



**Connect.
Transit.**

AGENDA

GCTD Board of Directors Meeting
Meeting will be in-person and Virtual
Tuesday November 16 ,2021 2 p.m.
Lake Jackson Facility
101-C Canna Lane
Lake Jackson, TX 77566

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 October 19,2021 board minutes.
 - b. Review and approval of October Check Register.

5. Action Items..... Chairman Holmes

- a. Consider approval to issue checks for services rendered to The Goodman Corporation in the of \$77,250.00 and \$46,621.50
- b. Consider approval of Interlocal Agreement between The City of Pearland and the Gulf Coast Transit District.
- c. Board members vote to hold December 21, 2021 board meeting or cancel until January due to upcoming Holiday.

6. Adjournment.....Chairman Holmes

I hereby certify posting this Notice and Agenda at 10:00 a.m. November 11, 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 initial "L" and "W". A horizontal line is drawn across the bottom of the signature.

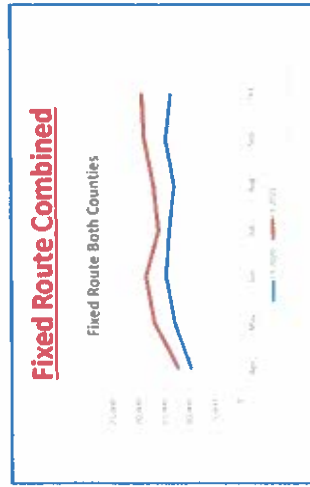
Lisa Womack, Board Secretary

"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."



OPERATIONS REPORT
Ted Ross, Director of Operations
November 16, 2021

GALVESTON COUNTY TRANSIT DASHBOARD



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

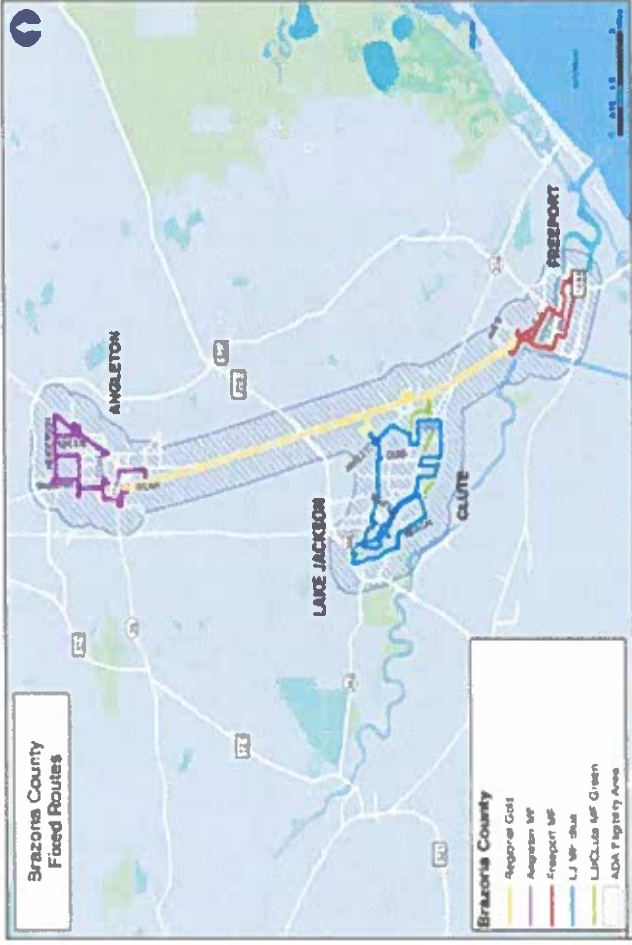
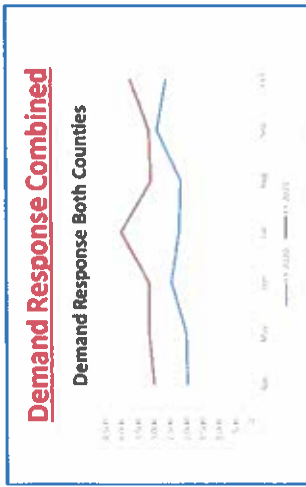
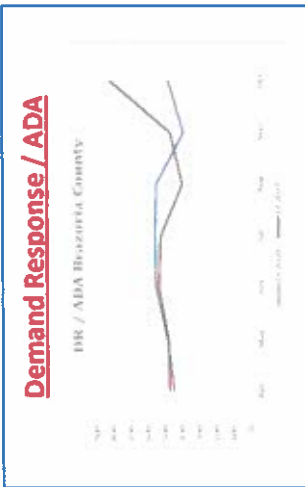
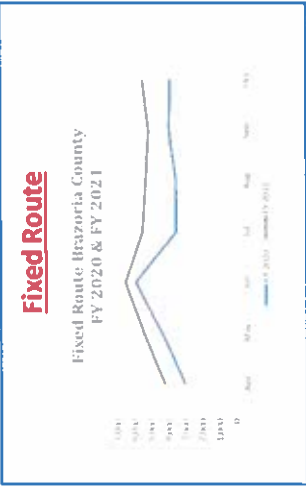
Safety / Training Officer Hired
IT Manager Hired
Custodian Hired
Facilities Maintenance open
3 CDL position open
NO Non-CDL positions open

Fleet Report

Revenue Fleet – 15 MD Cutaway
Revenue Van – 10 Light Van
Revenue Out of Service – 22
Minor Repairs
State of Good Repair – 90%
7 New Arboc's Delivered Nov



BRAZORIA COUNTY TRANSIT DASHBOARD



Facilities Report

Lake Jackson Maintenance Facility
101 Canna Ln.
Lake Jackson, Tx 77566

Condition: New / Excellent

Fleet Report

Revenue Fleet – 10 MD Cutaway
Revenue Van – 3 Light Van
Revenue In Service – 12
Revenue Out of Service – 0 PM's /
Minor Repairs
State of Good Repair – 91%

Operations Updates

- Comcast has done the final connections for IT and phone service
- The Maintenance shop can do the 5,000 and 18,000 p.m.'s and any AC repair. Still waiting on the tire machine and air compressor that have been delayed.
- 3 CDL position open.
- No Non CDL positions open.

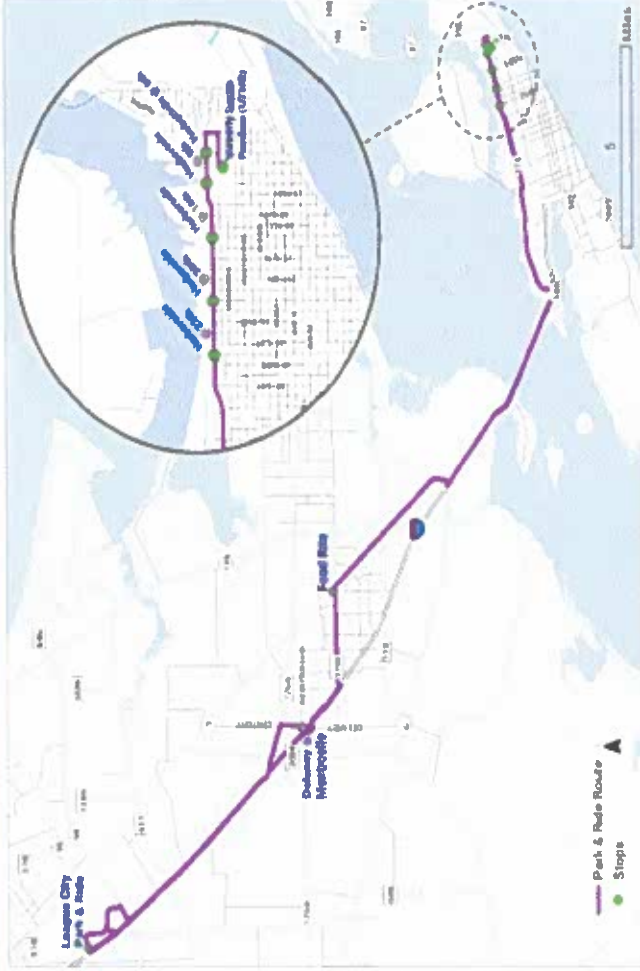
LEAGUE CITY PARK & RIDE TRANSIT DASHBOARD

