Gulf Coast Transit District Board of Directors Meeting

Tuesday September 17, 2024, 2:00 PM

101 Canna Lane Court

Lake Jackson, TX 77566

Board of Directors Minutes

Present:
Stephen Holmes, Chairman
Neal Cooper, Board Member
Modesto Mundo, Board Member
Thelma Bowie, Board Member
Cesar Garcia, Board Member
Neal Bess, Board Member
David Jordan, Board Member
Chris Whittaker, Board Secretary
CJ Snipes, Board Member

The following were also in attendance:

Paige Bailey	Olson & Olson, L.L.P
Cheryl Nixon	Texas Municipal League Intergovernmental Risk Pool
Vicky Aldrighetti-Mata	Texas Department of Transportation
Christopher Heinfield	Heinfield & Meech

1. Call to Order and Roll Call
   Chairman Stephen Holmes called the meeting to order at 2:09pm

2. Citizen Comments
   No citizen comments

3. Report from Texas Municipal League Intergovernmental Risk Pool
   Cheryl Nixon spoke on the pricing changes regarding FY 25

4. Report from Heinfield and Meech regarding the FY22 audit findings
   Christopher Heinfield reviewed the Single Audit from FY22. This included all discovery and findings.

5. Report from Acting Executive Director, Ted Ross
   5.1 Including: finances, Status of grants, operations, and staffing
   Ted showed a news article that Galveston Daily News printed on GCTD. The board was informed on a bus shelter that was taken out in an accident.

6. Report from Operations Manager Marcus Alexander
   Marcus was unavailable, Ted Ross explained Our ridership for the month in his place.

7. Approval of minutes from August 17, 2024
   On Motion by Chris Whittaker, seconded by Thelma Bowie to approve the minutes the motion was carried with all members voting in favor of.

8. Approval of check register and VISA bills from August of 2024
   On Motion by Neal Bess, seconded by Modesto Mundo to approve the check register and VISA Bills the motion was carried with all members voting in favor of.

9. Approval of FY 2025 financial budget
   On Motion by Chris Whittaker, seconded by CJ Snipes to approve FY2025 financial budget the motion was carried with all members voting in favor of.

10. Approval of Admin raises starting FY 2025
    On Motion by Chris Whittaker, seconded by Thelma Bowie to approve the Raises for Admin for 8% with added provisions of up to 2% based on merit the motion was carried with all members voting in favor of.

11. Approval of 2025-2026 Holiday Schedule
    On motion by CJ Snipes, seconded by Thelma Bowie to approve FY25-FY26 holiday schedule motion was carried with all members voting in favor of.

12. Discuss and take possible action to appoint Ted Ross executive director
    This item was tabled.

13. Discuss and take possible action to approve Emergency Plan
    On motion by CJ Snipes, seconded by David Jordan to approve FY25Emergency Plan motion was carried with all members voting in favor of.

14. Discuss and take action to approve the agreement with Brazoria County Sheriff's Office
    This item was tabled pending further research and data

15. Discuss and take possible action related to cyber insurance
    On motion by CJ Snipes, seconded by Thelma Bowie to approve the Cyber plan with the higher coverage amount motion was carried with all members voting in favor of.

16. Discuss and take possible action related to Sapre Labs contract
    On Motion by Chris Whittaker, seconded by CJ Snipes to approve 3-year contact with Spare Labs the motion was carried with all members voting in favor of.

17. Discuss GCTD Board Bylaws and possible training
    This was discussed and agreed on, more information to come.

18. Closed Session: The Board will recess into closed session at 3:12pm as authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, to wit:

18.1 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.

19. Open Session 3:39 p.m.: The Board reopened

20. Set a time and date for the next meeting.
Next meeting set October 15, 2024 2:00pm at 1415 33rd Street N, Texas City, Texas 77590

21. Requests and Announcements
Sweeny is waiting for the appointment from TxDOT

22. Adjournment
The meeting was adjourned at 3:41 p.m. by Stephen Holmes

Respectfully submitted,

Lacey Hernandez

Secretary to Board of Directors

Approved as to Content and Forum,

Stephen Holmes

Chairman of the Board of Directors

Gulf Coast Transit District
2024-25 Rerate Summary

Workers' Compensation:

- **Contribution – $113,699**
  - Approximately a 54% ($39,897) increase over 23/24 ($73,802)
    - Rates – No rate changes for the District
    - Experience Modifier – 0.63
      - 8% deterioration over 23/24 (0.55)
    - Estimated Payroll – 22/23 Audit +6%
      - Audit resulted in a $13,604 increase in contribution
    - Notes: Transit Garage class code added ($4,820)

Liability:

- **Overall Contribution - $370,703**
  - Approximately an%11 ($38,192) increase over 23/24 ($332,511)
    - **General Liability - $1,316**
      - No change over 23/24
    - **Errors & Omissions - $8,842**
      - No change over 23/24
    - **Auto Liability - $293,311**
      - 12% ($30,824) increase over 23/24
        - Added 33 new vehicles in 23/24
    - **Auto Physical Damage - $67,234**
      - 12% ($7,368) increase over 23/24
        - Added 33 new vehicles in 23/24
- Rates -
  - 7% Auto Liability increase
  - 10% Auto Physical Damage increase
- Experience Modifier – 0.96
  - No change over 23/24

Property:

- **Overall Contribution - $15,657**
  - Approximately a 14% ($1,919) increase over 23/24 ($13,738)
    - **Real & Personal Property - $7,950**
      - 14% ($988) increase over 23/24
    - **Flood/Earthquake - $7,376**
      - 14% ($906) increase over 23/24
    - **Crime - $331**
      - 8% ($25) increase over 23/24
        - Minimum Contribution increase
- Rates -
  - 9% Real & Personal Property increase
  - 3% Inflationary Factor on Buildings & Contents
- Surcharge – 0%
  - No change over 23/24

Gulf Coast Transit District
Single Audit Reporting Package
Year Ended September 30, 2022

Gulf Coast Transit District

Single Audit Reporting Package
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Single Audit Reporting Package
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Independent Auditor's Report

Board of Directors
Gulf Coast Transit District

Report on Audit of Financial Statements

Opinion

We have audited the accompanying financial statements of the Gulf Coast Transit District (Transit District), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Transit District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Gulf Coast Transit District, as of September 30, 2022, and the changes in its financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of Gulf Coast Transit District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Principle

As described in Note 1, the Transit District implemented the provisions of the GASB Statement No. 87, *Leases*, for the year ended September 30, 2022, which represents a change in accounting principle. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Transit District's ability to continue as a going concern for one year beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Transit District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Transit District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 26, 2024, on our consideration of Gulf Coast Transit District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Gulf Coast Transit District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Gulf Coast Transit District's internal control over financial reporting and compliance.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.
Tucson, Arizona
August 26, 2024

Gulf Coast Transit District
Statement of Net Position
September 30, 2022

Assets		
Current assets:		
Cash	$	1,336,051
Due from other governments		1,497,428
Total current assets		2,833,479
Noncurrent assets:		
Capital assets - net of accumulated depreciation		15,388,247
Total assets		18,221,726
Liabilities		
Current liabilities:		
Accounts payable		572,827
Due to other governments		1,405,482
Accrued payroll and employe benefits		272,352
Unearned advertising revenues		85,572
Compensated absences payable		29,556
Total current liabilities		2,365,789
Noncurrent liabilities:		
Compensated absences payable		118,226
Total liabilities		2,484,015
Net position		
Net investment in capital assets		15,388,247
Unrestricted		349,464
Total net position	$	15,737,711

The notes to the basic financial statements are an integral part of this statement.

Gulf Coast Transit District
Statement of Revenues, Expenses and Changes in Net Position
Year Ended September 30, 2022

Operating revenue		
Federal grants	$	7,582,179
State grants		961,866
Interlocal		968,299
Farebox		273,686
Other		181,824
Total operating revenue		9,967,854
Operating expenses		
Salaries and benefits		4,362,820
Contractual services		669,904
Vehicles maintenance		1,105,995
Fuel and oil		886,512
Insurance		372,552
Office expenses		808,221
Depreciation		959,580
Other operating expenses		183,530
Total operating expenses		9,349,114
Operating income/(loss)		618,740
Non-operating revenues (expenses)		
Rent revenue		68,250
Total non-operating revenues (expenses)		68,250
Change in net position		686,990
Net position - beginning of year		15,050,721
Net position - end of year	$	15,737,711

The notes to the basic financial statements are an integral part of this statement.

Gulf Coast Transit District
Statement of Cash Flows
Year Ended September 30, 2022

Increase/Decrease in Cash and Cash Equivalents	
Cash flows from operating activities	
Receipts from customers and users	$ 11,103,171
Payments to vendors, contractors and suppliers	(4,353,850)
Payments to employees	(4,176,751)
Net cash provided by/used for operating activities	2,572,570
Cash flows from capital and related financing activities	
Purchase of capital assets	(946,319)
Net cash provided by/used for capital and related financing activities	(946,319)
Net increase/decrease in cash and cash equivalents	1,626,251
Cash and cash equivalents, beginning of year	(290,200)
Cash and cash equivalents, end of year	$ 1,336,051
Reconciliation of operating income/loss to net cash provided by/used for operating activities	
Operating income/loss	$ 618,740
Adjustments to reconcile operating income/loss to net cash provided by/used for operating activities:	
Depreciation	959,580
Changes in assets and liabilities:	
Due from other governments	1,049,745
Prepaid items	45,185
Accounts payable	(106,017)
Due to other governments	(266,304)
Accrued payroll and employee benefits	144,283
Unearned advertising revenues	85,572
Compensated absences payable	41,786
Total adjustments	1,953,830
Net cash provided by/used for operating activities	$ 2,572,570

The notes to the basic financial statements are an integral part of this statement.

Note 1 – Summary of Significant Accounting Policies

The financial statements of the Gulf Coast Transit District (Transit District) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

During the year ended September 30, 2022, the Transit District implemented the provisions of GASB Statement No. 87, *Leases*. This Statement increases the usefulness of the financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases. The statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The Transit District's analysis of contracts and agreements in effect at the beginning of the year resulted in no changes to beginning balances reported in the financial statements due to the implementation of this standard.

The more significant of the Transit District's accounting policies are described below.

A. Reporting Entity

The Transit District is a political subdivision of the State of Texas created pursuant to Chapter 458 of the Texas Transportation Code. The Transit District operates under a twenty-three member Board of Directors, each of which are elected or appointed representatives of Galveston and Brazoria Counties and the incorporated political subdivisions who have affirmed through Resolutions of their governing bodies, their participation in the Gulf Coast Transit District. The central office of the Transit District is located in Texas City, Texas. The purpose of the Transit District is to work with constituent members on the delivery, improvement, and funding of public transportation services in Galveston and Brazoria Counties. The Transit District began operations May 1, 2021 when Gulf Coast Center transferred its transit assets and operations to the Transit District, pursuant to a Memorandum of Understanding between the organizations.

The financial reporting entity consists of a primary government and its component units. A component unit is a legally separate entity that must be included in the reporting entity in conformity with generally accepted accounting principles. The Transit District is a primary government because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. Furthermore, there are no component units combined with the Transit District for financial statement presentation purposes, and the Transit District is not included in any other governmental reporting entity. Consequently, the Transit District's financial statements include a single enterprise fund, which represents only the funds of those organizational entities for which its elected governing board is financially accountable.

Note 1 – Summary of Significant Accounting Policies

B. Principles of Reporting

The Transit District accounts for its operations using the Governmental Enterprise Fund Concept. The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the costs (expenses, including depreciation) of providing transportation services to the users are financed through grants and use charges.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements of the Transit District are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met. Unearned revenues arise when resources are received by the Transit District before it has legal claim to them, as when grant monies are received prior to meeting all eligibility requirements imposed by the provider.

The Transit District distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the Transit District's principal ongoing operations. The principal operating revenues of the Transit District are federal and state grants, interlocal payments, and passenger fares. Operating expenses for the Transit District include salaries and benefits, as well as expenses for contractual services, vehicle maintenance, fuel and oil, insurance, office, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Cash and Investments

For purposes of the Statement of Cash Flows, the Transit District considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents at year end is comprised of cash in bank.

E. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. Prepaid items are recorded as expenses when consumed in the financial statements.

Note 1 – Summary of Significant Accounting Policies

F. Capital Assets

Capital assets, which include buildings and improvements; and vehicles, furniture, and equipment, are reported in the financial statements. Capital assets are defined by the Transit District as assets with an initial, individual cost in excess of $5,000 and an estimated useful life of more than one year. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings and improvements	40 years
Vehicles, furniture and equipment	4-12 years

G. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position may report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of financial position may report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

H. Compensated Absences

The Transit District's employee policies provide for granting leave with pay in varying amounts. Only benefits considered vested are recognized in the financial statements. The liability for accrued leave is reported in the financial statements.

I. Net Position Flow Assumption

In the financial statements the Transit District applies restricted resources first when outlays are incurred for purposes for which either restricted or unrestricted amounts are available.

Note 1 – Summary of Significant Accounting Policies

J. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Note 2 – Cash

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of bank failure the Transit District's deposits may not be returned to the Transit District. The Transit District does not have a deposit policy for custodial credit risk. At year end, the carrying amount of the Transit District's deposits was $1,336,051 and the bank balance was $1,444,757. At year end, $1,194,757 of the Transit District's deposits were covered by collateral held by a pledging financial institution's trust department or agent but not in the Transit District's name.

Note 3 – Receivables

Receivable balances, net of allowance for uncollectibles, have been disaggregated by type and presented separately in the financial statements with the exception of due from other governments. Due from other governments, net of allowance for uncollectibles, as of year end for the Transit District's proprietary fund in the aggregate was as follows:

Due from other governments:	
Due from federal government	$ 857,109
Due from state government	435,569
Due from city government	204,750
Net due from other governments	$ 1,497,428

Note 4 – Capital Assets

A summary of capital asset activity for the current fiscal year follows:

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets, being depreciated:				
Buildings and improvements	$13,609,421	$	$	$ 13,609,421
Vehicles, furniture and equipment	2,740,402	946,319		3,686,721
Total capital assets being depreciated	16,349,823	946,319		17,296,142
Less accumulated depreciation for:				
Buildings and improvements	(367,622)	(367,621)		(735,243)
Vehicles, furniture and equipment	(580,693)	(591,959)		(1,172,652)
Total accumulated depreciation	(948,315)	(959,580)		(1,907,895)
Total capital assets, being depreciated, net	$15,401,508	$ (13,261)	$	$ 15,388,247

Note 5 – Due to Other Governments

The Transit District has recognized a liability of $1,405,482 for the reimbursement of transit administration, operations, maintenance, and planning expenses and Lake Jackson Maintenance and Operations Facility construction expenses paid by Gulf Coast Center during the transition period. Due to deobligation of the transit grants by Gulf Coast Center, the Center was not able to seek reimbursement for these expenses from grantors. The Transit District is evaluating funding sources to reimburse Gulf Coast Center including federal grants and local monies.

Note 6 – Changes in Long-Term Liabilities

Long-term liability activity for the current fiscal year was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Compensated absences payable	$ 105,996	$ 127,375	$ 85,589	$ 147,782	$ 29,556

Note 7 – Contingent Liabilities

Compliance – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenses that may be disallowed by the grantor cannot be determined at this time, although the Transit District expects such amounts, if any, to be immaterial.

Lawsuits - The Transit District is a party to a number of various types of lawsuits, many of which normally occur in governmental operations. The ultimate outcome of the actions is not determinable, however, Transit District management believes that the outcome of these proceedings, either individually or in the aggregate, will not have a materially adverse effect on the accompanying financial statements.

