESSIONAL SERVICES
RUBBER NECK SIGNS	22-Aug-24	\$2,768.92 SERVICES
TELENET VOIP, INC.	22-Aug-24	\$1,686.08 MONITORING
VOYAGER	22-Aug-24	\$374.43 CNG FUEL FOR ACCESS
ARAMARK UNIFORM & CAREER APPAREL GROUP	29-Aug-24	\$535.83 UNIFORMS
ASSI SECURITY, INC.	29-Aug-24	\$150.00 SECURITY SYSTEMS
LOS ANGELES TRUCK CENTERS, LLC	29-Aug-24	\$1,367.84 PARTS
CCP INDUSTRIES	29-Aug-24	\$289.09 SAFETY MATERIALS
CENTRAL COURIER LLC	29-Aug-24	\$2,025.00 DELIVERY SRVC BUS BOOKS
DANIELS TIRE SERVICE	29-Aug-24	\$526.00 TIRES/SERVICES
4IMPRINT INC.	29-Aug-24	\$9,950.56 PROMOTIONAL ITEMS
GILLIG LLC	29-Aug-24	\$0.00 PARTS
GLOBAL CTI GROUP, INC.	29-Aug-24	\$450.00 SOL-GPS AND DIAGNOSTIC-VERIZON
INTERSTATE BATTERIES	29-Aug-24	\$558.45 BATTERIES
J-W POWER COMPANY	29-Aug-24	\$2,058.02 MAINTENANCE SUPPLIES
MISSION LINEN SUPPLY	29-Aug-24	\$1,135.50 MAINTENANCE UNIFORMS
MUNCIE RECLAMATION AND SUPPLY COMPANY	29-Aug-24	\$191.10 PARTS
THE AFTERMARKET PARTS COMPANY, LLC	29-Aug-24	\$0.00 PARTS

THE AFTERMARKET PARTS COMPANY, LLC	29-Aug-24	\$0.00 PARTS
THE AFTERMARKET PARTS COMPANY, LLC	29-Aug-24	\$4,814.64 PARTS
OK RADIATOR SHOP INC.	29-Aug-24	\$346.43 RADIATOR TEST CLEAN
FIRST CALL AUTO PARTS	29-Aug-24	\$229.05 PARTS
ORKIN SERVICES OF CALIFORNIA, INC.	29-Aug-24	\$550.00 PEST CONTROL
PARKHOUSE TIRE, INC.	29-Aug-24	\$5,043.00 TIRES
PLATINUM TOW AND TRANSPORT INC.	29-Aug-24	\$390.00 TOWING SERVICES
ROMAINE ELECTRIC CORPORATION	29-Aug-24	\$1,976.14 BUS PARTS
ACCONTEMPS A ROBERT HALF COMPANY	29-Aug-24	\$3,010.00 TEMPORARY HELP
MARTIN RODRIGUEZ	29-Aug-24	\$1,067.54 EXPENSE REIMBURSEMENT
SAFETY VISION	29-Aug-24	\$2,654.32 BUS SECURITY CAMERA
GENFARE LLC	29-Aug-24	\$1,383.75 PARTS
SUPERIOR SANITARY SUPPLIES	29-Aug-24	\$1,249.74 JANITORIAL SUPPLIES
THE DETAIL SHOP INC	29-Aug-24	\$377.94 SUPPLIES
F G WILCOX, INC	29-Aug-24	\$45.96 PARTS/SUPPLIES

**TOTAL      \$1,087,469.02**



Item #6a

**Date:** September 4, 2024  
**To:** Board of Directors  
**From:** Christine Feng  
CFO & Assistant General Manager  
**Subject:** **Consider Acceptance of May and June 2024 Actual vs. Budget Financial Analysis Report**

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## EXECUTIVE SUMMARY

This summary report presents an overall analysis of the financial performance for May and June 2024, comparing actual figures against the budgeted amounts for the Gold Coast Transit District. The June 2024 report provides a preliminary summary of year end revenues and expenses compared to budget. For FY 2024, Gold Coast Transit District exhibited lower expenses than its budget, however, expenditures for the Year exceeded revenues, resulting in preliminary deficit of \$1,043,771.10. As previously discussed with the Board GCTD will be implementing a number of initiatives in 2024-2025 and over the next few years to address budget deficits.

### Revenues:

- **Passenger Fares:** Achieved \$4,170,738.76 (includes College/Youth reimbursements previously categorized as State funds) 146% of budget
- **Non-Operating Revenues:** Totaled \$772,160.45, surpassing the budget by 34.05% (\$576,010.00), reflecting successful non-operating revenue streams.
- **Local Assistance:** Met the budget exactly at \$21,382,371.00
- **State Assistance:** Received 21.67% of the budgeted \$2,322,000.00, totaling \$503,238.65, (\*Youth/College funding now categorized as fare revenue.)
- **Federal Assistance:** At \$8,827,307.00, this fell short of the budgeted \$10,053,144.00 by 12.19% due to timing of funding draws.

**Total Revenues:** Overall, revenues totaled \$35,655,815.86, representing 95.92% of the budgeted \$37,171,430.00.

## GOLD COAST TRANSIT DISTRICT

**Expenses:**

- **Salary/Wage:** Expenses were \$11,760,428.18, 95.25% of the budgeted \$12,347,278.00, showing effective cost management.
- **Fringe Benefits:** At \$9,739,608.36, this exceeded the budget by 5.89% (\$9,197,663.00), suggesting higher benefit costs.
- **Services:** Expenses of \$6,641,763.59 were 12.05% over the budgeted \$5,927,526.00, reflecting increased service costs, primarily due ADA/Paratransit.
- **Materials and Supplies:** Total expenses of \$2,730,201.70 were 74.65% of the budget, indicating savings in this category.
- **Utilities:** At \$401,878.17, utilities were 21.51% over the budgeted \$330,729.00, showing higher utility costs.
- **Casualty and Liability:** Costs of \$1,627,067.20 were slightly over budget by 2.22% (\$1,591,804.00).
- **Miscellaneous:** At \$432,911.31, this was 39.79% under budget, representing savings in miscellaneous expenses.
- **Debt Service:** Expenses of \$1,350,628.45 were 2.47% under budget, at \$1,384,812.00.
- **Members Contribution:** Met the budget at \$2,015,100.00, fulfilling the annual requirement.

**Total Expenses:** Total expenditures were \$36,699,586.96, or 98.73% of the budgeted \$37,171,430.00.

**Surplus or (Deficit):** While the budget to actual expenses were below budget, GCTD ends the year with a deficit of \$(1,043,771.10). (Preliminary estimate)

**Summary:** Gold Coast Transit District fare box revenue exceeded revenue targets, primarily due to College and Youth Ride free programs. Though it fell short in state and federal assistance due to timing of draw downs, expense management was generally effective, with total expenditure coming in slightly under budget.

General Manager's Concurrence



Vanessa Rauschenberger

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

	<u>May 2024 Actual</u>	<u>May 2024 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>
<b>Revenues:</b>						
Passenger Fares	\$ 531,284.03	\$ 236,492.09	125%	\$ 3,757,882.67	\$ 2,837,905.00	132.42%
Non- Operating Revenues	32,873.17	48,000.84	-32%	502,409.67	576,010.00	87.22%
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%	19,600,506.75	21,382,371.00	91.67%
Federal Assistance	-	837,762.01 *	-100%	4,668,744.00	10,053,144.00	46.44%
<b>Total Revenues</b>	<b>\$ 2,346,021.45</b>	<b>\$ 3,097,619.19</b>	<b>-24%</b>	<b>\$ 28,747,834.63</b>	<b>\$ 37,171,430.00</b>	<b>77.34%</b>
*State and Federal Operating Assistances for March eligible expenses have yet to be drawn down.						
<b>Expenses:</b>						
Salary/Wage	\$ 1,391,470.00	\$ 1,028,939.83	35%	\$ 10,647,816.73	\$ 12,347,278.00	86.24%
Fringe Benefits	763,980.26	766,471.88	0%	8,978,783.24	\$ 9,197,663.00	97.62%
Services	511,672.25	499,627.15	2%	5,586,459.81	\$ 5,927,526.00	94.25%
Materials and Supplies	181,765.28	304,793.06	-40%	2,311,741.03	\$ 3,657,517.00	63.21%
Utilities	-	27,560.75	-100%	342,883.62	\$ 330,729.00	103.68%
Casualty and Liability	2,281.99	132,650.33	-98%	1,311,818.63	\$ 1,591,804.00	82.41%
Miscellaneous	7,787.67	59,916.85	-87%	285,463.97	\$ 719,001.00	39.70%
Debt Service	-	115,401.00	-100%	469,468.75	\$ 1,384,812.00	33.90%
Members Contribution	167,925.00	167,925.00	0%	1,847,175.00	\$ 2,015,100.00	91.67%
<b>Total Expenses</b>	<b>\$ 3,026,882.45</b>	<b>\$ 3,103,285.85</b>	<b>-2.5%</b>	<b>\$ 31,781,610.78</b>	<b>\$ 37,171,430.00</b>	<b>85.50%</b>
 Surplus or (Deficit)	 <b>\$ (680,861.00)</b>			 <b>\$ (3,033,776.15)</b>		



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

	<u>June 2024 Actual</u>	<u>June 2024 Budget</u>	<u>Variance Over (Under) Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of Annual Budget</u>
<b>Revenues:</b>						
Passenger Fares	\$ 412,856.09	\$ 236,492.09	75%	\$ 4,170,738.76	\$ 2,837,905.00	146.97%
Non- Operating Revenues	269,750.78	48,000.84	462%	772,160.45	576,010.00	134.05%
Local Assistance	1,781,864.25	1,781,864.25	0%	21,382,371.00	21,382,371.00	100.00%
State Assistance	284,947.11	193,500.00	47%	503,238.65	2,322,000.00	21.67%
Federal Assistance	4,158,563.00	837,762.01 *	396%	8,827,307.00	10,053,144.00	87.81%
<b>Total Revenues</b>	<b>\$ 6,907,981.23</b>	<b>\$ 3,097,619.19</b>	<b>123%</b>	<b>\$ 35,655,815.86</b>	<b>\$ 37,171,430.00</b>	<b>95.92%</b>
*Federal Operating Assistances for eligible for year end expenses not drawn.						
<b>Expenses:</b>						
Salary/Wage	\$ 1,112,611.45	\$ 1,028,939.83	8%	\$ 11,760,428.18	\$ 12,347,278.00	95.25%
Fringe Benefits	760,825.12	766,471.88	-1%	9,739,608.36	\$ 9,197,663.00	105.89%
Services	1,055,303.78	499,627.15	111%	6,641,763.59	\$ 5,927,526.00	112.05%
Materials and Supplies	418,460.67	304,793.06	37%	2,730,201.70	\$ 3,657,517.00	74.65%
Utilities	58,994.55	27,560.75	114%	401,878.17	\$ 330,729.00	121.51%
Casualty and Liability	315,248.57	132,650.33	138%	1,627,067.20	\$ 1,591,804.00	102.22%
Miscellaneous	147,447.34	59,916.85	146%	432,911.31	\$ 719,001.00	60.21%
Debt Service	446,159.70	115,401.00	287%	1,350,628.45	\$ 1,384,812.00	97.53%
Members Contribution	167,925.00	167,925.00	0%	2,015,100.00	\$ 2,015,100.00	100.00%
<b>Total Expenses</b>	<b>\$ 4,482,976.18</b>	<b>\$ 3,103,285.85</b>	<b>44.5%</b>	<b>\$ 36,699,586.96</b>	<b>\$ 37,171,430.00</b>	<b>98.73%</b>
 Surplus or (Deficit)	 <u>\$ 2,425,005.05</u>			 <u>\$ (1,043,771.10)</u>		

Preliminary Year End Summary



Item #6b

**Date:** September 4, 2024  
**To:** Board of Directors  
**From:** Christine Feng CFO & Assistant General Manager  
**Subject:** Consider Acceptance of July 2024 Actual vs. Budget Financial Analysis Report

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### Executive Summary: July 2024 Budget Variance Report

**Overview:** In the first month of the fiscal year, Gold Coast Transit District experienced variances in both revenues and expenses compared to the budget primarily due to bi-annual expenses in bond payment and liability insurance.

#### Revenues:

- **Passenger Fares:** Actual revenue of \$250,063.68 exceeded the budgeted amount of \$211,166.67 by 18%, indicating a positive start in fare collection. However, it represents only 9.87% of the annual budget of \$2,534,000.00.
- **Non-Operating Revenues:** Actual revenues of \$14,933.27 against a budgeted \$83,080.84. This represents just 1.50% of the annual budget of \$996,970.00.
- **Local Assistance:** Exceeded the budget by 16%, totaling \$1,719,274.92 against a budget of \$1,481,149.75, contributing 8.33% to the annual budget of \$20,631,299.00.
- **State Assistance:** No funds were received in July, resulting in a 100% variance as no expenses were eligible for state assistance at this time. The annual budget for state assistance is \$5,775,005.00. (Including SB 125 funding which has not been received yet.)
- **Federal Assistance:** Surpassed the budget by 10%, with \$794,913.00 received compared to the budgeted \$724,689.18, amounting to 9.14% of the annual budget of \$8,696,270.00.

**Total Revenues:** Total revenues for July were \$2,779,184.87, 7% under the budgeted \$2,981,336.85, contributing 7.19% towards the annual revenue target of \$38,633,544.00.

#### GOLD COAST TRANSIT DISTRICT

### Expenses:

- **Salary/Wage:** Actual expenses of \$881,691.56 were 28% under the budget of \$1,218,700.08. This amounts to 6.03% of the annual budget of \$14,624,401.00.
- **Fringe Benefits:** Exceeded the budget by 9%, with actual costs of \$1,024,379.29 compared to the budgeted \$939,085.08, representing 9.09% of the annual budget of \$11,269,021.00.
- **Services:** Spent \$146,096.72, which is 32% under the budget of \$215,045.83, amounting to 5.66% of the annual budget of \$2,580,550.00.
- **Materials and Supplies:** At \$86,872.58, expenses were 71% under the budget of \$301,525.00, reflecting a favorable variance and contributing 2.40% to the annual budget of \$3,618,300.00.
- **Utilities:** Actual costs of \$32,832.35 were 12% under the budgeted \$37,500.00, representing 7.30% of the annual budget of \$450,000.00.
- **Casualty and Liability:** Expenses were significantly over budget by 214%, with actual costs of \$350,598.62 compared to a budget of \$111,666.67. This accounts for 26.16% of the annual budget of \$1,340,000.00.
- **Miscellaneous:** Spent \$17,362.54, which is 59% under the budgeted \$42,458.17, contributing 3.41% towards the annual budget of \$509,498.00.
- **Debt Service:** Expenses of \$924,468.75 against a budgeted \$115,401.00, amounting to 66.78% of the annual budget of \$1,384,272.00.
- **Members Contribution:** Met the budget exactly at \$238,125.17, contributing 8.33% towards the annual budget of \$2,857,502.00.

**Total Expenses:** Total expenses for July were \$3,702,427.58, 15% over the budgeted \$3,219,507.00, reflecting 9.58% of the annual budget of \$38,633,544.00.

**Surplus or (Deficit):** The district reported a deficit of (\$923,242.71) for July.

**Summary:** In July 2024, passenger fares and federal assistance showed positive variances, however the total revenue was 7% under budget due to timing of state and federal grants. Expenses were 15% over budget, driven by significant start of year payments in debt service and casualty and liability insurance. These expenses will even out as the year progresses.

General Manager's Concurrence



**Vanessa Rauschenberger**

**GOLD COAST TRANSIT DISTRICT**  
**Financial activities summary ( Actual v.s. Budget)**  
**July, 2024**

	<u>July 2024 Actual</u>	<u>July 2024 Budget</u>	<u>Variance Over (Under) Budget</u>	<u>YTD actual</u>	<u>Annual Budget</u>	<u>Percentage of Annual Budget</u>
<b>Revenues:</b>						
Passenger Fares	\$ 250,063.68	\$ 211,166.67	18%	\$ 250,063.68	\$ 2,534,000.00	9.87%
Non- Operating Revenues	14,933.27	83,080.84	-82%	14,933.27	996,970.00	1.50%
Local Assistance	1,719,274.92	1,481,149.75	16%	1,719,274.92	20,631,299.00	8.33%
State Assistance	-	481,250.41	-100%	-	5,775,005.00	0.00%
Federal Assistance	794,913.00	724,689.18	10%	794,913.00	8,696,270.00	9.14%
<b>Total Revenues</b>	<b>\$ 2,779,184.87</b>	<b>\$ 2,981,336.85</b>	<b>-7%</b>	<b>\$ 2,779,184.87</b>	<b>\$ 38,633,544.00</b>	<b>7.19%</b>
* State Assistances for July eligible expenses have yet to receive.						
<b>Expenses:</b>						
Salary/Wage	\$ 881,691.56	\$ 1,218,700.08	-28%	\$ 881,691.56	\$ 14,624,401.00	6.03%
Fringe Benefits	1,024,379.29 **	939,085.08	9%	1,024,379.29	11,269,021.00	9.09%
Services	146,096.72	215,045.83	-32%	146,096.72	2,580,550.00	5.66%
Materials and Supplies	86,872.58	301,525.00	-71%	86,872.58	3,618,300.00	2.40%
Utilities	32,832.35	37,500.00	-12%	32,832.35	450,000.00	7.30%
Casualty and Liability	350,598.62	111,666.67	214%	350,598.62	1,340,000.00	26.16%
Miscellaneous	17,362.54	42,458.17	-59%	17,362.54	509,498.00	3.41%
Debt Service	924,468.75	115,401.00	701%	924,468.75	1,384,272.00	66.78%
Members Contribution	238,125.17	238,125.17	0%	238,125.17	\$ 2,857,502.00	8.33%
<b>Total Expenses</b>	<b>\$ 3,702,427.58</b>	<b>\$ 3,219,507.00</b>	<b>15%</b>	<b>\$ 3,702,427.58</b>	<b>\$ 38,633,544.00</b>	<b>9.58%</b>
<b>Surplus or (Deficit)</b>	<b>\$ (923,242.71)</b>					



**DATE** September 4, 2024 **Item #7**  
**TO** GCTD Board of Directors  
**FROM** Alex Zaretsky, Director of Human Resources  
**SUBJECT** **Consider Approval of Job Description for Mobility Management Coordinator (Update to New Template)**

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### **SUMMARY**

Job descriptions across GCTD periodically require updating to reflect current roles and responsibilities and to ensure appropriate backup and cross-training are in place. Over the last year, GCTD staff have been working to conduct a review of all job descriptions, bringing updated job descriptions to the Board as they are ready to be implemented. In addition, new job descriptions are required to meet the changing needs of the organization to fulfill strategic goals. Job description updates have been made with input from employees as well as management, with the assistance of GCTD's consultant UncomplicateHR.

For this item, it is recommended that the Board consider approval of the updated job description for the Mobility Management Coordinator position. This is an existing budgeted position, and does not add to GCTD headcount or have any impact to budget. This update is primarily made to update the positions duties to reflect current operational needs and update the format to be consistent with other GCTD job descriptions.

### **RECOMMENDATION**

It is recommended that the Board to Consider Approval of the updated job description for Mobility Management Coordinator.

General Manager's Concurrence

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### **GOLD COAST TRANSIT DISTRICT**

## JOB DESCRIPTION

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**Job Title:** Mobility Management Coordinator

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**Department:** Planning & Marketing

**Reports To:** Communications and Marketing Manager

**FLSA:** Exempt

**Represented:** None

**Salary Grade:** Class 2

**Revised:** 9/4/2024

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### **JOB SUMMARY**

This position will work across the organization in support of outreach to various educational, public service, senior and disability groups and the general public to improve overall mobility within the community. This position is primarily responsible for supporting coordination of flexible and innovative mobility services assisting with service monitoring, development of mobility training education, community outreach and coordination among various community stakeholders in support of GCTD's transit services.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **ESSENTIAL FUNCTIONS**

- Coordinate mobility management activities and assist with monitoring performance of GCTD's Flexible and Innovative Mobility Services including the required American with Disability Act (ADA) complimentary program
- Assist with planning and coordination of Flexible Services, including service quality, project budget, customer experience, preparing reports and presentations, data analysis, and overall program support
- Provide support on special projects related to all aspects of increasing accessibility on fixed-route and demand response services
- Develop and implement mobility training programs to increase public awareness and knowledge of all public and alternative transportation options available in their communities
- Actively find opportunities and provide solutions to remove barriers to transportation, specifically to/from jobs, and employment support services for individuals with disabilities, seniors, and low-income individuals
- Regularly present to community groups, providing information to customers regarding how to use available services and qualification criteria, for both fixed-route and flexible services
- Assist with marketing campaigns that support public engagement and education about GCTD programs and services
- Work with Planning Department to identify, document, and report on unmet transportation needs through various methods including community outreach activities

- Create and generate specialized reports to assist with monitoring Key Performance Indicators (KPIs)
- Develop strategies for seeking funding sources such as 5310, and other local, state and federal funding programs
- Assist in preparing grant applications for continual funding related to mobility
- Assist in the dissemination of transportation resource information to all potential transit users, with a primary focus on communicating with disabilities groups and individuals, community-based organizations, and community planning organizations
- Support Operations Department's training; help support increased awareness and understanding of mobility challenges of vulnerable populations including people with disabilities, seniors, and low-income individuals
- Conduct field research and perform ride-along trips to assist/provide feedback in a supportive role
- Develop materials for ongoing projects that can be used to assist in increasing awareness of service offerings including mobility training, fare payment options, new/ongoing services, surveys, and community outreach
- Maintain current working knowledge of ADA rules and regulations as it relates to public transit and shares this specialized knowledge with others
- Prepare general correspondence, letters, reports, and forms; maintain files and record-keeping procedures
- Support the Administrative staff, including backup support for front desk coverage
- Perform other duties as assigned

### **MINIMUM QUALIFICATIONS**

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

### **EDUCATION & EXPERIENCE**

- Associate degree in a related field.
- Additional work experience may substitute for education on year-by-year basis.
- Minimum of three (3) years of related experience, preferably in Public Transportation.

### **LICENSES & CERTIFICATIONS**

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

### **ADDITIONAL COMPETENCIES**

- Fluently Bilingual (English/Spanish) preferred

- Fluent in American Sign Language (ASL) preferred
- Experience working with persons of all ages, and physical/ developmental abilities
- Proficient in Microsoft Office Suite, Adobe or other graphic design programs, and related business software
- Effective verbal and written communication skills to successfully impart information at all organizational levels and to the public. Present information to diverse communities
- Capable interpersonal skills, a strong cross-functional team player with the ability to operate independently with a focus on successful customer service
- Ability to perform in a high demand, dynamic environment, actively listen, and appropriately manage established deadlines and/or expectations
- Knowledge of state and federal programs providing transportation funding for the targeted population
- Able to work in committees in GCTD and other organizations to help with goals tied into public transit
- Ability to advance skill set through training and development opportunities.
- Occasionally travel for company business using reliable transportation
- Maintain regular attendance and punctuality
- Willing to work non-traditional hours and days to meet the needs of this position

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to hear, see, bend, sit, stand, keyboard/type, conduct repetitive motions, use dexterity of hands and fingers to operate office equipment and lift/carry up to 40 pounds.

### **WORK ENVIRONMENT**

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

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

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



**GENERAL MANAGER'S CONCURRENCE**

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

\_\_\_\_\_  
Date

Board Approved Date: Board Approved Date



**DATE:** September 4, 2024  
**TO:** GCTD Board of Directors  
**FROM:** Vanessa Rauschenberger, General Manager  
**SUBJECT:** **Consider Adoption of Resolution 2024-08 for State Transit Assistance (STA) / State of Good Repair (SGR) FY 2024-25 Allocation**

**Item #8**

## **SUMMARY**

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

For FY 2024-25, GCTD's allocation under the SGR program is \$51,734 and the allocation under the STA program is \$345,799. Prior to receiving the apportionment of STA/SGR program funds in a fiscal year, an agency must submit a list of proposed projects to the California Department of Transportation (DOT). Once approved by this Board action, GCTD will submit a list of projects to VCTC, who will then submit project lists for the whole county to the State. The list does not need to be constrained to the apportionment but must show costs at least as much as the apportionment.

Staff is requesting that the Board consider approval of the annual STA/SGR State of Good Repair Priority Projects List and consider adoption of Resolution 2024-08 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

## **BACKGROUND**

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

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

SGR funds can be used as follows:

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

### **GOLD COAST TRANSIT DISTRICT**

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

**STA/SGR ELIGIBLE PROJECT LIST**

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

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

	<b>Project Description</b>	<b>Cost Estimate</b>
<b>1</b>	Replacement Fixed Route Bus (CNG) (GILLIGs) (9)*	\$6,894,000
<b>2</b>	Replacement Demand Response (Gas) (4)*	\$800,000
<b>3</b>	Replacement Non-Revenue Service / Relief Vehicles (2)	\$172,000

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

**RECOMMENDATION**

Consider approval of GCTD's FY 2024-25 STA / SGR (State of Good Repair) Priority Projects List and consider adoption of Resolution 2024-08 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

**GENERAL MANAGER'S CONCURRENCE**



Vanessa Rauschenberger  
General Manager

*Attachment A: Resolution NO. 2024-08*



GOLD COAST TRANSIT DISTRICT  
**RESOLUTION NO. 2024-08**

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

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

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

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

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

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

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

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

PASSED AND ADOPTED THIS 4th DAY OF SEPTEMBER 2024.

ATTEST:

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Mike Johnson, Board Chair

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 4th day of September

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Vanessa Rauschenberger, General Manager, Secretary of the Board

**GOLD COAST TRANSIT DISTRICT**



Item #9

**Date:** September 4, 2024  
**To:** Board of Directors  
**From:** Marlena Kohler, Procurement Manager/DBE Officer *MK*  
Cynthia Duque, Director of Planning and Marketing  
**Subject:** **Consider Award of Contract to Tolar Manufacturing for Purchase of Bus Stop Amenities**

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## SUMMARY

It is recommended that GCTD award a contract to Tolar Manufacturing for the purchase of bus stop amenities in the amount of \$367,176.98 and authorize an additional \$5,000 to cover contingencies during this project period for a total contract cost of \$372,176.38.

## BACKGROUND

In 2024, the Ventura County Transportation Commission (VCTC) was approved to provide Gold Coast Transit District (GCTD) with \$500,000 in funds from the Clean California Program, through its Clean CA Local Grants Program to be used for bus stop amenities in GCTD's service area.

The Clean CA Program facilitates collaboration between Caltrans districts and local agencies to develop and implement transit partnership projects to address demand, usage, and ridership in a strategic and impactful manner that align with the goals and priorities of the program.



*Bench and Solar Lighting installed at Gonzales & Ventura Road*

For this project specifically, in partnership with VCTC, GCTD will purchase amenities to improve the safety, comfort, and convenience at one hundred and three (103) bus stop locations. The amenities include one hundred and one (101) locations with new solar lighting; seven (7) of these will also have new shelters; three (3) with new seating; and Real-Time Passenger Information (RTPI) displays installed at two (2) Transit Center locations, C Street Transfer Center and Ventura Transit Center.

The bus stop locations were selected based on needed improvements identified in the GCTD Bus Stop Improvement Plan (BSIP) adopted by the Board in 2022. The plan takes a comprehensive approach to identify the current bus inventory, including location, amenities, condition, pedestrian and ADA information among other attributes.

## GOLD COAST TRANSIT DISTRICT

The locations are prioritized within each member jurisdiction using an equity weighted stop utilization score. This is based primarily on how much passenger activity is occurring at each stop and is weighted based on proximity of each stop to CALEPA defined disadvantaged and low-income communities. These improvements will not only provide shelter, shade, lighting, and seating for patrons, they will make the system more attractive and approachable by ensuring the stops are safe, convenient, comfortable and inviting.

As a member of the California Association of Coordinated Transportation (CALACT), GCTD has access to a variety of cooperative agreements that allows agencies to purchase items at pre-negotiated and competitive rates that agencies would be unlikely to secure independently. The CALACT contract provides Federal and state-compliant competitive pricing and are restricted to FTA grantees geographically located within the State of California. GCTD will utilizing one of these cooperative agreements.

After ensuring that the CalACT cooperative agreement met all FTA requirements, staff verified that our final file included documentation substantiating our determination. Such documents included a copy of the solicitation, contract, evaluation information and Buy America certification documents. Staff was able to download all necessary documentation from the CalACT website. It was therefore determined that GCTD was able to use CalACT's competitively awarded Cooperative Agreement in order to purchase these bus amenities from Tolar Manufacturing.

In early August, staff requested a quote from Tolar for the purchase of the bus stop amenities. Tolar quoted a total cost of \$367,176.98, which includes tax, freight and CalACT fee. The detailed quote is attached to this Board Report. Based on the CalACT bid process, staff has determined that Tolar's quote is fair and reasonable.

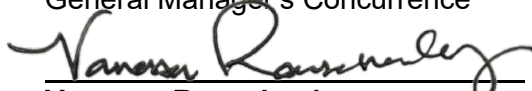
A responsibility determination was also conducted on Tolar Manufacturing. The System for Award Management (SAM) was checked for this contractor no results were found. As part of the CalACT's evaluation process, a responsibility check was conducted on Tolar. Based on this information, Tolar was determined to be a responsive and responsible firm capable of meeting GCTD's requirements.

Staff is currently developing a Request for Quote (RFQ) to locate a responsive, responsible bidder to install these amenities. The balance of Clean CA Program funds will be used fund the resulting contract. In the event the cost of installation is below the remaining fund balance, staff recommends allocating the balance toward the purchase of additional amenities and expand the location list.

## II. RECOMMENDATION

**It is recommended that the Board of Directors authorize the General Manager to purchase bus stop amenities from Tolar Manufacturing in the amount of \$367,176.98 and authorize an additional \$5,000 to cover contingencies during this project period for a total of \$372,176.38.** This project was included in the approved FY 2024-25 budget plan.

General Manager's Concurrence

  
**Vanessa Rauschenberger**



**DATE** September 4, 2024 **Item #10**

**TO** GCTD Board of Directors

**FROM** Marlena Kohler, Procurement Manager & DBE Officer & Lorne Henderson, Fleet Manager

**SUBJECT** Consider Authorizing General Manager to Award a Contract to Model 1 Commercial Sales (*formerly Creative Bus Sales*) for the Purchase of Four (4) Replacement Vehicles for GCTD's GO ACCESS Fleet

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### EXECUTIVE SUMMARY

It is recommended that GCTD award a contract to Model 1 for the purchase of three (3) Ford Transit vans and one (1) BraunAbility van in the amount of \$453,187.83 to replace aging paratransit vehicles in GCTD's GO ACCESS fleet. Utilizing the California Association for Coordinated Transportation (CALACT) purchasing cooperative contract, GCTD will purchase the vehicles with a combination of 5310 Federal Grant funding and state / local for the non-federal match.