Fleet Report

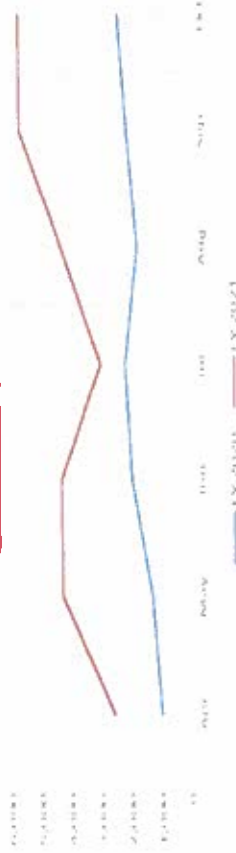
Revenue Fleet – 11 HD Commuter
 Revenue In Service – 8
 Revenue Out of Service – 0
 3 buses from Island Transit waiting for final wrap to be put into service
 State of Good Repair – 87.5%

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.



October 19, 2021

Board Meeting minutes

- 1. Call to order Quorum was established at 2:02 p.m. Chairman Holmes opened meeting.
following Board Members were present: Stephen Holmes, Dude Payne, Chris Whittaker, David Jordan, Neal Bess Jr, Rick Elizondo, Melissa Meadows,**
- 2. Citizens comments: None**
- 3. Executive Directors Report: Sean Middleton spoke receiving one of the seven new buses we have ordered**
 - Operations Report: Ted Ross spoke about the steady increase in ridership in Galveston County. All non- CDL positions are full, two CDL positions are available. Brazoria County ridership is up as well, all non-CDL spots are full. two CDL positions available. Community Outreach will be done by Ram Salinas. Lake Jackson maintenance facility still has equipment arriving it should all be in my Nov 1; shop should be up and running by Dec 1**
 - Budget and Finance Report: Nathan Nevelow spoke about the FY22 budget breakdown. touches on the funding sources.**
- 4. Consent Agenda:**
 - A. Review and approval of August 24,2021 Board minutes
On motion by Chris whittaker, seconded by Thelma Bowie, the board voted to approve the August 24, 2021, Board minutes. The motion carried with all members voting in favor.**
 - B. Review and approval of August and September Check Register:
On motion by David Jordan, seconded by Thelma Bowie, the board voted to approve The August and September Check Register. The motion carried with all members voting in favor.**
- 5. Discussion Items: A. Presentation by Elise Haynes, CEO of Beyond Environmental
Elise spoke about the active based filtration system for all of the buses. She explained how the systems cleans the air, what rate a minute the air is filtered, and a list of germs and diseases that could be prevented by filtering the air.**

b. Discussion on District advertising strategy Sean spoke about plans to begin advertising on the sides of buses we will be selling spots of the side of the buses and the windows depending on the amount of spots revenue d be substantial to GCTD.

c. Discussion to purchase Track it software Sean discussed the new software trackit. Using this software will help GCTD will help simply creating master forms and customize current forms. This software will be a value to each department at GCTD

Action items:

a. Consider approval of the Fiscal Year 2022 Budget.

On motion by Dude Payne, seconded by Neal Bess Jr, the board voted to approve the Fiscal Year 2022 Budget The motion carried with all members voting in favor.

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. On motion by Thelma Bowie, seconded by Dud Payne the board voted to approve The Executive Director to enter into a contract with Trackit LLC for software services not to exceed \$16,000 the motion carried with all members voting in favor.

b. Consider approval to authorize Executive Director to enter into a contract with Beyond Environmental Solutions to purchase active based filter systems for installation on all District Buses and vans, amount not to exceed \$54,000. On motion by Neal Bess Jr, seconded by Chris Whittaker the board voted to approve the executive Director to purchase active base filter systems for installation on all District buses and vans not to exceed \$54,000 motion carried with all members voting in favor.

d. Consider approval to issue check for services rendered to the Goodman Corporation in the amount of \$318,343.75 on motion by Thelma Bowies, seconded by Dude Payne the board voted to approve to issue check for services rendered to the Goodman Corporation in the amount of \$ 318,343.75 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 2:57 p.m.

8 Next meeting date will be in-person at 101-c Canna Lane Lake Jackson TX on November 16,2021

Respectfully,

A handwritten signature in black ink, appearing to read "Lisa Womack". The signature is written in a cursive style with a large, prominent initial "L".

Lisa Womack
Secretary to Board of Directors

Approved as to Content and Forum,

Stephen Holmes
Chairman of the Board of Directors

To: THE GOODMAN CORPORATION

10/8/2021

GULF COAST TRANSIT DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
5-2021-19	9/15/2021	Contract Services	\$1,500.00	\$0.00	\$1,500.00
6-2021-16	9/15/2021	Contract Services	\$7,100.00	\$0.00	\$7,100.00
7-2021-17	9/15/2021	Contract Services	\$33,650.00	\$0.00	\$33,650.00
8-2021-27	9/15/2021	Contract Services	\$35,000.00	\$0.00	\$35,000.00
Totals:			\$77,250.00	\$0.00	\$77,250.00

1846

To: THE GOODMAN CORPORATION

10/8/2021

GULF COAST TRANSIT DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
5-2021-19	9/15/2021	Contract Services	\$1,500.00	\$0.00	\$1,500.00
6-2021-16	9/15/2021	Contract Services	\$7,100.00	\$0.00	\$7,100.00
7-2021-17	9/15/2021	Contract Services	\$33,650.00	\$0.00	\$33,650.00
8-2021-27	9/15/2021	Contract Services	\$35,000.00	\$0.00	\$35,000.00
Totals:			\$77,250.00	\$0.00	\$77,250.00

SECURITY FEATURES INCLUDE TRUE WATERMARK AND HEAT SENSITIVE ICON

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

1846

CHECK DATE: 10/8/2021
 CHECK NO.: 1846

Seventy seven thousand two hundred fifty and 00/100 Dollars

CHECK AMOUNT: \$** 77,250.00

PAY

TO THE ORDER OF

THE GOODMAN CORPORATION
 3200 Travis St
 Suite 200
 Houston, TX 77006

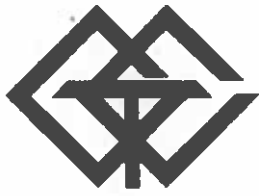
Sean [Signature]

AUTHORIZED SIGNATURE

⑈001846⑈ ⑆113110256⑆ ⑆10295574⑈

UMAR

PROGRESS REPORT



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

THEGOODMANCORP.COM

To: Sean Middleton
From: Ashish Ghosh, PE
Date: June 1, 2021
Re: Texas City Administration Facility – Phase II Maintenance Facility Project Development Work Order #21-02 (GCTD102) – May 2021

Task:	Previous % Complete	Current % Complete
Task 1 – Project Management	0%	10%
Comments: Tasks completed this month		
<ul style="list-style-type: none"> • Internal coordination and project kickoff • Team coordination and kickoff 		
Next steps-		
<ul style="list-style-type: none"> • Continue coordination and track progress 		
Task 2 – Limited Topographic Survey	0%	0%
Comments: No activity this period.		
Task 3 – Environmental Update	0%	0%
Comments: No activity this period.		
Task 4 – Site Circulation and Building Program	0%	0%
Comments: No activity this period.		
Task 5 – Facility Equipment Specification	0%	0%
Comments: No activity this period.		
Task 6 – Preliminary Site Civil Design	0%	0%
Comments: No activity this period.		

