



**Connect.  
Transit.**

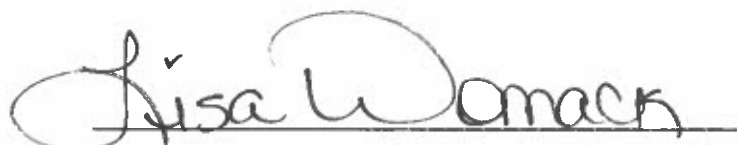
# AGENDA

**GCTD Board of Directors Meeting**  
**Meeting will be in-person and Virtual**  
**Tuesday October 19 ,2021 2 p.m.**  
**Texas City Administration Building**  
**1415 33<sup>RD</sup> Street North**  
**Texas City, TX 77590**

1. Call to order.....Chairman Holmes
2. Citizens Comments.....(3Min Max) Chairman Holmes
3. Executive Director’s Reports.....Sean Middleton
  - a. Operations Report.....Ted Ross
  - b. Budget and Finance Report.....Nathan Nevelow
4. Consent Agenda.....Chairman Holmes  
Consideration and approval of recommendations and acceptance of consent for individual action items (Consent Agenda items may be pulled from form this consideration for individual action or presentation.)
  - a. Review and approval of August 24,2021 Board Minutes.
  - b. Review and approval of August and September Check Register.

5. Discussion Items.....Sean Middleton
  - a. Presentation by Elise Haynes, CEO of Beyond Environmental Solutions on active-based filtration solutions.
  - b. Discussion on District advertising strategy.
  - c. Discussion on sole source purchase of Trackit Software as a Solution incident, accident, and Safety tracking platform.
  
6. Action Items..... Chairman Holmes
  - a. Consider approval of the Fiscal Year 2022 Budget.
  - b. Consider approval to authorize the Executive Director to enter into a contract with Trackit, LLC. for Software as a Service, not to exceed \$16,000.
  - c. Consider approval to authorize the Executive Director to enter into a contract with Beyond Environmental Solutions to purchase active-based filter systems for installation on District buses and vans, amount not to exceed \$54,000.
  - d. Consider approval to issue check for services rendered to The Goodman Corporation in the amount of \$318,343.75.
  
7. Upcoming Board Meeting: November 16, 2021, 101-C Canna Ln, Lake Jackson.
  
8. Adjournment..... Chairman Holmes

I hereby certify posting this Notice and Agenda at 10:00 a.m., Thursday October 14, 2021, at Galveston County Court house and Brazoria County Courthouse.

A handwritten signature in black ink that reads "Lisa Womack". The signature is written in a cursive style with a large, looping "L" and "W".

Lisa Womack, Board Secretary

**“Pursuant to the Texas Government Code, Section 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda”.**

**CTD is inviting you to a scheduled Zoom meeting.**

**Topic: GCTD Board of Directors Meeting**

**Time: Oct 19, 2021 02:00 PM Central Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/83804893096?pwd=NklObXdWM2M3RXJqeVRRLR29OL2xMdz09>**

**Meeting ID: 838 0489 3096**

**Passcode: 747774**

**One tap mobile**

**+16468769923,,83804893096#,,,,\*747774# US (New York)**

**+13017158592,,83804893096#,,,,\*747774# US (Washington DC)**

**Dial by your location**

**+1 646 876 9923 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 408 638 0968 US (San Jose)**

**+1 669 900 6833 US (San Jose)**

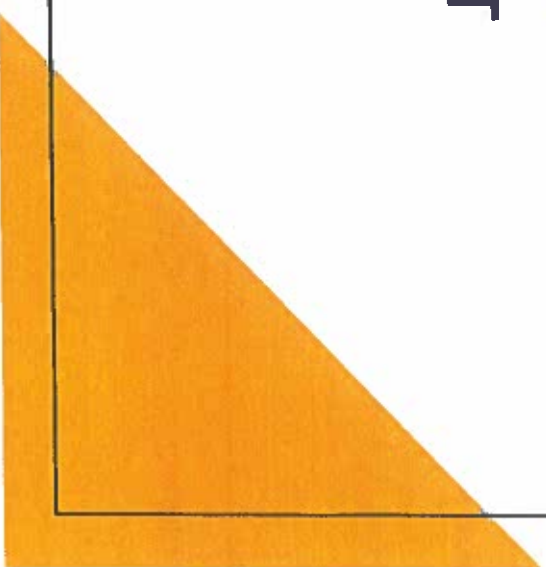
**Meeting ID: 838 0489 3096**

**Passcode: 747774**

**Find your local number: <https://us06web.zoom.us/j/83804893096>**

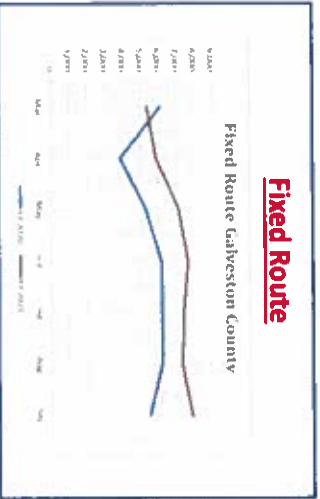


**OPERATIONS REPORT**  
**Ted Ross, Director of Operations**  
**October 19, 2021**

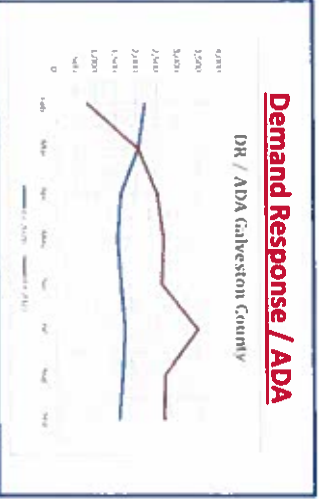


# GALVESTON COUNTY TRANSIT DASHBOARD

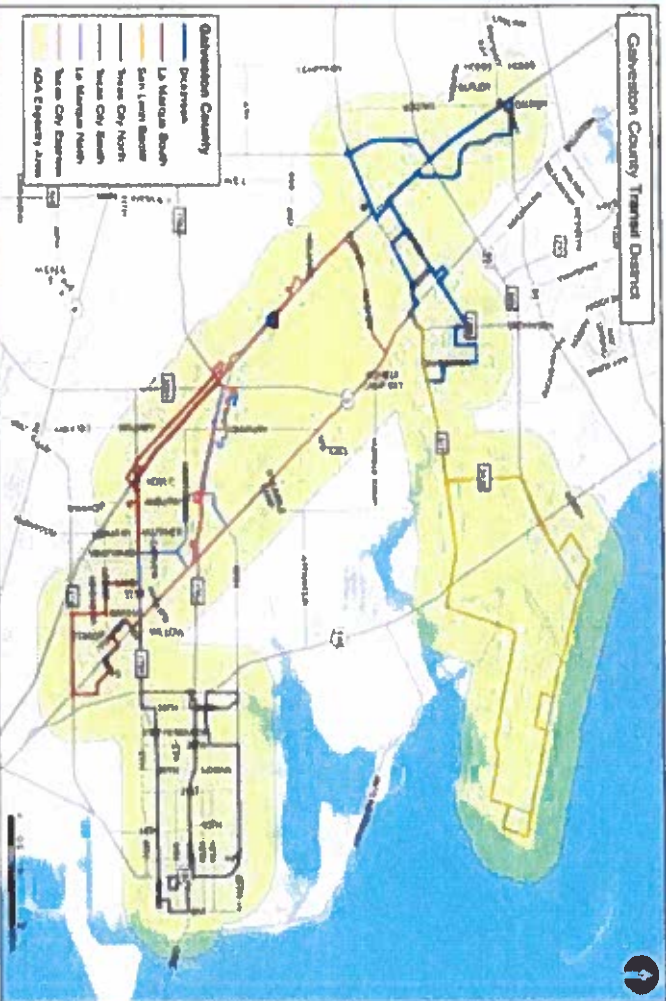
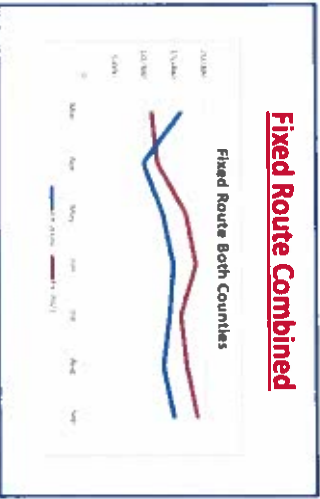
## Fixed Route



## Demand Response / ADA



## Fixed Route Combined



## Facilities Report

**Texas City Administration Building**  
**1415 33rd St North**  
**Texas City, Tx**

**Condition: New / Excellent**  
**Minor issues with HVAC units –**  
**Technicians are working to fix the**  
**problems.**

## Manning Report

**Safety / Training Officer Hired**  
**IT Manager Hired**  
**Custodian Hired**  
**No open positions at the present**  
**time.**

## Fleet Report

- Revenue Fleet – 15 MD Cutaway**
- Revenue Van – 10 Light Van**
- Revenue In Service – 22**
- Minor Repairs**
- State of Good Repair – 90%**
- 1 New Arbob Delivered Oct 4th**

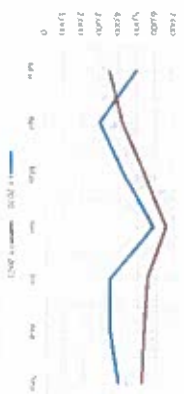
## September Ridership Trend



# BRAZORIA COUNTY TRANSIT DASHBOARD

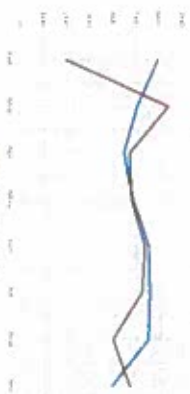
## Fixed Route

Fixed Route Brazoria County  
FY 2020 & FY 2021



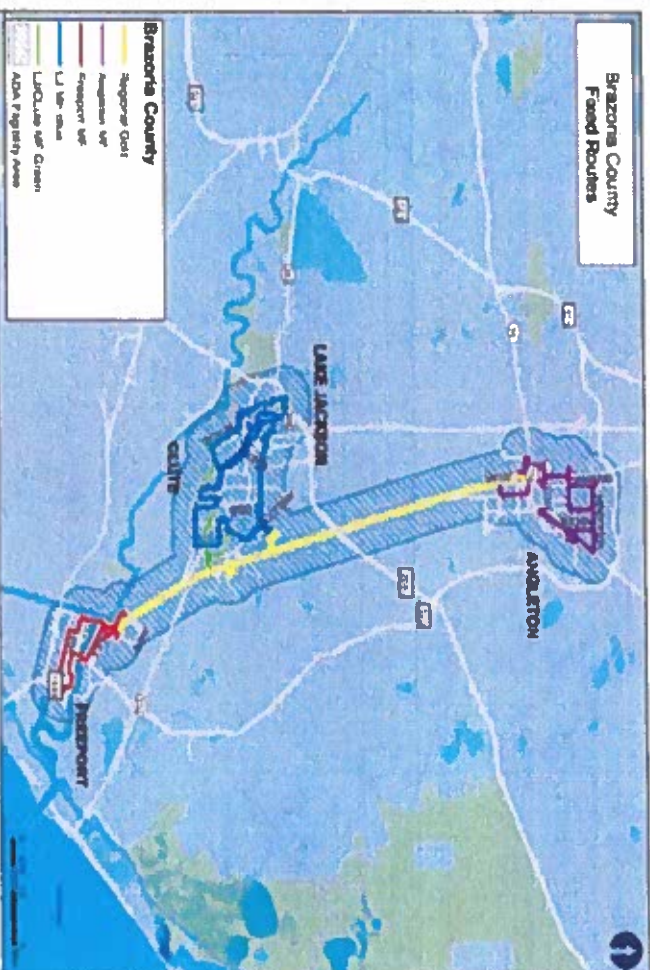
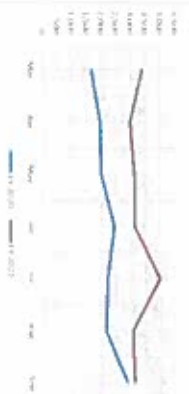
## Demand Response / ADA

DR / ADA Brazoria County



## Demand Response Combined

Demand Response Both Counties



## Fleet Report

- Revenue Fleet – 10 MD Cutaway
- Revenue Van – 3 Light Van
- Revenue In Service – 12
- Minor Repairs
- State of Good Repair – 91%

## Facilities Report

- Lake Jackson Maintenance Facility  
101 Canna Ln.  
Lake Jackson, Tx 77566
- Condition: New / Excellent

## Operations Updates

- Staff occupied Lake Jackson Facility on August 13<sup>th</sup>
- Furniture delivered and set up the last week of August.

