



Connect  
Transit.

# AGENDA

1415 33<sup>rd</sup> St N  
Texas City, TX 77590

T: (409) 944-4446  
E: [Contact@gulfcoasttransitdistrict.com](mailto:Contact@gulfcoasttransitdistrict.com)

Social: @GulfCoastTransitDistrict

**Gulf Coast Transit District  
Board of Directors  
Tuesday June 15, 2021 2:00PM**

1. Call to order.....Chairman Holmes
2. Citizens Comments..... (3 Min Max. Chairman Holmes
3. Executive Directors Report (Pg.1) ..... Sean Middleton
  - Operations Report (Pg. 2-5) ..... Ted Ross
4. Budget and Finance Report (Pg. 6) ..... 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 May 18,2021 Board Minutes. (Pg.7-10)
  - b. Review and approval of February, March, and April Check Register.
6. Action Items.....Chairman Holmes
  - a. Consider approval of Resolution by the Board of Directors of the Gulf  
 Coast Transit District approving the District's Program of Projects for FY21  
 Federal Transit Administration (FTA) Section 5307 Apportionment.
  - 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 the "Rebuilding  
 American Infrastructure with Sustainability and Equity (Raise) Grant Program  
 Resolution No 21-14.
  - c. Consider approval of the agreement with the Goodman Corporation for Projected  
 Scope for Angleton and Clute Pedestrian-Transit projects Materials Testing  
 Services. Term :15 Months



Connect  
Transit.

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

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

7. Upcoming Meeting Date July 20, 2021 2:00 pm

8. Adjournment.....Chairman Holmes

Join Zoom Meeting

<https://zoom.us/j/93833644546?pwd=YTBpbW16V3NXaWtnejB6aTdjWk43Zz09>

Meeting ID: 938 3364 4546

Passcode: 019179

One tap mobile

+13126266799,,93833644546#,,, \*019179# US (Chicago)

+13462487799,,93833644546#,,, \*019179# US (Houston)

**To: Gulf Coast Transit District Board of Directors**  
**From: Sean Middleton, Executive Director**  
**Re: June 15<sup>th</sup> Board Meeting Executive Summary**

On May 28<sup>th</sup>, the District distributed its first payroll to employees. The hard work of District staff made this a smooth and error-free process. We still have several transition tasks currently in progress. These activities include complete re-obligation of federal funds, transfer of three Gillig commuter buses from Island Transit ownership to District ownership, Blackbaud financial software integration, and Prime pay Human Resources management software training. All applicable vendor accounts have been transferred to the District and policies and processes are in place to fully operate independently.

As the State of Texas fully re-opens, it is probable, in the coming months, the Governor's suspension of certain provisions of the Texas Open Meetings Act will be lifted. It would be prudent for the Board to consider an appropriate time to begin holding meetings where members are physically present at the specified location of the meeting as posted in the public notice. Many public bodies either never stopped physically meeting or have returned to in-person meetings.

At the June 20<sup>th</sup> meeting, a recommendation from the Finance Committee to approve an amended GCTD Credit Card and Execution of Check policy was issued. The Board will also be asked to consider approving the FY 2021 Program of Projects. The Program of Projects is an annual apportionment from the Federal Transit Administration to urbanized areas to support capital projects and provide operating assistance. The GCTD has split funding into planning, capital projects, and operations categories as is standard practice. A table which specifies the funding apportionment is included with the Resolution.

The Board will be asked to consider approval of a resolution to submit an application to the Department of Transportation for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. Congress has dedicated \$8.9 billion to this program to build, repair, or improve freight and passenger transportation networks. The completed application is due July 12, 2021.

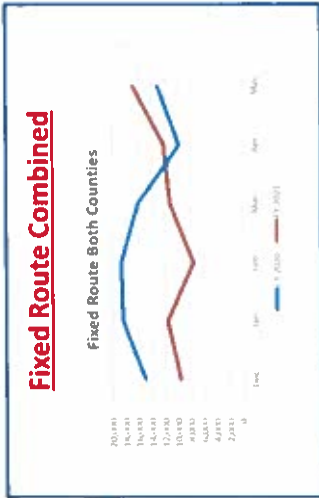
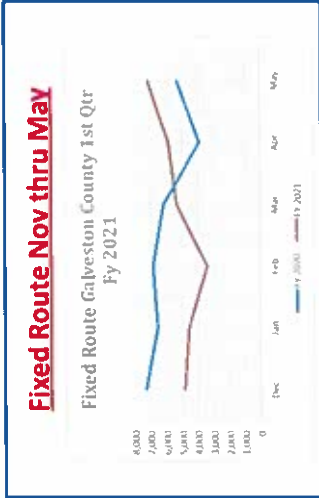
District staff has reviewed and evaluated an agreement with The Goodman Corporation for continued general planning and operating assistance. These services are needed to provide reporting and procurement services as well as strategic planning assistance. Staff asks the Board to consider approval of the agreement with a term of 15 months not to exceed \$354,750. Last, staff asks the Board to consider an agreement for materials testing for the Clute and Angleton pedestrian transit projects. The term is 15 months not to exceed \$30,500.