### BACKGROUND

In 2023, the Ventura County Transportation Commission (VCTC) completed a call for projects using federal 5310 funding to support senior and disabled transportation services. GCTD was awarded funding to replace aging demand response vehicles in two cycles. Federal Transit Administration Useful Life of Transit Buses and Vans, (FTA VA-26- 7229-07.1) classifies these vehicles as Light-Duty Vehicles with a useful life of five years and/or 150,000 miles. The proposed purchase would replace vehicles with an average odometer of 231,467 miles. The vehicles being replaced have served their useful lives and should be replaced to maintain reliable service provision for our customers.

GCTD submitted a project to fund the purchase of replacement vehicles for the paratransit fleet. VCTC stipulated that all 5310-funded vehicles in the call for projects be wheelchair accessible. GO ACCESS serves 1,300 individuals monthly, providing over 9,700 trips monthly to locations throughout the GCTD service area. As the service grows, GO ACCESS continues to receive requests for service at an increasing number of locations within the service area where a 23-foot cut-away, capable of carrying up to 13 passengers, has challenges navigating to the curb to serve our senior and disabled passengers. Trips are grouped where possible and occur daily. The nature of the trip requests does not lend themselves to grouping more than two or three requests at a time without significantly increasing travel times, which may violate ADA regulations. Passengers have expressed great satisfaction in traveling in smaller vehicles, primarily because the rides are smoother. The Ford Transit, the MV-1, and the BraunAbility vehicles are easier for the passenger to board and alight, which contributes to the overall customer experience.

The VCTC approved grant funding the project in the amount of \$320,000. As a member of the California Association for Coordinated Transportation (CALCT), GCTD has access to purchase a variety of transit vehicles from the CALACT/MBTA purchasing cooperative. The CALACT/MBTA contract provides Federal and state-compliant competitive pricing and is restricted to FTA grantees geographically located within the State of California.

### GOLD COAST TRANSIT DISTRICT



In 2018, the GCTD Board of Directors adopted a Zero & Near-Zero Emissions Vehicle Purchase Policy to focus on cost-effective purchases that provide the lowest emission technologies available that meet the operating needs of GCTD. In 2021, Coast Transit District purchased an accessible electric Ford Transit for its paratransit fleet. The electric Ford Transit has unfortunately not performed well, with a vehicle range limited to less than 100 miles per charge. This is below the 133 miles that GO ACCESS vehicles average daily to provide service to customers. Due to the limited range and significant cost of a electric paratransit vehicles, staff determined that standard gas powered vehicles to be the best option for these replacements.

In March 2024, the Board approved the purchase of the same type of vehicles, three (3) Ford Transit vans and one (1) BraunAbility van, to Model 1. These vehicles replaced four (4) MV-1 vans that had operated in revenue service for over nine (9) years and were no longer manufactured, making parts replacement increasingly difficult. Staff is faced with the exact same circumstances and are recommending the same replacement vehicles from Model 1.

Model 1 provided a quote in the amount of \$112,8584.32 per Ford Transit vehicle, total cost for the three (3) vehicles is \$337,752.95 and \$93,854.88 for the BraunAbility van for a total cost of \$431,607.83 for all four (4) vehicles. These prices are approximately 4% more than the last order due in part to a new year model of the BraunAbility and an updated ramp design. This purchase will be funded with federal 5310 funds received through the VCTC, along with non-federal matching funds from the California Local Transportation Funds (LTF). Based on the CALACT process, and the recent previous purchase, staff has determined that Model 1's quote is fair and reasonable.

In accordance with CalACT buying procedures, staff has requested a Letter of Assignment for the purchase of these vehicles. As of the date of this board report, the official confirmation letter has not been received, however, in speaking to the CalACT representative, there should be no reason the letter will not be issued. However, in order to stay within CalACT requirements, staff will not move forward with the issuance of the purchase order without the approved Letter of Assignment.

A responsibility determination was also conducted on Model 1. The System for Award Management (SAM) was checked for this contractor and no results were found. GCTD has purchased several paratransit vehicles from this company, formerly known as Creative Bus Sales, and has had no major issues with any of the vehicles received. Therefore, Model 1 is determined to be a responsive and responsible firm capable of meeting GCTD's requirements.

Additionally, staff is requesting approval to dispose of the four (4) MV1 that are to be replaced by the purchase of these four (4) vehicles by selling them to the highest bidder through JJ Kane Auctions (*formerly known as Ken Porter's Auctions*).

## RECOMMENDATION

**It is recommended the Board of Directors authorize General Manager to purchase three (3) Ford Transit vans and one (1) BraunAbility van from Model 1 Commercial Sales (*formerly Creative Bus Sales*) in the amount of \$112,8584.32 per Ford Transit vehicle and \$93,854.88 per BraunAbility van for a total cost of \$431,607.83 for the four vans and authorize up to an additional 5% (\$21,580) to cover minimal specification adjustments for a grand total of \$453,187.83.**

General Manager's Concurrence



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Vanessa Rauschenberger  
General Manager





September 4, 2024

Item #11

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

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**SUMMARY**

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

Vanessa Rauschenberger  
General Manager

**GOLD COAST TRANSIT DISTRICT**

Contracts/PO awarded Report  
September 2024

PO#	Item Description	Vendor Name	City	Cost
<b>PURCHASING</b>				
A0010344	RUCKUS SUPPORT COVERAGE	GLOBAL CTI GROUP, INC.	BAKERSFIELD	\$1,412.00
A0010345	MITEL SUPPORT FOR SWITCHES & SOFTWARE PRO-RATED	GLOBAL CTI GROUP, INC.	BAKERSFIELD	\$1,638.00
A0010347	OFFICE 365 PLAN G3 GCC	LIFT OFF, LLC	CROFTON	\$3,146.73
A0010348	VEEAM BACKUP FOR MICROSOFT 365	SHI INTERNATIONAL CORP.	DALLAS	\$381.96
B0020117	CONSULTING SERVICES	INSIGHT STRATEGIES, INC.	TORRANCE	\$10,050.00
C0000014	JANITORIAL SUPPLIES	SUPERIOR SANITARY SUPPLIES	OXNARD	\$6,555.00
D0090055	GO ACCESS TICKETS 3"X4" PADS, 60LB ASTROBRIGHT ROCKET RED	SUPERIOR PRINTING & GRAPHICS, INC	OXNARD	\$3,447.93
<b>PARTS</b>				
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

Contracts/PO awarded Report  
September 2024

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
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

Contracts/PO awarded Report  
September 2024

M0050660	FUEL FILTER, 03-15 HONDA CIVIC (SMALL), FILTER, FUEL, 07-15 HONDA CIVIC (LARGE)	DCH (OXNARD) INC	OXNARD	\$188.59
M0050670	VALVE, FRONT LEVELING, SPRING, RADIATOR/FILTER ACCESS PANEL, TREADLE AND VALVE ASSY, LOW BEAM LED, SUNSHADE, DRIVER'S SIDE WINDOW, DECAL, EMERGENCY INSTRUCTIONS LOCATION, VALVE. SINGLE CHECK, ISOLATOR, MOUNT UPPER & LOWER (SET), CLAMP, WATER HEATER PIPE, SWITCH, MIRROR CONTROL, LAMP ASSY, AMBER MARKER/ CLEARANCE	GILLIG LLC	LOS ANGELES	\$2,273.58
M0050673	8143127726 ACETYLENE INDUSTRIAL 3, AIRGAS HAZMAT CHARGE, 8143127726 OXYGEN IND 125 CGA 540, CYL MAINTENANCE FEE, 8143127726 CYL ACETYLENE INDUSTRIAL 3, 8143127726 CYL OXYGEN IND 125, ENERGY CHARGE, DELIVERY FLAT FEE, FUEL CHARGE FLAT	AIRGAS USA, LLC	PASADENA	\$1,284.96
M0050674	BELT, WATER PUMP, SENSOR, OXYGEN, INSULATION, WATER INLET TUBE, CLAMP, V BAND, BELT, WATER PUMP, SENSOR, OXYGEN, INSULATION, WATER INLET TUBE, DIPSTICK, 54IN, CLAMP, HOSE 10.5MM-13MM, HOSE, PLAIN	CUMMINS PACIFIC LLC	VENTURA	\$2,503.02
M0050677	BODY LABOR, PAINT LABOR, FRAME, PARTS, PAINT, SHOP MATERIALS, HAZ WASTE / VOC	NATIONAL AUTO BODY&PAINT	GOLETA	\$3,620.19
M0050678	ROTOR, BRAKE, MULTIPLE BOLTS & HUBS	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$4,733.87

Contracts/PO awarded Report  
September 2024

M0050682	ALTERNATOR, REMAN	ROMAINE ELECTRIC CORPORATION	KENT	\$1,976.14
M0050683	VALVE, SOLENOID, HI-TEMP, HUBODOMETER 520-REV	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$945.89
M0050688	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLE FEE, REG COMP FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$2,837.02
M0050691	HUB ODOMETER 525 REV, PLUG, DIFFERENTIAL, NUT, WHEEL BEARING ADJUSTING, SEAL, REAR INNER, HARNESS, AMEREX, SWITCH, STOP ENGINE OVERRIDE, DPST, SKIRT PANEL, HINGED RADIATOR DOOR, DUAL MOTOR ASSY, MIRROR, ABSORBER, SHOCK (FRONT), SWITCH, LEFT TURN SIGNAL	GILLIG LLC	LOS ANGELES	\$92.13
M0050693	TRAVEL AND LABOR	CLEAN ENERGY	DALLAS	\$1,472.00
M0050694	PRINT HEAD, SHAFT NO 7B	GENFARE LLC	ELK GROVE	\$1,759.97
M0050695	030093431 -55 GAL. USED ABSORBENT WASTE DISPOSAL, 55 GAL OPEN TOP DRUM FOR WASTES	AGRITEC INTERNATIONAL LTD.	IRWINDALE	\$1,159.02
M0050695	001250267- 55 GAL. USED AEROSOL WASTE DISPOSAL, 55 GAL. USED METAL OIL FILTER DISPOSAL (NON- RCRA), 55 GAL. USED PAPER OIL FILTER DISPOSAL (NON- RCRA), 001250267- MANIFEST FEE/FACILITY FEE	AGRITEC INTERNATIONAL LTD.	IRWINDALE	\$1,938.04
M0050696	SPARK PLUGS	CUMMINS PACIFIC LLC	VENTURA	\$2,462.06
M0050697	WINDSHIELD, C/S, DECAL, EMERGENCY INSTRUCTIONS LOCATION	GILLIG LLC	LOS ANGELES	\$1,679.19
M0050698	ASSORTMENT/LEG SET, HOSES FOR BUS WASH	KIMBALL MIDWEST	OXNARD	\$7,190.63
M0050702	LANDSCAPE REPAIRS/SUPPLIES	SITEONE LANDSCAPE SUPPLY, LLC	CHICAGO	\$742.93

Contracts/PO awarded Report  
September 2024

M0050718	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLE FEE,REG COMP FEE,TRANSMISSION OIL SYNTHETIC, STATE RECYCLE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$3,637.40
M0050719	HVAC FILTER (12 X 24 X 2), HVAC FILTER (20 X 20 X 2), HVAC FILTER (12x24x12)	CENTRAL COAST FILTER & SUPPLY INC.	OXNARD	\$2,049.53
M0050720	CNG SERVICES	INFINITY CNG SERVICES, INC.	PORTER RANCH	\$575.00
M0050721	REPAIR AND PARTS FOR 3 STAGE MOTOR	THE DETAIL SHOP INC	OXNARD	\$574.60
M0050722	HEATER HOSES	GRAINGER	PALATINE	\$608.74
M0050724	HARDWARE - SHOP	KIMBALL MIDWEST	OXNARD	\$1,021.37
M0050725	HARDWARE - SHOP	KIMBALL MIDWEST	OXNARD	\$2,121.36
M0050727	DRAIN PLUG, TRANSMISSION,AIR DRYER DESICCANT CARTRIDGE,107794 CORE,FILTER, COOLANT,FILTER, HYDRAULIC	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$6,859.76
M0050729	VALVOLINE PREMIUM BLUE 9200 15W-40,STATE RECYCLE FEE,REG COMP FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$2,128.75
M0050730	HARDWARE - SHOP	KIMBALL MIDWEST	OXNARD	\$5,772.77
M0050731	IGP BASIC MONITORING	FROG ENVIRONMENTA L, INC.	SIGNAL HILL	\$1,353.00
M0050732	HOSES - SHOP	CALIFORNIA HOSE, INC	OXNARD	\$2,469.55
M0050733	1/8" CLR ACRYLIC FOLDOVER	AMERICAN PLASTICS CORP	CAMARILLO	\$670.31
M0050735	BATTERY - INTERSTATE,CA BATTERY FEE	INTERSTATE BATTERIES	VENTURA	\$1,256.50
M0050736	SCREW, HEX, FLANGE, HEAD CAP, TUBE, COMP WATER OUTLET, FILTER, AIR,FILTER OIL,FILTER, HYDRAULIC, AIR DRYER PURGE VALVE KIT,CLAMP, V BAND, KIT SEAL	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$1,916.84
M0050738	COUPLING INSERT	LIFT-U-INC.	ESCALON	\$96.60

Contracts/PO awarded Report  
September 2024

M0050740	ORING, VALVE COVER, O-RING OIL COOLER LOWER, 2GASKET, OIL FILTER HEAD, CLAMP, V BAND, ORING, VALVE COVER, HOSE, EGR WATER PLUMBING, 90, ROD, ENGINE CONNECTING, VALVE, FUEL FLOW, SPARK PLUG	CUMMINS PACIFIC LLC	VENTURA	\$7,920.81
M0050741	BOLSTER BAG, AIR LUMBAR, COVER GASKET, HYD RESERVIOR, PLUG, OIL PAN THREADED, SEAL, FRON INNER,CHECK VALVE SERVICE KIT, AIR DRYER	MUNCIE RECLAMATION AND SUPPLY COMPANY	MINNEAPOLIS	\$515.78
M0050742	REPAIR KIT, DRAIN VALVE	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$3,089.10
M0050743	BATTERY - INTERSTATE, BATT FEE	INTERSTATE BATTERIES	VENTURA	\$837.67
M0050744	MFW1038-KA-SLG3 TUBULAR PIN TUMBLR	GRAINGER	PALATINE	\$1,665.14
M0050745	SPARK PULG	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$1,010.63
M0050746	ANNUAL BACKFLOW PREVENTION DEVICE TESTING, INSTALLATION OF 1/2" PLUG FOR TESTING	CROWDER BACKFLOW SERVICES	VENTURA	\$645.00
M0050747	BEARING,FLANGED , RULON,CONDUCTIVE, 3/16	GENFARE LLC	ELK GROVE	\$635.84
M0050748	SWITCH, LEFT TURN SIGNAL, VALVE, SHUT OFF 3/8 in. NPT, FAN ASSY, 24V, GAUGE, OIL PRESSURE, 0-100 PSI, AIR DRYER DUAL TURBO-2000 KIT GILLIG, ELBOW, SILICONE, HOSE, HUMP, AIR REGULATOR ASSM, WIPER, REAR INNER	GILLIG LLC	LOS ANGELES	\$3,468.15
M0050750	SWITCH, LEFT TURN SIGNAL, VALVE, SHUT OFF 3/8 in. NPT, HOSE, HUMP, WIPER, REAR INNER, ROLLER	GILLIG LLC	LOS ANGELES	\$496.64

Contracts/PO awarded Report  
September 2024

M0050752	HOSE, AIR COMP FLEXIBLE, GASKET, LUBE OIL COOLER COVER,PCV MOLDED HOSE,BELT, ALT, TUBE,COMP WATER INLET, BELT, ALT,GASKET, OIL COOLER CORE, CLAMP, AIR INTAKE V-BAND, GASKET, LUBE OIL COOLER COVER	CUMMINS PACIFIC LLC	VENTURA	\$1,256.13
M0050753	ELBOW, SILICONE, SPRING-CNG ROTARY LATCH, MODULE,LOW COOLANT LEVEL, SWITCH, MIRROR, GASKET, FRONT HUB, VALVE, 12VDC, PRESSURE WAVE SWITCH	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$597.60
M0050754	ELBOW, SILICONE, ROLLER SERVICE KIT, SHOCK ABSORBER, REAR, AIR REGULATOR ASSM,CYLINDER, RADIATOR/BATTERY	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$543.00
M0050756	BATTERY - INTERSTATE, CA BATTERY FEE	INTERSTATE BATTERIES	VENTURA	\$558.45
M0050757	BATTERY - INTERSTATE, 902HC-S BATTERY, GC12-HCL-UTL BATTERY, CA BATTERY FEE	INTERSTATE BATTERIES	VENTURA	\$4,512.72
M0050758	RACKS/BASES/HARDWARE	KIMBALL MIDWEST	OXNARD	\$5,827.06
M0050762	INTERIOR OFFICE WINDOW WRAPS, PRINTED PERFORATED VINYL 42.75" X 42.75", FILE SETUP ARTWORK/GRAPHIC DESIGN FEE/FILE SETUP, INSTALLATION OF WINDOW PERF ON (6) WINDOWS, ADDITIONAL WINDOW 30.75 X 42.75	RUBBER NECK SIGNS	OXNARD	\$1,431.83
M0050763	FILTER, HYDRAULIC, LOW BEAM LED, REGULATOR, PRESSURE, SWITCH, MIRROR,CONTROL, INDICATOR, AIR RESTRICTION, PRESSURE WAVE SWITCH, SWITCH, MIRROR CONTROL	GILLIG LLC	LOS ANGELES	\$5,390.33



Contracts/PO awarded Report  
September 2024

M0050764	RO CARTRIDGE FILTER 5 MICRON 200640, RO CARTRIDGE FILTER 10 MICRON CARBON 200663, RO CARTRIDGE FILTER 1 MICRON 200639	N/S CORPORATION	INGLEWOOD	\$118.66
M0050766	SWITCH, TOGGLE, DPST, ON/OFF, SWITCH, DOOR CONTROL, SWITCH, TURN SIGNAL LH, SEAT BELT ASM, LAP 2-PT BLACK	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$3,418.95
M0050768	2024 HYUANDAI IONIQ 5 SEL, SILLAJET COATING, GO SHIELD, WARRANTY, FEES, REBATE DOC FEE	ALEXANDER BUICK GMC CADILLAC	OXNARD	\$49,720.02
M0050769	2025 NISSAN LEAF, DOC FEE, PROCESSING FEE, REBATE	TEAM NISSAN	OXNARD	\$32,379.11
M0050771	OCU DISPLAY, BELT, GROOVED TIMING	GENFARE LLC	ELK GROVE	\$375.65
M0050773	SENSOR, TRANS SPEED	VALLEY POWER SYSTEMS, INC.	LOS ANGELES	\$409.70
M0050774	HEAD, CYLINDER, HEAD, CYLINDER (CORE), KIT, OVERHAUL	CUMMINS PACIFIC LLC	VENTURA	\$9,016.53
M0050775	TRANSMISSION, B400R, TC418, GEN IV, MY09, 29557230 CASE	UNITED TRANSMISSION EXCHANGE	SAN BERNARDINO	\$6,014.21
M0050776	AIR DRYER DESICCANT CARTRIDGE, R107794-CORE, FILTER OIL, FILTER, COOLANT, PULLEY, IDLER, ENGINE RELAY	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$3,188.58
M0050777	ENGINE HARNESS 3500-16	CUMMINS PACIFIC LLC	VENTURA	\$5,852.18
M0050778	VALVOLINE PREMIUM BLUE 9200 15W-40, GEARLUBE 80W90 GL5, RECYCLING FEE 15W40, REG. COMPLIANCE FEE, STATE RECYCLING FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$3,080.57
M0050779	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING OIL GALLON, REGULATORY COMPLIANCE FEE	GREG'S PETROLEUM SERVICE, INC	DELANO	\$2,622.78

Contracts/PO awarded Report  
September 2024

M0050780	FILTER, HYDRAULIC, PANEL, SKIRT FIXED , RD/S, PANEL, BATTERY KILL SWITCH ACCESS DOOR, SWITCH, SPDT TOGGLE, LIGHT, DECEL, 4 IN. AMBER, MIRROR 16 IN. x 8.25 IN, FILTER ASM PRIMARY, AIR, ACTUATOR ASSY W/FITTINGS	GILLIG LLC	LOS ANGELES	\$4,743.49
M0050782	RENEWAL CERTIFICATION FOR LUBE ROOM HAZARDOUS MATERIAL TANKS	ANDRIEN, DAVID	REDONDO BEACH	\$1,700.00
M0050783	MODULE, IGNITION CONTROL, CORE CHARGE	CUMMINS PACIFIC LLC	VENTURA	\$2,500.17
M0050785	FRONT BRAKE HOSE, REAR BRAKE LINE	GILLIG LLC	LOS ANGELES	\$939.66
M0050787	COIL EXTENSION	LOS ANGELES TRUCK CENTERS, LLC	OXNARD	\$1,236.06
M0050793	SET, MAIN BEARING, ROD, ENGINE CONNECTING, 3163075 CUMMINS SPRAY PAINT	CUMMINS PACIFIC LLC	VENTURA	\$709.92
M0050801	VALVOLINE PREMIUM BLUE 9200 15W-40, STATE RECYCLING OIL GAL., REGULATORY COMPLIANCE FEE, GEARLUBE 80W90 GL5, STATE RECYCLING OIL GAL., TRANSMISSION OIL SYNTHETIC, STATE RECYCLING OIL GAL., VAL P/C 5W20, STATE RECYCLING OIL GAL.	GREG'S PETROLEUM SERVICE, INC	DELANO	\$3,899.45
M0050802	CHEMISTRY FEE, RECOVERY FEE, 10G PARTS WASHER SERVICE, GASTEC AQUEOUS SAMPLE TUBE, 30G PARTS WASHER 17029121, 30G PARTS WASHER 18030157, 30G PARTS WASHER 17029286	SAFETY-KLEEN SYSTEMS, INC.	DALLAS	\$1,056.89

Purchasing Total     \$26,631.62  
Parts Total             \$294,465.96

Local (Ventura County)     \$191,828.36



**DATE** September 4, 2024 **Item #12**

**TO** GCTD Board of Directors

**FROM** Alex Zaretsky, Director of Human Resources  
Vanessa Rauschenberger, General Manager

**SUBJECT** **Consider Adoption of Resolution 2024-09 Approving the Memorandum of Understanding (MOU) Between GCTD and Service Employees International Union (SEIU) Local 721 (Bus Operator, Administrative, and Mechanical Units)**

---

## **I. EXECUTIVE SUMMARY**

GCTD has three established bargaining units with the Service Employees International Union (SEIU) Local 721 (Bus Operator, Administrative, and Mechanical Units). On August 12<sup>th</sup>, 2024, the parties reached a tentative agreement with all three units on a new MOU effective from July 1, 2024, through June 30, 2027.

For this item, it is recommended that the Board Consider adopting Resolution 2024-09 which approve the Memorandum of Understanding (MOU) Between GCTD and Service Employees International Union (SEIU) Local 721 for (Bus Operator, Administrative, and Mechanical Units). Effective July 1, 2024, to June 30, 2027.

## **II. BACKGROUND**

The most recent set of Memorandum of Understandings (MOU) expired on June 30, 2024, and was as consideration extended throughout the term of negotiations. From April 8, 2024, through August 12<sup>th</sup>, 2024, the SEIU 721 bargaining team and GCTD management (GCTD) met, conferred, and freely exchanged information, opinions, and proposals concerning wages, hours, and working conditions.

On August 12<sup>th</sup>, 2024, the parties reached a tentative agreement for a new MOU which includes a market adjustment (varies by position), and a (COLA) wage increase of 4.00% effective July 1, 2024, 4.50% on July 1, 2025, and 3.75% on July 1, 2026. The MOU also includes an increase in vacation accrual, sick time, bilingual pay, new holiday, and other items.

On August 20-21, 2024, the members of the Bus Operator Unit, Administrative Unit and Mechanical Unit of SEIU 721 voted to ratify GCTD's contract offer. The full versions of the proposed MOU's (Administrative Unit, Bus Operator Unit, and Mechanical Unit) are attached.

### **GOLD COAST TRANSIT DISTRICT**

**COMMON ARTICLES (ALL MOUS) include:**

- Market adjustment (varies from 2.15-12.9%) effective July 1st, 2024
- Annual COLA of 4% July 1st, 2024, 4.5% July 1, 2025 and 3.75%, July 1, 2026.
- New Holiday – Juneteenth (working day holiday pay)
- Increase in Vacation Accruals up to 7.5 hours bi-weekly (up from 6.5).
- Sick leave increases 3.08 hours bi-weekly / 6 hours per month.
- Bilingual Pay Increase (Speaking / Reading / Writing)
- Health insurance coverage with employer contribution based on CalPERS Kaiser rates:
  - 2024 & 2025 - 100% for Employee, 83% for Employee + 1, 81% for Employee + Family. (Maintains current coverage levels.)
  - 2026 & 2027 - 100% for Employee, 83% for Employee + 1, **83%** for Employee + Family. (Increases family coverage from 81% to 83% starting in 2026)

**ADMINISTRATIVE MOU includes:**

- Night differential effective at 5pm, up from 6pm.
- Rest periods increased to two 15 mins paid, up from 10 minutes.
- Increased contribution to purchase of safety shoes to \$225.
- New jacket replacement program (for those working in Maintenance).

**BUS OPERATORS MOU includes:**

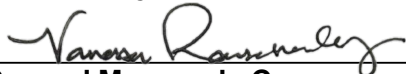
- All full-time runs will now have 39 guaranteed hours, up from 38 hours
- At least 18% of all full-time runs will have earliest in / out, weekday, and 40 hours.
- New Quarterly Planning Advisory Committee
- VTT hours can be obtained by classroom, in-service hours, or behind the wheel hours.
- Bus Operator “Revenue Trainer” differential increased to 15%, up from \$1.50 per hour.
- Additional flexibility in selection of Uniforms annually (based on average uniform cost.)
- Complaint procedure more thoroughly defined.
- Night differential effective at 5pm, up from 6pm.

**MECHANICAL MOU includes:**

- Extra uniforms: 12 shirts and pants. New jacket replacement program.
- Increase tool allowance up to \$1,250 over contract (up from \$ 1,000).
- Work shoe allowance increased to \$ 225 / not to exceed \$ 450.00 fiscal year
- Night Differential now starts at 5 pm.
- Defined overtime assignments.

**III. RECOMMENDATION**

**Consider Adoption of Resolutions 2024-09 Approving the Memorandum of Understanding (MOU) Between GCTD and Service Employees International Union (SEIU) Local 721 for (Bus Operator, Administrative, and Mechanical Units) Effective July 1, 2024, to June 30, 2027.**



**General Manager's Concurrence**

*Attachments:*

- *Resolutions 2024-09*
- *Bus Operator, Administrative, and Mechanical Units & Common Article MOU July 1, 2024-June 30, 2027 – Redline Version*

**RESOLUTION NO. 2024-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLD COAST TRANSIT DISTRICT APPROVING THE MEMORANDUM OF UNDERSTANDINGS (MOUs) BETWEEN GOLD COAST TRANSIT DISTRICT AND THE GCTD ADMINISTRATIVE SUPPORT UNIT, BUS OPERATOR UNIT & MECHANICAL UNIT OF SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL 721 (SEIU)**

WHEREAS, commencing on July 1, 2024, and continuing from time to time through and up to the next MOU / contract renewal with **GCTD's Administrative Support Unit, Bus Operator Unit & Mechanical Unit** of Service Employees International Union Local #721 (SEIU), through its duly appointed representatives and GCTD management (GCTD), through its duly appointed representatives, met and conferred and exchanged freely information, opinions and proposals concerning wages, hours and working conditions; and,

WHEREAS, as a result of said "meet and confer" sessions a contract offer was submitted by GCTD to SEIU, and

WHEREAS, SEIU conducted a member election vote on August 20-21, 2024 which resulted in the members of the **Administrative Support Unit, Bus Operator Unit & Mechanical Unit** approving the agreed upon Memorandum of Understanding between the parties, copies of which are on file in the office of the Clerk; and,

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

WHEREAS, the Board of Directors of Gold Coast Transit District has received the herein referred to Memorandum of Understanding and accepts said Memorandum of Understanding as the statement by the Service Employees International Union Local #721 (SEIU) of those matters in which it finds itself in agreement with the management negotiating team as above described, and as a statement by the management team of those matters which it recommends that the Board of Directors implement in an appropriate manner;

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

**PASSED AND ADOPTED THIS 4<sup>th</sup> DAY OF SEPTEMBER 2024:**

\_\_\_\_\_  
Mike Johnson, GCTD Board Chair

ATTEST: I HEREBY CERTIFY that the foregoing Resolution **2024-09** was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting held on September 4, 2024.

\_\_\_\_\_  
Vanessa Rauschenberger, GCTD General Manager

**MEMORANDUM OF UNDERSTANDING BETWEEN  
GOLD COAST TRANSIT DISTRICT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION #721  
JULY 1, ~~2024~~ 2024 THROUGH JUNE 30, ~~2024~~ 2027**

**COMMON ARTICLES**

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**TABLE OF CONTENTS  
MEMORANDUM OF UNDERSTANDING**

**COMMON ARTICLES**

**SECTION 1 INTRODUCTION**

1.03	Parties' Rights .....	1
1.04	Severability .....	1
1.05	Membership, Dues, COPE & Indemnification .....	1
1.06	Nondiscrimination Policy .....	2
1.07	Definitions.....	2

**SECTION 2 WAGES**

2.02	Longevity Pay .....	3
2.03	Incentive for Attendance.....	3
2.04	Out-of-Classification Pay .....	3

**SECTION 4 BENEFITS**

4.01	Medical, Dental, and Vision Insurance .....	4
4.02	Retirement.....	4
4.03	Life Insurance .....	5
4.04	Long-Term Disability Insurance.....	5
4.05	Retiree Medical Trust Fund .....	5

**SECTION 5 LEAVE TIME**

5.01	Holidays.....	5
5.02	Sick Leave.....	6
5.03	Employee Sick Leave Donation Program .....	7
5.04	Industrial Leave .....	8
5.05	Bereavement Leave .....	9
5.06	Community Service Program Leave .....	9
5.07	FMLA/CFRA .....	10
5.08	Vacation .....	10
5.09	Article Number Not Used .....	11
5.10	Time Off for Military Service .....	11

**SECTION 6 WORKING CONDITIONS**

6.02	Physical Examination .....	14
6.03	Textbook and Tuition Reimbursement.....	14
6.05	Accident Review Board .....	15

**SECTION 7 UNION RIGHTS**

7.01	Reasonable Notice .....	16
7.02	Access to Premises .....	16
7.03	Stewards Administrative Leave .....	17



7.04	Adverse Action, Notice And Procedures.....	17
7.05	<i>Skelly</i> Procedure .....	19
7.06	Bulletin Board .....	20
7.07	Article Number Not Used .....	20
7.08	Layoffs.....	20
7.09	Monthly Labor-Management Meetings .....	21
7.10	Complaint Form .....	21
<b>SECTION 8</b>	<b>CLOSING</b>	
8.01	Term of Memorandum .....	21
8.02	Peaceful Performance .....	21
8.03	Successors and Assignees .....	22
8.04	Full Understanding Modification and Waiver .....	22

# MEMORANDUM OF UNDERSTANDING

## Common Articles

*This section contains Articles that are common language to all GCTD-SEIU 721 MOUs.*

### SECTION 1 INTRODUCTION

#### **Article 1.03 PARTIES' RIGHTS** *(Common Article)*

##### A. GCTD Management's Rights

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

##### B. SEIU 721's Rights

The parties hereto recognize that SEIU 721 retains the right to 1) file grievances as to decisions that impact or effect wages, hours, and other terms and conditions of employment, except, however, that the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order, as set forth in Government Code section 3504, and 2) meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of such recognized employee organizations, as defined in subdivision (b) of Section 3501, and have GCTD consider fully such presentations as are made by the employee organization on behalf of its members prior to arriving at a determination of policy or course of action as set forth in Government Code section 3505.