Task 7 – Preliminary Architectural Design and MEP 0% 0%

Comments: No activity this period.

Task 8 – Assemble Preliminary Design Report 0% 0%

Comments: No activity this period.

Task 9 – Prepare Preliminary Construction Cost 0% 0%

Comments: No activity this period.

The Goodman Corporation

3200 Travis Street, Ste. 200

Houston, TX 77006

Invoice

Bill To

Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

Date
5/31/2021

Invoice #
5-2021-19

Terms

Project
GCTD102

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management	15,000.00	0%	10.00%	1,500.00
Contract Services	Task 2 - Ltd Topographic Survey	15,000.00	0%	0.00%	0.00
Contract Services	Task 3 - Environmental Update	5,000.00	0%	0.00%	0.00
Contract Services	Task 4 - Site Circulation and Building Program	20,000.00	0%	0.00%	0.00
Contract Services	Task 5 - Facility Equipment Specification	15,000.00	0%	0.00%	0.00
Contract Services	Task 6 - Preliminary Site Civil Design	85,000.00	0%	0.00%	0.00
Contract Services	Task 7 - Preliminary Architectural Design and MEP	20,000.00	0%	0.00%	0.00
Contract Services	Task 8 - Assemble Preliminary Design Report	10,000.00	0%	0.00%	0.00
Contract Services	Task 9 - Prepare Preliminary Construction Cost	5,000.00	0%	0.00%	0.00

Total	\$1,500.00
Balance Due	\$1,500.00

Phone #	Fax #
713-951-7951	713-951-7957



THE GOODMAN CORPORATION
TBPE NO. F-19990

CMAQ

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: Ashish Ghosh, PE
Date: July 1, 2021
Re: Texas City Administration Facility – Phase II Maintenance Facility Project Development Work Order #21-02 (GCTD102) – June 2021

Task:	Previous % Complete	Current % Complete
Task 1 – Project Management	10%	15%
<p>Comments: Tasks completed this month</p> <ul style="list-style-type: none"> • Kickoff meetings with client and team <p>Next steps-</p> <ul style="list-style-type: none"> • Continue coordination and track progress 		
Task 2 – Limited Topographic Survey	0%	0%
<p>Comments: No activity this period.</p>		
Task 3 – Environmental Update	0%	2%
<p>Comments: Tasks completed this month</p> <ul style="list-style-type: none"> • Initial discussion to determine needs <p>Next steps-</p> <ul style="list-style-type: none"> • Collect concept layout and coordinate with appropriate agency 		
Task 4 – Site Circulation and Building Program	0%	5%
<p>Comments: Tasks completed this month</p> <ul style="list-style-type: none"> • Initial discussion on facility requirements • Exchanged initial concepts and questions <p>Next steps-</p> <ul style="list-style-type: none"> • Continue coordination to collect data and prepare layout 		
Task 5 – Facility Equipment Specification	0%	%
<p>Comments: No activity this period.</p>		

Task 6 – Preliminary Site Civil Design **0%** **5%**

Comments: Tasks completed this month

- Concept sketch for discussion

Next steps-

- Collect existing data
- Coordinate with team to prepare site layout

Task 7 – Preliminary Architectural Design and MEP **0%** **5%**

Comments: Tasks completed this month

- Initial discussion to determine needs

Next steps-

- Collect information on facility needs
- Prepare concept design

Task 8 – Assemble Preliminary Design Report **0%** **0%**

Comments: No activity this period.

Task 9 – Prepare Preliminary Construction Cost **0%** **0%**

Comments: No activity this period.

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

Invoice

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

Date
6/30/2021

Invoice #
6-2021-16

Terms

Project
GCTD102

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management	15,000.00	10%	5.00%	750.00
Contract Services	Task 2 - Ltd Topographic Survey	15,000.00	0%	0.00%	0.00
Contract Services	Task 3 - Environmental Update	5,000.00	0%	2.00%	100.00
Contract Services	Task 4 - Site Circulation and Building Program	20,000.00	0%	5.00%	1,000.00
Contract Services	Task 5 - Facility Equipment Specification	15,000.00	0%	0.00%	0.00
Contract Services	Task 6 - Preliminary Site Civil Design	85,000.00	0%	5.00%	4,250.00
Contract Services	Task 7 - Preliminary Architectural Design and MEP	20,000.00	0%	5.00%	1,000.00
Contract Services	Task 8 - Assemble Preliminary Design Report	10,000.00	0%	0.00%	0.00
Contract Services	Task 9 - Prepare Preliminary Construction Cost	5,000.00	0%	0.00%	0.00

Total	\$7,100.00
Balance Due	\$7,100.00

Phone #	Fax #
713-951-7951	713-951-7957

CMAA

PROGRESS REPORT



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

THEGOODMANCORP.COM

To: Sean Middleton
From: Ashish Ghosh, PE
Date: August 1, 2021
Re: Texas City Administration Facility – Phase II Maintenance Facility Project Development Work Order #21-02 (GCTD102) – July 2021

Task:	Previous % Complete	Current % Complete
Task 1 – Project Management	15%	20%

Comment: The following activities have been completed this month-

- Weekly meeting & team coordination

Next step-

- Continue weekly meeting and team coordination

Task 2 – Limited Topographic Survey	0%	95%
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Comments: The following activities have been completed this month-

- Completed site visit/ site work and existing plan mark ups
- Creating base map to represent existing site condition

Next step-

- Finish base map and prepare plan sheets

Task 3 – Environmental Update	2%	10%
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Comments: Tasks completed this month-

- Took pictures for environmental report during site visit
- Created map showing location and direction of photos

Next step-

- Prepare report and application once site layout is available

Task 4 – Site Circulation and Building Program	5%	20%
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Comments: Tasks completed this month-

- Prepared concept sketches showing options
- Prepared vehicle paths for various options

Next step-

- Revisit and update sketches once building footprints are determined

Task 5 – Facility Equipment Specification 0% 25%

Comments: Tasks completed this month-

- Coordinating with equipment specialist to gather information on equipment, required spacing and budgetary cost
- Coordinating with client to collect information on current use and to confirm current and future needs

Next step-

- Prepare equipment arrangement plan
- Determine building footprints for maintenance facility and bus wash facility

Task 6 – Preliminary Site Civil Design 5% 15%

Comments: Tasks completed this month

- Preparing plan sheets utilizing base map

Next step-

- Coordinate with client and team to gather information on building Footprint, preferred locations and access requirements
- Start concept layout once building footprints are confirmed

Task 7 – Preliminary Architectural Design and MEP 5% 20%

Comments: Tasks completed this month

- Prepared concept layout for office building for three different locations and shapes
- Working on location and size of the maintenance building and bus wash based on input from equipment specialist

Next step-

- Continue coordination with client to finalize the future needs
- Update building locations, shapes, and sizes once the required minimum footprint is determined
- Preliminary design of the buildings

Task 8 – Assemble Preliminary Design Report 0% 0%

Comments: No activity this period.

