

**Gulf Coast Transit District Board of Directors Meeting**  
**Tuesday July 16, 2024, 2:30 PM**  
**101 Canna Lane Court**  
**Lake Jackson, Texas 77566**



## **Board of Directors Minutes**

### Present:

Stephen Holmes, Chairman  
Dude Payne, Vice-Chairman  
Chris Whittaker, Secretary  
CJ Snipes, Board Member  
Neal Bess Jr., Board Member  
Neal Cooper, Board Member  
Gerald Roznovsky, Board Member  
Modesto Mundo, Board Member  
Rick Elizondo, Board Member  
David Johnson, Board Member  
Amy Skicki, Board Member

### The following were also in attendance:

Paige Bailey  
Olson & Olson, L.L.P.

1. Call to Order and Roll Call  
**Chairman Stephen Holmes called the meeting to order at 2:30 p.m.**
2. Report from Acting Executive Director, Ted Ross
  - 2.1 Including: finances, grant statuses, operations, staffing,  
**Ted Ross led the discussion going over the finances and grant status for GCTD. Ted presented the new organization chart that is currently in effect. He also showed a current salary chart and comparison of all employees. Ted informed the board that Galveston County is fully staffed, Brazoria has 4 new drivers starting training on 7/22/2024 leaving 2 open driving positions in Brazoria County.**
3. Report from Operations Manager Marcus Alexander  
**Marcus Alexander showed the current ridership. He explained how our Ride the Wave app works. Marcus also explained how we have an employee on emergency standby at any given time. It was requested that going forward we also include a comparison on good versus bad reviews.**
4. Report from Advertising Sales Coordinator Amanda McCarty  
**Amanda prepared a PowerPoint, she showed what special pricing we have for the summer, the amount of income from the current contracts, and what plans she would like to go forward with.**
5. Citizen Comments **None.**
6. Approval of minutes from June 27, 2024  
**On Motion by Dude Payne, seconded by Neal Bess to approve the minutes the motion was carried with all members voting in favor.**
7. Discuss and take possible action related to Galveston County and Brazoria County local share agreement.  
**On Motion by Neal Bess, seconded by Amy Skicki, the motion was carried with all members voting in favor.**
8. Discuss and take possible action related to FY 2025 Health Insurance Enrollment.



**On motion by Chris Whittaker, seconded by Neal Bess keeping split percentage the same as current.**

9. Discuss and assess storm damage to all locations.

**This was a discussion item: Lake Jackson had no vehicle damage, no broken tree, one bent tree, and the back side of the building had leakage. The wall will be sealed to keep this from being a problem. Park and Ride had no issues. Texas City has water that comes in from under the doors during heavy wind and rain. The metal gate was broken, we are waiting to get bids to replace it. The shop in Texas City lost 2 bay doors, they were replaced by the leasing company. We did incur overtime with having to keep an employee there until the building could be secure.**

10. Discuss bus stop improvements for HGAC carry over spend down projects – Regional Strategic transportation fund (RSTF) program

**This was a discussion item, no action needed at this time.**

11. Discuss and take possible action related to employee uniform agreements.

**This was a discussion item, no action needed at this time.**

12. Discuss and take possible action related to a training agreement.

**Item pending until legal review**

13. Discuss and take possible action related to requiring a non-disclosure agreement.

**Item pending until legal review**

14. Discuss and take possible action related to LaMarque City Manager Cesar Garcia taking the LaMarque place.

**On Motion by Chris Whittaker, seconded by Amy Skicki, the motion was carried with all members voting in favor.**

15. Closed Session: The Board will recess into closed session at 3:47p.m. as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, to wit:

15.1 Sec. 551.071 – Consultation with the Attorney regarding (a) a matter in which the duty of the Attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with the Open Meetings Act, or (b) pending or contemplated litigation.

16. Open session 4:02 p.m. **The board reopened**

17. Discuss and take possible action related to Lisa Womacks Earned Accrued Leave

**Motion Denied by Chris Whittaker, seconded by Dude Payne, all members voting in favor.**

18. Set a time and date for the next meeting.

**Next meeting is set to take place on August 20, 2024, at 2:00p.m. at 1415 33<sup>rd</sup> street North Texas City, TX 77590**

19. Discuss and take possible action to identify items to be included on a future agenda.

**Amy Skicki requested we get quotes for directors and officers policy for GCTD board.**

20. Board member comments.

21. Adjournment

**The meeting was adjourned at 4:05 p.m. by Stephen Holmes**

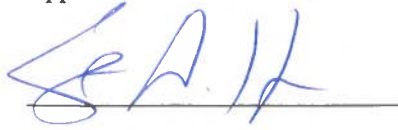
Respectfully submitted,



Lacey Hernandez

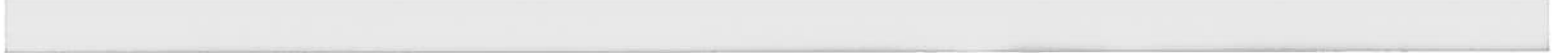
Secretary to Board of Directors

Approved as to Content and Forum,



Stephen Holmes

Chairman of the Board of Directors



Gulf Coast Transit District Board of Directors Meeting

Tuesday July 16, 2024, 2:30 PM

101 Canna Lane Court

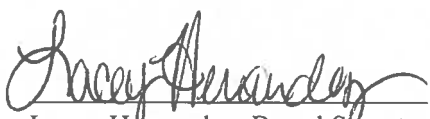
Lake Jackson, Texas 77566



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  - 2.1 Including: finances, grant statuses, operations, staffing,
3. Report from Operations Manager Marcus Alexander
4. Report from Advertising Sales Coordinator Amanda McCarty
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17. Set a time and date for next meeting.
18. Discuss and take possible action to identify items to be included on a future agenda.
19. Board member comments.
20. Adjournment

I hereby certify posting this Notice and agenda at 3:00p.m., on July 10, 2024

at the Galveston County Courthouse and the Brazoria County Courthouse.