Note 8 – Concentration Risk

The Transit District receives the majority of its support and revenue from the U. S. Department of Transportation and the Texas Department of Transportation. The Transit District receives annual grants from these agencies and is required to prepare reports that detail the program expenses incurred for which the Transit District is requesting reimbursement. The Transit District would realize a severe negative impact should the level of these grant revenues be significantly reduced or discontinued.

Note 9 – Risk Management

The Transit District is exposed to various risks of loss related to torts, theft of or damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters for which the Transit District carries insurance through Texas Municipal League Intergovernmental Risk Pool (TML). There were no significant reductions in insurance coverage during the reporting period. There were no settled claims that have exceeded insurance coverage.

The Transit District continues to carry commercial insurance for all other risks of loss, including employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage.

Note 10 – Defined Contribution Plans

The Transit District offers two retirement plans to employees. The Transit District contributes eight percent of employee gross pay to a 401(a) plan, 60 days after the employee begins employment. Additionally, employees can elect to contribute to a 457(b) plan, for which the Transit District will match employee contributions up to three percent of gross pay. During the fiscal year the Transit District contributed $268,264 and employees contributed $202,836 to the plans.

Single Audit Section

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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Directors
Gulf Coast Transit District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Gulf Coast Transit District, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise Gulf Coast Transit District's basic financial statements, and have issued our report thereon dated August 26, 2024. Our report included an emphasis of matter paragraph as to comparability because of the implementation of Governmental Accounting Standards Board Statement No. 87, *Leases*.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Gulf Coast Transit District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Gulf Coast Transit District's internal control. Accordingly, we do not express an opinion on the effectiveness of Gulf Coast Transit District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs we identified certain deficiencies in internal control that we consider to be material weaknesses and a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items FS-2022-001 and FS-2022-002 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item FS-2022-003 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Gulf Coast Transit District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Gulf Coast Transit District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Gulf Coast Transit District's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Gulf Coast Transit District's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.
Tucson, Arizona
August 26, 2024

Independent Auditor's Report on Compliance for Each Major Federal and State Program;
Report on Internal Control Over Compliance; and
Report on Schedule of Expenditures of Federal and State Awards
Required by the Uniform Guidance and the State of Texas Single Audit Circular

Board of Directors
Gulf Coast Transit District

Report on Compliance for Each Major Federal and State Program

Qualified Opinions

We have audited Gulf Coast Transit District's compliance with the types of compliance requirements identified as subject to the audit in the *OMB Compliance Supplement* and the *State of Texas Single Audit Circular* that could have a direct and material effect on each of Gulf Coast Transit District's major federal and state programs for the year ended September 30, 2022. Gulf Coast Transit District's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, except for the noncompliance described in the Basis for Qualified Opinions section of our report, Gulf Coast Transit District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major federal and state programs for the year ended September 30, 2022.

Basis for Qualified Opinions

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State of Texas Single Audit Circular*. Our responsibilities under those standards and the Uniform Guidance and the *State of Texas Single Audit Circular* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Gulf Coast Transit District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinions on compliance for each major federal and state program. Our audit does not provide a legal determination of Gulf Coast Transit District's compliance with the compliance requirements referred to above.

Matter Giving Rise to Qualified Opinions on the Major Federal and State Programs
As described in the accompanying schedule of findings and questioned costs, Gulf Coast Transit District did not comply with requirements regarding the major federal and state programs as described in finding number 2022-002 for Procurement, Suspension and Debarment. Compliance with such requirements is necessary, in our opinion, for Gulf Coast Transit District to comply with the requirements applicable to that program.

Responsibilities of Management for Compliance
Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Gulf Coast Transit District's federal and state programs.

Auditor's Responsibilities for the Audit of Compliance
Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error and express an opinion on Gulf Coast Transit District's compliance based on our audit.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance and the *State of Texas Single Audit Circular* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate it would influence the judgment made by a reasonable user of the report on compliance about Gulf Coast Transit District's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance and the *State of Texas Single Audit Circular*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Gulf Coast Transit District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Gulf Coast Transit District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with Uniform Guidance and the *State of Texas Single Audit Circular*, but not for the purpose of expressing an opinion on the effectiveness of Gulf Coast Transit District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with Uniform Guidance and the *State of Texas Single Audit Circular* and which is described in the accompanying schedule of findings and questioned costs as item 2022-001. Our opinion on each major federal and state program is not modified with respect to this matter.

Government Auditing Standards requires the auditor to perform limited procedures on Gulf Coast Transit District's responses to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. Gulf Coast Transit District's responses were not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance, that we consider to be a material weakness and significant deficiency.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2022-002 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2022-001 to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on Gulf Coast Transit District's responses to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. Gulf Coast Transit District's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State of Texas Single Audit Circular*. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal and State Awards Required by the Uniform Guidance and the State of Texas Single Audit Circular

We have audited the financial statements of the Gulf Coast Transit District as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise Gulf Coast Transit District's basic financial statements. We issued our report thereon dated August 26, 2024, which contained an unmodified opinion on those basic financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by the Uniform Guidance and the *State of Texas Single Audit Circular* and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.
Tucson, Arizona
August 26, 2024

Gulf Coast Transit District
Schedule of Expenditures of Federal and State Awards
Year Ended September 30, 2022

Awarding Agency/Program Title	Federal AL Number	Additional Award Identification (Optional)	Name of Funder Pass-Through Entity	Identifying Number Assigned By Funder Pass-Through Entity	Expenditures	Program Total	Cluster Name	Cluster Total
Federal Awards								
Department of Transportation								
COVID-19 Federal Transit Formula Grants	20.507	COVID-19			$4,309,772	$5,975,627	Federal Transit Cluster	$6,921,705
Federal Transit Formula Grants	20.507				$1,665,855	$5,975,627	Federal Transit Cluster	$6,921,705
COVID-19 Formula Grants For Rural Areas and Tribal Transit Program	*20.509*	*COVID-19*	*Texas Department of Transportation*	*5311-2021-GCTD-00045*	*$215,483*	*$660,474*	*N/A*	*$0*
COVID-19 Formula Grants For Rural Areas and Tribal Transit Program	*20.509*	*COVID-19*	*Texas Department of Transportation*	*5311-2021-GCTD-00080*	*$46,768*	*$660,474*	*N/A*	*$0*
Formula Grants For Rural Areas and Tribal Transit Program	*20.509*		*Texas Department of Transportation*	*RD-2020-GCTD-00047*	*$58,873*	*$660,474*	*N/A*	*$0*
Formula Grants For Rural Areas and Tribal Transit Program	*20.509*		*Texas Department of Transportation*	*RD-2021-GCTD-00046*	*$190,643*	*$660,474*	*N/A*	*$0*
Formula Grants For Rural Areas and Tribal Transit Program	*20.509*		*Texas Department of Transportation*	*5311-2020-GCTD-00240*	*$148,707*	*$660,474*	*N/A*	*$0*
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	20.526				$162,198	$946,078	Federal Transit Cluster	$6,921,705
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	*20.526*		*Texas Department of Transportation*	*5339-D-2020-GCTD-00238*	*$783,880*	*$946,078*	Federal Transit Cluster	*$6,921,705*
Total Department of Transportation					$7,582,179			
Total Expenditures of Federal Awards					$7,582,179			
State Awards								
Texas Department of Transportation								
State Urbanized Area Formula Program	N/A			STATE-U-2021-GCTD-00087	$284,156	$545,450	N/A	$0
State Urbanized Area Formula Program	N/A			STATE-U-2020-GCTD-00235	$15,049	$545,450	N/A	$0
State Urbanized Area Formula Program	N/A			STATE-U-2021-GCTD-00089	$227,067	$545,450	N/A	$0
State Urbanized Area Formula Program	N/A			STATE-U-2020-GCTD-00236	$19,178	$545,450	N/A	$0
State Formula Grants For Rural Areas	N/A			STATE-R-2021-GCTD-00086	$126,088	$416,416	N/A	$0
State Formula Grants For Rural Areas	N/A			STATE-R-2020-GCTD-00234	$290,328	$416,416	N/A	$0
Total Texas Department of Transportation					$961,866			
Total Expenditures of State Awards					$961,866			

Please Note:
Italicized award lines indicate pass-through funding

The accompanying Notes to the Schedule of Expenditures of Federal and State Awards are an integral part of the schedule.

Significant Accounting Policies Used in Preparing the SEFSA

The accompanying Schedule of Expenditures of Federal and State Awards (Schedule) includes the federal and state grant activity of Gulf Coast Transit District (Transit District) under programs of the federal and state government for the year ended September 30, 2022. The information in the Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State of Texas Single Audit Circular*. Because the Schedule presents only a selected portion of the operations of the Transit District, it is not intended to and does not present the financial position, changes in net position or cash flows of the Transit District. Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and the *State of Texas Single Audit Circular*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Any negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

10% De Minimis Indirect Cost Rate

The auditee did not use the de minimis indirect cost rate.

Assistance Listing Numbers

The program titles and Assistance Listing numbers were obtained from the federal or pass-through grantor or through sam.gov. If the three-digit Assistance Listing extension is unknown, there is a U followed by a two-digit number in the Assistance Listing extension to identify one or more Federal award lines from that program. The first Federal program with an unknown three-digit extension is indicated with U01 for all award lines associated with that program, the second is U02, etc.

Unreported Expenditures

The Transit District incurred expenditures totaling $1,500,170, which are recognized as expenditures in the prior year financial statements. Most of the expenditures totaling $1,405,482 is for the reimbursement of transit administration, operations, maintenance, and planning expenditures and Lake Jackson Maintenance and Operations Facility construction expenditures paid by Gulf Coast Center during the transition period. Additionally, another $94,688 was incurred and payable to a vendor for oversight activities of the Lake Jackson Maintenance and Operations Facility construction. Due to deobligation of the transit grants by Gulf Coast Center, the Center was not able to seek reimbursement for these expenditures from grantors and now the Transit District is responsible for payment of the expenditures. The Transit District is developing repayment plans and evaluating funding sources to reimburse Gulf Coast Center and pay the Transit District's vendor, which may include a combination of federal/state grants and local monies. These expenditures are not recognized on the Schedule of Expenditures of Federal and State Awards in the current fiscal year but may be in future years.

State Award Guidelines

State awards are subject to the *State of Texas Single Audit Circular*. Such guidelines are consistent with those required under the Single Audit Act of 1996, the Uniform Guidance, and Government Auditing Standards, issued by the Comptroller General of the United States.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Summary of Auditor's Results:

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:
- Significant deficiency(ies) identified: Yes
- Material weakness(es) identified: Yes

Noncompliance material to financial statements noted: No

Federal and State Awards

	Federal Program	State Programs
Internal control over major programs:		
• Significant deficiency(ies) identified:	Yes	Yes
• Material weakness(es) identified:	Yes	Yes
Type of auditor's report issued on compliance for major programs:	Qualified	Qualified
Any audit findings disclosed that are required to be reported in accordance with §200.516 of Uniform Guidance or *State of Texas Single Audit Circular*:	Yes	Yes
Auditee qualified as low-risk auditee:	No	No
Dollar threshold used to distinguish between Type A and Type B programs:	$750,000	$300,000

Identification of major federal programs:

Assistance Listing Numbers	Name of Federal Program or Cluster
20.507, 20.526	Federal Transit Cluster

Identification of major state programs:
State Urbanized Area Formula Program
State Formula Grants for Rural Areas

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*: Yes

Findings and Questioned Costs Related to Federal and State Awards: Yes

Summary Schedule of Prior Audit Findings required to be reported: Yes

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*

Finding Number: FS-2022-001
Repeat Finding: Yes, FS-2021-001
Type of Finding: Material Weakness
Description: Internal Controls Over Accounting Records and Financial Reporting

Criteria
Transit District management is responsible for establishing and maintaining internal controls over financial reporting, including general ledger controls that are adequate to ensure a material misstatement would be prevented and/or detected. The Transit District's system of internal controls must extend beyond the cash basis general ledger and the supporting schedules prepared by the Transit District; rather it must also include controls over the GAAP basis financial statements.

Condition
The Transit District's management did not have adequate internal control procedures in place over the financial statement reporting process using the basis of accounting required by generally accepted accounting principles (GAAP). A number of adjusting journal entries were identified during the audit of the financial statements.

Cause
The Transit District's internal controls are not adequately established and implemented.

Effect
The Transit District's internal controls over financial reporting at the general ledger and financial statement level are not adequate to ensure that a misstatement would be prevented and/or detected. Several audit adjustments were necessary to properly state the financial statements.

Context
The sample was not intended to be, and was not, a statistically valid sample. The following items were noted during our review of the Transit District's accounting records and internal controls:

- The Transit District did not implement appropriate controls over expense cutoff. One expense of $14,700 was accrued in the current year rather than recorded in the subsequent fiscal year. A receiving report was not utilized as part of the purchasing process to determine the appropriate fiscal year to record the expense. Delayed payment of invoices also attributed to the cutoff errors.
- The Transit District did not properly apply revenue cutoff to grant revenues. Material adjustments were required to properly state revenues overstated by $1.5 million, receivables understated by $1.3 million, and cash overstated by $2.8 million. Additionally, federal and state revenues of $88,587 were misclassified.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*

Finding Number: FS-2022-001

- The Transit District did not properly apply revenue cutoff to interlocal, farebox, and advertising revenues. Revenues were overstated by $188,940 and receivables overstated by $77,612.
- The Transit District did not record revenues and expenditures for grantor payments made directly the vendor in the amounts of $783,880.
- The Transit District did not bill Texas City for rent until it was brought to management's attention. Rent due to the Transit District at fiscal year-end amounted to $204,750 and was unrecorded by the Transit District.
- For four of 15 journal entries reviewed, the entries were not supported. Additionally, journal entries were not being approved by a second person.
- The Transit District has not adopted a capital assets policy.
- The Transit District has assigned several employees with full access to their accounting system, whom do not require full access. Additionally, the Transit District's authorization of system access and assignment of system access duties are not segregated. Lastly, The Transit District does not provide system users security awareness training.
- The Transit District has assigned the same employee responsibilities over collecting payments, preparing bank deposits, recording bank deposits in the accounting system, making bank deposits with the bank, and performing bank reconciliations. Additionally, payment receipts are only issued when requested by a customer.

Recommendation

The Transit District should design and implement effective internal control procedures to ensure the general ledger and the financial statements are free from misstatements. The Transit District should implement a type of receiving report to document the receipt of goods or services. A matching of the purchase requisition to the invoice and receiving report should occur. This will ensure all purchases are appropriately recorded and in the correct fiscal year. Workflow approval for journal entries should be activated in the accounting system. Journal entries should not be posted until a second person reviews journal entries for propriety and ensures they are supported. It is recommended that journal entry support is maintained in the accounting system to ensure proper retention of documentation. The Transit District should develop a capital asset policy and have it formally approved by the Governing Board. The Transit District should limit access to the accounting system to align with employee duties and responsibilities, and segregate the authorization of system access and providing system access. Furthermore, employees should receive security awareness training. Duties over the cash receipt process should be segregated. Finally, it is recommended that cash receipts are issued for every transaction and reconciled to each deposit.

Views Of Responsible Officials

See Corrective Action Plan.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings Related to Financial Statements Reported In Accordance with *Government Auditing Standards*

Finding Number: FS-2022-002
Repeat Finding: Yes, FS-2021-002
Type of Finding: Material Weakness
Description: Internal Controls Over Cash Balances and Bank Reconciliations

Criteria
Transit District management is responsible for establishing and maintaining internal controls over cash balances and bank reconciliations to ensure that cash balances are reconciled to the bank statements monthly and on a timely basis, and that all financial activities are properly processed, recorded, and supported.