We look forward to seeing you at the meeting.



**OPERATIONS REPORT**  
**Ted Ross, Director of Operations**  
**June 15, 2021**

# GALVESTON COUNTY TRANSIT DASHBOARD



### Facilities Report

**Texas City Administration Building**  
1415 33<sup>rd</sup> 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%

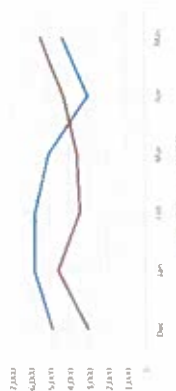
### Operations Updates

- Ridership continues to increase as Texas fully opens. We have advertised for several part-time positions for Operators and one for a Scheduler. Currently, we have 8 applications for the Scheduler position. We have started interviewing for that position. We have one vacant full-time CDL Operators position. All buses now have Wifi activated for use by riders.

# BRAZORIA COUNTY TRANSIT DASHBOARD

## Fixed Route Nov Thru May

Fixed Route Brazoria County 1st Qtr  
FY 2020 & FY 2021



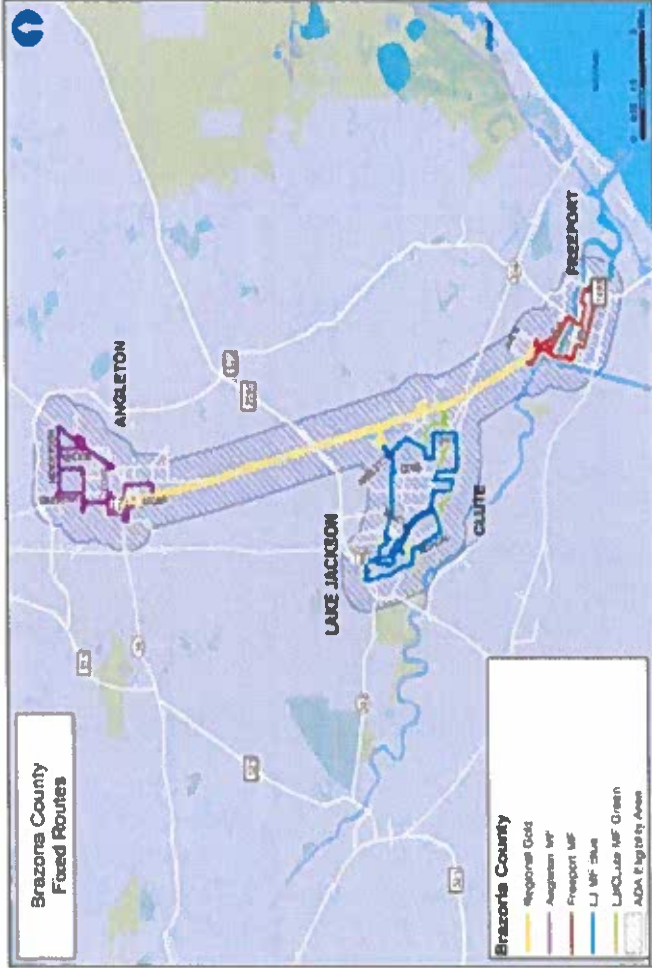
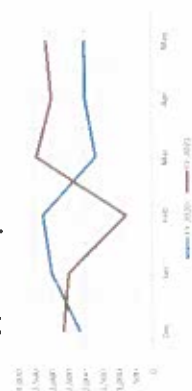
## Demand Response / ADA

DR / ADA Brazoria County



## Demand Response Combined

Demand Response Both Counties



## Operations Updates

- Lake Jackson facility is 84% complete and is slightly behind schedule due to frequent rain.
- We have three position vacant in Brazoria County (2 CDL positions). We have posted for 1 part time non-CDL position in order to optimize overtime.

## 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 In Service – 12  
Revenue Out of Service – 1 PM's /  
Minor Repairs  
State of Good Repair – 91%