  
Lacey Hernandez, Board Secretary

- list of directors - meetings attended.
- Once a month Tuesdays. Aug 20

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- para -

Muna

bass

payk

hokles

Rozmarinsky

Johnson

Utus

Steki

Whitaker

Snipes

Rick

**Operating Account**

\$590,035.26 Bal as of 07/15  
-\$1,204.96 Outstanding Check  
-\$14,387.97 Empower 7/15  
-165,000.00 P/R 7/31 (7/01-15) est 7/26  
-10,500.00 Lisa EAL 200  
-\$14,387.97 Empower 7/31 Est  
-\$26,944.38 Invoice to pay  
-\$20,000.18 Utilities  
-5284.14 Visa 7/25  
**\$332,325.66**

This will be whats coming up:      Aug 24 Pay outs  
\$332,325.66 Balance after above  
-165,000.00 P/R 8/15 (7/16-31) est 8/12  
-\$14,387.97 Empower 8/15 Est  
-\$90,313.17 Ins UHC 8/1  
-\$9,000.00 Ins Principal Est 8/1  
-\$43,000.00 Fuel Est 8/12  
-\$95,000.00 TML 8/10  
\$162,950.00 TX Pending Apr/May by 8/10  
**\$78,574.52**

Pending Grants 7/15      Est 8/15-30  
\$3,928,662.00 FTA  
\$250,000.00 FTA  
\$2,248,377.00 FTA  
**\$6,427,039.00**  
**\$707,924.00** TXDOT Reimbursable Amt





June

Vendor	Amount
A Teams	\$1,957.85
Aftermarket Parts	\$832.81
Airgas	\$38.82
Alert Alarms	\$815.00
A-Line	\$417.94
Alsco	\$341.96
Amazon	\$352.45
Brazosport Tire	\$250.00
City of TC - Admin	\$133.48
City of TC - Irrigation	\$34.28
City of TC - Shop	\$33.23
Coastal Direct Auto	\$531.00
DISA	\$854.52
Engie	\$860.71
GB Tech	\$5,280.00
GB Tech	\$4,581.48
GB Tech	\$350.00
Gillig	\$1,352.96
Grease Monkey	\$25.50
Harbor Freight	\$21.99
Hertz	\$26,277.57
HiTouch	\$292.58
Language Line	\$80.25
Leo Martin	\$130.39
Lowe's	\$1,413.81
Napa	\$108.21
Olson & Olson	\$2,000.50
O'Reilly	\$3,457.77
Pitney Bowes	\$526.65
Ron Carter	\$307.20
Summit Fire & Security	\$247.43
SunCoast	\$200.48
Waste Connections	\$188.45
Yaklin	\$454.88
	<b>\$54,752.15</b>

Vendor	Amount
Advance Auto Parts	\$97.67
AFCO	\$6,608.33
Airgas	\$38.82
Alert Alarms	\$455.00
A-Line	\$951.59
Alsco	\$341.96
AT&T	\$234.34
AT&T	\$11,961.71
Bevis	\$350.00
Centerpoint	\$80.00
City of Lake Jackson	\$220.00
City of Texas City	\$688.99
Comcast	\$641.37
Comcast	\$1,267.28
Comcast	\$835.59
Disa	\$3,500.00
Engie	\$5,266.97
Fare Reimbursements	\$59.00
GB Tech	\$5,280.00
Gillig	\$564.08
Grease Monkey	\$77.00
Hertz	\$22,112.34
Language Line	\$100.00
Lowe's	\$1,124.04
Mobile Auto Pros	\$280.00
Olson and Olson	\$11,001.50
Pitney Bowes	\$190.00
Ready Fresh	\$157.60
Ron Carter	\$3,000.00
Summit Fire & Security	\$728.52
TJ's Lube	\$37.50
TML	\$96,648.25
TML (vehicle/Other Insurance)	\$95,648.25
TxTag	\$2.02
Waste Connections	\$190.00
Xerox - Admin	\$295.90
Xerox - Lake Jackson	\$292.77
	<b>\$271,328.39</b>