Task 9 – Prepare Preliminary Construction Cost 0% 0%

Comments: No activity this period.

The Goodman Corporation

3200 Travis Street, Ste. 200

Houston, TX 77006

Invoice

Bill To

Gulf Coast Transit District 1415 33rd Street North Texas City, TX 77590

Date
7/31/2021

Invoice #
7-2021-17

Terms

Project
GCTD102

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management	15,000.00	15%	5.00%	750.00
Contract Services	Task 2 - Ltd Topographic Survey	15,000.00	0%	95.00%	14,250.00
Contract Services	Task 3 - Environmental Update	5,000.00	2%	8.00%	400.00
Contract Services	Task 4 - Site Circulation and Building Program	20,000.00	5%	15.00%	3,000.00
Contract Services	Task 5 - Facility Equipment Specification	15,000.00	0%	25.00%	3,750.00
Contract Services	Task 6 - Preliminary Site Civil Design	85,000.00	5%	10.00%	8,500.00
Contract Services	Task 7 - Preliminary Architectural Design and MEP	20,000.00	5%	15.00%	3,000.00
Contract Services	Task 8 - Assemble Preliminary Design Report	10,000.00	0%	0.00%	0.00
Contract Services	Task 9 - Prepare Preliminary Construction Cost	5,000.00	0%	0.00%	0.00

Total	\$33,650.00
Balance Due	\$33,650.00

Phone #	Fax #
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: Ashish Ghosh, PE
Date: September 1, 2021
Re: Texas City Administration Facility – Phase II Maintenance Facility Project Development Work Order #21-02 (GCTD102) – August 2021

Task:	Previous % Complete	Current % Complete
Task 1 – Project Management	20%	55%

Comment: The following activities have been completed this month-

- Weekly meeting & team coordination
- Coordinated and kicked off preliminary design for other disciplines

Next step-

- Continue weekly meeting and team coordination

Task 2 – Limited Topographic Survey	95%	100%
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Comments: The following activities have been completed this month-

- Completed base map creation and prepared plan sheets

Next step- None. This task is complete.

Task 3 – Environmental Update	10%	25%
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Comments: Tasks completed this month-

- Started working on the report and application utilizing current layout

Next step-

- Complete report and submit updated documentation

Task 4 – Site Circulation and Building Program	20%	80%
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Comments: Tasks completed this month-

- Completed preliminary layout and circulated for GCTD's review
- Completed vehicle travel paths analysis for the preliminary layout

Next step-

- Update preliminary layout per GCTD's comments if any

- Update/verify vehicle travel paths if the preliminary layout is changed

Task 5 – Facility Equipment Specification 25% 65%

Comments: Tasks completed this month-

- Determined required building footprints for maintenance facility and bus wash facility and issued for review as part of preliminary layout
- Determined equipment arrangement plan for preliminary layout
- Coordinating with equipment specialist/vendors to gather information on equipment specification, maintenance requirements and budgetary cost

Next step-

- Complete budgetary cost table for estimate
- Prepare narrative describing facility needs for equipment, maintenance, and training etc.

Task 6 – Preliminary Site Civil Design 15% 25%

Comments: Tasks completed this month

- Prepared existing condition plan sheets utilizing base map
- Started working on site layout geometry utilizing draft layout
- Gathering existing utility information for potential tie-in options

Next step-

- Complete preliminary design and prepare site plan set
- Prepare design narrative and design requirements

Task 7 – Preliminary Architectural Design and MEP 20% 25%

Comments: Tasks completed this month

- Prepared preliminary layout for the office building and maintenance facility offices and circulated for review as part of preliminary layout
- Started preliminary design of the building structure, elevation, material, and appearance
- Started preliminary MEP design for the buildings

Next step-

- Complete architectural design
- Complete MEP design

Task 8 – Assemble Preliminary Design Report 0% 5%

Comments: Tasks completed this month

- Started working on the framework for the preliminary design report

Next step-

- Coordinate with team to assemble information to complete the design report

Task 9 – Prepare Preliminary Construction Cost 0% 5%

Comments: Tasks completed this month

- Started working on cost estimate table/format and gathering information for equipment

Next step-

- Continue coordination with team to complete cost estimate

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

Invoice

Bill To

Gulf Coast Transit District
 1415 33rd Street North
 Texas City, TX 77590

Date
 8/31/2021

Invoice #
 8-2021-27

Terms

Project
 GCTD102

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management	15,000.00	20%	35.00%	5,250.00
Contract Services	Task 2 - Ltd Topographic Survey	15,000.00	95%	5.00%	750.00
Contract Services	Task 3 - Environmental Update	5,000.00	10%	15.00%	750.00
Contract Services	Task 4 - Site Circulation and Building Program	20,000.00	20%	60.00%	12,000.00
Contract Services	Task 5 - Facility Equipment Specification	15,000.00	25%	40.00%	6,000.00
Contract Services	Task 6 - Preliminary Site Civil Design	85,000.00	15%	10.00%	8,500.00
Contract Services	Task 7 - Preliminary Architectural Design and MEP	20,000.00	20%	5.00%	1,000.00
Contract Services	Task 8 - Assemble Preliminary Design Report	10,000.00	0%	5.00%	500.00
Contract Services	Task 9 - Prepare Preliminary Construction Cost	5,000.00	0%	5.00%	250.00

Total \$35,000.00

Balance Due \$35,000.00

Phone #	Fax #
713-951-7951	713-951-7957

To: THE GOODMAN CORPORATION

11/10/2021

GULF COAST TRANSIT DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
7-2021-18	7/31/2021	Angleton Testing	\$1,800.00	\$0.00	\$1,800.00
8-2021-16	8/31/2021	Local Admin	\$1,225.00	\$0.00	\$1,225.00
8-2021-17	8/31/2021	Local Admin	\$450.00	\$0.00	\$450.00
8-2021-28	8/31/2021	Cares Planning/OPS	\$31,396.50	\$0.00	\$31,396.50
8-2021-9	8/31/2021	Cares Planning	\$11,500.00	\$0.00	\$11,500.00
8-2021-26	8/31/2021	Cares Planning	\$250.00	\$0.00	\$250.00
Totals:			\$46,621.50	\$0.00	\$46,621.50

1922

To: THE GOODMAN CORPORATION

11/10/2021

GULF COAST TRANSIT DISTRICT

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
7-2021-18	7/31/2021	Angleton Testing	\$1,800.00	\$0.00	\$1,800.00
8-2021-16	8/31/2021	Local Admin	\$1,225.00	\$0.00	\$1,225.00
8-2021-17	8/31/2021	Local Admin	\$450.00	\$0.00	\$450.00
8-2021-28	8/31/2021	Cares Planning/OPS	\$31,396.50	\$0.00	\$31,396.50
8-2021-9	8/31/2021	Cares Planning	\$11,500.00	\$0.00	\$11,500.00
8-2021-26	8/31/2021	Cares Planning	\$250.00	\$0.00	\$250.00
Totals:			\$46,621.50	\$0.00	\$46,621.50

SECURITY FEATURES INCLUDE TRUE WATERMARK AND HEAT SENSITIVE ICON

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

1922

CHECK DATE: 11/10/2021
 CHECK NO.: 1922

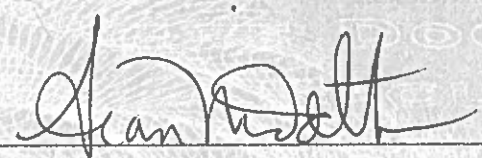
Forty six thousand six hundred twenty one and 50/100 Dollars