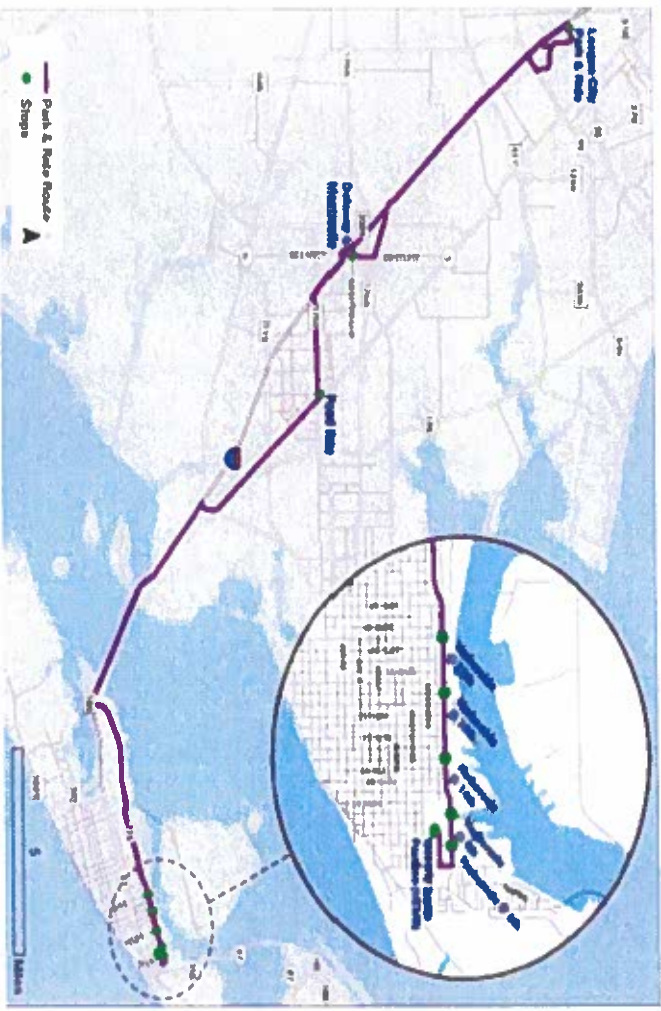
# LEAGUE CITY PARK & RIDE TRANSIT DASHBOARD

## Fleet Report

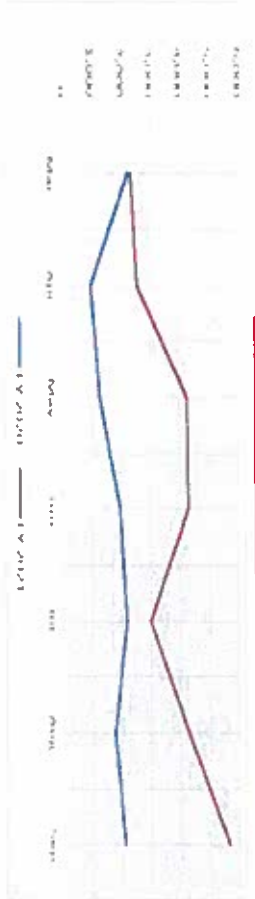
Revenue Fleet – 11 HD Commuter  
 Revenue In Service – 8  
 Revenue Out of Service – 0  
 Awaiting Final Transfer Approval – 3  
 State of Good Repair – 87.5%

## Facilities Report

League City Park & Ride  
 2214 Gulf Fwy S.  
 League City, Tx 77573  
 Condition: Excellent



## Commuter Ridership



## Staffing Report

- We have no vacant positions at the Park & Ride.

<b>Expense</b>		
<b>Category</b>	<b>Account Name/Number</b>	<b>Budgeted Amount</b>
<b>Operations</b>	<b>Function Code 1</b>	
Salary	6001-6006	\$ 1,503,600
Overtime	6002	\$ 361,200
Benefits	6007-6009	\$ 342,639
Retirement	6010	\$ 147,353
Fuel	6062	\$ 700,000
Oil and Lubricants	6063	\$ 10,000
Building Maintenance/Repair	6024,25	\$ 15,000
Alarm and Security	6026	\$ 32,400
Computer Software	6034	\$ 20,000
Insurance	6051-6052, 6061	\$ 242,308
Vehicle Lic and Registration	6060	\$ 400
Subscriptions	6093	\$ 1,500
Miscellaneous	6998-6999	\$ -
<b>Total Operations</b>		<b>\$ 3,376,399</b>

<b>Maintenance</b>	<b>Function Codes 2 &amp; 3</b>	
Salary	6001 - 6006	\$ 239,760
Benefits	6007-6009	\$ 18,775
Retirement	6010	\$ 23,496
Vehicle Parts	6020	\$ 100,000
Vehicle Maintenance Contracts	6021-6022	\$ 475,000
<b>Total Maintenance</b>		<b>\$ 857,031</b>

<b>General Administration</b>	<b>Function Code 4</b>	
Salary	6001 - 6006	\$ 559,440
Benefits	6007-6009	\$ 107,955
Retirement	6010	\$ 54,825
Building Maintenance/Repair	6024,25	\$ 10,000
Professional Services	6027-6028	\$ 320,000
Office Supplies	6030	\$ 10,000
Computer Software	6034	\$ 15,000
Office Equipment	6036	\$ 15,000
Electricity	6040	\$ 24,000
Water	6042	\$ 1,600
Garbage	6043	\$ 2,400
Printing, Duplication	6044	\$ 5,000
Postage		\$ 5,000
Communications	6050	\$ 10,000
Advertising	6064	\$ 5,000
<b>Total Administration</b>		<b>\$ 1,145,220</b>
<b>Total Expenditures</b>		<b>\$ 5,378,650</b>



<b>Total Expense Break Down</b>			
	<b>Operations</b>	<b>Maintenance</b>	<b>Admin</b>
TCLM	\$ 1,703,731	\$ 432,458	\$ 602,006
LJA	\$ 1,233,736	\$ 313,159	\$ 435,935
RURAL	\$ 438,932	\$ 111,414	\$ 107,279
<b>Total</b>	<b>\$ 3,376,399</b>	<b>\$ 857,031</b>	<b>\$ 1,145,220</b>

<b>Revenues</b>			
<b>Funding Source</b>	<b>Revenue Account</b>	<b>Amount</b>	
FARES	5100-5101	\$ 100,000	\$ 44,660
CARES TCLM	5110	\$ 1,327,333	
CARES LJA	5111	\$ 303,941	
CARES RUR	5112	\$ 138,594	
ARP TCLM	5113	\$ 764,196	
ARP LJA	5114	\$ 280,421	
ARP RUR	5115	\$ 48,005	
TC/LM 5307	5140	\$ -	
LJ/Ang 5307	5141	\$ 933,847	
5311	5155	\$ 230,013	
TC/LM State	5130	\$ 375,646	
LJ/Ang State	5131	\$ 310,219	
Rural State	5132	\$ 230,013	
Local	5120-5121	\$ 348,422	\$ 226,359
Other Revenues (Advertising, etc)		\$ -	
<b>Total Revenue</b>		<b>\$ 5,378,650</b>	
<b>Total Expenditures</b>		<b>\$ 5,378,650</b>	
<b>Difference</b>			<b>(\$0)</b>

<b>Totals</b>	
\$ 2,738,195	
\$ 1,982,831	
\$ 657,823	
\$ 5,378,650	\$

\$ 32,340	\$ 28,000
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\$ 122,063	\$ -
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**August 24, 2021**

## **Board Meeting Minutes**

1. **Call to order** Quorum was established at 2:00 p.m. Chairman Holmes opened the meeting.  
**Following: Board Members were present:** Stephen Holmes, Dude Payne, Gerald Roznovsky , Neal Bess Jr., Rick Elizondo, Melissa Meadows , Thelma Bowie, Modesto Mundo, Chris Whittaker  
**Other Attendees present:** Jason Tabor, John Bowen, Bo Bass, Nathan Nevelow, Jason Andrews, Paula Alexander, Barry Goodman, Jim Webb, Robert McHaney, Karen Hart, Cathy Scott, Donna Elliot
2. **Citizens Comments: none**
3. **Executive Directors Report:** Sean spoke about returning to in-person meetings. Paula Alexander informed on the laws regarding Open meeting act, and the lift of the Mandate for in-person meetings as of 09/01/2021  
**Operations Report:** Sean spoke about Ridership trending in good direction Park and ride ridership is down and little but usually rebounds after summertime. Total ridership is about 14% below pre pandemic numbers. numbers are above pandemic numbers. Lake Jackson facility is almost complete, Mechanic and Technician have been hired for the facility. Lake Jackson facility should be up and running by the end of month.
4. **Budget and Finance Report:** Nathan spoke about Cares Act draws have been completed. On the agenda this month for TDC's from HGAC to get 5307 funding Nathan also gave a preview of the 2022 Budget stated total operating cost will be 5.3 million. Budget will be discussed at a future time.

**5. Consent Agenda:**

Consideration and Approval or Recommendations and Acceptance of Consent Agenda items. (Consent agenda items may be pulled from the consideration for individual action or presentation)

**a. Review and approval of July 20,2021 Board Minutes.**

On motion by Thelma Bowie, seconded by Chris Whittaker the board voted to approve the May 18, 2021, Board minutes. The motion carried with all members voting in favor.

**b. Review and approval of July 2021 check Register:**

On motion by Thelma Bowie, seconded by Chris Whittaker, the board voted to approve July Check Register. The motion carried with all members voting in favor.

**6. Action Items:**

**a. Consider approval of MOU for Development of Regional Transit Fare System**

On motion by Rick Elizondo, seconded by Dude Payne, the board voted to approve the MOU for the Development of a Regional Fare System. The motion carried with all members voting in favor.

**b. Consider approval to appoint Chris Whittaker as the GCTD Board Member representative to the HGAC City of Pearland needs Assessment and study.** motion by Melissa Meadows, seconded by Dude Payne, the board voted on approval to appoint Chris Whittaker as the GCTD Board Member representative to the HGAC City of Pearland needs Assessment Study. Motion carried all members voting in favor.

**c. Consider approval on staff recommendations to begin in-person Board Meetings beginning in September 2021.**

On motion by Thelma Bowie, seconded by Gerald Roznovsky, the board voted on approval on staff recommendations to begin in-person Board Meetings beginning in September 2021. motion carried with all members voting in favor.

**7. Upcoming Meeting Date September 21, 2021**

**8. Adjournment**

There being no further business to bring before the Board of Directors, the meeting was adjourned at 2:21pm.

Respectfully,



Lisa Womack

Secretary to Board of Directors

Approved as to Content and Forum,

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Stephen Holmes

Chairman of the Board of Directors



## Introduction to Trackit

Trackit LLC was formed in 2012 with the mission to provide training, safety, risk, operations, and personnel management systems to the transit industry. Since that time, Trackit has developed and delivered the latest technological innovations to transit departments. There are now more than 80 plus transit agencies currently using Trackit services and products to complete thousands of driver assessments and accident reports each day.

Trackit is the only Software-as-a-Service solution that is purposely built to meet the Public Transit Agency Safety Plan (PTASP) requirements. (SMS)

Trackit staff has many years of experience working at transit agencies; Trackit understands the staffing issue, operational, compliance, and operational issues. Trackit understands the funding constraints. Therefore Trackit offers a solution that is easy to understand and budget for, a "true cost."

## Trackit Manager Overview

**Trackit Manager** – This is an enterprise software solution specially designed for transit agencies. The idea is to allow the department to work together to manage most aspects of a transit agency. Trackit Manager enables the sharing of information and data by having all the information in one system. Trackit Manager currently includes modules to manage; training records, attendance, customer service inputs, compliance issues, handling accident and incidence, managing claims, and employee safety suggestions.

Trackit Manager is an enterprise solution that is deployed as a service (SaaS). Trackit offers the following advantages:

- Unlimited access, unlimited licenses within Your agency, unlimited storage, unlimited support, including training. Software updates are included.
- Easy to understand pricing.
- It can work together across transit agencies departments, share documents, files, manage performance, and manage risk and safety.
- Trackit has a robust suite of apps (Accident, Trackit Assessments, Assets, eLearning). The apps allow access to information and will let transit agencies go paperless.
- Custom forms can be created and published to the app or used online.
- Allow content and information to be aggregated by the employee, asset, or building
- Allows for custom workflows to be created.
- All accidents, incidents can be log using the app or online forms.
- All claims can be entered
- Trackit is the only transit specific software solution to support and implement PTASP (SMS) requirements completely.

**FTA Public Transit Agency Safety Plan (PTASP)** –Trackit is entirely compliant with all the aspects of the new PTASP requirements. More than 70 transit agencies have already adopted Trackit to develop an agency-wide safety plan with sophisticated record keeping. Trackit currently meets all the PTASP



requirements and will continue monitoring the FTA rulemaking as the provisions are changed and clarified. Trackit is committed to continuing to refine the software to ensure that any future requirement is met.

## Trackit Manager Major Modules

### Assessment Management and forms

**Creating Forms** Trackit Manager provides a powerful online form creator to simplify developing new master forms or customizing and updating existing forms. The Trackit Manager online creator allows fields to be customized to include special designation such as signature, date, time, vehicle number, employee name, assessor name, route number, or GPS location. Fields can be added as needed. Finalized forms are downloaded to Tablets to ensure that all users have the most up-to-date editions.

Unlike paper forms, Trackit forms are electronically searchable. For example, *New Operator Training* forms can be queried to understand how many times "failed to scan the road" was cited in the previous five years. The result will take 30 seconds to establish, provide the number of forms reviewed, identify the number of times the queried item was found, and provide each operator's name identified.

**Using Forms:** Users in the field can complete forms on Tablets or mobile devices. Users in an office environment who do not use Tablets (dispatch, control center, etc.) complete forms online. The department can filter forms; for example, access to training forms would be limited to training staff, while safety forms would be directed to safety staff.

Users select forms from the main menu; the form opens on the header information page, and users navigate to the questions page. Users may fill in information immediately or wait until later. When completed, users can edit the information, save the completed form for later, or submit it to the Trackit website. Before submitting the form, users will select a final recommendation/grade/tag. The final tag is used to route the forms within transit agencies automatically.

