

Gulf Coast Transit District Board of Directors Meeting
Tuesday October 15, 2024, 2:00 PM
1415 33rd Street North
Texas City, Texas 77590



Board of Directors Minutes

Present:

Stephen Holmes, Chairman
Dude Payne, Vice Chairman
Chris Whittaker, Board Secretary
Thelma Bowie, Board Member
Cesar Garcia, Board Member
Amy Skicki, Board Member
CJ Snipes, Board Member
Rick Elizando, Board Member

The following were also in attendance:

Paige Bailey	Olson & Olson, L.L.P
James Oliver	Island Transit
Martha Bell	Texas City Resident

1. Call to Order and Roll Call

Chairman Stephen Holmes called the meeting to order at 2:15pm

2. Citizen Comments

Texas City resident Martha Bell spoke on her feelings toward micro transit.

3. Report from Acting Executive Director, Ted Ross

3.1 Including: finances and Texas City admin building flood

Ted Ross explained the events that GCTD is involved with for the communities we serve. Mr. Ross stated that the tear out will begin for parts of the Texas City building that had water damage will begin Early November.

4. Report from Procurement and Grants Manager, Sandy Sabatier

Sandy Sabatier explained the list of grants that GCTD has open and executed

5. Report from Operations Manager, Marcus Alexander on End of the year operation report

Marcus Alexander discussed the ridership for FY 2024 and how are tracking system works

6. Report from Public Affairs Specialist, Timmy Sykes
Timmy Sykes showed a PowerPoint of all the places he has visited and what GCTD has done for the community.
7. Discuss and take action to approve sponsorship guidelines
On Motion by Dude Payne, seconded by Amy Skicki to approve sponsorship guidelines the motion was carried with all members voting in favor of.
8. Discuss and take action to approve FY25 Financial Policy
On Motion by Neal Cooper, seconded by CJ Snipes to approve the FY25 financial policy the motion was carried with all members voting in favor of.
9. Discuss and take action to approve FY25 Procurement Policy
On Motion by Chris Whittaker, seconded by Amy Skicki to approve FY25 procurement policy the motion was carried with all members voting in favor of.
10. Discuss and take action to approve FY25 Capital Asset Policy
On Motion by Dude Payne, seconded by Amy Skicki to approve FY225 capital asset policy the motion was carried with all members voting in favor of.
11. Discuss and take action to approve FY25 Capital Improvement Plan
On Motion by Amy Skicki, seconded by CJ Snipes to approve FY25 Capital Improvement Plan the motion was carried with all members voting in favor of.
12. Discuss and take action to approve FY25 Capital Expenditure Request Form
On Motion by CJ Snipes, seconded by Thelma Bowie to approve FY25 Capital Expenditure Request Form the motion was carried with all members voting in favor of.
13. Discuss and take action to approve FY25 Employee Handbook
On Motion by Thelma Bowie, seconded by CJ Snipes to approve Employee Handbook the motion was carried with all members voting in favor of.
14. Discuss and take action to approve award of 24-009 Auditing Services
Agenda item tabled
15. Discuss Metro funding in the amount of \$1.9 million
This item was discussed, funding to be spent on planning and expansion into Pearland
16. Closed Session: The Board will recess into closed session at 2:59pm as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, to wit:
 - 16.1 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.

17. Open Session 3:16pm: The board reopened

18. Set a time and date for next meeting.

Next meeting set November 19, 2024 2:00pm at 101 Canna Lane Court Lake Jackson, 77566

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

Add discussion items explaining Ted Ross and GCTD growth and training

20. Board member comments.

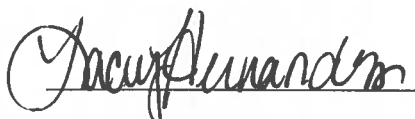
No Comments at this meeting

21. Adjournment

The meeting was adjourned at 3:18 p.m. by Stephen Holmes

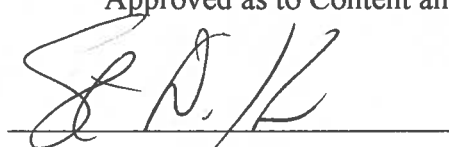
Respectfully submitted,

Approved as to Content and Forum,



Lacey Hernandez

Secretary to Board of Directors



Stephen Holmes

Chairman of the Board of Directors



Connect
Transit.

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

Dear Members of the Board,

I hope this message finds you well. As I reflect on my role as Acting Executive Director of the Gulf Coast Transit District, I want to take this opportunity to share my journey with the organization and provide an honest assessment of my strengths and areas for improvement.

I began my employment with the Gulf Coast Center (Connect Transit – GCTD) on February 28, 2011, as a part-time driver, eager for any hours available. After 60 days, I was made full-time, as was the standard at that time. Within my first year, I was promoted to Lead Driver, which led to my eventual promotion to Road Supervisor a few years later. In 2018, I advanced to the position of Transportation Manager, and in May 2021, I was appointed Director of Operations and Assets. Most recently, in June 2024, I was honored to be appointed Acting Executive Director.

Throughout this journey, I've had the privilege of gaining experience across various levels of our organization, which has equipped me with a unique perspective on our operations and our team. With that experience, I have come to recognize both the strengths I bring to the role and the areas where I can grow to better serve the organization.

Strengths:

1. **Leadership and Vision:** I am committed to providing clear direction and fostering a collaborative work environment. By empowering my team and encouraging them to share their ideas and expertise, we drive the organization forward together.
2. **Communication Skills:** I take pride in my ability to communicate effectively with various stakeholders, ensuring alignment with our goals and objectives. I aim to remain approachable and receptive to feedback, creating an open channel for communication.
3. **Problem-Solving Ability:** Whether it's operational challenges or strategic planning, I approach issues with a critical mindset and focus on practical, innovative solutions. I strive to turn challenges into actionable outcomes.
4. **Passion for Community Engagement:** I am deeply committed to building relationships within the community and addressing the needs of our residents and stakeholders. Community engagement remains at the heart of my approach to leadership.
5. **Adaptability:** I can adjust quickly to changing circumstances and can lead the team through transitions with confidence. My ability to remain flexible allows me to respond effectively to new challenges and opportunities.
6. **Relationship Building:** I excel at building strong, positive relationships with both internal and external stakeholders. This helps foster collaboration, trust, and a shared sense of purpose within the organization.
7. **Emotional Intelligence:** I am highly attuned to the emotions and needs of others, which allows me to create a supportive and inclusive work environment. This strength helps me manage conflicts constructively and lead with empathy.
8. **Strategic Thinking:** I have a forward-thinking mindset and excel at planning for long-term success. I can anticipate future trends and challenges, allowing me to develop proactive strategies that position the organization for growth.

9. **Resilience:** I remain calm and focused under pressure, even during challenging times. My resilience enables me to guide the team through adversity and maintain stability when facing unexpected obstacles.
10. **Innovation:** I have a strong ability to think creatively and find new ways to improve processes and solve problems. I encourage a culture of innovation within the team, pushing for continuous improvement and fresh ideas.
11. **Team Development:** I am passionate about mentoring and developing my team members, helping them reach their full potential. I invest time in identifying strengths and providing opportunities for growth and learning.

Areas for Improvement:

1. **Delegation:** I recognize that I sometimes take on too much responsibility, which can limit my team's growth and development. I am working on delegating more effectively to empower my team to take on greater roles.
2. **Time Management:** Balancing multiple priorities has been a challenge. I am actively implementing strategies to improve my time management skills to ensure that I am handling my responsibilities efficiently.
3. **Attention to Detail:** While I strive for excellence, I sometimes focus too much on the finer details of a project, which can slow down decision-making. I am working on finding a balance between thoroughness and efficiency to keep progress moving at a steady pace.
4. **Work-Life Balance:** I tend to immerse myself fully in work, sometimes at the expense of maintaining a healthy work-life balance. I recognize the importance of personal well-being and am making efforts to manage my time better to ensure sustainability in both my professional and personal life.
5. **Impatience with Slow Progress:** I sometimes become impatient when results or progress aren't happening as quickly as expected. This can lead to frustration and occasionally rushing decisions. I'm working on cultivating patience and understanding that sustainable growth often takes time.
6. **Reluctance to Delegate Decision-Making:** While I trust my team, I sometimes hesitate to delegate important decisions, feeling the need to be involved in every detail. I recognize that empowering others to make decisions can enhance team growth, and I'm actively working on improving in this area.

I believe that recognizing both my strengths and weaknesses allows me to grow as a leader and contribute more effectively to our organization. I am committed to continuous improvement and welcome any feedback or suggestions you may have. Thank you for your ongoing support and guidance as we work together to advance the Gulf Coast Transit District.

Ted Ross
Acting Executive Director
Gulf Coast Transit District

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Connect
Transit.

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

Dear Members of the Board,

As we look ahead to the future of the Gulf Coast Transit District, I am filled with optimism and a strong vision for the path we will take together.

Our region is at a pivotal point, where transportation solutions must evolve to meet the growing demands of our communities. I envision a Gulf Coast Transit District that prioritizes innovation, sustainability, and accessibility. Here are some key elements that will guide our future:

1. Enhanced Connectivity

We will focus on expanding our network to improve connectivity between urban and rural areas. By integrating services and collaborating with local governments, we can create a seamless transportation experience for all residents.

2. Sustainable Practices

As environmental concerns become increasingly pressing, we will invest in green technologies and practices. Transitioning to alternative fuel vehicles will reduce our carbon footprint, demonstrating our commitment to sustainability.

3. Technology Integration

Embracing technology is crucial for elevating our services to new heights. By implementing smart transit solutions like mobile ticketing, we can significantly enhance the user experience, making it more convenient and efficient. This innovation will not only streamline the journey for our riders but also drive increased ridership, positioning us to better meet the evolving needs of our community.

4. Community Engagement

Building strong relationships with our communities is essential. We will actively seek input from residents to ensure our services meet their needs and preferences. Regular outreach and feedback mechanisms will be implemented to foster this collaboration.

5. Equity and Accessibility

Ensuring that our services are accessible to everyone, including underserved populations, will be a top priority. We will work to identify and eliminate barriers to transit access, promoting inclusivity across all demographics.

The first part of the paper discusses the importance of the research and the objectives of the study. It also outlines the structure of the paper and the main findings.

The second part of the paper discusses the methodology used in the study and the data collection process. It also outlines the results of the study and the conclusions drawn from the data.

The third part of the paper discusses the implications of the study and the future research. It also outlines the limitations of the study and the strengths of the research.

The fourth part of the paper discusses the conclusions drawn from the study and the implications for practice. It also outlines the limitations of the study and the strengths of the research.

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1415 33rd St. N.
Texas City, Texas 77590
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I believe that by focusing on these areas, the Gulf Coast Transit District will not only meet the current needs of our communities but also position itself as a leader in innovative transit solutions. Together, we can create a transit system that enhances the quality of life for all residents while fostering economic growth and environmental stewardship.

Thank you for your continued support and commitment to our shared vision. I look forward to working collaboratively as we navigate this exciting journey.

Sincerely,

Ted Ross

Acting Executive Director

Gulf Coast Transit District

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Operating Account

\$	1,388,458.66	Bal as of 10/14
\$	(271,223.46)	Outstanding
\$	(13,664.14)	Invoices to be paid
\$	(15,900.18)	Empower 10/15
\$	(175,000.00)	P/R 10/31 (10/01-15) Est
\$	(16,071.72)	Empower 10/31 Est

\$	896,599.16	
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FY25 ADMIN PAY INCREASE



NAME	DEPART	Current Salary	8.00%	9.00%	10.00%	
Claunch, Tyler H	ADMINI	\$43,680.00	\$3,494.40	\$3,931.20	\$4,368.00	11/16/2023
Franklin, Michael	ADMINI	\$54,996.00	\$4,399.68	\$4,949.64	\$5,499.60	4/17/2023
Gay Walker	ADMINI	\$62,000.00	\$4,960.00	\$5,580.00	\$6,200.00	8/7/2017
Gibbs, Alanna R	ADMINI	\$49,992.00	\$3,999.36	\$4,499.28	\$4,999.20	11/16/2023
Hannon, Donald	ADMINI	\$38,939.10	\$3,115.13	\$3,504.52	\$3,893.91	3/1/2023
Keck, Jason Dean	ADMINI	\$34,612.53	\$2,769.00	\$3,115.13	\$3,461.25	9/5/2023
Macie Berry	ADMINI	\$42,000.00	\$3,360.00	\$3,780.00	\$4,200.00	9/3/2024
McCarty, Amanda Kay	ADMINI	\$47,004.50	\$3,760.36	\$4,230.41	\$4,700.45	3/11/2024
Ross, Theodore	ADMINI	\$119,000.00	\$9,520.00	\$10,710.00	\$11,900.00	2/28/2011
Scott, Cathleen Claunch	ADMINI	\$98,786.00	\$7,902.88	\$8,890.74	\$9,878.60	10/7/1992
Smith, Reginald todd	ADMINI	\$34,612.53	\$2,769.00	\$3,115.13	\$3,461.25	9/25/2023
Sykes, Timmy L	ADMINI	\$51,996.00	\$4,159.68	\$4,679.64	\$5,199.60	9/11/2023
Volkman, Rudi Nicole	ADMINI	\$49,999.92	\$3,999.99	\$4,499.99	\$4,999.99	6/20/2023
Hernandez, Lacey	ADMINI	\$69,999.84	\$5,599.99	\$6,299.99	\$6,999.98	8/15/2022
Sabatier, Sandra	FINANC	\$91,512.00	\$7,320.96	\$8,236.08	\$9,151.20	9/26/2022
Connor, Christopher	ADMINI	\$54,084.00	\$4,326.72	\$4,867.56	\$5,408.40	9/26/2022
Weiser, Amber Nicole	ADMINI	\$49,992.00	\$3,999.36	\$4,499.28	\$4,999.20	6/21/2023
Corsentino, Jason	MECHAN	\$70,308.00	\$5,624.64	\$6,327.72	\$7,030.80	8/9/2021
Jackson, Sean	MECHAN	\$62,735.21	\$5,018.82	\$5,646.17	\$6,273.52	4/3/2023
Martinez, Art	MECHAN	\$58,408.65	\$4,672.69	\$5,256.78	\$5,840.87	5/8/2023
Martinez, Gregory Lee	MECHAN	\$60,571.93	\$4,845.75	\$5,451.47	\$6,057.19	4/25/2022
Vale, Julian Ray	MECHAN	\$59,407.08	\$4,752.57	\$5,346.64	\$5,940.71	7/24/2023
Walker, Lane	MECHAN	\$56,162.16	\$4,492.97	\$5,054.59	\$5,616.22	2/15/2024
Yarbrough, Joseph	MECHAN	\$65,522.52	\$5,241.80	\$5,897.03	\$6,552.25	5/31/2024
Alexander, Marcus	OPERAT	\$95,004.00	\$7,600.32	\$8,550.36	\$9,500.40	10/10/2022
Brown, Michael Lamarr	OPERAT	\$62,412.00	\$4,992.96	\$5,617.08	\$6,241.20	11/7/2020
Cabrera, Lorenza Cherry	OPERAT	\$34,529.33	\$2,762.35	\$3,107.64	\$3,452.93	3/4/2024
Ferguson, Amy Cheree	OPERAT	\$57,000.00	\$4,560.00	\$5,130.00	\$5,700.00	7/27/2020
Gibbs, Leonard	OPERAT	\$70,308.00	\$5,624.64	\$6,327.72	\$7,030.80	3/13/2023
Green, Stanley	OPERAT	\$37,420.64	\$2,993.65	\$3,367.86	\$3,742.06	2/10/2020
Hornsby, Patrick Henry	OPERAT	\$57,192.00	\$4,575.36	\$5,147.28	\$5,719.20	7/5/2021
Hurst, Michael	OPERAT	\$42,000.00	\$3,360.00	\$3,780.00	\$4,200.00	4/24/2023
Johnson, Kii-Misha	OPERAT	\$32,449.25	\$2,595.94	\$2,920.43	\$3,244.93	5/28/2024
Nevarez, Amanda	OPERAT	\$32,449.25	\$2,595.94	\$2,920.43	\$3,244.93	2/26/2024
Salinas, Maria	OPERAT	\$42,000.00	\$3,360.00	\$3,780.00	\$4,200.00	10/31/2022
Schales, William	OPERAT	\$57,192.00	\$4,575.36	\$5,147.28	\$5,719.20	4/23/2023
Shortt, Karen R	OPERAT	\$62,400.00	\$4,992.00	\$5,616.00	\$6,240.00	10/15/2018
Warner, Devin	OPERAT	\$54,996.00	\$4,399.68	\$4,949.64	\$5,499.60	10/24/2022
			\$169,599.56	\$190,799.50	\$211,999.44	
		\$2,119,994.44	\$2,421,902.64	\$2,310,793.94	\$2,331,993.88	