**Total Invoices \$422,656.87**

	April	
<b>Vendor</b>	<b>Amount</b>	
AirGas	\$76.63	
Alert Alarms	\$425.00	
-Line	\$7.99	
Alsco	\$427.45	
Amazon	\$616.78	
-Teams AC	\$156.96	
Axix One Consulting	\$1,191.26	
Bosone Auto	\$3,401.98	
Carport Tire	\$125.00	
Campher's Towing	\$700.00	
Coastal Direct Auto	\$163.88	
Coastal Welding	\$24.81	
Crystal Clean	\$156.00	
Dummins	\$104.51	
Dreyfus	\$257.00	
Eaton	\$1,915.11	
Ess	\$480.00	
FB Tech	\$6,680.00	
Gillig	\$2,374.09	
iTouch	\$159.99	
Integration Concepts	\$456.25	
Keen	\$185.92	
Language Line Services	\$116.44	
Leo Martin	\$556.70	
Lowes	\$783.16	
Napa	\$2,206.00	
O'Reilly	\$5,739.27	
Ready Fresh	\$157.60	
Ron Carter	\$2,626.04	
ESC	\$17.22	
NT Signs	\$2,830.00	
Yaklin	\$2,641.32	
	<b>\$37,760.36</b>	

	May	
<b>Vendor</b>	<b>Amount</b>	
Aftermarket Parts	\$832.81	
Airgas	\$38.82	
Alsco	\$341.96	
Amazon	\$640.25	
Axix One Consulting	\$704.18	
Blender Direct	\$2,761.50	
Bosone Auto	\$3,401.98	
Coastal Welding	\$24.81	
Disa	\$1,470.22	
Dreyfus	\$185.00	
Gillig	\$2,422.26	
Harris County	\$83.73	
Hertz	\$25,638.38	
Karen Shortt	\$23.27	
Kleen	\$191.45	
La Marque Lease	\$34.28	
Leo Martin	\$18.36	
Matthews Inc	\$90.00	
Napa	\$2,053.36	
O'Reilly	\$7,879.22	
Ready Fresh	\$157.60	
Ron Carter	\$222.72	
Sun Coast Resources	\$197.52	
Texas Bus Sales	\$4,203.71	
TNT Signs	\$2,749.00	
Tony Bros	\$1,800.00	
Yaklin	\$649.58	
	<b>\$58,815.97</b>	



## Texas Workforce Commission

### Weekly Benefit Amount

Your weekly benefit amount (WBA) is the amount you receive for weeks you are eligible for benefits. Your WBA will be between \$73 and \$577 (minimum and maximum weekly benefit amounts in Texas) depending on your past wages. To calculate your WBA, we divide your base period quarter with the highest wages by 25 and round to the nearest dollar. If you work during a week for which you are requesting payment, you must report your work. Wages earned may affect your benefit amounts.

### Maximum Benefit Amount

Your maximum benefit amount (MBA) is the total amount you can receive during your benefit year. Your MBA is 26 times your weekly benefit amount or 27 percent of all your wages in the base period, whichever is less. To receive benefits, you must be totally or partially unemployed and meet the [eligibility requirements](#). Your benefit year begins on the Sunday of the week in which you applied for benefits and remains in effect for 52 weeks. Your benefit year stays in effect for those dates even if TWC disqualifies you or you receive all of your benefits. You may run out of benefits before your benefit year expires.

### Minimum and Maximum Weekly Benefit

Start Date	Minimum WBA	Maximum WBA
October 3, 2010	\$60	\$415
October 2, 2011	\$61	\$426
October 7, 2012	\$62	\$440
October 6, 2013	\$63	\$454
October 5, 2014	\$64	\$465
October 4, 2015	\$65	\$479
October 2, 2016	\$66	\$493
October 1, 2017	\$67	\$494
October 7, 2018	\$68	\$507
October 6, 2019	\$69	\$521
October 4, 2020	\$70	\$535
October 3, 2021	\$71	\$549
October 2, 2022	\$72	\$563
October 2, 2023	\$73	\$577

$$549 \times 26 = 14,274.00$$

$$577 \times 26 = 15,002.00$$



## Theodore Ross

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**From:** Cathy Claunch-Scott  
**Sent:** Tuesday, July 16, 2024 11:41 AM  
**To:** Theodore Ross; Lacey Hernandez  
**Subject:** Insurance

[Report This Email](#)

Carriers do not issue the renewal more than 90 days ahead of the renewal date. They are required by law to issue the renewal no less than 60 days prior to the renewal. We can generally get them 90-75 days prior to the renewal date. We will request the renewal data beginning 07/01/2024.

**So that you know, rate increases in Texas this year have been running in the +10-12% range.**

Ron with ADP has been searching for our renewal exhibit daily. As of a few minutes ago it was not available. I have just under 100 clients in my book of business. 90% are in the state of Texas. In my book, rates have increased an average of about 12%. The lowest increase I've seen is 6% and the highest was a 28.7% increase. I have not seen a decrease in rates for any of my clients.

An option that is always available is to request proposals from other carriers. A second option is to consider a level funded plan. A level funded plan is between a fully insured and a self-funded plan.

Here is UHC's viewpoint on Level Funded plans. <https://www.uhc.com/agents-brokers/employer-sponsored-plans/news-strategies/4-ways-level-funded-health-plans-help-contain-costs-for-employers#:~:text=Level%20funded%20plans%20may%20reduce,to%20the%20following%20year's%20plan.>

### **Current Rates:**

**Employee Buy Up – Employee Cost \$106.21, Employer Cost \$920.71**  
**Employee/Spouse Buy Up – Employee Cost \$467.91, Employer Cost \$2017.22**  
**Employee/Children Buy Up– Employee Cost \$344.00, Employer Cost \$1514.73**  
**Employee/Family Buy Up – Employee Cost \$313.21, Employer Cost \$3106.42**

**Employee Base – Employee Cost \$27.25, Employer Cost \$924.45**  
**Employee/Spouse Base – Employee Cost \$299.75, Employer Cost \$2003.37**  
**Employee/Children Base – Employee Cost \$244.60, Employer Cost \$1477.99**  
**Employee/Family Base – Employee Cost \$436.00, Employer Cost \$2733.17**

Thank you,



## Damages from the storm:

No buses received any damages a few signs were blown off the buses but were recovered and put back on in Galveston County.