Condition
The Transit District did not have adequate internal controls over cash balances and bank reconciliations.

Cause
Effective internal controls were not in place that would adequately prevent or detect a material misstatement by reconciling balances in the general ledger to bank statements.

Effect
The Transit District's internal controls over cash balances and bank reconciliations were not adequate to ensure that all financial activities were properly processed, recorded, and supported, or to ensure that a misstatement would be prevented and/or detected. Audit adjustments were necessary to properly state the financial statements.

Context
The sample was not intended to be, and was not, a statistically valid sample. During review of the Transit District's bank reconciliations, it was noted that banking activity was being reconciled to supporting documentation such as cash receipts, and payroll and accounts payable disbursements; however, the Transit District did not reconcile the bank balance to the general ledger cash balances. Additionally, when transactions were identified as unrecorded in the general ledger, the Transit District did not always make adjustments to properly record the activity. Furthermore, cash balances at fiscal year-end remain unreconciled by $72,000 and was written off. The following adjustments were made to cash due to bank reconciliations not performed timely:

- The Transit District did not record state revenues in the amount of $165,631, resulting in an understatement of cash and revenue.
- The Transit District recorded duplicate receipts of federal and state revenues in the amount of $1.6 million, resulting in an overstatement of cash and revenue.

Findings Related to Financial Statements Reported In Accordance with *Government Auditing Standards*

Finding Number: FS-2022-002

- The Transit District did not properly accrue federal and state revenues in the amount of $1.3 million, resulting in an overstatement of cash and an understatement of receivables.
- The Transit District did not properly record accrued payroll of $150,638 resulting in the understatement of cash and accrued payroll liability.

Recommendation

The Transit District should seek training on performing a bank reconciliation and perform the reconciliations timely. The reconciliations and adjusting journal entries resulting from the reconciliation should be reviewed by management for propriety. Both the reconciler and reviewer should sign and date the reconciliation. The remaining unreconciled cash balance should be researched and resolved. Additionally, it is recommended that the Transit District lock down months after cash is reconciled and all adjusting entries have been posted. Finally, the Transit District should perform an in-depth review of payroll liabilities to ensure the payroll system is generating the correct entries and when withholdings are paid, they are posted to cash.

Views Of Responsible Officials

See Corrective Action Plan.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*

Finding Number: FS-2022-003
Repeat Finding: Yes, FS-2021-003
Type of Finding: Significant Deficiency
Description: Internal Controls Over Disbursements

Finding FS-2022-003 is reported in the Findings and Questioned Costs Related to Federal and State Awards as finding 2022-001, and is also considered to be applicable to Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings and Questioned Costs Related to Federal and State Awards

Finding Number: 2022-001
Repeat Finding: Yes, 2021-001
Federal Program Name/Assistance Listing Title: COVID-19 Federal Transit Cluster
Federal Assistance Listing Number: 20.507
Federal Agency: U.S. Department of Transportation
Federal Award Number: N/A
Federal Pass-Through Agency: N/A
State Program Name: State Urbanized Area Formula Program, State Formula Grants For Rural Areas
State Agency: Texas Department of Transportation
Questioned Costs: N/A
Type of Finding: Noncompliance, Significant Deficiency
Compliance Requirement: Activities Allowed or Unallowed; Allowable Costs/Cost Principles

Criteria
Transit District management is responsible for establishing and maintaining effective internal controls over federal awards, and specifically, disbursements that are adequate to ensure that all financial activities are properly processed, supported, allowable, and allocable to federal grants in compliance with 2 CFR Part 200.

Condition
The Transit District lacked proper internal controls over disbursements.

Cause
The Transit District's internal controls over federal awards, and specifically, disbursements were not adequate.

Effect
The Transit District was not in compliance with Federal regulations and guidelines and Transit District policies related to federal awards, and specifically, disbursements.

Context
The sample was not intended to be, and was not, a statistically valid sample. During our review of disbursements we noted the following:

- The Transit District does not have a formal system of approval of purchases such as a purchase requisition/purchase order before goods and services are received or rendered.
- The Transit District does not account for grant expenditures separately in the general ledger. Additionally, the Transit District should lock down months after cash is reconciled and all adjusting entries have been posted.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings and Questioned Costs Related to Federal and State Awards

Finding Number: 2022-001

- For one of 40 disbursements reviewed, the disbursement was not supported by invoices or other supporting documentation.
- For two of 40 disbursements reviewed, the payment requisition form was not signed by the Executive Director.
- For two of 40 disbursements reviewed, the coding was incorrect.
- For two of 40 disbursements reviewed, the check was not signed in accordance with the Transit District's policies.
- For one of 40 disbursements reviewed, the Transit District paid late fees on an invoice of $29.59. In reviewing this vendor's file there were numerous late fees paid.
- For three of 15 credit card transactions reviewed, the disbursement was not supported by invoices or receipts.
- For one of 15 credit card transactions reviewed, the disbursement did not have a payment requisition form.
- For one of 15 credit card transactions reviewed, the purchase exceeded the $1,000 limit set in the Transit District's credit card policy. Additionally, upon scanning the credit card statements for the fiscal year, several purchases exceeded the policy limit.
- The Transit District did not maintain all monthly supporting documentation for the reimbursements requested from FTA/TxDOT.

Recommendation

The Transit District should put a purchase approval process in place before the Transit District's funds are obligated. The Transit District should ensure the rationale for allocation of expenditures to grants is well documented. Alternatively, the Transit District could record expenditures directly to the grants using a system of fund accounting. Adherence to Transit District policies should be monitored. Non-compliance with policies and procedures should be addressed with employees through additional training. Invoices should be paid in a timely manner to ensure late fees are avoided. If late fees are incurred, they should not be charged to grant funds. Finally, the Transit District should ensure all monthly reports are maintained to support reimbursement requests.

Views Of Responsible Officials

See Corrective Action Plan.

Gulf Coast Transit District
Schedule of Findings and Questioned Costs
Year Ended September 30, 2022

Findings and Questioned Costs Related to Federal and State Awards

Finding Number: 2022-002
Repeat Finding: Yes, 2021-002
Federal Program Name/Assistance Listing Title: COVID-19 Federal Transit Cluster
Federal Assistance Listing Number: 20.507
Federal Agency: U.S. Department of Transportation
Federal Award Number: N/A
Federal Pass-Through Agency: N/A
State Program Name: State Urbanized Area Formula Program, State Formula Grants For Rural Areas
State Agency: Texas Department of Transportation
Questioned Costs: N/A
Type of Finding: Noncompliance, Material Weakness
Compliance Requirement: Procurement, Suspension and Debarment

Criteria

Non-federal entities other than states, including those operating federal programs as subrecipients of states, must follow the procurement standards set out at 2 CFR §§200.318 through 200.326. They must use their own documented procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal statutes and the procurement requirements identified in 2 CFR part 200. Additionally, non-federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR §180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction. This verification may be accomplished by (1) checking the System of Award Management (SAM) maintained by the General Services Administration (GSA) or (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR §180.300).

Condition

The Transit District did not meet the requirement to verify that covered transactions were only made to an entity that was not suspended or debarred or otherwise excluded. Additionally, the Transit District did not follow federal guidelines for purchases exceeding the small purchases threshold.

Cause

The Transit District's internal controls over procurement of goods and services were not adequate.

Effect

The Transit District was not in compliance with Federal regulations and guidelines related to suspension and debarment or procurement.

Findings and Questioned Costs Related to Federal and State Awards

Finding Number: 2022-002

Context

The sample was not intended to be, and was not, a statistically valid sample. During our review of purchasing, we noted the following:

- For seven procurements over $25,000 reviewed, documentation demonstrating a vendor check for suspension and debarment was not retained.
- For five vendors reviewed with total expenditures below the Simplified Acquisition threshold, no documentation of quotes was maintained.
- For three vendors reviewed with total expenditures that exceeded the Simplified Acquisition threshold, no documentation of a sealed procurement issued in accordance with federal guidelines was maintained.

Recommendation

The Transit District should maintain documentation of procurement actions in the vendor file including sealed procurements issued, quotes and suspension and debarment checks. Review of procurement compliance should occur before the Transit District's funds are obligated.

Views of Responsible Officials

See Corrective Action Plan.

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August 26, 2024

To Whom It May Concern:

The accompanying Corrective Action Plan has been prepared as required by U.S. Office of Management and Budget Uniform Guidance. The name of the contact person responsible for corrective action, the planned corrective action, and the anticipated completion date for each finding included in the current year's Schedule of Findings and Questioned Costs have been provided.

In addition, we have also prepared the accompanying Summary Schedule of Prior Audit Findings which includes the status of audit findings reported in the prior year's audit.

Sincerely,

Ted Ross
Acting Executive Director

Gulf Coast Transit District
Correction Action Plan
Year Ended September 30, 2022

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*

Finding Number: FS-2022-001
Contact Person: Ted Ross, Acting Executive Director
Anticipated Completion Date: Policy planned by 1/1/2025; Internal controls implementation already underway and most implemented currently with rest coming by adoption of policy by the Board; Cash Receipts process review and changes by 1/1/2025.
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is implementing controls to ensure all purchases are reviewed and approved before purchasing, that purchase document is tied to invoice(s) upon receipt, invoices are date marked upon receipt, payments for all expenses are reviewed against invoice and purchase approval (if applicable) and approved before payment, journal entries are approved by a separate individual before posting, checks are signed appropriately according to policy and all documentation for each expense is in the accounting system. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented, a more robust capital assets section, and more specific user access rules for finance. Employee training for the new policy, all new controls, and security awareness will occur. A review of the cash receipts process will occur, and alterations will be made to improve security, separation of duties, and documentation.

Finding Number: FS-2022-002
Contact Person: Ted Ross, Acting Executive Director
Anticipated Completion Date: 1/1/2025
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. An improved reconciliation process is being developed and training for employees will be provided upon completion of the new process. The new reconciliation process will include performer and reviewer signatures. The Transit District new policy will note that all months will be locked down upon completion of all draws and reconciliations related to the month.

Finding Number: FS-2022-003
Contact Person: Ted Ross, Acting Executive Director
Anticipated Completion Date: 1/1/2025
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. The new policy will contain a purchase policy (which has already begun implementation), training expectations, grant use policies (including late fees policy), and payroll. The Transit District has better documented rationale for expense allocation for grants and continues to improve on this through improved expense tracking and assignment to programs for grants.

Gulf Coast Transit District
Correction Action Plan
Year Ended September 30, 2022

Findings and Questioned Costs Related to Federal and State Awards

Finding Number: 2022-001
Federal Program Name/Assistance Listing Title: Federal Transit Cluster
Federal Assistance Listing Number: 20.507
State Program Name: State Urbanized Area Formula Program, State Formula Grants For Rural Areas
Contact Person: Ted Ross, Acting Executive Director
Anticipated Completion Date: 1/1/2025
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. The new policy will contain a purchase policy (which has already begun implementation), training expectations, grant use policies (including late fees policy), and payroll. The Transit District has better documented rationale for expense allocation for grants and continues to improve on this through improved expense tracking and assignment to programs for grants.

Finding Number: 2022-002
Federal Program Name/Assistance Listing Title: Federal Transit Cluster
Federal Assistance Listing Number: 20.507
State Program Name: State Urbanized Area Formula Program, State Formula Grants For Rural Areas
Contact Person: Ted Ross, Acting Executive Director
Anticipated Completion Date: 1/1/2025
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. Procurement procedures will be updated and strengthened in the new policy including ensuring documentation of quotes and suspension and disbarment are checked, reviewed, and documented in the procurement file.

Gulf Coast Transit District
Summary Schedule of Prior Audit Findings
Year Ended September 30, 2022

Status of Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*

Finding Number: FS-2021-001
Status: Not corrected.
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is implementing controls to ensure all purchases are reviewed and approved before purchasing, that purchase document is tied to invoice(s) upon receipt, invoices are date marked upon receipt, payments for all expenses are reviewed against invoice and purchase approval (if applicable) and approved before payment, journal entries are approved by a separate individual before posting, checks are signed appropriately according to policy and all documentation for each expense is in the accounting system. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented, a more robust capital assets section, and more specific user access rules for finance. Employee training for the new policy, all new controls, and security awareness will occur. A review of the cash receipts process will occur, and alterations will be made to improve security, separation of duties, and documentation.

Finding Number: FS-2021-002
Status: Not corrected.
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. An improved reconciliation process is being developed and training for employees will be provided upon completion of the new process. The new reconciliation process will include performer and reviewer signatures. The Transit District new policy will note that all months will be locked down upon completion of all draws and reconciliations related to the month.

Finding Number: FS-2021-003
Status: Not corrected.
Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. The new policy will contain a purchase policy (which has already begun implementation), training expectations, grant use policies (including late fees policy), and payroll. The Transit District has better documented rationale for expense allocation for grants and continues to improve on this through improved expense tracking and assignment to programs for grants.

Gulf Coast Transit District
Summary Schedule of Prior Audit Findings
Year Ended September 30, 2022

Status of Findings and Questioned Costs Related to Federal and State Awards

Finding Number: 2021-001
Federal Program Name/Assistance Listing Title: Federal Transit Cluster
Federal Assistance Listing Number: 20.507
Status: Not corrected.

Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. The new policy will contain a purchase policy (which has already begun implementation), training expectations, grant use policies (including late fees policy), and payroll. The Transit District has better documented rationale for expense allocation for grants and continues to improve on this through improved expense tracking and assignment to programs for grants.

Finding Number: 2021-002
Federal Program Name/Assistance Listing Title: Federal Transit Cluster
Federal Assistance Listing Number: 20.507
Status: Not corrected.

Planned Corrective Action: The Transit District has changed most of the personnel in Finance and Administration, which improved expertise and performance. The Transit District is also working on a new comprehensive Finance and Administration policy which will include all new controls implemented. Procurement procedures will be updated and strengthened in the new policy including ensuring documentation of quotes and suspension and disbarment are checked, reviewed, and documented in the procurement file.

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TRANSPORTATION | RIDE-UPON-REQUEST SYSTEM

JENNIFER REYNOLDS/ The Daily News

Jason Weiser, a driver for the Gulf Coast Transit District, prepares to transport passengers after a scheduled pick-up in Texas City on Thursday. The transit district is shifting to on-demand rides that can be scheduled through their new app.

Transit district transitions dial-a-ride services

By MYRIAN OREA
The Daily News

The Gulf Coast Transit District shifted its public transportation services from traditional bus routes to a ride-upon-request system. Transit District officials expect the change, initiated in February, to increase efficiency, user-friendliness and ridership across the region.

The new micro-transit system offers a more flexible and convenient transportation

See TRANSIT » A5

TRANSIT

Continued » A1

option for residents, Tim Sykes, public affairs specialist, said.

Unlike the previous fixed-route bus services, the micro-transit system allows users to book rides directly to their locations, similar to services like Uber and Lyft, Sykes said.

"It makes us more efficient," Ted Ross, acting executive director, said. "Under fixed route systems, we had buses go out in the morning and sometimes they pick people up, sometimes they wouldn't.

"They would run around empty for an hour or two before people start getting up and moving around. With this new system, there's none of that extra driving around empty."

This on-demand approach eliminates the need for passengers to walk to bus stops, making it easier for them to get to their destinations quickly and efficiently, Ross said.

JENNIFER REYNOLDS/The Daily News

Jason Weiser, a driver for the Gulf Coast Transit District, folds up the ramp on his bus after picking up a passenger in Texas City on Thursday. The transit district is shifting to on-demand rides that can be scheduled through their new app.

