

## **Gulf Coast Transit District Board of Directors Meeting**

**Tuesday February 11, 2025, 2:00 PM**

**1415 33<sup>rd</sup> Street North**

**Texas City, TX 77590**



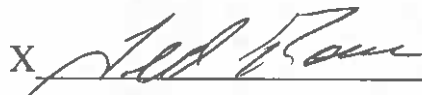
### **Agenda**

- 1) **Call to Order & Roll Call**
- 2) **Citizen Comments**
- 3) **Approval of Minutes:** November 12, 2024
- 4) **Reports:**
  - a) Legal Sheild representative: Shobi Raj
  - b) Pearland Assessment: HGAC Senior Planner, Alan Rodenstein
  - c) Executive Director: Ted Ross
  - d) Director of Finance and Administration: Neal Cooper
  - e) Director of Procurement & Grants: Sandy Sabatier
- 5) **Approval of Check Register & VISA Bills:** November and December 2024
- 6) **Discussion Items:**
  - a) Update on Financial Management Oversight (FMO) initiated by FTA
  - b) Metro Planning Grant 1.9 million for Houston UZA
  - c) GCTD Change in Leadership structure
  - d) Finance Committee Formation Plan
  - e) Proposed Changes to Board of Directors By-Laws
- 7) **Action Items:**
  - a) Discuss and approve Board Elections for Vice Chairman
  - b) Discuss and approve 3-year contract for single audit fiscal years 23-25 with Whitley Penn pending TxDot approval in the total amount of \$240,000
  - c) Discuss and approve resolution 2025-003 authorizing the Executive Director to be responsible for applying for assistance and legally committing the applicant or recipient to compliance with the terms of an award.
  - d) Discuss and approve GCTD to offer Legal Sheild to staff and deduct through payroll
  - e) Discuss and approve policies:
    - 1) Financial Reporting Procedures
    - 2) Bus Fleet Management Plan
    - 3) Tracking Procedures
    - 4) Capital Project Metrics
    - 5) Capitalization Policy
    - 6) Cost Allocation Plan

- 7) Disposal of FTA Funded Assets Plan
- 8) IT Policy and Procedures
- 9) Procedure for Developing Current Allocation Plan
- 10) Procedure restricting the use of FTA Funded assets
- 11) Project Management Plan
- 12) Tracking Procedure used to Assess Usage of Grant Funded Assets
- 13) Transportation Improvement Plan
- 14) Conflict of Interest Policy
- f) Discuss and approve amendment to the finance policy regarding monthly close: Change from 2<sup>nd</sup> week of the following month to the 3<sup>rd</sup> week
- g) Discuss and approve memorandum of understanding (MOU) between Metro, HGAC, and GCTD for Regional Transit Fare System.
- h) Discuss and approve lease renewal for Texas City Mechanic Shop

- 8) **Next Meeting: Set Date & Time**
- 9) **Requests & Announcements**
- 10) **Adjournment**

I hereby certify posting this Notice and agenda at 1:30 pm on 2/05/2025  
at the Galveston County Courthouse and the Brazoria County Courthouse.

X.   
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Executive Director, GCTD