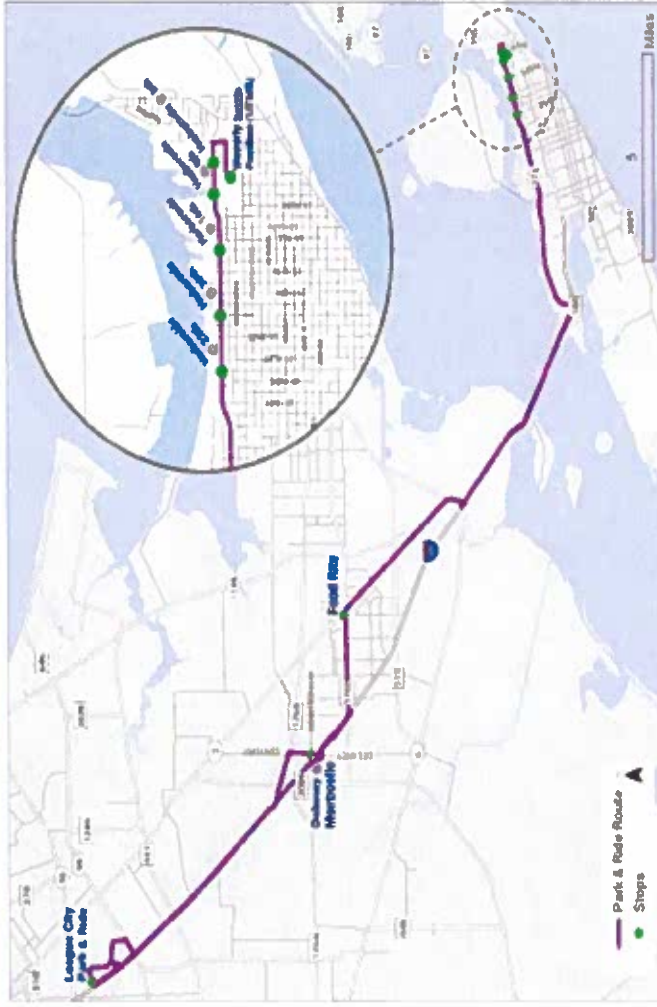
# LEAGUE CITY PARK & RIDE TRANSIT DASHBOARD

## Fleet Report

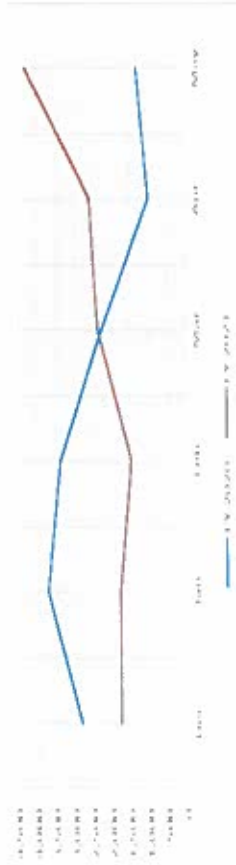
Revenue Fleet – 11 HD Commuter  
 Revenue In Service – 8  
 Revenue Out of Service – 0  
 Awaiting Final Transfer Approval – 3  
 State of Good Repair – 87.5%

## 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.



Connect.  
Transit.

**MEMO**

[gulfcoasttransitdistrict.com](http://gulfcoasttransitdistrict.com)

1415 33rd St N  
Texas City, TX 77590

**T:** (409) 944-4446  
**E:** [contact@gulfcoasttransitdistrict.com](mailto:contact@gulfcoasttransitdistrict.com)

**Social:** @GulfCoastTransitDistrict  
Facebook | Twitter | Instagram

### **Budget and Financial Update**

1. Finance Committee unanimously voted to raise check signing threshold from \$5K to \$10K, in reference to requiring a board members signature. Payments over \$10K that were previously approved by the GCTD BOD will not be subject to the requirement of a board members signature, per Finance Committee.
2. Brief update on FTA Grant hold up: FTA Headquarters Budget and Policy Team in the process of "recovering" grant funds. New employees and vacations are believed to have slowed this process down.
3. Overview of Federal Resources, broken down by Funding Type (Federal, State, and Local) as well as by UZA (Galveston, Brazoria, or Both)





Alan Rodenstein	HGAC		
Travis Madison	TxDOT PTC		
Sean Middleton	GCTD Executive Dir		
Ted Ross	GCTD Operations Dr		
Nathan Nevelow	GCTD Finance Director		
Jason Andrews	GCTD HR Director		
Lisa Womack	GCTD BOD Secretary		
Cathy Scott	GCTD Administration		
Donna Elliot	GCTD Administration		
Jim Webb	TGC		
Barry Goodman	TGC		
Lee Nichols	TGC		
Susan Maclay – Facilitator	TGC		

**Item 1 Introduction of Committee Members and Meeting Attendees**

A quorum was established at 2:04 pm. Chairman Holmes opened the meeting. Barry Goodman introduced Lee Nichols, a new senior planner at TGC.

Discussion

Action Information item. No formal action needed.

**Item 2 Public Comment – Limited to Items on the Agenda**

Discussion No members of the public requested to provide comments

**Item 3 Approval of April 20, 2021 GCTD BOD Meeting Summary**

Discussion No discussion

Action Motion made to approve Minutes was made by Mr. Chris Whittaker. and seconded by Mr. Neal Bess. Motion passed unanimously.

**Item 4 GCTD Dashboard Report**

Mr. Ted Ross, Operations Director, presented the operations dashboard as included in the BOD packet. Fixed route ridership was increasing, as was Demand Response. Five driver positions are unfilled. Mr. Sean Middleton said that the HGAC would release regional transit data and the staff would present this at the next meeting.

