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AGENDA

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Texas City, TX 77590

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**Gulf Coast Transit District
Board of Directors
Tuesday July 20, 2021**

1. Call to order.....Chairman Holmes
2. Citizens Comments..... (3 Min Max. Chairman Holmes
3. Executive Directors Report Sean Middleton
 - Operations Report Ted Ross
 - Status of Congressional and Federal Funding.....Jim Webb
 - Status of Lake Jackson Maintenance Facility Improvements.....Sean Middleton
4. Budget and Finance Report Nathan Nevelow
5. Consent Agenda..... Chairman Holmes
 Consideration and Approval of Recommendations and Acceptance of Consent
 Agenda Items. (Consent agenda items may be pulled from form this consideration
 For individual action or presentation.)
 - a. Review and approval of June 15,2021 Board Minutes.
 - b. Review and approval of May and June Check Register.
6. Action Items.....Chairman Holmes
 - a. Consider approval of GCTD Amendatory agreement for temporary use
 of Brazoria County Community Center Resolution No. 21-17.
 - b. Consider approval of Mou between Brazoria and GCTD for
 evacuation transit services.
 - c. Consider approval for the Executive Director to acknowledge and accept the
 transfer of the ground lease for the League City Park and Ride from the
 Gulf Coast Center



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7. Next meeting Date August 17, 2021, 2:00 PM

8. Scenario Discussion Workshop August 24, 2021

9.. Adjournment.....Chairman Holmes

GCTD is inviting you to a scheduled Zoom meeting.

Topic: GCTD Board Meeting

Time: Jul 20, 2021 02:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95736250301?pwd=SEVwRkZhSDRnZFRoZCtuT3ovMIJMUT09>

Meeting ID: 957 3625 0301

Passcode: 316105

One tap mobile

+13462487799,,95736250301#,,,,*316105# US (Houston)

+14086380968,,95736250301#,,,,*316105# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 957 3625 0301

Passcode: 316105

Find your local number: <https://zoom.us/u/aKakOau2F>

To: Gulf Coast Transit District Board of Directors
From: Sean Middleton, Executive Director
Re: July 20th Board Meeting Executive Summary

On July 12th, staff submitted GCTD's RAISE Grant application prepared by The Goodman Corporation. We should find out if we were successful in a few months. Ridership continues to increase at a steady pace and operations have remained smooth as we move into the last month of Summer. Our bus order is still scheduled to arrive in August. Staff completed the final walk through and inspection for the Lake Jackson Facility. We fully expect to occupy this facility no later than August 31st.

There will three action items for the Board to consider this month. There is a need to extend our short-term temporary use agreement with the Gulf Coast Center for our continued occupancy of our office in Angleton. We are asking for this extension to ensure we have ample time to relocate to the new facility. Staff has worked in partnership with the Brazoria County Emergency Management office to prepare an MOU between the County and District for emergency evacuation services. The last action item is for the Board to consider approval to acknowledge the transfer of the League City Park & Ride lease from the Gulf Coast Center to the District.

As expected, the Governor has approved the Attorney General's request to lift the open meeting law suspension. As a result, all open meeting requirements will resume on September 1, 2021. Staff will bring a recommended schedule and location suggestion for future meetings for Board consideration in August.

We look forward to seeing you at the meeting.



OPERATIONS REPORT
Ted Ross, Director of Operations
July 20, 2021

GALVESTON COUNTY TRANSIT DASHBOARD

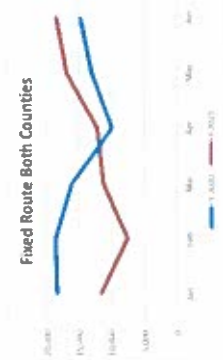
Fixed Route Dec 20 thru Jun 21



Demand Response / ADA



Fixed Route Combined



Operations Updates

- Currently, we have no Operator positions vacant.

Facilities Report

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

Condition: New / Excellent

Fleet Report

- Revenue Fleet – 15 MD Cutaway Revenue Van – 10 Light Van**
- Revenue In Service – 22**
- Revenue Out of Service – 3 PM's / Minor Repairs**
- 3 Commuter buses awaiting FTA transfer of ownership**
- State of Good Repair – 86%**