All forms are submitted under a Review Pending Tab on the Trackit website. Each transit agency's department will have a separate, distinct Tab. Individual Tabs have permission settings to restrict access to authorized personnel. Forms and notes can be edited, photos added or deleted, and other relevant items added to assessments. Additionally, information from an evaluation can be moved to a Task Module. For example, if a safety issue is noted on a form, the problem can be added to a list of safety items to be resolved. Once submitted, forms and selected items are stored in the database. Forms are easily accessed by form name, by an individual's name, or by asset number.

### Training Module

Trackit Manager includes a comprehensive Learning Management System (LMS) to record every transit agency's learning event. Maintaining accurate and complete training records shows that all transit agencies' policies are being followed, which is essential. Maintaining accurate and comprehensive training records, which are quickly produced in legal defense, is critical.

The Trackit LMS is unique in that all Trackit features and modules are integrated to work seamlessly together. For example, if a form is added to a list of class requirements (action 1), individuals cannot

# Trackit

receive class credit (action 2) until the required form is completed and submitted. Both events are controlled through the Trackit LMS. Moreover, when the form is submitted, individuals will be issued credit automatically and significantly reduce the time it takes to record training.

The LMS makes comprehensive lists of required training readily available. Individuals with records of preventable accidents can be automatically added to appropriate retraining lists. When retraining is satisfied, individuals will be automatically removed from the list. Managers can nominate employees for reoccurring training, which can be subsequently tracked. Customized enrollment forms allow users with Tablets to create rosters and special role-sheets. The special roll-sheet is perfect for capturing ad hoc training (e.g., toolbox meetings, safety talks, bus orientations, Safety SMS talks).

## **Elearning Module**

Trackit includes an elearning module. Users can upload to online library videos, documents, or PowerPoint shows. The upload materials within Trackit can there be combined into lesson and course. Within the elearning module, users can create tests and quizzes. The tests and quizzes can be included as part of a course.

The result is that users can create elearning from material already owned by your agency. Users can combine the material into courses that can be viewed by employees on the Tablet or online. Trackit Manager will follow the progress, and when the course is completed, Trackit will automatically give the employee credit for completing the course successfully.

The course can be done online or using the Trackit elearning app. The online module can be used by staff, operator, or mechanics and is not limited to its use.

## **HR Module**

Trackit includes a comprehensive HR module. Users with permissions for access will be able to enroll new employees and edit existing employee records. The Trackit HR module requires a minimum amount of data—i.e., employee ID, first and last name, and division (cost center)—to activate. Other information fields, including address, phone numbers, seniority number, job code, start date, training date, statuses, and date, are optional. The Trackit HR Module can include password-protected personnel notes and documents, seniority lists, and information regarding employees' contacts.

The Trackit HR Module includes a Tab for licensing information such as license number, expiration dates, and medical card expiration dates. The License Tab is integrated with the Compliance Module. Changes in the Compliance Module will update the information under the License Tab; likewise, a change under the License Tab will update the Compliance Module information.

## **Claims**

The Trackit Claims Module, which is protected by permissions for use, provides a platform for users with access permissions to log new claims, add to an existing claims history, and close claims. Claims associated with accidents or incidents already recorded will be integrated with relevant modules. New claims can be added through the Accident Module. A sequenced claim number is automatically assigned, and information regarding the claim's origin—whether transit agencies employee or external individual—is recorded. Name, address, reserve amount, cost, status, location, category of the claim,





and other custom identifiers can be entered; all categories can be customized. Documents can be attached to claims and information concerning legal proceedings or other notes—logged with time, date, and name of the author—inserted.

The Claims Module permits users to readily view how many claims have been received for individual accidents. Users will have access to employee history or may run a global search for names. Reports can be run on every field, and the results can be exported.

### **Accidents**

The flexible Trackit Accident Module enables users to efficiently complete and submit accident forms in the field using a Tablet. Drug and alcohol determinations, post-accident forms, employee injury forms, etc., can be completed on-site and submitted on a Tablet directly following an accident/incident.

In addition, Accident reports can also be completed online using computer access to Trackit. This can be used by individuals not having access to a Tablet in an office environment. These forms could include Bus Operators, Maintenance Department staff, or other administrative staff who need to report and injury reports or incidents.

Accident forms can be customized to add or edit questions using the Trackit Manager online form creator. Diagrams, photos, maps, and notes can all be included. A step-by-step workflow accompanied by embedded tutoring guides the user through the process of finalizing reports. Steps can be modified; each step requires permissions. Every reported event is automatically recorded in the Incident Module.

Completed report forms are submitted to the Trackit Accident Module for processing. Trackit automatically combines all related reports to provide a comprehensive view of a single event. Accordingly, field supervisors can submit accident or drug and alcohol determination reports on Tablets; safety officers can complete post-accident forms on Tablets, and employees can return to the base and complete accident reports online. Trackit combines all related documents into a single case file so that claims and safety personnel have access to a comprehensive record of each event.

### **Incidents**

The primary function of the Trackit Accident Module is to provide an efficient and non-duplicating way to submit accident reports. The primary function of the Incident Module is to aggregate all data from accidents and incidents and provide a platform for analysis. The Accident and Incident Modules work together. Accidents reported through the Accident Module are automatically recorded in the Incident Module. If an accident does not result in an accident report—for instance, a minor mishap in the body shop—the Incident Module provides a mechanism to record these events. The Incident Module allows all accident data and all incident data to be comprehensively viewed and analyzed.

The incident module has a robust reporting system. Reports can be generated, for example, by date, category, preventability prospect—indeed by any custom tag that has been created. Query results will be displayed and can be exported to Excel for further analysis. Trackit also has custom reports that, for example, can rank employees by accident occurrence or gather *Rodeo* related data to identify all Operators with zero accidents for a specified period.

# Trackit

The Trackit Incident Module includes templates for reports that can be customized and saved for easy reuse. The report templates were created from sample transit agencies reports given to Trackit by transit agencies staff. Like the transit agencies models, Trackit reports include a header graph of data for ease of analysis; a table with raw numbers appears at the bottom of the page. Administrators can customize report queries to select, for example, a specific time (days, weeks, months, years), preventability statistics, accident categories, mileage, or division of employees.

Alerts and notification can be established through the Accident/Incident Modules. Based on custom alerts and notifications, supervisors can be advised of the number and type of accidents for an employee; individuals can be added to a required Training List or individuals placed on a Notification List for possible discipline or coaching.

## **Customer Service Module**

The Trackit Customer Service module allows users with permission to record customer service complaints and compliments. Each event can be categorized with all pertinent information, including name, address, description of the event, location, bus, and time included. Categories can be customized. Suppose the complaint/compliment event is assigned to a supervisor for investigation or comment. In that case, it will appear on a list of Customer Service events as "open" and display the accrued open time. Investigating individuals can comment online and submit the case back to the Customer Service department for completion and closure. Records of actions, including responses to the customer or complainant, can be entered in the record. As with all Trackit modules, customer complaints can be added to the employee profile (file) automatically.

## **Safety Suggestion Module**

Trackit has an employee safety suggestion module. The module has been designed to meet the PTASP (SMS) requirement outlined by the FTA. The module will allow employees to submit safety suggestions or near-miss report(s) through a website. When a new suggestion is submitted, a manager is notified. The complete process, including acceptance, notification, mitigation of the issue, and closing the event, can be done entirely within Trackit. A whole audit trail is kept and ready for review.

## **Write up/Disciplinary Module**

The Trackit Writeup/Disciplinary Module is generally used to record disciplinary actions and employee coaching sessions. The module allows users with permission to enter disciplinary actions into an employee file. Because module categories and tags can be customized, all types of activities can be entered. As with all Trackit Modules, recorded actions will automatically become part of an employee's personnel file. The Disciplinary Module provides a single portal where all disciplinary actions can be viewed, and customized reports run.

## **Letter templates**

Trackit embeds a letter template feature in multiple modules to efficiently generate approved, consistent letters. There is no limit to the number or type of templates that can be created. As an example, a letter template could be made to notify employees about exceeding levels of excusable



absences automatically. Managers, who would be automatically alerted of a violation through the Trackit Attendance Module, would review attendance records. If they agreed with the alert, they would select an approved template to generate a letter to the employee. The template, which would contain standardized language and dates of the attendance issues, would be mail-merged, printed, and automatically recorded in the employee's file. The use of templates ensures that all letters contain approved language; moreover, most importantly, templates generally reduce the time to generate, print and file a letter to less than 30 seconds.

### **Departments Tabs**

The Trackit Manager provides separate, discrete Tab areas for each department to manage its proprietary forms. Permissions control departmental Tab areas; for example, the Safety Department can limit access to safety forms. Under the proprietary Tab, department users with permissions can edit forms that were initiated on a Tablet or complete online forms.

### **Workflow engine**

The Trackit Manager is organized around a comprehensive workflow engine that automatically refers to tasks and responsibilities to relevant departments or individuals. All Trackit forms include the required "referral/recommendation" fields that determine subsequent referrals, alerts, actions, and issues resolution. A single Trackit form can automatically prompt several departments' involvement and require interrelated work actions from numerous individuals. For example, an Operations Supervisor who reports a bus stop safety issue initiates workflow by completing a safety report that refers to safety administrators, maintenance administrators, and operations administrators.

Forms can be routed, alerts sent. Workflow can be customized by the user to eliminate the need for multiple individual notifications, ensure that all required respondents are notified,

### **Compliance**

The Trackit has three different Compliance Modules. One module is primarily utilized to track issues and events outside of the agency, such as State and Federal license expirations or medical cards. The item which it is monitoring and the tags within the module can be customizable. Employees based on division and job codes can be automatically nominated to be put on the compliance list. Managers can be notified by email if individuals come due in within 30, 60, or 90 days. The compliance module is integrated with the HR module. Any license or medical data entered or uploaded to the HR module will be reflected within the Compliance module.

A second module is the Training Compliance Module. The training compliance module is integrated with other Trackit modules. This module is useful for tracking items completed within transit agencies. This could include compliance requirements, such as reoccurring employee training. This may include yearly training on rail safety, SMS awareness, or defensive driving. When the training is accomplished, the training compliance list will automatically be updated with the next due date. Managers can be notified by email if individuals come due in within 30, 60, or 90 days.



The third Compliance module is for forms. This module is used in conjunction with Trackit forms. The form compliance Module can be used to ensure inspections are completed. Forms could include building/facilities, safety inspections, or assessments (form) for an individual. The flexible tool will allow users to select an interval (days) and building or individual that needs inspection or an assessment completed. Once the form is submitted to Trackit, the Compliance Module will automatically update to the next due date. Managers can be notified by email if individuals come due in within 30, 60, or 90 days. Custom compliance reports can be generated and automatically emailed to managers at specified intervals.

### **Reports and Views**

Each Trackit Module includes a robust reporting feature. Access to reporting capabilities is controlled with permissions. Users can be granted permission to view data and generate reports at various information levels, including data for individual employees (e.g., assessments, classes, accidents, attendance issues, and notes) on separate profile pages

Trackit includes templates for reports that can be customized and saved for easy reuse. The report templates were created from sample transit agencies reports given to Trackit by transit agencies staff. Like the transit agencies models, Trackit reports include a header graph of data for ease of analysis; a table with raw numbers appears at the bottom of the page. Administrators can customize report queries to select, for example, a specific time (days, weeks, months, years), preventability statistics, accident categories, mileage, or division of employees.

Each module has a dashboard that can be turned on by the user. The user can have a dashboard of Forms, Customer Service event, Accidents, Attendance issues and items due in the compliance modules based on access permission.

### **Event Logger**

Trackit includes a customizable event logging system. An Administrator can create a custom log form. Give the log form a name, add custom columns and special fields (dropdown, maps, date, photo). The event log gives Your agency the ability to log any issue (safety, operation, training), which is completely accessible online and through the Trackit apps.

The results are an operator may call the dispatch to report an accident. The dispatcher would complete the accident log, select the driver's name from a dropdown list, select location from a map, select the bus from a list, select a category, and then select save. The system will automatically send emails to leadership and safety staff. The columns and the workflow are entirely customizable.

The uses are limitless; Your agency could use this logging system forms for but not limited to; Safety Hazzard logs, First, report accidents, route hazard log, Security issues.

Each log sheet has permission to view and edit, has reported, exported, and searchable.