24% for a total of 11 employees under one year

One employee has terminated his employment

One employee will be given 90 days for improvement

**Burton Claim Service, Inc.**

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

Insured: Gulf Coast Transit
Property: 1415 33rd St. North
Texas City, TX 77590
Home: 1415 33rd St. North
Texas City, TX 77590

Home: (409) 750-3470

Claim Rep.: Terrence Webb, Texas License 1420620

Business: (904) 252-9714

Estimator: Terrence Webb, Texas License 1420620

Business: (904) 252-9714

Claim Number: TX225197

Policy Number: 3313

Type of Loss: Water

Date Contacted: 9/19/2024 12:00 PM

Date of Loss: 9/18/2024 12:00 AM

Date Inspected: 9/24/2024 1:00 PM

Date Est. Completed: 10/3/2024 10:49 AM

Date Received: 9/19/2024 12:32 PM

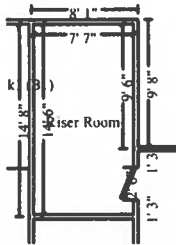
Date Entered: 9/19/2024 12:34 PM

Price List: TXGA8X_OCT24
Restoration/Service/Remodel

Estimate: TX225197

**Burton Claim Service, Inc.**3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309**TX225197****Mitigation**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. ServPro Water Mitigation Estimate*	1.00 EA	14,704.47	0.00	14,704.47	(0.00)	14,704.47
Excludes asbestos fees as not warranted.						
Totals: Mitigation			0.00	14,704.47	0.00	14,704.47

Level 2**Riser Room****Height: 10'**

441.67 SF Walls	109.96 SF Ceiling
551.63 SF Walls & Ceiling	109.96 SF Floor
12.22 SY Flooring	44.17 LF Floor Perimeter
44.17 LF Ceil. Perimeter	

Door**2' 6" X 6' 8"****Opens into LOBBY**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
2. Mask the floor per square foot - plastic and tape - 4 mil	109.96 SF	0.33	0.00	36.29	(0.00)	36.29
3. 1/2" - drywall per LF - up to 2' tall	44.17 LF	13.61	0.00	601.15	(0.00)	601.15
4. Batt insulation - 4" - R11- unfaced batt Exterior wall only.	32.00 SF	0.77	0.00	24.64	(0.82)	23.82
5. Texture drywall - smooth / skim coat	120.00 SF	1.99	0.00	238.80	(7.96)	230.84
6. Seal the surface area w/latex based stain blocker - one coat	120.00 SF	0.80	0.00	96.00	(32.00)	64.00
7. Paint the walls - two coats	441.67 SF	1.26	0.00	556.50	(185.50)	371.00
8. Final cleaning - construction - Commercial	109.96 SF	0.23	0.00	25.29	(0.00)	25.29
Totals: Riser Room			0.00	1,578.67	226.28	1,352.39



Burton Claim Service, Inc.

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309



Lobby

Height: 10'

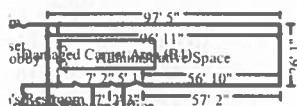
1218.89 SF Walls	784.88 SF Ceiling
2003.76 SF Walls & Ceiling	784.88 SF Floor
87.21 SY Flooring	116.92 LF Floor Perimeter
131.83 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into MENS_RESTRO
Door	2' 6" X 6' 8"	Opens into WOMENS_REST
Door	5' 9" X 6' 8"	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into RISER_ROOM
Door	9' 2" X 6' 8"	Opens into Exterior

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
9. Mask the floor per square foot - plastic and tape - 4 mil	784.88 SF	0.33	0.00	259.01	(0.00)	259.01
10. Vinyl cove - 4" wrap	50.00 LF	8.10	0.00	405.00	(40.50)	364.50
11. 1/2" drywall - hung, taped, floated, ready for paint	100.00 SF	3.30	0.00	330.00	(11.00)	319.00
12. Batt insulation - 4" - R11 - unfaced batt	50.00 SF	0.77	0.00	38.50	(0.00)	38.50
13. Texture drywall - smooth / skim coat	120.00 SF	1.99	0.00	238.80	(7.96)	230.84
14. Seal the surface area w/latex based stain blocker - one coat	120.00 SF	0.80	0.00	96.00	(32.00)	64.00
15. Paint the walls - two coats	1,218.89 SF	1.26	0.00	1,535.80	(511.93)	1,023.87
16. Final cleaning - construction - Commercial	784.88 SF	0.23	0.00	180.52	(0.00)	180.52
Totals: Lobby			0.00	3,083.63	603.39	2,480.24

Administrative Space

Height: 10'



2407.22 SF Walls	2463.30 SF Ceiling
4870.52 SF Walls & Ceiling	1984.30 SF Floor
220.48 SY Flooring	238.75 LF Floor Perimeter
244.67 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into BREAK_ROOM
Door	2' 6" X 6' 8"	Opens into FINANCE_OFFI
Door	5' 11" X 6' 8"	Opens into Exterior

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
17. Contents - move out then reset - Extra large room	1.00 EA	181.75	0.00	181.75	(0.00)	181.75
18. Office cubicles - Detach & reset	4.00 EA	378.64	0.00	1,514.56	(0.00)	1,514.56
19. Mask the floor per square foot - plastic and tape - 4 mil	1,984.30 SF	0.33	0.00	654.82	(0.00)	654.82

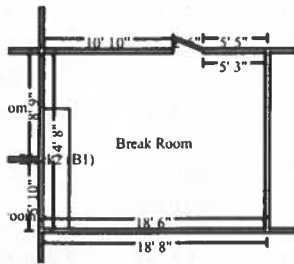


Burton Claim Service, Inc.

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

CONTINUED - Administrative Space

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
20. Vinyl cove - 4" wrap	22.00 LF	8.10	0.00	178.20	(17.82)	160.38
21. R&R Carpet tile	480.00 SF	4.41	0.00	2,116.80	(876.00)	1,240.80
22. 1/2" drywall - hung, taped, floated, ready for paint	60.00 SF	3.30	0.00	198.00	(6.60)	191.40
23. Texture drywall - smooth / skim coat	84.00 SF	1.99	0.00	167.16	(5.57)	161.59
24. Seal the surface area w/latex based stain blocker - one coat	84.00 SF	0.80	0.00	67.20	(22.40)	44.80
25. Paint the walls - two coats	2,407.22 SF	1.26	0.00	3,033.10	(1,011.03)	2,022.07
26. Final cleaning - construction - Commercial	1,984.30 SF	0.23	0.00	456.39	(0.00)	456.39
Totals: Administrative Space			0.00	8,567.98	1,939.42	6,628.56



Break Room

Height: 10'

626.83 SF Walls	271.33 SF Ceiling
898.17 SF Walls & Ceiling	249.67 SF Floor
27.74 SY Flooring	54.17 LF Floor Perimeter
66.33 LF Ceil. Perimeter	

Door

2' 6" X 6' 8"

Opens into ADMINISTRATIVE SPACE

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
27. Contents - move out then reset	1.00 EA	60.60	0.00	60.60	(0.00)	60.60
28. Mask the floor per square foot - plastic and tape - 4 mil	249.67 SF	0.33	0.00	82.39	(0.00)	82.39
29. Range - electric - Reset	1.00 EA	16.61	0.00	16.61	(0.00)	16.61
30. Refrigerator - Reset	1.00 EA	22.14	0.00	22.14	(0.00)	22.14
31. Vinyl plank flooring	249.67 SF	6.23	0.00	1,555.44	(155.54)	1,399.90
32. Vinyl cove - 4" wrap	54.17 LF	8.10	0.00	438.78	(43.88)	394.90
33. Cabinetry - lower (base) units - Standard grade	8.00 LF	182.80	0.00	1,462.40	(146.24)	1,316.16
34. Countertop - flat laid plastic laminate - Detach & reset	8.00 LF	22.06	0.00	176.48	(0.00)	176.48
35. 1/2" drywall - hung, taped, floated, ready for paint	190.00 SF	3.30	0.00	627.00	(20.90)	606.10
36. Batt insulation - 4" - R11 - unfaced batt	40.00 SF	0.77	0.00	30.80	(1.03)	29.77
Exterior wall only.						
37. Texture drywall - smooth / skim coat	240.00 SF	1.99	0.00	477.60	(15.92)	461.68
38. Seal the surface area w/latex based stain blocker - one coat	240.00 SF	0.80	0.00	192.00	(64.00)	128.00
39. Paint the walls - two coats	626.83 SF	1.26	0.00	789.81	(263.27)	526.54
40. Final cleaning - construction - Commercial	249.67 SF	0.23	0.00	57.42	(0.00)	57.42

TX225197

10/3/2024

Page: 4



Burton Claim Service, Inc.

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

CONTINUED - Break Room

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Totals: Break Room			0.00	5,989.47	710.78	5,278.69



Finance Office

Height: 10'

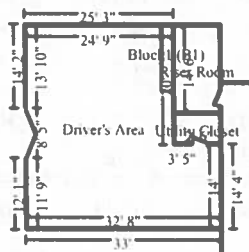
550.00 SF Walls	188.22 SF Ceiling
738.22 SF Walls & Ceiling	188.22 SF Floor
20.91 SY Flooring	55.00 LF Floor Perimeter
55.00 LF Ceil. Perimeter	

Door

2' 6" X 6' 8"

Opens into ADMINISTRATI

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
41. Contents - move out then reset	1.00 EA	60.60	0.00	60.60	(0.00)	60.60
42. Mask the floor per square foot - plastic and tape - 4 mil	188.22 SF	0.33	0.00	62.11	(0.00)	62.11
43. R&R Carpet tile	188.22 SF	4.41	0.00	830.05	(343.50)	486.55
44. Vinyl cove - 4" wrap	55.00 LF	8.10	0.00	445.50	(44.55)	400.95
45. 1/2" drywall - hung, taped, floated, ready for paint	46.00 SF	3.30	0.00	151.80	(5.06)	146.74
46. Texture drywall - smooth / skim coat	64.00 SF	1.99	0.00	127.36	(4.25)	123.11
47. Seal the surface area w/latex based stain blocker - one coat	64.00 SF	0.80	0.00	51.20	(17.07)	34.13
48. Paint the walls - two coats	550.00 SF	1.26	0.00	693.00	(231.00)	462.00
49. Final cleaning - construction - Commercial	188.22 SF	0.23	0.00	43.29	(0.00)	43.29
Totals: Finance Office			0.00	2,464.91	645.43	1,819.48



Driver's Area

Height: 10'

1238.22 SF Walls	952.33 SF Ceiling
2190.56 SF Walls & Ceiling	930.33 SF Floor
103.37 SY Flooring	111.92 LF Floor Perimeter
133.33 LF Ceil. Perimeter	

Door

8' 5" X 6' 8"

Opens into Exterior

Door

2' 6" X 6' 8"

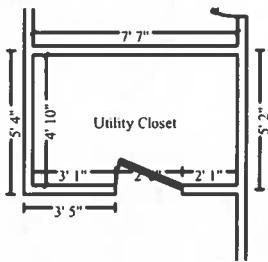
Opens into UTILITY_CLOS



Burton Claim Service, Inc.

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
50. Contents - move out then reset - Extra large room	1.00 EA	181.75	0.00	181.75	(0.00)	181.75
51. Mask the floor per square foot - plastic and tape - 4 mil	930.33 SF	0.33	0.00	307.01	(0.00)	307.01
52. Refrigerator - Reset	1.00 EA	22.14	0.00	22.14	(0.00)	22.14
53. Dishwasher - Reset	1.00 EA	120.68	0.00	120.68	(0.00)	120.68
54. Vinyl plank flooring	930.33 SF	6.23	0.00	5,795.96	(579.60)	5,216.36
55. Vinyl cove - 4" wrap	111.92 LF	8.10	0.00	906.55	(90.66)	815.89
56. Cabinetry - lower (base) units - Standard grade	10.00 LF	182.80	0.00	1,828.00	(182.80)	1,645.20
57. Countertop - flat laid plastic laminate - Detach & reset	10.00 LF	22.06	0.00	220.60	(0.00)	220.60
58. 1/2" drywall - hung, taped, floated, ready for paint	190.00 SF	3.30	0.00	627.00	(20.90)	606.10
59. Batt insulation - 4" - R11 - unfaced batt Exterior wall only.	80.00 SF	0.77	0.00	61.60	(2.05)	59.55
60. Texture drywall - smooth / skim coat	240.00 SF	1.99	0.00	477.60	(15.92)	461.68
61. Seal the surface area w/latex based stain blocker - one coat	240.00 SF	0.80	0.00	192.00	(64.00)	128.00
62. Paint the walls - two coats	1,238.22 SF	1.26	0.00	1,560.16	(520.05)	1,040.11
63. Final cleaning - construction - Commercial	930.33 SF	0.23	0.00	213.98	(0.00)	213.98
Totals: Driver's Area			0.00	12,515.03	1,475.98	11,039.05



Utility Closet

Height: 10'

248.33 SF Walls	36.65 SF Ceiling
284.99 SF Walls & Ceiling	36.65 SF Floor
4.07 SY Flooring	24.83 LF Floor Perimeter
24.83 LF Ceil. Perimeter	

Door

2' 6" X 6' 8"

Opens into DRIVERS_ARE

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
64. Mask the floor per square foot - plastic and tape - 4 mil	36.65 SF	0.33	0.00	12.09	(0.00)	12.09
65. Vinyl cove - 4" wrap	24.83 LF	8.10	0.00	201.12	(20.11)	181.01
66. 1/2" drywall - hung, taped, ready for texture	60.00 SF	2.87	0.00	172.20	(5.74)	166.46
67. Texture drywall - smooth / skim coat	100.00 SF	1.99	0.00	199.00	(6.63)	192.37
68. Seal the surface area w/latex based stain blocker - one coat	100.00 SF	0.80	0.00	80.00	(26.67)	53.33
69. Paint the walls - two coats	248.33 SF	1.26	0.00	312.90	(104.30)	208.60
70. Final cleaning - construction - Commercial	36.65 SF	0.23	0.00	8.43	(0.00)	8.43
Totals: Utility Closet			0.00	985.74	163.45	822.29