Discussion

Action Information item. No formal action needed.



<b>Item 5</b>	<b>Transition Update</b>
Discussion	Ms. Susan Maclay updated the board on separation activities. The separation was official May 1. The most pressing issue at this time is processing the first payroll.
Action	Information item. No formal action needed.
<b>Item 6</b>	<b>Texas City/Connect Maintenance Facility Advance Planning &amp; Joint Development Assessment of Surplus Property and Discussion of RAISE grant</b>
Discussion	Jim Webb, TGC, presented three Work Orders for consideration by the board. 1) Complete a feasibility study for joint development of excess property on the Texas City Admin Site. WO #21-01 for \$127,500; 2) Develop the preliminary engineering (30%) and update environmental documentation for construction of a maintenance facility on the new Texas City Administration/Operations site. WO #21-02 for \$190,000. Discuss the RAISE grant; this is similar to other large public transportation discretionary grant program (TIGER, BUILD). GCTD executive team and TGC staff have discussed putting together an application for the electrification of part of the Connect fleet and for construction of the Texas Admin maintenance facility. The estimated/preliminary cost of the maintenance facility is \$6.0 million. Mr. Rick Elizondo asked if there was a local share requirement. J. Webb said the minimum 20 percent match can be expected.
Action	Information for Items #9 and #10
<b>Item 7</b>	<b>Lake Jackson Maintenance Facility Update</b>
Discussion	Barry Goodman gave an update on construction, which is scheduled to be complete in July. The project will be on schedule and within budget.
Action	Information item. No formal action needed.
<b>Item 8</b>	<b>GCTD Financial Policy for Credit Cards and Check Writing</b>
Discussion	Mr. Nathan Nevelow said that two credit cards had been issued: one to the Executive Director and one to Financial Director. He said that there were concerns about control policies for both credit cards and checks and that these concerns would be on the agenda for a June 8 Finance Committee meeting. Stephen Holmes expressed that he prefers that financial disclosure on credit card and check activity be regular and that board approval be sought beforehand whenever possible. He also asked that the complete check register



of the checks that he has signed as Chairman be presented to the GCTD BOD at the next meeting for review and approval.

Action Discuss credit card and check policy at June 8 Finance Committee meeting and generate check register for review and approval by BOD.

**Item 9 Resolution to Approve TGC Work Order #21-01 Texas City Administration Facility – Joint Development Feasibility Study**

Discussion Based on the information and discuss in Item 6, Chairman Holmes asked for a motion.

Action Motion was made by David Jordan and seconded by Dude Payne. Motion passes unanimously.

**Item 10 Resolution to Approve TGC Work Order #21-02 Maintenance Facility Preliminary Engineering and Environmental Clearance**

Discussion Based on the information and discuss in Item 6, Chairman Holmes asked for a motion.

Action Motion was made by Thelma Bowie and seconded by Neal Buss. Motion passes unanimously.

**Item 11 Motion to Approve GCTD Financial Policy for Credit Cards and Check Authorization**

Discussion This item was tabled at the request of Sean Middleton.

Action

**Item 12 GCTD Strategic Planning Framework**

Discussion Barry Goodman briefly discussed the need for strategic planning prior to finalizing the FY2022

Action No action. Information only item.

**Item 13 Upcoming Meeting Dates**

Discussion Meetings are usually held the third Tuesday of each month, at 2:00 pm. Next meeting is June 15. There will be Finance Committee meeting on Thursday, June 3, at 2:00 pm, and an Executive Committee meeting on Tuesday, June 8.

Action No action. Information only item.

**Item 14 Adjournment**

Discussion Commissioner Holmes adjourned the meeting at 2:37 pm.

Action



Connect  
Transit.

Item 15	Upcoming Meeting Dates & Meeting Adjournment
Discussion	Barry Goodman reminded members that the next meeting will be held Tuesday April 20.
Action	No action. Information item only. Meeting adjourned at 2:33 p.m.

Note: Because of the difficulty in determining the Yea and Nay votes using a virtual meeting platform, where *Action* indicates a Motion was carried, the Chairman called on a board member to make the motion, one member first made the motion, another member ‘seconded’ the motion, then the Chairman asked for discussion and then called for members to vote if they opposed the motion.

Efforts have been made to streamline the meeting summary for readability, while maintaining the essence of discussions and actions.