## Park and Ride:

Building received no damage,

## Texas City:

Admin building had water come in the lobby and driver`s room doors. Next storm we will be putting up plastic and sandbags to prevent that from happening again. The back door by Emergency Management also had water come in the hallway and into the first office. The automatic gate where the buses exit out of on Magnolia Street was blown open and bent the frame and broke the chain and sprocket. It has been ratchet strap close and we are waiting on two different contractors to come give us a quote which should be today or tomorrow. No other damage to the building or trees.

## Texas City:

The maintenance shop had two garage doors blown in and had to be replaced with new ones. The landlord paid for the replacements. We did have to put around the clock security to protect the building from Monday – Saturday around noon. We also had to call an electrician out to look at the electricity because we had some power but not all, it had to do with the lines coming into the building and was corrected when they were able to restore full power to the area.

## Lake Jackson:

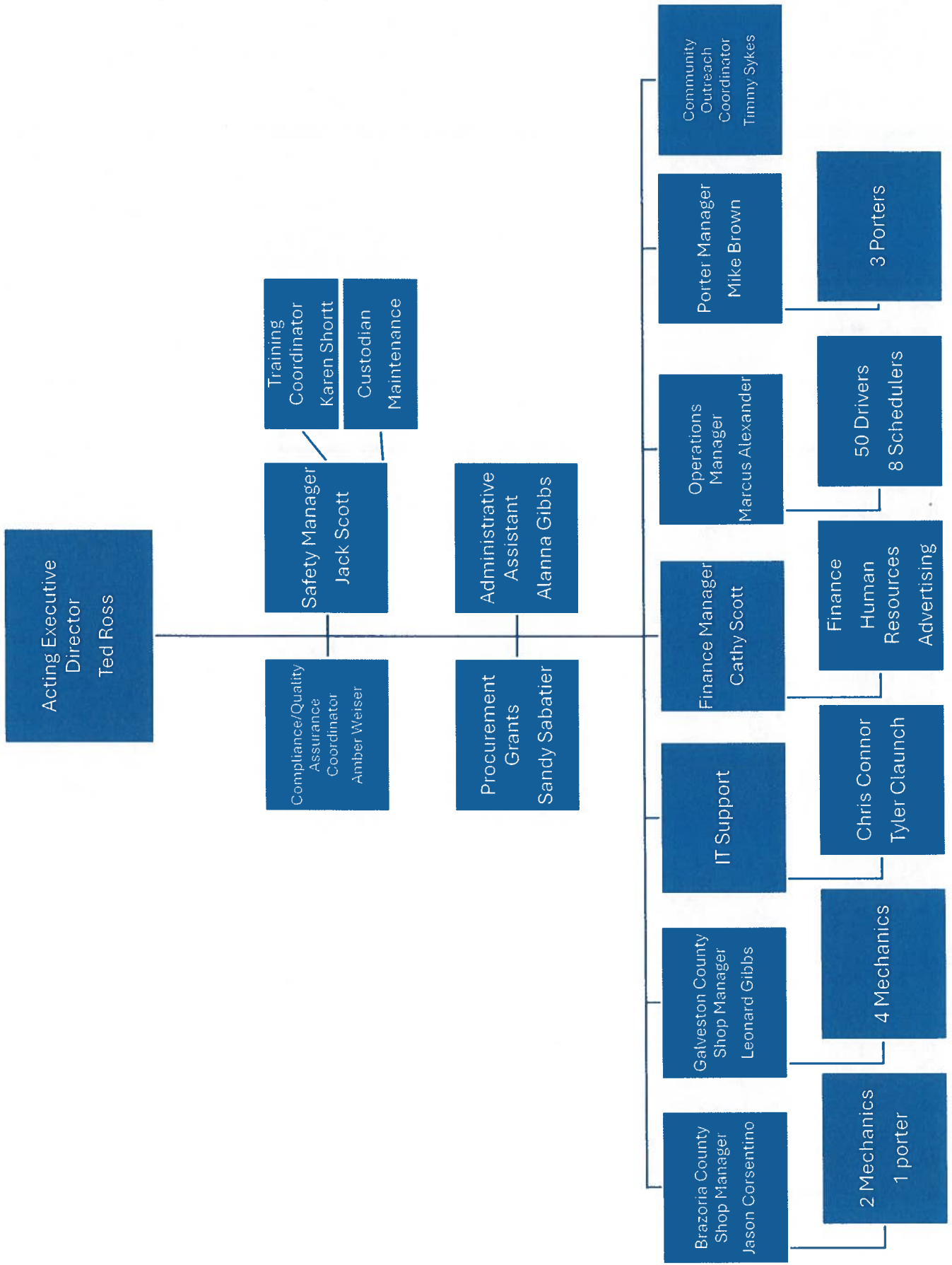
The building leaked water under the edge of the south side of the building. We are working on resealing around the edges of the entire building to prevent that from happening again. One small tree was pushed over and one that was already dead did brake off. The internet did fry a box and because of that it messed up the phones. Comcast repaired the box and reset the phones.