**Burton Claim Service, Inc.**3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309**Debris Removal**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
71. Haul debris - per pickup truck load - including dump fees	1.00 EA	165.18	0.00	165.18	(0.00)	165.18
Totals: Debris Removal			0.00	165.18	0.00	165.18

Extra Expense

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
72. Overtime Hours - Water Extraction/Clean up*	1.00 EA	211.80	0.00	211.80	(0.00)	211.80
Edgar - 3.08 Hrs OT @ 30.00 an hour Regular Rate 20.00 = \$92.40						
Reggie - 2.50 Hrs OT @ 24.96 an hour Regular Rate 16.64 = \$62.40						
Donald - 2.03 Hrs OT @ 28.08 an hour Regular Rate 18.72 = \$57.00						
73. Lowe's Mitigation Equipment*	1.00 EA	507.75	0.00	507.75	(0.00)	507.75
Totals: Extra Expense			0.00	719.55	0.00	719.55
Total: Level 2			0.00	36,070.16	5,764.73	30,305.43

Labor Minimums Applied

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
74. Insulation labor minimum	1.00 EA	92.39	0.00	92.39	(0.00)	92.39
75. Plumbing labor minimum	1.00 EA	168.61	0.00	168.61	(0.00)	168.61
Totals: Labor Minimums Applied			0.00	261.00	0.00	261.00
Line Item Totals: TX225197			0.00	51,035.63	5,764.73	45,270.90

Grand Total Areas:

7,491.17 SF Walls	4,985.78 SF Ceiling	12,476.95 SF Walls and Ceiling
4,463.12 SF Floor	495.90 SY Flooring	721.75 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	776.17 LF Ceil. Perimeter
4,463.12 Floor Area	5,185.09 Total Area	7,491.17 Interior Wall Area
4,362.67 Exterior Wall Area	414.33 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

**Burton Claim Service, Inc.**

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

Coverage	Item Total	%	ACV Total	%
ID 1 - Office/Shop	50,316.08	98.59%	44,551.35	98.41%
Extra Expense - OT Hours	719.55	1.41%	719.55	1.59%
Total	51,035.63	100.00%	45,270.90	100.00%

**Burton Claim Service, Inc.**

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

Summary for ID 1 - Office/Shop

Line Item Total	50,316.08
Replacement Cost Value	\$50,316.08
Less Depreciation	(5,764.73)
Actual Cash Value	\$44,551.35
Less Deductible	(2,500.00)
Net Claim	\$42,051.35
Total Recoverable Depreciation	5,764.73
Net Claim if Depreciation is Recovered	\$47,816.08

Terrence Webb, Texas License 1420620



Burton Claim Service, Inc.

3333 W Commercial Blvd., Suite 210
Fort Lauderdale, FL 33309

Summary for Extra Expense - OT Hours

Line Item Total	719.55
Replacement Cost Value	\$719.55
Net Claim	\$719.55

Terrence Webb, Texas License 1420620

GCTD Grant Summary						
FY	Funding Source	Description	Allocated	Added to TIP	Amount Awarded	Award Date
2019/2020	5307	Urbanized Area Formula for Lake Jackson/Angleton for Operating and Preventive Maintenance	\$ -	June 2024	\$ 2,248,377	7/24/2024
2019/2020	5307	Urbanized Area Formula for Lake Jackson/Angleton for Operating and Preventive Maintenance	\$ -	June 2024	\$ 38,058	8/15/2024
2020	5307	METRO (Houston UZA)	\$ 108,113			
2021	5307	Urbanized Area Formula for Texas City and Lake Jackson for Operating and Preventive Maintenance expenses	\$ 1,800,000	September 2024	\$ -	
2021	5339	Lake Jackson	\$ 99,483	September 2024		
2021	5339	Texas City	\$ 214,542	September 2024		
2021	5339	Amarillo Swap Funds Lake Jackson	\$ 212,828	September 2024		
2021	5339	Amarillo Swap Funds Texas City	\$ 100,155	September 2024		
2022	5307	Urbanized Area Formula for Texas City and Lake Jackson for Preventive Maintenance, Operating and Planning expenses	\$ -	-	\$ 3,982,799	7/24/2024
2022	5307	Urbanized Area Formula for Texas City and Lake Jackson for Operating and Preventive Maintenance expenses	\$ 1,100,000	September 2024	\$ -	
2022	5339	Lake Jackson	\$ 92,230	September 2024	\$ -	
2022	5339	Texas City	\$ 198,901	September 2024	\$ -	
2022	5339	Gulf Coast	\$ 1,900,000	September 2024	\$ -	



GCTD Grant Summary						
FY	Funding Source	Description	Allocated	Added to TIP	Amount Awarded	Award Date
2023	5307	Urbanized Area Formula for Texas City and Lake Jackson for Operating and Preventive Maintenance expenses	\$ 2,425,920	September 2024	\$ -	
2023	5307	Urbanized Area Formula for Texas City/LaMarque for Operating and Preventive Maintenance expenses	\$ 2,002,910	September 2024	\$ -	
2023	5307	Urbanized Area Formula for Lake Jackson/Angleton for Operating and Preventive Maintenance	\$ 2,062,130	September 2024	\$ -	
2023	CPF	Capital Project Funding	\$ 1,175,000		\$ -	
2023	5339	Lake Jackson	\$ 95,023	September 2024	\$ -	
2023	5339	Texas City	\$ 204,923	September 2024	\$ -	
2023	5339	GCTD	\$ 212,317	September 2024	\$ -	
2024	5307	Urbanized Area Formula for Texas City/LaMarque for Operating and Preventive Maintenance expenses	\$ 1,918,115	September 2024	\$ -	
2024	5307	Urbanized Area Formula for Lake Jackson for Operating and Preventive Maintenance expenses	\$ 1,079,655	September 2024	\$ -	
2024	5339	Lake Jackson	\$ 141,861	September 2024	\$ -	
2024	5339	Galveston-Texas City	\$ 263,129	September 2024	\$ -	
2025	State Urban	Galveston-Texas City	\$ 201,833	-		
2025	State Urban	Lake Jackson	\$ 135,503	-		
2025	State Rural	GCTD	\$ 198,699	-		

GCTD Grant Summary						
FY	Funding Source	Description	Allocated	Added to TIP	Amount Awarded	Award Date
2025	RSTF	HGAC Regional Strategic Transportation Fund - Texas City Maintenance Facility	\$ 7,556,640		\$ -	
2025	RSTF	HGAC Regional Strategic Transportation Fund - Fleet Replacement	\$ 1,500,000		\$ -	
2025	RSTF	HGAC Regional Strategic Transportation Fund - Transit Bus Stop Improvements	\$ 4,300,000		\$ -	
SUB-TOTALS AND TOTALS						
		5307	\$ 7,062,810		\$ 6,269,234	
		5339	\$ 1,623,075		\$ -	
		TXDoT	\$ 536,035			
		METRO (Houston UZA)	\$ 7,438,237			
		Other	\$ 14,531,640		\$ -	
		Sub-Total	\$ 31,191,797		\$ 6,269,234	
		Expenditures through June 2024			\$ (1,809,571)	
		Expenditures July 2024			\$ (632,089)	
		Expenditures August 2024			\$ (412,780)	
Total			\$ 31,299,910		\$ 3,414,794	

OPERATIONS REPORT

Marcus Alexander, OPERATIONS MANAGER
OCTOBER 15, 2024

BRAZORIA AND GALVESTON COUNTY



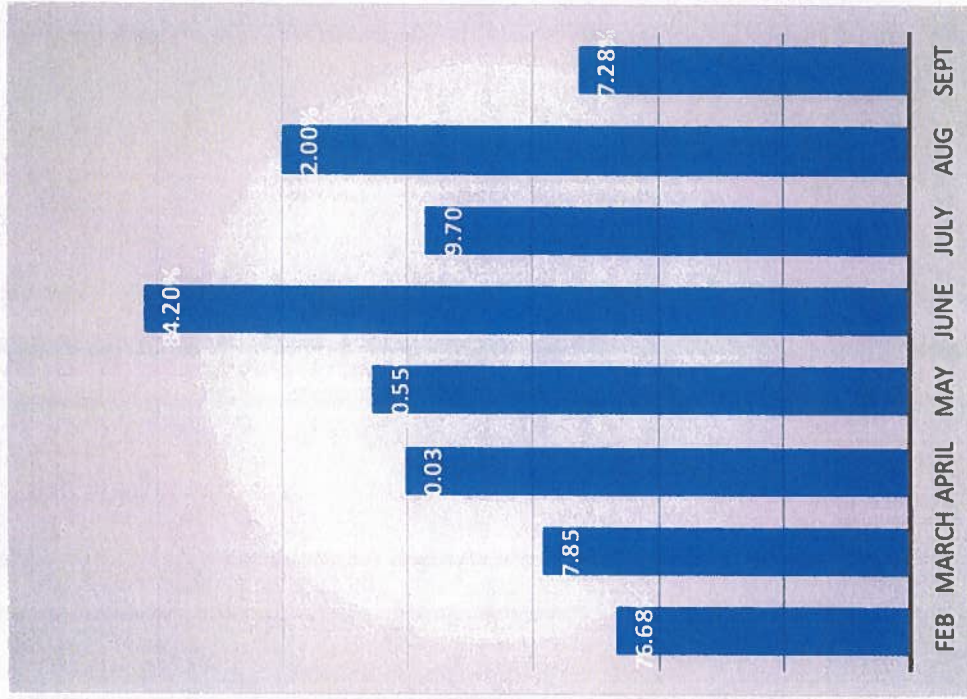
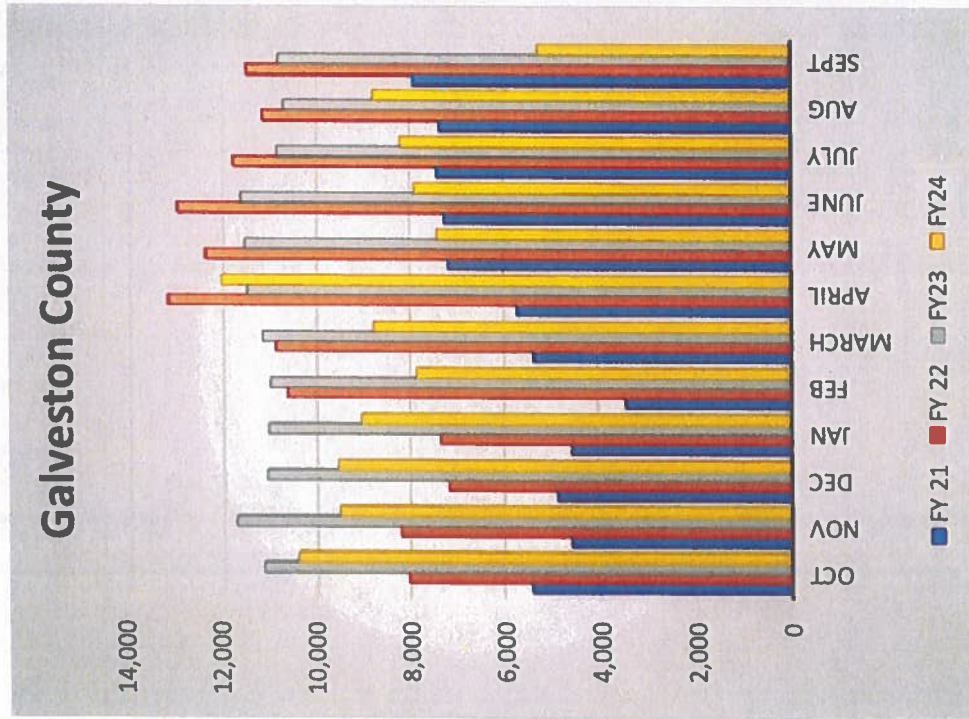
MICROTRANSIT





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	8,148
AUG.	7,350	11,097	10,641	8,760
SEPT.	7,901	11,427	10,743	5,821
TOTAL	70,980	124,722	133,362	95,968



1. The first part of the paper discusses the importance of the study of the history of the English language. It is argued that the study of the history of the English language is essential for a full understanding of the language and its development. The paper then goes on to discuss the various factors that have influenced the development of the English language, such as the influence of other languages, the influence of social and cultural changes, and the influence of technological advances.

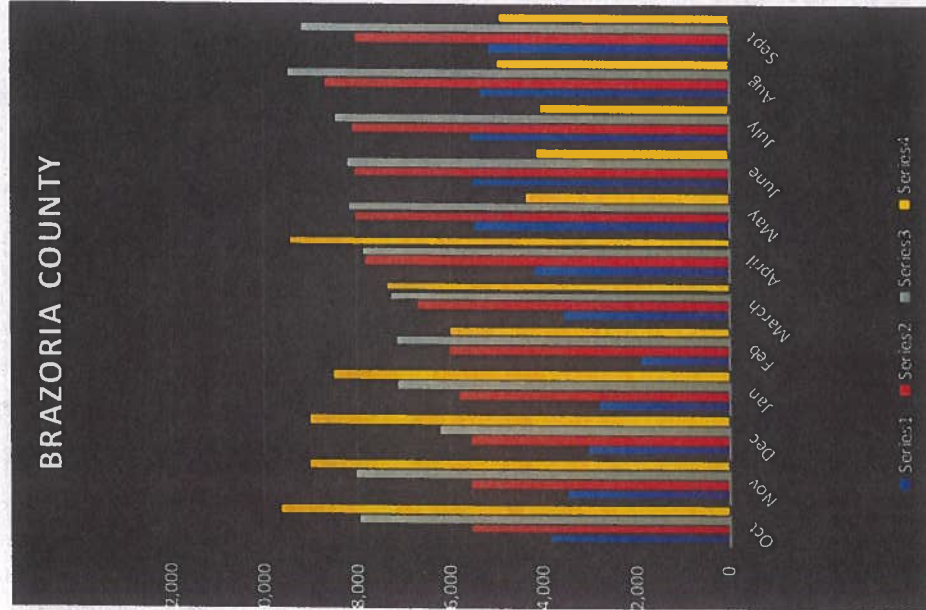
2. The second part of the paper discusses the importance of the study of the history of the English language. It is argued that the study of the history of the English language is essential for a full understanding of the language and its development. The paper then goes on to discuss the various factors that have influenced the development of the English language, such as the influence of other languages, the influence of social and cultural changes, and the influence of technological advances.

3. The third part of the paper discusses the importance of the study of the history of the English language. It is argued that the study of the history of the English language is essential for a full understanding of the language and its development. The paper then goes on to discuss the various factors that have influenced the development of the English language, such as the influence of other languages, the influence of social and cultural changes, and the influence of technological advances.

4. The fourth part of the paper discusses the importance of the study of the history of the English language. It is argued that the study of the history of the English language is essential for a full understanding of the language and its development. The paper then goes on to discuss the various factors that have influenced the development of the English language, such as the influence of other languages, the influence of social and cultural changes, and the influence of technological advances.