##### C. Release for Bargaining

During MOU negotiations, GCTD management will coordinate temporary work schedule or shift changes for employees on SEIU 721's bargaining team to facilitate negotiations. Such changes are subject to operational considerations, and will be limited to three (3) representatives from the Bus Operator's Unit, one (1) representative from the Mechanical Unit and one (1) representative from the Administrative Support Unit.

#### **Article 1.04 SEVERABILITY** *(Common Article)*

If any section, subsection, subdivision, sentence, clause or phrase of this Memorandum of Understanding is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of this Memorandum of Understanding.

#### **Article 1.05 MEMBERSHIP UNION DUES DEDUCTION, COPE & INDEMNIFICATION** *(Common Article)*

It is mutually agreed that GCTD will, during the term of this Memorandum, deduct monies and remit to SEIU as authorized by Employee Payroll Deduction Authorization providing there are not more than five

deductions per pay period. All requests for payroll deduction shall be submitted no less than seven (7) calendar days before payday. GCTD and SEIU mutually agree that both parties be saved, indemnified and held harmless from any liability due to errors and omissions arising out of the other party's use of the SEIU's sponsored deduction code.

### **Dues Deduction**

The Employer will honor employee authorizations for dues deduction as required by provisions of the Government Code. The authorizations will be maintained by the Union.

Each pay period, the Employer shall send to the Union a list of all employees in the bargaining unit including: each employee's first name, middle initial, last name; employee identification number; employee hire date; employee job classification; work status (ex: full time, part time, hourly, seasonal, etc.); annual base wage amount; base wage earned per pay period; hourly rate; wage step (if applicable); and total hours worked in the pay period. This information shall be sent in Excel format to dues@seiu721.org within five (5) business days of each payday.

Each pay period, the Union shall provide the employer with an "authorized deduction report" which includes bargaining unit members who have authorized the deduction of Union dues, COPE and other deductions and the deduction amounts.

The Employer shall take the dues and other applicable deductions from the employees' paychecks and remit such itemized deductions to the Union within ten (10) business days of each payday. To the extent possible, such payments shall be made via an electronic funds transfer. The Employer shall also provide the breakdown of each amount remitted (i.e., dues, COPE, supplementary benefits, etc.).

### **Committee on Political Education (COPE)**

Employees may make voluntary contributions to the Union's registered political action committees. The employer shall make the deduction of the voluntary contributions in the same manner as the dues deduction process.

Every pay period the Union will notify the employer with a list of employees and the appropriate deduction amount on the "authorized deduction report" of the employees who have signed an authorization for the COPE deduction.

Employees may discontinue voluntary political deductions by providing notice of cancellation to the Union and the Union shall transmit such notice of cancellation to the Employers by the next full pay period cycle.

### **Indemnification**

The Union agrees to indemnify and hold the Employer harmless from any liabilities of any nature which may arise as a result of the application of provisions of this Article.

### **Article 1.06 NONDISCRIMINATION POLICY (Common Article)**

It is agreed that neither SEIU nor GCTD shall discriminate against any employee for any category protected by state or federal law, or because of union membership or lawful union activity.

In addition, it is agreed that SEIU, GCTD and employees will endeavor to interact with each other in a professional manner, with respect and dignity.

### **Article 1.07 DEFINITIONS (Common Article)**

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

**Employee**

Anyone hired by GCTD who has not terminated that relationship, either voluntarily or involuntarily, and is covered by this agreement.

**Regular Employee**

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

**Probationary Employee**

Period of time from placement into a position until the employee becomes a regular employee. Normal introductory period is the initial six (6) months of employment in a specific classification, in accordance with Section 23G of the GCTD Personnel Rules. Regular three month reviews of performance will be conducted during the probationary period, including any extensions of the probationary period. This means that all probationary employees will receive a three-month review. Any employee whose probation is extended beyond six months will receive a six-month review, and any employee who remains on probation after nine months will receive a nine-month review.

**Full Time**

Regular assignment in position is at least 32 hours a week.

**Part Time**

Regular assignment in position is less than 32 hours a week.

**Extra Board**

Required to work as assigned.

**Temporary Employee**

Anyone hired by GCTD for an interim, short term period which is not covered by this agreement. No bus operators will be hired as temporary employees

**SECTION 2 WAGES**

**Article 2.02 LONGEVITY PAY** *(Common Article)*

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

- A. Employees shall receive an additional sum equal to one percent (1%) of the employee's basic wage step held by the employee for each five (5) years of GCTD service.
- B. The additional payment shall be made at each time any installment of wage is made to the eligible employee, and the amount of the additional payment shall be predicated upon the increment of wage then paid.

**Article 2.03 INCENTIVE FOR ATTENDANCE** *(Common Article)*

If an employee has no unscheduled absences (sick leave, GCTD family leave as defined in Article 5.02E, suspensions or industrial leave) in a 6-month period (November 1-April 30; May 1-October 31), a bonus of \$200 for each qualifying 6-month period will be paid. If an employee has no unscheduled absences for the full contract year (November 1-October 31), an additional \$200 bonus will be paid, for a maximum of \$600 per contract year.

**Article 2.04 OUT-OF-CLASSIFICATION PAY** *(Common Article)*

If the General Manager or designee temporarily appoints a unit employee to a higher salaried position, their wage shall be at least five percent (5%) greater than being earned at the employee's regular classification. Assignment to be appointed out-of-classification work for three or more days will be provided in writing.

**SECTION 4 BENEFITS**

**Article 4.01 MEDICAL, DENTAL, AND VISION INSURANCE** *(Common Article)*

~~The total monthly GCTD insurance premium contribution for health, dental, and vision benefits for regular and probationary full-time and part-time bus operator employees is listed in Appendix "B".~~ For purposes of determining benefit contributions, Full Time includes all employees (including Extraboard Bus Operators) who regularly work at least 32 hours per week (regardless of bid hours). Part Time means employees who are regularly scheduled to work less than 32 hours per week.

- a. If GCTD's contribution to medical, dental, and/or vision insurance premium is in excess of the respective amounts for the employee, no excess monies shall be returned to the employee. Beginning in calendar year 2023, employees who "opt out" of health insurance coverage can receive a \$150 monthly "opt out" payment upon providing proof of alternative health insurance coverage. "Opt out" means a waiver of all GCTD insurance premium contribution dollars.
- b. If two GCTD employees are a legally married couple or registered domestic partners, GCTD will pay for their full premium of the HMO plans of health and dental insurance and vision insurance. The two GCTD employees must select joint insurance coverage under either "Employee+1" or "Employee + family."
- c. GCTD Management will review benefit and premium proposals and recommendations with the SEIU stewards or designated representatives by September 21<sup>st</sup> of each year. GCTD shall authorize paid time up to an aggregate total of four (4) hours per year for a maximum of three SEIU stewards or designated representatives participating in this review. **Effective January 1st, 2025, and January 1st 2026, GCTD's contribution for each employee shall be equivalent to one-hundred percent (100%) of the employee only tier, eighty-three percent (83%) of the employee + one tier, eighty-one percent (81%) of the employee + family tier, of the monthly rate for the CalPERS Kaiser Permanente medical HMO plan for the Ventura Area that provides the maximum benefit, and such contribution shall be inclusive of the minimum CalPERS medical insurance payment amount as specified in Section 22892 et seq. of the Government Code. Effective January 1st, 2026 and January 1st 2027, this amount shall increase to one-hundred percent (100%) of the employee only tier, eighty-three percent (83%) of the employee + one tier, eighty-three percent (83%) of the employee + family tier, of the monthly rate for the CalPERS Kaiser plan as described above.**
- d. ~~For calendar years 2023-2026 and 2024-2027, GCTD agrees to cover the cost of the Kaiser plan premium increase (up to 5%) per year.~~ During the term of the MOU, if Kaiser health insurance premiums increase by an average of by more than twelve percent per year, there shall be a re-opener to discuss options of paying the increased premium cost.
- e. GCTD and SEIU agree to an Employee Assistance Program (EAP) for the employees.

**Article 4.02 RETIREMENT** *(Common Article)*

A. The retirement program for GCTD

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

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

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

**Article 4.03 LIFE INSURANCE** *(Common Article)*

GOLD COAST TRANSIT shall provide term life insurance benefits in the amount of \$100,000.

**Article 4.04 LONG-TERM DISABILITY INSURANCE** *(Common Article)*

Effective January 1, 2006, GCTD shall provide 100% employer paid coverage of long-term disability insurance that will provide a minimum of sixty percent (60%) of earnings after six months of disability. Maximum monthly benefit shall not exceed \$3,000.

**Article 4.05 RETIREE MEDICAL TRUST FUND** *(Common Article)*

**GCTD contributes the minimum employer health contribution amount of retirees who elect to enroll into medical as a Retiree. The Minimum Employer contribution amount is prescribed by Government Code section 22892 of the Public Employee's Medical and Hospital Care Act (PEMHCA). This section provides that "the employer contribution shall be adjusted annually by the board to reflect any changes the medical care component of the Consumer Price Index-Urban (CPI-U) and shall be rounded to the nearest dollar."**

## SECTION 5 LEAVE TIME

**Article 5.01 HOLIDAYS** *(Common Article)*

A. All employees covered by this Memorandum shall be paid holiday pay as provided in this Article. The paid holidays shall be:

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

Management will meet and confer with SEIU before proposing to provide scheduled service for any holiday on which GCTD currently is closed.

- B. Employees shall be paid two and one-half (2½) times their regular hourly rate for all time worked on holidays as listed above. Employees shall work who call out sick for the full or partial shift of their last regularly scheduled day before the holiday, the full or partial shift of their first regularly scheduled day after the holiday, and or the full or partial shift of their regularly scheduled holiday shift to shall be ineligible for holiday pay unless they use accrued sick leave for such absence(s). For purposes of this article, a scheduled overtime shift is considered a regularly scheduled day.
- C. Employees shall receive straight time plus one-half (½) their regular hourly rate as vacation time for scheduled hours not worked on Thanksgiving Day, Christmas Day and New Year's Day.
- D. If a holiday falls on an employee's regularly scheduled time off, vacation time off shall be granted.
- E. Notwithstanding anything above the table below explains how Holidays shall be paid.

<b>HOLIDAY PAY GRID</b>	
Applicable to all Full Time and Extra Board	
<p><b>**Employee must work the full scheduled shift on the day before and the day after the holiday to be eligible for Holiday Pay**</b></p> <p>If not prescheduled, and employee does not work to cover the full shift the day before and the day after the holiday, <b>the employee must use accrued sick leave to cover the absence or</b> they lose all holiday benefits including consecutive holidays. (ie. Christmas Eve, Christmas Day.)</p>	
<b><u>SCHEDULED</u> to Work &amp; Worked</b>	
Service Provided	No Service Provided
Holiday Pay at one and one-half times their hourly rate for hours worked.  Pay at their hourly rate for all hours actually worked.  For any of those hours that exceed 40 hours in the workweek, this pay shall be one and one-half times their regular rate of pay.  <i>Example: Employee worked 40 hours in a week prior to the holiday. On the holiday, employee would receive Regular OT of 1.5 + Holiday OT Pay of 1.5. This equals 3 times the Regular Pay per hour. **See above.</i>	N/A
<b><u>SCHEDULED</u> to Work &amp; <u>DID NOT</u> Work</b>	
Service Provided	No Service Provided
<b>Other holidays</b> If it is prescheduled sick and still have a bid, they would receive the bid hours as banked vacation.  <b>Christmas Eve &amp; New Year's Eve (1/2 day holiday)</b> Four hours banked vacation	<b>Thanksgiving, Christmas, &amp; New Year's Day</b> <b>Operators:</b> Paid straight time <u>plus</u> ½ regular hours as banked vacation <b>Admin/Mech:</b> Eight hours holiday pay plus four hours banked vacation  <b>Labor, July 4<sup>th</sup>, Memorial</b> Eight hours holiday pay
<b><u>NOT</u> Scheduled to Work &amp; <u>DID NOT</u> Work</b>	
Service Provided	No Service Provided
<b>Other holidays</b> Eight hours banked vacation  <b>Christmas Eve &amp; New Year's Eve (1/2 day holiday)</b> Four hours banked vacation	<b>Thanksgiving, Christmas, &amp; New Year's Day</b> Twelve hours banked vacation  <b>Labor, July 4<sup>th</sup>, Memorial</b> Eight hours banked vacation

**Article 5.02 SICK LEAVE (Common Article)**

- A. All regular full-time employees hired prior to December 2, 1981 will accrue sick leave at the rate of 3.693 hours per biweekly pay period (equivalent of eight [8] hours per month).
- B. As of November 1, 2005, all employees hired after December 1, 1981 who become full-time employees will accrue sick leave at the rate of ~~2.769~~ **3.08** hours per bi-weekly pay period (equivalent of six [6] hours per month).
- C. Effective January 1, 1985, all regular employees who have accrued sick leave for one full calendar year and uses sixteen (16) hours or less of accrued sick leave in a calendar year may elect to convert eight (8) hours of accrued sick leave to eight (8) hours of vacation. Such election shall be made in January of the following calendar year.
- D. All employees accumulating 480 hours of sick leave may elect to convert sixteen (16) hours of such sick leave to vacation leave. This election shall be made one time each calendar year and shall be on a one for one basis.
- E. An employee may use up to one-half the annual accrual rate for the care of the employee's child (biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis), parent (biological, foster, or adoptive parent, a stepparent, or a legal guardian), spouse or registered domestic partner.
- F. A note from a medical physician confirming treatment is required if (1) an employee is on sick leave for three or more consecutive days or (2) for less than three consecutive days, at the discretion of the Department Director with consultation with Human Resources, based on the employee's attendance record and with prior notice. The General Manager, or designee, shall review each January and July the record of those employees who have mandatory requirements to provide a physician's note. The findings will be provided to SEIU.

In the biannual attendance record review each January and July:

- 1) Employees who have seven (7) sick days in the six-month review period will be placed on the mandatory physician's note list. Full or partial sick days each count as an absence. Prescheduled sick-day absences will not count toward this total, sick days covered by approved FMLA leave or a worker's compensation leave of absence will not count toward this total, and for employees with an extended illness or injury absence only the first three days of each extended absence will count toward this total; The District will provide employees with written notice regarding their status on the Doctor Note List.
- 2) Employees on the mandatory physician's note list must have four (4) or fewer sick day absences to be removed from the mandatory physician's note list. Employees with an extended absence during the six month review period will not be eligible to be removed from the mandatory physician's note list.
- 3) The General Manager reserves the discretionary right to excuse any employee from the mandatory physician's note list based on extenuating circumstances. Employees may elect to be placed on the list on a voluntary basis.

**Article 5.03 EMPLOYEE SICK LEAVE DONATION PROGRAM** *(Common Article)*

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

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



- B. The application of this program is on a case-by-case basis at the discretion of the SEIU steward team for represented employees. Upon authorization from the employee requesting a donation, the District will provide SEIU with that employee's leave balances to assist with their decision.
- C. Eligibility to participate in this program is limited to regular employees.
- D. Accumulated vacation or sick leave time may be donated. To be eligible to donate, an employee must retain a minimum of 60 hours in the accrual bank designated. If the adjusted accrual bank falls beneath this minimum, no donation can be made.
- E. During a twelve-month period, an employee may donate to a recipient a maximum of 40 hours and a minimum of 4 hours.
- F. The maximum donated hours an employee may receive is 480 hours in a twelve-month period.
- G. Donated leave hours will be credited to the recipient's sick leave bank on an hour-for-hour basis at the recipient's hourly rate of pay at the time the sick leave is used.
- H. All donated time will be designated as sick leave accrual for the recipient.
- I. If the employee is receiving state disability insurance or temporary disability indemnity benefits payments, the payment of the leave will be adjusted to the normal net take-home pay (as defined in the policy under Section 5.04 Industrial Leave).
- J. Donated vacation hours, up to a maximum of 40 vacation hours in a rolling 12-month period, shall be counted as "used hours" for the purposes of qualifying for the vacation redemption benefit referenced in Section 9F of the GCTD Personnel Rules.

**Article 5.04 INDUSTRIAL LEAVE** (*Common Article*)

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

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

As used in this section, "net take-home pay" means an employee's regular, current biweekly rate of pay, less deductions for federal and state income tax and CalPERS retirement plan contributions: the term does not include overtime, standby or shift differential pay. GCTD shall continue to pay insurance premiums for the period of industrial injury for the employee, but not to exceed a period of twenty-six

(26) weeks provided the carrier for each of these programs will accept the payment without additional premium cost to GCTD.

**Article 5.05 BEREAVEMENT LEAVE** *(Common Article)*

A. When an employee is absent from duty because of the death of a member of the employee's immediate family, such employee shall be entitled to five (5) working days leave of absence with pay. Immediate family shall be the father, mother, mother-in-law, father-in-law, spouse or registered domestic partner, children (biological, adopted or step), brother, sister, grandparent or grandchild of the employee. **Bereavement leave usage must be taken within 90 days.**

B. The first five (5) days of bereavement leave taken by an employee are not chargeable to accrued leave. Any authorized bereavement leave taken in excess of five (5) days is chargeable to either accrued sick or vacation leave, at the employee's discretion.

**The appointing authority shall grant an excused absence from duty of one working day using the employee's sick or vacation accruals because of the death of an uncle and/or an aunt. Additional days may be granted on as a needed basis.**

C. A regular employee who has accrued sick leave may take an additional two days chargeable to accumulated sick leave if in the opinion of the General Manager excessive travel is required in connection with the death of a family member.

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

Granting such bereavement requests will be at the discretion of management based on operating requirements.

**Article 5.06 COMMUNITY SERVICE PROGRAM LEAVE** *(Common Article)*

GCTD may approve the use of paid vacation and/or compensatory time for emergency leave requests by an employee actively involved in a public agency sponsored community service program relating to emergency search and rescue programs, provided that the following requirements are met:

A. The employee must provide evidence that they are an active volunteer for a Public Agency sponsored community service program relating to emergency search and rescue.

B. The employee must receive written authorization from their immediate supervisor. The authorization shall not be orally and must be communicated in person between the employee and the immediate supervisor.

C. Under no condition shall GCTD be obligated to pay premium time pay for the employee during the time of their participation in the community service program.

D. Within one week (5 calendar days) upon return to work at GCTD, the employee shall provide written verification on the letterhead of the public agency sponsoring the emergency search and rescue program, and signed by a supervisor of that agency, stating that the employee was performing a specific emergency search and rescue function.

E. The public agency sponsoring the emergency search and rescue program shall certify in writing that GCTD be held harmless in the event that the participating GCTD employee is injured, becomes ill or otherwise is incapacitated as a result of performing any and all of the public agency safety service activities.

- F. The employee must have sufficient vacation time and/or compensatory time accrued for this leave to be granted.

**Article 5.07 FMLA/CFRA (Common Article)**

Employees on FMLA/CFRA leave may utilize paid leaves. The twelve (12) month period used for determining eligibility shall be based on a twelve (12) month rolling-back period. GCTD agrees to pay medical premiums while on approved FMLA/CFRA leave in accordance with applicable law. Employees may use accrued sick leave, accrued vacation leave or compensatory time off when on FMLA/CFRA leave in order to remain in a paid status. Use of such leave may be integrated with other disability leave benefits.

**Article 5.08 VACATION (Common Article)**

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

VACATION CREDIT FOR FULL-TIME SERVICE

<u>YEARS OF SERVICE</u>	<u>HOURS PER MO.</u>	<u>HOURS BIWEEKLY</u>
Less than 3	6-2/3	3.077
3 but less than 5	8	3.693
5 but less than 7	8-2/3	4.000
7 but less than 9	9-1/3	4.308
9 but less than 10	10	4.616
10 but less than 11	10-2/3	4.924
11 but less than 12	11-1/3	5.231
12 but less than 13	12	5.539
13 but less than 14	12-2/3	5.847
14 but less than 15	13-1/3	6.154
15 or more	14	6.462

VACATION CREDIT FOR FULL-TIME SERVICE

<u>YEARS OF SERVICE</u>	<u>HOURS PER MO.</u>	<u>HOURS BIWEEKLY</u>
Less than 5	8.13	3.75
5 but less than 10	10.29	4.75
10 but less than 13	12.46	5.75
13 but less than 15	14.63	6.75
15 or more	16.25	7.5

- B. VACATION SEVERANCE PAY: Any employee who leaves the service of GCTD shall be paid for accrued vacation at the rate currently authorized for the position-classification wage range and step level.
- C. VACATION CARRIED FORWARD: Vacations shall be taken as earned or within the calendar year following the year that vacation time is accrued. Accrued vacation time may be carried forward to the following year, but in no instance may an employee carry forward total vacation accrual as of the first of April of any year greater than 340 hours. Employees affected by this limit will be notified during January of each year that they either are already over the maximum, or could exceed the maximum on or before the first of April. The employee can then do any or all of the following:
  1. After January 1<sup>st</sup> and prior to March 31<sup>st</sup>, request or volunteer to be assigned enough vacation days to bring the accrued vacation time amount below the maximum. All vacations must be scheduled in accordance with the rules and processes defined in section 5.09 of the MOU. All assigned vacation must be completed prior to April 1<sup>st</sup>.

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

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

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

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

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

#### **Article 5.09 ARTICLE NUMBER NOT USED**

#### **Article 5.10 TIME OFF FOR MILITARY SERVICE - UNITED STATES ARMED FORCES RESERVE TRAINING** *(Common Article)*

A) An employee subject to the terms of this MOU, who is called into or enlists in the Armed Forces of the United States, shall be given leaves of absence in accordance with applicable state and federal laws affecting military leave.

B) An employee subject to the terms of this MOU shall be granted necessary time off for military training as provided for under Section 395 of the California Military and Veterans Code.

C) An employee subject to the terms of this MOU will be compensated with pay for time off for a maximum of 30 calendar days for time involved in active duty training in accordance with Sections 395.01, 395.02, and 395.05 of the Military and Veterans Code as may be applicable.

D) An employee subject to the terms of this MOU will be compensated for the shortfall between military pay and pay for the employee's regularly scheduled GCTD shift or shifts, if any, for days spent in inactive duty training time or drills, not to exceed 24 days in any calendar year. GCTD shall also allow paid time off for one-half day on the day immediately preceding an inactive duty training assignment if that preceding day is a scheduled work day.

## **SECTION 6 WORKING CONDITIONS**

#### **Article 6.02 PHYSICAL EXAMINATIONS** *(Common Article)*

GCTD will provide physical examinations for each employee by a GCTD selected physician once every two (2) years, or more often as required to maintain a commercial driving license.

1. GCTD will normally plan to schedule recertification physicals three to four weeks ahead of the expiration date.
2. Physical examinations may either be conducted by a doctor on staff at GCTD's contracted provider or by a certified doctor of the employee's choice. The cost of these examinations will be paid by GCTD, unless the employee chooses his or her own certified doctor, in which case the employee shall bear the cost of the examination. The decision to have the examination conducted by a doctor of the employee's choosing must be made prior to the initial examination. Once an examination has been conducted by a doctor at GCTD's contracted provider, then all follow up matters must be reviewed and approved by that provider.
3. Upon request, GCTD will provide employees with a list of the doctors who are currently on staff at the District's contracted provider and who have the proper DOT certification to conduct the physical examination.
4. GCTD will check with the employee prior to scheduling an appointment to see if they have any objection to being examined by a particular doctor on staff at GCTD's contracted provider. GCTD will communicate this to the provider when scheduling appointments. Excluding a doctor from consideration may limit times available for appointments

### **Article 6.03    TEXTBOOK AND TUITION REIMBURSEMENT** *(Common Article)*

GCTD shall provide reimbursement for the cost of textbooks, tuition, registration and laboratory fees for school courses, workshops, and seminars completed on the employee's own time. A maximum of one-thousand-two-hundred \$1,200 dollars per fiscal year shall be covered for each employee that has successfully completed eligible course work. Courses must be completed satisfactorily with grade of "C" or its equivalent in order to be eligible for reimbursement. In order to be eligible, courses must be offered at an institution that has been accredited through the Western Association of Schools and Colleges (WASC). (A listing of the institutions is on the web site of WASC—<http://www.wascweb.org>.)

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

### **Article 6.05    ACCIDENT REVIEW BOARD** *(Common Article)*

- A. **Accident Review** - The, Operations Manager or designee, shall conduct a review of all occurrence reports to determine if the occurrence was an "incident" or an "accident". On reports determined to be an "accident" the Operations Manager, or designee, shall make a determination of "preventable" or "non-preventable". This determination is to be made in a timely manner. The employee involved in the occurrence will be notified of the classification of the incident and the determination on preventability. This designation will be made based on information contained in the accident report, interviews with the employee and any witnesses and review of video if available. The Operations Manager, or designee, will utilize Transportation Safety Institute guidelines in determining preventability.
- B. **Appeal Process** - If the employee involved disagrees with the determination made by the Operations Manager, or designee, the operator may appeal that decision to the Accident Review Board (ARB). The Board may uphold or overturn the previous decision based upon a full review of the facts and evidence, and such action is final.
- C. **Action** - It will be the responsibility of the Operations Manager to inform the affected operators of the results and finding of the ARB.

- D. ARB Organization - The Accident Review Board (ARB) will be comprised of one (1) Operator Representative, one (1) Management Representative, and one (1) Maintenance Representative. All voting representatives except Management Representative shall possess a valid Class A or B license. All voting representatives shall be rotated at least every three years. Each ARB member may have one alternate designated to serve in the member's absence. The designated alternate must have an appropriate background to be able to determine if an accident is preventable or non-preventable.
1. Operator Representative: To be eligible to serve on the ARB an Operator should be required to have to their credit at least one full year of no-accident driving with GCTD. This will help to avoid criticism of Board Members by adjudged Operators. This representative will be selected by the Operators.
  2. Management Representative: The Management Representative will display real interest in the safety programs and provide authority in the Board decisions. This representative will be selected by the Operations Manager with the concurrence of the General Manager
  3. Maintenance Representative: The Maintenance Representative should have an all-around working knowledge of the maintenance of all vehicles should questions of mechanical failure come up in a meeting. This representative will be a Mechanic I, Mechanic II or Mechanic III, and will be selected by SEIU.
  4. Ex-Officio Member: ~~The Human Resources and Risk Manager~~ **GCTD's Chief Safety Officer** shall serve as a nonvoting, ex-officio member of the ARB. The ex-officio member will be responsible for video review and will participate only in the capacity of a moderator and facilitator.
- E. Action/Voting: Voting will be conducted by secret ballot with all ARB members present, including the Ex-Officio Member. The voting will take place without confrontational deliberation or harassment. There will be no arguing. It will be the responsibility of Management to inform all involved Operators of the results and findings of the ARB.
- F. Method of Operation: The ARB shall review the accident reports and uphold or overturn the previous decision as to the preventability or non-preventability of the accident on the basis of those facts. The Board shall not assume the accident was preventable unless the driver refuses to cooperate with the investigation or fails to completely fill out an accident report as required by GCTD. The ARB will meet monthly as needed to review the accidents that occurred in the previous month.
- G. Definition of Preventability: A preventable accident is any occurrence involving a GCTD-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it happened, in which the Operator in question failed to do everything he/she reasonably could have done to prevent the occurrence.
- H. Guide to Determine Accident Preventability: This Safety Program is designed to recognize skilled, safe driving performance, not just average performance. It is based on the concept of defensive driving - the ability to avoid accidents in spite of the wrong actions of the other drivers and in spite of adverse driving conditions.
- I. Determination by the Accident Review Board: Once a determination is made by the Board, the Operator may appeal that determination at the next ARB meeting. The Board may uphold or overturn its previous decision based upon additional facts, and such action is final. The ARB shall not make personnel decisions nor be responsible for adverse actions against GCTD employees. If a member decides to challenge a preventable accident decision, no additional charges should be added against him/her unless GCTD discover new safety violations that were missed in the initial review, in that case GCTD may bring those violations to the employee's attention in the way of coaching and not in punitive way.

## SECTION 7 UNION RIGHTS

#### **Article 7.01 REASONABLE NOTICE** *(Common Article)*

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

Reasonable written notice (normally not less than fifteen [15] calendar days) shall be given to SEIU of any proposed rule, resolution or regulation directly relating to matters within the scope of representation, as defined in California Government Code Section 3505, prior to the time it is presented to the Board of Directors for consideration, or, if not a matter of Board policy, prior to implementation. If SEIU, within seven calendar days of receiving such written notice, requests to meet and confer on the proposal, such a meeting will be held within fourteen calendar days of the request unless time is extended by mutual agreement. The meeting will be held prior to implementation or presentation to the Board.

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

#### **Article 7.02 ACCESS TO PREMISES** *(Common Article)*

GCTD agrees that SEIU's representatives and/or stewards shall have reasonable access to the work premises for the purpose of investigating, processing and/or resolving grievances, providing that SEIU's representatives and/or officers/stewards shall notify the supervisor in the area upon arriving on the premises. It is agreed by GCTD and SEIU that grievances may be processed during working hours subject to the provisions that the mission and operation of GCTD are not unreasonably interrupted or interfered with, nor unsafe conditions are created by such activity. It is agreed that officers/stewards shall be permitted to conduct a reasonable amount of SEIU business regarding grievances during working hours without loss of pay; and that the union may appoint one [1] officer/steward per every thirty [30] unit employees. ~~In addition, one steward-at-large may be appointed for the three represented units (Administrative Support, Mechanical, and Bus Operators).~~ In addition, one steward may be appointed by the union from any represented units. All SEIU Local 721 certified stewards will be allowed to represent employees in any bargaining unit (Administrative Support, Mechanical, and Bus Operators). SEIU may use GCTD facilities to conduct meetings subject to and in accordance with presently existing applicable rules.