BRAZORIA COUNTY TRANSIT DASHBOARD

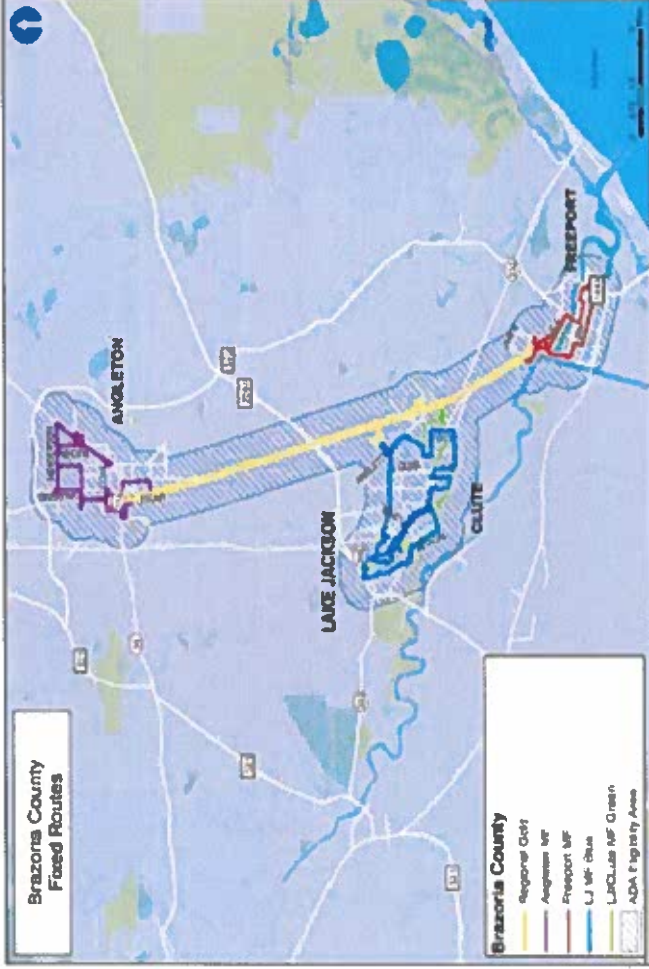
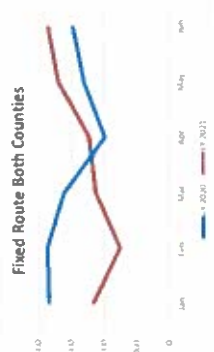
Fixed Route Dec 20 Thru Jun 21



Demand Response / ADA



Demand Response Combined



Operations Updates

- Lake Jackson facility is 95% complete and is slightly behind schedule awaiting garage doors (Jun 19 Delivery), punch list repairs completed, and City occupancy certificate.
- We have one DR position open due to Darnell Mack's retirement on June 15, 2021. We have posted this position. We have created two maintenance positions to provide bus preventative maintenance and bus repair which we expect will substantially cut costs for maintenance labor and parts.

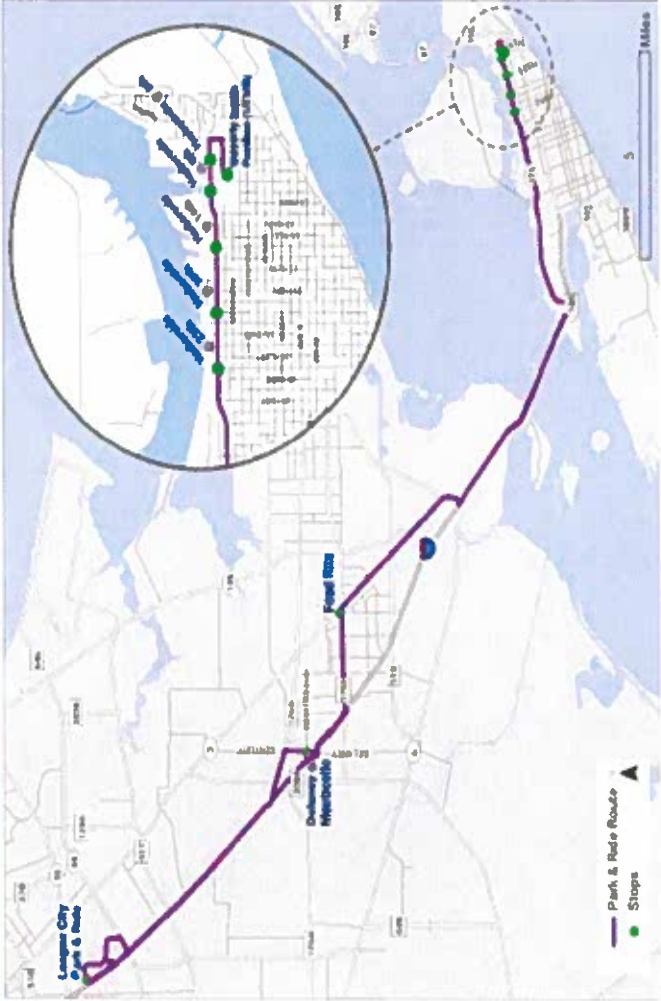
Facilities Report

Lake Jackson Maintenance Facility
 101 Canna Ln.
 Lake Jackson, Tx 77566
 Condition: Under Construction