Stephen Holmes  
Ken Clark  
Darrell Apffel  
✓ Rick Elizondo  
Sean Skipworth  
Joe Dickson  
Doug Kneupper  
✓ Thelma Bowie  
Casey McAuliffe  
X Charles "Tink" Jackson  
Steve LeBlanc  
✓ Neal Cooper  
X Dude Payne - Zoom  
Matt Sebesta  
✓ Neal Bess Jr.  
✓ David Jordan - *to Neal Bess picks him up*  
X Jason Perez  
✓ Chris Whittaker  
Calvin Shiflet  
X CJ Snipes  
Brooks Bass  
X Tim Kelty  
✓ Gerald Roznovsky  
Modesto Mundo  
Melissa Tucker Meadows



# BEYOND ENVIRONMENTAL SOLUTIONS

## PROPOSAL

650 North 9<sup>th</sup> Street  
Beaumont, Texas, 77702  
1-800-867-4709

INVOICE #: TBD  
DATE: AUGUST 16, 2021

**TO: TED ROSS**  
GULF COAST TRANSIR DISTRICT

**SHIP TO: TBD**

**COMMENTS OR SPECIAL INSTRUCTIONS:**

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Elise Haynes-CEO		Ted Ross			

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	20% FIRST RESPONDER DISCOUNT	TOTAL
24	Mobile Mini	\$492.00	\$11,808.00	\$2,361.60	\$9,446.40
48	AP500	\$1,136.00	\$54,528.00	\$10,905.60	\$43,622.40
				FREE MINI MOBILE INSTALLATION	

SUBTOTAL	\$53,038.80
SALES TAX	TAX EXEMPT
SHIPPING & HANDLING	NA
TOTAL DUE	\$53,038.80

Make all checks payable to **Beyond Environmental Solutions**  
**All Credit Card Payments will have a 3% Transaction Fee**  
 If you have any questions concerning this invoice, contact Elise Haynes-CEO, 1-800-867-4709

**THANK YOU FOR YOUR BUSINESS!**

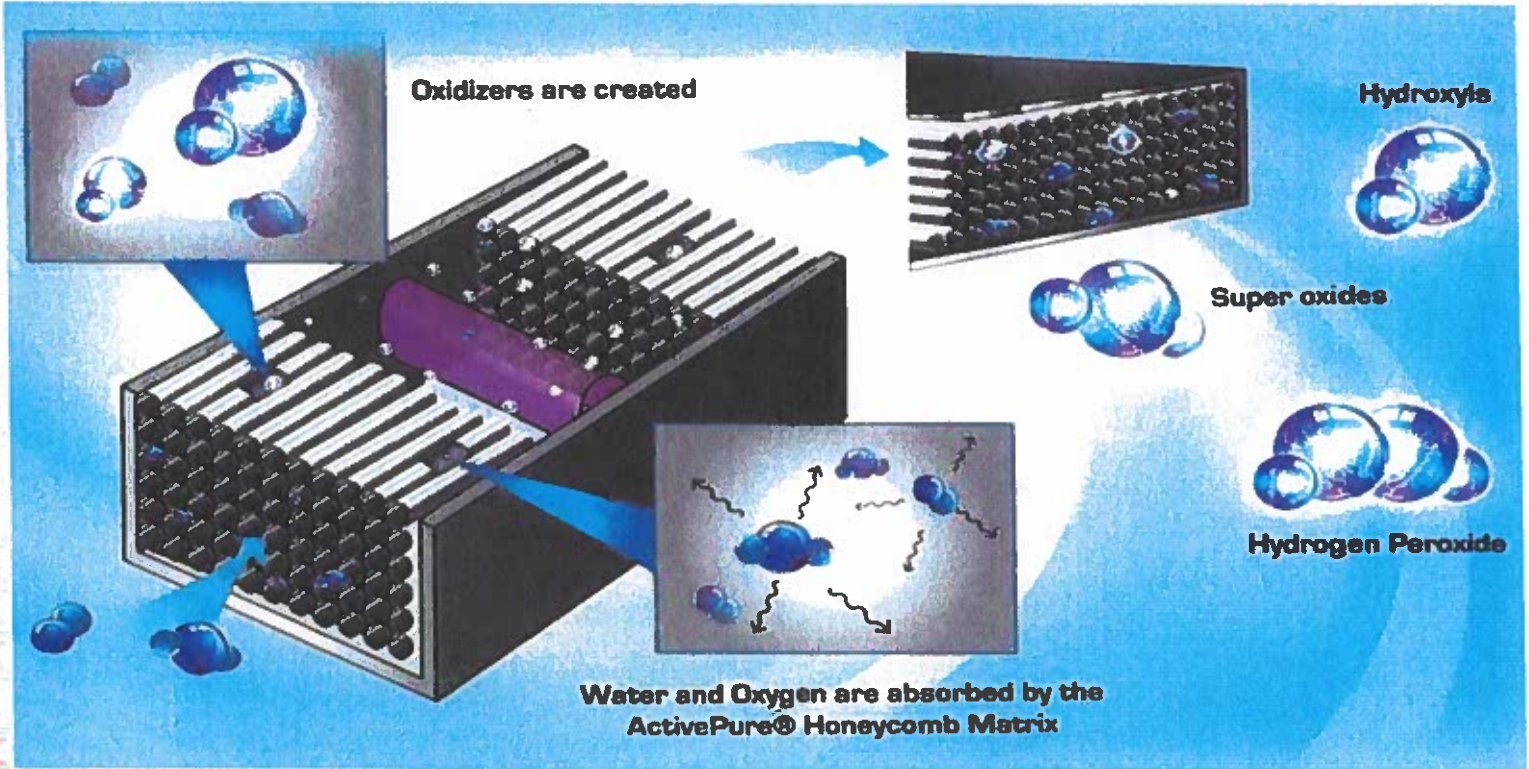


**BEYOND**  
ENVIRONMENTAL  
SOLUTIONS





# BEYOND ENVIRONMENTAL SOLUTIONS



Before treatment with out patented Certified Space Technology



After 8 hours of treatment with our patented Certified Space



2017 Space Technology  
Hall of Fame inductee

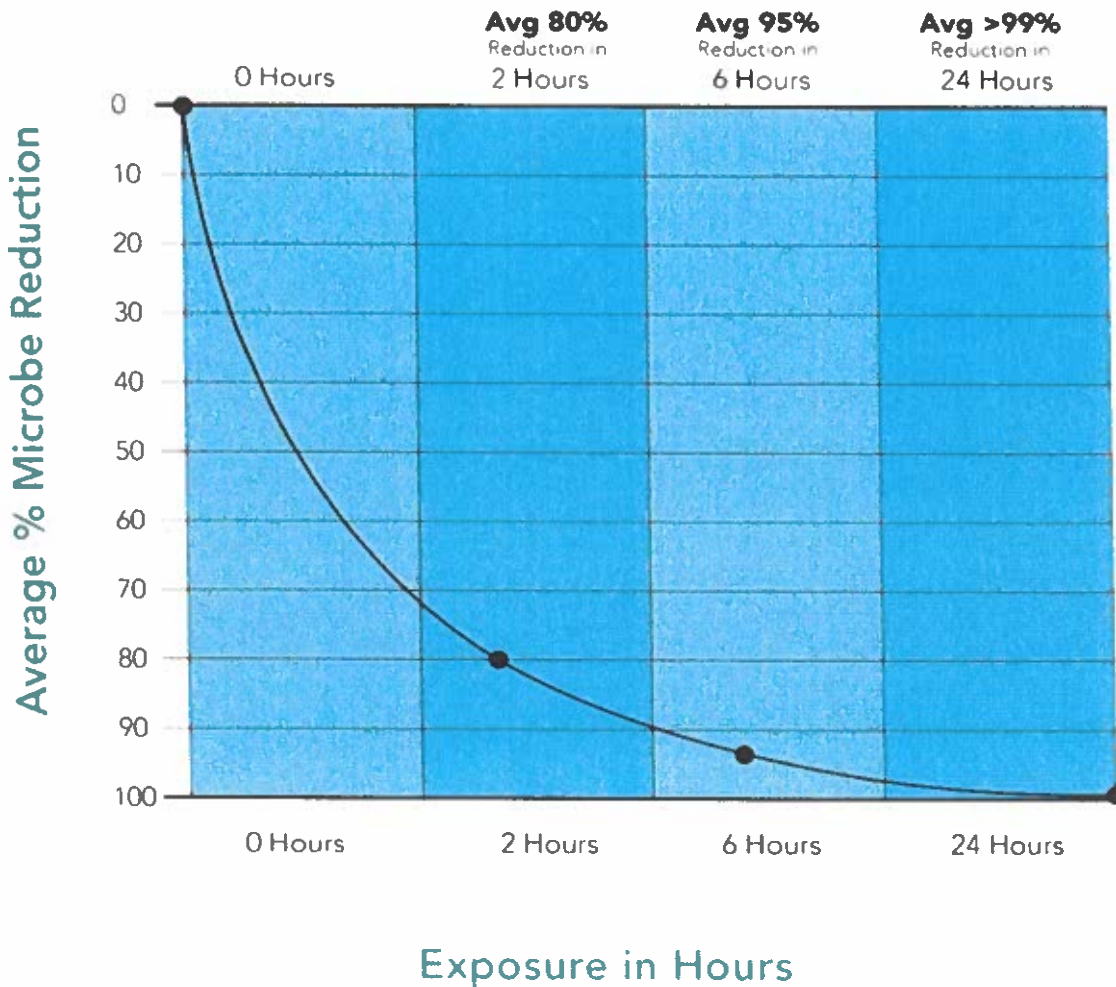
1-800-867-4709 409-659-9992





# BEYOND ENVIRONMENTAL SOLUTIONS

## Reduction of Surface Contaminants



### Microbes Tested

- E. Coli
- Streptococcus spp (Strep)
- Influenza Virus H5N8 (Avian Bird Flu)
- S. Aureus (Staph)
- Hepatitis A (HAV)
- S. Aureus R (MRSA)
- H1N1 (Swine Flu)
- Pseudomonas spp.
- L. monocytogenes (Listeria)
- S. chartarum
- C. albicans
- Bacillus spp.
- Norovirus



2017 Space Technology  
Hall of Fame Inductee

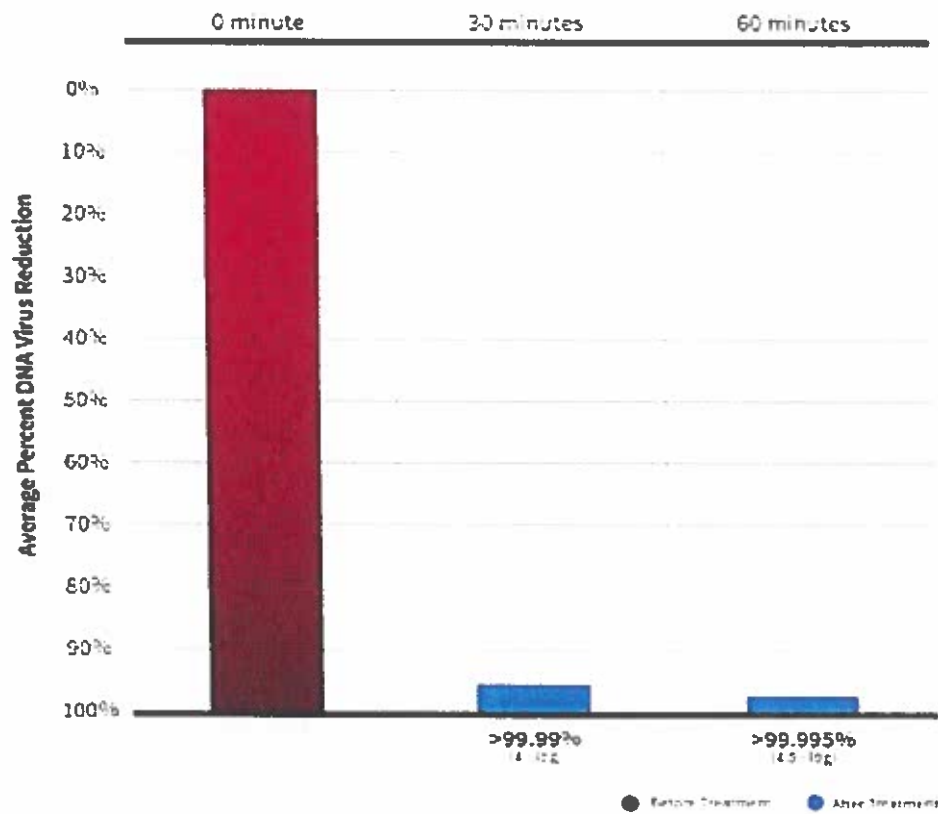
1-800-867-4709 409-659-9992



# BEYOND ENVIRONMENTAL SOLUTIONS

## PHI-X147 BACTERIOPHAGE DNA VIRUS

### Reduction of Airborne Contaminants



Made in the USA

2017 Space Technology  
Hall of Fame Inductee

1-800-867-4709 409-659-9992



# BEYOND ENVIRONMENTAL SOLUTIONS

*6006A  
24 Computers  
AP500  
1-1-2020*

## INTENDED USE

The AP500 is a complete sterilization and filtration device intended for the reduction of viruses, bacteria, and other contaminants both in the air and on surfaces in Ambulances, First Responder vehicles, businesses, small offices and spaces up to 500 sq. ft. It features the same technology that has been proven to kill 99.9% of SARS-CoV-2 Virus (Covid-19).