#### **Article 7.03 STEWARD ADMINISTRATIVE LEAVE** *(Common Article)*

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

#### **Article 7.04 ADVERSE ACTION, NOTICE AND PROCEDURES** *(Common Article)*

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

The notice shall be served upon the employee either personally, by mail or by company mail, and shall include: (1) notice of the intended action, the cause or causes thereof, (2) the employee's acts or

omissions that form the basis for the cause(s), (3) information to the employee that any documents or materials giving rise to the action will be made available for the employee's inspection or that copies thereof are attached to the notice of intended action, and (4) notice that the employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary meeting or conference. Upon employee request, GCTD will notify the Union.

1. **Grievance Procedure**: Adverse actions consisting of suspensions without pay of two days or less, imposed upon employees where minor actions may not require pre-disciplinary Skelly Procedures, are adjudicated by a Grievance Procedure. GCTD will apply pre-disciplinary procedural rights on suspensions without pay of 2 days or less for any regular employee against whom an adverse action is initiated, in accordance with the grievance procedure described in Article 7.04B.
2. **Skelly Procedure**: Adverse actions consisting of suspensions without pay of more than two days, demotions or dismissals, are adjudicated by a Skelly Procedure. GCTD will apply pre-disciplinary procedural rights on behalf of any regular employee against whom an adverse action is initiated, in accordance with the process described in Article 7.05.
3. **Letters to the file**: Letters to the file by GCTD pertaining to employees which are not grievable may be rebutted, in writing, by the employee within ten (10) working days after receipt of the letter. Letters to the file shall not be incorporated into the employee's personnel file if there are no similar occurrences within one year from the date of issuance of the correspondence. It shall be the employee's responsibility to request GCTD to remove the document(s) in accordance with this provision.
4. **Reprimands/Letters of Warning**: Reprimands or letters of warning shall be grievable and shall be appealable under the grievance procedure described in Article 7.04B.

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

- B. **Grievance Procedure**: A "grievance" shall be defined as a controversy between GCTD and SEIU or an employee or employees. Such controversy must pertain to a dispute regarding the interpretation, application or enforcement of the terms of this Memorandum, or the Resolutions or Rules of GCTD that fall within the scope of representation and excluding the practical consequences or impact on employment terms or conditions of decisions made by GCTD under Article 1.03 "GCTD Management Rights Reserved." There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below.
  1. **STEP ONE –RESPONSE TO NOTICE - WRITTEN GRIEVANCE:**
    - a. An employee's grievance must be submitted, verbally or on the grievance form, to the employee's supervisor within fifteen (15) calendar days after initial notice is served. The Supervisor will give a written response to the employee by the end of the seventh (7th) calendar day following the presentation of the grievance.
    - b. If the employee disputes the supervisor's response to the grievance, the grievance must be reduced to writing by the employee, fully stating the facts surrounding the grievance and detailing the specific provisions of this Memorandum, Resolution or Rule alleged to have been violated, the specific remedy or remedies sought, signed and dated by the employee and presented to the General Manager, or designee, within seven (7) calendar days after termination of Step One.
  2. **STEP TWO - PRE-DISCIPLINARY MEETING AND NOTICE OF ACTION:**

A meeting with the employee, Steward and/or Union Business Representative and General Manager or designee will be arranged at a mutually agreeable location and time to review and discuss the grievance. The meeting will take place within fourteen (14) calendar days from the date the grievance is received by the General Manager or designee. The General Manager or



designee may invite other members or representatives of management to be present at such meeting. After reviewing the information presented by the employee and all other documentation, the general manager, or designee, will issue the notice of action in a written reply by the end of the tenth (10<sup>th</sup>) calendar day following the date of the meeting. The employee must be provided at least five (5) days notice before the effective date of the action.

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

3. STEP THREE – MEDIATION -

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

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

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

4. STEP FOUR - ARBITRATION: Grievances which are not settled and which either party desires to contest further, shall be submitted to arbitration as provided in Step Four within fifteen (15) calendar days from completion of step three, mediation. The process is as follows:
- a. As soon as possible, and in any event not later than fifteen (15) calendar days after either party received written notice from the other of the desire to arbitrate, an arbitrator shall be selected from a list provided by the State Mediation and Conciliation Service (SMCS). The parties shall select by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.
  - b. Either GCTD or SEIU may call any employee as a witness, and GCTD agrees to release said witness from work if he/she is on duty. If an employee is called by GCTD, GCTD will reimburse him for lost time.
  - c. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of the Memorandum or GCTD Resolutions or Rules. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other.
  - d. The decision of the arbitrator within the limits herein prescribed shall be final and binding upon the parties to the dispute.

- e. The mutual decision of the parties and/or arbitrator in any dispute shall be the final and binding decision on all parties and there shall not be any appeal to another authority, board, commission and/or agency.
- f. The arbitrator may hear and determine only one grievance at a time without the express agreement of GCTD and SEIU, unless two or more grievances raise the same issues and it is agreed upon by both GCTD and SEIU to join the grievances.
- g. The parties shall share equally the expense of the cost, if any, of arbitration with the exception of attorney's fees or court reporters, without approval of the parties.

**Article 7.05 SKELLY PROCEDURE (Common Article)**

- A. Notice of Intent: Any regular employee against whom an adverse action is initiated by GCTD, for suspension without pay exceeding two (2) days, demotions, and dismissals will be: (1) notified of the intended action, (2) the cause or causes thereof, the employee's acts or omissions that form the basis for the cause(s), (3) any documents or materials giving rise to the action will be made available for the employee's inspection and copies thereof will be attached to the notice of intended action, (4) The employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary conference.
  - 1. If the employee chooses to respond in writing to the notice of intent, the written response must be submitted within seven (7) working days of receipt of the notice.
  - 2. If the employee chooses to appear at the pre-disciplinary conference, the employee will have the right to representation. Even if the employee has representation, the employee must personally appear at the meeting. The employee must notify GCTD management that he will appear for the meeting.
- B. Skelly Meeting: The *Skelly* meeting will be conducted by the general manager, or designee. This is not an adversarial proceeding, therefore the employee will not have the opportunity to cross-examine GCTD representatives. The appealing employee, his/her steward and/or Union Representative will present the case to the Skelly hearing officer in the employee's defense.
- C. Notice of Action: After reviewing the information presented by the employee and all other documentation, the general manager, or designee, will issue the notice of action. The employee must be provided at least five (5) days notice before the effective date of the action. The employee may appeal the proposed disciplinary action within five (5) working days after receipt of the notice of action. Such an appeal shall be in accordance with Section 7.05 (D).
- D. Labor/Management Committee: A Labor/Management Committee will be formed by one member from management, who is appointed by the general manager, and one member from the union, who is appointed by the union. The committee will meet within five (5) working days after receipt of an appeal of a proposed disciplinary action, or as soon as agreed to by mutual consent. The committee may invite the appealing employee and/or his/her steward and union representative by mutual consent to attend the meeting. The committee will review the proposed action and supporting documentation. The committee will make every effort to agree upon the appropriate action for the employee. If an agreement is reached on the appropriate action, notice will be provided to the employee within ten (10) working days.
- E. Final Appeal: If the Labor/Management Committee cannot reach an agreement to resolve the matter, the represented employee may appeal the proposed disciplinary action to an Appeal Review Board or to an Arbitrator selected from a State Mediation and Conciliation Service (SMCS) list. The final appeal must be made to the general manager within five (5) working days after the decision has been issued from the committee. The decision reached in this step shall be final and binding on all parties.

1. **Appeal Review Board:** A three-member board of review is formed by the general manager appointing two members from among public agency officials whose responsibilities encompass personnel matters and SEIU appointing a member representative. The board of review shall determine from among the members its own chairperson, who has authority to conduct the hearing. The general manager, or designee, and the employee may be represented, may themselves testify, call witnesses and submit other relevant evidence. The board of review shall, by a majority of its members, make written findings and a decision affirming, revising or modifying the adverse action based on applicable law, GCTD policies, procedures and rules, and the evidence and arguments presented by the parties.
2. **Arbitration:** As soon as possible, and in any event not later than fifteen (15) calendar days after either party receives written notice from the other of the desire to arbitrate, the parties shall agree upon an arbitrator. The State Mediation and Conciliation Service (SMCS) shall provide a list of qualified arbitrators and SEIU and GCTD will select the arbitrator by alternating the striking of submitted names until one arbitrator remains. Either GCTD or SEIU may call any employee as a witness and GCTD agrees to provide leave for said witness from work if he/she is on duty. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other. The losing party in the arbitration shall be responsible for the cost of arbitration and court reporters, with the exception that each party shall be responsible for its own counsel's fees.

**Article 7.06 BULLETIN BOARD** *(Common Article)*

One bulletin board will be provided in the bus operators, maintenance and service worker break rooms upon which SEIU may only post notices of community involvement; recreational and social affairs; voter registration information; union member benefits; newsletters; union rights notices; and letters from the union to the membership. Also, notices of meetings or elections and appointments and results of elections. The posting of any other classes of notices or the distribution of any written or printed notices, cards, pamphlets or literature of any kind at GCTD work stations or premises is prohibited without prior permission of GCTD's General Manager or designee.

**Article 7.07 ARTICLE NUMBER NOT USED**

**Article 7.08 LAYOFFS** *(Common Article)*

It is agreed that during the term of this agreement if layoffs occur SEIU and GCTD will meet and discuss the impacts of the actions. Seniority, as defined in Article 6.01, will govern the order of layoffs within any position. Any employee scheduled for layoff in the employee's current position that has held another position in any GCTD Unit within the past two years may bump back into their most recently held position and reacquire seniority in that position based on their hire date into that position.

Employees in this unit experiencing a layoff will be entitled to a continuation of health benefits beyond the normal cancellation of benefits by signing up for COBRA. For employees who choose to sign up for COBRA, GCTD agrees to pay, for the first month only, the difference between the employee's previous health care contribution and the cost of COBRA. (Example: If employee's monthly contribution to health benefits at time of layoff is \$200 and employee's first month COBRA benefit cost is \$800, GCTD will pay the difference of \$600)

**Article 7.09 MONTHLY LABOR-MANAGEMENT MEETINGS** *(Common Article)*

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

The monthly labor-management meeting shall be comprised of no more than three (3) SEIU stewards / members and three (3) management representatives; additional participants may attend by mutual agreement. When a specific agenda item pertains to a specific unit or to all units, a member from each affected unit may attend. Up to three (3) SEIU stewards / members shall be granted paid release time if the meeting conflicts with their regularly scheduled shift, to a maximum of two (2) hours of paid release time per person per meeting. When all three bargaining units must be represented, a fourth SEIU member may be granted paid release time if the meeting conflicts with the member's regularly scheduled shift, to a maximum of two (2) hours of paid release time per meeting.

**Article 7.10 COMPLAINT FORM** *(Common Article)*

It is agreed that a complaint form will be available to employees in this unit to address employee complaints. In the absence of such a complaint form, SEIU or an employee can submit their own written complaint. Complaints will be investigated by Human Resources in a timely manner, depending upon the circumstances of the matters being investigated. Upon conclusion of the investigation, the District will provide a response within 30 days. If additional time is necessary before the response can be provided, Human Resources will notify affected parties of the need for additional time and the reason.

## SECTION 8 CLOSING

**Article 8.01 TERM OF MEMORANDUM** *(Common Article)*

The term of this Memorandum is July 1, ~~2024~~ **2024** through June 30, ~~2024~~ **2027**. Either party may serve the other, in writing, at any point after February 28, ~~2024~~ **2027**, with a request to open negotiations for a successor agreement.

**Article 8.02 PEACEFUL PERFORMANCE** *(Common Article)*

During the term of this MOU, SEIU agrees that neither SEIU, its officers or agent, nor any of the employees covered by this MOU will cause, engage in, sanction, or support any strikes, work slow-downs, the stoppage of work, or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment, nor shall SEIU or any employee covered by this MOU honor any similar job action of any other employee or group of employees of GCTD or any union or association by withholding or refusing to perform services for GCTD. In the event an employee violates this provision, SEIU shall immediately notify any such employee in writing to cease and desist from any such action and shall instruct them to return to their duties. SEIU agrees that any or all employees who violate any of this provision may be disciplined up to and including discharge. During the term of this MOU, GCTD agrees there shall be no lockouts made by GCTD.

**Article 8.03 SUCCESSORS AND ASSIGNEES** *(Common Article)*

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

**Article 8.04 FULL UNDERSTANDING MODIFICATION AND WAIVER** *(Common Article)*

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

Except as specifically provided herein, it is agreed and understood that each party voluntarily and unqualifiedly waives its rights, and agrees that the other shall not be required, to negotiate with respect to

any subject or matter covered herein or with respect to any other matters within the scope of negotiations, during the term of the Memorandum of Understanding.

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

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

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

ON BEHALF OF SEIU

ON BEHALF OF GCTD

\_\_\_\_\_  
Aram Agdaian  
SEIU 721, Chief Negotiator

\_\_\_\_\_  
Vanessa Rauschenberger  
GCTD, General Manager

Date

\_\_\_\_\_  
Alex Zaretsky  
GCTD, Director of Human Resources

\_\_\_\_\_

Date

\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**GOLD COAST TRANSIT DISTRICT**  
**AND**  
**SERVICE EMPLOYEES INTERNATIONAL UNION #721**  
**JULY 1, ~~2024~~ 2024 THROUGH JUNE 30, ~~2024~~ 2027**  
**BUS OPERATOR UNIT**

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**TABLE OF CONTENTS  
MEMORANDUM OF UNDERSTANDING**

**BUS OPERATOR UNIT**

**PART I – UNIT-SPECIFIC ARTICLE SECTION**

**SECTION 1 INTRODUCTION**

1.01	Parties to Memorandum.....	1
1.02	Board of Directors Approval and Implementation .....	1
1.03	Parties' Rights.....	Part II
1.04	Severability .....	Part II
1.05	Membership, Dues, COPE & Indemnification .....	Part II
1.06	Nondiscrimination Policy.....	Part II
1.07	Definitions.....	Part II

**SECTION 2 WAGES**

2.01	Wages and Wage Schedule .....	1
2.02	Longevity Pay .....	Part II
2.03	Incentive for Attendance .....	Part II
2.04	Night Differential .....	2
2.05	Bilingual Pay .....	2
2.06	Minimum Pay for Split Shifts .....	2
2.07	Spread Time .....	2
2.08	Out-of-Classification Pay .....	Part II

**SECTION 3 HOURS**

3.01	Bus Operator Hours.....	2
3.02	Overtime .....	3
3.03	Check-In Time .....	5
3.04	Meal and Rest Periods.....	5
3.05	Schedule Exchange Program .....	5

**SECTION 4 BENEFITS**

4.01	Medical, Dental, and Vision Insurance.....	Part II
4.02	Retirement.....	Part II
4.03	Life Insurance.....	Part II
4.04	Long-Term Disability Insurance.....	Part II
4.05	Eligibility for Benefits.....	6

**SECTION 5 LEAVE TIME**

5.01	Holidays.....	Part II
5.02	Sick Leave.....	Part II
5.03	Employee Sick Leave Donation Program .....	Part II
5.04	Industrial Leave .....	Part II

5.05	Bereavement Leave	Part II
5.06	Community Service Program Leave	Part II
5.07	FMLA/CFRA	Part II
5.08	Vacation	Part II
5.09	Vacation Bidding	7
5.10	Time Off for Military Service	

**SECTION 6 WORKING CONDITIONS**

6.01	Seniority	9
6.02	Physical Examination	Part II
6.03	Textbook and Tuition Reimbursement	Part II
6.04	Uniform Allowance	9
6.05	Accident Review Board	Part II
6.06	Training	9
6.07	Automobile Use	10
6.08	Route Bidding	10
6.09	Late Report Rule	12
6.10	Failure to Report	12
6.11	Extra Board	113
6.12	Radio Communication	14
6.13	Complaint Procedure	14
6.14	Other Operator Duties	14
6.15	Part-Time	14

**SECTION 7 UNION RIGHTS**

7.01	Reasonable Notice	Part II
7.02	Access to Premises	Part II
7.03	Stewards Administrative Leave	Part II
7.04	Adverse Action, Notice and Procedures	Part II
7.05	Skelly Procedure	Part II
7.06	Bulletin Board	Part II
7.07	Article Number Not Used	
7.08	Layoffs	Part II
7.09	Monthly Labor Management Meetings	Part II
7.10	Complaint Form	Part II

**SECTION 8 CLOSING**

8.01	Term of Memorandum	Part II
8.02	Peaceful Performance	Part II
8.03	Successors and Assignees	Part II
8.04	Full Understanding Modification and Waiver	Part II

**APPENDICES**

A	Wage Table	17
B	Monthly GCTD Health Insurance Premium Contribution	31

# MEMORANDUM OF UNDERSTANDING

## BUS OPERATOR UNIT

*Part I contains Articles that are specific only to the GCTD-SEIU 721 Bus Operators Unit MOU.*

### SECTION 1 INTRODUCTION

#### Article 1.01 PARTIES TO MEMORANDUM

This Memorandum of Agreement has been entered into between SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL #721 (SEIU), as the formally recognized employee organization, and GOLD COAST TRANSIT DISTRICT (GCTD), on behalf of the employees occupying the job classification of:

BUS OPERATOR

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

#### Article 1.02 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect unless ratified by the employees of the Bus Operator Unit and approved by Resolution duly adopted by the Board of Directors of GOLD COAST TRANSIT DISTRICT.

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

#### ~~Article 1.03 PARTIES' RIGHTS~~

~~(Common Article)~~

#### ~~Article 1.04 SEVERABILITY~~

~~(Common Article)~~

#### ~~Article 1.05 PAYROLL DEDUCTIONS~~

~~(Common Article)~~

#### ~~Article 1.06 NONDISCRIMINATION POLICY~~

~~(Common Article)~~

#### ~~Article 1.07 DEFINITIONS~~

~~(Common Article)~~

### SECTION 2 WAGES

#### Article 2.01 WAGES AND WAGE SCHEDULE

GCTD agrees to a step adjustment for all Bus Operators by adjusting top step to \$28.80 and adjusting all steps accordingly as shown in Appendix A. This adjustment will be effective the first full pay period commencing on or after July 1, 2021. **GCTD agrees to a market adjustment for all Bus Operators by adjusting the top step to \$32.64 and adjusting all steps accordingly as shown in Appendix A. This adjustment will be effective the first full pay period commencing on or after July 1, 2024.** A newly hired bus operator shall be compensated at the first step for the first year of employment. Bus Operator unit employees shall thereafter be eligible for advancement subsequent steps after having served one (1) year in the prior step.

GCTD agrees to cost of living (COLA) wage adjustments to classes in the bargaining units covered by this MOU on the first pay period commencing on July 1<sup>st</sup>, 2021 three percent (3.0%), July 1<sup>st</sup>, 2022 three and a half percent (3.5%), and July 1<sup>st</sup>, 2023 three percent (3.0%).

**July 1st, 2024 four percent (4.0%)**

**July 1st, 2025 four-and-a-half percent (4.5%)**

**July 1st, 2026 three-and-three quarter percent (3.75%)**

**See the wage scale in Appendix "A".**

**Article 2.02 — LONGEVITY PAY**

*(Common Article)*

**Article 2.03 — INCENTIVE FOR ATTENDANCE**

*(Common Article)*

**Article 2.04 NIGHT DIFFERENTIAL**

A five percent (5%) night differential shall be paid to those bus operators required to work fifty percent (50%) or more of their work shift after 6:00 **5:00** PM.

**Article 2.05 BILINGUAL PAY**

Consistent with the need of GCTD for bilingual ability, an employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display sensitivity toward the culture and needs of a large group of foreign speaking residents. The General Manager shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at ~~35 per hour (about \$60 per month)~~ **\$.36 per hour (\$63 per month) in FY 2024-25, \$0.38 (\$65 per month) in FY 2025-26, and \$0.39 (\$68 per month) in FY 2026-27.**

**Article 2.06 MINIMUM PAY FOR SPLIT SHIFTS**

Bus Operators scheduled to work a split shift shall be paid their regular hourly rate for time worked, except that they shall be paid a minimum of four (4) hours per split shift day in the event they were scheduled to work and worked less than four (4) hours.

**Article 2.07 SPREAD TIME**

A Bus Operator shall be paid one and one-half (1½) times their regular salary rate for all hours worked in excess of twelve (12) hours consecutive from the start of their regular shift.

**Article 2.08 — OUT-OF-CLASSIFICATION PAY**

*(Common Article)*

## SECTION 3 HOURS

### Article 3.01 BUS OPERATOR HOURS

Any bus operator who is authorized to and does work in excess of his/her regularly scheduled daily shift and/or more than forty (40) hours per week shall be paid for overtime at one and one-half (1½) the regular hourly rate, except as otherwise provided in Article 3.02 hereof. For the accrual of benefits, thirty-two (32) hours or more, shall be considered as full-time.

In any scheduled work bid, at least seventy percent (70%) of all bid runs will consist of ~~thirty-eight~~ **thirty-nine** (38 **39**) hours or more. The percentage will be based on the number of Operators **employed 90 days prior to the** ~~on the~~ first day of the bid period as shown in the table below.

Total # of Bus Operators	<u>Minimum</u> % of Bid Runs with 38+ Hours
117	80%
123	77%
126	75%
130	73%
135	70%
136+ or more	At least 70%

<u>Total # of Bus Operators</u>	<u>Minimum % of Bid Runs with 39+ Hours</u>
<u>117 or Less</u>	<u>80%</u>
<u>119</u>	<u>79%</u>
<u>121</u>	<u>78%</u>
<u>123</u>	<u>77%</u>
<u>125</u>	<u>76%</u>
<u>127</u>	<u>75%</u>
<u>129</u>	<u>74%</u>
<u>131</u>	<u>73%</u>
<u>133</u>	<u>72%</u>
<u>135</u>	<u>71%</u>
<u>137 or more</u>	<u>70%</u>

**In any scheduled work bid, seniority will be the determining factor and at least eighteen percent (18%) of all fulltime bid runs, excluding extraboard, will consist of earliest in and earliest out, weekday work assignments and consist of forty (40) or more hours. Effective as of January 2025.**

In any scheduled work bid for which GCTD's service levels (measured by Revenue Service Hours) are reduced by 10% or more from the previous service level, GCTD reserves the right to reduce this ratio GCTD will meet and confer with SEIU regarding any such reduction.

### Article 3.02 OVERTIME

A. Overtime Work - Defined: Overtime work is work performed by a bus operator at times other than those normally required for the bus operator's employment and must be in excess of the number of hours

established as full-time service for the position classification (forty [40] hours). Time worked in increments of less than one-twelfth of an hour shall not be accumulated or recorded as overtime. Overtime shall not be pyramided or compounded.

- B. Overtime Worked - Compensation: Bus Operators shall be paid for overtime at one and one-half (1½) the regular hourly rate.
- C. Overtime Work - Bus Operators: For the purpose of computing regular and overtime work, the total hours of work ordinarily required for a forty (40) hour, five (5) day week employee in a biweekly payroll period shall be considered as the regular working hours required for a full-time Bus Operator. Any hours in excess of that requirement shall be considered overtime work for this classification. Vacation leave taken, sick leave taken and compensatory time taken shall not be counted as time worked for purposes of computing overtime.
- D. Overtime Assignment: Bus Operators who choose to be made available for overtime work shall place their names on an overtime list, which is in seniority order. Seniority shall be the determining factor in the assignment of overtime hours until a bus operator has worked one shift in overtime in any given week. When the highest seniority bus operator on the overtime list is not immediately available for overtime, the bus operator who is next in seniority on the overtime list will be offered the overtime. An available operator or supervisor may be used on a temporary basis for an overtime assignment until GCTD can reach the next operator on the overtime list, that agrees to work, can be reached. If there is less than two (2) hours remaining on the shift GCTD need not contact any operator on the overtime list even if the assignment to the run will put the available operator over 40 hours for the week in question. GCTD reserves the right to adjust the remaining schedules of impacted extra board operators to reduce overtime where possible. When calling overtime operators GCTD will allow ten (10) minutes from a call that was not answered for the operator in question to return the call before moving to the next operator. GCTD will call only one phone number for overtime. It is the operators responsibility to designate a phone number as their primary number. If there is an immediate need for assignment of a route, GCTD has the right to fill the run regardless of seniority. A bus operator shall have his/her choice of runs should there be multiple runs available, up to 24 hours before the overtime run. Any dispute shall be determined by the seniority factor. **This process will be documented with an overtime sign-up sheet that will be posted on the dispatch wall, accessible to all bus operators. If an employee accepts a short run, defined as a shift lasting less than 6 hours, and subsequently desires to take a run with longer hours, they may indicate so on the overtime sign-up sheet. Upon availability of such a run, employees will be called in order of seniority to fill the position.**
- E. Compensatory Time Off: Bus Operator Unit employees may elect to accrue compensatory time off in lieu of cash for overtime worked. Compensatory time shall be accrued at the overtime rate to a maximum balance of ~~sixty~~ **seventy** (60 **70**) hours annually. Accrued compensatory time may not be used in lieu of time off in the same payroll week as additional compensatory time is accrued. Any time accumulated and not taken off by November 30th of any calendar year shall be paid in cash during the month of December on the pay check no less than two weeks following the cut-off date. Nothing in this MOU shall prevent the parties from mutually agreeing to an alternative schedule. If an operator is in a modified duty position at the time of the cash payout, the compensation will be consistent with the pay in the classification when compensatory time was earned.
- F. Bumping - Bumping shall be allowed. If an operator has signed on to a ~~part-time or a piece of a run,~~ **six hours or less** and a **longer** ~~fulltime~~ run becomes available, the operator shall have first rights to that **longer** ~~fulltime~~ run. All unforeseen conditions, like contesting one's right to overtime, shall be decided by seniority.
- G. Responsibility for Accepted Overtime -Once a Bus Operator accepts an overtime assignment, that Bus Operator is responsible for working that shift.

For overtime assignments accepted more than 24 hours prior to the scheduled start time of the shift, any overtime assignment accepted may be cancelled with no consequences up until 24 hours prior to the scheduled start time of the shift. Employees who call in sick for accepted overtime shifts less than 24 hours prior to the scheduled start time of the shift will be charged with a non-prescheduled absence for attendance tracking purposes (including the mandatory physician's note list review). There is no sick pay provision for any overtime assignment outside the regularly scheduled shift. Bus Operators accepting overtime assignments 24 hours or less prior to the scheduled start time of the shift will not be charged with a non-prescheduled absence for attendance tracking purposes.

All overtime assignments accepted and not cancelled at least 24 hours prior to the scheduled start time of the shift, regardless of when the shift was accepted, will be subject to the Late Report (Section 6.09) and Failure to Report (Section 6.10) guidelines of this MOU as if the shift was their regularly scheduled shift.

### **Article 3.03 CHECK-IN TIME**

The parties agree that the check-in time shall be twenty (20) minutes for a bus operator taking a bus out of the yard or five (5) minutes for bus operators relieving another bus operator, wherein the bus is not driven to a relief point. The twenty (20) minutes shall be used to inspect buses as required by the Department of Motor Vehicles and California Highway Patrol. There shall be provided a five (5) minute check-out time at quitting time per day. Drivers are required to complete and turn in the Daily Vehicle Inspection form provided by GCTD.

### **Article 3.04 MEAL AND REST PERIODS**

- A. This section of the collective bargaining agreement expressly provides for meal and rest periods, as defined in this agreement, for bus operators.
- B. Rest Periods: The rest periods are defined as the scheduled layovers built into each work run. Additional compensation for the rest periods will be ten (10) minutes per five (5) hours worked. Two ten-minute compensation periods must be provided if the assigned daily work time exceeds nine (9) hours. The compensation for the rest period will not be authorized for bus operators whose total daily work time is less than three and one-half (3½) hours.
- C. Meal Periods:
  - 1. Bus operators shall be provided meal periods. The authorized meal period time shall be a minimum of 30 minutes after the first eight hours and thirty minutes (8:30) of work. However, a meal period need not be authorized for bus operators whose total daily work time is less than eight hours and thirty minutes (8:30). Authorized meal period time shall not be counted as hours worked.
  - 2. No second meal period is required to be scheduled if the total hours worked is more than ten hours but less than twelve hours.
  - 3. Operators may eat/drink while in the driver's seat at layover points. Operators may not leave a layover/time point late due to eating. Operators are responsible for cleaning up after themselves.
  - 4. Operators may drink, from a water bottle or thermos that will remain closed while not in use, while in revenue service but only when the bus is at a complete stop.
- D. Disputes: If there is a dispute concerning the application of the rest and/or meal period provisions, as stated above, the grievance procedure in Section 7.04 shall be utilized.

### **Article 3.05 SCHEDULE EXCHANGE PROGRAM**

All bus operators may participate in a schedule exchange program that allows the switching of runs within the same payroll week between two operators if it is agreed upon by GCTD management. A form for the

exchange of work runs must be completed and signed by both parties. The following rules apply to all schedule exchange requests:

- A. No request is guaranteed to be approved simply because both operators have agreed. The request must also be approved by management and must not impact service coverage needs of the agency.
- B. No request will be granted that would increase either operators scheduled overtime by more than one hour of their current total weekly bid time.
- C. Request will only be granted when GCTD has sufficient personnel available on the affected days to insure adequate staffing in case of unexpected absences.
- D. There is no set number of approved slots for exchange. Each request is on a case-by-case approval.
- E. Any exchanged shift becomes part of that operators regularly scheduled and counts towards qualification for holiday pay.

## **SECTION 4 BENEFITS**

### **Article 4.01 — MEDICAL, DENTAL, AND VISION INSURANCE**

*(Common Article)*

### **Article 4.02 — RETIREMENT**

*(Common Article)*

### **Article 4.03 — LIFE INSURANCE**

*(Common Article)*

### **Article 4.04 — LONG-TERM DISABILITY INSURANCE**

*(Common Article)*

### **Article 4.05 ELIGIBILITY FOR BENEFITS**

- A. Bus operators become eligible for all standard benefits (health, dental and life insurance and vacation and sick leave accrual), when at step A or above of the wage scale.
- B. Regular and probationary part-time bus operators shall receive vacation, sick leave and holiday pay predicated on the number of hours worked in relation to full-time status.