The following text is extremely faint and illegible. It appears to be a multi-paragraph document, possibly a report or a letter, but the content cannot be discerned due to the low contrast and blurriness of the scan.









*[The text in this section is extremely faint and illegible. It appears to be a list or table of contents with several columns of text.]*



**OPERATIONS REPORT**

Marcus Alexander, OPERATIONS MANAGER  
JULY 16, 2024

**BRAZORIA AND GALVESTON COUNTY**

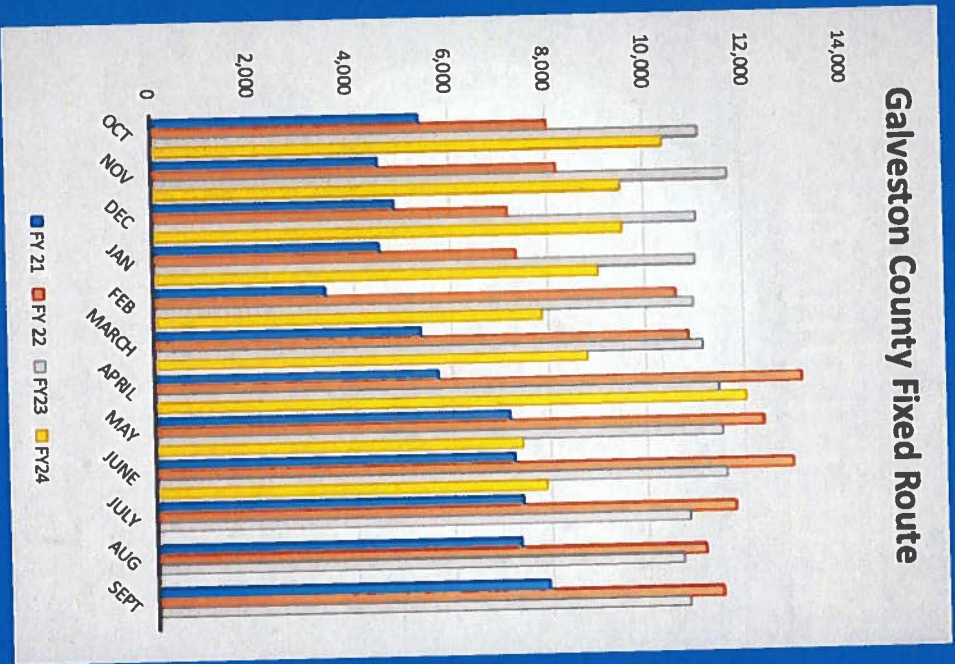
**MICROTRANSIT**







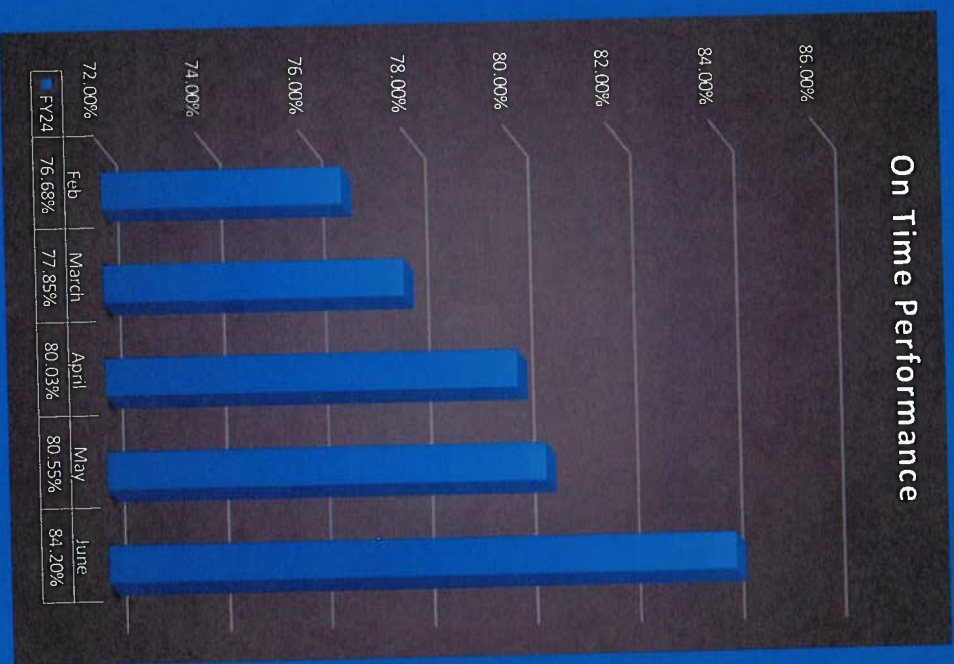
### Galveston County Fixed Route



### Ride The Wave:

	FY21	FY22	FY23	FY24
OCT.	5,401	8,022	11,087	10,360
NOV.	4,558	8,190	11,659	9,494
DEC.	4,868	7,174	11,010	9,516
JAN.	4,559	7,340	10,980	9,017
FEB.	3,429	10,577	10,930	7,853
MAR.	5,370	10,823	11,101	8,762
APRIL	5,713	13,115	11,408	11,959
MAY	7,169	12,319	11,469	7,416
JUNE	7,249	12,916	11,552	7,890
JULY	7,413	11,722	10,782	
AUG.	7,350	11,097	10,641	
SEPT.	7,901	11,427	10,743	
<b>TOTAL</b>	<b>70,980</b>	<b>124,722</b>	<b>133,362</b>	<b>82,267</b>

