

Gulf Coast Transit District Board of Directors Meeting

Tuesday February 18, 2025, 2:00 PM

1415 33rd Street North

Texas City, TX 77590



Agenda

- 1) **Call to Order & Roll Call**
- 2) **Citizen Comments**
- 3) **Approval of Minutes:** November 12, 2024
- 4) **Reports:**
 - a) Legal Shield representative: Shobi Raj
 - b) Pearland Assessment: HGAC Senior Planner, Alan Rodenstein
 - c) Executive Director: Ted Ross
 - d) Director of Finance and Administration: Neal Cooper
 - e) Director of Procurement & Grants: Sandy Sabatier
- 5) **Approval of Check Register & VISA Bills:** November and December 2024
- 6) **Discussion Items:**
 - a) Update on Financial Management Oversight (FMO) initiated by FTA
 - b) Metro Planning Grant 1.9 million for Houston UZA
 - c) GCTD Change in Leadership structure
 - d) Finance Committee Formation Plan
- 7) **Action Items:**
 - a) Discuss and approve Board Elections for Vice Chairman
 - b) Discuss and approve 3-year contract for single audit fiscal years 23-25 with WhitleyPenn pending TxDot approval in the total amount of \$240,000
 - c) Discuss and approve resolution 2025-003 authorizing the Executive Director to be responsible for applying for assistance and legally committing the applicant or recipient to compliance with terms of an award.
 - d) Discuss and approve GCTD to offer Legal Shield to staff and deduct through payroll
 - e) Discuss and approve policies:
 - 1) Financial Reporting Procedures
 - 2) Bus Fleet Management Plan
 - 3) Capital Project Metrics
 - 4) Capitalization Policy
 - 5) Cost Allocation Plan
 - 6) Disposal of FTA Funded Assets Plan
 - 7) IT Policy and Procedures
 - 8) Procedure for Developing Current Allocation Plan
 - 9) Procedure restricting the use of FTA Funded assets
 - 10) Project Management Plan
 - 11) Tracking Procedure used to Assess Usage of Grant Funded Assets
 - 12) Transportation Improvement Plan
 - 13) Equal Employment Opportunity (EEO) Plan
 - f) Discuss and approve amendment to the finance policy regarding monthly close: Change from 2nd week of the following month to the 3rd week
 - g) Discuss and approve memorandum of understanding (MOU) between Metro, HGAC, and GCTD for Regional Transit Fare System.

- h) Discuss and approve lease renewal for Texas City Mechanic Shop
- 8) **Next Meeting:** Set Date & Time
- 9) **Requests & Announcements**
- 10) **Adjournment**

I hereby certify posting this Notice and agenda at 9:00 am on 2/13/2025
at the Galveston County Courthouse and the Brazoria County Courthouse.

X *Jacey Alexander*

Secretary to the Board