## **SECTION 5 LEAVE TIME**

### **Article 5.01 — HOLIDAYS**

*(Common Article)*

### **Article 5.02 — SICK LEAVE**

*(Common Article)*

### **Article 5.03 — EMPLOYEE SICK LEAVE DONATION PROGRAM**

*(Common Article)*

### **Article 5.04 — INDUSTRIAL LEAVE**

*(Common Article)*



**Article 5.05 — BEREAVEMENT LEAVE**

*(Common Article)*

**Article 5.06 — COMMUNITY SERVICE PROGRAM LEAVE**

*(Common Article)*

**Article 5.07 — FMLA/CFRA**

*(Common Article)*

**Article 5.08 — VACATION**

*(Common Article)*

**Article 5.09 VACATION BIDDING**

**SEIU and GCTD agree to meet before Dec 1, 2024 to discuss updating the vacation bidding process. If SEIU and GCTD agree to modifications to the process, a side letter will be developed.**

- A. GCTD shall post semi-annual sign-ups for vacations after semi-annual open route bidding is completed. Bus operators shall complete their vacation bidding by the date listed on the bid schedule. If a bus operator wishes to pass on bidding for a vacation period, that bus operator's name shall fall to the bottom of the seniority list and must wait until their name again comes up for bidding. Bidding will be done in two (2) parts as shown in section B below. The purpose of the two part bid is to allow all operators an opportunity to bid some vacation time each year. No more vacation days may be taken than the bus operator will accrue by the requested vacation time. Except in emergency situations, no changes may be made without mutual agreement of the operator and management. Vacation Bids will be done on a seniority basis using the total bus operator list. Bidding will take place at specific times, posted on the bid list.
- B. Vacation Bid Part 1 - Operators will be given a 15 minute window in which to bid vacation. Vacation requests may be submitted ahead of the bid time. In part 1 no operator may bid more than thirty (30) total days (full or partial) off. No operator may bid more time off than they will have accrued as of the date requested. In Part 2 operators will again have a 15 minute window in which to bid vacation. Vacation requests may be submitted ahead of the bid time. In part 2 operators may bid additional dates up to the amount of time they will have accrued as of the date requested.
- C. **Vacation requests may be submitted ahead of the bid time.** Bus operators not expecting to be present at the bid time shall leave a written list of choices for vacation dates, showing individual dates, with the director of transit operations or designee. Any bus operator not bidding at their appointed time will fall to the bottom of the bid list and will be allowed to bid again at the end of the regular bid schedule.
- D. Bus operators may bid a single day or blocks of time. Bus operators bidding a full work week of vacation will be considered as off for the full seven days of the week. During the semiannual bid, the number of bus operators allowed off at any one time will be based on the number of bus operators employed by GCTD on the day the vacation bid begins, in accordance with the following schedule:

Less than 108 Operators	- 7 vacation slots
108 - 123 Operators	- 8 vacation slots
124 - 138 Operators	- 9 vacation slots
139 - 153 Operators	- 10 vacation slots
154 - 169 Operators	- 11 vacation slots
170 - 184 Operators	- 12 vacation slots
185 - 199 Operators	- 13 vacation slots
200 - 215 Operators	- 14 vacation slots
More than 215 Operators	- 15 vacation slots plus one additional slot for every 15 additional drivers

A minimum of two thirds (2/3) of the vacation slots are guaranteed to be available on any given day..

- E. After the regular bidding has been completed, additional requests may be submitted in writing on a first come, first served basis. If a vacation request is cancelled in writing **no later than Wednesday of the prior week by 4pm** ~~no less than 72 hours prior to the beginning of the shift~~ and the cancelling operator is available to work the employee's regularly scheduled shift, the vacated vacation slot will be filled from the next request on the existing vacation request list **form the annual bid**. Operators cancelling a vacation shift and later calling in sick for the same shift will be subject to the physician's note requirement in Article 5.02F, at GCTD's discretion. **Once the overtime work has been assigned, all vacation cancellations requests will be denied. An employee who fails to provide said notice may be denied work on the day if he/she returns early. GCTD is responsible for updating their records each week to avoid assigning the wrong overtime work and if the assigned overtime is canceled GCTD will pay the operator in question 3 hours.**
- F. Approval notification on the additional vacation requests (requests received after semiannual bid) will be at a minimum the Friday before the week of the requested vacation. A vacation calendar will be posted in the drivers' room and will be updated weekly.
- G. If a bus operator does not have sufficient vacation accrual or comp time to cover the requested vacation at the time of the leave, the vacation request will be cancelled unless the bus operator has an approved leave without pay.
- H. Part-time and Extra Board bus operators shall be permitted to take such vacation as they have accrued, up to forty (40) hours of accrued vacation per week. If part-time bus operators want to be paid vacation accrual for more than their bid run (but no more than forty hours per week), it must be noted on the vacation request.

Part-time and Extra Board bus operators shall be permitted to take sick leave as they have accrued as follows: Extra Board (Tier 1) may use up to forty (40) hours of accrued sick leave per week. Extra Board (Tier 2) may use up to bid hours, or four (4) hours of accrued sick leave per day. If Extra Board (Tier 1) bus operators want to be paid sick leave accrual for more than their bid run (but no more than forty hours per week), it must be noted on the sick leave request.

- I. ~~Bus operators shall be required to provide at least seventy two (72) hours prior notice to GCTD in the event he/she cancels approved vacation leave. An employee who fails to provide said notice may be denied work on the day if he/she returns early.~~

**Article 5.10 — TIME OFF FOR MILITARY SERVICE — UNITED STATES ARMED FORCES RESERVE TRAINING**

*(Common Article)*

**SECTION 6 WORKING CONDITIONS**

**Article 6.01 SENIORITY**

Seniority shall be the determining factor in all work schedules, vacations, appointments, transfer and layoffs, within GCTD. Seniority is defined as the last date of hire with GCTD.

All employees hired after February 2, 1994 shall have seniority based on last date of hire for a specific job classification.

Any employee who has served as a supervisor and passed probation, and subsequently is permitted by management to return or demote to a represented position, for seniority purposes shall start from the bottom of the seniority list.

**Article 6.02 — PHYSICAL EXAMINATIONS**  
(Common Article)

**Article 6.03 — TEXTBOOK AND TUITION REIMBURSEMENT**  
(Common Article)

**Article 6.04 UNIFORM ALLOWANCE**

- A. Should any part of the uniform be damaged in performance of the bus operator's duties without negligence by the employee, GCTD will replace it. At all times while on duty, bus operators will wear uniforms as specified by GCTD that are presentable, clean and in good repair.
- B. GCTD will provide either three (3) trousers or two (2) cargo pants (if available), and five (5) shirts (short sleeve, long sleeve or polo) **or a combination of these articles as long as the total does not exceed the total allowable average annual cost of (5) shirts and (3) trousers. Employees may also choose to purchase shoes, sweaters, jackets, within the average annual amount. to all regular bus operators. The annual maximum cost will be based on average cost of the base uniform, adjusted every other year to include average cost of jacket, and will be posted annually in the operator break room.** Polo shirts may be worn any day of the week. ~~Additionally, every other year GCTD shall provide a sweater or jacket to each eligible bus operator.~~ Since the ordering of uniforms occurs once a year (on July 1), a new bus operator who is hired after that time will be eligible for two trousers and three shirts, to be ordered within one week of the end of a new bus operator's training period.
- C. Additional uniforms may be ordered at any time. Uniforms ordered outside of the annual order are at the employees cost. Once authorized by the employee the cost of such orders will be directly deducted from the employees paycheck.

**Article 6.05 — ACCIDENT REVIEW BOARD**  
(Common Article)

**Article 6.06 TRAINING**

- A. New Hire Training - Training of newly hired Bus Operators shall be done on days and hours deemed appropriate by the Director of Transit Operations to fulfill GCTD's mission to complete operator training in the most efficient manner possible. Changes to this training program can be made without notice as required by changes in training staff, techniques or regulations.
- B. VTT Training/Safety Meetings - All Active GCTD Operators are required to receive eight (8) hours of classroom training per year in order to maintain their California Verification of Transit Training (VTT) certification. GCTD will hold monthly safety meetings to accomplish this task. The meetings will generally be held in the last week of the month and may be held remotely. Non-service holidays that fall within the last week of the month will require the safety meetings to be rescheduled for another week. **VTT Hours can be obtained by Classroom Hours, In Service Hours, or Behind the Wheel Hours.**

Operators normally will attend these meetings on their own time. GCTD will provide approximately 10% of the total drivers an opportunity to attend a safety meeting while on duty. In certain instances no coverage will be available due to manpower restrictions. Meetings will be one hour in length, and operators attending meetings outside their normal shift will be paid for their attendance as time worked.

Operators must attend a minimum of eight meetings each year ~~to obtain necessary VTT hours~~ for maintaining their drivers' licenses. Operators would receive discipline for miss-outs for any meeting missed in excess of four in one calendar year. Operators failing to make at least eight meetings during

the year may find themselves on unpaid administrative leave until a class can be scheduled to provide the required training hours. GCTD will provide operators with their current total training hours at the end of each quarter (March 31, June 30, September 30 and December 31)

- C. Refresher Training - Refresher training is given to all operators who have been determined to have had a preventable accident. GCTD may also, at its discretion, assign refresher training to operators it feels would benefit from the training based on a review of the operator's performance. The provision of refresher training to an operator on a voluntary basis will not be used as the basis for progressive discipline.
- D. Other training - Other training may be required for special events, route changes, introduction of new equipment or other unplanned events. This training may be held either on normal working days or on an employee's usual time off, based on the operators choice. Any training provided an employee's usual time off will be paid based on the actual time worked.
- E. New Operator Trainers – Experienced Bus Operators who serve as new operator trainers in revenue service will be compensated with a ~~\$1.50~~ **15% training differential** premium for each hour worked in revenue training. Bus Operators who wish to be considered for eligibility to serve as a new operator trainer may apply during an annual application period designated by Management. Factors that will be considered in evaluating applicants are bus operating skills and work record, customer service skills and work record, attendance and punctuality, work habits, disciplinary record and employee performance reviews. GCTD management reserves the right to select and assign revenue trainers

#### **Article 6.07 AUTOMOBILE USE**

- A. Any bus operator who is required to travel approximately one-half mile or more from the Yard to the bus operator's relief point will be furnished a GCTD vehicle for the purpose of relief. Relief points designated by GCTD shall be located at points where operators have access to reasonably adequate public facilities.
- B. The furnishing of GCTD vehicles hereunder shall not apply to work breaks of one (1) hour or less.
- C. Bus operator use of GCTD vehicles is for business use only. GCTD allows incidental use along the designated route from relief point to the yard only. No incidental use is allowed when going out to relieve other operators, only when returning to the GCTD yard. Refer to the bus operator policy summary book for definition. Bus operators may not take GCTD vehicles home.

#### **Article 6.08 ROUTE BIDDING**

- A. Definitions:

Open Bid: All eligible bus operators will participate, in seniority order, in an open bid (a) at the semiannual bid times (), (b) when new or eliminated routes are instituted, or (c) in a layoff situation.

Bid-or-Pass Bid: All eligible bus operators **from seniority below of the run that is available** will participate, in seniority order, in a bid-or-pass bid if a run is made available for the remainder of the semiannual bid period (such as an operator resigns, which creates an open run). Bus operators can elect to bid for the open run or pass bidding. Limitations: Bid-or-Pass Bids will not be conducted if less than ~~two~~ **three** months remain on the open bid in effect.

Bump Bid: A bump bid can be requested by a bus operator when (1) his/her full-time run is changed and the change affects the day off, the sign-on time or the pay time daily by thirty (30) minutes or more or (2) he/she does not have an assigned run and is returning from military active duty or an approved medical leave. The affected bus operator is eligible to call for a bump bid from his/her place on the seniority list.

Bump Bids will be conducted in the following manner:

1. The operator calling for the bump bid may choose from any work run held by an operator with less seniority than the operator calling for the bump bid.
2. Once the operator calling for a bump bid has made his/her choice the next bid will be made by the operator displaced by the first bump. This process repeats until either all operators impacted have bid new runs or there are no runs left and the remaining operators are assigned to extra board slots.
3. Limitations: Bump Bids will not be conducted if less than two months remain on the open bid in effect. Bump Bids will be at least two weeks apart.
4. Operators who have been bumped and had previously bid, and had approved, vacation will be accommodated for their vacation bid as long as they meet normal criteria such as enough hours in their bank.

B. Process:

1. Bidding will be done in groups. Each group will encompass 1/8<sup>th</sup> of the operator seniority list **with not more than two groups bidding per day.**
2. Copies of the Summary Sheets and master Bid Sheet shall be posted at least seven (7) calendar days prior to the time of bidding in an accessible location in the Drivers Lounge. Any employee on leave may request to receive notice by email; otherwise the employee shall receive notice by certified mail at the last known address. The bus operator may review the copies prior to bidding. The copies shall be updated after each group has bid.
3. Operators shall list choices on the approved form equivalent to their position on the bid list for that day (i.e. an operator at seniority position 15 shall submit 15 choices) in preference order.
4. All bids are due to dispatch no later than 12:00 pm (noon) of the operators assigned bid date. By 2:00 pm of the same day all bid results will be posted to allow the next group time to study the available work. Forms received after 12:00 pm (noon) but before 2:00 pm will be processed on the same day, however operators submitting late forms will need to provide sufficient choices to cover the total number of bid spaces for that day. Forms received after 2:00 pm will be processed at the end of the bid after all operators have bid.
5. Beginning at 12:10 pm staff will take all bids received by 12:00 pm and process them in seniority order. If the operator's first choice is available they will be given that choice. If the first choice is not available, the operator will be given the operator's highest choice that is available. Late bid forms from the same day will be processed last. A final list of the each day's selected runs will be posted at 2:00 pm
6. Bus operators on extended leave shall not be permitted to bid a route until the next regular bid. Extended leave is defined as a return to work date that is beyond the bid start date. **Employees on extended leave may bid if they submit release note before their bid date indicating they will be released with no work restrictions within one month of the service change start date.** Bus operators who are eligible to bid but out of the area and unavailable to bid in person may arrange in advance with the Operations Department to receive bid availability information and submit a bid by a prearranged and prescheduled phone call or by e-mail.

C. **Planning Committee:**

**Parties will form a joint "Planning Advisory Committee" comprised of GCTD Planning and Operations staff and up to three (3) elected Bus Operators, to collaborate on matters related to transit operations, including but not limited to, scheduling, service planning, and work**

schedules. If no committee members are elected by the SEIU 721 membership, SEIU 721 will appoint three bus operators to serve as the representatives.

The Committee shall be provided up to 2 hours plus work release travel time, paid by GCTD, to meet once a quarter and operate in a collaborative manner, with both parties sharing relevant information to inform decisions. While the District retains decision-making authority, GCTD staff will seek to consider the committee's recommendations and implement them to the extent feasible.

**Article 6.09 LATE REPORT RULE**

A. An operator must report for assignment no later than one-hundred and twenty (120) seconds after the scheduled report time or the operator will be charged with a late report. An operator calling in sick must telephone a GCTD supervisor/manager or dispatch at least one (1) hour prior to scheduled report time or the operator will be charged with a late report. Employees receiving a late report are considered not to have worked their full, scheduled shift in accordance with Article 5.01 B of this MOU.

B. Disciplinary action for late reports shall be based on the following schedule for a rolling six (6) month period.

One (1) late report	Verbal Warning of Rule Violation (written form verifying warning inserted in personnel file)
Two (2) late reports	Written Warning of Rule Violation
Three (3) late reports	Counseling and Director's Warning Letter
Four (4) late reports	One day suspension
Five (5) late reports	Three day suspension
Six (6) late reports	Five day suspension
Seven (7) late reports	Subject to termination

C. Late Reports may be waived if an operator provides proof that he/she could not report on time due to one of the following:

- Inability to report due to hospitalization of employee or immediate family member (as defined under sick leave policy)
- Involvement in automobile accident
- Natural disaster (excluding power failures)
- Or other emergency situation if approved by Director of Transit Operations

**Article 6.10 FAILURE TO REPORT**

A. Failure to Report: An operator who fails to report to work within one hundred twenty (120) minutes of scheduled report time shall be charged with a failure to report.

B. If an employee fails to report for three consecutive scheduled workdays, it will be considered an abandonment of the job and the employee will be terminated.

C. Disciplinary action for failure to report shall be based on the following schedule for a rolling one (1) year period.

One (1) failure to report	Director's Written Warning
Two (2) failure to report	Three day suspension
Three (3) failure to report	Ten day suspension
Four (4) failure to report	Subject to termination

An employee who fails to report as a result of GCTD scheduling errors shall not be charged with a failure to report.

**Article 6.11 EXTRA BOARD**

- A. When possible, extra board bus operators should receive consecutive days off.
- B. If full time runs are vacant for over two weeks, assignment for those runs will be made on a week-by-week basis by seniority of the *part time*/extra board bus operators **for the duration that run is available. No switching week by week is permitted, unless by Director's approval.** The bus operator who is assigned the full time run continues to have extra board responsibilities if the overtime list is exhausted.
- C. Extra Board will include Tier 1 and Tier 2 bid runs. Tier 1 runs will include a higher number of bid hours per week (at least 32) and will have two guaranteed days off in a row. The number of Tier 1 Extra board spots available to bid on will be based on the number of **active** bus operators employed **90 days prior to at the time** of the first day of the bid **period. The definition of Active Driver is a driver who is currently covering a bid shift / not on long-term leave.**

Number of <b><u>Active</u></b> Bus Operators	Number of Tier 1 Extra Board
108-123	5
124-138	6
139-153	7
154-169	8
170-184	9
185-199	10
200-215	11

**Article 6.12 RADIO COMMUNICATION**

All radio communications between dispatch and coaches shall be for business purposes only. Employees should use codes as provided by GCTD management. Neither dispatchers nor operators shall reveal telephone numbers, addresses or amounts of money over the radio.

**Article 6.13 COMPLAINT PROCEDURE**

All bus operators who receive a complaint against them shall be provided an opportunity to respond to the complaint in writing on a standard GCTD form. Such complaint shall be presented to the bus operator within ten (10) days of GCTD's receipt of the complaint. All such written responses shall be signed and dated by the bus operator. Prior to a complaint being filed in a personnel file, the supervisor's comments shall be shown to the bus operator, who shall be given the opportunity to respond in writing to the supervisor's comments on the standard form. No complaint over two years old shall be used in a disciplinary action against a bus operator. Anonymous complaints will not be considered by GCTD if no finding of wrong-doing occurred. **In no case, will complaints where no finding of wrong-doing occurred be held against the operator, or be placed in the personnel file.** GCTD bus operators may review their personnel file during the regular office hours of the GCTD business office provided such review is scheduled in advance with the director of administrative services. The supervisor shall attempt to present complaints at the end of the bus operator's shift whenever reasonably possible.

**All complaints are classified as Verified, Non-verified, or Not Enough Information.**

**Definitions:**



Verified – incident confirmed by records including but not limited to Video, Synchronatics, Phone records, Direct Observation by Supervisor or Manager, etc.  
Non-Verified – incident determined not to be substantiated after viewing records.  
Not Enough Information – video, Synchronatics, etc not available, unable to find substantiated records.

#### **Article 6.14 OTHER OPERATOR DUTIES**

Bus operators may be required to perform other duties such as passenger counts using counting mechanisms, transfer collections, stocking schedules in dispatch, stocking bus books on buses, transfer counts and on-off counts for specific stops. Bus operators may be required to perform other similar duties, as necessary. Bus operators will not be required to clean buses unless they volunteer for the assignment.

Bus operators performing standby duty may be assigned work at any time. They are required to be present and available to accept and perform assigned work at any time. Any exception must be specifically approved by the supervisor on duty. Scheduled time off will be considered when assigning work among standby operators, however, all standby assignments which require operating a bus, including but not limited to revenue service runs, bus trades or emergency bus bridge service, must be completed in their entirety regardless of scheduled time off.

### **~~SECTION 7 UNION RIGHTS~~**

~~(All Articles in Section 7 are Common Articles)~~

#### **~~Article 7.01 REASONABLE NOTICE~~**

~~(Common Article)~~

#### **~~Article 7.02 ACCESS TO PREMISES~~**

~~(Common Article)~~

#### **~~Article 7.03 STEWARD ADMINISTRATIVE LEAVE~~**

~~(Common Article)~~

#### **~~Article 7.04 ADVERSE ACTION, NOTICE AND PROCEDURES~~**

~~(Common Article)~~

#### **~~Article 7.05 SKELLY PROCEDURE~~**

~~(Common Article)~~

#### **~~Article 7.06 BULLETIN BOARD~~**

~~(Common Article)~~

#### **~~Article 7.07 ARTICLE NUMBER NOT USED~~**

#### **~~Article 7.08 LAYOFFS~~**

~~(Common Article)~~

#### **~~Article 7.09 MONTHLY LABOR-MANAGEMENT MEETINGS~~**

~~(Common Article)~~

#### **~~Article 7.10 COMPLAINT FORM~~**

~~(Common Article)~~



## **SECTION 8 — CLOSING**

*(All Articles in Section 8 are Common Articles)*

### **Article 8.01 — TERM OF MEMORANDUM**

*(Common Article)*

### **Article 8.02 — PEACEFUL PERFORMANCE**

*(Common Article)*

### **Article 8.03 — SUCCESSORS AND ASSIGNEES**

*(Common Article)*

### **Article 8.04 — FULL UNDERSTANDING MODIFICATION AND WAIVER**

*(Common Article)*

**APPENDIX A**

**BUS OPERATOR UNIT – WAGE TABLE Effective July 1st, 2024**

		<b>Bus Operator</b>							
		STEPS	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>3.23%</b>	Market Adjustment	\$ 23.99	\$ 25.06	\$ 26.19	\$ 27.37	\$ 28.60	\$ 29.89	\$ 31.23	\$ 32.64
<b>4.00%</b>	7/1/2024	\$ 24.94	\$ 26.07	\$ 27.24	\$ 28.47	\$ 29.75	\$ 31.09	\$ 32.48	\$ 33.95
<b>4.50%</b>	7/1/2025	\$ 26.07	\$ 27.24	\$ 28.47	\$ 29.75	\$ 31.09	\$ 32.48	\$ 33.95	\$ 35.47
<b>3.75%</b>	7/1/2026	\$ 27.04	\$ 28.26	\$ 29.53	\$ 30.86	\$ 32.25	\$ 33.70	\$ 35.22	\$ 36.80

**APPENDIX B**

**GCTD-INSURANCE PREMIUM CONTRIBUTION TABLE**

<i>GCTD CONTRIBUTION 1/1/2022</i>	Employee	Employee + 1	Employee + Family
SEIU Represented - Full Time	\$640.86	\$1,149.12	\$1,496.53
SEIU Represented - Part Time	\$576.78	\$1,034.21	\$1,346.88

**For calendar years 2023 and 2024, GCTD agrees to cover the cost of the Kaiser plan premium increase (up to 5%) per year.**

ON BEHALF OF SEIU

ON BEHALF OF GCTD

\_\_\_\_\_  
Aram Agdaian, Chief Negotiator  
SEIU 721

\_\_\_\_\_  
Vanessa Rauschenberger, General Manager  
GCTD

\_\_\_\_\_  
Hatim Ghazi, Bargaining Team Member  
SEIU 721

\_\_\_\_\_  
Alex Zaretsky, Director of Human Resources  
GCTD

\_\_\_\_\_  
Alex Dinkel, Bargaining Team Member  
SEIU 721

DATE  
\_\_\_\_\_

\_\_\_\_\_  
Fransico Leon, Bargaining Team Member  
SEIU 721

DATE  
\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN**

**GOLD COAST TRANSIT DISTRICT**

**AND**

**SERVICE EMPLOYEES INTERNATIONAL UNION #721**

**JULY 1, ~~2021~~2024 THROUGH JUNE 30, ~~2024~~2027**

**ADMINISTRATIVE SUPPORT UNIT**

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**TABLE OF CONTENTS**  
**MEMORANDUM OF UNDERSTANDING**

**ADMINISTRATIVE SUPPORT UNIT**

**PART I – UNIT-SPECIFIC ARTICLE SECTION**

**SECTION 1 INTRODUCTION**

1.01	Parties to Memorandum.....	1
1.02	Board of Directors Approval and Implementation .....	1
1.03	Parties' Rights.....	Part II
1.04	Severability .....	Part II
1.05	Membership, Dues, COPE & Indemnification .....	Part II
1.06	Nondiscrimination Policy.....	Part II
1.07	Definitions.....	Part II

**SECTION 2 WAGES**

2.01	Wages and Wage Schedule .....	1
2.02	Longevity Pay .....	Part II
2.03	Incentive for Attendance .....	Part II
2.04	Out-of-Classification Pay .....	Part II
2.05	Bilingual Pay .....	2
2.06	Night Differential .....	2

**SECTION 3 HOURS**

3.01	Administrative Support Hours .....	2
3.02	Overtime .....	3

**SECTION 4 BENEFITS**

4.01	Medical, Dental, and Vision Insurance.....	Part II
4.02	Retirement.....	Part II
4.03	Life Insurance.....	Part II
4.04	Long-Term Disability Insurance.....	Part II
4.05	Retiree Medical Trust Fund.....	Part II

**SECTION 5 LEAVE TIME**

5.01	Holidays.....	Part II
5.02	Sick Leave .....	Part II
5.03	Employee Sick Leave Donation Program .....	Part II
5.04	Industrial Leave .....	Part II
5.05	Bereavement Leave.....	Part II
5.06	Community Service Program Leave.....	Part II
5.07	FMLA/CFRA .....	Part II
5.08	Vacation.....	Part II
5.09	Article Number Not Used	

5.10 Time Off for Military Service..... Part II

**SECTION 6 WORKING CONDITIONS**

6.01 Seniority..... 4  
6.02 Physical Examination..... Part II  
6.03 Textbook and Tuition Reimbursement..... Part II  
6.04 Uniform Allowance..... 4  
6.05 Accident Review Board..... Part II  
6.06 Safety ..... 5  
6.07 Automobile Use ..... 5  
6.08 Training..... 6  
6.09 Work Shift Bidding ..... 6  
6.10 Vacation and Short-Day Bidding..... 6

**SECTION 7 UNION RIGHTS**

7.01 Reasonable Notice ..... Part II  
7.02 Access to Premises ..... Part II  
7.03 Stewards Administrative Leave..... Part II  
7.04 Adverse Action, Notice And Procedures..... Part II  
7.05 Skelly Procedure..... Part II  
7.06 Bulletin Board ..... Part II  
7.07 Article Number Not Used  
7.08 Layoffs ..... Part II  
7.09 Monthly Labor Management Meetings ..... Part II  
7.10 Complaint Form ..... Part II

**SECTION 8 CLOSING**

8.01 Term of Memorandum ..... Part II  
8.02 Peaceful Performance ..... Part II  
8.03 Successors and Assignees..... Part II  
8.04 Full Understanding Modification and Waiver..... Part II

**APPENDICES**

A Wage Table ..... 9  
B Monthly GCTD Health Insurance Premium Contribution..... 26



# MEMORANDUM OF UNDERSTANDING

## ADMINISTRATIVE SUPPORT UNIT

*Part I contains Articles that are specific only to the GCTD-SEIU 721 Administrative Support Unit MOU.*

### SECTION 1 INTRODUCTION

#### Article 1.01 PARTIES TO MEMORANDUM

This Memorandum of Agreement has been entered into between SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL #721 (SEIU), as the formally recognized employee organization, and GOLD COAST TRANSIT DISTRICT (GCTD), on behalf of the employees occupying the job classifications of:

CUSTOMER SERVICE ASSISTANT  
MAINTENANCE MATERIAL SPECIALIST

SEIU is hereby certified as the formally recognized employee organization for those employees occupying the job classifications listed above regarding wages, hours and other terms and conditions of employment.

#### Article 1.02 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect unless ratified by the employees of the Administrative Support Unit and approved by Resolution duly adopted by the Board of Directors of GOLD COAST TRANSIT DISTRICT.

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

#### ~~Article 1.03 PARTIES' RIGHTS~~

*(Common Article)*

#### ~~Article 1.04 SEVERABILITY~~

*(Common Article)*

#### ~~Article 1.05 PAYROLL DEDUCTIONS~~

*(Common Article)*

#### ~~Article 1.06 NONDISCRIMINATION POLICY~~

*(Common Article)*

#### ~~Article 1.07 DEFINITIONS~~

*(Common Article)*

### SECTION 2 WAGES

#### Article 2.01 WAGES AND WAGE SCHEDULE

There is established a six-step wage schedule. A newly hired unit employee may be compensated at the first ("A") step or above depending on qualifications. Employees at step "A" shall be eligible for advancement to Step "B" after having served six (6) months at Step "A"; employees at Step "B" shall be eligible for advancement to Step "C" after having served six (6) months at Step "B"; Employees at Step "C" and subsequent steps shall thereafter be eligible for advancement to each subsequent step after having served one (1) year in the prior step. Step "F" is the top step.

**Effective on the first pay period commencing on July 1st, 2024, the district agrees to a market adjustment for the classifications as indicated in Appendix "A"**

GCTD agrees to cost of living (COLA) wage adjustments to classes in the bargaining units covered by this MOU on the first pay period commencing on ~~July 1<sup>st</sup>, 2021 three percent (3.0%), July 1<sup>st</sup>, 2022 three and a half percent (3.5%), and July 1<sup>st</sup> 2023 three percent (3.0%).~~

**July 1st, 2024 four percent (4.0%)**

**July 1st, 2025 four-and-a-half percent (4.5%)**

**July 1st, 2026 three-and-three quarter percent (3.75%)**

See the wage scale in Appendix "A".

**Article 2.02 — LONGEVITY PAY**

*(Common Article)*

**Article 2.03 — INCENTIVE FOR ATTENDANCE**

*(Common Article)*

**Article 2.04 — OUT-OF-CLASSIFICATION PAY**

*(Common Article)*

**Article 2.05 BILINGUAL PAY**

Consistent with the need of GCTD for bilingual ability, an employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display sensitivity toward the culture and needs of a large group of foreign speaking residents. The General Manager shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at ~~\$.35 / hour (about \$60 per month)~~ **\$0.36 per hour (\$63 per month) in FY 2024-25, \$0.38 (\$65 per month) in FY 2025-26, and \$0.39 (\$68 per month) in FY 2026-27** for positions requiring bilingual speaking and ~~\$.52 / hour (about \$90 per month)~~ **\$0.54 per hour (\$93 per month) in FY 2024-25, \$0.55 (\$95 per month) in FY 2025-26, and \$0.57 (\$98 per month) in FY 2026-27** for positions requiring bilingual speaking and writing.

**Article 2.06 NIGHT DIFFERENTIAL**

A five percent (5%) night differential shall be paid to those employees required to work ~~three~~ **two hours** or more of their work shift ~~before 8:00 AM or after~~ **5:00 PM until closing.**

**SECTION 3 HOURS**

**Article 3.01 ADMINISTRATIVE SUPPORT HOURS**

A. Work Week: The total hours of work ordinarily required for a full-time administrative unit employee shall be forty (40) hours, five (5) consecutive days within a seven-day period. Any hours in excess of the required 40 hours shall be considered overtime work for the classifications listed in Article 1.01.

B. Rest Periods:

All regular and probationary, full-time bargaining unit employees will receive two ~~ten~~ **fifteen** minute paid rest periods and one one-hour unpaid lunch period per shift. Management retains the right to schedule such periods and they shall be coordinated with the shift to provide maximum flexibility and continuity of personnel on duty.