CHECK AMOUNT: \$** 46,621.50

PAY

TO THE ORDER OF

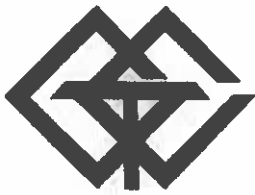
THE GOODMAN CORPORATION
 3200 Travis St
 Suite 200
 Houston, TX 77006



AUTHORIZED SIGNATURE

MP

⑈0019220⑈ ⑆113110256⑆ 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

PROGRESS REPORT

PHONE: (713) 951-7951

LOCAL

THEGOODMANCORP.COM

To: Sean Middleton
From: Ashish Ghosh, P.E.
Date: September 1, 2021
Re: Cedar Street Pedestrian-Transit Improvements: Angleton, TX (ANG101) – August 2021

Task	Previous % Complete	Current % Complete
1 – Design Phase and Project Administration	100%	100%
Comments: This task is complete.		
2 – Construction Phase	13%	20%
Comments:		
<ul style="list-style-type: none"> • Closed Submittals #1-3 (Pavement Markings, Mix Design, TY A Inlet), 5-7 (Junction Box, RCP, Rebar Reports), and Pre-construction Site Photos • Closed RFIs #1-7 (Crosswalk Markings, Laydown Area, Checkerplate Detail, Driveway Demolition, Milling Amount, Tax Exemption, Junction Box Elevation) • Provided CAD files to Contractor for project site layout 8/10/21 • Requested revision of Submittal #4 (TY C Inlets) 8/19/21 • Provided responses to RFI #8, 10 (TY C Inlet Dimensions, Steel Price Increase) 8/30/21 • Sent Change Order 001 for Hurst PI bus stop crosswalk to Contractor 8/27/21 • Sent RFI #10 (Change Order 002 for asphalt paving quantity) 8/26/21 • Received price proposals for Change Orders 001 & 002 8/30/21 • Construction started 8/30/21 • Scheduled bi-weekly progress meetings beginning 9/9/21 		
Next steps:		
<ul style="list-style-type: none"> • Confirm revised submittal for TY C inlets • Coordinate Change Orders 001 & 002 with City and Contractor • Continue construction management • Begin construction administration 		
3 – Environmental Clearance:	100%	100%
Comments: This task is complete.		

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

Invoice

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

Date
8/31/2021

Invoice #
8-2021-16

Terms

Project
ANG101

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Design Phase and Project Administration	86,000.00	100%	0.00%	0.00
Contract Services	Task 2 - Construction Phase	17,500.00	13%	7.00%	1,225.00
Contract Services	Task 3 - Environmental Clearance	10,000.00	100%	0.00%	0.00

Total	\$1,225.00
Balance Due	\$1,225.00

Phone #	Fax #
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: Ashish Ghosh, P.E.
Date: September 1, 2021
Re: S. Shanks and S. Main Streets Pedestrian-Transit Improvements: Clute, TX (CLU101) – August 2021

Task	Previous % Complete	Current % Complete
1 – Design Phase and Project Administration	100%	100%
Comments: This task is complete.		
2 – Construction Phase	5%	8%
Comments:		
<ul style="list-style-type: none"> • Submitted contract delay memo to City for signature 8/18/21 • Checked CenterPoint gas main replacement progress 8/25/21; work started on or about 8/9/21 and is expected to be complete 9/30/21 		
Next steps:		
<ul style="list-style-type: none"> • Obtain updated maps and signatures from utilities • Coordinate submittal and/or revisions to contract documents as needed (signed contract, insurance, and bonding) • Establish Notice to Proceed date 		
3 – Environmental Clearance	100%	100%
Comments: This task is complete.		

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

Invoice

Bill To

Gulf Coast Transit District
 1415 33rd Street North
 Texas City, TX 77590

Date
 8/31/2021

Invoice #
 8-2021-17

Terms

Project
 CLU101

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Design Phase and Project Administration	125,000.00	100%	0.00%	0.00
Contract Services	Task 2 - Construction Phase	15,000.00	5%	3.00%	450.00
Contract Services	Task 3 - Environmental Clearance	10,000.00	100%	0.00%	0.00

Total	\$450.00
Balance Due	\$450.00

Phone #	Fax #
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

PROGRESS REPORT

PHONE: (713) 951-7951

*Angleton Testing
\$1,800*

THEGOODMANCORP.COM

To: Sean Middleton
From: Kirk Myers, EIT
Date: August 1, 2021
Re: Angleton and Clute Pedestrian-Transit Projects Materials Testing Services Resolution 21-14 (GCTD103) – July 2021

Task:	Previous % Complete	Current % Complete
Task 1 – Concrete Testing and Laboratory Review (Angleton)	0%	10%
Comments: Established contract with Terracon 7/14/21 Construction scheduled to commence on or about 8/16/21		
Task 2 – Concrete Testing and Laboratory Review (Clute)	0%	0%
Comments: Received proposal from Terracon 5/11/21 Contract pending execution Construction delayed to 11/21 due to CenterPoint gas main work		

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

Invoice

Bill To

Gulf Coast Transit District
 1415 33rd Street North
 Texas City, TX 77590

Date

7/31/2021

Invoice #

7-2021-18

Terms

Project
 GCTD103

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1: Earthwork, Concrete, and Asphalt Testing and Laboratory Review (Angleton)	18,000.00	0%	10.00%	1,800.00
Contract Services	Task 2: Concrete Testing and Laboratory Review (Clute)	12,500.00	0%	0.00%	0.00

Total	\$1,800.00
Balance Due	\$1,800.00

Phone #	Fax #
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

PROGRESS REPORT

PHONE: (713) 951-7951

LAKES PLANNING
\$12,500

THEGOODMANCORP.COM

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

Task:	Previous % Complete	Current % Complete
Task 1 – Program Management	9.7%	25.70%

Comments:

The Goodman Corporation (TGC) provided general program management support with the following activities:

- TGC senior level staff attended August BOD meeting to provide support, as needed.
- TGC met with GCTD staff to discuss on-going consulting needs and provided general support.
- TGC senior staff coordinated a meeting with the new Baytran Executive Director to introduce her to GCTD.
- TGC attended a meeting with TxDOT PTN regarding the use of TxDOT funds for the Lake Jackson facility on Monday 8/16/21. TGC provided GCTD follow up materials that included a Microsoft Excel workbook that provided the historical TxDOT draws from GCC, final budget and actual cost of construction. TGC provided GCTD staff recommendations for response to TxDOT.

Task 2 – Short- and Long-Range Financial Planning	0%	0%
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Comments:

No activity this month.

Task 3 – FTA and TxDOT Grant Management and Reporting	5.4%	10.78%
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Comments:

TGC assisted GCTD staff with the following grant management activities:

- Researched STIP status of TX-95-X081-01.
- Drafted email to FTA to discuss potential grant amendment to use up remaining \$480,323 for TXC capital project.
- Completed close out amendment TX-2020-036-01. TGC participated on Teams call with staff on 8/19 re: GCTD grants.
- Developed internal grant resource worksheet to assist GCTD with future grant reimbursements.

Task 4 - Procurements	19.7%	34.90%
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Comments:

TGC finalized the Request for Qualifications (RFQ) for an external auditor as well as the draft Request for Proposal (RFP) for the vehicle maintenance services based on feedback from GCTD. TGC coordinated with TxDOT, and updated documentation based on the feedback. GCTD received TxDOT approval on both procurements. TGC finalized the procurements and sent them to GCTD to release on August 27.