## BENEFITS

- This proprietary technology destroys over 99% of surface and airborne contaminants down to .1 micron without the use of harmful ozone
- Designed to destroy MRSA, E. coli, mold, fungi, VOC'S, smoke, odors and many other dangerous contaminants on surfaces and in the air
- Quickly, powerfully and safely works to disinfect the indoor environment
- Safe to operate in occupied spaces, no chemicals or residual contamination
- Compact and plugs into standard 120volt electrical outlet, includes a standard 120volt outlet on side of unit for mounting over existing outlets without inconvenience
- Low maintenance, low power use, and washable filter
- Portable, no installation required



## HOW IT WORKS

- Our devices draw regular oxygen and water molecules from the air and convert them into powerful super oxides and hydroxyl molecules which are then expelled back into the air rapidly seeking and destroying surface and airborne contaminants, viruses and bacteria.
- Certified Space Technology that was created for use in the Space Station and Space Shuttles and is a FDA- Cleared Class II Medical Device
- Quiet operation continuously works 24/7 to protect and purify the environment around you

*100% Filter  
24/7*

## TARGET AUDIENCE

- Ambulances/ First Responder Vehicles/ Transit Vehicles/ School Buses
- First Responder office spaces/ Bunker Gear rooms
- Businesses or other public indoor small spaces that are concerned with surface contamination and air quality
- People who suffer from asthma, allergies or sensitive immune systems

## PROOF IT WORKS

With 10+ years of science and independent lab testing working with NASA, this Certified Space Technology has been clinically proven to destroy and eliminate the following viruses and contaminants:

- |                          |                          |
|--------------------------|--------------------------|
| • Allergens              | • H1N1 (Swine Flu)       |
| • Hepatitis A            | • Pet Dander/ Dust Mites |
| • Strep                  | • Mold                   |
| • SARS-CoV-2 (COVID-19)  | • Gases/ VOC'S/ Smoke    |
| • Influenza (Bird Flu)   | • Odors                  |
| • Norovirus              | • Staph                  |
| • Common Cold            | • MS2 RNA Viruses        |
| • Respiratory Infections | • Listeria               |
| • Ebola                  | • E. Coli                |
| • SARS                   | • MRSA                   |

AP500	SPECIFICATIONS
Technology	ActivePure- Efficiency of 99% @ 0.1 microns
Electrical	Input Voltage:120V Power Consumption: 13W
Mechanical	Motor: 18A
Dimensions	6"W x 12" H x 4"D
Weight	2.9lbs
Coverage	Up to 500 sq. ft.
Warranty	Limited 3 year warranty



COVID & INFECTIOUS DISEASE CONTROL

# BEYOND ENVIRONMENTAL SOLUTIONS

1-800-867-4709

Elise Haynes-CEO  
409-659-9992

www.BeyondEnvironmentalSolutions.com

## OUR AGGRESSIVE RESPONSE TO COVID-19 & INFECTIOUS DISEASE CONTROL

Congratulations, you are one of many taking the necessary steps to move forward and win the fight against Covid-19. Our devices can be found in a variety of popular options including both plug-n-play and permanently installed in-duct units. With the new round of funding from the 2021 COVID Relief CARES Act, Beyond Environmental Solutions stands ready to help with your Infectious Disease Control needs by providing peace of mind that comes from knowing your staff, community and customers are protected. Being locally owned and operated, this allows us to focus our time on who matters most....YOU. Our commitment to providing quality service and products is our number one priority and I look forward to serving you and the citizens of Galveston County.

Stay Safe,

*Elise Haynes - CEO*

ActivePure

CERTIFIED  
SPACT  
TECHNOLOGY

MADE IN THE USA

NASA

Made in the USA


COVID & INFECTIOUS DISEASE CONTROL

**BEYOND**  
ENVIRONMENTAL  
SOLUTIONS  
1-800-867-4709

[www.BeyondEnvironmentalSolutions.com](http://www.BeyondEnvironmentalSolutions.com)

Elise Haynes-CEO  
409-659-9799

Proud Woman, Veteran & First Responder Owned Company

				<b>GULF COAST TRANSIT DISTRICT PAYMENT REQUISITION</b>					
Mo.	DATE		R U NO	REPORTING UNIT INITIATING REQUEST			COSTOMER #	ACCOUNT #	
	Day	Yr							
9	8	2021	4120	GULF COAST TRANSIT DISTRICT			0030		
<b>VENDOR INFORMATION:</b>									
COMPANY (OR NAME)				The Goodman Corporation					
STREET ADDRESS				3200 Travis St Suite 200					
OR PO BOX NUMBER									
CITY, STATE, ZIP				Houston, Texas 77006					
<b>DESCRIPTION(I.E. INVOICE#, ACCOUNT#, CONSUMER#, SERVICE DATE(S), REASON FOR PAYMENT)</b>								<b>AMOUNT</b>	
4-2021-22								60000.00	
5-2021-18								20819.00	
7-2021-11								89061.75	
6-2021-13								45377.00	
4-2021-23								32936.00	
4-2021-24								13125.00	
5-2021-48								11500.00	
6-2021-41								24625.00	
6-2021-15								5450.00	
7-2021-48								\$14,750.00	
7-2021-10								\$ 700.00	
								318,343.75	
<b>DATE TO BE PAID (CIRCLE ONE)</b>		MO	DAY	YR	OR	MO	DAY	YR	<b>SEND TAX EXEMPT CERTIFICATE</b> <input type="checkbox"/>
			15	21			30	21	
<b>CHECK DISTRIBUTION INSTRUCTIONS:</b> (I.E. CENTER MAIL, US MAIL, PICK UP BY)				<b>FOR FINANCE USE ONLY</b>					
				Account	Reporting Unit	Amount			
				1-6027-00-4		\$318,343.75			
Hold for Billing:				<input type="checkbox"/>					
Encumber For:				<input type="checkbox"/>					
Requested By				Operation Director					
<i>Jensine Grant</i>									
Received In Finance		Date		Director		Executive Director		Business Manager	
		9/15							

To THE GOODMAN CORPORATION

9/15/2021

GULF COAST TRANSIT DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
4-2021-22	9/8/2021	Consulting	\$60,000.00	\$0.00	\$60,000.00
5-2021-18	9/8/2021	Consulting	\$20,819.00	\$0.00	\$20,819.00
7-2021-11	9/8/2021	Consulting	\$89,061.75	\$0.00	\$89,061.75
6-2021-13	9/8/2021	Consulting	\$45,377.00	\$0.00	\$45,377.00
4-2021-23	9/8/2021	Consulting	\$32,936.00	\$0.00	\$32,936.00
4-2021-24	9/8/2021	Consulting	\$13,125.00	\$0.00	\$13,125.00
6-2021-41	9/8/2021	Consulting	\$24,625.00	\$0.00	\$24,625.00
6-2021-15	9/8/2021	Consulting	\$5,450.00	\$0.00	\$5,450.00
7-2021-48	9/8/2021	Consulting	\$14,750.00	\$0.00	\$14,750.00
7-2021-10	9/8/2021	Consulting	\$700.00	\$0.00	\$700.00
5-2021-48	9/15/2021	Consulting	\$11,500.00	\$0.00	\$11,500.00
<b>Totals:</b>			<b>\$318,343.75</b>	<b>\$0.00</b>	<b>\$318,343.75</b>

To THE GOODMAN CORPORATION

9/15/2021

GULF COAST TRANSIT DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
4 2021-22	9/8/2021	Consulting	\$60,000.00	\$0.00	\$60,000.00
5 2021-18	9/8/2021	Consulting	\$20,819.00	\$0.00	\$20,819.00
7 2021-11	9/8/2021	Consulting	\$89,061.75	\$0.00	\$89,061.75
6 2021-13	9/8/2021	Consulting	\$45,377.00	\$0.00	\$45,377.00
4 2021-23	9/8/2021	Consulting	\$32,936.00	\$0.00	\$32,936.00
4 2021-24	9/8/2021	Consulting	\$13,125.00	\$0.00	\$13,125.00
6-2021-41	9/8/2021	Consulting	\$24,625.00	\$0.00	\$24,625.00
6-2021-15	9/8/2021	Consulting	\$5,450.00	\$0.00	\$5,450.00
7-2021-48	9/8/2021	Consulting	\$14,750.00	\$0.00	\$14,750.00
7-2021-10	9/8/2021	Consulting	\$700.00	\$0.00	\$700.00
5-2021-48	9/15/2021	Consulting	\$11,500.00	\$0.00	\$11,500.00
<b>Totals:</b>			<b>\$318,343.75</b>	<b>\$0.00</b>	<b>\$318,343.75</b>

SECURITY FEATURES INCLUDE TRUE WATERMARK AND INK AT SENSITIVE LOCATIONS

**GULF COAST TRANSIT DISTRICT**  
 1415 33RD STREET NO.  
 TEXAS CITY, TEXAS 77590  
 409-945-0820

**TEXAS FIRST BANK**  
 3232 Palmer Hwy  
 Texas City, TX  
 88-1025/1131

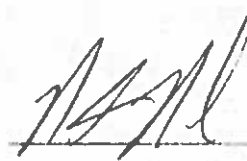
CHECK DATE: 9/15/2021  
 CHECK # 1745

**\*\*Three hundred eighteen thousand three hundred forty three and 75/100 Dollars\*\***

CHECK AMOUNT  
**\$\*\* 318,343.75**

PAY

TO THE ORDER OF  
**THE GOODMAN CORPORATION**  
 3200 Travis St  
 Suite 200  
 Houston, TX 77006



AUTHORIZED SIGNATURE

⑈001745⑈ ⑆1131⑆0256⑆10295574⑈



**THE GOODMAN CORPORATION**  
TBPE NO. F-19990

**HOUSTON:** 3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

# PROGRESS REPORT

THEGOODMANCORP.COM

**To:** Sean Middleton  
**From:** Susan Maclay  
**Date:** May 1, 2021  
**Re:** Gulf Coast Center Assistance to Separate Connect Transit and Structure the Gulf Coast Transit District Work Order #26 and Work Order #30 (GCC116) - April 2021

Task	Previous % Complete	Current % Complete
<b>Task 1 – Communicatlons Support</b> Comment: This task is complete.	100%	100%
<b>Task 2 – Facilitate New GCTD BOD</b> Comment: This task is complete.	100%	100%
<b>Task 3 – Establish GCTD as FTA Grantee</b> Comment: This task is complete.	100%	100%
<b>Task 4 – Draft Policy, Plans, and Procedures</b> Comment: This Task is complete.	100%	100%
<b>Task 5 – Facilitate Transfer of Assets</b> Comment: This task is complete.	100%	100%
<b>Task 6 – Facilitate Transfer of Finance</b> Comment: This task is complete.	100%	100%
<b>Task 7 – Facilitate Hire of GCTD Staff</b> Comment: This task is complete.	100%	100%
<b>Task 8 – Additional Transition Support (W.O. 30)</b> Comment: This task supports GCTD management personnel costs during the transition.	50%	100%

T1: Draft update on status of all separation tasks to TxDOT. Prepare for April GCTD BOD meeting: prepare draft agenda and review with GCTD BOD and management. Send "Save the Date" notification to GCTD. Finalize all materials and prepare GCTD BOD packet. Send notification of meeting to Galveston and Brazoria counties. Facilitate GCTD BOD meeting and follow up: draft meeting summary and send documents via DocuSign for signatures. Start training with C. Scott and L. Womack on BOD administration.

T3: Facilitate GCTD Board: Coordinated among GCTD BOD members to fill Finance Committee seats  
Drafted a Finance Committee memo for consideration by GCTD BOD at April meeting.

T4: Compliance/Policies

- Update Title VI policy per TxDOT comments. Forward Drug and Alcohol Policy to S. Middleton for review and to include in the BOD meeting for consideration and approval. Policy was approved in April meeting and forwarded to TxDOT.
- Draft Credit Card Use and Check Authorization policies for consideration by GCTD staff. Will forward for approval by Finance Committee. Sent N. Nevelow the FTA financial controls assessment as a tool to begin improving finance policies.

T5: Transfer of Assets:

- Continue coordination between TxDOT, FTA, GCTD, and GCC regarding assignability of contracts including review and opinion by GCC legal counsel.
- TML Insurance: Provide additional information to TML for underwriting: passenger capacity, transit amenities, service mileage. Complete paperwork for Crime coverage from TML. Confirm coverage for rental vehicles. Review TML proposal once complete and FedEx to S. Middleton with instruction for executing policies.
- Discuss Windstorm and Flood insurance from Cory Hart/GIA, e.g. additional coverage beyond with TML offers for flood. TML does not offer windstorm. Discuss execution of federal clauses for insurance; in the interest of time, federal clauses were not inserted and the Windstorm policy (\$14K) will be paid with local funds.
- Vehicle Transfer: Follow up on transfer of vehicles from GCC to GCTD, per TxDOT requirements. Identify vehicles that include TxDOT funding; these are the vehicles for which the titles need to be transferred with PTN.
- Property Transfer: Galveston County CAD for information on property transfer. Identify the Certificate of Occupancy needs to be updated. Drafted League City Park and Ride Temporary Use Agreement for consideration by BOD. Discussed possible use of Texas City property for joint development.
- Hold Procurement Status Meeting: Clarify which entity holds the VM contracts (GCC or GCTD); IT contract; meeting with Legal; respond to TxDOT concern re: all other goods and services which need to be procured. Facilitate meeting with GCTD staff to discuss micro- and small purchases. The type of procurement is dictated by the amount and the type of funding. Texas/State Funds: \$5K and Under is micro-purchase or spot purchase that does not require procurement; Federal funds only: \$10K is the micro-purchase threshold. Based on prior period financial records, it looks like these services are the ones that will be over \$5K
  - Leased vehicles – refer to C. 5010.1e for guidance on capital leases. Over \$150K was spent on leased vehicles in 2019.
  - Printing/advertising
  - Janitorial service
  - Yard Service
  - Building maintenance
  - IT/Mobile Services
  - Consultant Drug Testing

T6: Transfer of Finance

- Banking: Send request to Texas First to change authorized personnel for TMS agreement. Facilitate \$80K draw from line of credit. Respond to S. Middleton question about Brazoria banking services.
- CPA: Scheduled meeting with Eide Bailly to discuss CPA services to build Chart of Accounts.
- Chart of Accounts: Three conference call with Blackbaud programmer and GCTD staff to build the database for the Chart of Accounts. Provided draft accounts for revenue, expense, balance sheet/statement of position. Facilitated review by R. Elizondo and submitted changes per his suggestions.



## THE GOODMAN CORPORATION

- Participated in conference with FTA staff (R. Hodges, D. Bartels) to discuss TxDOT concerns regarding separation of TGC contracts between the GCC and the GCTD. Drafted response to FTA email regarding MOU for consideration by R. Elizondo.
- Provided on-going support to GCTD staff to re-program state and federal funds: TDC agreements, TIP and STIP documents, programming planning and operating activities; milestones for construction projects. Review SuperGrant, including how TDCs will transfer/be applied to the new grant/TDC balance.
- Followed up on status of vendor transfer. GCTD staff provided a list of vendors that they had contacted verbally. This list did not match the vendor list from GCC. Recommended that a single master list be finalized and that all vendors be contacted in writing so that there is an audit trail in the event an invoice goes unpaid.
- Participated in conference call on local share balances and use of local funds in the interim before federal funds are available for drawdown.