### On Time Performance



- (2) **Nondiscrimination.** The District and County, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The District and County shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the District and County, for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the District and/or County's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- (4) **Information and Reports.** The District and County shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Texas Department of Transportation, Federal Highway Administration, Federal Transit Administration or other governmental agencies to be pertinent to ascertain compliance with such Regulations, orders and instructions.
- (5) **Incorporation of Provisions.** The District and County agree that they shall include the provisions of paragraphs (1) through (5), or similar representations of same, in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

## ARTICLE VII

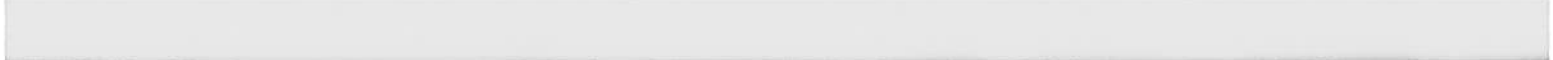
### NOTICE

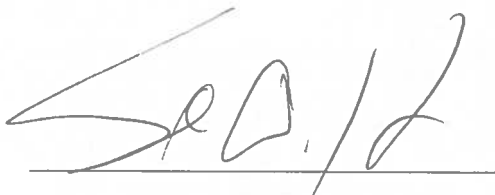
Any notice required to be given pursuant to the terms and provision of this Agreement shall be in writing and shall be mailed by certified or registered mail addressed as set forth below or at such other address as may be specified by written notice:

Galveston County  
County Judge  
722 Moody Avenue  
Galveston, Texas 77550

Gulf Coast Transit District  
Executive Director  
1415 33<sup>rd</sup> Street North  
Texas City, Texas 77590

**THIS AGREEMENT BECOMES EFFECTIVE AS OF THE ABOVE STATED DATE**





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**Gulf Coast Transit District**  
Chairman

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**Galveston County**  
Judge

Approved as to Form

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Board Secretary

---

County Attorney





STATE OF TEXAS     §  
                                  §     **KNOW ALL MEN BY THESE PRESENTS:**  
COUNTY OF BRAZORIA   §

**AGREEMENT**

**BY AND BETWEEN**

**THE GULF COAST TRANSIT DISTRICT**

**BRAZORIA COUNTY**

This Interlocal Contract ("Agreement") is made and entered into on July 2024 and effective as of the 1<sup>st</sup> day of October, 2023 ("Effective Date") pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code (the "Act"), between **Brazoria County** (the "County"), a political subdivision of the State of Texas, and the **Gulf Coast Transit District (District)**, a political subdivision of the State of Texas, created pursuant to Chapter 458 of the Texas Transportation Code.

**RECITALS**

**WHEREAS**, the Galveston County Commissioner’s Court on May 4, 2020, and the Brazoria County Commissioner’s Court on May 12, 2020, approved the transfer of responsibility for the provision of public transportation services from the Gulf Coast Center Connect to the Gulf Coast Transit District (District), pursuant to Chapter 458 of the Texas Transportation Code (Exhibit A); and,

**WHEREAS**, the District is responsible for the provision of public transportation services for Galveston and Brazoria Counties; and,

**WHEREAS**, the Cities of Texas District, La Marque, Dickinson, and the University of Texas Medical Branch in Galveston County, and the cities of Lake Jackson, Angleton, Clute, and Freeport in Brazoria County are all members of the District; and,

**WHEREAS**, these political subdivisions have agreed to pay their fair share of local funding required to match state and federal funding to support the provision of public transit services within their respective urbanized areas (Exhibit B); and,



**WHEREAS**, Galveston and Brazoria counties, through Commissioner Court action, have historically provided their fair share of local support for the provision of rural public transportation services within their respective counties; and,

**WHEREAS**, Brazoria County's local share contribution for FY 2024 – FY 2026 is \$100,000 annually; and,

**WHEREAS**, these resources will support the provision of transit services for rural portions of Brazoria County.

**WHEREAS**, the County and District agree to the following:

## **ARTICLE I**

### **PROVISION OF PUBLIC TRANSPORTATION SERVICE**

The District agrees to provide public transportation services to the rural portions of Brazoria County, and connectivity from the communities to the Lake Jackson/ Angleton urbanized area. The District agrees that any significant proposed service changes, to the provision of existing public transportation services within Brazoria County, will be discussed with the County Commissioner within whose area the service changes are being proposed.

## **ARTICLE II**

### **FUNDING COMMITMENT**

The District and County agree that funding provided by the County, pursuant to this Agreement, will be invoiced by the District at least thirty (30) days prior to the beginning of the fiscal year and paid by the County no later than thirty (30) days after the beginning of the fiscal year.

## **ARTICLE III**

### **ESCROW ACCOUNT**

The District agrees that all local share funding to support public transportation within Brazoria County will be deposited within an Escrow Account solely to be used for the support of public transportation services and/or local share match for the purchase of equipment and construction of transit related amenities. This Account will be available for review by County officials with proper notification to the District.