The Spare Labs platform, a software solution designed for shared rider services, powers the new system. Users can download the Spare Labs app to book and pay for rides from their phones, Sykes said. The app provides real-time updates on vehicle location and trip status.

The Transit District services both Brazoria and Galveston Counties, but hopes to expand its coverage area north toward Houston, Ross said.

For those who do not have access to the app, a call center is available to book rides, and the system also supports flag-down rides where riders can hop on a vehicle without pre-booking, provided there is availability, Sykes said.

Users can call 800-266-2320 to schedule a ride.

The transition to micro-transit is part of the Transit District's effort to provide transportation options beyond traditional bus services, Sykes said.

The services are funded by the Texas Department of Transportation and the Federal Transit Administration. Because it's formula funding, the Transit District will receive more funding per year if the ridership increases, Ross said.

Officials have seen that the statistical data on monthly ridership has steadily increased over time, Ross said. Since the transition in February, ridership numbers in different cities within the service area, such as La Marque, have shown a steady increase.

In February, the Transit District reported 394 riders with 431 drop-offs in La Marque. By March, these numbers had nearly tripled, with 940 riders and 988 drop-offs. In April, ridership continued to rise, reaching 1,006 riders, including 70 walkers and 62 wheelchair users, with a total of 1,076 drop-offs, Sykes said.

In July, Galveston County as a whole had close to 9,000 riders, Ross said.

Within the rider zones, a one-way trip costs $1 for regular riders, with discounted rates of 50 cents for seniors, students and individuals with disabilities. For trips outside the rider zones, the cost is $2 for the first 10 miles, with an additional charge of 25 cents per mile, Sykes said.

These rates are significantly lower than those of ride-sharing services like Uber and Lyft, making the Transit District's service a more economical option for residents, Ross said.

The goal is to make the micro-transit system even more user-friendly and accessible, particularly for senior citizens and individuals with limited mobility, Sykes said.

"The people that we generally transport don't generally have a choice," Ross said. "They don't have a ride unless they go to a family member or a neighbor. This gives, especially to senior citizens who can't drive anymore or are on fixed incomes, the freedom to go out independently."

Transit District officials are discussing potential plans to also introduce kiosks and updated bus stops, which will still be in use. The kiosks will provide riders with an easy way to book rides and access transit information. Additionally, emergency towers, which will be solar-powered and equipped with phone charging stations, will be installed at various locations to improve safety and accessibility.

"There's also what they call an 'e phone,' which will allow people to push a button which goes straight to dispatch so they can request a ride."

Transit Districts officials plan to have funding for the new additions set by January 2025 and plan to begin work on the improvements afterward, Ross said.

Myrian Orea: 409-683-5230 or myrian.orea@galvnews.com

Operating Account

$	1,659,521.73	Bal as of 09/16
$	(2,524.30)	Outstanding
$	(160,913.28)	P/R 09/30 (9/01-15) Est
$	(16,071.72)	Empower 09/30 Est
$	(50,897.18)	Est invoices to pay
$	1,429,115.25	

Income Statement by Month FY 24 (Oct 23-Sept 24)

Oct 23	$	972,521.00
Nov 23	$	657,485.81
Dec 23	$	574,624.64
Jan 24	$	842,941.35
Feb 24	$	752,272.28
Mar 24	$	839,815.80
Apr 24	$	610,120.80
May 24	$	443,005.11
Jun 24	$	368,901.36
Jul 24	$	974,664.30
Aug 24	$	750,725.20
Sept 24	$	205,657.62
Total For FY24 less 1/2 Sept	$	7,992,735.27

GCTD Grant Summary

FY	Funding Source	Description	Allocated	Amount Awarded	Award Date
2019/2020	5307	Urbanized Area Formula for Lake Jackson/Angleton for Operating and Preventive Maintenance	$ -	$ 2,248,377	7/24/2024
2019/2020	5307	Urbanized Area Formula for Lake Jackson/Angleton for Operating and Preventive Maintenance	$ -	$ 38,058	8/15/2024
2021	5307	Urbanized Area Formula for Texas City and Lake Jackson for Operating and Preventive Maintenance expenses	$ 1,800,000	$ -	
2021	5339	Lake Jackson	$ 99,483		
2021	5339	Texas City	$ 214,542		
2021	5339	Amarillo Swap Funds Lake Jackson	$ 212,828		
2021	5339	Amarillo Swap Funds Texas City	$ 100,155		
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	$ -	
2022	5339	Lake Jackson	$ 92,230	$ -	
2022	5339	Texas City	$ 198,901	$ -	
2022	5339	Gulf Coast	$ 1,900,000	$ -	
2023	5307	Urbanized Area Formula for Texas City and Lake Jackson for Operating and Preventive Maintenance expenses	$ 2,425,920	$ -	
2023	5307	Urbanized Area Formula for Texas City/LaMarque for Operating and Preventive Maintenance expenses	$ 2,002,910	$ -	
2023	5307	Urbanized Area Formula for Lake Jackson/Angleton for Operating and Preventive Maintenance	$ 2,062,130	$ -	
2023	CPF	Capital Project Funding	$ 1,175,000	$ -	
2023	5339	Lake Jackson	$ 95,023	$ -	
2023	5339	Texas City	$ 204,923	$ -	
2023	5339	GCTD	$ 212,317	$ -	
2024	5307	Urbanized Area Formula for Texas City/LaMarque for Operating and Preventive Maintenance expenses	$ 1,918,115	$ -	
2024	5307	Urbanized Area Formula for Lake Jackson for Operating and Preventive Maintenance expenses	$ 1,079,655	$ -	
2024	5339	Lake Jackson	$ 141,861	$ -	
2024	5339	Texas City	$ 361,508	$ -	
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

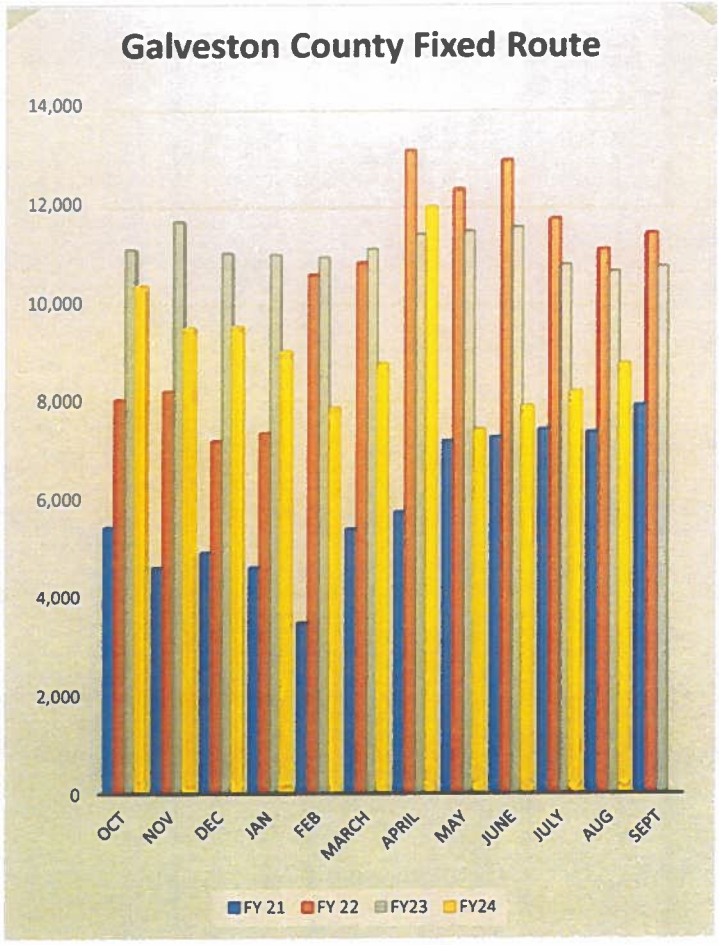
5307	$ 12,388,730	$ 6,269,234
5339	$ 3,833,771	$ -
TXDoT	$ -	$ 271,163
Other	$ 14,531,640	$ -
Sub-Total	$ 30,754,141	$ 6,540,397
Expenditures through June 2024		$ (1,809,571)
Expenditures through July 2024		$ (632,089)
Total	$ 30,754,141	$ 4,730,826

OPERATIONS REPORT

Marcus Alexander, OPERATIONS MANAGER
SEPTEMBER 17, 2024

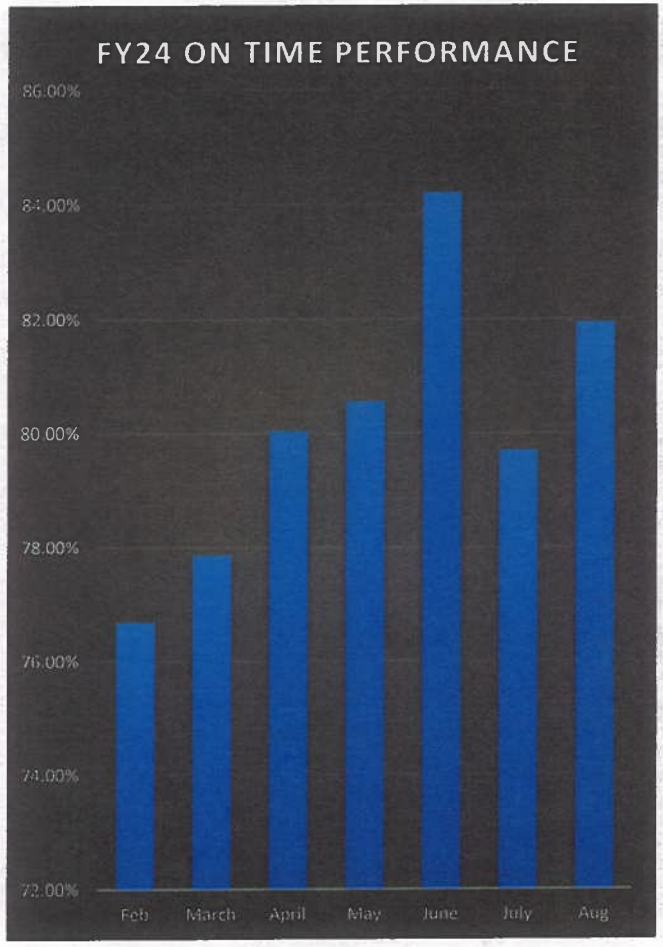
BRAZORIA AND GALVESTON COUNTY

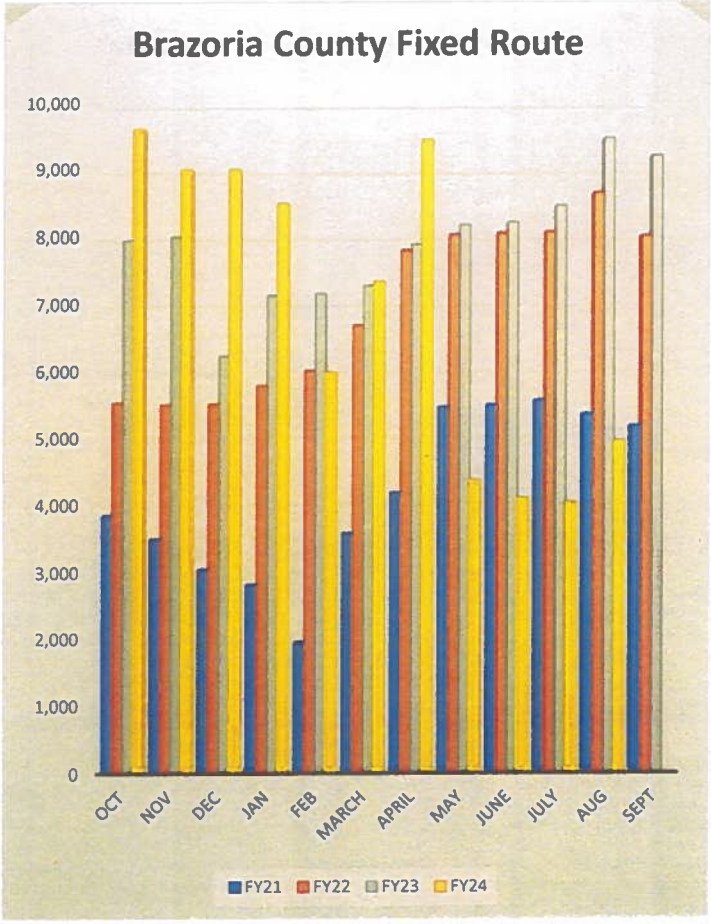
MICROTRANSIT



Ride The Wave:

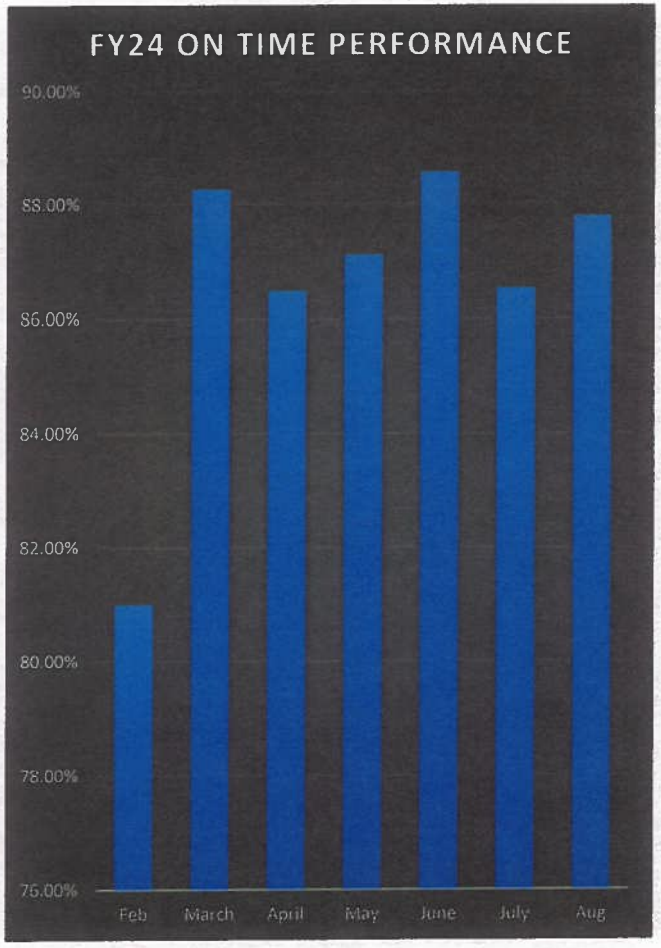
	FY21	FY22	FY23	FY24
OCT.	5,401	8,022	11,087	10,360
NOV.	4,558	8,190	11,659	9,494
DEC.	4,868	7,174	11,010	9,516
JAN.	4,559	7,340	10,980	9,017
FEB.	3,429	10,577	10,930	7,853
MAR.	5,370	10,823	11,101	8,762
APRIL	5,713	13,115	11,408	11,959
MAY	7,169	12,319	11,469	7,416
JUNE	7,249	12,916	11,552	7,890
JULY	7,413	11,722	10,782	8,148
AUG.	7,350	11,097	10,641	8,760
SEPT.	7,901	11,427	10,743	
TOTAL	70,980	124,722	133,362	90,415