SIGN-IN SHEETS

**RESOLUTION BY THE BOARD OF DIRECTORS OF THE GULF COAST TRANSIT DISTRICT APPROVING THE DISTRICT'S PROGRAM OF PROJECTS FOR FY 2021 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5307 APPORTIONMENT**

**WHEREAS**, the Gulf Coast Transit District (GCTD) is a FTA grantee and Direct Recipient of FTA Section 5307 Urbanized Area funding; and

**WHEREAS**, the GCTD provides fixed route, ADA Paratransit, Demand Response, and Commuter Bus transit services to the Texas City/La Marque and Lake Jackson/Angleton urbanized areas (UZA); and

**WHEREAS**, the FTA apportions Section 5307 Urbanized Area federal formula funding to the Texas City/La Marque and Lake Jackson/Angleton UZAs on an annual basis; and

**WHEREAS**, federal, state, and regional policies require that the GCTD create a Program of Projects which delineates intended use of Section 5307 Urbanized Area funding; and

**WHEREAS**, the GCTD has outlined its intended use of FY 2021 FTA Section 5307 funding in Table 1, GCTD FY 21 Section 5307 Urbanized Area Program of Projects:

**Table 1: GCTD FY21 Section 5307 Urbanized Area Program of Projects**

	<b>Capital</b>	<b>Planning</b>	<b>Operating</b>	<b>Design/ Engineering</b>	<b>Total</b>
<b>Texas City/La Marque</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$1,295,758</b>	--	<b>\$1,520,758</b>
<b>Lake Jackson/Angleton</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$1,201,049</b>	--	<b>\$1,426,049</b>

**NOW, THEREFORE, BE IT RESOLVED BY THE GULF COAST TRANSIT DISTRICT BOARD OF DIRECTORS THAT IT APPROVES THE DISTRICT'S PROGRAM OF PROJECTS FOR THE FY 2021 SECTION 5307 APPORTIONMENT.**

**APPROVED ON THIS 18<sup>TH</sup> DAY OF JUNE 2021.**

Stephen Holmes  
Chairman

Secretary

Approved as to form:

Counsel to the Gulf Coast Transit District

**GULF COAST TRANSIT DISTRICT  
APPROVAL OF RAISE GRANT REQUEST  
RESOLUTION NO 21\_14**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE GULF COAST TRANSIT DISTRICT (GCTD) 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**

**WHEREAS**, the Gulf Coast Transit District (GCTD) is a rural and urban transit district created pursuant to the provisions of Chapter 458 of the Texas Transportation Code;

**WHEREAS**, the GCTD has a fleet of aging commuter transit and small-urban fixed route vehicles which will reach their useful life during the next twenty-four (24) months;

**WHEREAS**, the GCTD has an interest in the purchase of electrically powered transit vehicles to create an environmentally sustainable transit program;

**WHEREAS**, the GCTD also has a documented need for the creation of an in-house and integrated maintenance facility for its Galveston County operations;

**WHEREAS**, the GCTD requires discretionary funding support to meet its needs related to fleet replacement and maintenance;

**WHEREAS**, the United States Department of Transportation has announced the availability of grants, through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program;

**WHEREAS**, the RAISE program would provide eighty percent (80%) of the cost of to GCTD for electric vehicles and the detail design and construction of the Texas City Maintenance Facility;

**WHEREAS**, the estimated total cost of the above program is \$15 million, with a local share requirement of approximately \$3 million; and

**WHEREAS**, the program funds, if awarded, must be obligated by FY 2024, and expended by FY 2029.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GULF COAST TRANSIT DISTRICT, that:**

1. the Executive Director is authorized to submit an application to the U.S. Department of Transportation seeking funding through the RAISE program for the purposes identified above.
2. The District is committed to providing a local share requirement of 20%, up to \$3 million, for the final project total as identified in the application.

**APPROVED ON THIS 15th DAY OF JUNE 2021**

**GULF COAST TRANSIT DISTRICT**

---

**CHAIRMAN**  
**STEPHEN D. HOLMES**

---

**SECRETARY**  
**CHRIS WHITTAKER**





**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

**PROJECT  
SCOPE**

**THEGOODMANCORP.COM**

**Gulf Coast Transit District**  
**Angleton and Clute Pedestrian-Transit Projects Materials Testing Services**  
**June 2021**

TGC is currently finalizing bid phase activities for the construction of pedestrian-transit (sidewalk) improvements in the member cities of Angleton (E. Cedar St.) and Clute (S. Shanks St. and S. Main St.). TGC is the engineer of record for each of these projects. The construction contracts are each held by the member cities and the construction and materials testing funding is within a grant which remains with the Gulf Coast Center.

This task order will allow for materials testing to be completed for both projects. The services will be provided by Terracon who is included as a component of TGC's overall engineering team, as procured by the GCC and contractually assigned to the GCTD in 2021. Costs incurred by GCTD will be reimbursed by the GCC following invoice from the GCTD. The funding to pay for these costs are in construction grants held by the GCC.