### T7: Facilitate Transfer of Staff

- IT System Administration Procurement is included under this task - all activities to receive, review, evaluate, and recommend award of contract for IT administration services.
- Troubleshoot issues with transfer of files and role of Jsystems.
- Participate in a conference with GCTD management to review pay scale, benefits, prior to GCTD BOD meeting. Provided feedback to management for its consideration for its presentation to the GCTD BOD. Participated in a conference call with Primepay regarding the HR3 platform and contract expectations.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

1

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>
4/30/2021

<b>Invoice #</b>
4-2021-22

<b>Terms</b>

<b>Project</b>
GCC116

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1: Support Communications	20,000.00	100%	0.00%	0.00
Contract Services	Task 2: Facilitate Formation of Board of Directors	30,000.00	100%	0.00%	0.00
Contract Services	Task 3: Establish GCTD as FTA Grantee	20,000.00	100%	0.00%	0.00
Contract Services	Task 4: Draft FTA and TxDOT Compliant Policies, Plans, and Procedures	30,000.00	100%	0.00%	0.00
Contract Services	Task 5: Facilitate the Transfer of FTA- and TxDOT-Funded Assets	20,000.00	100%	0.00%	0.00
Contract Services	Task 6: Facilitate Transfer of Finance and Accounting Responsibilities	25,000.00	100%	0.00%	0.00
Contract Services	Task 7: Facilitate Transfer or Hire of GCTD Staff	42,500.00	100%	0.00%	0.00
Contract Services	Task 8: Additional Transition Support	120,000.00	50%	50.00%	60,000.00

8/5

<b>Total</b>	\$60,000.00
<b>Balance Due</b>	\$60,000.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**HOUSTON:** 3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

# PROGRESS REPORT

PHONE: (713) 951-7951

THEGOODMANCORP.COM

**To:** Sean Middleton  
**From:** Susan Maclay  
**Date:** June 1, 2021  
**Re:** FY21-22 General Planning Work Order #28 (GCC118) – May 2021

Task	Previous % Complete	Current % Complete
<b>Task 1 – On-Site Consultant (5 Months)</b> Comment: This Task is complete.	100%	100%

<b>Task 2 – Program Management</b>	62%	69%
------------------------------------	-----	-----

**Note:** TGC requested to revise budget to move funds from Task 2 and Task 3 to Task 6. This percent complete reflects the current budget, before any revisions.

This task includes activities that are related to the separation of Connect Transit from GCC.

- TGC staff coordinated with GCTD and GCC staff to ensure that Windstorm and Flood insurance policies were in place for GCTD. Galveston Insurance Agency transferred the Flood Insurance to GCTD. Since the GCTD was assuming the policy, no payment is due. GCC held the Windstorm policy until GCTD had the local funds available to make payment (May 19). TGC conferred with GCTD staff on payment schedule. As of May, all lines of insurance are in place.
- GCTD Board Administration: Schedule GCTD BOD meeting. Prepare draft agenda and generate BOD materials. Coordinate/facilitate meeting with GCTD staff to review agenda packet documents. Prepare meeting summary. Advise GCTD staff on next steps to complete documentation/execution of resolutions that were passed. TGC sent all prior BOD files (July 2020 to March 2021) to GCTD staff for record-keeping.
- GCTD Finance Committee: Facilitated the creation of a Finance Committee to provide oversight and guidance to finance department. Generated a memo to the Finance Committee regarding a credit card/check internal control policy.
- Provide guidance to GCTD to resolve contracting issues brought up by TxDOT related to TGC's construction oversight role for GCC after the Connect separation is the complete.
- Facilitate introductory meeting with GCTD BOD Legal counsel

<b>Task 3 – Grant Development and Management</b>	62%	69%
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**Note:** TGC requested to revise budget to move funds from Task 2 and Task 3 to Task 6. This percent complete reflects the current budget, before any revisions.

This task includes activities that are related to the separation of Connect Transit from GCC.

- TGC assisted GCTD Finance Director to complete grant narrative, milestones for fleet replacement and construction projects, and the application of TDCs

- TGC staff assisted GCTD Finance Director with funding matrix for fleet replacement

**Task 4 – Reporting and Compliance** **100%** **100%**

Comment:

TGC staff completed DBE reporting for GCC/Connect transit for October 1, 2020, to April 20, 2021.

This task includes activities that are related to the separation of Connect Transit from GCC.

- Generate draft agenda and GCTD board materials related to Financial Policies and Procedures (credit card use and check writing)

**Task 5 – Operating and Capital Budgets** **75%** **78%**

Comment:

TGC staff reconciled HGAC TIP obligations with executed FTA grants and calculated remaining balance or overage for FY 2017 to FY2020 for Texas City/La Marque and Lake Jackson/Angleton UZAs. Provide UPWP update for H-GAC programming. Provide instructions for grant drawdowns for LKJ Maintenance Facility construction.

Activities related to Separation of Connect Transit from GCC

**Task 6 – Pursuit of Funds** **75%** **100%**

**Note: TGC requested to revise budget to move funds from Task 2 and Task 3 to Task 6. This percent complete reflects the current budget, before any revisions.**

Comment:

- TGC met with GCTD executive team to discuss applying to the discretionary call-for-projects RAISE opportunity. TGC and GCTD discussed the scope and perceived competitiveness of the submittal.
- TGC presented a proposed scope for pursuit from which TGC worked to gather data for a Benefit/Cost/Analysis. TGC staff began work on the BCA for the RAISE grant. The BCA is required component is used for the foundation of grant application. As such, TGC used professional experience, transit demand analysis, National Transit Database analysis, electrification analysis, and the 2021 U.S. Department of Transportation (USDOT) BCA Guidance for Discretionary Grant Programs and other national research as the basis to monetize benefits in the BCA. The evaluation process examines the fundamental question of whether the expected societal benefits of the project justify the cost, with the understanding that some benefits and costs are difficult to quantify. The analysis examines the monetized values for the no build and build scenario for the following benefits:
  - Fuel and Electric Costs Savings
  - Maintenance Cost Savings
  - Bus Wash Cost Savings
  - Capital Backlog Cost Savings
  - Remaining Useful Life of Assets
  - Safety of Travel
  - Trip Cost
  - Environmental
- TGC engaged with policy-makers and executive level staff to determine if there were competing or conflicting projects in the region.

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- TGC staff met with Houston METRO executive staff to discuss potential funding support for replacement of League City Park and Ride vehicles

**Task 7 – Operations and Service Planning** **45%** **45%**

Comment: Provided maintenance data to TGC team to support the BCA: maintenance expenses by vehicle type and program; location of maintenance provider; average number of trips per vehicle type  
TGC staff researched data to calculate the energy saved when moving from gasoline-powered vehicles to kWh-powered vehicles.

**Task 8 – Procurement** **75%** **90%**

Comment: TGC completed documentation for micro-purchases for GCC and continues to work on documentation for furniture procurement for Lake Jackson facility.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>
5/31/2021

<b>Invoice #</b>
5-2021-18

<b>Terms</b>

<b>Project</b>
GCC118

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1: On-site Consultant	45,000.00	100%	0.00%	0.00
Contract Services	Task 2: Program Management	43,350.00	62%	7.00%	3,034.50
Contract Services	Task 3: Grant Development & Management	43,350.00	62%	7.00%	3,034.50
Contract Services	Task 4: Reporting & Compliance	40,000.00	100%	0.00%	0.00
Contract Services	Task 5: Operating and Capital Budget	25,000.00	75%	3.00%	750.00
Contract Services	Task 6: Pursuit of Funds	35,000.00	75%	25.00%	8,750.00
Contract Services	Task 7: Operations and Service Planning	95,000.00	45%	0.00%	0.00
Contract Services	Task 8: Procurement	35,000.00	75%	15.00%	5,250.00

<b>Total</b>	\$20,819.00
<b>Balance Due</b>	\$20,819.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN CORPORATION**  
TBPE NO. F-19990

**HOUSTON:** 3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

2

# PROGRESS REPORT

THEGOODMANCORP.COM

**To:** Sean Middleton  
**From:** Robert McHaney, AICP, CTP, ENV SP  
**Date:** August 1, 2021  
**Re:** Continue GCTD General Planning and Operating Assistance Services July 1 2021 to September 30 2022 (GCTD104) – July 2021

Task:	Previous % Complete	Current % Complete
<b>Task 1 – Program Management</b>	0%	9.7%

**Comments:**

TGC staff provided support for the July Board meeting.

- TGC senior level staff attended planning meeting for July BOD meeting
- TGC senior level staff attended July BOD meeting
- TGC provided a draft Board of Directors agenda with the following documentation for GCTD staff use:
  - Maintenance Facility Agreement Resolution Number 21\_16
  - Amendatory agreement for temporary use of Brazoria County Community Center Resolution No 21\_17
  - Acknowledgement of UTMB Ground Lease transfer from the GCC Resolution No. 21-18
  - GCC - GCTD ILA Temporary Use Amendment Angleton Facility
  - Transfer of League City Ground Lease Acknowledgement

TGC assisted GCTD staff with issues with their Fund Accounting Software contract, specifically with a subcontractor's failure of communication and support TGC drafted a letter to the prime contractor requesting to discuss the issues regarding this contract as well as assisting staff with this ongoing matter TGC also reviewed the notification of dismissal for the Insurance Broker for lack of support

<b>Task 2 – Short- and Long-Range Financial Planning</b>	0%	0%
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**Comments:** No activity this period

<b>Task 3 – FTA and TxDOT Grant Management and Reporting</b>	0%	5.4%
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**Comments:**

TGC assisted GCTD staff with the following grant management activities.

- Completed 5311-2019-GULF COAST-00155 MPR for final closeout, including edits based on reviewer comments
- TGC responded to staff regarding FTA's UPWP request for CARES grant development
- Assisted staff with RAISE application forms

- Responded to GCC/TxDOT email related to TDC grants

**Task 4 - Procurements** **0%** **19.7%**

**Comments:**

TGC met with GCTD staff to kick off several procurements, including a new vehicle maintenance service procurement to include heavy duty vehicles, external auditor, and a new rental car procurement. Several small procurements were also discussed including training software, asset management software, safety software, and the bridge rental car agreement.

TGC completed the draft Request for Proposal (RFP) for the vehicle maintenance services and the draft Request for Qualifications (RFQ) for an external auditor along with the supporting documentation including the Independent Cost Estimates (ICEs), written procurement histories and Disadvantaged Business Enterprise (DBE) Participation memos. TGC submitted the two drafts to GCTD staff for review and edits.

TGC completed the documentation of the small purchase of training software for the procurement file. TGC also reviewed the sole source documentation for the safety software.

**Task 5 – Fleet Replacement Planning for Electric Vehicles** **0%** **15%**

**Comments:**

TGC staff conducted research regarding electrification of the bus fleet. TGC also researched the processes needed to meet route requirements, maintenance facility needs, driver training and infrastructure needs. This research will be summarized in a white paper that will outline the process that GCTD will need to take to fully electrify their bus fleet.

**Task 6 – Civil Rights Compliance and Associated Reporting** **0%** **0%**

**Comments:** No activity this period

**Task 7 – Triennial Review Preparation** **0%** **0%**

**Comments:** No activity this period

**Task 8 – PTN and NTD Reporting** **0%** **1.3%**

**Comments:**

TGC staff coordinated with NTD support to determine the reporting requirements for GCC and GCTD for RY21.

**Task 9 – Strategic Planning and Survey** **0%** **75%**

**Comments:**

TGC staff prepared and coordinated a workshop and presented the peer review and proposed mission and vision statements. TGC completed a detailed peer review of transit vision, mission, goals, and objectives for nine (9) transit systems. Five (5) of the systems are comparable to GCTD's in respect to service area and its demographics, financial constraints, land use & transit dynamics. Four (4) of the transit systems are aspirational systems. These systems are worth looking up to for this task, although characteristics such as service area and its demographics, financial constraints, land use & transit dynamics are not necessarily comparable to GCTD. TGC provided the findings on how these other transit



systems were used to develop the proposed mission and vision statements. The PPT was submitted to GCTD staff on 7/22/2021.

- TGC developed and provided GCTD staff a METROQuest survey that requests the Board members to rank the mission and vision statements. Additionally, the survey seeks to prioritize various transit goals and objectives. The survey went live on 7/26/2021. The results of the survey will be used to help inform the Scenario Planning.

**Task 10 – Funding Pursuit** **0%** **69.3%**

**Comments:**

TGC completed the following activities for funding pursuit.