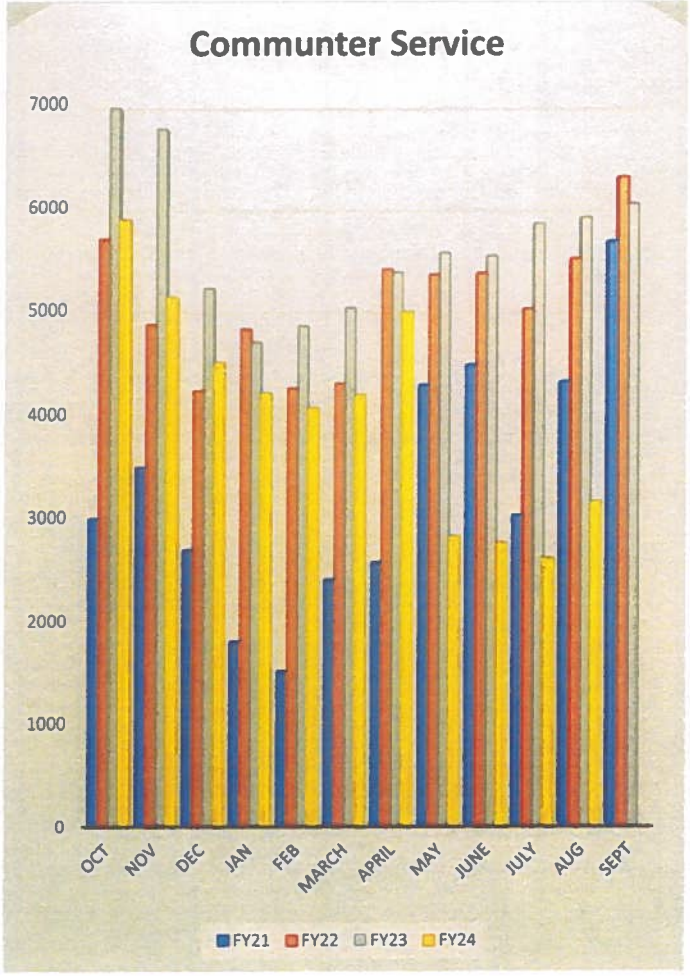




Ride The Wave:

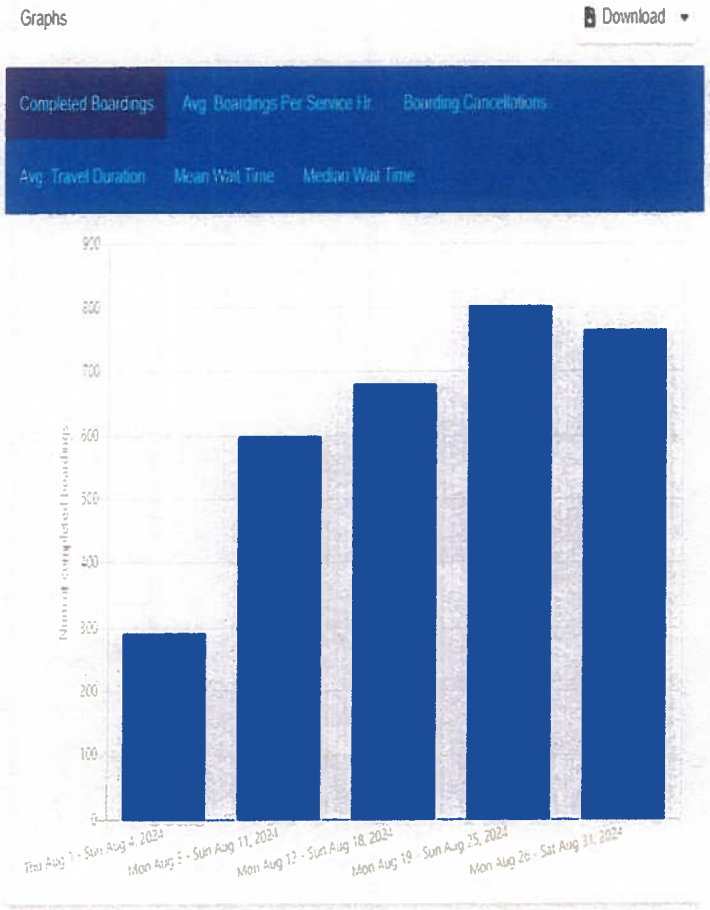
	FY21	FY22	FY23	FY24
Oct	3,830	5,526	7,957	9,624
Nov	3,474	5,500	8,010	9,009
Dec	3,022	5,513	6,227	9,017
Jan	2,790	5,787	7,131	8,507
Feb	1,905	6,012	7,159	5,986
March	3,553	6,686	7,279	7,341
April	4,167	7,803	7,892	9,457
May	5,458	8,034	8,176	4,350
June	5,487	8,061	8,216	4,081
July	5,560	8,075	8,467	4,015
Aug	5,347	8,661	9,478	4,938
Sept	5,173	8,013	9,209	
Total	49,766	83,671	95,201	71,387





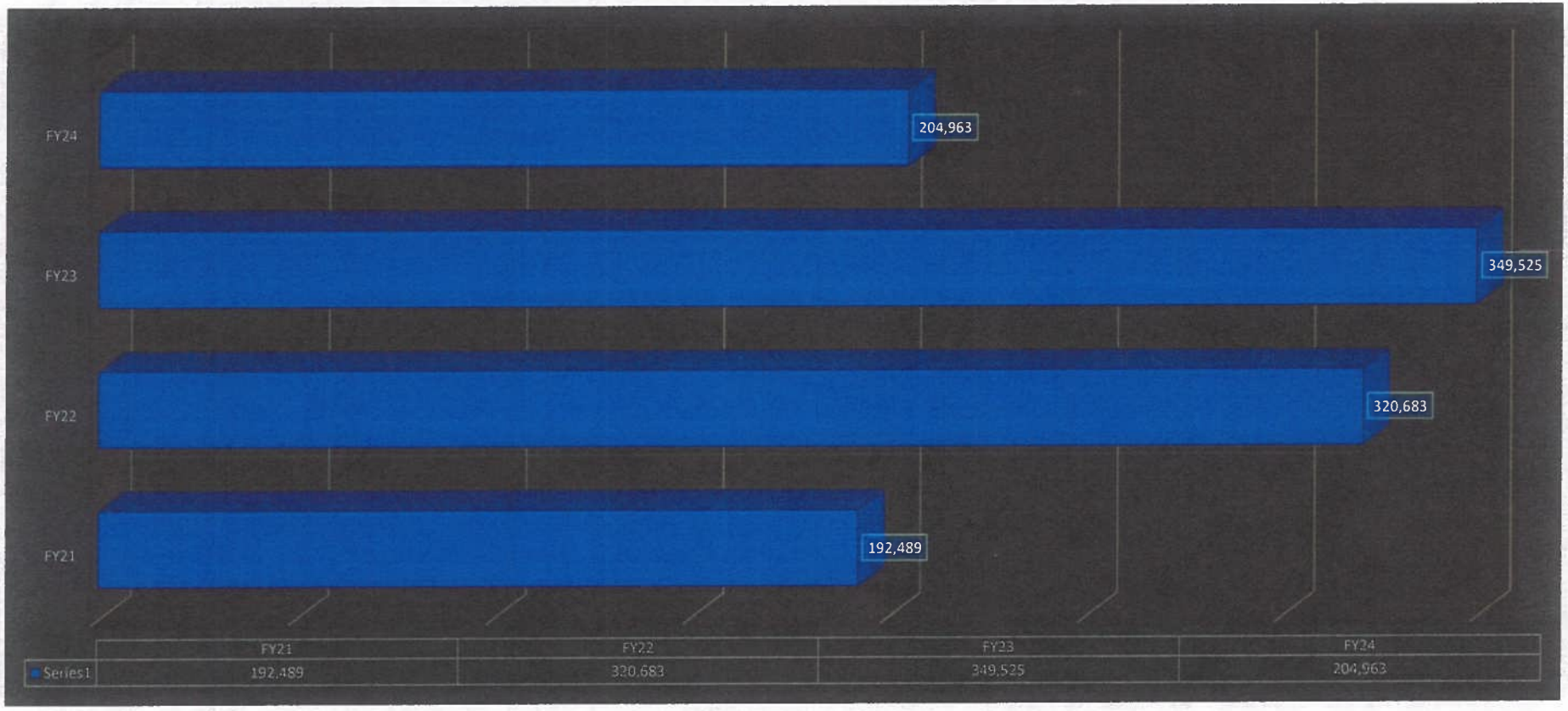
Park and Ride

	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	
Total	39,021	61,125	67,796	41,072



	OTP	Cancellation % - No Show	Avg. Boarding Per Hour	Avg. Wait Time	Book from Admin Panel	Book from Rider Mobile App	Booking from Rider Web	Flag Down Booking	Avg # Riders per Request
04/0124-4/30/24	83%	3.94%	2.63	37.0 min	36.99%	42.78%	0.28%	0.1%	1.1
05/01/24 05/31/24	84%	3.95%	1.7	40.56 min	38.5%	42.18%	0.08%	0.07%	1.11
06/01/24 06/30/24	86%	3.96%	1.62	33.10%	45.34%	54.26%	0.28%	0.12%	1.11
07/01/24 07/31/24	82.55%	3.66%	1.75	41.23min	37.99%	44.26%	0.23%	0.07%	1.33
08/01/24 08/31/24	84.52%	3.77%	1.78	59.03min	39.18%	41.87%	0.29%	0.04%	1.11

Total Ridership For all Modes of Transportation



STAFFING REPORT

- Brazoria County:

- 0– CDL Positions Open
- 2 – Non CDL Position Open
- 0 – Part Time Position Open
- 0 – Porter Position Open
- 0 – Mechanic Position Open

- Galveston County:

- 0– CDL Position Open
- 1–P/T Park and Ride Position Open
- 2 Non CDL Position Open
- 0 – Porter Position Open
- 0 – Mechanic Position Open
- 0 – Dispatcher Position Open

Gulf Coast Transit District Board of Directors Meeting
Tuesday August 20, 2024, 2:00 PM
1415 33rd Street North
Texas City, Texas 77590

GCTD
GULF COAST TRANSIT DISTRICT

Board of Directors Minutes

Present:
Stephen Holmes, Chairman
Dude Payne, Vice-Chairman
Neal Cooper, Board Member
Gerald Roznovsky, Board Member
Modesto Mundo, Board Member
Rick Elizondo, Board Member
Amy Skicki, Board Member
Thelma Bowie, Board Member
Cesar Garcia, Board Member

The following were also in attendance:

Paige Bailey	Olson & Olson, L.L.P.
Donna Roberts	Texas Department of Transportation
Jill Rea	Alvin Texas Resident
James Oliver	Island Transit

1. Call to Order and Roll Call
   Chairman Stephen Holmes called the meeting to order at 2:03 p.m.
2. Citizen Comments
   Jill Rea spoke on needing transit service in Alvin Texas
3. Report from Acting Executive Director, Ted Ross
   3.1 Including: finances, grant statuses, operations, staffing, and Insurance for GCTD board and employees
   Ted explained the status of the company and its grants and finances. He also went over the draft of our FY22 audit. Ted explained staffing and how we have 4 Brazoria drivers starting and 2 open positions in Galveston County for drivers. The insurance policy for the board and its members was also passed out.
4. Report from Compliance and Quality Assurance Coordinator Amber Weiser
   Amber explained how our process for reviews works and how we handle negative reviews. She also showed how much this process has changed the reviews and helped our riders.
5. Approval of minutes from July 17, 2024
   On Motion by Dude Payne, seconded by Amy Skicki to approve the minutes the motion was carried with all members voting in favor.
6. Approval of check register from May, June, and July of 2024
   On Motion by Rick Elizondo, seconded by Neal Cooper to approve the check register the motion was carried with all members voting in favor.
7. Approval of FY 2025 financial budget
   This item was tabled pending more information.
8. Discuss and take possible action related to the Board Secretary stipend
   Motion Denied by Amy Skicki, seconded by Dude Payne, until more information is provided all members voting in favor
9. Discuss and take possible action related to pay raise for CDL and Non-CDL drivers

On Motion by Dude Payne, seconded by Gerald Roznovsky the motion was carried with all members voting in favor of

10. Discuss and take action related to purchase of 2 transit vehicles with 5310 funds
    On Motion by Gerald Roznovsky, seconded by Dude Payne motion was carried with all members voting in favor of
11. Discuss and take possible action related to GCTD Finance Committee
    On Motion by Thelma Bowie, seconded by Neal Cooper with all members voting in favor of
12. Discuss and take possible action of GCTD media consent and release form.
    On motion by Dude Payne, seconded by Modesto Mundo, all members voting in favor of.
13. Discuss and take possible action to update hurricane preparations for FY24
    On motion by Dude Payne, seconded by Amy Skicki, all members voting in favor of.
14. Discuss and take possible action to update the Disadvantaged Business Enterprise Program (DBE)
    On motion by Amy Skicki, seconded by Dude Payne, all members voting in favor of.
15. Discuss and take possible action to update the Equal Employment Opportunity (EEO
    On motion by Dude Payne, seconded by Amy Skicki, all members voting in favor of.
16. Discuss and take possible action related to TML Cyber Liability Core
    This item was tabled.
17. Discuss and take possible action related to Harris County Rides
    On motion by Amy Skicki, seconded by Dude Payne, all members voting in favor of.
18. Discuss and take possible action related to Jarc funds
    On motion by Dude Payne, seconded by Dude Cesar Garcia, all members voting in favor of.
19. Discuss and take possible action related to contract with Avix One Consulting for FY23 audit
    On motion by Modesto Mundo, seconded by Thelma Bowie, all members voting in favor of.
20. 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:

    20.1 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.
21. Set a time and date for next meeting.
    Next meeting set September 17, 2024 2:00pm at 101 Canna Lane Court Lake Jackson, Texas 77566
22. Discuss and take possible action to identify items to be included on a future agenda.
23. Board member comments.
24. Adjournment
    The meeting was adjourned at 3:10 p.m. by Stephen Holmes

Respectfully submitted,

Lacey Hernandez

Secretary to Board of Directors

Approved as to Content and Forum,

Stephen Holmes

Chairman of the Board of Directors

August 2024 Check Register

Check #	Vendor	Amount	Date
4213	Tina Smith C/o Change Fund	$ 200.00	8/1/2024
Bank Draft	United Healthcare	$ 90,313.17	8/1/2024
4214	Smart Stop	$ 399.00	8/2/2024
4215	Tony & Bros Towing	$ 750.00	8/2/2024
4216	Brazoria County Clerk (Meeting Notices)	$ 120.00	8/2/2024
Bank Draft	Principal	$ 6,923.68	8/2/2024
Bank Draft	Dell Business Credit	$ 3,186.05	8/2/2024
Bank Draft	Texas First Bank	$ 84.05	8/6/2024
Bank Draft	City of League City	$ 8.11	8/8/2024
Bank Draft	Engie	$ 333.22	8/8/2024
Bank Draft	Allen & Kerber	$ 4,367.57	8/8/2024
Bank Draft	Disa	$ 4,067.12	8/8/2024
Bank Draft	Centerpoint Energy	$ 150.31	8/9/2024
ACH	AFCO Insurance	$ 6,948.74	8/12/2024
Bank Draft	Mansfield Oil	$ 41,005.43	8/12/2024
4217	Alanna Gibbs	$ 210.87	8/13/2024
ACH	Engie Resources LLC	$ 435.41	8/13/2024
ACH	Comcast Business	$ 804.53	8/13/2024
ACH	Engie Resources LLC	$ 1,559.50	8/13/2024
Bank Draft	TX Workforce Commission	$ 9,585.98	8/14/2024
4218	Alert Alarms	$ 395.00	8/16/2024
4219	City of Lake Jackson - IRR	$ 31.00	8/16/2024
4220	Coastal Direct Auto and Fleet Services	$ 40.00	8/16/2024
4221	Cummins Southern Plains LLC	$ 177.21	8/16/2024
4222	Devin Warner	$ 120.00	8/16/2024
4223	Full Source	$ 45.94	8/16/2024
4224	Grease Monkey	$ 102.00	8/16/2024
4225	Language Line Services	$ 58.38	8/16/2024
4226	Lone Star Oil Recovery	$ 195.00	8/16/2024
4227	Randale Martin	$ 3.50	8/16/2024
4228	RideSystems, LLC $121770.69	$ 121,770.69	8/16/2024
4229	Texas City-LaMarque Chamber	$ 750.00	8/16/2024
4230	Thermo King of Houston	$ 75.00	8/16/2024
4231	TJ's Lube Stop	$ 25.50	8/16/2024
4232	Tony & Bros Towing	$ 825.00	8/16/2024
4233	A-Line Auto Parts	$ 1,239.71	8/16/2024
4234	A-Line Auto Parts	$ 5,995.77	8/16/2024
Bank Draft	Lowes	$ 333.60	8/16/2024
Bank Draft	ALSCO	$ 458.63	8/16/2024