Fleet Report

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

LEAGUE CITY PARK & RIDE TRANSIT DASHBOARD



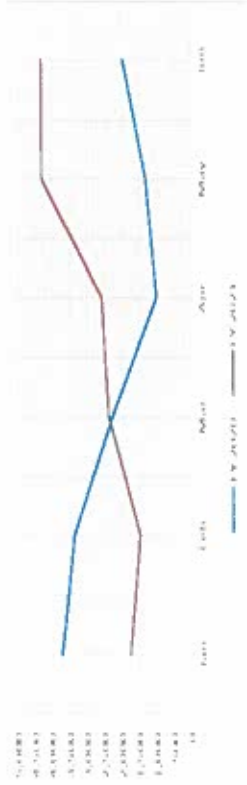
Fleet Report

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.



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MEMO

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Budget and Financial Update

1. CARES Act has been executed. Initial FFR has been completed. Funds will be available for drawdown in 3 days' time (Wednesday July 14th). The amount of the initial draw will be \$473,810. Rural drawdown will be in the amount of \$141,528.
2. In the process of applying for TDCs, through H-GAC, for all projects that are eligible, but do not currently have them. Once completed, and approved by H-GAC, GCTD will complete and submit the 5307 Super Grant. TDCs will minimize local funding needed to match the grant.
3. Received official split letter from METRO regarding 5307 ARP funding. GCTD was awarded \$2,000,000.
4. Fuel cost for the month was \$52,456,58. That puts us on pace to spend \$630K, in fuel alone this year.



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June 15, 2021

Board Meeting Minutes

- 1. Call to order** Quorum was established at 2:01pm. Chairman Holmes opened the meeting.
Following Board Members were present: Stephen Holmes, Dude Payne, Chris Whitaker, Doug Kneupper, Gerald Roznovsky, CJ Snipes, Tim Kelty, David Jordan, Neal Bess Jr., Rick Elizondo, Melissa Meadows, Neal Cooper.
Other Attendees present: Larry Millican, Monica Ledet, Ted Ross, Jason Andrews, Paula Jackson, Nathan Nevelow, Travis Madison, Alan Rodenstein, Barry Goodman, Jim Webb, Donna Elliot, John Bowen, Karen Hart
- 2. Citizens Comments:** none
- 3. Executive Directors Report:**
 - Operations Report:** Sean Middleton gave brief discussion on GCTD's increased ridership for the month of May, with rider numbers at 4,284. From last year's 1,308 riders. Ridership is back to Pre-Pandemic numbers especially for Park and Ride, Demand Response has increased numbers across both Counties. Sean also spoke on the influx of application for employment. Reporting that all positions should be filled by end of month.
- 4. Budget and Finance Report:** Nathan Nevelow gave a brief discussion on raising the threshold on check writing amount policy. Nathan gave an update on FTA grant activities.

5. Consent Agenda:

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

a. Review and approval of May 18,2021 Board Minutes.

On motion by Chris Whitaker, seconded by Neal Bess Jr. 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 February March and April check Register:

On motion by CJ Snipes, seconded by Dude Payne, the board voted to approve March, April, and May Check Register. The motion carried with all members voting in favor.

6. Action Items:

a. Consider Approval of Resolution by the Board of Directors of GCTD approving the Districts Program of Project Scopes for FY21 Administration (FTA) Section 5307 Apportionment.

On motion by Dude Payne, seconded by David Jordan, the board voted to approve the Resolution approving the Districts Program of Project Scope for FY21 Federal Administration (FTA) Section 5307 Apportionments. The motion carried with all members voting in favor.

b. Consider approval of Resolution by the Board of Directors of the GCTD authorizing the Executive Director to submit an application to the United States Department of Transportation for funding pursuant to "Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grand Program On motion by Tim Kelty, seconded by Gerald Roznovsky, the board voted on approval for resolution Authorizing the Executive Director to submit an application to the United States Department of Transportation for funding pursuant to the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. Motion carried all members voting in favor.

c. Consider approval of the agreement with the Goodman Corporation for Projected Scope for Angleton and Clute Pedestrian-Transit Materials Testing Services Term 18 Months.

On motion by CJ Snipes, seconded by Doug Kneupper, the board voted on approval of agreement with Goodman Corporation for Projected Scope for Angleton and Clute Pedestrian-Transit Material Testing Service. After brief discussion, motion carried with all members voting in favor.

d. Consider approval of the agreement with Goodman Corporation for Projected Scope continued GCTD General Planning & Operating Assistance Services. Not to exceed \$354,750 Term 15 months.

On motion by Neal Bess Jr, Seconded by Dude Payne, the board voted on approval of an agreement with Goodman Corporation for Projected Scope of continued GCTD General Planning & Operating Assistance Services not to exceed \$354,750 Term of 15 months Motion carried with all members voting in favor.

e. Motion to approve GCTD Credit Card Policy and Execution of Checks.