**Task 1: Earthwork, Concrete, and Asphalt Testing and Laboratory Review (Angleton)**

An engineering technician will do the following, in addition to communicating with contractor and owner's site representative, reviewing laboratory and field test reports, and providing written reports of field tests and observations within five business days:

- a) **Earthwork:** sample backfill material, prepare and test the samples for Atterberg Limits, test soil and cement stabilized sand samples for moisture-density relationship, sample cement stabilized sand and mold samples for compressive strength testing, and perform density tests cement stabilize sand and backfill materials using the nuclear method to determine the moisture content and percent compaction of the soil materials.
- b) **Cast-in-Place Concrete:** observe reinforcing steel prior to concrete placement and the rebar size, spacing and configuration, sample and test the fresh concrete for each mix, perform tests for slump, air content, and concrete temperature only, cast test specimens, and perform compressive strength tests of concrete test cylinders cast in the field.
- c) **Asphalt Paving:** perform in-situ nuclear density tests to assist in determining an asphalt rolling pattern, when requested by the contractor, perform in-situ nuclear density tests to determine the relative percent compaction of the asphalt at the frequency specified,

and obtain cores from the pavements and perform thickness measurements and bulk density.

Deliverables: Test reports, progress reports.

Schedule: Through construction duration, estimated June – September 2021.

**Task 2: Concrete Testing and Laboratory Review (Clute)**

An engineering technician will sample and test fresh concrete for each mix. Perform tests for slump, air content, and concrete temperature only; and cast test specimens. Complete compressive strength tests of concrete cylinders cast in the field. Communicate with contractor, owner’s site representative. Review laboratory and field test reports. Provide written reports of field tests and observations within five business days.

Deliverables: Progress reports and written updates to staff and Board.

Schedule: Through construction duration, estimated June – September 2021.

**Project Budget**

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs (travel, overhead, printing, etc.)

<b>BUDGET SUMMARY</b>		
<b>TASK</b>	<b>DESCRIPTION</b>	<b>COST</b>
1	Concrete Testing and Laboratory Review (Angleton)	\$18,000
2	Concrete Testing and Laboratory Review (Clute)	\$12,500
	<b>Total</b>	<b>\$30,500</b>



**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

**PROJECT  
SCOPE**

**THEGOODMANCORP.COM**

**Continued GCTD General Planning & Operating  
Assistance Services  
JULY 1, 2021 TO SEPTEMBER 30, 2022 (15 MONTH PERIOD)**

This scope of services reflects activities to be completed by TGC, as a consultant to the GCTD, for July 1, 2021, through September 30, 2022. We chose this timeframe to better align the contract with GCTD's fiscal year and the tasks with the needs of Connect after its separation from the GCC. These are general and anticipated planning and operating activities that may be supplemented by individual task orders within this same time period.

**Task 1: Program Management**

- Coordinate with GCTD staff as necessary and appropriate on the development of agenda items and provide related background materials for GCTD Board of Directors meetings, Finance Committee meetings, and Executive Committee meetings. This is generally expected to be maps, tables, memos, and reports.
- As requested by GCTD staff, present items at BOD meeting. GCTD staff will lead and facilitate all Board and Executive Committee meetings – TGC will support GCTD staff as necessary and appropriate.
- Coordinate with member and partner agencies (H-GAC, TxDOT, FTA, Houston METRO, etc.) as necessary and appropriate to achieve GCTD priorities and inform Board actions. Develop related meeting agendas, materials, and facilitate discussions, as necessary.
- Assist in any remaining transition coordination with FTA, H-GAC, TxDOT, and the Gulf Coast Center to include continuing dialogue, memos, and related materials through the duration of this 15-month contract.

**Deliverables:** Materials for board/committee meetings as required/requested, interagency coordination for board actions, continued assistance in the close-out of transition activities. Monthly progress reports.

**Task 2: Short- and Long-Range Financial Planning**

Assist the GCTD Finance Director to draft an annual and 3-year operating and capital budgets in alignment with actual and anticipated funding sources to include those from FTA, TxDOT, discretionary grants, members, and partners. Review GCTD financial data quarterly, meet with the Finance Director to review prior period activity and variance, and amend budget if necessary. Prepare quarterly memo and analysis of financial activity for review by Finance Director and presentation to Finance Committee and BOD. Prepare preliminary financial impact assessment for any significant capital or operating investment(s) or changes.

**Deliverables:** Quarterly finance memo and analysis. Annual and 3-year operating and capital budget memo and analysis. Financial impact assessments as needed. Assist GCTD Finance Director as needed to address other operating and capital budget needs. Monthly progress reports.

**Task 3: FTA and TxDOT Grant Management and Reporting**

Assist GCTD to develop grant narrative and data (ALI codes, federal amount, local share, milestones, etc.) and to revised or amend grants as needed. Assist in the completion of milestone progress reports, federal financial reports, and other record keeping within TrAMS and the TxDOT e-grants system. Coordinate with FTA Region VI, and TxDOT PTC as needed to execute, amend, or revise grants as required.

TGC will assist GCTD staff to meet the public input and engagement processes for the Section 5307 and Section 5339 Program of Projects as well as other discretionary or formula grants. TGC will:

- Translate POP for Limited English Proficiency communities
- Draft POP for publication and public comment by GCTD (Notice to be placed by GCTD).
- Present POP at a public meeting to be held in coordinate with a GCTD BOD meeting.
- Complete documentation to request Transportation Development Credit (TDC) as local match. Request to be submitted by GCTD staff.