- TGC completed a RAISE grant for the purchase of six electric commuter buses, 22 electric cut away buses, and final design and construction of the Texas City Maintenance Facility. The RAISE grant included the project narrative that outlined the project description and addressed the evaluation criteria. A benefit cost analysis was conducted to determine the benefit/cost of the proposed project and TGC staff worked with GCTD staff to gather letters of support. Once the narrative and BCA was completed, a submittal package was prepared and delivered to GCTD to upload to Grants.gov.
- TGC staff provided an in-depth review of the recent Areas of Persistent Poverty Program 2021 to determine if GCTD projects would be applicable. It was determined that due to the narrow focus of the program, GCTD projects would not be well suited for this funding opportunity.
- TGC senior staff had discussion with cities of Hitchcock and Santa Fe regarding potential fixed route transit demonstration projects which connect to the Texas City/La Marque fixed route network. Additionally, TGC staff had discussions with H-GAC regarding CMAQ pilot project funding.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
7/31/2021	7-2021-11

<b>Terms</b>	<b>Project</b>
	GCTD104

Item	Description	Rate	Prior %	Curr %	Amount	
Contract Services	Task 1 - Program Management	25,000.00	0%	9.70%	2,425.00	OPS
Contract Services	Task 2 - Short- and Long-Range Financial Planning	47,500.00	0%	0.00%	0.00	
Contract Services	Task 3 - FTA and TxDOT Grant Management and Reporting	32,500.00	0%	5.40%	1,755.00	OPS
Contract Services	Task 4 - Procurements	86,500.00	0%	19.70%	17,040.50	OPS
Contract Services	Task 5 - Fleet Replacement Planning for Electric Vehicles	15,000.00	0%	15.00%	2,250.00	PLA
Contract Services	Task 6 - Civil Rights Compliance and Associated Reporting	19,500.00	0%	0.00%	0.00	
Contract Services	Task 7 - Triennial Review Preparation	22,500.00	0%	0.00%	0.00	
Contract Services	Task 8 - PTN and NTD Reporting	13,500.00	0%	1.30%	175.50	OPS
Contract Services	Task 9 - Strategic Planning and Survey	20,000.00	0%	75.00%	15,000.00	PLA
Contract Services	Task 10 - Funding Pursuit	72,750.00	0%	69.30%	50,415.75	OPS

<b>Total</b>	71,811.75	\$89,061.75
<b>Balance Due</b>		\$89,061.75

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
7/31/2021	7-2021-11

<b>Terms</b>	<b>Project</b>
	GCTD104

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 – Program Management	25,000.00	0%	9.70%	2,425.00
Contract Services	Task 2 – Short- and Long-Range Financial Planning	47,500.00	0%	0.00%	0.00
Contract Services	Task 3 – FTA and TxDOT Grant Management and Reporting	32,500.00	0%	5.40%	1,755.00
Contract Services	Task 4 - Procurements	86,500.00	0%	19.70%	17,040.50
Contract Services	Task 5 – Fleet Replacement Planning for Electric Vehicles	15,000.00	0%	15.00%	2,250.00
Contract Services	Task 6 – Civil Rights Compliance and Associated Reporting	19,500.00	0%	0.00%	0.00
Contract Services	Task 7 – Triennial Review Preparation	22,500.00	0%	0.00%	0.00
Contract Services	Task 8 – PITN and NTD Reporting	13,500.00	0%	1.30%	175.50
Contract Services	Task 9 – Strategic Planning and Survey	20,000.00	0%	75.00%	15,000.00
Contract Services	Task 10 – Funding Pursuit	72,750.00	0%	69.30%	50,415.75

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<b>Total</b>	17,250	\$89,061.75
<b>Balance Due</b>		\$89,061.75

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN CORPORATION**  
TBPE NO. F-19990

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Austin, TX 78757

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2

# PROGRESS REPORT

**THEGOODMANCORP.COM**

**To:** Sean Middleton  
**From:** Susan Maclay  
**Date:** July 1, 2021  
**Re:** FY21-22 General Planning Work Order #28 (GCC118) – June 2021

Task	Previous % Complete	Current % Complete
<b>Task 1 – On-Site Consultant (5 Months)</b>	100%	100%
Comment: This Task is complete.		

<b>Task 2 – Program Management</b>	87.08%	100%
<b>Note: TGC requested to revise budget to move funds from Task 2 and Task 3 to Task 6. This percent complete reflects the budget revisions.</b>		

This task includes activities that are related to the separation of Connect Transit from GCC

- Complete financial infographics for GCTD BOD meeting
- Coordination for BOD and finance meetings
- TGC senior level staff attended June BOD meeting
- TGC senior level staff attended planning meeting for July BOD meeting
- TGC team transition planning for change of program managers and to close out contract GCC118
- Facilitate engagement with community partners coordinate GCTD participation in Dickinson master plan, extend use of the Angleton Center until the completion of the Lake Jackson maintenance facility, engage with Pearland city manager, GCC regarding status of taxi voucher program and follow up on local share commitment to the program

<b>Task 3 – Grant Development and Management</b>	87.08%	100%
<b>Note: TGC requested to revise budget to move funds from Task 2 and Task 3 to Task 6. This percent complete reflects the budget revisions.</b>		

- TGC staff submitted final MPRs for TDC grants that had been awarded to GCC and were still in the egrants system
- Research the funding for the Pearland taxi voucher program balance of funds in GCC CARES grant was programmed for operations and maintenance when reprogrammed
- Respond to GCC request for guidance on payment of Harris County Rides taxi voucher program

<b>Task 4 – Reporting and Compliance</b>	100%	100%
Comment		

- TGC staff worked on PTN Q3 reporting for March and April (based on GCC data) GCTD will have May data that will be analyzed in July.

**Task 5 – Operating and Capital Budgets** 78%      100%

Comment:

- TGC staff completed research of HGAC documents for MPO IDs and TDCs related to the transfer of GCC formula funds into Supergrants for each UZA. TGC staff and Finance Director had a conference call to discuss the findings that were reported in a spreadsheet.
- TGC staff provided an updated GCTD 3-year budget that reflected the hire of new staff and the actual insurance costs. TGC also provided the five-year GCC budget workbook that included the most recent service reporting (all in one sheet) and most recent awards/resources.

**Task 6 – Pursuit of Funds** 66.04%      100%

**Note: TGC requested to revise budget to move funds from Task 2 and Task 3 to Task 6. This percent complete reflects the budget revisions.**

Comment:

- TGC staff completed a RAISE application for electrification of fleet and construction of maintenance facility. The application required a statement of need, summarized costs for a Benefit Cost Analysis: estimates for planning, marketing, procurement of fleet and electrification equipment) PE/Design/Env/Construction cost estimates; and calculations of project benefits: equity and access; useful life; travel burden; safety; travel time benefit; and emissions benefit. TGC staff completed narrative describing need for project, project components (electrification and micro-transit); an assessment of selection criteria: safety, environmental sustainability, quality of life, economic competitiveness, state of good repair, partnership, and innovation. Application also included a project schedule, an assessment of project risks. TGC created an application with graphics and maps to support the narrative. Additional effort related to this project will be carried over to the FY21 planning scope and related progress report.
- Senior TGC staff facilitated a meeting with Houston METRO executive director Tom Lambert to discuss the new transit district. Agenda items included the transition between GCC and GCTD; service overview, board priorities, CARES Act funding, partnership opportunities (microtransit, electrification, Galveston Space Center, 2020 US census potential impacts). TGC facilitated a new split letter from METRO naming GCTD as the recipient, per FTA request.
- Senior TGC staff also engaged with Houston METRO senior staff to discuss the status of the Pearland taxi voucher program since the grant application for FY2019 and FY2020 funds was declined.

**Task 7 – Operations and Service Planning** 45%      55%

Comment:

- TGC staff worked on the Maintenance Facility operational framework, which examines the internal layout and functional needs based on either 100% gasoline fleet or a mix of electric/gasoline fleet.
  - TGC collected data from NTD and the TxDOT Transit Statistics report to complete a peer comparison that looked at efficiency (deadhead miles/actual miles); reliability, (vehicle incidents per 100,000 revenue miles) and safety (average miles between revenue vehicle system failures) between Connect and the average Texas small urban system and rural system using 2017, 2018, and 2019 data. The findings were summed up in MS Excel tables that illustrate the differences.
  - TGC staff began analysis of maintenance invoices by vehicle type. This task is needed to estimate the staffing required to maintain vehicles based on the PM schedule, average number of unplanned maintenance activities and the fleet.

**Task 8 – Procurement**

90%

100%

Comment: TGC staff worked with TxDOT staff to clarify issues with the Lake Jackson Maintenance facility construction contract. TGC staff completed the solicitation package for the purchase of furniture for the Lake Jackson facility. This included coordinating the FTA procurement specialist and GSA on the details of the contract type, completing documentation for file, and finalizing submittal to vendor for issuance of purchase order

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
6/30/2021	6-2021-13

<b>Terms</b>	<b>Project</b>
	GCC118

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1: On-site Consultant	45,000.00	100%	0.00%	0.00
Contract Services	Task 2: Program Management	34,350.00	87.08%	12.92%	4,438.50
Contract Services	Task 3: Grant Development & Management	34,350.00	87.08%	12.92%	4,438.50
Contract Services	Task 4: Reporting & Compliance	40,000.00	100%	0.00%	0.00
Contract Services	Task 5: Operating and Capital Budget	25,000.00	78%	22.00%	5,500.00
Contract Services	Task 6: Pursuit of Funds	53,000.00	66.04%	33.96%	18,000.00
Contract Services	Task 7: Operations and Service Planning	95,000.00	45%	10.00%	9,500.00
Contract Services	Task 8: Procurement	35,000.00	90%	10.00%	3,500.00

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<b>Total</b>	<b>35,877</b>	<b>\$45,377.00</b>
<b>Balance Due</b>		<b>\$45,377.00</b>

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>
6/30/2021

<b>Invoice #</b>
6-2021-13

<b>Terms</b>

<b>Project</b>
GCC118

Item	Description	Rate	Pnor %	Curr %	Amount
Contract Services	Task 1: On-site Consultant	45,000.00	100%	0.00%	0.00
Contract Services	Task 2: Program Management	34,350.00	87.08%	12.92%	4,438.50
Contract Services	Task 3: Grant Development & Management	34,350.00	87.08%	12.92%	4,438.50
Contract Services	Task 4: Reporting & Compliance	40,000.00	100%	0.00%	0.00
Contract Services	Task 5: Operating and Capital Budget	25,000.00	78%	22.00%	5,500.00
Contract Services	Task 6: Pursuit of Funds	53,000.00	66.04%	33.96%	18,000.00
Contract Services	Task 7: Operations and Service Planning	95,000.00	45%	10.00%	9,500.00
Contract Services	Task 8: Procurement	35,000.00	90%	10.00%	3,500.00

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<b>Total</b>	9,500	\$45,377.00
<b>Balance Due</b>		\$45,377.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957





**THE GOODMAN CORPORATION**  
TBPE NO. F-19990

**HOUSTON**                      **AUSTIN:**  
3200 Travis Street            911 W. Anderson Lane  
Suite 200                        Suite 200  
Houston, TX 77006            Austin, TX 78757

# PROGRESS REPORT

**PHONE:** (713) 951-7951

**THEGOODMANCORP.COM**

**To:** Rick Elizondo  
**From:** Susan Maclay  
**Date:** May 1, 2021  
**Re:** FY21-22 General Planning Work Order #28 (GCC118) – April 2021

Task	Previous % Complete	Current % Complete
<b>Task 1 – On-Site Consultant (5 Months)</b> Comment: This Task is complete	100%	100%
<b>Task 2 – Program Management</b> Comment: Coordinated with Commissioner Holmes regarding City of Dickinson request for assistance for TA Set Aside grants as it relates to Connect transit program (e.g. integration with shelters and sidewalks). Led discussions to explore the joint development of property within the Texas City Admin Facility boundaries. Facilitated meeting with TGC teams responsible for capital construction, procurement, grant management and intergovernmental coordination to discuss short term (15 month) activities and priorities. Coordinated monthly internal status meeting.	54%	62%
<b>Task 3 – Grant Development and Management</b> Comment: Reconciled grant tracking worksheet. Completed 2Q2021 reporting in TrAMS and eGrants, including revisions per TxDOT reviewer responses. Completed complete close out amendment TX-2016-063. TGC responded to FTA reviewer questions. Validated and transmitted TX-2021-001-00	54%	62%
<b>Task 4 – Reporting and Compliance</b> Comment: Input updated mechanical and other mechanical data into PTN reports; review TTI quarterly variance report.	100%	100%
<b>Task 5 – Operating and Capital Budgets</b> Comment: No activity this month.	75%	75%
<b>Task 6 – Pursuit of Funds</b> Comment: Engaged with METRO to secure additional CARES funds. Draft materials for consideration by METRO for CARES funding to support purchase of replacement commuter vehicles, two years operating funds, and two years Harris County taxi voucher funds for Pearland. Drafted updated letter and sent to HGAC staff.	65%	75%

<b>Task 7 – Operations and Service Planning</b>	<b>25%</b>	<b>45%</b>
<p>Comment: Continued research for Texas City Maintenance Facility. Activities included</p> <ul style="list-style-type: none"> <li>• Review BCA methodology with TGC team, identify and request data from GCTD</li> <li>• Review TCRP reports for Texas City maintenance facility research.</li> <li>• Conduct GCTD staff interview with: Executive Director (S. Middleton), Operations Director (Ted Ross), Fleet Maintenance (Brandon Wright) and Transit Supervisor (Karen Hart) Discuss project with team specialist Brent Sumrall (Fleet Maintenance Specialist) regarding challenges and opportunities of a small on-site maintenance operation.</li> <li>• Conduct research using the Florida ITS NTD for peer systems that directly operate maintenance for a small fleet.</li> <li>• Begin maintenance analysis based on PM scheduling and contract cost</li> </ul>		

<b>Task 8 – Procurement</b>		
<p>After TxDOT questioned an RFR for spare parts, completed research the procurement of spare parts with TxDOT funds (what was purchased, when, for how much, was there an exigency or sole source justification) and drafted response to TxDOT for its consideration</p>	<b>65%</b>	<b>75%</b>

Comment: This contract will be terminated at the end of June.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>
4/30/2021