TGC requested information from GCTD for the development of the next two procurements – lease of vehicles and payroll software. TGC and GCTD has coordinated with J. Tyler services for delivery of furniture at the Lake Jackson facility on August 31.

Task 5 – Fleet Replacement Planning for Electric Vehicles **15%** **65%**

Comments:

TGC staff finalized the research regarding electrification of the bus fleet. TGC also completed researching the processes needed to meet route requirements, maintenance facility needs, driver training and infrastructure needs. This research has been 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 month.

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

Comments:

No activity this month.

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

Comments:

No activity this month.

Task 9 – Strategic Planning and Survey **75%** **100%**

Comments:

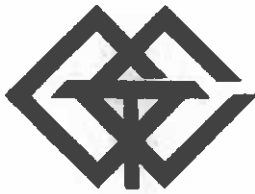
TGC completed, presented to the GCTD Board and submitted the final PPT to GCTD staff for the Vision, Mission and Goals MetroQuest survey analysis and summary. TGC used the feedback from the Board to develop a final Mission and Vision statement. Additionally, TGC provided four (4) top thematic goals with associated objectives to meet the goals.

This task is 100% complete.

Task 10 – Funding Pursuit **69.30%** **69.30%**

Comments:

No activity this month.



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

PROGRESS REPORT

PHONE: (713) 951-7951

CARES PLAN **THEGOODMANCORP.COM**

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

Task:	Previous % Complete	Current % Complete
1 – Scenario Identification and Evaluation Phase	95%	100%

Comments:

- Refine recommendations and submit to GCTD staff for review prior to BOD workshop.
- Present findings at BOD workshop.

2 – Engagement and Outreach Phase	55%	60%
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Comments:

- Continue documentation of process, existing conditions, findings, and recommendations in outward facing document. It is anticipated that this documentation process will continue through November 2021.
- Next steps include coordinating meetings with project partners, which have a nexus to the recommendations for implementation.

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

Invoice

Bill To

Gulf Coast Transit District
 1415 33rd Street North
 Texas City, TX 77590

Date
 8/31/2021

Invoice #
 8-2021-9

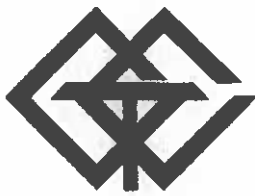
Terms

Project
 GCTD100

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Scenario Identification and Evaluation Phase	165,000.00	95%	5.00%	8,250.00
Contract Services	Task 2 - Engagement & Outreach Phase	65,000.00	55%	5.00%	3,250.00
Contract Services	Task 3 - Detailed Implementation Strategy	0.00			0.00

Total	<i>Planning</i>	\$11,500.00
Balance Due		\$11,500.00

Phone #	Fax #
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

PROGRESS REPORT

PHONE: (713) 951-7951

THEGOODMANCORP.COM

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

Task:	Previous % Complete	Current % Complete
Task 1 – Project Management and Coordination	24%	24%
Comments: No activity this month		
Task 2 – Joint Development/Incidental Use Summary	60%	60%
Comments: No activity this month		
Task 3 – Market Study	1%	2%
Comments: Call with Garrett McLeod and CDS to discuss economic development opportunities in the City and how that could influence the market study.		
Task 4 – Market Engagement	0%	0%
Comments: No activity this month		
Task 5 – Alternatives Analysis	2%	2%
Comments: No activity this month		
Task 6 – Develop Preferred Alternative	0%	0%
Comments: No activity this month		

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

Invoice

Bill To

Gulf Coast Transit District
 1415 33rd Street North
 Texas City, TX 77590

Date
 8/31/2021

Invoice #
 8-2021-26

Terms

Project
 GCTD101

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 - Project Management Coordination	10,000.00	24%	0.00%	0.00
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%	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	2%	0.00%	0.00
Contract Services	Task 6 - Develop Preferred Alternatives	45,000.00	0%	0.00%	0.00

PL 4/11/21

Total \$250.00

Balance Due \$250.00

Phone #	Fax #
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

PROGRESS REPORT

PHONE: (713) 951-7951

LARES OPS
\$18,896.50

THEGOODMANCORP.COM

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

Task:	Previous % Complete	Current % Complete
Task 1 – Program Management	9.7%	25.70%

Comments:

The Goodman Corporation (TGC) provided general program management support with the following activities:

- TGC senior level staff attended August BOD meeting to provide support, as needed.
- TGC met with GCTD staff to discuss on-going consulting needs and provided general support.
- TGC senior staff coordinated a meeting with the new Baytran Executive Director to introduce her to GCTD.
- TGC attended a meeting with TxDOT PTN regarding the use of TxDOT funds for the Lake Jackson facility on Monday 8/16/21. TGC provided GCTD follow up materials that included a Microsoft Excel workbook that provided the historical TxDOT draws from GCC, final budget and actual cost of construction. TGC provided GCTD staff recommendations for response to TxDOT.

Task 2 – Short- and Long-Range Financial Planning	0%	0%
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Comments:

No activity this month.

Task 3 – FTA and TxDOT Grant Management and Reporting	5.4%	10.78%
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Comments:

TGC assisted GCTD staff with the following grant management activities:

- Researched STIP status of TX-95-X081-01.
- Drafted email to FTA to discuss potential grant amendment to use up remaining \$480,323 for TXC capital project.
- Completed close out amendment TX-2020-036-01. TGC participated on Teams call with staff on 8/19 re: GCTD grants.
- Developed internal grant resource worksheet to assist GCTD with future grant reimbursements.

Task 4 - Procurements	19.7%	34.90%
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Comments:

TGC finalized the Request for Qualifications (RFQ) for an external auditor as well as the draft Request for Proposal (RFP) for the vehicle maintenance services based on feedback from GCTD. TGC coordinated with TxDOT, and updated documentation based on the feedback. GCTD received TxDOT approval on both procurements. TGC finalized the procurements and sent them to GCTD to release on August 27.

TGC requested information from GCTD for the development of the next two procurements – lease of vehicles and payroll software. TGC and GCTD has coordinated with J. Tyler services for delivery of furniture at the Lake Jackson facility on August 31.

Task 5 – Fleet Replacement Planning for Electric Vehicles **15%** **65%**

Comments:

TGC staff finalized the research regarding electrification of the bus fleet. TGC also completed researching the processes needed to meet route requirements, maintenance facility needs, driver training and infrastructure needs. This research has been 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 month.

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

Comments:

No activity this month.

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

Comments:

No activity this month.

Task 9 – Strategic Planning and Survey **75%** **100%**

Comments:

TGC completed, presented to the GCTD Board and submitted the final PPT to GCTD staff for the Vision, Mission and Goals MetroQuest survey analysis and summary. TGC used the feedback from the Board to develop a final Mission and Vision statement. Additionally, TGC provided four (4) top thematic goals with associated objectives to meet the goals.

This task is 100% complete.

Task 10 – Funding Pursuit **69.30%** **69.30%**

Comments:

No activity this month.