On motion by Dude Payne, seconded by CJ Snipes, motion to approve GCTD Credit Card Policy and Execution of checks motion carried with all members voting in favor.

7. Adjournment

There being no further business to bring before the Board of Directors, the meeting was adjourned at 2:28pm.

Respectfully,



Lisa Womack
Secretary to Board of Directors

Approved as to Content and Forum,

Stephen Holmes
Chairman of the Board of Directors

Check #	Payable	Amount	Date
1032	Texas Department of Motor Vehicles	\$ 15.00	5/19/2021
1033	TML Intergovernmental Risk Pool	\$ 60,577.00	5/20/2021
1034	GIA (Windstorm and Hail)	\$ 14,201.00	5/20/2021
1035	VOID	\$ -	5/20/2021
1036	WASP Barcode Technologies	\$ 4,986.98	5/20/2021
1037	Texas City/La Marque Chamber	\$ 775.00	5/20/2021
1038	HTBS Credit	\$ 197.36	5/20/2021
1039	Jason Andrews-McIntosh (Shredder)	\$ 200.00	5/20/2021
1040	Jesse Lopez (Reimb For Insurance)	\$ 148.50	5/20/2021
1041	M&R Fleet Services	\$ 4,591.68	5/20/2021
1042	M&R Fleet Services	\$ 778.45	5/20/2021
1043	Michael Browm (Reimb For DOT Physical)	\$ 60.00	5/20/2021
1044	The Aftermarket Parts Company LLC	\$ 49.52	5/20/2021
1045	O'Reilly	\$ 4.99	5/20/2021
1046	SB Window Films LLC	\$ 2,077.50	5/20/2021
1047	Soileau's Tire Pro's and Service	\$ 5,291.97	5/20/2021
1048	VOID	\$ -	5/20/2021
1049	Bay Star Printing	\$ 3,570.00	5/20/2021
1050	Brandon Wright (Reimb for Tags)	\$ 8.25	5/20/2021
1057	Comcast Business	\$ 717.75	5/20/2021
1058	Comcast Business	\$ 1,367.88	5/20/2021
1059	Community Matters Inc	\$ 1,421.00	5/20/2021
1060	DISA Global Solutions	\$ 400.00	5/20/2021
1061	Texas Department of Motor Vehicles	\$ 15.75	5/21/2021
1062	James McComb (Texas Turf Responder)	\$ 325.00	5/27/2021
1063	UHC Premium Billing	\$ 86,736.50	5/28/2021
1064	Medicare Premium Collection Center	\$ 297.00	6/11/2021
1065	Xerox Financial Services	\$ 295.90	6/11/2021
1066	Principal Life Ins	\$ 9,177.66	6/11/2021
1067	Frontier Communication	\$ 291.85	6/11/2021
1068	Texas Department of Motor Vehicles	\$ 46.00	6/15/2021
1069	Waste Connections	\$ 148.72	6/15/2021
1070	City of League City	\$ 68.33	6/15/2021
1071	City of League City	\$ 23.10	6/15/2021
1072	AT&T	\$ 530.20	6/15/2021
1073	Void	\$ -	
1074	Sprint	\$ 2,569.51	6/15/2021
1075	UHC Premium Billing	44684.62	6/15/2021
1076	T-Mobile	2079.81	6/15/2021
1077	Olson & Olson	2952	6/15/2021
1078	Blackbaud	15417.54	6/15/2021
1079	Mansfield Oil Company	14499.33	6/15/2021
1080	Advanced Air Cooling & Heating	1444	6/17/2021
1081	Texas Department of Motor Vehicles	\$ 23.25	6/18/2021
1082	DISA Global Solutions	\$ 7,197.66	6/22/2021
1083	VOID	\$ -	
1084	Texas Department of Motor Vehicles	\$ 8.25	6/22/2021

1085 The Aftermarket Parts Company LLC	\$	1,517.83	6/22/2021
1086 Nathan Sanders	\$	60.00	6/23/2021
1087 Medicare Premium Collection Center	\$	445.50	6/23/2021
1088 Engie Resources LLC	\$	370.15	6/23/2021
1089 Frontier Communication	\$	291.85	6/23/2021
1090 Xerox Financial Services	\$	325.49	6/23/2021
1091 Comcast Business	\$	639.50	6/23/2021
1092 Principal Life Ins	\$	4,891.23	6/23/2021
1093 M&R Elite Janitorial Solutions	\$	1,000.00	6/29/2021
1094 Texas Department of Motor Vehicles	\$	22.25	6/29/2021
1095 EAN Holdings, LLC	\$	6,391.50	6/29/2021
1096 HTBS Credit	\$	956.83	6/30/2021
1097 Office Depot	\$	6,803.77	6/30/2021