Bank Draft	O'Reilly	$	10,526.44	8/16/2024
Bank Draft	Pitney Bowes	$	215.13	8/16/2024
Bank Draft	Pitney Bowes	$	526.65	8/16/2024
ACH	Dreyfus Printing	$	114.00	8/20/2024
ACH	Kleen Supply Company	$	125.35	8/20/2024
ACH	TNT Signs	$	276.00	8/20/2024
ACH	Olson & Olson	$	2,019.50	8/20/2024
ACH	GB Tech	$	5,280.00	8/20/2024
ACH	TML Intergovernmental Risk Pool	$	3,000.00	8/20/2024
Bank Draft	Comcast Business	$	412.77	8/21/2024
Bank Draft	AT&T	$	11,587.96	8/21/2024
4235	City of Lake Jackson	$	168.50	8/21/2024
Bank Draft	HiTouch	$	122.64	8/23/2024
4236	Advance Auto Parts	$	97.67	8/23/2024
4237	AIRGAS USA	$	38.82	8/23/2024
4238	Blender Direct	$	4,527.36	8/23/2024
4239	BlueTriton Brands Inc.	$	321.29	8/23/2024
4240	Don Brown Bus Sales, Inc.	$	225.73	8/23/2024
4241	TJ's Lube Stop #1	$	83.50	8/23/2024
Bank Draft	Comcast Business	$	641.23	8/25/2024
Bank Draft	Comcast Business	$	1,370.02	8/25/2024
4242	Yaklin Ford	$	18,597.34	8/28/2024
4243	Macie Berry	$	500.00	8/28/2024
4244	Advance Auto Parts	$	63.84	8/29/2024
4245	Pitstop Express #15	$	148.25	8/29/2024
4246	Fusion Laboratories LLC	$	5,500.00	8/29/2024
4247	A-Teams AC & Heating, LLC	$	2,493.23	8/29/2024
4248	City of Texas City	$	304.31	8/29/2024
4249	Coastal Direct Auto and Fleet Services	$	40.00	8/29/2024
4250	Crescent Electric	$	236.00	8/29/2024
4251	Grease Monkey	$	25.50	8/29/2024
4252	Leo Martin Chevrolet	$	44.16	8/29/2024
4253	Noregon Systems, LLC	$	390.00	8/29/2024
4254	Summit Fire & Security	$	365.00	8/29/2024
4255	The Aftermarket Parts Company LLC	$	1,148.24	8/29/2024
4256	Yaklin Ford	$	1,542.63	8/29/2024
Bank Draft	Xerox	$	295.90	8/30/2024
Bank Draft	Xerox	$	292.77	8/30/2024
Bank Draft	La Marque Outlet Development, LP	$	3,500.00	8/30/2024
Bank Draft	Centerpoint Energy	$	31.30	8/30/2024
ACH	Kleen Supply Company	$	96.85	8/30/2024
Bank Draft	AT&T	$	4,302.69	8/30/2024
Bank Draft	AT&T	$	194.52	8/30/2024

PAYMENT STUB

Account: 9900 525361 4 Statement Date: 09/02/24 Page: 1 of 5

Account: 9900 525361 4

Earn rewards on items you already buy on this Lowe's Commercial Account with Lowe's MVPs Pro Rewards program. Visit lowes.com/pro to learn more and login today.

GULF COAST TRANSIT DISTRI
ATTN: A/P
1415 33RD STREET N
TEXAS CITY, TX 77590-4508

PLEASE INDICATE ADDRESS CHANGES

GULF COAST TRANSIT DISTRI 161396
ATTN: A/P 0103
1415 33RD STREET N
TEXAS CITY, TX 77590-4508

PAYMENT ADDRESS
Lowe's
P.O. Box 669821
Dallas TX 75266-0775

Customer Service Online at www.lowescredit.com
This account is already registered.
See Your Online Admin to get a User ID & Password

Account Balance Summary

Current Invoices & Returns	$ 333.15
1-30 Days Past Due	$ 0.00
31-60 Days Past Due	$ 0.00
Over 60 Days Past Due	$ 0.00
Unapplied Payments & Adjustments	$ 0.00
Statement Balance	**$ 333.15**

Amount Due

NO PAYMENT IS DUE

AMOUNT ENCLOSED $_____

FOR PAYMENT ENCLOSED PLEASE CHECK ONE OF THE FOLLOWING OPTIONS:

- ☐ Payment is for entire amount billed. Please apply to all invoices.
- ☐ Payment is for specific invoices. Please indicate by ☑ beside the invoices/returns/unapplied payments you are paying/applying and return the payment stub(s) with your check.
- ☐ Apply enclosed payment to oldest invoice(s).

Send payments to:
Lowe's
P.O. Box 669821
Dallas TX 75266-0775

Send Billing/General Inquiries to:
P.O. Box 71772
Philadelphia PA 19176-1772

For Customer Service: call 1-866-232-7443

Tear Here

9900525361 4

00000000

Purchases, returns, and payments made just prior to the statement date may not appear until the next month's statement. Any payments received after 5pm on any business day or on any day other than a business day, at the address above, will be credited on the next business day. If the payment is made at a location other than such address, credit may be delayed.

PLEASE RETURN ALL STUBS WITH YOUR PAYMENT

Retain left portion for your records.

-Continue-

PAYMENT STUB

Account: 9900 525361 4 Statement Date: 09/02/24 Page: 2 of 5 Account: 9900 525361 4

ACCOUNT ACTIVITY

Account Number : 9900 525361 4

Payments Received

Date	Reference	Amount	Description
08/16/24		$ (333.60)	PAYMENT RECEIVED - THANK YOU

Current Invoices & Returns

Date	Invoice	Original Amount	Due Date	Store/City Reference
08/07/24	924211 -NMFSRX	$ 33.75	10/20/24	0028 TEXAS CITY, TX
08/09/24	973308 -NMPGKK	$ 32.72	10/20/24	0028 TEXAS CITY, TX
08/13/24	987344 -NNAVIM	$ 75.01	10/20/24	0028 TEXAS CITY, TX
08/20/24	978394 -NOBCIE	$ 70.46	10/20/24	0028 7303 TEXAS CITY, TX
08/22/24	924006 -NOLCOH	$ (3.52)	10/20/24	0028 TEXAS CITY, TX
08/22/24	984157 -NOLCON	$ 57.53	10/20/24	0028 TEXAS CITY, TX
08/29/24	975809 -NPLKRZ	$ 67.20	10/20/24	0028 000 TEXAS CITY, TX
Subtotal		$ 333.15		

Invoice	Please Indicate by ☑ Invoices You are Paying	Date & Amount Due
924211	☐	08/07/24 $ 33.75
973308	☐	08/09/24 $ 32.72
987344	☐	08/13/24 $ 75.01
978394	☐	08/20/24 $ 70.46
924006	☐	08/22/24 $ (3.52)
984157	☐	08/22/24 $ 57.53
975809	☐	08/29/24 $ 67.20
Subtotal		$ 333.15

Tear Here

Account Balance Summary
9900 525361 4

Total
$ 333.15

-Continue-

Current Invoice Details

Mail Payments to: Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/07/24
Invoice: 924211 -NMFSRX
P.O. / JOB:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000183261	26-OZ CLR FOAM MULTP BATH	2.00	EA	5.20	10.40
000000000306042	18-IN ETTORE PRO GRIP SQU	1.00	EA	11.39	11.39
000000000044794	144-OZ LYSOL MULTI CLEANE	1.00	EA	11.96	11.96
000000000155670	PROMOTIONAL DISCOUNT APPL	1.00	EA	0.00	0.00

Subtotal: 33.75 Tax: 0.00 Balance Due: 33.75

Mail Payments to: Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/09/24
Invoice: 973308 -NMPGKK
P.O. / JOB:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000354701	LOCTITE PROF SPRAY ADH 13	1.00	EA	11.86	11.86
000000000916590	1LB DRYWALL SCRW PT 1-7/8	1.00	EA	10.43	10.43
000000000048285	GE SIL II KB CLEAR 10.1OZ	1.00	EA	10.43	10.43
000000000155670	PROMOTIONAL DISCOUNT APPL	1.00	EA	0.00	0.00

Subtotal: 32.72 Tax: 0.00 Balance Due: 32.72

Mail Payments to: Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/13/24
Invoice: 987344 -NNAVIM
P.O. / JOB

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000005022297	50:1: 2.1 GALLON FUEL	1.00	EA	46.53	46.53
000000000105753	HUSQ T25 REPLC TRIMMER HE	1.00	EA	28.48	28.48
000000000155670	PROMOTIONAL DISCOUNT APPL	1.00	EA	0.00	0.00

Subtotal: 75.01 Tax: 0.00 Balance Due: 75.01

-Continue-

Mail Payments to: Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/20/24
Invoice: 978394 -NOBCIE
P.O. / JOB: 7303

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000865851	DURAPLY 0.185-IN THICK 40	1.00	EA	64.30	64.30
000000001061527	CM 3-5/8-IN T-SHK MD MTLJ	1.00	EA	6.16	6.16
000000000155670	PROMOTIONAL DISCOUNT APPL	1.00	EA	0.00	0.00

Subtotal: 70.46 Tax: 0.00 Balance Due: 70.46

Mail Payments to: Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/22/24
Invoice: 924006 -NOLCOH
P.O. / JOB:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000008276	TAX EXEMPT TAX CORRECTION	1.00	EA	0.00	0.00

Subtotal: 0.00 Tax: (3.52) Balance Due: (3.52)

Mail Payments to: Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/22/24
Invoice: 984157 -NOLCON
P.O. / JOB:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000309791	NIAGARA 32-CT PURIFIED WA	2.00	EA	5.68	11.36
000000001031251	GATORADE 20-FL OZ 8-CT	5.00	EA	8.53	42.65
000000000155670	PROMOTIONAL DISCOUNT APPL	1.00	EA	0.00	0.00

Subtotal: 54.01 Tax: 3.52 Balance Due: 57.53

-Continue-

Mail Payments to:

Lowe's
P.O. Box 669821
Dallas TX 75266-0775

GULF COAST TRANSIT DISTRI
Account : 9900 525361 4
Store/City: 0028 / TEXAS CITY, TX
Buyer: MIDDLETON SEAN

Date of Sale: 08/29/24
Invoice: 975809 -NPLKRZ
P.O. / JOB: 000

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001080939	IRW 12-PC PUNCH AND CHSL(	1.00	EA	37.98	37.98
000000001020879	EST4-LB ENGINNER HAMMER	1.00	EA	22.78	22.78
000000001166878	50-OZ SOFTSOAP REFILL ANT	1.00	EA	6.44	6.44
000000000155670	PROMOTIONAL DISCOUNT APPL	1.00	EA	0.00	0.00

Subtotal: 67.20 Tax: 0.00 Balance Due: 67.20

GCTD
GULF COAST TRANSIT DISTRICT

Connect
Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by ___Email ___Phone ___Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8-7-2024				
Date Needed:	8-7-2024				
Requesting Staff:	Facility				
Requesting Facility:	All	Special Grant Request?	Yes	No	
Facility to Deliver to:	Reggie				
Description of Item:	CLR, Lysol, Pro grip Sqe				
Quantity:		Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Lowes		Dollar Limit?:	$33.75	

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	

SPR Completed and Submitted by:

Signature	Date 8-7-2024

Reviewed and Approved by Requesting Program Supervisor

Hanna Gibbs	8-7-2024
Authorizing Signature	Date

Reviewed and Approved by Director

Signature:	Date

Cleaning - TC Office supplies

LOWE'S

LOWE'S HOME CENTERS, LLC
3620 EMMETT F. LOWRY EXPWY
TEXAS CITY, TX 77590 (409) 945-8888

- SALE -

SALES#: 58028041 2447172 TRANS#: 24042606 08-07-24

103261 26-OZ CLR FORM MULTP BATH		10.40
5.48	DISCOUNT EACH	-0.28
2 @	5.20	
306042 18-IN ETTORE PRO GRIP SQU		11.39
11.98	DISCOUNT EACH	-0.59
44794 144-OZ LYSOL MULTI CLEANE		11.96
12.58	DISCOUNT EACH	-0.62

SUBTOTAL:	33.75
TOTAL TAX:	0.00
INVOICE 24211 TOTAL:	33.75
LAR:	33.75
TOTAL DISCOUNT:	**1.77**

LAR:XXXXXXXXXXXX3614 AMOUNT:33.75 AUTHCD:000615
SWIPED REFID:067007 08/07/24 09:56:56
ACCOUNT NAME:
GULF COAST TRANSIT DISTRIC
AUTH BUYER: MIDDLETON SEAN

ACCOUNT WILL BE BILLED UPON MERCHANDISE TRANSACTION
DATE FOR [illegible] 90 DAYS
FROM [illegible] DELIVERY

8-7-2024

GCTD
GULF COAST TRANSIT DISTRICT

Connect
Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by ___Email ___Phone ___Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/9/24				
Date Needed:	8/9/24				
Requesting Staff:	Sean				
Requesting Facility:	Shop	Special Grant Request?	Yes (Attach or Justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Silicone, Self tapper screws, Spray adhesive				
Quantity:	3 items	Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Lowes		Dollar Limit?:	~~$34.44~~ $32.72	

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	Loctite spray adhesive - part # 2267077 Thread Drywall screws - part # NSD21781 Advanced Silicone - part # 2812565 needed for 6877 floor Job.