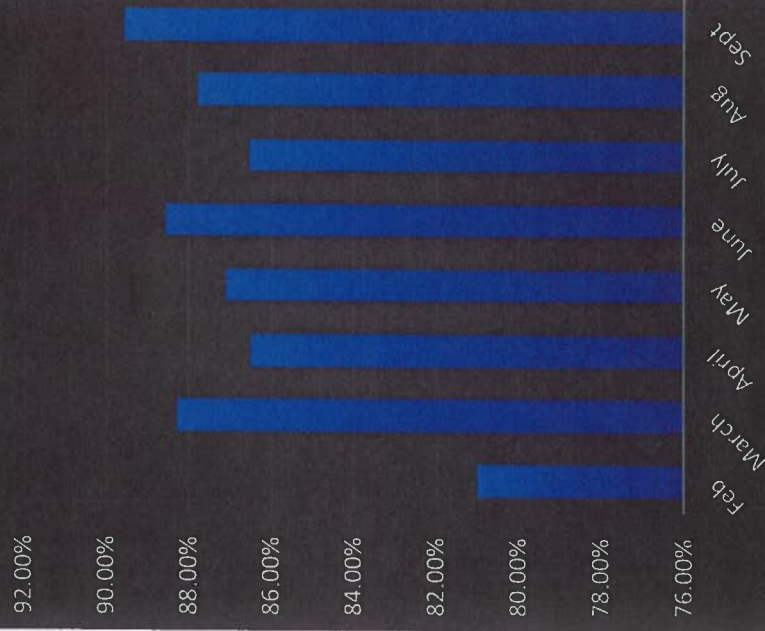
BRAZORIA COUNTY

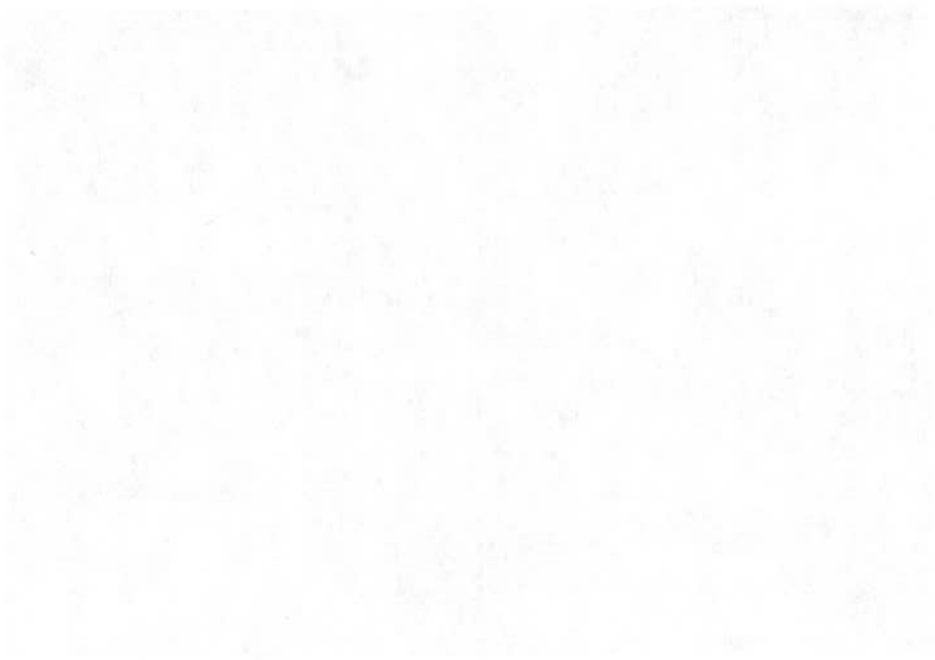


Ride The Wave:

	FY21	FY22	FY23	FY24
Oct	3,830	5,526	7,957	9,624
Nov	3,474	5,500	8,010	9,009
Dec	3,022	5,513	6,227	9,017
Jan	2,790	5,787	7,131	8,507
Feb	1,905	6,012	7,159	5,986
March	3,553	6,686	7,279	7,341
April	4,167	7,803	7,892	9,457
May	5,458	8,034	8,176	4,350
June	5,487	8,061	8,216	4,081
July	5,560	8,075	8,467	4,015
Aug	5,347	8,661	9,478	4,938
Sept	5,173	8,013	9,209	4,912
Total	49,766	83,671	95,201	82,146

FY24 ON TIME PERFORMANCE

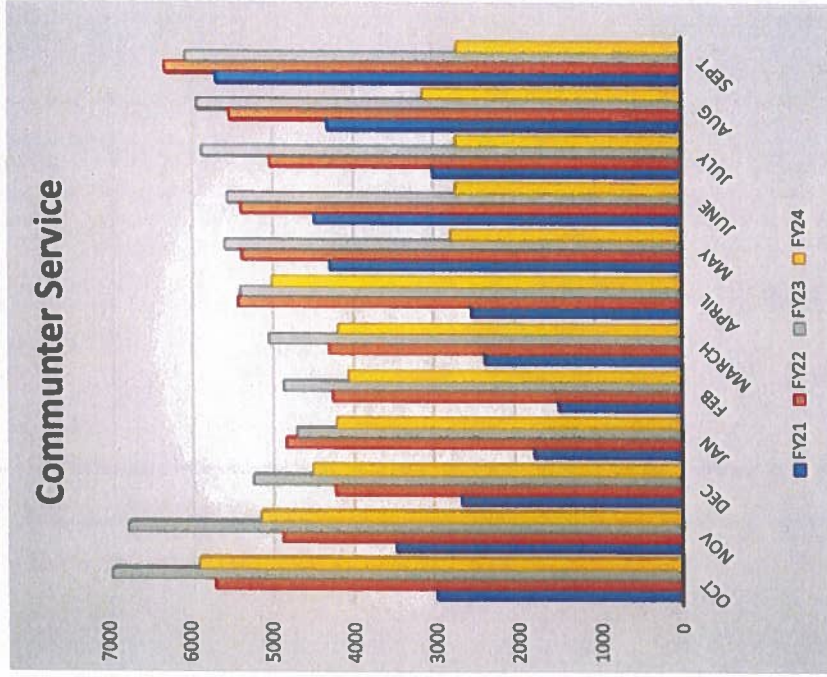
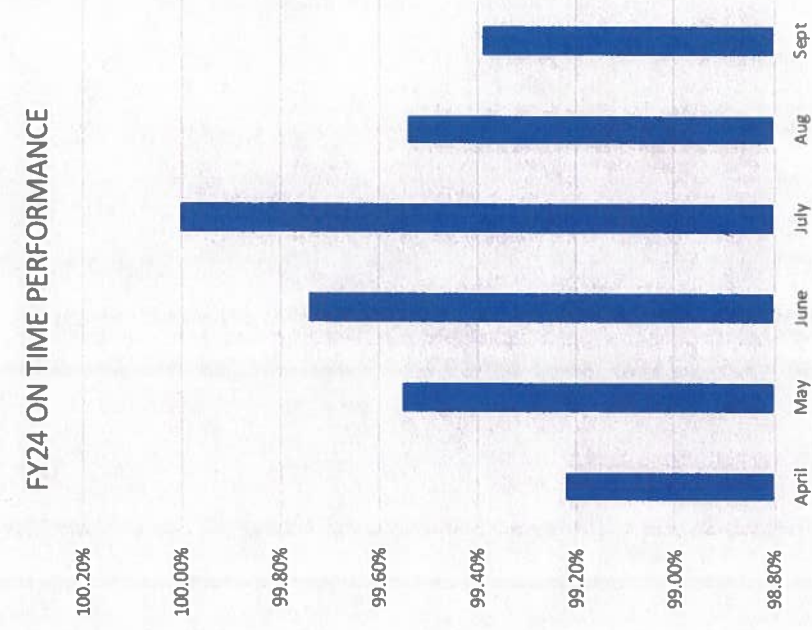






Park and Ride

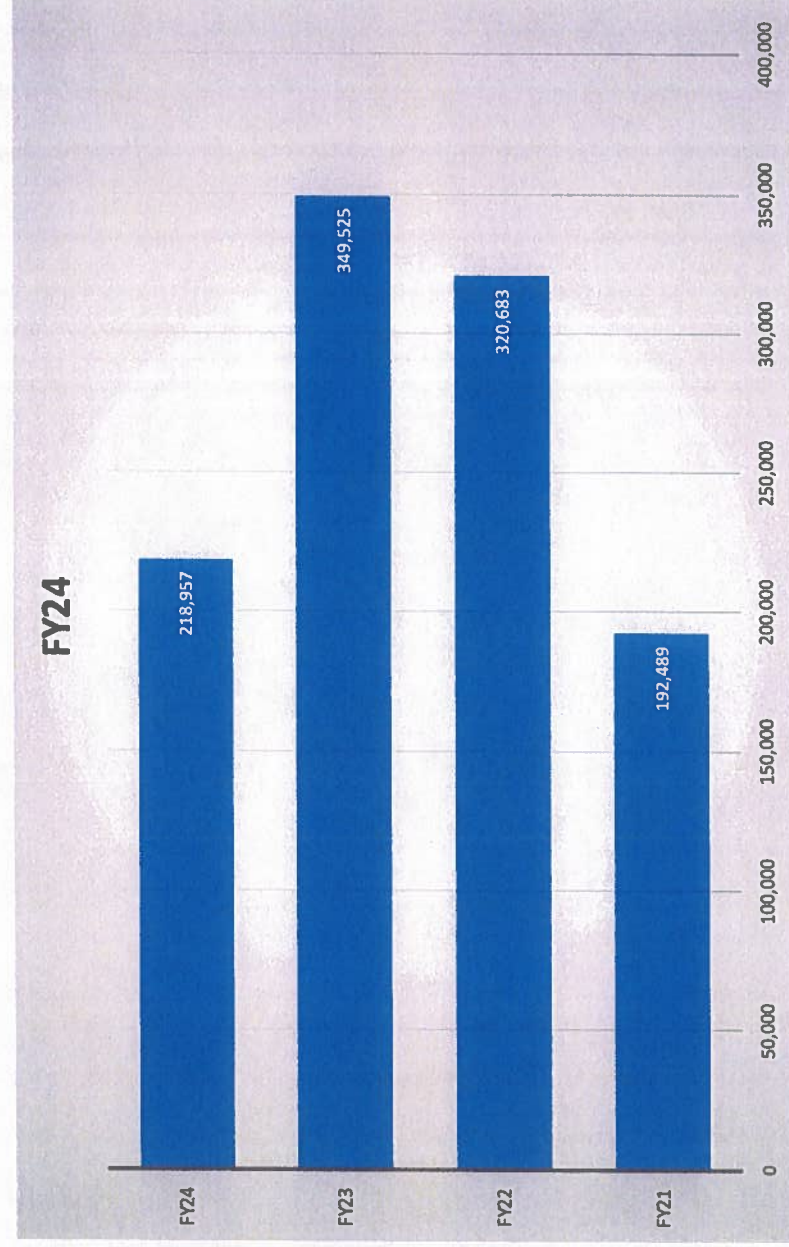
	FY21	FY22	FY23	FY24
Oct	2,972	5,693	6,968	5,885
Nov	3,474	4,868	6,767	5,132
Dec	2,653	4,228	5,220	4,503
Jan	1,777	4,828	4,699	4,204
Feb	1,478	4,254	4,855	4,059
March	2,377	4,298	5,030	4,187
April	2,541	5,403	5,373	4,991
May	4,284	5,355	5,562	2,794
June	4,476	5,368	5,532	2,734
July	3,005	5,020	5,845	2,583
Aug	4,314	5,506	5,904	3,137
Sept	5,670	6,304	6,041	2,713
Total	39,021	61,125	67,796	44,922



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Total Ridership For all Modes of Transportation





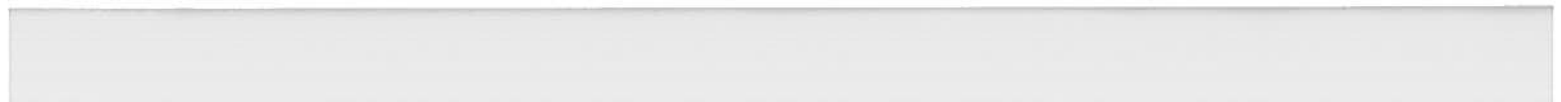
STAFFING REPORT

• Brazoria County:

- 0— CDL Positions Open
- 1— Non CDL Position Open
- 0 — Part Time Position Open
- 0 — Porter Position Open
- 0 — Mechanic Position Open

• Galveston County:

- 0— CDL Position Open
- 0— Park and Ride Position Open
- 0 Non CDL Position Open
- 0 — Porter Position Open
- 1 — Mechanic Position Open
- 1 — Dispatcher Position Open
- 1 Safety.



GULF COAST TRANSIT DISTRICT

RIDER SERVICES, COMMUNITY CONNECTIONS AND PUBLIC AFFAIRS



Presented By:
Tim Sykes
Public Affairs Specialist

1

MICROTRANSIT SPARE PLATFORM OVERVIEW

- Spare Platform is a cloud-based SaaS (Software as a Service) solution for delivering any type of shared-ride service.
- Free to download for any rider, the Spare Rider app's sleek user interface and intuitive one-tap booking process, allows riders to plan, book, and pay for rides through transit services powered by Spare Platform.
- Riders will always receive vehicle location and trip updates. As these notifications are offered in real-time, riders are empowered with everything they need to know about their trip request.
- Riders departing the vehicle can be prompted to review their ride based on the experience of the trip so that a feedback loop is continuous for the service, its riders, and drivers.



2

No Phone, No Problem

- Designed to mirror the functionality of the Spare Rider app, Spare Rider Web is the customer-facing app that allows riders who prefer to book trips in a web portal or do not have access to a smartphone to register, plan, book and pay for their trips.
- Using this portal, riders can view trips, trip history, check account balance and book trips with ease.



Reservationist Call In Option

- Riders using this service can also opt to call in to a reservationist.
- While the agent is on the with the rider, they can provide real-time updates including estimated time of arrival (ETA) of the vehicle, vehicle type, driver name, expected duration of the trip and more.
- Riders can also view their trip history, load fares, check their account balance.

3

FOR RIDERS

- When riders request rides on the Spare Rider mobile app, they are given the option to select special accommodations they may need to take the trip.
- Riders can choose accessibility options, including wheelchair accessibility, small child accessibility, door-to-door access, and more.
- Those who require door-to-door access or wheelchair-accessible vehicles will be matched by Spare's routing and pooling algorithm to trips and drivers who can accommodate them.
- Additionally, the Spare Rider app supports iOS and Android accessibility features, such as live text-to-voice and screen reader support.