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

Invoice

Bill To

Gulf Coast Transit District
 1415 33rd Street North
 Texas City, TX 77590

Date
 8/31/2021

Invoice #
 8-2021-28

Terms

Project
 GCTD104

Item	Description	Rate	Prior %	Curr %	Amount
Contract Services	Task 1 – Program Management	25,000.00	9.7%	16.00%	4,000.00
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	5.4%	5.38%	1,748.50
Contract Services	Task 4 - Procurements	86,500.00	19.7%	15.20%	13,148.00
Contract Services	Task 5 – Fleet Replacement Planning for Electric Vehicles	15,000.00	15%	50.00%	7,500.00
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 – PTN and NTD Reporting	13,500.00	1.3%	0.00%	0.00
Contract Services	Task 9 – Strategic Planning and Survey	20,000.00	75%	25.00%	5,000.00
Contract Services	Task 10 – Funding Pursuit	72,750.00	69.3%	0.00%	0.00

ops
 ops
 ops
 Plan
 Plan

Plan - 12,500
 ops - 18,896.50

Total	\$31,396.50
Balance Due	\$31,396.50

Phone #	Fax #
713-951-7951	713-951-7957

INTERLOCAL AGREEMENT BETWEEN THE CITY OF PEARLAND AND THE GULF COAST TRANSIT DISTRICT

This is an Interlocal agreement entered into by the Gulf Coast Transit District (hereinafter referred to as "the Provider") and City of Pearland (hereinafter referred to as "the City") on this date, _____.

This interlocal Agreement is for a Public Transportation Voucher Service Program to be administered and operated by the Provider for residents of the City.

The Provider's place of business is and the City's place of business is:

The Gulf Coast Transit District
Attn: Executive Director
Gulf Coast Transit District
1415 33rd St N
Texas City, TX 77590

City of Pearland
Attn: City Manager
City of Pearland
3519 Liberty Drive
Pearland, TX 77581

The City hereby engages the Provider to provide transportation services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the City with such services in exchange for a fiscal payment not to exceed \$36,000. This agreement is good for one year and can be renewed annually for an additional two years pending concurrence by both parties.

Termination of this agreement can occur by either party with a 60-day written notice.

Scope and Manner of Services

The provider will coordinate a taxicab voucher program with Connect Transit and Harris County Rides that will use the services of pre-procured taxi cabs which are available to provide door to door transportation services for the elderly, low income, and disabled individuals residing within the City Limits of the City of Pearland. This service will be available to residents of Pearland 24 hours a day, 7 days a week.

- The provider will deliver to the City a detailed written quarterly report outlining the number of trips and type of trip taken as well as the associated expenditures pertaining to those trips.
- Each written quarterly report will include a section that provides a year-to-day summary of all transportation activities.
- The provider will deliver to the City the final written quarterly report no later than thirty days prior to the expiration date of the agreement.

Payment for Services Rendered

The City shall pay the Provider monthly for services rendered. The total combined amount for the twelve-month period shall not exceed \$36,000.

Indemnity

Provider releases, acquits, indemnifies, and hold harmless and agrees to defend the City, its officers, officials, agents, employees, representatives, successors, and assigns, from any and all kinds of claims, demands, loses, damages, injuries, rights, claims, lawsuits, causes of action, or judgments of whatsoever character or nature, including attorneys' fees, costs and expenses, which may arise out of, be related to, or be in connection with this agreement. The provisions of this section reflect the expressed intentions of the provider and the City and shall survive the termination, expiration, or cancellation of this agreement.

Applicable Law

The parties hereto agree to abide with all applicable City Charter provisions, laws, regulations, and grant provisions of the United States, the State of Texas, and any other lawful authorities having jurisdiction.

Signatures

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

Executive Director, Gulf Coast Transit District

Date

DocuSigned by:
Clay Pearson
288282860CC0460

City Manager, City of Pearland

11/8/2021 | 6:12 PM PST

Date



**Connect.
Transit.**

GCTD ADVERTISING POLICY AND REGULATIONS

Procedure History

NEW POLICY

SUMMARY OF POLICY

Status

**BOARD APPROVAL
REQUESTED**

Regulation Number: 2021ADV VER. 1

Computer Title: Advertising Regulation

Effective Date:

TITLE: TRANSIT ADVERTISING POLICY

TRANSIT ADVERTISING POLICY

I. Purpose

- A. Gulf Coast Transit District. The Gulf Coast Transit District (“GCTD”) is a political subdivision of the State of Texas, created under Chapter 458 of the Texas Transportation Code, to provide public transportation services within its territory. With its buses, vans, fixed route, and park & ride services, the GCTD transit system is a vital component of the broad spectrum of public services provided to the Galveston/Brazoria County region.

Advertising as Revenue Source. GCTD’s transit operations are funded by a combination of federal, state and local funds, plus fare box revenue. Advertising revenues can be an additional source of funding that supports transit operations. GCTD’s fundamental purpose for accepting transit advertising is to generate revenue to augment the operating budget

The primary purpose of GCTD is to provide safe and efficient public transportation within its service area. Consistent with this purpose, the GCTD places great importance on maintaining secure, safe, comfortable and convenient Transit Facilities and Transit Vehicles in order to, among other things, be consistent with the provision of effective and reliable public transportation, retain existing riders and attract new users of public transit service. To generate additional revenue while also accomplishing the primary objectives of transit operations, GCTD will accept advertising on its Transit Facilities and Transit Vehicles only if such advertising complies with this Advertising Policy.

- B. Nonpublic Forum Status. The GCTD's acceptance of transit advertising does not provide or create a general public forum for expressive activities. In keeping with its proprietary function as a provider of public transportation, GCTD does not intend its acceptance of transit advertising to convert its Transit Vehicles or Transit Facilities into public forums for public discourse and debate. Rather, as noted, the GCTD’s sole purpose and intent is to accept advertising as an additional means of generating revenue to support its transit operations. In furtherance of that objective, GCTD retains strict control over the nature of the ads accepted for posting on or in its Transit Vehicles and Transit Facilities and maintains its advertising space as a nonpublic forum.

GCTD is aware that certain types of advertisements can interfere with the purpose of generating revenue to benefit the transit system. This policy advances the advertising policy’s revenue-generating objective and preserves the forum’s primary transit purposes by prohibiting advertisements that interfere with and divert resources from transit operations, that detract from transit purposes by creating substantial controversy, and/or that pose significant risks of harm, inconvenience,

or annoyance to transit passengers, operators and vehicles. Such advertisements can create an environment that is not conducive to achieving increased revenue for the benefit of the transit system or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this policy thus foster the maintenance of a professional advertising environment that maximizes advertising revenue, and protects the interests of the captive audience that uses GCTD's transit services.

This policy is intended to provide clear guidance as to the types of advertisements that will allow GCTD to generate revenue and enhance transit operations by fulfilling the following important goals and objectives:

- Maximizing advertising revenue;
- Maintaining a position of neutrality and preventing the appearance of favoritism or endorsement by the GCTD;
- Preventing the risk of imposing objectionable, inappropriate or harmful views on a captive audience;
- Preserving the value of the advertising space;
- Maximizing ridership and maintaining a safe environment for transit customers and other members of the public;
- Avoiding claims of discrimination and maintaining a non-discriminatory environment for riders;
- Preventing any harm or abuse that may result from running objectionable, inappropriate or harmful advertisements;
- Reducing the diversion of resources from transit operations that is caused by objectionable, inappropriate or harmful advertisements.
- Preserving GCTD's business reputation as a professional, effective and efficient provider of public transit services.

The GCTD's Facilities and Transit Vehicles are a nonpublic forum and, as such, GCTD will accept only that advertising that falls within the categories of acceptable advertising specified in this viewpoint neutral policy and that satisfies all other access requirements and restrictions provided herein.

GCTD reserves the right to suspend, modify or revoke the application of any of the standards in this Policy as it deems necessary to comply with legal mandates, to accommodate its primary transportation function, or to fulfill the goals and objectives identified above. All of the provisions in this Policy shall be deemed severable.