## **ARTICLE IV**



## **INDEMNIFICATION**

COUNTY Indemnification. To the extent authorized by the United States Constitution and the laws of the State of Texas, and without waiving any defenses or consequences whatever, under the same, the County agrees to hold the District, its officers, employees, and agents, harmless from and indemnify each against any and all claims, actions, damages, suits, proceedings, judgments, and liabilities, except for attorneys' fees, for personal injury, death, or property damage resulting from the acts or omissions of the County or the acts or omissions of others under County supervision or control.

DISTRICT Indemnification. To the extent authorized by the United States Constitution and the laws of the State of Texas, and without waiving any defenses or consequences whatever, under the same, District agrees to hold the County and its officers, employees, and agents, harmless from and indemnify each against any and all claims, actions, damages, suits, proceedings, judgments, and liabilities, except for attorneys' fees, for personal injury, death, or property damage resulting from the acts or omissions of the District or the acts or omissions of others under District supervision or control.

## **ARTICLE V FORCE MAJURE**

Neither the District nor the County shall be required to perform any term, condition, or covenant of this Agreement so long as such performance is delayed or prevented by acts of God, materials or labor restriction by any governmental authority, civil riot, floods, hurricanes, or other natural disasters, or any other cause not reasonably within the control of District or the County, and which by the exercise of due diligence District and the County is unable, wholly or in part, to prevent or overcome.

## **ARTICLE VI TERMINATION OF AGREEMENT**



*For Convenience:* Either party may terminate this Agreement upon giving ninety (90) days' written notice to the other.

*For Default:* Default constitutes the failure of either party to comply with the provisions of this Agreement if, within thirty (30) days after being provided written notice of failure to perform, the party alleged as non-compliant fails to respond in writing to the alleged deficiency, and further fails to remedy alleged non-compliance within sixty (60) days of its written response.

## **ARTICLE VII LEGAL CONSTRUCTION**

District and County agree that this Agreement shall be construed in accordance with the laws of the State of Texas.

## **ARTICLE VIII NONDISCRIMINATION**

### **Title VI Assurance Clause**

The District and County are committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy, it requires its service providers and contractors, to agree that during the performance of this contract, the service provider or contractor, for itself, its assignees and successors will abide by the following:

#### **Compliance with Non-Discrimination Laws and Regulations**

During the performance of this contract, the District and County, for themselves, their assignees and successors in interest agrees as follows:

- (1) **Compliance with Regulations.** The District and County shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- (2) **Nondiscrimination.** The District and County, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors,





including procurements of materials and leases of equipment. The District and County shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- (3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the District and County, for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the District and/or County's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- (4) **Information and Reports.** The District and County shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Texas Department of Transportation, Federal Highway Administration, Federal Transit Administration or other governmental agencies to be pertinent to ascertain compliance with such Regulations, orders and instructions.
- (5) **Incorporation of Provisions.** The District and County agree that they shall include the provisions of paragraphs (1) through (5), or similar representations of same, in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

## ARTICLE VII

### NOTICE

Any notice required to be given pursuant to the terms and provision of this Agreement shall be in writing and shall be mailed by certified or registered mail addressed as set forth below or at such other address as may be specified by written notice:

Brazoria County  
County Judge  
111 East Locust Street  
Angleton, Texas 77515

Gulf Coast Transit District  
Executive Director  
1415 33<sup>rd</sup> Street North  
Texas City, Texas 77590

**THIS AGREEMENT BECOMES EFFECTIVE AS OF THE ABOVE STATED DATE**



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**Gulf Coast Transit District**

Chairman

**Brazoria County**

Judge

Approved as to Form

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Board Secretary

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County Attorney





# PAYROLL DEDUCTION AUTHORIZATION FORM

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

QUANTITY	ITEM	UNIT PRICE	TOTAL
6	Polo shirts	30.00	180.00
1	JACKET	60.00	60.00
1	BACKPACK	32.00	32.00
1	HAT	30.00	30.00
		GRAND TOTAL	302.00

PAY DATE:	AMOUNT	PAY DATE:	AMOUNT
8/31	25.17	12/15	25.17
9/15	25.17	12/31	25.17
9/30	25.17	1/15	25.17
10/15	25.17	1/31	25.17
10/31	25.17	2/15	25.13
11/15	25.17		
11/30	25.17	TOTAL	302.00

I hereby authorize my employer to make the above deductions from my pay in accordance with the above terms. I understand and agree that I am responsible for satisfying the above amounts. I understand and agree that any amount that is due and owing at the time of my termination, regardless of whether my termination was voluntary or not, will be deducted from my last paycheck or any other amounts that may be owe to me. This authorizes my employer to retain the entire amount of my last paycheck in compliance with the law. I further understand and agree that deductions will be made after any mandatory taxes as well as for any employer programs in which I have enrolled, for which I am eligible, or to which I have agreed.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_





# Training Agreement

This Agreement is dated [date] and is made between: [Name], the employee and the Gulf Coast Transit District, the employer Whereas:

1. The Employee is employed by the Employer as a [job title].
2. The Employee will undergo 40 hours of classroom training and must pass a written test with a score of 80 or better. After completion of the classroom training the employee will have 40 hours of behind the wheel training to complete all the onboarding training.