4


Rider Zone Cities

ANGLETON
CLUTE
FREEPORT
LAKE JACKSON
RICHWOOD

Outside of Rider Zone

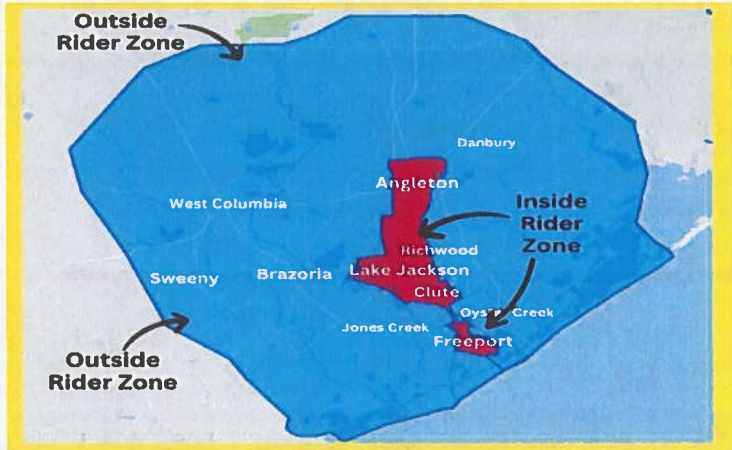
ALVIN
BRAZORIA
DANBURY
HOLIDAY LAKES
JONES CREEK
OYSTER CREEK
SWEENEY
WEST COLUMBIA

Other Listed Cities Require Two Day Bookings.
Any ride beyond 10 Miles is \$2.00 and booked at \$0.25 per mile after the first 10 miles.



BRAZORIA COUNTY

SERVICE AREA



One-way trip Inside Rider Zone

Regular - \$1.00

Seniors, Students & Disabled - \$0.50

Children 6 & under - Free

One-way trip outside Rider Zone
Requires 48 hour advance notice

First ten miles - \$2.00

Each additional mile - \$0.25

5


Rider Zone Cities

TEXAS CITY
LA MARQUE
DICKINSON
BACLIFF
SA LEON
LEAGUE CITY- UTMB
PARK & RIDE to
GALVESTON – UTMB PARK
& RIDE and GALVESTON
UTMB PARK & RIDE to
LEAGUE CITY with stops in
TEXAS CITY

Cities outside of Rider Zone:

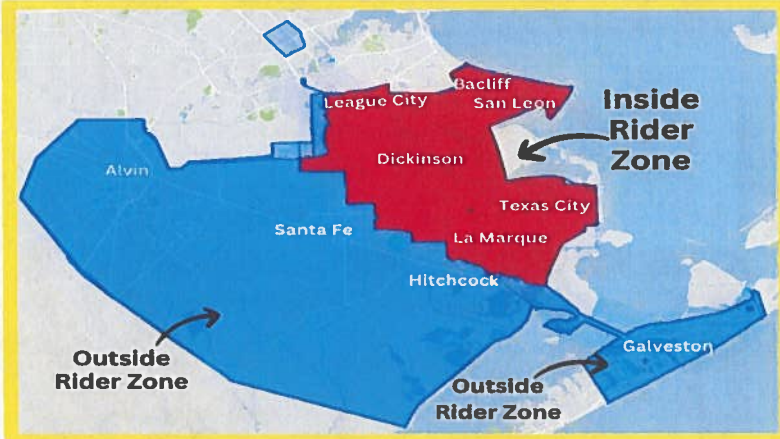
ALVIN
LEAGUE CITY (some areas)
SANTA FE
HITCHCOCK
GALVESTON

Other Listed Cities Require Two Day Bookings.
Any ride beyond 10 Miles is \$2.00 and booked at \$0.25 per mile after the first 10 miles.



GALVESTON COUNTY

SERVICE AREA



One-way trip Inside Rider Zone

Regular - \$1.00

Seniors, Students & Disabled - \$0.50

Children 6 & under - Free

One-way trip outside Rider Zone
Requires 48 hour advance notice

First ten miles - \$2.00

Each additional mile - \$0.25

6

SERVICES & RATES

Park & Ride

One-way trip Texas City - \$2.00

League City - \$4.00

Facilities to leave vehicle and take a bus from UTMB League City or GCTD Admin Texas City to UTMB Galveston.

Rider Coupon Books Available For Purchase:

General All Purpose - 20 Rides \$15.00

Seniors, students, persons with disability - 20 rides \$7.50

Texas City Park & Ride - 50 rides \$75.00

League City Park & Ride - 50 rides \$150

7

BRAZORIA COUNTY RIDESHIP BOOKINGS



Dispatch Number:
1-800-266-2320

Website:
gulfcoasttransitdistrict.com

VA – Michael E. DeBakey Hospital,
Houston, TX - \$3.50 Each Way, Two Day
In Advance Booking, Up To 7 Days In
Advance.

Other Houston Locations:
HOUSTON METHODIST
M. D. ANDERSON
FANNIN TOWERS

The above listed Rides cannot be
booked on GCTD App, all above listed
Bookings require the Rider to call the
Call Center to Schedule Rides.

Two (2) Day Bookings required (Outside
of Microtransit Rider Zone)

8

COMMUNITY OUTREACH ... Connecting With The Community!



Dickinson ISD Career Fair
Dickinson, TX



Bay Side Community Center
Bachitt, TX



Din Dream Center
Clute, TX



Workforce Career Fair
Texas City, TX



Galveston Chamber Event
Galveston, TX



Community Health Network
Clute, TX



Galveston County Food Bank
Texas City, TX



Galveston County Food Bank
Texas City, TX



Galveston County Food Bank
Texas City, TX



True Courage Eden's Shelter
La Marque, TX



Mainland Preparatory School
La Marque, TX



Mainland Preparatory School (Ignite)
La Marque, TX

9

COMMUNITY OUTREACH ... Connecting With The Community!



Senior Services - Bessler
Texas City, TX



Wayne Johnson Community Center
La Marque, TX



Moore Memorial Library
Texas City, TX



Texas City LOC Lingo
Texas City, TX



Hitchcock Primary School
Hitchcock, TX



Hitchcock Primary School
Hitchcock, TX



Donating Rider Coupon Book
Senior Services
Texas City, TX



Texas City Seniors at Bessler Center
Assisting with Spare Lab and Rider Services
Texas City, TX



Texas City Seniors at Bessler Center
Assisting with Spare Lab and Rider Services
Texas City, TX



Theresa Garcia, Owner - True Courage - Donated Rider Coupon Book
Assisted Staff, and Residents with Rider Services



10

Arbor Pines Villa - Ridge
Angleton, TX



Galveston County Food Bank
 Texas City, TX



Operation Blue Santa Toys Donation
Texas City, TX



ABC Affordable Housing Services
Ribbon Cutting, Texas City, TX

[illegible]

Marriott, Houston, 12



Brazoria County Adult Probation Community Training Expo
Guest Speaker – GCID Services and Training

Workforce Commission
Staff Training- GCID Services

Sunshine Center, Inc.
Galveston, TX

CPS Community Expo Event
Texas City, TX

Bay Tran Luncheon
Marriott, Houston, TX



CapGal (Community Assistance Providers) Guest Speaker



Galveston Homeless Feeding



Texas City Police Dept. & Ministers Meeting



Dickinson ISD Career Fair

GCTD – A Few Community Connections & Partnerships ...

BayTran (Bay Area Houston Transportation Partnership)

CapGal Community Assistance (Residents of Galveston County)

Galveston County Food Bank

Galveston County Homeless Coalition

City of Texas City Senior Services

Galveston County Senior Services

Galveston County Social Services

Moore Memorial Public Library

Chosen Ones Outreach and Homeless Assistance

Texas City Housing Authority

Catholic Charities

Workforce Solutions

United Way (Galveston, Galveston County, & Brazoria County)

National Federation of the Blind of Texas (Based in Austin TX)

Pearland Community Resource Network

DFPS – Texas Child Protective Services

Galveston County Supervision & Corrections Department

Christus Health

Solihago Health & Rehabilitation Facility

Sunshine Center, Inc.

Coastal Health and Wellness

AT&T Federal Credit Union

Access Care of Coastal Texas, Inc.

True Courage Men's Transitional Shelter

Galveston County Veterans Service

Galveston County Indigent Services

Galveston County Family Services Center

Big Brother's Big Sisters Gulf Coast

Bay Area Council, Boy Scouts of America

UTTB (Park & Ride) and Dept. of Social Work

Brazoria County Partners (BrazCo)

Texas City ISO

Phoenix Acute Care Facility

Galveston Housing Authority

Brazoria County Dream Center

Brazoria County Center for Independent Living

Salvation Army (Freeport, Texas City, and Galveston)

Brazoria County Adult Probation

HCA - Mainland Center Hospital

Texas City, La Marque Chamber of Commerce

Ignite Preparatory Academy (Formerly Mainland Prep)

• Angleton Rotary Club

• Women's Center of Brazoria County, West, Angleton TX

• League City Regional Chamber of Commerce

• Court Appointed Special Advocates (CASA - Galveston County)

• Texas City LUTAC Council

• HACP – Galveston County

• HACP – Dickinson Bay Area Unit

• Galveston County Juneteenth Coalition

• Gulf Coast Center

• Galveston County Emergency Management (Dickinson)

• Texas City Emergency Management

• Baptist Minister's Association - Galveston & Galveston County

• Emergency Management – City of Galveston

• Texas City Police Department – West End Ministers & Leaders

• Mansions at Moscos Lake – Apartment Community

• Brazoria County Sheriff's Department

• Galveston County Sheriff's Department

• College of the Mainland

• Galveston College

• Brazosport College

• Lake Jackson Library

• Moody Methodist Church (Seaside Senior Expo)

• DaVita Dialysis

• Fresenius Kidney Care/Sandcastle Dialysis LLC

• Back2Community Health Network

• San Leon RV Park

• Hitchcock Primary School

• Dickinson Public Library

• Warrior Refuge – West Columbia, TX

13



"The future of transportation is knocking, are you ready to let it in?"

Thank you for your time today!

Questions?

Gulf Coast Transit District

TIM SYKES

Public Affairs Specialist

tsykes@gctdtx.gov

1-800-266-2320

BRAZORIA AND GALVESTON COUNTY

14



TITLE VI

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with GCTD. Any such complaint must be in writing or by phone and filed with GCTD's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling 1-800-266-2320.

El Título VI requiere que ninguna persona en los Estados Unidos de América, por motivos de raza, color u origen nacional, sea excluida de la participación, se le nieguen los beneficios o sea objeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal. Cualquier persona que crea que ha sido agraviada por una práctica discriminatoria ilegal bajo el Título VI tiene derecho a presentar una queja formal ante GCTD. Cualquier queja de este tipo debe hacerse por escrito o por y presentada ante el Coordinador del Título VI de GCTD dentro de los ciento ochenta (180) días siguientes a la fecha del presunto suceso discriminatorio. Los Formularios de Queja por Discriminación del Título VI se pueden obtener en esta oficina sin costo alguno para el demandante llamando al 1-800-266-2320.

*Your Ride
With A Smile
Is Ready!*



1415 33rd Street N., Texas City, TX 77590
101-C Canna Lane, Lake Jackson, TX 77566
www.GulfCoastTransitDistrict.com



**PUBLIC
TRANSPORTATION
FOR EVERYONE!**

RIDE The Way

MICRO TRANSIT SERVICE

Experience the future of transportation with our micro-transit service and discover the flexibility it offers.

Say goodbye to fixed routes.

Enjoy the convenience of being picked up and dropped off at your desired locations.

Our micro-transit service is designed to be inclusive and accessible to all passengers, with features to accommodate various mobility needs.

SCHEDULE A RIDE

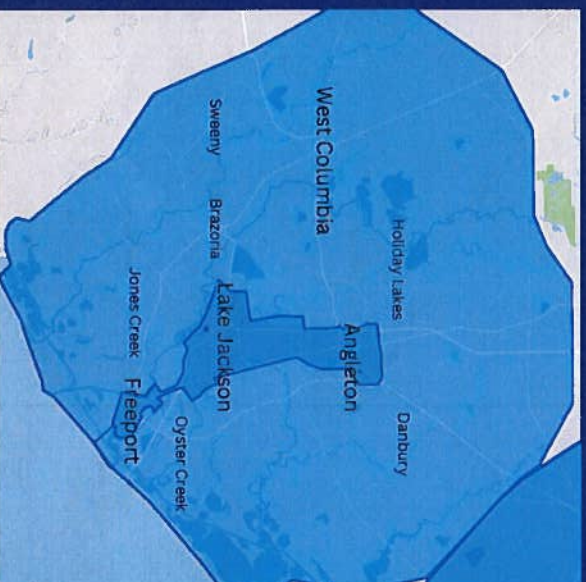
CALL 1-800-266-2320

OR

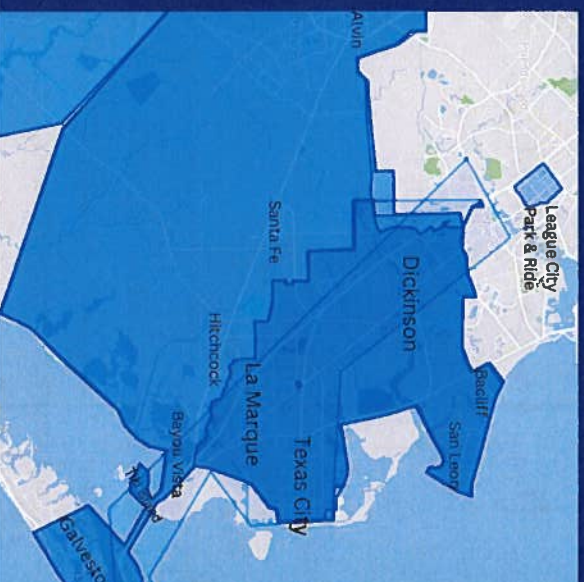
DOWNLOAD
OUR FREE APP



Available for iPhone or Android



BRAZORIA & GALVESTON COUNTIES



SERVICES & RATES

Origin must be in Brazoria or Galveston County service area.

One-way trip in Rider Zone

Regular - \$1.00

Seniors, Students & Disabled - \$0.50

Children 6 & under - Free

6am to 8pm Mon - Sat.

One-way trip outside Rider Zone

48-hour advance reservation required

First ten miles - \$2.00

Each additional mile - \$0.25

6am to 8pm Mon - Sat.

Veteran's

One-way trip - \$3.50

Door-to-Door service to Michael E.

DeBakey VA Hospital in Houston when

available with 48-hour advance

reservation. 6am to 6pm Mon -Fri.

Park & Ride

One-way trip

Texas City - \$2.00

League City - \$4.00

Facilities to leave vehicle and take a bus from UTMB League City or GCTD Admin Texas City to UTMB Galveston.

4:50am - 8:20pm Mon - Fri.

DISCOUNT FARE COUPON BOOKS

Purchase from bus operator or on our website!

General All Purpose - 20 Rides \$15.00

Seniors, students, persons with

disability - 20 rides \$7.50

Texas City Park & Ride - 50 rides \$75.00



Connect
Transit.

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

GCTD Sponsorship Guidelines

This agreement stipulates and lays out the sponsorship guidelines set forth by the Executive Director and The Board of Directors outlining the terms and conditions set fourth for any sponsorship opportunities brought to the district.

- **Legal Restrictions:** GCTD is implementing rules that limit or regulate donations to entities to prevent corruption or undue influence.
- **Conflict of Interest:** Employees and officials of GCTD are prohibited from donations for individuals that do business with or are regulated by the company.
- **Transparency Requirements:** GCTD has an application in place for sponsorships to be approved including the source and purpose of the sponsorship.
- **Public Purpose:** Sponsorships must typically be used for public purposes, such as community development or social programs, rather than for personal or political gain.
- **Approval Processes:** GCTD has an internal approval process for sponsorship applications to ensure they align with the company's mission and goals to be approved by Human Resources and the Executive Director.
- **Limitations on Amounts:** The maximum amount GCTD can donate per fiscal year is \$5,000.
- **Restrictions on Types of Donations:** Certain types of donations, such as those that could create conflicts of interest with other will be prohibited.
- **Ethical Guidelines:** GCTD will continue focusing on maintaining public trust and integrity with all sponsorships.