SPR Completed and Submitted by:

Signature	Date 8/9/24

Reviewed and Approved by Requesting Program Supervisor

Alanna Gibbs	
Authorizing Signature	Date 8-9-24

Reviewed and Approved by Director

Signature:	Date 8-9-24

mylowe's Rewards

LEARN MORE AT LOWES.COM/MYLOWESREWARDS

LOWE'S HOME CENTERS, LLC
3620 EMMETT F. LOWRY EXPWAY
TEXAS CITY, TX 77590 (409) 945 8888

- SALE -

SALES#: FST1AH02 4940525 TRANS#: 11/599843 08 09:24

354701 LOCTITE PROF SPRAY ADH 13		11.06
12.40 DISCOUNT EACH	-0.62	
916590 1LB DRYWALL SCRW PT 1-7/8		10.43
10.98 DISCOUNT EACH	-0.55	
48285 GE SIL II KB CLEAR 10.1OZ		10.43
10.98 DISCOUNT EACH	-0.55	
SUBTOTAL:		32.72
TOTAL TAX:		0.00
INVOICE 79308 TOTAL:		32.72
CAR:		32.72

TOTAL SAVINGS THIS TRIP: $1.72

GCTD
GULF COAST TRANSIT DISTRICT

Connect
Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by ___Email ___Phone ___Other Date Ordered ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8-13-2024				
Date Needed:	8-13-2024				
Requesting Staff:	Mant				
Requesting Facility:	All	Special Grant Request?	Yes	No	
Facility to Deliver to:	Daniel				
Description of Item:	Gas Weedeater Head				
Quantity:		Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Lowes		Dollar Limit?:	$75.01	

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	

SPR Completed and Submitted by:

Signature	Date 8-13-24

Reviewed and Approved by Requesting Program Supervisor

Alanna Gibbs Authorizing Signature	Date 8-13-24

Reviewed and Approved by Director

Signature:	Date 8-13-24

Landscape - TX Shop

mylowe's Rewards

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LOWE'S HOME CENTERS, LLC
3620 EMMETT F. LOWRY EXPWAY
TEXAS CITY, TX 77590 (409) 945-8688

- SALE -

ALESO: PSILAN02 4080642 TRANSO: 7/3741811 08-13-24

5022297 SO:1: 2.1 GALLON FUEL		46.53
46.98 DISCOUNT EACH	-2.45	
105753 HUSQ T25 REPLC TRIMMER HE		28.48
29.98 DISCOUNT EACH	-1.50	
SUBTOTAL:		75.01
TOTAL TAX:		0.00
INVOICE 87344 TOTAL:		75.01
CAR:		75.01

TOTAL SAVINGS THIS TRIP: $3.95

CAN [illegible] 000662

GCTD
GULF COAST TRANSIT DISTRICT

Connect
Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by ___Email ___Phone ___Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/20/24				
Date Needed:	8/20/24				
Requesting Staff:	Jason C.				
Requesting Facility:	Shop	Special Grant Request?	Yes	No	
Facility to Deliver to:	Shop				
Description of Item:	Saw Blades Plexiglass				
Quantity:		Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Lowes	Dollar Limit?:	70.46		

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	Unit 7303

SPR Completed and Submitted by:

Signature	8-20-24 Date

Reviewed and Approved by Requesting Program Supervisor

Alanna Gibbs Authorizing Signature	8-20-24 Date

Reviewed and Approved by Director

Signature:	8-20-24 Date

mylowe's Rewards

LEARN MORE AT LOWES.COM/MYLOWESREWARDS

LOWE'S HOME CENTERS, LLC
3620 ERNEST F. LOWRY EXPWAY
TEXAS CITY, TX 77590 (409) 945-8888

- SALE -

... ES#: S0020WGL 2143671 TRANS#: 690240510 08-20-24

865851 DURAPLY 0.185-IN THICK 40	64.30
67.68 DISCOUNT EACH -3.38	
1061527 CW 3-5/8-IN T-SHK NB NTLJ	6.16
6.48 DISCOUNT EACH -0.32	
SUBTOTAL:	70.46
TOTAL TAX:	0.00
INVOICE 78394 TOTAL:	70.46
LAR:	70.46

TOTAL SAVINGS THIS TRIP: $3.70

LAR: XXXXXXXXXXXX3614 AMOUNT: 70.46 AUTHCD: 000664
[illegible] 50:25
[illegible]

8-20-24 1-60606-38-2

GCTD
GULF COAST TRANSIT DISTRICT

REQUISITION FORM

Requested By: Michael Brown **Location:** Texas City

Date Requested: 8/22/2024 **Date Needed:** 8/22/2024

	SKU / Catalog #	Description	Quantity	Unit of Measure (ea., pkg, case)	Account #
1		Niagara Water	2	cases	
2		Gatorade 8-pks	5	pks	
3					
4					
5					
6					
7					

Justification for Purchase:

Signature of Requestor — Date: 8/22/2024

Executive Approval — Date: 8/22/2024

Manager Approval — Date: 8/22/2024

Purchasing Approval — Date: 8/22/2024

Purchasing Method:

Sole Source	☐	
Coop	☐	
Emergency	☐	

mylowe's Rewards

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LOWE'S HOME CENTERS, LLC
3620 ERNEST F. LOWRY EXPWY
TEXAS CITY, TX 77590 (409) 945-8888

- SALE -

SALES#: FSTLAN01 2483/04 TRANS#: 37794764 08-22-24

309791 NIAGARA 32-CT PURIFIED WA		11.36
5.98 DISCOUNT EACH	-0.30	
2 @ 5.68		
1031251 GATORADE 20-FL OZ 8-CT		42.65
8.98 DISCOUNT EACH	-0.45	
5 @ 8.53		
SUBTOTAL:		54.01
TOTAL TAX:		3.52
INVOICE 84157 TOTAL:		57.53
LAR:		57.53

TOTAL SAVINGS THIS TRIP: $2.85

LAR: XXXXXXXXXXXX3614 AMOUNT: 57.53 AUTHCD: 000654
SWIPED REFID:841570 08/22/24 09:43:29
ACCOUNT NAME: GULF COAST TRANSIT DISTRI
AUTH BUYER: MIDDLETON SEAN

ACCOUNT WILL BE BILLED UPON MERCHANDISE TRANSACTION DATE FOR STOCK MERCHANDISE AND NO LATER THAN 90 DAYS FROM TRANSACTION DATE FOR SOS OR DIRECT DELIVERY MERCHANDISE.

STORE: 0020 TERMINAL: 30 08/22/24 09:43:35
OF ITEMS PURCHASED: 7
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

THANK YOU FOR SHOPPING LOWE'S.
FOR DETAILS ON OUR RETURN POLICY, VISIT
LOWES.COM/RETURNS
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE
[illegible]

LOWE'S

LOWE'S HOME CENTERS, LLC
3620 ERNEST F. LOWRY EXPWY
TEXAS CITY, TX 77590 (409) 945-8888

TAX CORRECTION REFUND 24006

SALES#:R 00020001 2447172 TRANS#: 24337971 08-22-24

RET GATORADE 20-FL OZ 8-C		0.00-
5 @ 0.00-		
ORIG. STORE: 20 DATE:082224 INV:84157		
SUBTOTAL:		0.00-
TAX:		3.52-
TOTAL RETURN:		3.52-
LAR:		3.52-

LAR:XXXXXXXXXXXX3614 AMOUNT:3.52- AUTHCD:000001
KEYED REFID:592925 08/22/24 09:46:27
ACCOUNT NAME:
GULF COAST TRANSIT DISTRIC
AUTH BUYER: MIDDLETON SEAN

STORE: 0020 TERMINAL: 24 08/22/24 09:46:27

STORE MANAGER: KATE MCMAINS

LOWE'S PRICE PROMISE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEPROMISE

8-22-24

1-6999-20-1
Landscape
Maintenance/Porters
employees

LOWE'S

23-518

GCTD
GULF COAST TRANSIT DISTRICT

REQUISITION FORM

Requested By: Jack Location: T.C Shop

Date Requested: 8-29-24 Date Needed: 8-29-24

	SKU / Catalog #	Description	Quantity	Unit of Measure (ea., pkg, case)	Account #
1		Sledge Hammer	1		6024
2		Chissel	1		6024
3		SOFTSOAP			6045-204
4					
5					
6					
7					

Justification for Purchase:

Hand Soaps

Signature of Requestor — Date: 8-29-24

Executive Approval — Date

Manager Approval — Date: 8-24-24

Purchasing Approval — Date: 8-24-24

Purchasing Method:		
Sole Source	☐	
Coop	☐	credit card
Emergency	☐	

GCTD
GULF COAST TRANSIT DISTRICT

RECEIVING REPORT

Received By: Jack Scott Location: T.C. Shop
Date Received: 8-29-24

	SKU / Catalog #	Description	Quantity Received	Unit of Measure (ea., pkg, case)
1		Sledge Hammer	1	
2		Soft Soap	1	
3		Pack Chisels	1	
4				
5				
6				
7				
8				
9				
10				
11				
12				

Jack Scott
Printed Name

8-29-24
Date

Signature

LEARN MORE AT LOWES.COM/MYLOWESREWARDS

LOWE'S HOME CENTERS, LLC
3620 ERNEST F. LOURY EXPWAY
TEXAS CITY, TX 77590 (409) 945-8888

- SALE -

SALES#: S0028NFL 2161329 TRANS#: 460784160 08-29-24

1080939 IRW 12-PC PUNCH AND CHSL(	37.98
39.98 DISCOUNT EACH -2.00	
1020679 EST4-LB ENGINNER HAMMER	22.78
23.98 DISCOUNT EACH -1.20	
1166878 50-OZ SOFTSOAP REFILL ANT	6.44
6.78 DISCOUNT EACH -0.34	
SUBTOTAL:	67.20
TOTAL TAX:	0.00
INVOICE 75809 TOTAL:	67.20
LAR:	67.20

TOTAL SAVINGS THIS TRIP: $3.54

LAR: XXXXXXXXXXXX3614 AMOUNT: 67.20 AUTHCD: 000670
SWIPED REFID:758090 08/29/24 10:41:19
LAR PO: 000
ACCOUNT NAME: GULF COAST TRANSIT DISTRI
AUTH BUYER: MIDDLETON SEAN

ACCOUNT WILL BE BILLED UPON MERCHANDISE TRANSACTION DATE FOR STOCK MERCHANDISE AND NO LATER THAN 90 DAYS FROM TRANSACTION DATE FOR SOS OR DIRECT DELIVERY MERCHANDISE.

STORE: 0028 TERMINAL: 22 08/29/24 10:42:04

 # OF ITEMS PURCHASED: 3

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

VISA

SCORECARD

Bonus Points Available
2,659

Account Summary

Billing Cycle		08/30/24
Days In Billing Cycle		30
Previous Balance		$0.00
Purchases	+	5,319.07
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$0.00
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$5,319.07**

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$4,680.00
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	$0.00
Disputed Amount	$0.00

Account Inquiries

Customer Service: (800) 299-9842
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	$5,319.07
MINIMUM PAYMENT	$160.00
PAYMENT DUE DATE	09/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE, AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

OUR UPDATED APR FOR BUSINESS CREDIT CARDS AS OF 11/1/24 IS 13.98%. TRANSACTIONS MADE ON OR AFTER 11/1/24 WILL BE CHARGED AT THE UPDATED APR.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/31/24	08/01/24	5533	24055224213045002390530	A-LINE AUTO PARTS-TEXAS TEXAS CITY TX	$4,850.00
08/05/24	08/06/24	9311	24692164218100840555703	MOTOR VEHICLE TAX GALVESTON TX	$40.50
08/05/24	08/06/24	9399	24692164218100840656477	JPMC FEE REDMOND WA	$3.95

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0005

TEXAS FIRST BANK
600 GULF FWY
TEXAS CITY TX 77591 - 0000

Account Number
1827

Check box to indicate name/address change on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/30/24	$5,319.07	$160.00	09/25/2024

$

GULF COAST TRANSIT DIST
THEODORE ROSS
1415 33RD ST N
TEXAS CITY TX 77590-

13439

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4521
CAROL STREAM IL 60197-4521

21 4874 5213 0006 1827 00016000 00531907 2

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
08/13/24	08/14/24	5511	24049554226900014200024	COOK FORD 409-9482541 TX	$424.62

Additional Information About Your Account

ScoreCard Bonus Points Information as of 08/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	0	2,659	0	0	2,659

CONGRATULATIONS! YOU HAVE REACHED THE NEXT AWARD LEVEL. YOUR PURCHASES CAN PAY OFF WITH MORE POINTS AND MORE VALUABLE AWARDS.

YOU COULD WIN 1,000,000 BONUS POINTS! OR A TRIP FOR TWO TO HAWAII OR ORLANDO/DISNEY, OR ONE OF 30 OTHER PRIZES. YOU'RE AUTOMATICALLY ENTERED IN THE SCOREBIG SWEEPSTAKES. FOR EACH QUALIFYING PURCHASE MADE BETWEEN AUG 1 AND OCT 31, YOU'LL RECEIVE AN ADDITIONAL ENTRY! VISIT WWW.SCORECARDREWARDS.COM FOR DETAILS!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM[1]	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR)[2]	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	$ 0.00	0.8250%	9.90%	$ 0.00	
CASH	A	$ 0.00	0.8250%	9.90%	$ 0.00	
FEES/INTEREST CHARGE					$ 0.00	
TOTAL				0.00%	$ 0.00	$ 5,319.07

[1] ICM Interest Charge Method: See reverse side of Page 1 for explanation.
[2] Your Annual Percentage Rate (APR) is the annual interest rate on your account.
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

GCTD
GULF COAST TRANSIT DISTRICT
Connect Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by ___Email ___Phone ___Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	7-31-24				
Date Needed:	8-1-24				
Requesting Staff:	SEAN				
Requesting Facility:	Shop	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Shop MECH				
Description of Item:					
Quantity:	1	Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	A-Line Auto Parts	Dollar Limit?:	4,850		

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	R134A A/C MACHINE FOR SHOP

SPR Completed and Submitted by:

Signature Sean Jackson	Date 8/1/24

Reviewed and Approved by Requesting Program Supervisor

Authorizing Signature	Date 8/1/24

Reviewed and Approved by [redacted] Theodore Ross

Signature	Date 8-15-24

A-line Auto Parts - Texas City
2930 Texas Avenue
Texas City TX 77590
() -

CUSTOMER			
GULF COAST TRANSIT DISTRICT 1415 33RD ST. N TEXAS CITY TX 77590	CUST# 36419 P/O# shop-use PH# (409) 359-7881 DATE: 07/31/2024 PAYMENT: Prox 10th ***INVOICE - CUSTOMER***	ORDER# 10711377 BRN/PLT: 1533 CODES: APINA TIME: 10:24:04 SHIP-VIA Loop Truck	

SHP	CN	BO	HZ	PART #	DESCRIPTION	LIST EA	YOUR COST	EXTENSION
					INVOICE# 10583931			
1				BUY34788NIA	R134a AC MACHINE		4850.00	4850.00

TOTAL UNITS	FREIGHT	LABOR	CORE TOTAL	LIST TOTAL	MERCHANDISE	TOTAL TAX
1	.00	.00	.00	.00	4850.00	.00

Received by: X PAY THIS AMOUNT ▶ **4850.00**

Payment Type: Credit Card Card Issuer V 1827

All returns must be accompanied by an original purchase receipt. "Special Order" merchandise is not eligible for return. Returns presented in excess of 30 days from the date of purchase will be subject to a 10% restocking fee.