**Deliverables:** Quarterly milestone and federal financial reports, as requested by client. Complete documentation of Program of Projects development and public comments. Monthly progress reports.

**Task 4: Procurements**

Provide general procurement assistance to the GCTD which will include:

- Procure CPA for annual audit and NTD-required Independent Auditor Statement
- Complete post-delivery documentation and requirements for the Buses purchased through the State of Oklahoma Co-Op in Summer 2021.
- Complete small purchase procurement for the lease of vehicles for the GCTD in Fall 2021.
- Complete a request for proposals for preventive maintenance work in Brazoria County in Fall 2021.
- Complete a request for proposals for preventive maintenance work in Galveston County in Fall 2021.
- Complete the specification and request -or proposals for a multi-year fixed-route bus procurement.
- Assist with and document up to 15 micro purchases (less than \$10K)
- Assist with and document up to two (2) small purchases (less than \$250k).

**Deliverables:** Documentation in procurement files in compliance with FTA and TxDOT requirements, including Independent Cost Estimates, Procurement Histories, and Responsibility and Responsiveness Checks.

**Task 5: Fleet Replacement Planning for Electric Vehicles**

TGC will assist the GCTD to plan for the procurement of fleet and fleet facilities for gas- and electric powered vehicles.

- Research and draft a technical memo outlining financial and operational considerations stemming from the electrification of Connect Transit fleet and fleet facilities.
- Describe a strategy for evolving from gas-powered to electric-powered vehicles including fleet replacement cycles and funding opportunities.
- Complete pre-procurement planning to understand the electric vehicle marketplace for transit providers; this information will be critical to future vehicle(s) specification. Activities will include communication/coordination with FTA Procurement Specialist and FTA Region VI planning office regarding joint procurement.

**Deliverables:** Draft technical memo outlining fleet electrification impacts and cost and making a recommendation. Draft a memo describing the implementation and funding strategy for full or partial electrification of fleet. Complete pre-procurement planning to aid in future specification.

**Task 6: Civil Rights Compliance and Associated Reporting**

Respond to questions and comments related to DBE/Title VI program and DBE goal as provided by FTA Region VI. Assist GCTD staff in the completion of biannual DBE uniform reporting. Provide direction to GCTD staff on how DBE and Title VI requirements impact operations and advise on needs for translation, communication, and/or outreach assistance.

Deliverables: Completion of biannual DBE uniform reporting. Monthly progress reports documenting DBE/Title VI program modifications and related activities.

**Task 7: Triennial Review Preparation**

Complete a triennial review exercise with GCTD staff to include all areas identified within the current FTA Triennial Review Guide. Coordinate the review with all GCTD staff and individual departments therein with the objective of refining systems and processes for future FTA-administered triennial reviews.

Deliverables: Set up and administer an informal triennial review with GCTD staff. Facilitate review and provide documentation of post-activity action items for completion by GCTD and TGC following the exercise. Monthly progress reports.

**Task 8: PTN & NTD Reporting**

Assist GCTD staff in the completion of the NTD reporter annual report and the TxDOT Quarterly PTN 128 quarterly and annual reports.

Deliverables: Documentation and coordination assistance towards completed NTD / TxDOT reports. Monthly progress reports.

**Task 9: Strategic Planning and Survey**

- TGC will complete a peer review of system and aspirational peers' vision, mission, goals, objectives and supporting performance measures to help inform GCTD staff and board the common themes within the US public transportation industry. TGC will use historical knowledge of the community, and the Connect system to assist in the development of up to five (5) vision statements and (5) mission statements. These will be included in an on-line METROQuest survey that will be disseminated to stakeholders. Additionally, TGC will develop an on-line METROQuest survey to disseminate to the riders to gauge the values that are important to them. This information will be used as the basis for developing goals and objectives.

**Deliverables:** Completion of peer review of peer mission, goals, objectives, and supporting performance measures. Presentation that provides options for mission and vision statements. Development of METROQuest survey and related tabulation.

#### **Task 10: Funding Pursuit**

TGC will monitor and coordinate potential funding opportunities within this task. This task is inclusive of intergovernmental coordination towards funding partnerships with local, state, and regional agencies. As such, this task includes budget authority for staff time to complete these activities.

This includes:

- Drive proactive coordination amongst intergovernmental partners towards funding partnerships and strategies to maximize program efficiencies.
- Monitor Notices of Funding Availability/Opportunity from a variety of regional, state, and federal funding sources.
- Monitor functions of the Houston-Galveston Area Council as it relates to news, information, and/or potential funding opportunities.
- Monitor board and committee actions by Houston METRO as it relates to news and partnership opportunities related to the provision of regional transit.

This task also includes the development of a narrative, benefit cost assessment, and the facilitation of support letters for an FY21 RAISE application. This application will be completed by July 12, 2021. All work for this application can be used in the future, if not funded, through other discretionary grant programs.