Connect
Transit.

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

Sponsorship Application Form

1. Applicant Information

- **Contact Person:** _____
- **Email Address:** _____
- **Phone Number:** _____

2. Sponsorship Details

- **Event/Project Title:** _____
- **Date(s) of Event/Project:** _____
- **Location of Event/Project:** _____
- **Description of Event/Project:** (Please provide a brief overview, including objectives, target audience, and expected outcomes.) _____

3. Sponsorship Request

- **Type of Sponsorship Requested:** (e.g., financial support, in-kind donations, promotional support) _____
- **Amount Requested (if applicable):** _____
- **Sponsorship Benefits:** (What benefits will the sponsor receive? Please detail any promotional opportunities, branding visibility, etc.) _____

5. Additional Information

- **Previous Sponsorships:** (Have you received sponsorship from our organization before? If yes, please provide details.) _____

- **Impact Measurement:** (How will you measure the success and impact of the event/project?) _____

- **Other Relevant Details:** (Any additional information that may help in the decision-making process.) _____

6. Agreement

By submitting this application, I confirm that the information provided is accurate and complete. I understand that all applications are subject to review and that acceptance is not guaranteed.

Signature: _____ **Date:** _____

Submission Instructions

Please submit the completed application form for approval.

Executive Director

Date

FINANCIAL POLICY



DOWNLOAD OUR FREE APP!



FY25

(October 1, 2024 – September 30, 2025)

Financial Policy

FINANCIAL POLICY



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FINANCIAL POLICY



1

1.0 BACKGROUND INFORMATION

Purpose

The Texas legislature enacted the Rural and Urban Transit Act in 1995 which created transit districts that can receive public transportation funds through Texas Department of Transportation (TXDOT). GCTD operates as a rural transit district by action of its Board of Directors. For financial purposes the organization follows the governmental accounting guidelines. The Financial Statements of GCTD are prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The service area includes the counties of Galveston and Brazoria and the cities of Texas City, La Marque, Lake Jackson, and Angleton.

The following manual is a description of the financial system and responsibilities for GCTDs Finance Department.

2

2.00 ACCOUNTING PRINCIPLES & PROCEDURES

2.10 Policies

The accounting principles of GCTD will be consistent with all applicable laws. These include Generally Accepted Accounting Principles, Statements of Financial Accounting Standards, and SOP 98-3 on accounting for federal awards. Any accounting principle and/or concept not specifically discussed in this manual should be accounted for according to GAAP as set forth in the opinions of the American Institute of Certified Public Accountants (AICPA) and in the statements of Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB). The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Certain procedures resulting from these accounting pronouncements and releases are discussed below. Reading and understanding this policy also entails ongoing security awareness training for all employees.

2.20 Procedures

2.21 Revenue Recognition

Contributions will be recorded as revenue in the period received or the period in which a pledge is received. Any receivable will be closely reviewed each month to determine whether the amount is still collectible and whether the balance of the receivable is adequately reserved with the allowance for doubtful accounts. Grants will be recognized as revenue when the grant money is earned. This will generally be determined by the costs reportable to the grantor. Each restricted grant will be set up as a separate contract code to allow for accurate and consistent recording of the expenses of each grant. In-Kind Contributions are those goods and services contributed by subcontractors, local governments, and others. They are valued at cost to the contributor or fair market value and recorded as revenue when received. Offsetting charges of equal amounts are recorded as expenses to the appropriate grant department code.

FINANCIAL POLICY



2.22 Matching of Revenues and Expenses

To present accurate and consistent financial statements, the revenues and expenses attributable to each period will be reflected in that period to the degree possible. The sections on month and year end procedures will review this in greater detail. Generally, all entries required to accurately reflect the revenues and expenses of each period will be made in that period. The organization records transactions on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available).

"Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Expenditures are recorded when the related liability is incurred or when the expenses is paid.

2.23 Fixed Assets and Depreciation

The general capitalization policy is that all equipment and other fixed assets costing more than \$5,000 will be recorded as an asset. To determine if a repair or improvement will need to be capitalized, the following additional factor needs to be considered: does the expenditure extend the useful life of the asset repaired or improved? For example, painting would not be capitalized, but replacing the boiler or repairing the roof would be capitalized, if the dollar value was more than \$5,000. All capital assets will be depreciated over their estimated useful lives. The straight-line basis will be used, with depreciation charged beginning in the month that the asset is placed in service. All capital assets purchased with grants or other restricted funds will be cataloged.

2.24 Donated Materials and Services

Generally donated materials, assets and services will not be recorded in the accounting records. To comply with the rules of SFAS 116, certain services would be recorded as revenues and expenses. Such services would be those professional services which we would otherwise have paid for which were provided by a person whose work would normally include providing those services. Any donated assets which would meet the definition to be capitalized, outlined in Section 2.23, will be recorded as revenue and as a fixed asset.

2.25 Data Cutoff

To meet the deadlines for producing reports discussed in Section 9 & 10, the gathering of information to use in making the month end entries must be cutoff by a certain date. For the monthly financial statements, a cutoff of two weeks will be used. Any payables or other information not available by two weeks after a month end will be classified in the next period. The Finance Department may need to use estimates if final information is not available on a significant additional transaction. For the year-end financial statements, a cutoff of four weeks will be used. Since the year end is the most important period cutoff, the general ledger will continue to be held open for additional material transactions through the conclusion of the financial audit fieldwork.

2.26 Indirect Costs

In accordance with OMB Uniform Guidance, 2 CFR 200 GCTD does not currently have any indirect costs. The Director of Finance and Administration or Finance Manager will periodically review processes to determine the necessity for indirect costs in the future.

3.00 CASH DISBURSEMENTS

FINANCIAL POLICY



3.10 Policies

The purpose of this procedure is to establish the activities to be followed in the process of disbursing cash. All checks must be pre-numbered and accounted for. Unused checks are to be in the custody of the Finance Department. Checks are prepared only after supporting documents have been received and approved by the GCTD. Checks must be produced utilizing the accounting system. All checks must have authorized signature(s). The Executive Board Commissioners, Finance Manager, Director of Finance and Administration and Executive Director are authorized check signers. The Finance Director will maintain the accounts payable system. Prior to payment, the Accounts Payable Clerk will verify the code for each invoice, prepare the checks, and organize the documentation. The Finance Manager or Director of Finance and Administration will review for accuracy and the Executive Director and/or Director of Finance and Administration will approve payment.

3.20 Procedures

Pre-Approval: Ensure all expenditures have prior approval from authorized personnel.

Purchase Orders: Use purchase orders for significant expenditures to formalize the approval.

Invoice Collection: Obtain original invoices or receipts for all cash disbursements.

Supporting Documentation: Ensure that all invoices are accompanied by necessary documentation (e.g., contracts, delivery receipts).

Match Documents: Compare invoices against purchase orders and receiving reports to verify accuracy.

Check for Allowability: Confirm that expenses are allowable under applicable regulations and grant agreements.

3.21 Capital Acquisitions

GCTD follows the Board approved Procurement Policy for capital purchases. The most current policy was approved by the Board in August 2020.

3.22 Supplies, Services, and Other Invoices

Purchase requisitions may be generated by anyone in the office. The requisitions are handed in to the Purchasing Manager or their designee for approval and for order placement. The approved purchase requisitions are given to the finance department and filed in the open order file. When the goods or services are received, a receiving report is filled out. Purchasing pulls the purchase requisition and compares the order received to the packing slip and the purchase requisition for accuracy. The packing slip is attached to the purchase requisition and returned to the open order file until the invoice is received. Mail is received and opened by the Executive Assistance to the Executive Director. All invoices are routed to the accounts payable Clerk, who matches the invoice to the approved purchase requisition and the packing slip and determines an account coding for the transaction. The accounts payable Clerk gives the invoice and supporting documentation to the Director of Finance and Administration for approval to pay. The Director of Finance and Administration initials the invoice indicating approval to pay. The Accounts payable Clerk enters the approved invoice into the A/P module in Blackbaud and files all documents in the open invoice file until they are paid.

3.23 Invoice Payment Procedures

Invoices are paid when due. Prior to generating checks, bank drafts or ACHS the Accounts Payable Clerk will indicate which invoice needs to be paid. Payment Requisitions will be reviewed and approved by the Finance Manager, Director of Finance or Executive Director, then checks are printed from the A/P module, or the payment is made online or by ACH, attached to the approved supporting documentation from the open invoice file, and given to the Executive Director for signature. The checks are sealed in envelopes and mailed by the accounts payable Clerk and the supporting documents are filed in the finance department.

FINANCIAL POLICY



alphabetically by vendor.

Petty Cash

The petty cash funds are established to provide a ready source of funds for the payment of miscellaneous expenses such as supplies and postage. The purpose of the fund is to eliminate the need for writing checks for small items and facilitate quick minor disbursements. Petty cash funds are kept in a locked drawer and administered by the Purchasing Manager or their designee. Petty cash receipts and cash on hand shall not exceed \$500. The Purchasing Manager or their designee disburses cash for authorized purposes and keeps supporting documents for expenditures such as receipts the purchasing Manager, or their designee counts and reconciles the petty cash receipts on a continual basis. When funds are low, the purchasing Manager or their designee will request in writing replenishment of funds with a payment requisition submitted to the finance clerk. Upon approval of the payment request, a check will be cut, signed and returned to the Purchasing Manager or their designer.

4.00 CASH RECEIPTS

4.10 Policies

The purpose of this policy is to establish the activities to be followed in the processing of cash receipts to be deposited in the bank.

4.20 Procedures

The Accounts payable Clerk or Finance Director will receive and open the mail, separate obvious cash receipts from other correspondence, the Finance manager will scan each check and deposit them into the bank account. The Accounts Receivable Clerk will also make the bank deposit at least weekly. If the Accounts receivable Clerk is unavailable to perform these duties, the finance manager will carry them out. The Finance Department will use the check to determine account coding and to enter the cash receipts into Blackbaud. When cash or check is received a receipt will be written. If a customer does not want a receipt, we will keep both copies.

5.00 FARE REVENUE PROCEDURES

5.10 Policies

GCTD drivers are responsible for collecting fare revenues. At the end of every shift, amounts collected are counted and stored in an access-controlled room. Deposits are made weekly.

5.20 Procedures

Drivers start their shift with a locked box inside their vehicle.

Fares are placed directly in the box each time a passenger boards their bus. At the end of the driver's shift, the box is removed from the vehicle and stored in an access controlled, camera monitored room until the next business day. Accounts receivable collects all payments and prepares weekly bank deposits. Finance assistant verifies cash to be deposited and deposit slip. Accounts receivable complete the bank deposit. Accounts receivable enter bank deposit into GL. The Finance Manager will verify amounts on both deposit slip and GL before posting to GL. Accounts receivable prepares bank reconciliations and waits for the finance director to verify and sign off.

JOURNAL ENTRY PROCEDURES

6.10 Policies

All journal entries recorded in the general ledger are to be properly prepared, reviewed, approved and recorded in accordance with generally accepted accounting principles, and filed for future reference.

FINANCIAL POLICY



Everything entered the GL will not be posted until another member of finance verifies the entry and that member will post and sign the backup.

6.20 Procedures

All documentation and detailed explanation of the purpose of the journal entry should be kept in a file in chronological order.

7.00 PAYROLL PROCEDURES

7.10 Policies

GCTD does process payroll. Employees are hired under GCTD, and the previous policies and procedures will be followed as detailed below:

7.20 Procedures

Documentation: Collect necessary documents (e.g., tax forms, identification, employment contracts) during onboarding.

System Entry: Enter employee information into the payroll system promptly.

Time Tracking: Employees must accurately record hours worked using the designated timekeeping system

Submission of Hours: Timesheets must be submitted by the established deadline for payroll processing. Calculate pay based on hours worked or salary agreements, including overtime as applicable. Apply appropriate deductions (e.g., taxes, benefits) in accordance with federal, state, and local laws. Establish and communicate regular pay periods. Disburse payroll via direct deposit or checks, as per employee preference. Generate and maintain payroll reports for auditing and financial tracking. Ensure adherence to all applicable labor laws, tax regulations, and organizational policies. Maintain accurate and secure payroll records in compliance with retention policies.

7.21 Payroll Processing and Payments

GCTD staff complete and sign semi-monthly time sheets. Time sheets are maintained in hourly increments, by program.

After completion, the time sheets are approved by the appropriate supervisor.

Time sheets are submitted at least two days prior to paydays. Paydays are established as the 15th and last day of each month for salaried employees (semi-monthly) and hourly employees

The payroll staff reviews time sheets for completeness and proper account coding.

Using appropriate pay rates as established by GCTD, and applying any payroll deductions for each employee, the payroll staff updates payroll records.

Vacation and Sick Leave hours are accrued at each pay period. Vacation and Sick Leave hours are deducted for any usage. (See Personnel Policies for schedule of leave.)

Using the payroll module, the payroll staff enters the payroll distribution for each GCTD staff person by program and calculates the payroll.

The Finance Director will ensure payroll registers are reconciled to independent controls (such as totals to the prior month's totals).

The Finance Director will ensure its automated system will accurately compute fringe benefit charges.

All leave requests shall be signed by the appropriate level of personnel on the chain of command and be submitted for approval.

Preparation of the payroll shall be separate from and independent of processing the direct deposits. The Director of Finance (or designee) reviews all payroll amounts by reviewing the ACH transaction register. Addition of new employees, changes in pay rates, and removal of a terminated employee from the payroll system shall be performed by the Human Resources Department.

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7.22 Payroll Checks

Payroll vouchers are generated from the payroll module of the financial system.

Direct Deposits are initiated through the on-line banking software to be available to employees on the scheduled pay date, or if the previous business day scheduled pay date is a weekend or holiday.

Appropriate payroll reports are prepared as necessary.

The payroll staff enters all payroll-related vouchers at each pay period, as applicable (payroll taxes, insurance, retirement, etc.) and prints checks in accordance with established bill payment procedures.

Payroll vouchers are distributed to employees on the scheduled pay date, or the previous business day scheduled pay date is a weekend or holiday. Payroll vouchers are available in the payroll app.

Staff and participants shall be paid by direct deposit. A check may be written if that is the route they choose.

8.00 BANK RECONCILIATION

8.10 Policies

The purpose of this policy is to establish the procedures to be followed in performing the month end bank reconciliation. All bank accounts should be reconciled by the end of the month following the close of the preceding month. The Finance Manager reviews the bank account daily for unusual items or changes.

8.20 Procedures

The Finance Manager prints the bank statements monthly and the Accounts receivable prepares the bank reconciliation. The bank reconciliations will reconcile the bank balance to the general ledger balance. A journal entry will need to be posted each month for items on the bank statements which are not already recorded in the general ledger. These reconciling items may include interest earned, service charges, NSF checks, direct deposits and other debit or credit memos. The final reconciliation and journal entries are approved by the Director of Finance. The accounts receivable does not have check signing authority or access to withdraw funds from the bank account. After the general ledger is reconciled to the bank statement, the monthly bank statement and cancelled checks and other forms and the actual reconciliation form are filed in the bank reconciliation file. The Director of Finance and Administration reviews the bank reconciliations and will sign off information is correct.