It is hereby agreed and declared that:

1. In consideration of the Employer agreeing to meet the costs of the training which are set out in the Schedule to this Agreement (“[cost]”), the Employee undertakes to reimburse to the Employer the costs if:

- i. He or she voluntarily withdraws from or terminates the training early without the Employer’s prior written consent.
- ii. He or she is dismissed or otherwise compulsorily discharged from the training unless the dismissal or discharge arises out of the discontinuance generally of the training.
- iii. His or her employment is terminated by the Employer for any reason prior to completion of the training; or
- iv. He or she resigns from the employment of the Employer either prior to completion of the training or within (12 months) after the end of the training except that, in the latter case, the amount which would otherwise be due to the Employer shall be reduced by [1/12th] part for each complete calendar month after the end of the training during which the Employee remains employed by the Employer.
- v. To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from his or her wages or from any other allowances, expenses, or other payments due to the Employee.
- vi. The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee’s employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his employment.

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Director/Manager \_\_\_\_\_ Date \_\_\_\_\_

101-101-101

07-10

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# Training Agreement

## Payment Schedule:

DOT, Drug, Alcohol – \$180.00

Classroom Training – \$1,038.60

Total - \$1,218.60

Date	Amount	Balance
		1,218.60
	101.55	1,117.05
	101.55	1,015.50
	101.55	913.95
	101.55	812.40
	101.55	710.85
	101.55	609.30
	101.55	507.75
	101.55	406.20
	101.55	304.65
	101.55	203.10
	101.55	101.55
	101.55	0.00

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Director/Manager \_\_\_\_\_ Date \_\_\_\_\_





Connect  
Transit.

Gulf Coast Transit District  
1415 33<sup>rd</sup> St. N.  
Texas City, Texas 77590  
Main – 1-800-266-2320

## Confidentiality and Non-Disclosure Policy

### Purpose

This policy aims to protect the confidentiality of company information and ensure that employees understand the importance of not sharing business-related information with ex-employees or any unauthorized individuals.

### Scope

This policy applies to all employees, contractors, and temporary staff of Gulf Coast Transit District.

### Policy Statement

Employees must maintain the confidentiality of all company information during and after their employment. Sharing any business-related information with ex-employees or unauthorized individuals is strictly prohibited.

### Definitions

**\*\*Confidential Information\*\***: Includes, but is not limited to, proprietary data, trade secrets, financial information, strategic plans, customer and supplier details, and any other information that is not publicly available.

**\*\*Ex-Employees\*\***: Individuals who were previously employed by Gulf Coast Transit District in any capacity.

### Guidelines

- \*\*Non-Disclosure\*\***: Employees must not disclose any confidential information to ex-employees or any unauthorized individuals, regardless of the medium (e.g., in person, over the phone, via email, social media, etc.).
- \*\*Access Control\*\***: Employees should ensure that ex-employees do not have access to company systems, documents, or any other resources that contain confidential information.
- \*\*Communication\*\***: If an ex-employee requests information, employees must direct them to contact the Human Resources department or another designated representative.
- \*\*Reporting\*\***: Employees must report any suspected or actual breaches of this policy to their supervisor or the Human Resources department immediately.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The third section provides a comprehensive overview of the results obtained from the study. It includes several tables and charts that illustrate the key findings. The data shows a clear upward trend in certain areas, while others remain relatively stable.

Finally, the document concludes with a series of recommendations based on the findings. These suggestions are aimed at improving efficiency and reducing costs. The author also notes that further research is needed to explore other potential factors that could influence the results.



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Texas City, Texas 77590  
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5. **Consequences of Breach**: Any employee found to be in violation of this policy may face disciplinary action, up to and including termination of employment. Legal action may also be pursued if necessary.

### Employee Responsibilities

**Understanding**: Employees are responsible for reading and understanding this policy.

**Compliance**: Employees must always comply with this policy and ensure they do not inadvertently disclose confidential information.

**Training**: Employees must participate in any training provided by the company regarding confidentiality and data protection.

### Enforcement

This policy will be enforced consistently and fairly. The Human Resources department is responsible for monitoring compliance and investigating any reported breaches.

### Review and Updates

This policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant. Employees will be notified of any changes.

### Acknowledgment

I have read and understood the Confidentiality and Non-Disclosure Policy. I agree to abide by the terms outlined above and understand the consequences of non-compliance.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The primary data was gathered through direct observation and interviews with key personnel. Secondary data was obtained from internal company reports and industry publications.

The third section details the results of the data analysis. It shows a clear upward trend in sales over the period studied, which is attributed to several factors, including increased marketing efforts and improved product quality. The analysis also identifies areas where costs can be reduced without compromising the quality of the product.

Finally, the document concludes with a series of recommendations for future actions. These include continuing to invest in research and development to stay ahead of the competition, as well as maintaining a strong focus on customer service and satisfaction. The author believes that these strategies will lead to long-term success and growth for the organization.








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# GCTD Board Meeting

Tuesday, July 16, 2024

Lake Jackson, Texas - 2:00pm

Print Name	Signature
DAVID JORDAN	
Modesto Mundo	
Gerald Roznowsky	
Neal Bess &	Neal Bess & K
Mulligan	
Amy Sucki	

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Handwritten scribbles and faint markings, possibly including the number '10'.