**Deliverables:** Coordination with intergovernmental partners towards funding partnerships and related strategies. Related meeting agendas, minutes, and summary documentation. Monthly updates on funding / partnership opportunities as they relate to the GCTD program. As it relates to the RAISE effort: project white paper, letters of support for inclusion in the application package, meeting reports from coordination meetings with stakeholders and elected officials. RAISE 2021 Project Information form, cover page, and project narrative. Coordination with GCTD staff towards grant submission.



### Project Budget

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs (travel, overhead, printing, etc.)

Task #	Task	Fee
1	Program Management	\$25,000
2	Short- and Long-Range Financial Planning	\$47,500
3	FTA Grant Management and Reporting	\$32,500
4	Procurements	\$86,500
5	Fleet Replacement Planning for Electric Vehicles	\$15,000
6	Civil Rights Compliance and Associated Reporting	\$19,500
7	Triennial Review Preparation	\$22,500
8	PTN & NTD Reporting	\$13,500
9	Strategic Planning and Survey	\$20,000
10	Funding Pursuit	\$72,750
	<b>Total</b>	<b>\$354,750</b>

## **EXHIBIT A**

### **GULF COAST TRANSIT DISTRICT**

#### **CREDIT CARD POLICY**

**USE OF GULF COAST TRANSIT DISTRICT ISSUED CREDIT CARDS** - The Gulf Coast Transit District ("GCTD") may issue GCTD credit cards to certain officials and GCTD employees for use in their official jobs. This policy is intended to set forth the acceptable and unacceptable uses of such credit cards. Use of GCTD-issued credit cards is a privilege, which the GCTD may withdraw in the event of misuse, or at any time. Any credit card the GCTD issues to an employee or official must be used for business purposes only.

All GCTD-issued credit cards are the property of the GCTD. Use of the credit card for personal purposes is strictly prohibited.

Authorization for a GCTD card must be obtained from the Finance Director, with the concurrence of the Executive Director. The Department of Finance will maintain a list of all outstanding GCTD credit cards, the authorized user, the user's signature verifying date and receipt of the card, and signature verifying the card's return.

The Finance Director, with the concurrence of the Executive Director, may, at will, revoke any GCTD-issued card and require that such card be returned immediately to the Department of Finance.

Charges may be made only by the employee or official to whom the card is issued. Use by any other individual is strictly prohibited.

Employees and officials who use GCTD-issued credit cards are personally responsible for all charges. Receipt of a credit card does not imply authorization to expend GCTD funds. Expenditures are to be made only for allowable purchases and expenses. All original invoices must be presented to the Department of Finance within 10 working days. Invoices must include sufficient information to ensure adherence to any applicable procurement or administrative policies.

Allowable purchases with the use of the card may include:

- Small "micro-purchases" made in compliance with GCTD procurement policies and procedures
- Acquisition of items for a total purchase amount not to exceed \$1,000; all in compliance with GCTD procurement policies and procedures.

#### **USE OF PERSONAL CREDIT CARDS FOR AUTHORIZED TRAVEL**

Allowable Travel expenses are limited to:

- Hotel room charges accompanied by detailed receipt;
- Gasoline receipts showing mileage and vehicle number or license plate;

- Use of rental car supported by detailed receipt;
- Detailed food receipts for the employee or official only;
- Conference/seminar registration;
- Airline tickets

Charges not authorized for payment include the following:

- Personal charges as determined by the Finance Director
- Expenditures not supported by sufficiently detailed invoices
- Expenditures that violate any applicable local, state or federal regulations
- Non-allowable travel expenses, such as entertainment, movies or alcoholic beverages
- Purchases made in violation of GCTD procurement policies and procedures

If an employee or official uses a GCTD credit card for personal purchases or incurs liability on the card that is not within the scope of the employee's or official's duties, or the employee's or official's authorization, the cost of such purchase or transaction will be the financial responsibility of the employee or official, and the employee or official will be expected to fully reimburse the GCTD.

Unauthorized charges by an employee may also result in suspension of rights to the use of a GCTD credit card as well as disciplinary action, including possible termination.

#### **GULF COAST TRANIT DISTRICT CHECK WRITING POLICY**

- Single signature (Executive or Finance Director) for checks \$1,500 (one thousand five hundred dollars) or less.
- Two (2) signatures (Executive and Finance Director) for checks between and including \$1,501 (one thousand five hundred and one dollars) and \$10,000 (ten thousand dollars).
- One (1) Board Member (Chairman or Vice Chairman), and one (1) Executive Employee signature for checks greater than, or equal to \$10,001 (ten thousand and one dollars).

**ACCOUNTABILITY FOR FINANCIAL EXPENDITURES** – The GCTD Executive Staff will present a register of credit card and check expenditures and the next Board of Director's meeting for approval. Any Board member can request additional information regarding the expenditures during that time.