END OF MONTH ACCOUNTING PROCEDURES

9.10 Policies

The Finance Manager prepares the monthly financial statements. The Director of Finance and Administration approves the financial statements before being sent to the Board of Directors. The financial statements should be sent to the Director of Finance and Administration at least two days prior to the distribution of Board packets to facilitate this review. The Board of Directors approves the monthly financial statements.

9.20 Procedures

The cutoff for information in the monthly statements is two weeks after the month end. Upon completion of the monthly bank reconciliations, the Finance Department will formulate the monthly journal entries. There are two types of monthly journal entries, those that remain consistent from month to month (recurring) and those that are specific to that month. These include depreciation and expensing of prepaid insurance. The specific journal entries include recording of interest and dividend income, bank transfers, NSF checks, bank charges, and receivables, etc. The Finance Manager will maintain a file for each month which includes work papers which document the balance of each balance sheet account. All balance sheet accounts will be reconciled monthly to help ensure that accurate statements are provided to management and the Board. Financial statements are presented to the Board of Directors at each Board of Directors

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meeting. The Director of Finance prepares a budget for the actual expense report for the Executive Director and the Board of Directors to be included in the Board packets. The year-end financial statements will be delayed for additional procedures (see Section 10.0).

10.00 END OF YEAR ACCOUNTING PROCEDURES

10.10 Policies

The Director of Finance prepares the year-end financial statements. The Director of Finance is responsible for preparing the annual financial audit and for working with the outside independent auditors to complete the audit. The Director of Finance and Administration approves the financial statements before being sent to the Board of Directors. The financial statements should be sent to the Director of Finance and Administration at least one week prior to the distribution of the Board packet to facilitate this review. The Board of Directors approves the year-end financial statements. The Finance Manager will arrange to move all records from the year which is closing to storage.

10.20 Procedures

The cutoff for September financial statements is extended to four weeks after the year end. Upon completion of the September financial statements, the preliminary year-end report is run by the Finance Manager and given to the Director of Finance and Administration for review. The Finance Manager calculates the recurring entries (with the help of the CPA firm if needed) for the new year.

10.21 Financial Audit

The Finance Director will contact the independent auditors as soon as the Director of Finance and Administration and Board of Directors sign the audit engagement letter to begin planning the scheduling and work needed to complete the audit. The Finance Director will ensure that adequate space is provided for the independent auditors to work in our offices. This would include one or more large tables, space to keep our records provided to the independent auditors, light and electrical outlets.

The Finance Department will work with the independent auditors to determine what confirmations will be required. This process will be completed as soon after the year end as possible. The Finance Department will oversee typing the confirmations. The Director of Finance and Administration will sign the confirmations. The Finance Department will mail the confirmations to the independent auditors. The Finance Department will be responsible for preparing as many of the schedules which the auditors will use as possible. The completed monthly reconciliations for September will partially fulfill this requirement. Some of the information which needs to be organized and made available includes: the complete general ledger for the year, a chart of accounts, all bank statements and cancelled checks, all paid invoices, all cash receipts logs, all payroll records, including timesheets, payroll summaries for each pay period, 941s, and W-2s, Board minutes for the year under audit through the most recent minutes available, grant contract files, lease agreements, insurance policies, documentation for fixed assets capitalized and documentation for donated services or donated assets recorded in the general ledger.

The Finance Department is to always be available throughout the audit to facilitate the work of the independent auditors. The Director of Finance and Administration will schedule some time to meet with the independent auditors as needed during the audit. The Administrative Clerk will also be available for any work which the Finance Department may delegate to them. The Finance Department and Director of Finance and Administration will plan a meeting with the independent auditors at the end of the audit.

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to discuss any issues raised, review the audit journal entries, evaluate the audit process and plan improvements for the following year.

The audited financial statements will be due to the Board of Directors no later than January 31 of the year following the fiscal year end. They are due to be uploaded to the Federal Clearing House and e- mailed to singleaudits@txdot.gov no later than June 30 of the year following the fiscal year end..

11.00 DEBT

11.10 Policies

Board approval is required for incurring any debt of GCTD other than operating trade payables. The Director of Finance and Administration will be authorized to negotiate such debt as needed by the Board of Directors. Any loan covenants and restrictions will be reported to the Board when the debt is authorized. The Finance Department will periodically review these covenants and report to the Director of Finance and Administration if there are any violations or potential violations of the covenants.

11.20 Procedures

The Director of Finance and Administration and Board Chair or Secretary will sign any debt agreements after receiving full Board approval. The Finance Department will reconcile the general ledger debt balances to statements or amortization schedules each month. In addition, accrued interest will be recorded in the general ledger as needed.

INTERNAL CONTROLS AND FINANCIAL AUDIT

12.10 Policies

The review of internal controls and the annual audit are two of the most important procedures the Board has for fulfilling its fiduciary responsibilities to GCTD. Internal controls pertaining to the accounting records are established by the Finance Manager in consultation with the Director of Finance and Administration. The Board of Directors approves the public accounting firm which will perform the year-end financial audit. The financial audit report is presented to the Board of Directors who has the authority to approve the audit.

12.20 Procedures

Whenever there is a change in the operating structure of the organization, the Finance Manager, Director of Finance, Administration and The Executive Director will meet to determine that the internal control system continues to meet the needs of GCTD. If appropriate, the changes will be reflected in this accounting procedures manual. The key features of the internal control system are that the no single person in Finance is involved in handling checks and cash received, transferring money or establishing cash accounts or investments and does not receive the unopened bank statement. The other aspect of this is that the Finance Department reviews the transactions of the other employees and is responsible for noting any problems to the Director of Finance and Administration or directly to the Board Treasurer or President. The Board of Directors will approve, as part of the budget process, the public accounting firm to perform the annual audit. The Board Treasurer will attend the audit exit conference at the conclusion of the audit. The public accounting firm will present the audit to the Board each year. The Board will review and approve the financial audit. The Finance Department and Director of Finance and Administration will be responsible for scheduling the audit, preparing the information needed by the auditors and answering questions during the audit.

13.00 COMPLIANCE

13.10 Policies

To continue receiving government grants and restricted donations, GCTD must have systems in place to

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ensure compliance with the restrictions imposed by those grants and restricted donations. This information will be used to ensure that the General Ledger restricted donations account will reflect the restricted donations and the spending of those restricted amounts, as appropriate.

13.20 Procedures

A compliance committee will be chaired by the Finance Manager and consist of the Director of Finance and Administration and primary program personnel. The Director of Finance will be responsible for discussing new compliance requirements in the grants which fund the programs with the committee. The Director of Finance will be responsible for preparing a report documenting how GCTD ensures compliance with grant rules in each grant program. The Director of Finance will also produce a similar report on overall compliance procedures of the agency. These reports, plus any correspondence with granting agencies regarding compliance issues, will be kept in a central compliance file. The compliance committee will also oversee the maintenance of grant files. The grant files will contain the final signed copy of the grant, any addendum, and correspondence.

13.21 Restricted Donations

The Finance Director will maintain a record of all restricted donations in the accounting software so that periodic reports of the year's cumulative restricted donations can be produced. When a restriction has been satisfied, that will be noted. If appropriate, the Director of Finance and Administration will be responsible for communicating the satisfaction of the restriction to the donor. The Director of Finance and Administration will forward copies of each month's new and outstanding restricted donations to the Finance Department. The Finance Department will create a journal entry each month to ensure that the restricted donations are correctly presented in the financial statements.

14.00 Allowable Costs for Federal Programs

14.10 Policies

The purpose of this procedure is to ensure federal funds are spent only on allowable activities in accordance with 2 CFR Part 200 Subpart E – Cost Principles, other special terms or conditions of the grant award, and/or other applicable state and federal guidelines.

14.20 Procedures

The hierarchy to determine the allowability of a cost includes:

Identify Allowable Activities: Determine which activities are permissible under the grant.

Document Cost Categories: Classify costs into direct and indirect costs, ensuring alignment with federal guidelines.

14.21 Federal Award Terms and Conditions.

If the Federal Award Terms and Conditions does not explicitly state whether a particular cost is allowable or unallowable, then go to the next step.

14.22 Uniform Guidance.

2 CFR, Part 200, Subpart E, provides guidance regarding allowability of items.

15.00 BUDGETING

15.10 Policies

The Board of Directors is responsible for guiding the budget process and for approval of the annual budget.

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The Director of Finance and Administration and Finance Department will be responsible for preparing the proposed budget.

15.20 Procedures

The budgeting process will begin in June for the following fiscal year. This will allow for eight months of results to be used in planning the budget. All budget documents will be submitted to the Finance Department by June 30 for consolidation into an overall agency budget. The Director of Finance and Administration and Finance Department will then review this to determine if there are any obvious areas which may need to be reworked. The collated budget will be submitted to the Board by August for review and feedback.

The responsibility for each area of the budget is as follows:

Director of Finance and Administration -- Program revenues and donations revenue, operations expenses, and capital budget.

Finance Department -- Accounting expenses, projected balance sheet. Board Treasurer -- Board and committee expenses.

After completion and approval of the budget by the Board of Directors, the budget will not be modified for subsequent activities.

16.00 COMPUTER AUTHORIZATION AND BACKUP

16.10 Policies

The accounting computer and software will have access controlled by passwords. The accounting computers will be backed up regularly. The IT Department is responsible for carrying out this backup.

16.20 Procedures

- Assign unique usernames and strong passwords to each accounting staff member.

- Passwords must meet complex requirements.

- Implement a regular password change policy (e.g., every 90 days).

- Conduct training sessions on the importance of password security and data protection.

- Provide guidelines on recognizing phishing attempts and securing sensitive information.

- Immediately revoke access for employees who leave the company or change roles.

16.21 Passwords

The Finance Department will maintain a record of all authorized users and the level of password access each user has.

16.22 Backup

- Establish a regular backup schedule (e.g., daily incremental backups and weekly full backups).

- Specify the time of day when backups will occur to minimize disruption to operations.

- Utilize automated backup software to ensure consistency and reliability.

- Store backups in a secure, offsite location to protect against data loss due to hardware failure or disasters.

- Perform regular tests of backup data to ensure it is complete and can be restored successfully.

- Document the results of these tests and address any issues immediately.

The IT Department is responsible for implementing and maintaining the backup process.

17.00 ACCESS TO RECORDS AND RECORD RETENTION

17.10 Policies

The records of GCTD are generally open to public inspection due to IRS rules, open records laws and the

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spirit of public service. However, certain information is not open to public examination and may only be released with the permission of the Director of Finance and Administration. Questions in this area are to be resolved by the Director of Finance and Administration. Record retention is governed by various rules, statutes of limitations and common sense. Certain documents must be retained indefinitely, while others may have little use after a year.

17.20 Procedures

Establish a formal process for public requests for record inspection.

Designate a specific contact person or office (e.g., Records Management Office) to handle inquiries.

Identify categories of information that are not open to public examination (e.g., sensitive personal data, financial details).

Requests must be submitted in writing to the Director of Finance and Administration, including justification for access.

17.21 IRS Forms

Payroll tax forms are not public information and will not be released. IRS Forms 990 and 990A, the exempt organization information returns, must be made available to anyone upon request. The specific rules are outlined in the instructions for form 990. All pages, schedules and attachments, except the detailed schedule of contributors must be made available. The prior three years of 990s and 990As must be available upon request for free review in our office. If the requestor wishes to have a copy, that will be provided immediately or may be mailed to the person. The application for exempt status, Form 1023, and the IRS determination letter are also available to anyone upon request for a free review in our office. Copying charges are the same as 990 if the person wishes to take a copy. The specific rules are outlined in the instructions for form 990.

17.22 Personnel Records

All requests for personnel records, job references and credit inquiries will be referred to the Director of Finance and Administration.

17.23 Financial Information

Financial statements and other financial information are regularly distributed to the Board. This information is not to be made available to people who are not regularly authorized to receive that report. Any such requests for information must be approved by the Director of Finance and Administration.

17.24 Records Retention

A schedule of record retention follows. Any discarding of records should follow this schedule. However, prior to discarding records, the permission of the Director of Finance and Administration and the Finance Department are required to ensure that they have no reason that an exception should be made to the policy. All discarded documents are to be shredded.

For tax purposes, records should be maintained until the expiration of the statute of limitations. Generally, that period expires three years after the later of the due date of the return or the date filed. While there are a few exceptions to this rule, the three-year period normally should be adequate.

For non-tax purposes, records should be maintained only as long as they serve a business purpose or until all legal requirements are met. Unfortunately, there are no specific standards that will cover all situations. The following are some of the factors that should be considered:

Federal, state, and local statutes and regulations Industry requirements or standards
Potential claims or litigation Contract requirements

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RECORD RETENTION SCHEDULE

Type of Retention Period Record (Years) Accident reports & claims.....	7*
Appraisals.....	P
Articles of incorporation, by laws.....	P
Assets record.....	7*
Bank statements, reconciliations.....	4
Bills of sale-assets.....	7*
Budgets & projection.....	2
Cancelled checks – general.....	4**
Capital stock & bond records.....	P
Charts of accounts.....	P
Check vouchers, stubs.....	4
Contracts & agreements.....	7*
Correspondence.....	
Credit and collection.....	7
Routine with customers or vendors1 Other.....	4***
Credit memos.....	4
Damage and theft report.....	7
Deeds	P
Deposit slips.....	4
Depreciation schedules.....	7*
Employee records.....	
Contracts.....	7*
Disability, unemployment claims.....	7
Employment applications.....	4
Expense reports.....	4
Personnel files.....	7*
Time reports, earnings records.....	4
Withholding & exemption certificates (W-2, W-4, etc.)	4*
Financial reports.....	
Annual, audited.....	P
Interim.....	4
Freight bills, bills of lading.....	4
Insurance policies & records.....	4
Internal reports, memos, work orders, etc.....	2
Inventory records.....	4
Invoices.....	
Fixed assets.....	7
Sales & general expenses.....	4
Leases.....	7*
Ledgers & journals.....	
Cash receipts & disbursements.....	P
General ledger, journal entries.....	P
Payroll journal.....	4
Purchases & sales.....	7
Subsidiary ledgers (receivable. Payables, etc.)	7
License.....	4*
Minute books.....	P

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Mortgages.....	7*
Notes.....	7*
Pension & profit-sharing recordsP	
Monthly reports.....	7
Petty cash records.....	4
Purchase orders, invoices.....	4
Receiving reports.....	4
Repair & maintenance records.....	4
Sales records & cash register tapes.....	4
Shipping reports.....	4
Tax returns and related records	
Income P	
Payroll.....	4
Sales and use.....	4
Union contracts P	

P means records should be kept permanently

* Retention period begins with settlement of claims, disposal of assets, termination of contract, etc.

** Some should be kept longer, e.g. checks for tax payments should be kept with the tax returns, checks for asset acquisitions should be kept with bill of sale, etc.

*** Legal and important correspondence should be kept if the documents to which they relate. Additional retention requirements for FTA records:

§200.333 Retention requirement for records.

Financial records, supporting documents, statistical records, and all other non- Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.

Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the

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Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

18.00 MAINTENANCE OF ACCOUNTING POLICIES AND PROCEDURES MANUAL

18.10 Policies

The accounting policies and procedures manual is critical to the accounting function of GCTD. The Finance Department is responsible for maintaining the manual. All proposed changes must be approved by the Executive Director and by the Director of Finance and Administration, along with the Board of Directors. The policies and procedure manual will be dated with the date of each approved revision.