**Article 3.02 OVERTIME**

- A. Overtime Work - Defined: Overtime work is work performed by an employee at times other than those normally required for the employee's employment and must be in excess of the number of hours established as full-time service for the position classification (forty [40] hours). Employees shall be paid for overtime at one and one-half (1½) the regular hourly rate. Time worked in increments of less than one-twelfth of an hour shall not be accumulated or recorded as overtime. Overtime shall not be pyramided or compounded. Any hours in excess of that requirement shall be considered overtime work for this classification. Vacation leave taken, sick leave taken, and compensatory time taken shall not be counted as time worked for purposes of computing overtime.
- B. Compensatory Time Off: Administrative Support Unit employees may elect to accrue compensatory time off in lieu of cash for overtime worked. Compensatory time shall be accrued at the overtime rate to a maximum balance of ~~sixty (60)~~ **seventy (70)** hours annually. Accrued compensatory time may not be used in lieu of time off in the same payroll week as additional compensatory time is accrued. Any time accumulated and not taken off by November 30th of any calendar year shall be paid in cash during the month of December on the paycheck no less than two weeks following the cut-off date. Nothing in this MOU shall prevent the parties from mutually agreeing to an alternative schedule.

**SECTION 4 — BENEFITS**

*(All Articles in Section 4 are Common Articles)*

**Article 4.01 — MEDICAL, DENTAL, AND VISION INSURANCE**

*(Common Article)*

**Article 4.02 — RETIREMENT**

*(Common Article)*

**Article 4.03 — LIFE INSURANCE**

*(Common Article)*

**Article 4.04 — LONG-TERM DISABILITY INSURANCE**

*(Common Article)*

**Article 4.05 — RETIREE MEDICAL TRUST FUND**

*(Common Article)*

**SECTION 5 — LEAVE TIME**

*(All Articles in Section 5 are Common Articles)*

**Article 5.01 — HOLIDAYS**

*(Common Article)*

**Article 5.02 — SICK LEAVE**

*(Common Article)*

~~Article 5.03 — EMPLOYEE SICK LEAVE DONATION PROGRAM  
(Common Article)~~

~~Article 5.04 — INDUSTRIAL LEAVE  
(Common Article)~~

~~Article 5.05 — BEREAVEMENT LEAVE  
(Common Article)~~

~~Article 5.06 — COMMUNITY SERVICE PROGRAM LEAVE  
(Common Article)~~

~~Article 5.07 — FMLA/CFRA  
(Common Article)~~

~~Article 5.08 — VACATION  
(Common Article)~~

~~Article 5.09 — ARTICLE NUMBER NOT USED  
(Common Article)~~

~~Article 5.10 — TIME OFF FOR MILITARY SERVICE — UNITED STATES ARMED FORCES RESERVE  
TRAINING  
(Common Article)~~

## **SECTION 6 WORKING CONDITIONS**

### **Article 6.01 SENIORITY**

Seniority shall be the determining factor in all work schedules and vacations. Seniority shall be defined as the last date of hire into the employee's current job group. The job groups in the Administrative Services Unit shall be as follows:

Maintenance Support Job Group:  
Maintenance Material Specialist

Customer Support Job Group:  
Customer Service Assistant

Any employee who has served as a supervisor and passed probation, and subsequently is permitted by management to return or demote to a represented position, for seniority purposes shall start from the bottom of the seniority list.

~~Article 6.02 — PHYSICAL EXAMINATIONS  
(Common Article)~~

~~Article 6.03 — TEXTBOOK AND TUITION REIMBURSEMENT  
(Common Article)~~

### **Article 6.04 UNIFORM ALLOWANCE**

A. GCTD will rent uniforms for all regular full-time administrative support employees working in the Maintenance Department. Employees shall be responsible for placing dirty uniforms in designated receptacle on the day and time prescribed by the uniform rental company. Employees will not be held

responsible for items not returned by the uniform rental company. Failure to do so will relieve GCTD of any obligation to provide clean uniforms during the week the employee fails to comply. It will be the responsibility of the employee to pay the cost for uniforms damaged due to their own negligence. Should any part of the uniform be damaged in the performance of the employee's duties without negligence by the employee, the employee will not be responsible for the cost of the replacement. Employees will, at all times they are on duty, wear uniforms as specified by GCTD that are presentable, clean and in good repair. GCTD will provide 12 shirts and pants as uniforms.

- B. All regular Administrative Support Maintenance employees shall be provided one work jacket with liner every other fiscal year during the term of this agreement, starting in FY 2014-15. Such jacket shall be of GCTD's selection with no cost to the employee. The jacket will have reflective properties which can be worn in lieu of a safety vest. GCTD will provide cleaning of the jacket and liner twice annually.

**The district will provide additional jackets on an as needed basis (damaged) as determined by the Department Head. Repair and/or replacement of jackets destroyed in the performance of official duty will be paid for by the district. In the event the jacket is misplaced by the vendor, the district will provide a replacement with no cost to the employee. GCTD will have loaners available.**

- C. All full-time administrative support employees working in the Maintenance Department shall be provided the following rain gear:

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

Rain gear which is no longer serviceable will be replaced on an exchange basis.

- D. All regular and probationary Administrative Support employees working in the Maintenance Department will wear safety shoes while on duty in accordance with GCTD Standard Safety Practices. GCTD shall provide a pair of safety shoes for those regular and probationary Administrative Support employees working in the Maintenance Department. Annually within one week of July 1, GCTD will authorize the purchase of one pair of safety shoes, which may include insoles, at a cost not to exceed ~~\$200.00~~ **\$225.00** GCTD shall not be required to replace lost or stolen boots.
- E. Safety shoes which meet specifications described in GCTD Standard Safety Practices shall be purchased from a vendor with whom GCTD has established a business agreement. GCTD will provide the employee with an approved purchase form, and GCTD will be directly billed by the vendor. Shoe purchases will be made outside of the employee's work shift and on the employee's own time. GCTD agrees to meet and confer with SEIU 721 prior to changing safety shoe vendor(s).

**Article 6.05 — ACCIDENT REVIEW BOARD**  
(Common Article)

**Article 6.06 SAFETY**

All administrative support employees shall be responsible for keeping their work area clean and neat as well as complying with OSHA regulations and reasonable written GCTD policies on safety.

**Article 6.07 AUTOMOBILE USE**

Whenever an employee is required to conduct business away from the GCTD Administrative Facility, a GCTD vehicle will be provided if one is available. If a GCTD vehicle is not available or if the employee is

authorized to use the employee's vehicle on GCTD business, the employee shall be reimbursed for the use of the employee's vehicle pursuant to GCTD's expense/travel reimbursement policy.

#### **Article 6.08 TRAINING**

GCTD shall provide up to twenty (20) hours per year per employee for GCTD selected training. Employees on leave who are receiving some third-party compensation may only receive prorated pay for attendance.

#### **Article 6.09 WORK SHIFT BIDDING**

- A. The ~~Mechanical job~~ **Maintenance Support** group will hold a bid for work shifts annually, at the same time as the Maintenance Department summer shift bid. Notwithstanding the annual bid provision, Management retains the right to initiate an unscheduled shift bid at any time based on changes to operating requirements.
- B. The Customer Support job group will hold a bid for work shifts annually prior to the beginning of the upcoming calendar year. The bid shall cover one calendar year. Bidding will be based on seniority **when there is more than one work shift**. Members of the Customer Support job group shall not bid the same shift in a period of 12 (twelve) consecutive months. Notwithstanding the annual bid provision, Management retains the right to initiate an unscheduled shift bid at any time based on changes to operating requirements.

The bidding process will be as follows:

- The 1st seniority employee will pick their preferred shift (but may not pick the same shift they worked in the previous 12 consecutive months).
- Once the initial selection is made, the 2nd seniority employee will be notified of the remaining option(s) and may pick their preferred shift (but may not pick the same shift they worked in the previous 12 consecutive months).
- Finally, the 3rd seniority employee will be assigned the remaining shift (regardless of if the shift is the same shift worked in the previous year.)

#### **Article 6.10 VACATION and SHORT-DAY BIDDING**

The Customer Support job group will conduct vacation bids annually just after the work shift bid has concluded and shifts have been assigned. Bidding will be conducted based on seniority order **when there is more than one Customer Service Assistant**. Approved vacation time may only be taken if the employee has adequate accrued vacation hours as of the vacation start date. The process is as follows:

1. SHORT DAYS – Short days are defined as holidays on which the GCTD Administrative Offices are closed for the full day and the Customer Service center is open on a limited schedule.

As part of the annual vacation bid, the Customer Support job group will first bid for short days. Bidding will be conducted based on seniority order **when there is more than one work shift**. Each employee will bid to work a minimum of two short days, if that number of days is available. Selections will be made one short day at a time in seniority order. All short days must be covered. Any short days remaining unassigned after all employees have signed up for at least two short days will be made available based on seniority order. Any short day not covered after all employees finish with their selections will be assigned in reverse seniority order. Employees not working on short days are on regular holiday leave. Management retains the right to change the schedule in order to provide coverage for an uncovered shift.

2. HALF DAYS – Half Days are defined as days on which the last half workday is a holiday per Section 5.01 of the MOU and the Customer Service center is open on a limited schedule.

As the second part of the annual vacation bid, the Customer Support job group will bid vacation for all half days. Each employee, in seniority order, may select a vacation slot for only one (1) half-day, if available.

Remaining employees will work the first half of their regularly scheduled shift; however, Management retains the right to change shift schedules in order to provide coverage for an uncovered shift.

Management will consider offering additional half-day vacation slots upon request after the bid process is complete, as long as acceptable coverage is available.

3. Special Vacation Blocks are the week of Thanksgiving, the week of Christmas and the week of New Year's Day. Special Vacation Blocks will be bid separately. Employees may bid one Special Vacation Block, on a seniority basis, until all blocks are taken. Each employee may then sign up for vacation time during their special vacation block. After Special Vacation Block sign ups are complete, any unused days may be available to be bid during the regular bid process.

4. Regular Bid Process – Employees request days off on a seniority basis **when there is more than one work shift**. No more than one employee will be approved for vacation on any day. No employee may be approved for vacation time in excess of the hours they will have available as of the vacation start date.

## **SECTION 7 — UNION RIGHTS**

*(All Articles in Section 7 are Common Articles)*

### **Article 7.01 — REASONABLE NOTICE**

*(Common Article)*

### **Article 7.02 — ACCESS TO PREMISES**

*(Common Article)*

### **Article 7.03 — STEWARD ADMINISTRATIVE LEAVE**

*(Common Article)*

### **Article 7.04 — ADVERSE ACTION, NOTICE AND PROCEDURES**

*(Common Article)*

### **Article 7.05 — SKELLY PROCEDURE**

*(Common Article)*

### **Article 7.06 — BULLETIN BOARD**

*(Common Article)*

### **Article 7.07 — ARTICLE NUMBER NOT USED**

### **Article 7.08 — LAYOFFS**

*(Common Article)*

### **Article 7.09 — MONTHLY LABOR-MANAGEMENT MEETINGS**

*(Common Article)*

### **Article 7.10 — COMPLAINT FORM**

*(Common Article)*

## **SECTION 8 — CLOSING**

*(All Articles in Section 8 are Common Articles)*

### **Article 8.01 — TERM OF MEMORANDUM**

*(Common Article)*

**Article 8.02 — PEACEFUL PERFORMANCE**  
*(Common Article)*

**Article 8.03 — SUCCESSORS AND ASSIGNEES**  
*(Common Article)*

**Article 8.04 — FULL UNDERSTANDING MODIFICATION AND WAIVER**  
*(Common Article)*



**APPENDIX A**

ADMINISTRATIVE SUPPORT UNIT – WAGE TABLE Effective July 1st, 2024

		<b>Customer Service Assistant</b>					
		STEPS	5.0%	5.0%	5.0%	5.0%	5.0%
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>2.15%</b>	Market Adjustment	\$ 21.44	\$ 22.52	\$ 23.64	\$ 24.82	\$ 26.06	\$ 27.37
<b>4.00%</b>	7/1/2024	\$ 22.30	\$ 23.42	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.46
<b>4.50%</b>	7/1/2025	\$ 23.30	\$ 24.47	\$ 25.69	\$ 26.98	\$ 28.33	\$ 29.74
<b>3.75%</b>	7/1/2026	\$ 24.18	\$ 25.39	\$ 26.66	\$ 27.99	\$ 29.39	\$ 30.86

		<b>Maintenance Material Specialist</b>					
		STEPS	5.0%	5.0%	5.0%	5.0%	5.0%
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>3.97%</b>	Market Adjustment	\$ 23.64	\$ 24.82	\$ 26.06	\$ 27.37	\$ 28.74	\$ 30.17
<b>4.00%</b>	7/1/2024	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.46	\$ 29.89	\$ 31.38
<b>4.50%</b>	7/1/2025	\$ 25.69	\$ 26.98	\$ 28.33	\$ 29.74	\$ 31.23	\$ 32.79
<b>3.75%</b>	7/1/2026	\$ 26.66	\$ 27.99	\$ 29.39	\$ 30.86	\$ 32.40	\$ 34.02

ON BEHALF OF SEIU

ON BEHALF OF GCTD

\_\_\_\_\_  
Aram Agdaian  
SEIU 721, Chief Negotiator

\_\_\_\_\_  
Vanessa Rauschenberger  
GCTD, General Manager

\_\_\_\_\_  
Lee Judie  
SEIU 721, Bargaining Team Member

\_\_\_\_\_  
Alex Zaretsky  
GCTD, Director of Human Resources

Date

Date

\_\_\_\_\_

\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**GOLD COAST TRANSIT DISTRICT**  
**AND**  
**SERVICE EMPLOYEES INTERNATIONAL UNION #721**  
**JULY 1, ~~2024~~ 2024 THROUGH JUNE 30, ~~2024~~ 2027**

**MECHANICAL UNIT**

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**TABLE OF CONTENTS  
MEMORANDUM OF UNDERSTANDING**

**MECHANICAL UNIT**

**PART I – UNIT-SPECIFIC ARTICLE SECTION**

**SECTION 1 INTRODUCTION**

1.01	Parties to Memorandum.....	1
1.02	Board of Directors Approval and Implementation .....	1
1.03	Parties' Rights.....	Part II
1.04	Severability .....	Part II
1.05	Membership, Dues, COPE & Indemnification .....	Part II
1.06	Nondiscrimination Policy.....	Part II
1.07	Definitions.....	Part II

**SECTION 2 WAGES**

2.01	Wages and Wage Schedule .....	2
2.02	Longevity Pay .....	Part II
2.03	Incentive for Attendance .....	Part II
2.04	Night Differential .....	2
2.05	Out-of-Classification Pay .....	Part II
2.06	Call-Back Pay .....	2

**SECTION 3 HOURS**

3.01	Mechanical Hours .....	2
3.02	Overtime .....	3
3.03	Schedule Exchange Program .....	3

**SECTION 4 BENEFITS**

4.01	Medical, Dental, and Vision Insurance.....	Part II
4.02	Retirement.....	Part II
4.03	Life Insurance.....	Part II
4.04	Long-Term Disability Insurance.....	Part II

**SECTION 5 LEAVE TIME**

5.01	Holidays.....	Part II
5.02	Sick Leave.....	Part II
5.03	Employee Sick Leave Donation Program .....	Part II
5.04	Industrial Leave .....	Part II
5.05	Bereavement Leave.....	Part II
5.06	Community Service Program Leave.....	Part II
5.07	FMLA/CFRA .....	Part II
5.08	Vacation.....	Part II
5.09	Vacation Bidding.....	5

5.10 Time Off for Military Service..... Part II

**SECTION 6 WORKING CONDITIONS**

6.01 Seniority.....5  
6.02 Physical Examination..... Part II  
6.03 Textbook and Tuition Reimbursement..... Part II  
6.04 Uniform Allowance.....6  
6.05 Accident Review Board..... Part II  
6.06 Safety .....7  
6.07 Tools .....7  
6.08 Shift Bidding .....8

**SECTION 7 UNION RIGHTS**

7.01 Reasonable Notice..... Part II  
7.02 Access to Premises..... Part II  
7.03 Stewards Administrative Leave..... Part II  
7.04 Adverse Action, Notice and Procedures..... Part II  
7.05 Skelly Procedure..... Part II  
7.06 Bulletin Board..... Part II  
7.07 Article Number Not Used (Fare Share/Agency Shop)..... Part II  
7.08 Layoffs..... Part II  
7.09 Monthly Labor Management Meetings..... Part II  
7.10 Complaint Form..... Part II

**SECTION 8 CLOSING**

8.01 Term of Memorandum..... Part II  
8.02 Peaceful Performance..... Part II  
8.03 Successors and Assignees..... Part II  
8.04 Full Understanding Modification and Waiver..... Part II

**APPENDICES**

A Wage Table .....10  
B Monthly GCTD Health Insurance Premium Contribution.....27

# MEMORANDUM OF UNDERSTANDING

## MECHANICAL UNIT

### PART I – UNIT-SPECIFIC ARTICLE SECTION

*Part I contains Articles that are specific only to the GCTD-SEIU 721 Mechanical Unit MOU.*

#### SECTION 1 INTRODUCTION

##### **Article 1.01 PARTIES TO MEMORANDUM**

This Memorandum of Agreement has been entered into between SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL #721 (SEIU), as the formally recognized employee organization, and GOLD COAST TRANSIT DISTRICT (GCTD), on behalf of the employees occupying the job classifications of:

Mechanic I, Mechanic II, Mechanic III, (and E-Mechanic I, II and III), Service Worker I, Service Worker II, Facility and Equipment Mechanic I, Facility and Equipment Mechanic II, Building Maintenance Worker, and Facility and Vehicle Cleaner/Sanitizer Worker.

SEIU is hereby certified as the formally recognized employee organization for those employees occupying the job classifications listed above regarding wages, hours and other terms and conditions of employment.

##### **Article 1.02 BOARD OF DIRECTORS APPROVAL AND IMPLEMENTATION**

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect unless ratified by the employees of the Mechanical Unit and approved by Resolution duly adopted by the Board of Directors of GOLD COAST TRANSIT DISTRICT.

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

##### ~~**Article 1.03 PARTIES' RIGHTS**~~

*(Common Article)*

##### ~~**Article 1.04 SEVERABILITY**~~

*(Common Article)*

##### ~~**Article 1.05 PAYROLL DEDUCTIONS**~~

*(Common Article)*

##### ~~**Article 1.06 NONDISCRIMINATION POLICY**~~

*(Common Article)*

##### ~~**Article 1.07 DEFINITIONS**~~

*(Common Article)*

## SECTION 2 WAGES

### Article 2.01 WAGES AND WAGE SCHEDULE

There is established a six-step wage schedule. A newly hired unit employee may be compensated at the first ("A") step or above depending on qualifications. Employees at step "A" shall be eligible for advancement to Step "B" after having served six (6) months at Step "A"; employees at Step "B" shall be eligible for advancement to Step "C" after having served six (6) months at Step "B"; employees at Step "C" and subsequent steps shall thereafter be eligible for advancement to each subsequent steps after having served one (1) year in the prior step. Step "F" is the top step.

**Effective on the first pay period commencing on July 1st, 2024, the district agrees to a market adjustment for the classifications as indicated in Appendix "A"**

GCTD agrees to cost of living wage adjustments (COLA) to classes in the bargaining units covered by this MOU on the first pay period commencing on July 1st, 2021 three percent (3.0%), July 1st, 2022 three-and-a-half percent (3.5%), and July 1st 2023 three percent (3.0%).

**July 1st, 2024 four percent (4.0%)**

**July 1st, 2025 four-and-a-half percent (4.5%)**

**July 1st, 2026 three-and-seventy five percent (3.75%)**

See the wage scale in Appendix "A".

### ~~Article 2.02 — LONGEVITY PAY~~

~~(Common Article)~~

### ~~Article 2.03 — INCENTIVE FOR ATTENDANCE~~

~~(Common Article)~~

### Article 2.04 NIGHT DIFFERENTIAL

A five percent (5%) night differential shall be paid to those employees required to work ~~three~~ **two** hours or more of their work shift ~~before 8:00 AM or after 6:00 PM~~ **5:00 PM until closing**.

### ~~Article 2.05 — OUT-OF-CLASSIFICATION PAY~~

~~(Common Article)~~

### Article 2.06 CALL-BACK PAY

A Mechanical Unit employee called back to work after leaving work at the end of the employee's shift shall be guaranteed a minimum of two hours work upon returning or shall be guaranteed a minimum of two hours pay. This article will only apply if the call back was made by management more than 30 minutes after the employee clocked out, and the if employee had left the property prior to the call being made.

## SECTION 3 HOURS

### Article 3.01 MECHANICAL HOURS

Work Week: A work schedule of forty (40) hours of work in a five (5) day-week, with the regular workday as an eight and one-half (8½) hour scheduled day, shall be considered as the regular working hours



required for a full-time maintenance employee. Any hours in excess of that requirement shall be considered overtime work for these classifications listed in Article 1.01.

All regular and probationary, full-time maintenance employees will receive two fifteen-minute paid rest periods and one thirty-minute unpaid lunch period. Management retains the right to schedule such periods and they shall be coordinated with the shift to provide maximum flexibility and continuity of personnel on duty.

### **Article 3.02 OVERTIME**

A. Overtime Work - Defined: Overtime work is work performed by an employee at times other than those normally required for the employee's employment and must be in excess of the number of hours established as full-time service for the position classification (forty [40] hours). Mechanical Unit employees will be paid on a minute for minute basis for overtime. Vacation leave taken, sick leave taken, and compensatory time taken shall not be counted as time worked for purposes of computing overtime.

B. Overtime Worked - Compensation: Employees shall be paid for overtime at one and one-half (1-1/2) the regular hourly rate.

C. Overtime Assignment: Overtime work, when available, should be performed by Unit employees. Overtime should be distributed and rotated by an established overtime list of those employees in the job classification required to perform the work. The ranking of the list shall be based on seniority of those individuals on the list. **All overtime work in the Maintenance Department shall be, as far as practicable, strictly assigned among qualified and eligible employees in accordance with the following:**

- 1. When overtime is required to complete a task, the mechanic who started the task shall be assigned the overtime required to complete that task.**
- 2. The qualified eligible employee with the most Seniority coming off their shift shall be offered/assigned any unscheduled overtime work immediately following the end of their shift.**
- 3. Qualified employees who are on their days off shall be offered overtime in order of Seniority.**
- 4. All other qualified eligible employees shall be notified by Seniority.**
- 5. In the event that overtime work has not yet been assigned work will be assigned to qualified employees in reverse Seniority order, within the class required to complete the assignment.**

**Employees eligible for overtime shall not be passed for overtime until reasonable efforts to contact them have been made by GCTD. GCTD shall allow a reasonable time to respond (10 minutes) in the event that a message is required. If there is no answer the employee shall be considered to have passed that opportunity to work overtime. It is the employee's responsibility to make sure the Department Manager has the proper contact number(s)**

**For the purposes of overtime assignment, the term "qualified employee" shall mean to have "walk-on" capability to perform the work as determined by management.**

**Call back or day off overtime subject to assignment shall pay a minimum of two (2) hours at the overtime rate. A maintenance employee's consecutive hours shall not exceed twelve (12) hours except in emergencies.**

D. Compensatory Time Off: Mechanical Unit employees may elect to accrue compensatory time off in lieu of cash for overtime worked. Compensatory time shall be accrued at the overtime rate to a maximum balance of ~~sixty (60)~~ **seventy (70)** hours annually. Accrued compensatory time may not be used in lieu of time off in the same payroll week as additional compensatory time is accrued. Any time accumulated and not taken off by November 30th of any calendar year shall be paid in cash during the month of December no less than two weeks following the cut-off date. Nothing in this MOU shall prevent the parties from mutually agreeing to an alternative schedule.

**Article 3.03 SCHEDULE EXCHANGE PROGRAM**

All mechanical unit employees may participate in a schedule exchange program that allows the switching of shifts within the same payroll week between two same classification employees if it is agreed upon by GCTD management. A form for the exchange of work shifts must be completed and signed by both parties. The following rules apply to all schedule exchange requests:

A. No request is guaranteed to be approved simply because both mechanical unit employees within same classification have agreed. The request must also be approved by management and must not impact service coverage needs of the agency. An exchange will only be approved in situations where an employee requested vacation and the request was not approved.

B. No request will be granted that would increase either employee's scheduled overtime by more than one hour of their current total weekly bid time.

C. Request will only be granted when GCTD has sufficient personnel available on the affected days to insure adequate staffing in case of unexpected absences.

D. There is no set number of approved slots for exchange. Each request is on a case -by-case approval.

E. Any exchanged shift becomes part of that employee's regular work schedule and counts towards qualification for holiday pay

**SECTION 4 — BENEFITS**

~~All Articles in Section 4 are Common Articles~~

~~**Article 4.01 — MEDICAL, DENTAL, AND VISION INSURANCE**~~

~~(Common Article)~~

~~**Article 4.02 — RETIREMENT**~~

~~(Common Article)~~

~~**Article 4.03 — LIFE INSURANCE**~~

~~(Common Article)~~

~~**Article 4.04 — LONG TERM DISABILITY INSURANCE**~~

~~(Common Article)~~

**SECTION 5 LEAVE TIME**

~~**Article 5.01 — HOLIDAYS**~~

~~(Common Article)~~

~~**Article 5.02 — SICK LEAVE**~~

~~(Common Article)~~

~~**Article 5.03 — EMPLOYEE SICK LEAVE DONATION PROGRAM**~~

~~(Common Article)~~

~~**Article 5.04 — INDUSTRIAL LEAVE**~~

~~(Common Article)~~

~~**Article 5.05 — BEREAVEMENT LEAVE**~~

~~(Common Article)~~

~~**Article 5.06 — COMMUNITY SERVICE PROGRAM LEAVE**~~

~~(Common Article)~~

~~**Article 5.07 — FMLA/CFRA**~~

~~(Common Article)~~

~~**Article 5.08 — VACATION**~~

~~(Common Article)~~

**Article 5.09 VACATION BIDDING**

Sign-ups for vacation usage shall be conducted for two periods as follows:

1. The First scheduled vacation bid shall take place two (2) days after the first scheduled shift bid is posted in accordance with 6.08 Shift Bidding.

The first scheduled vacation period shall commence on the Sunday of the first payroll period in January and end on the Saturday before the first payroll period in July.

2. The second scheduled vacation bid shall take place two (2) days after the second scheduled shift bid is posted in accordance with 6.08 Shift Bidding.

The second scheduled vacation period shall commence on the Sunday of the first payroll period in July, ending on the first payroll period in January.

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

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

~~**Article 5.10 — TIME OFF FOR MILITARY SERVICE — UNITED STATES ARMED FORCES RESERVE TRAINING**~~

~~(Common Article)~~

**SECTION 6 WORKING CONDITIONS**

**Article 6.01 SENIORITY**

Seniority shall be the determining factor in all work schedules and vacations. Seniority is defined as the last date of hire with GCTD.

All Mechanical job group employees shall have seniority based on the last date of hire into the Mechanical job group.

All Service job group employees shall have seniority based on the last date of hire into the Service job group.

All Facility job group employees shall have seniority based on the last date of hire into the Facility job group.

All Cleaner/Sanitizer job group employees shall have seniority based on the last date of hire into the Cleaner/Sanitizer job group.

The groups are as follows:

**Mechanical Group** — Mechanic I, Mechanic II, Mechanic III, (and E-Mechanic I, II and III)

**Service Group** — Service Worker I, Service Worker II

**Facility Group** — Facility & Equipment Mechanic I, Facility & Equipment Mechanic II, Building Maintenance Worker

**Cleaner/Sanitizer Group** – Cleaner/Sanitizer

Any employee who has served as a supervisor and passed probation, and subsequently is permitted by management to return or demote to a represented position, for seniority purposes shall start from the bottom of the seniority list.

~~Article 6.02 — PHYSICAL EXAMINATIONS  
(Common Article)~~

~~Article 6.03 — TEXTBOOK AND TUITION REIMBURSEMENT  
(Common Article)~~

#### **Article 6.04 UNIFORM ALLOWANCE**

- A. GCTD will rent uniforms for all maintenance employees. Employees shall be responsible for placing dirty uniforms in designated receptacle on the day and time prescribed by the uniform rental company. Employees will not be held responsible for items not returned by the uniform rental company. Failure to do so will relieve GCTD of any obligation to provide clean uniforms during the week the employee fails to comply. It will be the responsibility of the employee to pay the cost for uniforms damaged due to their own negligence. Should any part of the uniform be damaged in the performance of the employee's duties without negligence by the employee, the employee will not be responsible for the cost of the replacement. Employees will, at all times they are on duty, wear uniforms as specified by GCTD that are presentable, clean and in good repair. GCTD will provide 12 shirts and pants as uniforms.
- B. All regular Mechanical Unit employees shall be provided one work jacket with liner every other fiscal year during the term of this agreement. Such jacket shall be of GCTD's selection with no cost to the employee. The jacket will have reflective properties which can be worn in lieu of a safety vest. GCTD will provide cleaning of the uniform jacket and liner four (4) times annually. Vest with liner will be provided as an option in lieu of jacket if available through the district's vendor.

**The district will provide additional jacket on an as needed basis (damaged) as determined by the Department Head. Repair and/or replacement of jacket destroyed in the performance of official duty will be paid for by the district. In the event the jacket is misplaced by the vendor, the district will provide a replacement with no cost to the employee. GCTD will have loaners available.**

C. All Mechanical Unit employees shall be provided the following rain gear:

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

Rain gear which is no longer serviceable will be replaced on an exchange basis.

D. All regular and probationary maintenance personnel will wear safety shoes while on duty in accordance with GCTD Standard Safety Practices. GCTD shall provide a pair of safety shoes to all regular and probationary maintenance personnel. Annually within one week of July 1, GCTD will authorize the purchase of one pair of safety shoes, which may include insoles, at a cost not to exceed ~~\$200.00~~ **\$225.00** GCTD shall not be required to replace lost or stolen boots.

E. Employees in the position of Building Maintenance Worker, Service Worker I or Service Worker II will be provided a second pair of safety shoes, which may include insoles, every other year, with the total cost to GCTD for each fiscal year not to exceed ~~\$400.00~~ **\$450.00**. GCTD will in July authorize for Building Maintenance Worker, Service Workers (I or II) the purchase of safety shoes, which may include insoles, at any time during the year; one pair, not to exceed ~~\$200.00~~ **\$225.00**, in fiscal years that start in July of an even numbered year and two pair, not to exceed ~~\$400.00~~ **\$450.00**, in years that start in July of an odd numbered year. It is agreed that any costs billed to GCTD in excess of the authorized amount in any fiscal year will be reimbursed as a pickup from the employee's pay in the following pay period. Service Workers hired after January 1<sup>st</sup> of an odd numbered year, who are provided one pair of safety shoes when first hired, will be authorized in the following July to purchase only one additional pair the following fiscal year.