<b>Invoice #</b>
4-2021-23

<b>Terms</b>

<b>Project</b>
GCC118

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1: On-site Consultant	45,000.00	100%	0.00%	0.00
Contract Services	Task 2: Program Management	43,350.00	54%	8.00%	3,468.00
Contract Services	Task 3: Grant Development & Management	43,350.00	54%	8.00%	3,468.00
Contract Services	Task 4: Reporting & Compliance	40,000.00	100%	0.00%	0.00
Contract Services	Task 5: Operating and Capital Budget	25,000.00	75%	0.00%	0.00
Contract Services	Task 6: Pursuit of Funds	35,000.00	65%	10.00%	3,500.00
Contract Services	Task 7: Operations and Service Planning	95,000.00	25%	20.00%	19,000.00
Contract Services	Task 8: Procurement	35,000.00	65%	10.00%	3,500.00

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*ops*

<b>Total</b>	<i>17,000</i>	\$32,936.00
<b>Balance Due</b>		\$32,936.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
4/30/2021	4-2021-23

<b>Terms</b>	<b>Project</b>
	GCC118

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1: On-site Consultant	45,000.00	100%	0.00%	0.00
Contract Services	Task 2: Program Management	43,350.00	54%	8.00%	3,468.00
Contract Services	Task 3: Grant Development & Management	43,350.00	54%	8.00%	3,468.00
Contract Services	Task 4: Reporting & Compliance	40,000.00	100%	0.00%	0.00
Contract Services	Task 5: Operating and Capital Budget	25,000.00	75%	0.00%	0.00
Contract Services	Task 6: Pursuit of Funds	35,000.00	65%	10.00%	3,500.00
Contract Services	Task 7: Operations and Service Planning	95,000.00	25%	20.00%	19,000.00
Contract Services	Task 8: Procurement	35,000.00	65%	10.00%	3,500.00

OPS  
 OPS  
 OPS  
 OPS  
 OPS

<b>Total</b>	<i>13,936</i>	\$32,936.00
<b>Balance Due</b>		\$32,936.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN  
CORPORATION**

TBPE NO. F-19990

**HOUSTON:** 3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

**PROGRESS  
REPORT**

**THEGOODMANCORP.COM**

**To:** Sean Middleton  
**From:** Jim Webb, AICP, ENV SP  
**Date:** May 1, 2021  
**Re:** Gulf Coast Transit District Transit Service Scenario Planning, Evaluation, and Recommendations Work Order #29 (GCTD100) – April 2021

<b>Task:</b>	<b>Previous % Complete</b>	<b>Current % Complete</b>
<b>1 – Scenario Identification and Evaluation Phase</b>	<b>70%</b>	<b>75%</b>

**Comments:**

- Reviewed methodology for estimating unmet rural transit need based on Transit Cooperative Research program (TCPR) report 161. Apply results to estimate rural demand response need as a component of scenario development.
- Continue development of scenarios for consideration at June 2021 Board of Directors meeting/Workshop.

<b>2 – Engagement and Outreach Phase</b>	<b>20%</b>	<b>27.5%</b>
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**Comments:**

- Closed community survey, parsed results, and drafted summary. Disseminated in draft format to Board of Directors and finalized narrative summary for Board packet.
- Summarized Board prioritization survey results at April Board of Directors Meeting

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
4/30/2021	4-2021-24

<b>Terms</b>	<b>Project</b>
	GCTD100

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Scenario Identification and Evaluation Phase	165,000.00	70%	5.00%	8,250.00
Contract Services	Task 2 - Engagement & Outreach Phase	65,000.00	20%	7.50%	4,875.00
Contract Services	Task 3 - Detailed Implementation Strategy	0.00			0.00

<b>Total</b>	\$13,125.00
<b>Balance Due</b>	\$13,125.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN CORPORATION**

TBPE NO. F-19990

<b>HOUSTON:</b>	<b>AUSTIN:</b>
3200 Travis Street	911 W. Anderson Lane
Suite 200	Suite 200
Houston, TX 77006	Austin, TX 78757

# PROGRESS REPORT

**PHONE: (713) 951-7951**

**THEGOODMANCORP.COM**

**To:** Sean Middleton  
**From:** Jim Webb, AICP, ENV SP  
**Date:** June 1, 2021  
**Re:** Gulf Coast Transit District Transit Service Scenario Planning, Evaluation, and Recommendations Work Order #29 (GCTD100) – May 2021

<b>Task:</b>	<b>Previous % Complete</b>	<b>Current % Complete</b>
<b>1 – Scenario Identification and Evaluation Phase</b>	<b>75%</b>	<b>80%</b>

**Comments:**

- Finalized scenarios for evaluation. Presented update to GCTD BOD.
- Began analysis on scenarios to identify costs and benefits.
- Incorporated fixed-route modification scenarios into Remix.

<b>2 – Engagement and Outreach Phase</b>	<b>27.5%</b>	<b>32.5%</b>
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**Comments:**

- Began compiling narrative report synthesizing effort.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>
5/31/2021

<b>Invoice #</b>
5-2021-48

<b>Terms</b>

<b>Project</b>
GCTD100

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Scenario Identification and Evaluation Phase	165,000.00	75%	5.00%	8,250.00
Contract Services	Task 2 - Engagement & Outreach Phase	65,000.00	27.5%	5.00%	3,250.00
Contract Services	Task 3 - Detailed Implementation Strategy	0.00			0.00

<b>Total</b>	\$11,500.00
<b>Balance Due</b>	\$11,500.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957





**THE GOODMAN  
CORPORATION**

TBPE NO. F-19990

**HOUSTON:** 3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

2

# PROGRESS REPORT

THEGOODMANCORP.COM

**To:** Sean Middleton  
**From:** Jim Webb, AICP, ENV SP  
**Date:** July 1, 2021  
**Re:** Gulf Coast Transit District Transit Service Scenario Planning, Evaluation and Recommendations Work Order #29 (GCTD100) – June 2021

<b>Task:</b>	<b>Previous % Complete</b>	<b>Current % Complete</b>
<b>1 – Scenario Identification and Evaluation Phase</b>	<b>80%</b>	<b>90%</b>

**Comments:**

- Finalized development of scenarios to include description of scenario, capital/operational cost impacts, and ridership impacts.
- Developed draft write-up of existing conditions report, which is a synthesis of the first presentation delivered to the BOD and the related survey efforts.

<b>2 – Engagement and Outreach Phase</b>	<b>32.5%</b>	<b>45%</b>
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**Comments:**

- Finalized BOD presentation containing scenarios and reviewed internally.
- Coordinated meeting with GCTD staff to discuss scenarios and work towards dissemination at the BOD level.
- Developed draft trade-off exercise for internal and external stakeholders related to the scenarios.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
6/30/2021	6-2021-41

<b>Terms</b>	<b>Project</b>
	GCTD100

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Scenario Identification and Evaluation Phase	165,000.00	80%	10.00%	16,500.00
Contract Services	Task 2 - Engagement & Outreach Phase	65,000.00	32.5%	12.50%	8,125.00
Contract Services	Task 3 - Detailed Implementation Strategy	0.00			0.00

<b>Total</b>	\$24,625.00
<b>Balance Due</b>	\$24,625.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN CORPORATION**  
TBPE NO. F-19990

**HOUSTON:** 3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

2

# PROGRESS REPORT

THEGOODMANCORP.COM

**To:** Sean Middleton  
**From:** Lee Nichols  
**Date:** July 1, 2021  
**Re:** Texas City Administration Facility – Joint Development Feasibility Study Work Order #21-01 (GCTD101) – June 2021

<b>Task:</b>	<b>Previous % Complete</b>	<b>Current % Complete</b>
<b>Task 1 – Project Management and Coordination</b>	<b>0%</b>	<b>17%</b>

**Comments:**

Conducted an internal kick-off meeting for the project and general project management activities such as project setup, invoice and progress report preparation.

<b>Task 2 – Joint Development/Incidental Use Summary</b>	<b>0%</b>	<b>60%</b>
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**Comments:**

Prepared Draft review of FTA's Joint Development Guidance circular. Document is currently undergoing an internal review. Based on the nature of the project, this document will be broken into two sections, Section 1 is a review of the FTA circular; and Section 2 will be how it relates to GCTD's project. Section 2 will be complete once Tasks 3, 4, and 5 are complete.

<b>Task 3 – Market Study</b>	<b>0%</b>	<b>1%</b>
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**Comments:**

Discussion with CDS to conduct the market study. TGC believes that CDS can provide a thorough and complete market study to best identify the most appropriate use for this site.

<b>Task 4 – Market Engagement</b>	<b>0%</b>	<b>0%</b>
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**Comments:**

<b>Task 5 – Alternatives Analysis</b>	<b>0%</b>	<b>2%</b>
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**Comments:**

Conducted an initial review of the NEPA needs for any proposed development that could occur on the site. A CE was completed for the Park and Ride Facility and coordination will need to take place with FTA for any re-evaluation that will need to take place for any joint development.

**Task 6 – Develop Preferred Alternative**

0%

0%

**Comments:** No activity this period.

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>
6/30/2021

<b>Invoice #</b>
6-2021-15

<b>Terms</b>

<b>Project</b>
GCTD101

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management Coordination	10,000.00	0%	17.00%	1,700.00
Contract Services	Task 2 - Joint Development / Incidental Use Summary	5,000.00	0%	60.00%	3,000.00
Contract Services	Task 3 - Market Study	25,000.00	0%	1.00%	250.00
Contract Services	Task 4 - Market Engagement	17,500.00	0%	0.00%	0.00
Contract Services	Task 5 - Alternatives Analysis	25,000.00	0%	2.00%	500.00
Contract Services	Task 6 - Develop Preferred Alternatives	45,000.00	0%	0.00%	0.00

<b>Total</b>	\$5,450.00
<b>Balance Due</b>	\$5,450.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN  
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TBPE NO. F-19990

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Suite 200  
Houston, TX 77006

**AUSTIN:** 911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

2

# PROGRESS REPORT

**THEGOODMANCORP.COM**

**To:** Sean Middleton  
**From:** Jim Webb, AICP, ENV SP  
**Date:** August 1, 2021  
**Re:** Gulf Coast Transit District Transit Service Scenario Planning Evaluation and Recommendations Work Order #29 (GCTD100) – July 2021

<b>Task:</b>	<b>Previous % Complete</b>	<b>Current % Complete</b>
<b>1 – Scenario Identification and Evaluation Phase</b>	<b>90%</b>	<b>95%</b>

**Comments:**

- Finalize updates to scenarios and transmit to GCTD team; final 5% pending final edits from GCTD staff prior to Board workshop.

<b>2 – Engagement and Outreach Phase</b>	<b>45%</b>	<b>55%</b>
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**Comments:**

- Facilitate staff workshop related on scenarios.
- Provide update to GCTD BOD on scenarios developed.
- Discussion and evaluation related to potential pilot projects in Santa Fe and Hitchcock with pertinent City staff.
- Incorporated scenario focus areas into overarching Vision, Mission, and Goals survey to ensure alignment and synergy between the exercises.

The Goodman Corporation  
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 Houston, TX 77006

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<b>Bill To</b>
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<b>Date</b>	<b>Invoice #</b>
7/31/2021	7-2021-48

<b>Terms</b>	<b>Project</b>
	GCTD100

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Scenario Identification and Evaluation Phase	165,000.00	90%	5.00%	8,250.00
Contract Services	Task 2 - Engagement & Outreach Phase	65,000.00	45%	10.00%	6,500.00
Contract Services	Task 3 - Detailed Implementation Strategy	0.00			0.00

<b>Total</b>	\$14,750.00
<b>Balance Due</b>	\$14,750.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



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**AUSTIN:** 911 W. Anderson Lane  
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Austin, TX 78757

**PHONE:** (713) 951-7951

2

# PROGRESS REPORT

**THEGOODMANCORP.COM**

**To:** Sean Middleton  
**From:** Lee Nichols  
**Date:** August 1, 2021  
**Re:** Texas City Administration Facility – Joint Development Feasibility Study Work Order #21-01 (GCTD101) – July 2021

Task:	Previous % Complete	Current % Complete
<b>Task 1 – Project Management and Coordination</b>	17%	24%
<b>Comments:</b>		
General project management such as internal meetings, invoicing, and progress report preparation. Executed subcontract with CDS Market Research to conduct the market study.		
<b>Task 2 – Joint Development/Incidental Use Summary</b>	60%	60%
<b>Comments:</b>		
No activity this period.		
<b>Task 3 – Market Study</b>	1%	1%
<b>Comments:</b>		
No activity this period.		
<b>Task 4 – Market Engagement</b>	0%	0%
<b>Comments:</b> No activity this period.		
<b>Task 5 – Alternatives Analysis</b>	2%	2%
<b>Comments:</b> No activity this period.		
<b>Task 6 – Develop Preferred Alternative</b>	0%	0%
<b>Comments:</b> No activity this period.		



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 Houston, TX 77006

# Invoice

<b>Bill To</b>
Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

<b>Date</b>	<b>Invoice #</b>
7/31/2021	7-2021-10

<b>Terms</b>	<b>Project</b>
	GCTD101

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management Coordination	10,000.00	17%	7.00%	700.00
Contract Services	Task 2 - Joint Development / Incidental Use Summary	5,000.00	60%	0.00%	0.00
Contract Services	Task 3 - Market Study	25,000.00	1%	0.00%	0.00
Contract Services	Task 4 - Market Engagement	17,500.00	0%	0.00%	0.00
Contract Services	Task 5 - Alternatives Analysis	25,000.00	2%	0.00%	0.00
Contract Services	Task 6 - Develop Preferred Alternatives	45,000.00	0%	0.00%	0.00

<b>Total</b>	\$700.00
<b>Balance Due</b>	\$700.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957