18.20 Procedures

Each year the Finance Department will review the manual and formulate proposed changes. This update will be completed no later than September of each year. All changes must be approved in writing by the Director of Finance and Administration. If the Finance Department has no proposed changes, a memo to that effect must be approved by the Director of Finance and Administration.

Whenever changes to the accounting procedures are made, a review of the accounting policies and procedures manual will be made by the Finance Department to determine if a revision is required. Any minor revisions to the manual which are not reflected in the manual immediately should be kept on file to incorporate into the formal annual update. The revised manual will be distributed to the Finance Department, Director of Finance and Administration and Board Treasurer.

19.00 PROPERTY AND EQUIPMENT INVENTORY

19.10 Policies

An inventory of all property and equipment will be maintained. The inventory document will contain sufficient information for insurance and grant requirements..

19.20 Procedures

The IT Department will maintain a database of all property and equipment owned by GCTD. The database will include tag number, description, serial number, acquisition date, cost, vendor, and location. All equipment will have a tag affixed with a unique identifying number. The property and equipment database will be consulted prior to the sale of any item to determine if there are restrictions. Grant purchased equipment may generally not be sold without the grantor's permission.

A physical inventory will be performed and documented annually by the IT Department with the assistance of the Director of Finance and Administration.

20.00 GRANT APPLICATION AND MANAGEMENT PROCESS

20.10 Policies

GCTD, as a recipient of Federal and State funds, is responsible for administration and management of the grants in compliance with State and Federal Master Grant Agreements as well as any applicable FTA Circulars and regulations. GCTD submits a Board approved Certifications and Assurances on an annual basis to show their ability and willingness to comply with the various federal regulations. A cost allocation between Urban and Rural is submitted to TXDOT, upon request. The basis of the allocation is currently ridership as calculated using information pulled from Sparelabs. If the basis needs to change, it will be

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approved by FTA and TXDOT before any changes are made.

20.20 Procedures

Review State and Federal Master Grant Agreements annually to ensure all staff are familiar with compliance obligations.

Conduct quarterly reviews of compliance with grant requirements and internal policies.

Utilize a checklist to ensure all compliance tasks are completed in time and accurately.

Keep comprehensive records of all grant-related documents, including agreements, certifications, cost allocation reports, and correspondence.

20.21 Identifying Funding Opportunities

Research of grant opportunities is performed by general management and grants management staff.

Grants management staff performs continuous monitoring of the federal and state registers to identify grants that may be applicable to GCTD. Staff frequently employ grant notification services, such as grants.gov. This service sends automated notifications regarding new grants and grant updates and provides a searchable grants database. During the research phase of grant management, the grant's specific requirements, such as reporting deadlines and matching fund requirements, are reviewed to ensure GCTD can logistically manage the grant.

20.22 Grant Application

The grant application process may be undertaken by general management or grants management staff, or a combination of the two, depending on the grant, funding agency, and staff workload. The FTA's Transit Award Management System (TRAMS) and TXDOT's IGX are used for complete electronic grant application submission, review, approval, and management of most grants.

Some grants for other agencies may be submitted using other electronic or hardcopy methods as specified by the grant program requirements. The grant application generally includes project information, project budget, project milestones, environmental findings, and fleet status sections to be deemed complete.

Each grant has specific instructions that must be followed in creating the application and implementing the grant program. Once all sections are completed, the grant can be submitted to TXDOT, FTA, or other granting agency for a preliminary review. If comments are provided, GCTD will provide additional information or correct errors. GCTD continues to work with the sponsoring agency until the grant application is considered complete and ready to submit. Grant and budget information is presented to the GCTD Board of Directors for authorization.

20.23 Grant Award and Execution

GCTD is notified of grant approval by FTA, TXDOT or other agency's staff. Grant approval information is also monitored in TRAMS and IGX. GCTD staff reviews the approved project budget, award notification, and conditions or approval. Any necessary clarifications, amendments, and budget revision requests are made prior to execution of the grant. Staff executes the grant agreement electronically to activate the grant award.

Upon award of each grant, the grants administrator will review the following: 1) start and end dates; 2) scope of work; 3) specific timelines; 4) documentation requirements; 5) internal and external reports and deadlines; 6) coordinate functions with specific staff; and 7) project outcome.

20.24 Financial Management System

GCTD is committed to maintaining effective control over grants, property, capital and other assets to ensure that these resources are used properly for their authorized purposes. This is done through sound financial management procedures that follow federal and state regulations. Blackbaud MIP Fund Accounting is GCTD's current financial management system, which is used for accounts payable, accounting,

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budgeting and other financial management tasks. The Finance Director authorizes access to Blackbaud, and the Finance Manager grants access. GCTD will review options as necessary.

TRAMS and the Electronic Clearing House Operation System (ECHO) are federal grant management and payment reimbursement systems, respectively. IGX TXDOT's grant management system. Some financial management activities, such as fixed asset inventory and depreciation, are currently strictly paper-based. TXDOT, FTA and other applicable guidelines are used to determine allowable costs.

20.25 Reporting

Required reports are submitted in a timely manner. Grants management staff works with general management to obtain status reports. The most common reports are Milestone Progress Reports (MPR), Federal Financial Reports (FFR) and National Transit Database (NTD).

Report Due Dates: FFR and MPR reports are due to FTA within 30 days after the end of each calendar quarter, i.e., by January 30, April 30, July 30, and October 30. The NTD report is due annually by January 31.

20.25.10 Milestone Progress Reports (MPR)

MPRs are submitted for each active FTA grant. These reports include developments in reaching goals of the grant, schedule, control, and execution of activities under the grant, and program requirements.

20.25.20 Federal Financial Reports (FFR) FFR should include accurate, current, financial information based on documentation maintained in Trams, ECHO and Blackbaud. Revenue and Expenditures during the quarter are to be included.

20.25.21 National Transit Database (NTD)

GCTD is required to provide a summary of transit characteristics to include financial and operating statistics on an annual basis. The data is collected as follows:

Service data is gathered by the Director of Finance and Administration using Sparelab.

Financial data is gathered by the Finance Manager using the Blackbaud (MIP) accounting program.

Asset and Resource data is gathered by the Director of Finance and Administration and the Maintenance Manager using Sparelab and RTA.

20.26 Grant Modifications

If a grant modification is necessary, a budget revision, administrative agreement or grant amendment is implemented. Budget revisions may be made if there is no change in the grantee purpose, scope codes, and federal funding of the grant, regardless of the fiscal year the funds were appropriated. Budget revisions must be consistent with the activities contained in an approved Transportation Improvement Plan (TIP) and Statewide Transportation Improvement Program (STIP) and satisfy applicable National Environmental Policy Act (NEPA) requirements. The useful life of new activities must be addressed in the budget revision, as applicable.

20.27 ECHO DRAWDOWNS

Echo Drawdowns and TxDOT Request for Reimbursement

Grants management staff will complete Echo Payment Request online. The following documentation is available.

Invoices that support the amount of the draw request.

Evidence that invoices have been reviewed, approved and paid prior to drawdown request. NOTE: FTA does allow grantees to pay invoices within 3 days of receipt of payment through the ECHO system, but GCTD's current policy is to request drawdowns on a reimbursement basis only.

Personnel costs that support the amount of the draw request such as payroll records. Evidence that costs are eligible for the grant and have been incurred prior to drawdown requests.

Evidence that costs are for the period covered by the project.

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Supporting calculation of drawn amounts to demonstrate that only the appropriate federal share in relation to the total project cost is being requested in the drawdown.

Supporting calculation to demonstrate that the amount in the approved grant line item has not been exceeded.

Documentation of funds received with date.

The grants/finance management team will watch the GCTD bank account for the funds and will immediately code them to the correct grant and record them in the financial system (Blackbaud).

20.28 Grant Closeout

Grants shall be closed out following guidelines issued by awarding agencies.

20.29 Additional Information to be reported

GCTD must notify the FTA and/or TXDOT of any event that may have a significant impact upon the grant.

Such events would include but are not limited to:

Problems, delays or adverse conditions that may materially impair the ability to meet the objective of the grant award, such as delayed vehicle shipments and natural disasters.

Favorable developments that may reduce the time it takes to implement the grant or enable the grant to be implemented at a lower project cost, such as reduced vehicle pricing or improved maintenance procedures.

Property (acquired through federal or state funds) is removed from the service originally intended at grant approval or if the property is put to additional or substitute uses.

Equipment (acquired through federal or state funds) is removed from service before the end of its useful life, removal requires FTA or TXDOT approval.

If GCTD becomes aware after the award of a contract that an excluded party is participating in a covered transaction.

Any change in local law that may significantly affect the ability to carry out a project.

Spare Ratio Computation on which the grant application is based is significantly altered before the grant is awarded.

21.0 LOCAL MATCHING FUNDS

21.10 Policies

Local match funding requirements and percentages can vary. Transportation Development Credits (TDCs) when awarded, public donations and other local funds may all be used alone or in combination to meet federal match requirements. In-kind contributions may be eligible as match with FTA's approval.

21.20 Procedures

The required matching funds will be transferred from the accounting system to the projects as required monthly by the Finance Manager. GCTD's intent is to provide local match with each request for reimbursement for federal funds and have a full accounting of local match at the end of the project grant agreement.

22.0 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)

22.10 PURPOSE

The Schedule of Expenditures of Federal Awards (SEFA) is supplemental information to the basic financial statements and an essential document for planning and conducting the audit of the organization. It also

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provides assurance to those agencies that award financial assistance that their programs or grants were included in the audit. This schedule should be prepared on the same basis of accounting as the financial statements.

This SEFA is required by 2 CFR 200 Uniform Guidance if Federal expenditures exceed \$750,000. The auditee's responsibilities are defined in 2 CFR, Part 200.

22.20 PROCEDURES

SEFA will be maintained following 2 CFR, Part 200.

23.00 TRAVEL REIMBURSEMENT

A completed and approved Advance Travel/Registration Request Form must be submitted prior to conference registration or making any travel arrangements.

The Travel Form will include, at a minimum, the following:

- Date leaving
- Employee traveling
- Date returning
- Destination location
- Means of travel
- Purpose of trip
- Form must be signed and dated by the employee, manager and Executive Director

The employee's manager must approve the Travel form and verify that travel funds are available in the budget. Upon Executive Director approval, the Advance Travel/Registration Request Form will be submitted to the Procurement Department. The Procurement Department will complete the necessary travel arrangements and complete the per diem rates, vehicle information and totals on the Travel Form as permitted by this policy. Procurement will record the date that all arrangements and reservations are confirmed and the confirmation numbers. The Travel Form will then be forwarded to Accounts Payable.

Mileage

- Employees are encouraged to carpool if possible.
- Employees must first determine if a GCTD vehicle is available. If a GCTD vehicle is available, employees shall use it for travel.
- In the event a GCTD vehicle is not available for travel purposes:
 - Employees may use their personal vehicle for approved travel and will be reimbursed at the current Federal rate.
 - Employee must have a valid driver's license
 - Employee must have active liability insurance

In Region Travel

In Region Travel consists of travel within the following counties:

- Brazoria
- Galveston, and
- Harris counties.

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In region travel reimbursements may include:

- Mileage, if using your personal vehicle to conduct GCTD business
- Parking and toll fees

Meal per-diem rates do not apply to in region travel.

Out Of Region Travel

Out-of-region travel is travel outside of Brazoria, Galveston, and or Harris counties.

Out of region travel guidelines:

- Parking and toll fees may be reimbursable upon submission of receipts
- Per-diem meal rates apply
- Employees are encouraged to carpool if possible.
- Employees must first determine if a GCTD vehicle is available. If a GCTD vehicle is available, employees shall use it for travel.
- In the event a GCTD vehicle is not available for travel purposes:
 - Employees may use their personal vehicle for approved travel and will be reimbursed at the current Federal rate.
 - Employee must have a valid driver's license
 - Employee must have active liability insurance

Per-diem meal rates as allowed by the policy will be paid at the current federal. Out-of-region travel may consist of a hotel stay which GCTD may pre-pay. Any hotel accommodation paid for upfront by GCTD will not include held incidental fees, which the hotel may request upon checking in. Incidental fees charged upon checkout may not be reimbursable to the employee. Incidental fees which are not reimbursable to the employee include but are not limited to long-distance in-room phone calls, movies, room service, snacks from the hotel store or in-room service, or any charges made to the room.

In the event the employee traveling is unable to attend, the Procurement Department must be notified immediately. Every attempt will be made to substitute for another employee. If a substitution is not allowed or is unsuccessful, a request for reimbursement will be made for any expenses pre-paid by GCTD. If the expense(s) are not reimbursable, then a request for reimbursement may be made to the original traveler.

Within three days of return from travel, employees who travel must complete and submit to their manager a Travel Reconciliation form.

Employees on approved travel may not violate any of the policies and procedures contained in the GCTD policy and procedures manual while on business-related travel. Employees who cause damage to any vendor property or violate a city, county, state or federal law will be subject to disciplinary action up to and including termination. During travel, any employee who has violated a city, country, state, or federal law may be subject to investigation by law enforcement.

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24.00 CREDIT CARD POLICY

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

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

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

The Executive Director may, at will, revoke any GCTD-issued card and request that such card be returned immediately to the Procurement Department.

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

Allowable purchases:

- Small "micro-purchases" made in compliance with GCTD procurement policies, and may not exceed \$1,000.00

Allowable Travel expenses are limited to:

- Hotel room charges accompanied by detailed receipt.
- Gasoline receipts showing mileage and vehicle number or license plate.
- Use of rental car supported by detailed receipt.
- Detailed food receipts for the employee or official only.
- Conference/seminar registration.
- Airline tickets

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Charges not authorized for payment include the following:

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

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

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

FINANCIAL POLICY



Gulf Coast Transit District Board of Directors Meeting

Tuesday October 15, 2024, 2:00 PM

1415 33rd Street North

Texas City, Texas 77590



1. Call to Order and Roll Call
2. Citizen Comments
3. Report from Acting Executive Director, Ted Ross
 - 3.1 Including: finances and Texas City admin building flood
4. Report from Procurement and Grants Manager, Sandy Sabatier
5. Report from Operations Manager, Marcus Alexander on End of the year operation report
6. Report from Public Affairs Specialist, Timmy Sykes
7. Discuss and take action to approve sponsorship guidelines
8. Discuss and take action to approve FY25 Financial Policy
9. Discuss and take action to approve FY25 Procurement Policy
10. Discuss and take action to approve FY25 Capital Asset Policy
11. Discuss and take action to approve FY25 Capital Improvement Plan
12. Discuss and take action to approve FY25 Capital Expenditure Request Form
13. Discuss and take action to approve FY25 Employee Handbook
14. Discuss and take action to approve award of 24-009 Auditing Services
15. Discuss Metro funding in the amount of \$1.9 million
16. Closed Session: The Board will recess into closed session as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, to wit:
 - 16.1 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.
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 9 p.m., on October 10, 2024

at the Galveston County Courthouse and the Brazoria County Courthouse.



Lacey Hernandez
Secretary of the Board

2000



GCTD Board Meeting

Tuesday, October 15, 2024

Texas City, Texas - 2:00pm

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