F. Safety shoes which meet specifications described in GCTD Standard Safety Practices shall be purchased from a vendor with whom GCTD has established a business agreement. GCTD will provide the employee with an approved purchase form, and GCTD will be directly billed by the vendor. Shoe purchases will be made outside of the employee's work shift and on the employee's own time. GCTD agrees to meet and confer with SEIU 721 prior to changing safety shoe vendor(s).

#### **Article 6.05 — ACCIDENT REVIEW BOARD**

*(Common Article)*

#### **Article 6.06 SAFETY**

All maintenance positions shall be responsible for keeping their work area clean and neat as well as complying with OSHA regulations and reasonable GCTD policies on safety.

GCTD agrees that SEIU's representative shall be permitted, to the extent possible, to accompany management on safety inspections conducted by the safety representative of Certified Unified Program Agencies (CUPA).

#### **Article 6.07 TOOLS**

A. All standard mechanic positions shall supply their own hand tools, "roll-aways," and shall likewise be responsible for their maintenance, repair and cleanliness.

B. GCTD's mechanic tool reimbursement allowance shall apply to each regular Mechanic (I, II and III) and Facility and Equipment Mechanic (I and II), who have successfully completed their probationary period. Reimbursement will be up to ~~\$1,000 per fiscal year, for FY 2021-22, FY 2022-23, and FY 2023-24.~~

FY 2024-25 – up to \$1200.00  
FY 2025-26 – up to \$1200.00  
FY 2026-27 – up to \$1250.00

C. All eligible Mechanics (I, II and III), Electronic Mechanics (I, II and III) and Facility and Equipment Mechanics (I and II) shall be reimbursed up to the allowable amount respectively, upon written proof of purchase of mechanic tools that will be utilized for the repair of GCTD fleet or facilities, respectively. Written proof shall be in the form of a fully completed bona fide receipt from the supplier with the name, address, and specific tools utilized for the repair of GCTD fleet. The receipt shall be signed by a representative of the supplier and dated.

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

D. Newly eligible employees may receive reimbursement in the first year of eligibility prorated by the number of full or partial months for which they are eligible in that fiscal year. (Example: An employee who passes probation and becomes eligible effective April 15<sup>th</sup> is eligible for three months - April, May and June – out of twelve; the employee may be reimbursed in that fiscal year to a maximum of 25% - 3/12<sup>ths</sup> – of the annual fiscal year maximum). Receipts for qualifying tools purchased after the employee's hire date but prior to the employee becoming eligible for this program may be submitted after the employee becomes eligible for the program as described in paragraph (C) above.

E. GCTD shall permit tool trucks to visit the GCTD facility on a scheduled basis. The trucks will be encouraged to visit during lunch or break periods. Mechanical Unit employees will be allowed to clock out to visit the tool trucks, if it is not their lunch or break time, a total of thirty (30) minutes per month. This thirty (30) minute time period shall be unpaid by GCTD.

#### **Article 6.08 SHIFT BIDDING**

A. Scheduled shift bids shall be conducted on the first Tuesday of December and on the first Tuesday of June in conjunction with Article 5.09. Management will post a notice two weeks prior to the scheduled bid informing employees of the impending process. Results of the shift bid shall be posted two days after the completion of the shift bid.

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

2. The second scheduled shift bid in June, shall commence on the Sunday of the first payroll period in July and end on the first payroll period in January.

B. Shift preference shall be given to the most senior employee; seniority as defined in the MOU. Management retains the right to initiate an unscheduled shift bid at any time based on operating requirements.

### **SECTION 7 — UNION RIGHTS**

~~All Articles in Section 7 are Common Articles~~

#### **Article 7.01 — REASONABLE NOTICE**

~~(Common Article)~~

#### **Article 7.02 — ACCESS TO PREMISES**

~~(Common Article)~~

~~Article 7.03 — STEWARD ADMINISTRATIVE LEAVE  
(Common Article)~~

~~Article 7.04 — ADVERSE ACTION, NOTICE AND PROCEDURES  
(Common Article)~~

~~Article 7.05 — SKELLY PROCEDURE  
(Common Article)~~

~~Article 7.06 — BULLETIN BOARD  
(Common Article)~~

~~Article 7.07 — FAIR SHARE/AGENCY SHOP  
(Common Article)~~

~~Article 7.08 — LAYOFFS  
(Common Article)~~

~~Article 7.09 — MONTHLY LABOR MANAGEMENT MEETINGS  
(Common Article)~~

~~Article 7.10 — COMPLAINT FORM  
(Common Article)~~

## **SECTION 8 — CLOSING**

~~All Articles in Section 8 are Common Articles~~

~~Article 8.01 — TERM OF MEMORANDUM  
(Common Article)~~

~~Article 8.02 — PEACEFUL PERFORMANCE  
(Common Article)~~

~~Article 8.03 — SUCCESSORS AND ASSIGNEES  
(Common Article)~~

~~Article 8.04 — FULL UNDERSTANDING MODIFICATION AND WAIVER  
(Common Article)~~

## APPENDIX A

### MECHANICAL UNIT – WAGE TABLE Effective July 1st, 2024

		<b>Facility &amp; Vehicle Cleaner</b>					
		STEPS	5.00%	5.00%	5.00%	5.00%	5.00%
		A	B	C	D	E	F
12.92%	Market Adjustment	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.52	\$ 23.64	\$ 24.82
4.00%	7/1/2024	\$ 20.23	\$ 21.24	\$ 22.30	\$ 23.42	\$ 24.59	\$ 25.82
4.50%	7/1/2025	\$ 21.14	\$ 22.20	\$ 23.30	\$ 24.47	\$ 25.69	\$ 26.98
3.75%	7/1/2026	\$ 21.93	\$ 23.03	\$ 24.18	\$ 25.39	\$ 26.66	\$ 27.99

		<b>Service Worker I</b>					
		STEPS	5.00%	5.00%	5.00%	5.00%	5.00%
		A	B	C	D	E	F
2.54%	Market Adjustment	\$ 20.42	\$ 21.44	\$ 22.52	\$ 23.64	\$ 24.82	\$ 26.06
4.00%	7/1/2024	\$ 21.24	\$ 22.30	\$ 23.42	\$ 24.59	\$ 25.82	\$ 27.11
4.50%	7/1/2025	\$ 22.20	\$ 23.30	\$ 24.47	\$ 25.69	\$ 26.98	\$ 28.33
3.75%	7/1/2026	\$ 23.03	\$ 24.18	\$ 25.39	\$ 26.66	\$ 27.99	\$ 29.39

		<b>Service Worker II / Building Maintenance Worker</b>					
		STEPS	5.00%	5.00%	5.00%	5.00%	5.00%
		A	B	C	D	E	F
7.70%	Market Adjustment	\$ 22.52	\$ 23.64	\$ 24.82	\$ 26.06	\$ 27.37	\$ 28.74
4.00%	7/1/2024	\$ 23.42	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.46	\$ 29.89
4.50%	7/1/2025	\$ 24.47	\$ 25.69	\$ 26.98	\$ 28.33	\$ 29.74	\$ 31.23
3.75%	7/1/2026	\$ 25.39	\$ 26.66	\$ 27.99	\$ 29.39	\$ 30.86	\$ 32.40

		<b>Mechanic I / Facility &amp; Equipment Mechanic I *</b>					
		STEPS	5.00%	5.00%	5.00%	5.00%	5.00%
		A	B	C	D	E	F
11.75%	Market Adjustment	\$ 24.82	\$ 26.06	\$ 27.37	\$ 28.74	\$ 30.17	\$ 31.68
4.00%	7/1/2024	\$ 25.82	\$ 27.11	\$ 28.46	\$ 29.89	\$ 31.38	\$ 32.95
4.50%	7/1/2025	\$ 26.98	\$ 28.33	\$ 29.74	\$ 31.23	\$ 32.79	\$ 34.43
3.75%	7/1/2026	\$ 27.99	\$ 29.39	\$ 30.86	\$ 32.40	\$ 34.02	\$ 35.72

		<b>Mechanic II / Facility &amp; Equipment Mechanic II *</b>					
		STEPS	5.00%	5.00%	5.00%	5.00%	5.00%
		A	B	C	D	E	F
3.98%	Market Adjustment	\$ 30.17	\$ 31.68	\$ 33.27	\$ 34.93	\$ 36.68	\$ 38.51
4.00%	7/1/2024	\$ 31.38	\$ 32.95	\$ 34.60	\$ 36.33	\$ 38.14	\$ 40.05
4.50%	7/1/2025	\$ 32.79	\$ 34.43	\$ 36.15	\$ 37.96	\$ 39.86	\$ 41.85
3.75%	7/1/2026	\$ 34.02	\$ 35.72	\$ 37.51	\$ 39.38	\$ 41.35	\$ 43.42

		<b>Mechanic III *</b>					
		STEPS	5.00%	5.00%	5.00%	5.00%	5.00%
		A	B	C	D	E	F
9.17%	Market Adjustment	\$ 33.27	\$ 34.93	\$ 36.68	\$ 38.51	\$ 40.44	\$ 42.46
4.00%	7/1/2024	\$ 34.60	\$ 36.33	\$ 38.14	\$ 40.05	\$ 42.05	\$ 44.16
4.50%	7/1/2025	\$ 36.15	\$ 37.96	\$ 39.86	\$ 41.85	\$ 43.94	\$ 46.14
3.75%	7/1/2026	\$ 37.51	\$ 39.38	\$ 41.35	\$ 43.42	\$ 45.59	\$ 47.87

\*E-Mechanic + \$1hr



**APPENDIX B**

**GCTD INSURANCE PREMIUM CONTRIBUTION**

<i>GCTD CONTRIBUTION 1/1/2022</i>	Employee	Employee + 1	Employee + Family
SEIU Represented - Full Time	\$640.86	\$1,149.12	\$1,496.53
SEIU Represented - Part Time	\$576.78	\$1,034.21	\$1,346.88

**For calendar years 2023 and 2024, GCTD agrees to cover the cost of the Kaiser plan premium increase (up to 5%) per year.**

ON BEHALF OF SEIU

ON BEHALF OF GCTD

\_\_\_\_\_  
Aram Agdaian  
SEIU 721

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

\_\_\_\_\_  
Gabriel Magana  
SEIU 721, Bargaining Team Member

\_\_\_\_\_  
Alex Zaretsky  
GCTD, Director of Human Resources

DATE

DATE

\_\_\_\_\_

\_\_\_\_\_



**DATE** September 4, 2024 **Item #13**  
**TO** GCTD Board of Directors  
**FROM** Alex Zaretsky, Director of Human Resources  
**SUBJECT** **Consider Approval of Update GCTD’s Personnel Rules Section 7: Bilingual Pay, Section 12: Paid Sick Leave, and Section 11B & G: Vacation Leave**

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**I. EXECUTIVE SUMMARY**

For this item, staff is recommending that the Board Consider approval of updates to GCTD’s Personnel Rules to include recently approved MOU polices to three sections that are mutually to non-represented and represented personnel. These sections include Bilingual Pay, Paid Sick Leave and Vacation as red-lined below. If approved, these updates would apply effective July 1<sup>st</sup>, 2024.

**Section 7: Bilingual Pay:** *Consistent with the need of GCTD for bilingual ability, a GCTD employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display a sensitivity toward the culture and needs of a large group of foreign language speaking residents. The General Manager, or designee, shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at ~~\$60.00~~ \$63.00 per month (~~\$.35~~ \$.36 per hour) for positions requiring bilingual speaking and ~~\$90.00~~ \$93.00 per month (~~\$.52~~ \$.54 per hour) for positions requiring bilingual speaking and writing.*

**Section 12: Paid Sick Leave:** *Unless otherwise indicated, the provisions contained in this section apply to all GCTD personnel. Exceptions are from agreements made in memoranda of understandings entered into by and between the Board of Directors of Gold Coast Transit District, Service Employees International Union Local #721 and International Brotherhood of Teamsters Local 186.*

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

*In accordance with California’s Paid Sick Leave Law (AB 1522). All employees who become full-time or part-time regular employees, earn ~~1-hour of sick leave for every thirty (30) hours worked~~ 3.08 hours per bi-weekly pay period and shall accrue a sick leave entitlement.*

**GOLD COAST TRANSIT DISTRICT**

**Section 11B: Vacation Entitlement:** Employees having a regular appointment to a position as described above are eligible to accrue their first vacation time when they have completed two weeks of continuous service. All non-represented personnel earn vacation on a pro rata basis for each biweekly pay period, or major fraction thereof, of service, from the date of their original appointment (when they have completed two weeks of continuous service) in accordance with the following table:

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

<u>VACATION CREDIT FOR FULL-TIME SERVICE</u>		
<u>YEARS OF SERVICE</u>	<u>HOURS PER MO.</u>	<u>HOURS BIWEEKLY</u>
Less than 5	8.13	3.75
5 but less than 10	10.29	4.75
10 but less than 13	12.46	5.75
13 but less than 15	14.63	6.75
15 or more	16.25	7.5

**Section 11G: Vacation Redemption:** Upon using a minimum of eighty (80) hours of vacation, or forty (40) hours for part-time bus operators, during the past twelve months and with two years of service, an employee may receive pay in lieu of up to ~~one hundred and fifty (150)~~ two hundred (200) hours of vacation at the employee's current hourly or salary rate. Such employee must have a minimum of forty (40) hours accrued vacation leave remaining on the books after payment. The provisions of this sub-section apply to all employees, whether represented or non-represented.

**II. RECOMMENDATION**

Consider Approval of Update to GCTD's Personnel Rules on the Items (as listed) above effective July 1, 2024.

  
 \_\_\_\_\_  
 General Manager's Concurrence



**DATE** September 4, 2024 **Item #14**  
**TO** GCTD Board of Directors  
**FROM** Marlena Kohler, Purchasing Manager/DBE Officer *MK*  
**SUBJECT** Consider Authorizing the General Manager to Purchase of Nine (9) 40-Ft Low Floor CNG Replacement Buses from Gillig LLC

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**I. EXECUTIVE SUMMARY**

It is recommended that GCTD award a contract to Gillig, LLC for the purchase of nine (9) 40 ft Low Floor CNG Replacement Buses. GCTD fixed route fleet currently has five (5) 2007 New Flyer and four (4) NABI buses close to their respective Federal Transit Administration (FTA) minimum useful life expectancy, which is 12 years. The average mileage of these nine buses is 625,000.

The cost for each of the new Gillig bus is approximately \$762,688. The total cost for all nine (9) buses would be \$6,864,192 with the additional 5% for each bus (\$38,134) to cover minimal specification adjustments for a grand total of \$7,207,402. Price includes tax, license and registration fees.

**II. BACKGROUND**

GCTD staff conducted research with bus manufacturers to locate possible CNG bus options that would be available to GCTD for assignment. One was located, Washington State (WSDOT) Cooperative Purchasing Agreement, which had options available that could meet our requirements.

In April 2021, Washington State awarded a five (5) year contract to Gillig LLC for the provision of transit buses/coaches including all related integral and/or peripheral equipment, products, component parts, materials, and supplies (collectively termed Equipment or Products), together with related warranty, maintenance and repair, or other services (collectively termed Services) necessary to provide and maintain products in accordance with the Original Equipment Manufacturer (OEM) technical specification and operational performance standards, pursuant to the State of Washington's Request For Proposal #06719, dated March 4, 2020 (the RFP) and the Contractor's proposal, dated August 22, 2024, in response.

After ensuring that the WSDOT Cooperative Agreement met all FTA requirements and in accordance with the awarded WSDOT Cooperative Agreement's process, GCTD staff submitted and obtain authorization from WSDOT to purchase the nine (9) buses. Staff verified that our final file included documentation substantiating our determination. Such

**GOLD COAST TRANSIT DISTRICT**

documents included a copy of the solicitation, contract, Buy America, pre-award or Post Delivery audits, and request/authorization documents. Staff was able to download all necessary documentation from the WSDOT's website. It was therefore determined that GCTD was able to use WSDOT competitively awarded Cooperative Agreement in order to purchase the buses from Gillig, LLC.

In early August 2024, GCTD staff requested a quote from Gillig for nine (9) buses which will be used as replacement buses. The amount quoted was \$762,688 per bus. In July 2022, the Board approved a contract to Gillig for up to nine (9) similar Gilligs. Four (4) of those buses were immediately ordered in the amount of \$631,057 per bus. Most recently, the remaining five (5) buses were order in the amount of \$706,094 per bus, a difference of \$75,037 or 12% per bus from the initial four (4) bus quote. The difference can be attributed to the significant amount of time between GCTD's initial order of four (4) in July 2022 and the quote in August 2023 for the five (5) remaining buses, which effected the cost of parts and labor. This order of nine (9) Gilligs is \$56,594 or 7% more than the buses ordered in 2023. This increase is due in part to the contract price increase when the Washington State Department of Enterprise Services renewed the contract in April 2024. The Producer Price Index (PPI) was used to justify the contract increase. Based on this and WSDOT's RFP process, staff has determined that Gillig's quote is fair and reasonable.

A majority of this purchase will be funded by a Federal Congestion Mitigation and Air Quality (CMAQ) grant with the remaining balance funded with State and Local Funds.

A responsibility determination was also conducted on Gillig. The System for Award Management (SAM) was checked for this contractor and no results were found, nor were there any complaints filed with the Better Business Bureau (BBB). Beginning in 2014, GCTD purchased twenty-five (25) Gillig buses with basically the same configuration. Maintenance staff has not had any major issues with any of the buses received. Therefore, Gillig is considered to be a responsive and responsible firm capable of meeting GCTD's requirements.

Additionally, staff is requesting approval to dispose of the five (5) 2007 New Flyer and the four (4) NABI buses, that are to be replaced by the purchase of these nine (9) Gilligs by selling them to the highest bidder through JJ Kane Auctions (*formerly known as Ken Porter's Auctions*).

### III. RECOMMENDATION

**It is recommended the Board of Directors authorize the General Manager to purchase nine (9) 40-foot Low Floor CNG Replacement Buses from Gillig, LLC in the amount of \$762,688 per bus for a total cost of all nine (9) buses of \$6,864,192 and authorize up to an additional 5% for each bus (\$38,134) to cover minimal specification adjustments for a grand total of \$7,207,402.**

General Manager's Concurrence

  
\_\_\_\_\_  
Vanessa Rauschenberger



**DATE** September 4, 2024 **Item #15**  
**TO** GCTD Board of Directors  
**FROM** Austin Novstrup, Planning Manager  
Robert Lucio, Mobility Management Coordinator  
**SUBJECT** Receive and File FY 2023-24 4th Quarter & Year End Fixed Route & Demand Response Service Report

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## **I. EXECUTIVE SUMMARY**

This report covers the 4th Quarter (April 1 through June 30) of Fiscal Year 2023-24 and a year end review of Fiscal Year 2023-24. This report includes a summary of performance and operating statistics for both fixed-route and flexible services.

## **II. FIXED ROUTE SERVICE SUMMARY**

In the 4<sup>th</sup> quarter of FY 2023-24, GCTD routes provided 12% more trips than the same period last year, completing a third consecutive year of continuous ridership growth. Overall, in FY 2023-24 ridership grew to 3,523,508 unlinked passenger trips, an increase of 19% and over 500,000 trips. This rate of growth significantly exceeded expectations, making FY 2023-24 the first year since FY 2018-19 that ridership has exceeded 3.5 million. Ridership growth has largely been driven by the continued success of the Ventura County Transportation Commission's College Ride and Youth Ride Free programs. Increased use of these programs alone accounts for 75% of the annual year-over-year increase in ridership. The use of mobile and e-ticketing also saw a marked increase this year with the number of riders utilizing either Token Transit or the VCbuspass increasing by 22%. Ridership increases along with minor service reductions have resulted in improvements in overall system efficiency, with half of all routes now meeting the minimum service standard for passengers per hour, and the remaining routes falling just below the standard.

In evaluating individual route performance, all routes saw ridership increases of 10% or more. Route 6 saw 136,000 additional rides this year for the highest volume increase, while the Route 23 - Ventura Road Demonstration route recorded the highest percentage increase in use of 34%. The lowest performing route continues to be Route 15, which despite an increase in ridership of 19%, is still the only route to average less than 10 passengers per hour. Overall, on time performance decreased from 85.8% last fiscal year to 82.4% this fiscal year. This decrease can be attributed to increased passenger volume as well as several construction projects causing delays on numerous routes. The routes most impacted by construction include the 15, 17, and 19 that were impacted by road work on both Rose Avenue and Gonzales Road.

### **GOLD COAST TRANSIT DISTRICT**

This fiscal year also featured two major outreach campaigns. These efforts included conducting a community and passenger survey as part of the ongoing development of our next Short Range Transit Plan, as well extensive outreach efforts in preparation for the fare adjustments that were implemented in July of this year. In addition, staff also participated in multiple community outreach events attending swap meets and festivals, conducting pop-up events and hosting field trips to the Operation and Maintenance Facility. Staff have also continued work with event organizers to coordinate services and promote the use of transit services to attend large community events.

### III. FIXED ROUTE SERVICE DATA

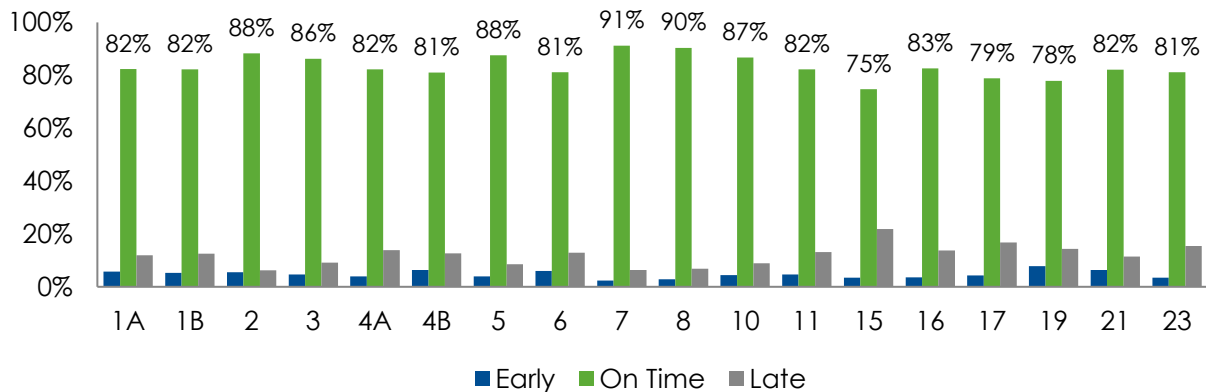
The tables and graphs below provide both the annual and 4<sup>th</sup> Quarter ridership and other performance indicators for GCTD’s fixed route services in FY 2023-24.

#### 1. FY2023-24 4<sup>th</sup> QUARTER FIXED ROUTE SERVICE DATA

**4th Quarter FY 23-24  
Systemwide Ridership & Performance**

<b>Fixed-Route Ridership</b>	<b>4th Qtr FY 2023-24</b>	<b>4th Qtr FY 2022-23</b>	<b>Difference</b>	<b>% Change</b>
Total System Boardings	919,958	823,125	96,833	11.8%
Average Daily Passengers Weekdays	11,845	10,465	1,380	13.2%
Average Daily Passengers Saturdays	6,620	6,361	259	4.1%
Average Daily Passengers Sundays	6,386	5,945	441	7.4%
Wheelchair Boardings	5,981	5,532	449	8.1%
Bicycle Boardings	20,277	20,918	(641)	3.1%
<b>Performance Measures</b>				
Passengers Per Revenue Hour	20	18	2	13.4%
Fare Revenue Per Service Hour	\$18.33	\$17.68	\$0.65	3.7%
Total Fare Revenue	\$848,082	\$829,939	\$18,173	2.2%
On-Time Performance	82.6%	85.8%	<i>Goal &gt; 90%</i>	
% Systemwide Boarding as Free Transfers	13.2%	14.9%	<i>Goal &lt; 20%</i>	

**4th Quarter - On Time Performance by Route**



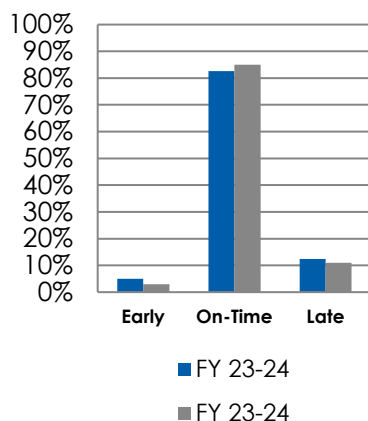


**4th Quarter FY 23-24  
Ridership by Route**

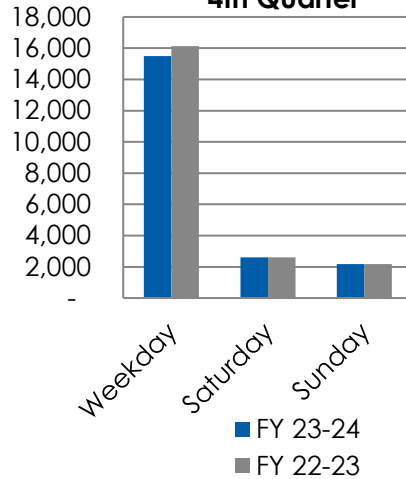
Route	Route Name	4 <sup>th</sup> Quarter FY 2023-24 Unlinked Passengers	4 <sup>th</sup> Quarter FY 2022-23 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	127,587	125,341	2,246	2%
2	Colonia - Downtown Oxnard	19,384	18,631	753	4%
3	J St - Centerpoint Mall - Lemonwood	34,422	30,135	4,287	14%
4	North Oxnard - Ventura Rd - St. John's	78,247	71,515	6,732	9%
5	Hemlock - Seabridge - Wooley	18,139	15,852	2,287	14%
6	Oxnard - Ventura - Main St	226,118	198,153	27,965	14%
7	Oxnard College - Centerpoint Mall	16,026	16,394	(367)	-2%
8	OTC- Oxnard College - Centerpoint Mall	23,040	19,720	3,321	17%
10	Pacific View Mall - Telegraph -Saticoy	24,046	20,081	3,966	20%
11	Pacific View Mall - Telephone - Wells	67,002	57,447	9,556	17%
15	Esplanade - El Rio - St. John's	15,452	13,473	1,979	15%
16	Downtown Ojai - Pacific View Mall	69,147	63,661	5,486	9%
17	Esplanade - Oxnard College	40,330	32,490	7,840	24%
18	High School Trippers	18,366	16,927	1,439	9%
19	OTC- 5th St - Airport - Gonzales Rd	18,869	16,386	2,482	15%
21	Port Hueneme - Ventura - Victoria Ave	79,252	70,431	8,821	13%
23*	Oxnard College - NBVC - Esplanade	44,530	36,487	8,042	22%
<b>TOTAL GCTD SYSTEM</b>		<b>919,958</b>	<b>823,125</b>	<b>96,833</b>	<b>12%</b>

\*Route 23 operating in fourth year of a five-year demonstration project.