Disclaimer of Endorsement. The GCTD's acceptance of an advertisement does not constitute express or implied endorsement of the content or message of the advertisement, including any person, organization, products, services, information or viewpoints contained therein, or of the advertisement sponsor itself. This endorsement disclaimer extends to and includes content that may be found via internet addresses, quick response (QR) codes, and telephone numbers that may appear in posted ads and that direct viewers to external sources of information.

II. Policy

For purposes of this Policy, Transit Facilities and Transit Vehicles shall include the interior and exterior of vans and buses, bus shelters, benches, and other related transportation facilities.

- A. Permitted Advertising Content: Only the following classes of advertising are authorized on or in Transit Facilities and Transit Vehicles:
1. Commercial Advertising. Advertising proposing, promoting, or soliciting a commercial transaction for the sale, rent, lease, license, distribution or availability of goods, property, services, or events that anticipates an exchange of monetary consideration, for the advertiser's commercial or proprietary interest, including advertising from tourism bureaus, chambers of commerce or similar organizations that promote the commercial interests of its members.
 2. Government Advertising. Advertising by a federal, state or local governmental entity that advances specific governmental purposes.
- B. Prohibited Advertising Content: Advertising is prohibited on or in Transit Facilities and Transit Vehicles if it falls within one or more of the following categories:
1. Political Speech. Advertising that promotes, or opposes: (a) a political party; (b) any person or group of persons holding federal, state or local government elected office; (c) the election of any candidate or group of candidates for federal, state or local government offices; or (d) initiatives, referendums or other ballot measures.
 2. Public Issue Speech. Advertising that primarily expresses or advocates an opinion, position or viewpoint on a matter of public debate about economic, political, public safety, religious or social issues. The following nonexclusive factors will be considered when applying this section to commercial advertising submitted under Section II A, (a) whether a commercial product or service is apparent from the face of the ad, (b) whether the commercial product or service is incidental to the public interest content of the ad, (c) whether the sale of commercial products or services is the primary source of the advertiser's total annual revenue, and (d) whether the advertiser is a for-profit entity. This exclusion does not apply to Government Advertising
 3. Religious. Advertising that promotes or opposes any identifiable or specific religion, religious viewpoint, message or practice.
 4. Prohibited Products, Services or Activities. Any advertising that (i) promotes or depicts the sale, rental, or use of, participation in, or images of the following products, services or activities; or (ii) that uses brand names, trademarks, slogans or other material that are identifiable with such products, services or activities:

- (a) Tobacco. Tobacco products, including but not limited to cigarettes, cigars, and smokeless (e.g., chewing) tobacco;
 - (b) Vaping. Vaping products, including but not limited to e- cigarettes, vaping pens, and vaping oils;
 - (c) Alcohol. Beer, wine, distilled spirits or any alcoholic beverage licensed and regulated under Texas law, however, this prohibition shall not prohibit advertising that includes the name of a restaurant that is open to minors;
 - (d) Cannabis. Cannabis, cannabis products, cannabis businesses, or cannabis services;
 - (e) Firearms. Firearms, ammunition or other firearms-related products;
 - (f) Adult/ Mature Rated Films, Television Video Games, or Theatrical Presentations. Adult films rated "X" or "NC-17", or video games rated "A", or theatrical presentations recommended by the sponsor for persons 18 years or older;
 - (g) Adult Entertainment Facilities. Adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments;
 - (h) Other Adult Services. Adult telephone services, adult internet sites and escort services.
5. Sexual and/or Excretory Subject Matter. Any advertising that contains or involves any material that describes, depicts or represents sexual or excretory organs or activities in a manner that a reasonably prudent person, knowledgeable of the GCTD's ridership and using prevailing community standards, would find inappropriate for the public transit environment, including persons under the age of 18.
6. False or Misleading. Any material that is or that the sponsor reasonably should have known is false, fraudulent, misleading, deceptive or would constitute a tort of defamation or invasion of privacy.
7. Copyright, Trademark or Otherwise Unlawful. Advertising that contains any material that is an infringement of copyright, trademark or service mark, or is otherwise unlawful or illegal.
8. Illegal Activity. Any advertising that promotes any activity or product that is illegal under federal, state or local law.
9. Profanity and Violence. Advertising that contains any profane language or employs the use of miscellaneous characters or symbols as a substitute for profane language, or portrays images or descriptions of graphic violence, including dead, mutilated or disfigured human beings or animals, the act of killing, mutilating or disfiguring human beings or animals, or intentional infliction of pain or violent action towards or upon a person or animal.

10. Threatening Harm. Advertising that contains any threat, implied or direct, to harm a particular individual or group of individuals.
11. Harmful or Disruptive to Transit System. Advertising that contains material that is so objectionable as to be reasonably foreseeable that it may result in harm to, disruption of, or interference with, the operation, or business reputation of the transit system. For purposes of determining whether an advertisement contains such material, GCTD will determine whether a reasonably prudent person, knowledgeable of the GCDT's ridership and using prevailing community standards, would believe that the material is so objectionable that it is reasonably foreseeable that it may result in harm to, disruption of, or interference with, the operation, or business reputation of the transit system.
12. Adverse to Transit. Advertising that is directly adverse to the commercial or administrative interests of the transit system, that tends to criticize the quality of service provided by the transit system, or that tends to criticize public transportation generally.
13. Lights, Noise and Special Effects. Flashing lights, sound makers, mirrors or other special effects that interfere with the safe operation of the bus or the safety of bus riders, drivers of other vehicles or the public at large.
14. Unsafe Transit Behavior. Any advertisement that encourages or depicts unsafe behavior with respect to transit-related activities, such as non-use of normal safety precautions in awaiting, boarding, riding upon or debarking from transit vehicles.

C. Additional Requirements:

1. Sponsor Attribution and Contact Information. Any advertising in which the identity of the sponsor is not readily and unambiguously identifiable must include the following phrase to identify the sponsor in clearly visible letters (no smaller than 72 point type for exteriors and 24 point type for interiors):

Paid for by _____

"Teaser ads" that do not identify the sponsor will, however, be allowed so long as a similar number of follow up advertisements are posted within eight weeks of the initial teaser ads that do identify the sponsor of those initial ads.

- D. Government Speech. The provisions of this policy do not apply to advertising sponsored by the federal, state or local government to communicate any message deemed appropriate by the Executive Director.

III. Administration of advertising policy

Action By:

Action:

Transit Advertising Coordinator

A. All proposed transit advertising must be submitted to the Transit Advertising Coordinator for initial compliance review. The Transit Advertising Coordinator will perform a preliminary evaluation of the submission to assess its compliance with this policy. If, during its preliminary review of a proposed advertisement, the Transit Advertising Coordinator is unable to make a compliance determination, it will forward the submission to the GCTD Advertising Review Committee for further evaluation. The Transit Advertising Coordinator (?) may at any time discuss with the entity proposing the advertisement one or more revisions to an advertisement, which, if undertaken, would bring the advertisement into conformity with this Advertising Policy. The entity will immediately remove any advertisement that the Transit Advertising Coordinator at any time directs it to remove.

Advertising Review Committee

B. The Advertising Review Committee will review the proposed advertisement for compliance with the guidelines set forth in this policy and will direct the Transit Advertising Coordinator as to whether the proposed advertisement will be accepted. In the discretion of the Advertising Review Committee, any proposed transit advertising may be submitted to the GCTD Executive Director.

Executive Director

C. The GCTD Executive Director shall conduct a final review of proposed advertising at the request of the Advertising Review Committee. The Executive Director may consult with other appropriate GCTD officials, including the GCTD legal counsel, at any time during the review process. The decision of the Executive Director to approve or reject any proposed advertising shall be final.