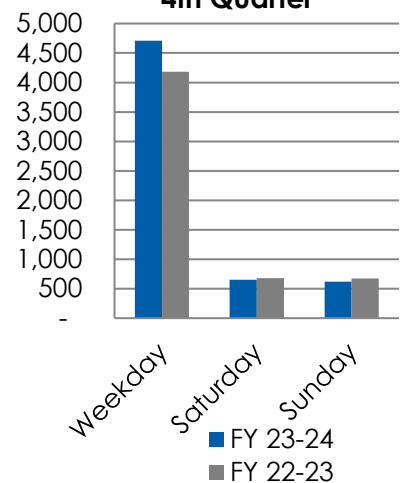
**On-Time Performance  
4th Quarter**



**Bicycle Boardings  
4th Quarter**



**Wheelchair Boardings  
4th Quarter**

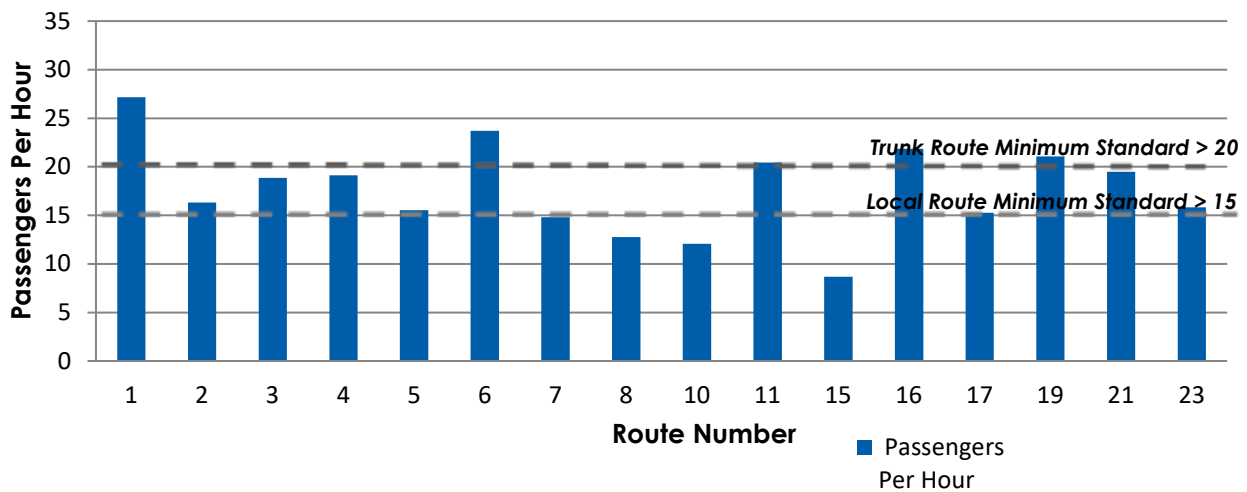


### 4th Quarter Complaints & Commendations by Type

Type	Issue	FY23-24 4th Quarter	FY22-23 4th Quarter
Scheduling	On-Time Performance	5	4
Operations	Operator Conduct	23	22
	Driving Complaints	15	20
	Passed by	32	11
	Commendations	12	4
	Bus Stop Issues	4	0
Other	Other*	10	10
<b>Totals</b>		<b>101</b>	<b>71</b>

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

### 4th Quarter FY 23-24 Passengers Per Revenue Hour (All Periods)



## 2. FY2023-24 YEAR END FIXED ROUTE SERVICE DATA

### FY 23-24 Year End Systemwide Ridership & Performance

Fixed-Route Ridership	FY 2023-24	FY 2022-23	Difference	% Change
Total System Boardings	3,523,508	2,958,434	565,074	19.1%
Average Daily Passengers Weekdays	11,510	9,456	2,054	21.7%
Average Daily Passengers Saturdays	6,326	5,632	694	12.3%
Average Daily Passengers Sundays	5,788	5,336	452	8.5%
Wheelchair Boardings	23,565	25,612	-2,047	-8%
Bicycle Boardings	80,126	81,517	-1391	-1.7%
<b>Performance Measures</b>				
Passengers Per Revenue Hour	19	16	3	20.3%
Fare Revenue Per Service Hour	\$19.12	\$15.39	\$3.73	24.2%
Total Fare Revenue	\$3,533,987	\$2,874,778	\$659,209	22.9%
On-Time Performance	82.8%	86.5%	Goal > 90%	
% Systemwide Boarding as Free Transfers	13.5%	15.8%	Goal < 20%	

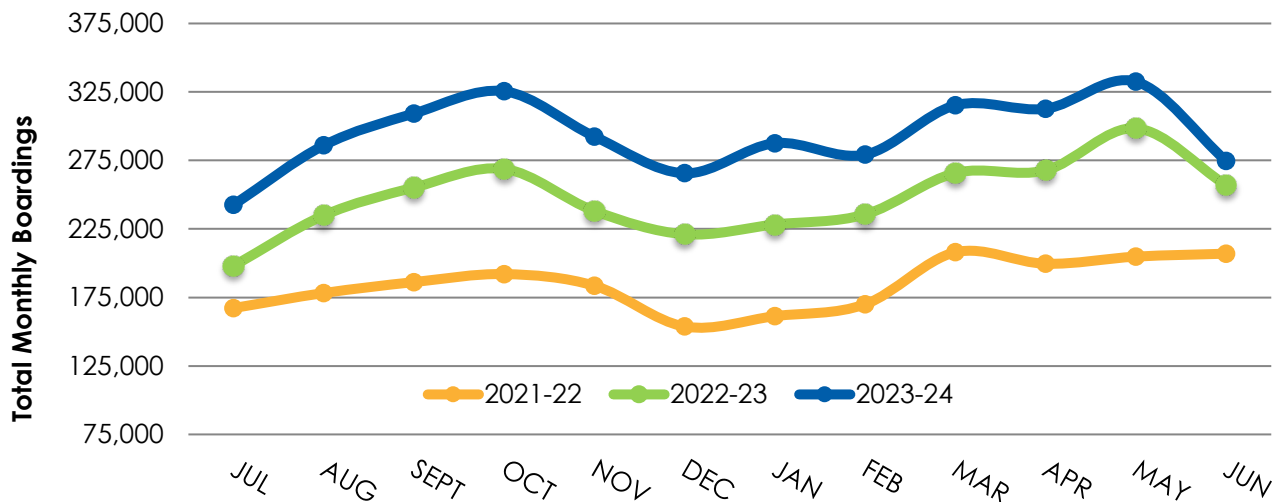
**FY 23-24 Year End Ridership by Route**

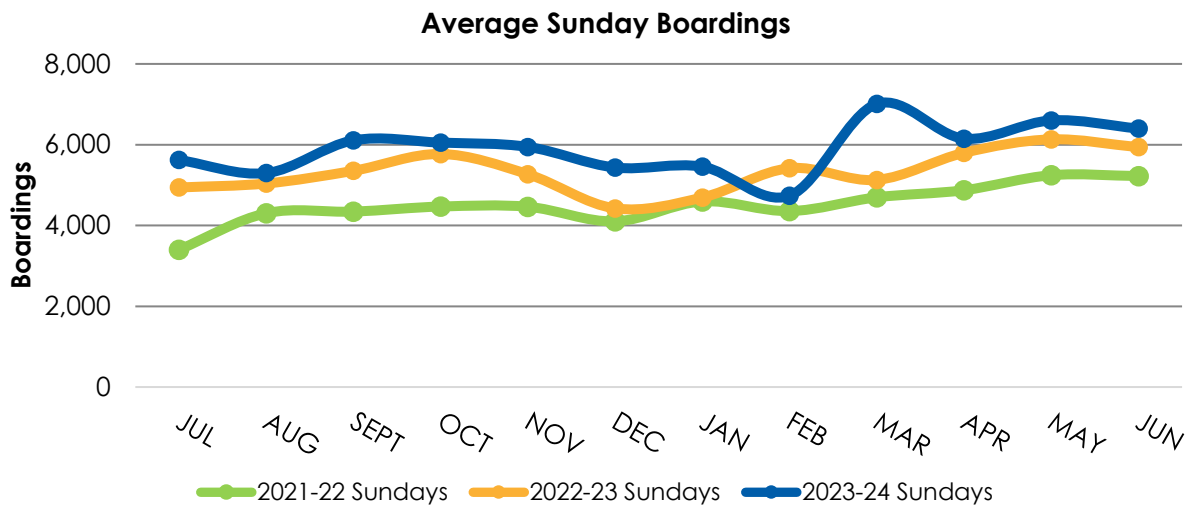
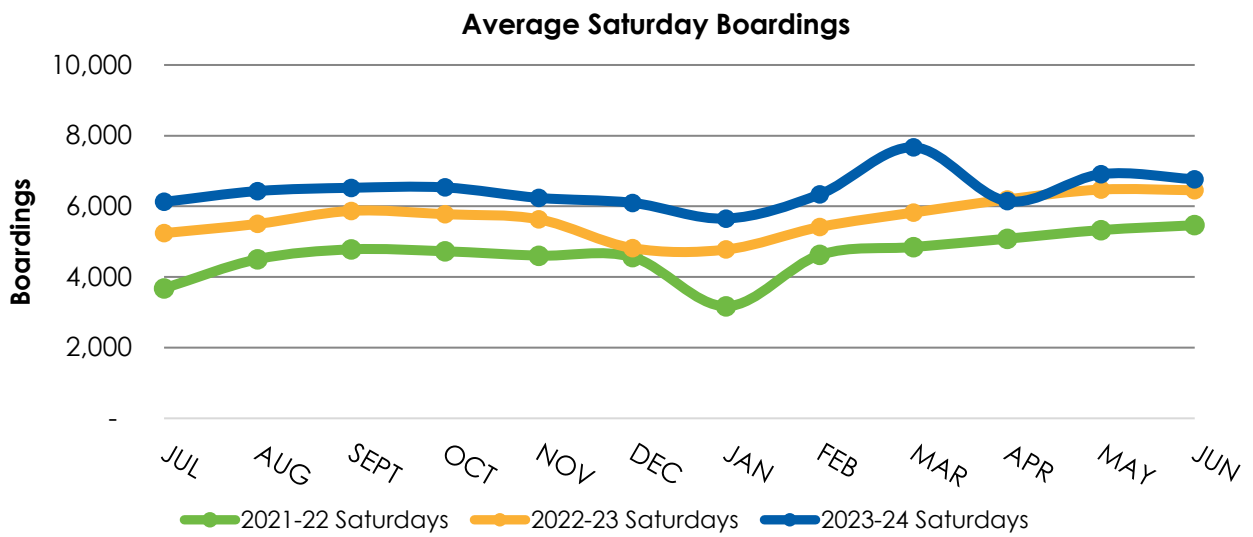
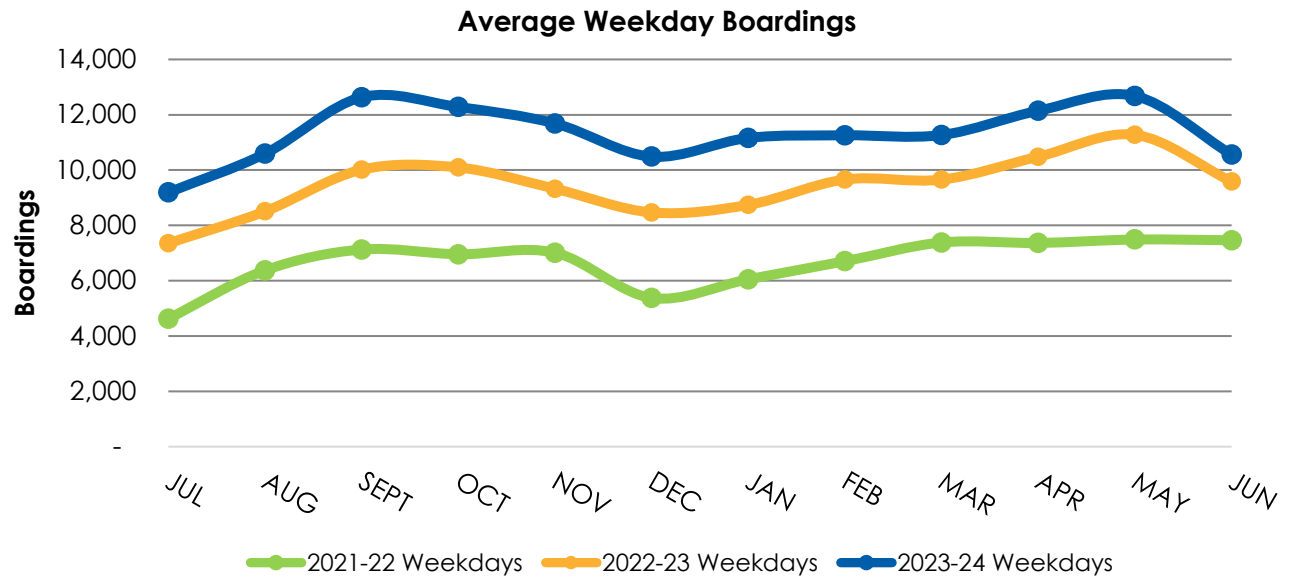
Route	Route Name	Year End FY2023-24 Unlinked Passengers	Year End FY2022-23 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	490,645	439,245	51,400	12%
2	Colonia - Downtown Oxnard	72,022	61,535	10,488	17%
3	J St - Centerpoint Mall - Lemonwood	124,721	108,378	16,343	15%
4	North Oxnard - Ventura Rd - St. John's	300,315	259,233	41,083	16%
5	Hemlock - Seabridge - Wooley	66,379	58,821	7,558	13%
6	Oxnard - Ventura - Main St	870,357	734,054	136,303	19%
7	Oxnard College - Centerpoint Mall	62,711	56,340	6,370	11%
8	OTC- Oxnard College - Centerpoint Mall	88,023	68,918	19,105	28%
10	Pacific View Mall - Telegraph -Saticoy	94,731	76,105	18,626	24%
11	Pacific View Mall - Telephone - Wells	250,021	202,075	47,946	24%
15	Esplanade - El Rio - St. John's	59,624	50,112	9,512	19%
16	Downtown Ojai - Pacific View Mall	263,975	232,279	31,696	14%
17	Esplanade - Oxnard College	151,432	115,254	36,179	31%
18	High School Trippers	74,019	58,248	15,770	27%
19	OTC- 5th St - Airport - Gonzales Rd	75,708	57,456	18,253	32%
21	Port Hueneme - Ventura - Victoria Ave	305,976	250,997	54,978	22%
23*	Oxnard College - NBVC - Esplanade	172,849	129,383	43,465	34%
<b>TOTAL GCTD SYSTEM</b>		<b>3,523,508</b>	<b>633,197</b>	<b>189,928</b>	<b>19%</b>

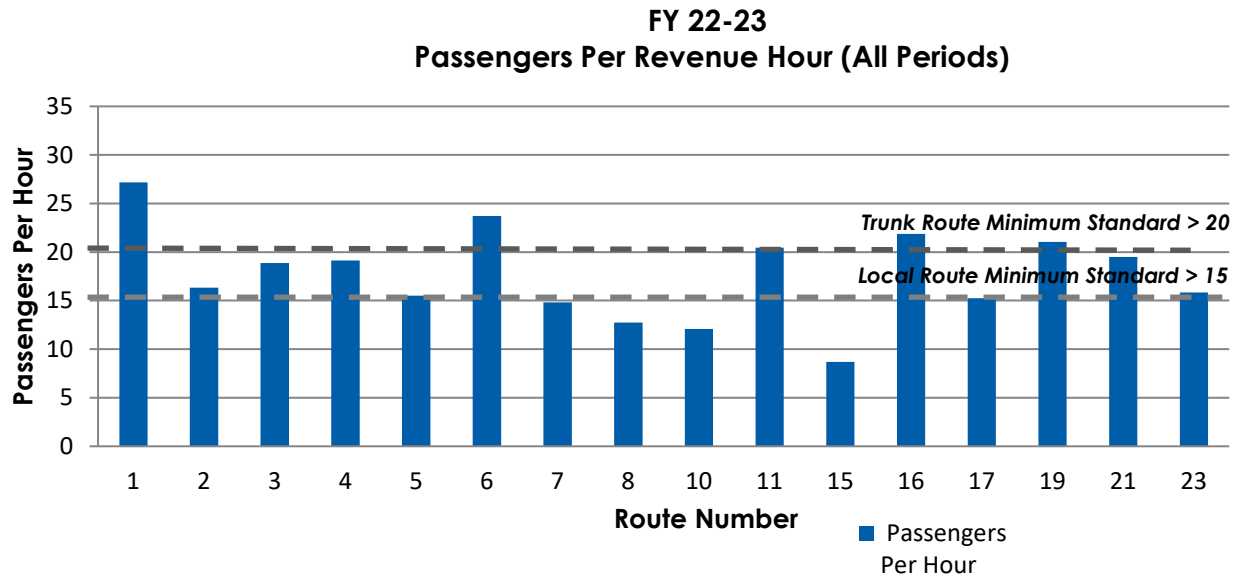
\*Route 23 operating in fourth year of a five-year demonstration project.

**FY 2023-24 Year End Monthly Ridership**

**Monthly Fixed Route Ridership**







**IV. FLEXIBLE SERVICES SUMMARY**

Boardings for fiscal year 2024 increased by 38.2% compared to the previous year. The Senior Nutrition program experienced significant growth, with ridership increasing by 162% over last year. Overall, ADA and senior ridership also saw an uptick, with 843 more passengers using the service in FY 2024—a 23.6% increase over FY 2023. Passengers also rode more often, averaging 27 trips taken by each passenger per year in FY 2024 versus 24 trips per passenger in FY 2023.

GCTD’s Late Night Safe Ride (LNSR) demonstration service continues to be well-utilized, with demand growing by 58% in FY 2024 compared to FY 2023. The average monthly ridership for LNSR in FY 2024 was 1,531, up from 1,102 boardings per month in FY 2023. The LNSR service is designed to encourage fixed-route ridership by providing a safe late-night return option for anyone needing transportation within our service area.

South Oxnard’s GO NOW pilot service has been in operation for a year. In May 2024, GCTD transitioned from the TransLoc app to the Ecolane GO Flex Ride app for the GO NOW service. However, the new app hasn’t been well-received by passengers, with many opting to request trips by phone rather than using the app. A total of 2,556 passenger trips have been completed, with an average monthly ridership of 213 boardings in FY 2024.

**V. FLEXIBLE SERVICES DATA**

GO ACCESS’s flexible services include the federally mandated ADA paratransit service to complement Gold Coast Transit District’s fixed route services. In addition, the program provides services to seniors, 65 years of age and older, Senior Nutrition transportation for individuals 62 and older, Health Zones, and other transportation options to assist with mobility needs in the community. Through this advance-reservation demand-response transportation, the program helps passengers preserve their independence within the community, which is essential to

protecting their quality of life. These efforts are intended to improve the overall customer experience by increasing awareness of GCTD's transportation network as an integrated system serving, moving, and connecting our customers to opportunities, one ride at a time.

**4th Quarter FY 2023-24  
GO ACCESS Ridership & Performance**

<b>Paratransit Ridership</b>	<i>4th Qtr FY 2023-24</i>	<i>4th Qtr FY 2022-23</i>	<i>Difference</i>	<i>% Change</i>
Total System Boardings	28,103	25,852	+2,251	+8.7%
Average Daily Passengers Weekdays	370	335	+35	+10.5%
Average Daily Passengers Saturdays	185	184	+1	+0.005%
Average Daily Passengers Sundays	154	153	+0	+0.006%

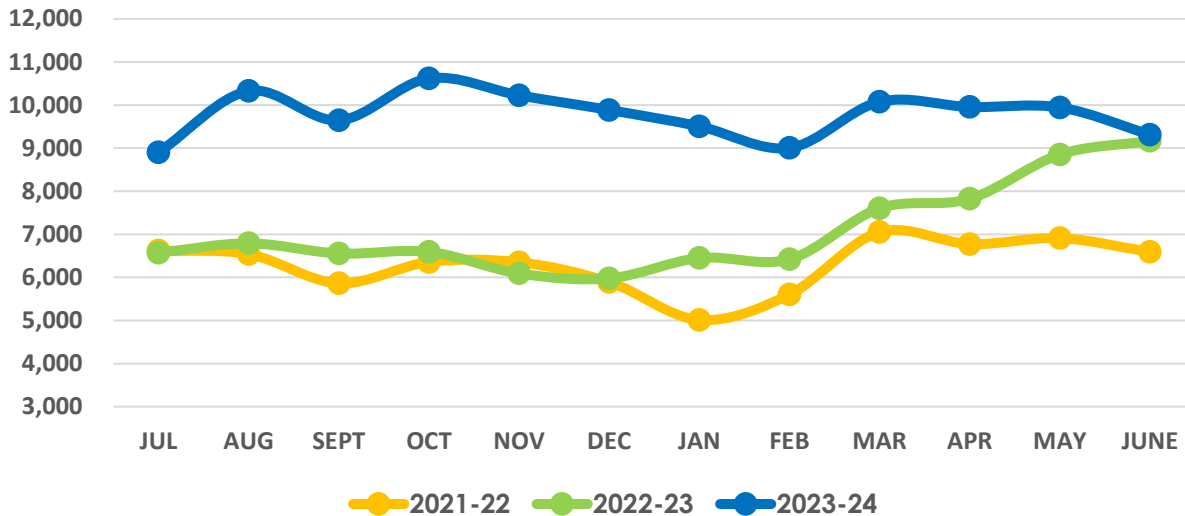
  

<b>Annual Flexible Services Ridership</b>	<i>FY 2023-24</i>	<i>FY2022-23</i>	<i>Difference</i>	<i>% Change</i>
Total System Boardings	117,470	84,992	+32,478	+38.2%

<b>Performance Measures</b>	<i>4th Qtr FY 2023-24</i>	<i>4th Qtr FY 2022-23</i>	<i>Difference</i>	<i>% Change</i>
Passengers Per Revenue Hour	2.18	2.06	+0.12	+0.058%
On Time Performance (Arrive within the window)	89.8%	91.5%	-1.7	-1.86%
Early (Before start of pick-up window)	2.0%	3.6%	-1.6	-55.6%
Late (After end of pick-up window)	8.3%	4.9%	+3.4	+69.4%

**Flexible Service Monthly Boardings**



**4<sup>th</sup> Quarter – Customer Inputs**

<b>Type</b>	<b>Issue</b>	<b>4th Quarter Comments</b>	<b>4th Quarter Verified Comments</b>	<b>FY 2023-24 Verified Comments</b>
Scheduling	Travel Time	3	3	3
	Schedules	0	0	0
Operations	Driver/Operator	2	0	1
	Dispatch	1	0	1
Other	Reservations	3	1	4
	Policies	2	1	1
	Commendations	0	N/A	N/A
<b>Totals</b>		<b>11</b>	<b>5</b>	<b>10</b>

**VII. RECOMMENDATION**

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

**GENERAL MANAGER'S CONCURRENCE**



Vanessa Rauschenberger  
General Manager

*Attachment 1: 4th Quarter FY 2023-24 Fixed-Route Service Evaluation*

*Attachment 2: Year End FY 2023-24 Fixed-Route Service Evaluation*

*Attachment 3: 4th Quarter FY 2023-24 Demand Response Service Evaluation*

### Fixed Route Service Evaluation Report FY 23-24 4th Quarter

Ridership Measure: Passengers Per Revenue Hour						
Route #	Route Name	Service Type	Total Revenue Hours	Total Passengers	Passengers per Revenue Hour	Quartile
1	Port Hueneme - Oxnard Transit Center	Trunk	4,697	127,587	27	4
6	Oxnard - Ventura - Main St	Trunk	9,537	226,118	24	4
16	Downtown Ojai - Pacific View Mall	Trunk	3,164	69,147	22	4
19	OTC- 5th St - Airport - Gonzales Rd	Local	896	18,869	21	4
11	Pacific View Mall - Telephone - Wells	Trunk	3,279	67,002	20	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk	4,066	79,252	19	3
4	North Oxnard - Ventura Rd - St. John's	Local	4,092	78,247	19	3
3	J St - Centerpoint Mall - Lemonwood	Local	1,824	34,422	19	3
2	Colonia - Downtown Oxnard	Local	1,188	19,384	16	2
23	Oxnard College - Naval Base - Esplanade	Trunk	2,813	44,530	16	2
5	Hemlock - Seabridge - Wooley	Local	1,169	18,139	16	2
17	Esplanade - Oxnard College	Trunk	2,644	40,330	15	2
7	Oxnard College - Centerpoint Mall	Local	1,082	16,026	15	1
8	OTC- Oxnard College - Centerpoint Mall	Local	1,808	23,040	13	1
10	Pacific View Mall - Telegraph - Saticoy	Trunk	1,990	24,046	12	1
15	Esplanade - El Rio - St. John's	Local	1,779	15,452	9	1

**Excluded Routes**

18	High School Trippers	Booster	245	18,366	75
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Systemwide Performance Target & Description		Passengers per Revenue Hour Target
Trunk	Routes that link 2 or more major or regional commercial and employment centers and travel on arterial roads or highways.	20
Local	Routes that connect residential areas to major commercial and employment centers and travel on both arterial and residential streets.	15

Economic Measure: Subsidy Per Passenger									
Route #	Service Type	Total Revenue Hours	Total Passengers	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Quartile
1	Trunk	4,697	127,587	\$ 134.29	\$ 630,783	\$ 4.94	\$0.87	\$ 4.08	4
6	Trunk	9,537	226,118	\$ 134.29	\$ 1,280,733	\$ 5.66	\$0.93	\$ 4.74	4
16	Trunk	3,164	69,147	\$ 134.29	\$ 424,876	\$ 6.14	\$1.01	\$ 5.13	4
19	Local	896	18,869	\$ 134.29	\$ 120,324	\$ 6.38	\$0.97	\$ 5.41	4
11	Trunk	3,279	67,002	\$ 134.29	\$ 440,332	\$ 6.57	\$0.90	\$ 5.68	3
21	Trunk	4,066	79,252	\$ 134.29	\$ 546,023	\$ 6.89	\$0.91	\$ 5.98	3
4	Local	4,092	78,247	\$ 134.29	\$ 549,537	\$ 7.02	\$0.87	\$ 6.15	3
3	Local	1,824	34,422	\$ 134.29	\$ 244,945	\$ 7.12	\$0.89	\$ 6.22	3
2	Local	1,188	19,384	\$ 134.29	\$ 159,537	\$ 8.23	\$0.86	\$ 7.37	2
23	Trunk	2,813	44,530	\$ 134.29	\$ 377,731	\$ 8.48	\$1.00	\$ 7.49	2
5	Local	1,169	18,139	\$ 134.29	\$ 156,918	\$ 8.65	\$0.88	\$ 7.77	2
17	Trunk	2,644	40,330	\$ 134.29	\$ 355,099	\$ 8.80	\$0.98	\$ 7.82	2
7	Local	1,082	16,026	\$ 134.29	\$ 145,235	\$ 9.06	\$0.90	\$ 8.16	1
8	Local	1,808	23,040	\$ 134.29	\$ 242,729	\$ 10.53	\$0.92	\$ 9.61	1
10	Trunk	1,990	24,046	\$ 134.29	\$ 267,197	\$ 11.11	\$0.97	\$ 10.14	1
15	Local	1,779	15,452	\$ 134.29	\$ 238,902	\$ 15.46	\$0.87	\$ 14.59	1

**Excluded Routes**

18	High School Trippers	245	18,366	\$ 134.29	\$ 32,843	\$ 1.79	\$ 1.028	\$ 0.76
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## Fixed Route Service Evaluation Report FY 23-24 Annual

Ridership Measure: Passengers Per Revenue Hour						
Route #	Route Name	Service Type	Total Revenue Hours	Total Passengers	Passengers per Revenue Hour	Quartile
1	Port Hueneme - Oxnard Transit Center	Trunk	18,833	490,645	26	4
6	Oxnard - Ventura - Main St	Trunk	38,016	870,357	23	4
19	OTC- 5th St - Airport - Gonzales Rd	Local	3,556	75,708	21	4
16	Downtown Ojai - Pacific View Mall	Trunk	12,649	263,975	21	4
11	Pacific View Mall - Telephone - Wells	Trunk	13,092	250,021	19	3
21	Port Hueneme - Ventura - Victoria Ave	Trunk	16,212	305,976	19	3
4	North Oxnard - Ventura Rd - St. John's	Local	16,356	300,315	18	3
3	J St - Centerpoint Mall - Lemonwood	Local	7,304	124,721	17	3
23	Oxnard College - Naval Base - Esplanade	Trunk	11,219	172,849	15	2
2	Colonia - Downtown Oxnard	Local	4,752	72,022	15	2
7	Oxnard College - Centerpoint Mall	Local	4,332	62,711	14	2
17	Esplanade - Oxnard College	Trunk	10,527	151,432	14	2
5	Hemlock - Seabridge - Wooley	Local	4,679	66,379	14	1
8	OTC- Oxnard College - Centerpoint Mall	Local	7,230	88,023	12	1
10	Pacific View Mall - Telegraph - Saticoy	Trunk	8,066	94,731	12	1
15	Esplanade - El Rio - St. John's	Local	7,116	59,624	8	1

**Excluded Routes**

18	High School Trippers	Booster	944	74,019	78
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Systemwide Performance Target & Description		Passengers per Revenue Hour Target
Trunk	Routes that link 2 or more major or regional commercial and employment centers and travel on arterial roads or highways.	20
Local	Routes that connect residential areas to major commercial and employment centers and travel on both arterial and residential streets.	15

Economic Measure: Subsidy Per Passenger									
Route #	Service Type	Total Revenue Hours	Total Passengers	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Quartile
1	Trunk	18,833	490,645	\$ 134.29	\$ 2,529,046	\$ 5.15	\$0.93	\$ 4.22	4
6	Trunk	38,016	870,357	\$ 134.29	\$ 5,105,146	\$ 5.87	\$1.01	\$ 4.85	4
19	Local	3,556	75,708	\$ 134.29	\$ 477,535	\$ 6.31	\$1.07	\$ 5.23	4
16	Trunk	12,649	263,975	\$ 134.29	\$ 1,698,639	\$ 6.43	\$1.08	\$ 5.35	4
11	Trunk	13,092	250,021	\$ 134.29	\$ 1,758,075	\$ 7.03	\$0.98	\$ 6.05	3
21	Trunk	16,212	305,976	\$ 134.29	\$ 2,177,109	\$ 7.12	\$0.99	\$ 6.12	3
4	Local	16,356	300,315	\$ 134.29	\$ 2,196,492	\$ 7.31	\$0.96	\$ 6.36	3
3	Local	7,304	124,721	\$ 134.29	\$ 980,826	\$ 7.86	\$0.94	\$ 6.92	3
23	Trunk	11,219	172,849	\$ 134.29	\$ 1,506,573	\$ 8.72	\$1.09	\$ 7.63	2
2	Local	4,752	72,022	\$ 134.29	\$ 638,146	\$ 8.86	\$0.88	\$ 7.98	2
17	Trunk	10,527	151,432	\$ 134.29	\$ 1,413,729	\$ 9.34	\$1.07	\$ 8.26	2
7	Local	4,332	62,711	\$ 134.29	\$ 581,722	\$ 9.28	\$0.95	\$ 8.33	2
5	Local	4,679	66,379	\$ 134.29	\$ 628,376	\$ 9.47	\$0.93	\$ 8.54	1
8	Local	7,230	88,023	\$ 134.29	\$ 970,917	\$ 11.03	\$1.01	\$ 10.02	1
10	Trunk	8,066	94,731	\$ 134.29	\$ 1,083,132	\$ 11.43	\$1.09	\$ 10.34	1
15	Local	7,116	59,624	\$ 134.29	\$ 955,608	\$ 16.03	\$0.93	\$ 15.10	1

**Excluded Routes**

18	High School Trippers	944	74,019	\$ 134.29	\$ 126,798	\$ 1.71	\$ 1.223	\$ 0.49
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## 4th Quarter 2023-2024 Demand Response Service Evaluation

### GOLD COAST TRANSIT DISTRICT FLEXIBLE SERVICES

	ALL SERVICES			FY 2024	FY 2023	
	AVERAGE	AVERAGE	AVERAGE			
	WEEKDAY	SATURDAY	SUNDAY	MONTHLY	MONTHLY	COST/
	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	BOARDINGS	TRIP
April	393	187	138	9,957	7,829	\$ 43.58
May	391	179	157	9,946	8,854	\$ 42.53
June	377	188	165	9,314	9,266	\$ 41.26
<b>4th QTR BOARDINGS:</b>				<b>29,217</b>	<b>25,949</b>	

#### SERVICE REQUIRED TO BE PROVIDED UNDER FTA REGULATIONS

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

ADA	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	32%	2.48	6%	9,234	8,752	88%

#### SERVICE AVAILABLE TO SENIORS/DISABLED NOT REQUIRED TO BE PROVIDED

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

SENIOR NUTRITION PROGRAM	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	1%	3.22	-7%	325	350	86%

Eligibility: 65+. Service started October, 1999

SENIORS	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	45%	2.69	29%	13,083	10,150	88%

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

TRANSFERS	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	0.2%	2.61	-8%	69	75	91%

Eligibility: ADA or 65+; Started in 2018

CAMARILLO DIRECT CONNECT	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	3.7%	1.73	40%	1,069	766	90%

#### SERVICE AVAILABLE TO GENERAL PUBLIC NOT REQUIRED TO BE PROVIDED

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

HEALTH ZONES	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	1.0%	2.96	57%	285	182	88%

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

LATE NIGHT SAFE RIDES	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	13.8%	3.24	-6%	4,038	4,308	99%

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

GO NOW	% of TTL	Pass/VSH	% Change from prior FY	QTR 4 FY 2024 BOARDINGS	QTR 4 FY 2023 BOARDINGS	OTP
	3.8%	1.75	100%	1,114	97	87%

Note: Pilot started May/June 2023, no fare collected.



**DATE** September 4, 2024

**Item #16**

**TO** GCTD Board of Directors

**FROM** James Beck, Director Operations and Maintenance

**SUBJECT** Update on Transition of Paratransit Services

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### **SUMMARY**

This report provides an update on the transition of GCTD's paratransit / demand response services from a contracted service to in house operations and maintenance starting September 29, 2024. This report will address the transition timeline, onboarding of new staff, and added operational and maintenance functions.

### **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** September 4, 2024  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** GCTD Operations and Maintenance Report

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**Item #17**

### **SUMMARY**

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

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

### **RECOMMENDATION**

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

General Manager's Concurrence

  
\_\_\_\_\_  
Vanessa Rauschenberger

### **GOLD COAST TRANSIT DISTRICT**



**DATE** September 4, 2024

**Item #18**

**TO** GCTD Board of Directors

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

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

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### **SUMMARY**

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

### **FUTURE AGENDA ITEMS**

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

#### **Future Agenda Items**

- Short Range Transit Plan
- FY 25 Mid Year Budget Review
- Demand Response Transition
- 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**