A-LINE AUTO PARTS-TEXA
2930 TEXAS AVE
TEXAS CITY, TX 77590

07/31/2024 10:20:32

CREDIT CARD

VISA SALE

Card #:	XXXXXXXXXXXX1827
SEQ #:	4
Batch #:	353
INVOICE	4
Approval Code:	007927
Entry Method:	Manual
Mode:	Online
Tax Amount:	$0.00

SALE AMOUNT $4850.00

CUSTOMER COPY

GCTD
GULF COAST TRANSIT DISTRICT

REQUISITION FORM

Requested By:	Alanna Gibbs	**Location:**	Admin
Date Requested:	8/5/2024	**Date Needed:**	

	SKU / Catalog #	Description	Quantity	Unit of Measure (ea., pkg, case)	Account #
1		Veh#7298	5		8.25
2		Veh#5279			7.50
3		Veh#6882			8.25
4		Veh#6879			8.25
5		Veh#6899			8.25
6		Fee			3.95
7					44.45

Justification for Purchase:

Registration Tags for vehicles

Alanna Gibbs	8/5/2024		8/5/2024
Signature of Requestor	**Date**	**Executive Approval**	**Date**
	8/5/2024		
Manager Approval	**Date**		
	8/5/2024		
Purchasing Approval	**Date**		

Purchasing Method:

Sole Source	☐	
Coop	☐	
Emergency	☐	

Galveston County Tax Office

08/05/2024 03:33:14 PM

Motor Vehicle PAYMENT

Clerk ID:	ldiquattro
Confirmation Number:	1504843945
Ref Number:	1456540
Card Number:	**********1827
Name:	ROSS/THEODORE
Card Entry:	contact_quick_chip
Card Type:	Card Present Visa
Subtotal:	$40.50
Convenience Fee:	$3.95
Total:	$44.45

APPROVED

X _____

Thank you for your payment

MERCHANT COPY

CASH REGISTER RECEIPT

[redacted]

COUNTY: GALVESTON

TAC NAME: CHERYL E. JOHNSON
DATE: 08/05/2024
TIME: 03:33PM
EMPLOYEE ID: 0000141

TRANSACTION	TRANSACTION ID	VIN	PREV DOC NO	FEES
REGISTRATION RENEWAL	08425345507153133	1FDFE4FS2HDC57298	08432844432103231	8.25
REGISTRATION RENEWAL	08425345507153151	5FYD8FV13EB045279	08432644426120821	7.50
REGISTRATION RENEWAL	08425345507153209	1FDAF5GY0KED56882	08420344431150458	8.25
REGISTRATION RENEWAL	08425345507153227	1FDAF5GY0KED56879	08420344432152438	8.25
REGISTRATION RENEWAL	08425345507153254	1FDAF5GY6KED56899	08420344432154759	8.25

TOTAL $ 40.50

METHOD OF PAYMENT AND PAYMENT AMOUNT:
CHARGE $ 40.50

TOTAL AMOUNT PAID $ 40.50

RIGINAL
R-500-RTS (REV. 10/2016) DHT 157490

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: 71825
Vendor Contact: ___/___/___ by __Email __Phone __Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/12/24				
Date Needed:	8/12/24				
Requesting Staff:	Julian				
Requesting Facility:	Shop	Special Grant Request?	Yes (Identify in justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Spindle Hub				
Quantity: 1	Color:	Black	Size:		
Other Product Information:					
Special Vendor?:	Cook Ford		Dollar Limit?:	$412.25 424.62	

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	1- Spindle Hub - 9C2Z-3105-D - $412.25 Unit 7300

SPR Completed and Submitted by:

Signature	Date 8/12/24

Reviewed and Approved by Requesting Program Supervisor

Authorizing Signature	Date

Reviewed and Approved by Director

Signature:	Date 8-15-24

Cook Ford

2600 Palmer Hwy
Texas City, TX 77590
Phone 409 948 2541
www.cookfordtexas.com

RETURN/REFUND POLICY: ALL RETURNS MUST BE ACCOMPANIED BY THIS INVOICE AND ARE SUBJECT TO A 20% RESTOCKING CHARGE. RETURNED ITEMS MUST BE IN THE ORIGINAL UNOPENED BOX OR CONTAINER. PLEASE NOTE THAT THE DEALERSHIP WILL NOT ACCEPT RETURNS OR MAKE REFUNDS AFTER 30 DAYS. NO REFUNDS OR RETURNS ON SPECIAL ORDER PARTS OR ELECTRICAL PARTS.

DISCLAIMER OF WARRANTY: ALL PARTS AND ACCESSORIES ARE SOLD BY THE DEALERSHIP AS IS. ANY WARRANTIES ON THE PARTS OR PRODUCTS DESCRIBED BELOW ARE THOSE OF THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS OR PRODUCTS. THE DEALERSHIP HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SAME. THE DEALERSHIP NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PARTS OR PRODUCTS. CUSTOMER SHALL NOT BE ENTITLED TO RECOVER FROM THE DEALERSHIP ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES. THIS DISCLAIMER IN NO WAY AFFECTS THE PROVISIONS OF ANY MANUFACTURER OR DISTRIBUTOR WARRANTIES.

DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
12 AUG 24	UNIT7300	13 AUG 24		19399 08:56

SOLD TO
ACCOUNT NO. 7897881
GULF COAST TRANSIT DISTRICT
1415 33RD ST N
TEXAS CITY, TX 77590

SHIP TO

PAGE 1 OF 1

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B. POINT
NDC17300	545	(409)789-7881	CASH	TEXAS CITY TX

ORD	SHIP	BO	PART NO.	DESCRIPTION	LIST	NET	AMOUNT	COST	COMP.
1	1	0	9C2Z*3105*D SOP 1 DAY	SPINDLE SP	485.00	412.25	412.25		

PAID
AUG 13 2024
By

*** THANK YOU FOR YOUR BUSINESS!! ***

CUSTOMER'S SIGNATURE
X

		TOTALS
PARTS	412.25	
SUBLET		
FREIGHT	0.00	
SALES TAX	0.00	
TOTAL	$412.25	

DealerCAP 2014 CDK Global LLC 10/17/7 PARTS INVOICE TOP 2013C1 AS15 GENERIC 7616510

CUSTOMER COPY

Cook Ford
2600 Palmer Highway
Texas City, TX 77590
(409) 948-2541
www.cookfordtexas.com

08/13/2024 8:51

Sale

Trans #: 2 Batch #: 542

CREDIT CARD
VISA CHIP READ
Entry Type: CONTACTLESS
**********1827 **/**
Invoice #: 19399
Employee: 545

AMOUNT: $412.25

Surcharge: $12.37
SUB TOTAL: $424.62
TOTAL AMT: USD $424.62

Resp: APPROVAL 003534
Code: 003534
Ref #: 422613498980
TransID: 464226502556067

App Name: VISA CREDIT
AID: A0000000031010
TVR: 0000000000
ATC: 0003
TC: 891731294DA42D9C
IAD: 06011203A00000

NO SIGNATURE REQUIRED

There is a 3% processing fee on all Credit Cards, which is not greater tha our cost of acceptance. There is no processing fee for Non-Credit Card transactions.

CUSTOMER COPY

SCORECARD

Bonus Points Available
0

Account Summary

Billing Cycle		08/30/24
Days In Billing Cycle		30
Previous Balance		$0.00
Purchases	+	0.00
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$0.00
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$0.00**

Credit Summary

Total Credit Line	$5,000.00
Available Credit Line	$0.00
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	$0.00
Disputed Amount	$0.00

Account Inquiries

Customer Service: (800) 299-9842
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	$0.00
MINIMUM PAYMENT	$0.00
PAYMENT DUE DATE	09/25/2024

NOTE. Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE, AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

OUR UPDATED APR FOR BUSINESS CREDIT CARDS AS OF 11/1/24 IS 13.98%. TRANSACTIONS MADE ON OR AFTER 11/1/24 WILL BE CHARGED AT THE UPDATED APR.

Additional Information About Your Account

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE ALLOW UP TO 7 DAYS FOR RECEIPT 0005

TEXAS FIRST BANK
600 GULF FWY
TEXAS CITY TX 77591 - 0000

Account Number
8162

Check box to indicate name/address change on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/30/24	$0.00	$0.00	09/25/2024

$.

GULF COAST TRANSIT DIST
CATHY CLAUNCH-SCOTT
1415 33RD ST N
TEXAS CITY TX 77590-

12760

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4521
CAROL STREAM IL 60197-4521

21 4874 5213 0004 8162 00000000 00000000 6

ScoreCard Bonus Points Information as of 08/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	0	0	0	0	0

USE YOUR SCORECARD TO EARN MORE BONUS POINTS AND INCREASE YOUR REDEMPTION POWER!

YOU COULD WIN 1,000,000 BONUS POINTS! OR A TRIP FOR TWO TO HAWAII OR ORLANDO/DISNEY, OR ONE OF 30 OTHER PRIZES. YOU'RE AUTOMATICALLY ENTERED IN THE SCOREBIG SWEEPSTAKES. FOR EACH QUALIFYING PURCHASE MADE BETWEEN AUG 1 AND OCT 31, YOU'LL RECEIVE AN ADDITIONAL ENTRY! VISIT WWW.SCORECARDREWARDS.COM FOR DETAILS!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM[1]	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR)[2]	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	$ 0.00	0.8250%	9.90%	$ 0.00	
CASH	A	$ 0.00	0.8250%	9.90%	$ 0.00	
FEES/INTEREST CHARGE					$ 0.00	
TOTAL				0.00%	$ 0.00	$ 0.00

[1] ICM Interest Charge Method: See reverse side of Page 1 for explanation.
[2] Your Annual Percentage Rate (APR) is the annual interest rate on your account.
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

TEXAS FIRST BANK

GULF COAST TRANSIT DIST
CATHY CLAUNCH SCOTT
Account Number: #### #### #### 8865

VISA

SCORECARD

Bonus Points Available
1,230

Account Summary

Billing Cycle		08/30/24
Days In Billing Cycle		30
Previous Balance		$4,106.40
Purchases	+	919.00
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$4,106.40
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$919.00**

Credit Summary

Total Credit Line	$8,000.00
Available Credit Line	$7,081.00
Available Cash	$7,081.00
Amount Over Credit Line	$0.00
Amount Past Due	**$0.00**
Disputed Amount	$0.00

Account Inquiries

Customer Service: (800) 299-9842
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	$919.00
MINIMUM PAYMENT	$28.00
PAYMENT DUE DATE	09/25/2024

NOTE: Grace period to avoid a finance charge on purchases: pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE, AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

OUR UPDATED APR FOR BUSINESS CREDIT CARDS AS OF 11/1/24 IS 13.98%. TRANSACTIONS MADE ON OR AFTER 11/1/24 WILL BE CHARGED AT THE UPDATED APR.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
08/08/24	08/09/24	5734	24011344222000000148222	WHIP AROUND, INC HTTPSWHIPAROU NC	$919.00
08/14/24	08/14/24	0000	74874524227001163541487	ACH PMT THANK YOU	$4,106.40 -

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0005

TEXAS FIRST BANK
600 GULF FWY
TEXAS CITY TX 77591 - 0000

Account Number
8865

Check box to indicate name/address change on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/30/24	$919.00	$28.00	09/25/2024

$

GULF COAST TRANSIT DIST
CATHY CLAUNCH SCOTT
1415 33RD ST N
TEXAS CITY TX 77590-

12782

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4521
CAROL STREAM IL 60197-4521

21 4874 5213 0004 8865 00002800 00091900 6

Additional Information About Your Account

ScoreCard Bonus Points Information as of 08/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	770	460	0	0	1,230

YOU COULD WIN 1,000,000 BONUS POINTS! OR A TRIP FOR TWO TO HAWAII OR ORLANDO/DISNEY, OR ONE OF 30 OTHER PRIZES. YOU'RE AUTOMATICALLY ENTERED IN THE SCOREBIG SWEEPSTAKES. FOR EACH QUALIFYING PURCHASE MADE BETWEEN AUG 1 AND OCT 31, YOU'LL RECEIVE AN ADDITIONAL ENTRY! VISIT WWW.SCORECARDREWARDS.COM FOR DETAILS!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM[1]	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR)[2]	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	$ 0 00	0 8250%	9 90%	$ 0 00	
CASH	A	$ 0.00	0 8250%	9.90%	$ 0 00	
FEES/INTEREST CHARGE					$ 0 00	
TOTAL				0 00%	$ 0 00	$ 919.00

[1] ICM Interest Charge Method See reverse side of Page 1 for explanation
[2] Your Annual Percentage Rate (APR) is the annual interest rate on your account
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

PO Number: 23-538

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP X Prior Vendor ___ Other
Vendor: Whip Around, Inc. PO #: ___
Vendor Contact: accounts@billing.whiparound.com by X Email ___ Phone ___ Other Date Ordered: 08/08/2024
Conf #: ___ Scheduled Delivery Date: 08/08/2024
Order Rec'd by: 08/08/2024 Other: ___

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/8/2024				
Date Needed:	8/8/2024				
Requesting Staff:	Alanna Gibbs				
Requesting Facility:	Various Locations	Special Grant Request?	Yes (Identify in justification)	No	
Facility to Deliver to:	Various Locations				
Description of Item:	Inspection, Maintenance, and License Fee for Fleet Management Software.				
Quantity: various	Color: N/A	Size: N/A			
Other Product Information:					
Vendor:	Whip Around, Inc.	Amount:	$919.00		

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	Aug. 8 - Sept 8, 2024 Inspection (87), Aug. 8 - Sept 8, 2024 Maintain (77), and Aug. 8 - Sept 8, 2024 License Fee (1)

Accounting Code	Total	Accounting Code	Total
1-6093-10-1	$435.00		
1-6093-10-1	$385.00		
1-6093-10-1	$99.00		
	$919.00		

SPR Completed and Submitted By:

Alanna Gibbs	8/8/2024
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

	8/8/2024
Signature	Date

Reviewed and Approved by Executive Management Team:

	8/8/2024
Signature	Date

Whip Around, Inc.
P.O. Box 77146
Charlotte, NC 28277
United States
Phone: 844-537-2100 (toll-free)
Email: accounts@billing.whiparound.com

Invoice

Invoice #	135487
Billed On	Aug 8, 2024
Terms	On-Receipt
Due On	Aug 8, 2024

Bill To

Shayla Holmes
Gulf Coast Transit District
1415 33rd street N
TEXAS CITY, TX 77590
United States

PAID on Aug 8, 2024

$919.00 USD

Date	Description	Qty	Price	Subtotal
Aug 8 – Sep 8, 2024	Inspect	87	$5.00	$435.00
Aug 8 – Sep 8, 2024	Maintain	77	$5.00	$385.00
Aug 8 – Sep 8, 2024	License Fee	1	$99.00	$99.00

Subtotal	$919.00
Total	**$919.00**
Paid	($919.00)
Amount Due	**$0.00**

Payments

Aug 8, 2024 $919.00 Payment from Visa ··· 8865

Notes

All amounts in United States Dollars (USD)

Terms and Conditions: A copy of our payment terms can be found at http://www.whiparound.com/terms/

SCORECARD

Bonus Points Available
13,804

Account Summary

Billing Cycle		08/30/24
Days In Billing Cycle		30
Previous Balance		$2,516.65
Purchases	+	4,628.49
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$2,516.65
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$4,628.49**

Credit Summary

Total Credit Line	$8,000.00
Available Credit Line	$2,686.00
Available Cash	$2,686.00
Amount Over Credit Line	$0.00
Amount Past Due	$0.00
Disputed Amount	$0.00

Account Inquiries

Customer Service: (800) 299-9842
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	$4,628.49
MINIMUM PAYMENT	$139.00
PAYMENT DUE DATE	09/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE, AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

OUR UPDATED APR FOR BUSINESS CREDIT CARDS AS OF 11/1/24 IS 13.98%. TRANSACTIONS MADE ON OR AFTER 11/1/24 WILL BE CHARGED AT THE UPDATED APR.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/31/24	08/01/24	7399	24692164213106348543872	LEXISNEXIS ECRASH 866-215-2771 GA	$14.92
07/31/24	08/01/24	7538	24207854213316200079873	D & MUFFLER & AUTO REPAIR 409-9457521 TX	$1,461.11

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0005

TEXAS FIRST BANK
600 GULF FWY
TEXAS CITY TX 77591 - 0000

Account Number
8873

Check box to indicate name/address change on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/30/24	$4,628.49	$139.00	09/25/2024

$

GULF COAST TRANSIT DIST
DONALD DUDE PAYNE
1415 33RD ST N
TEXAS CITY TX 77590-

12783

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4521
CAROL STREAM IL 60197-4521

21 4874 5213 0004 8873 00013900 00462849 5

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
08/08/24	08/08/24	4121	24492154221717304832431	UBER TRIP HELP.UBER.COM CA	$9.97
08/08/24	08/09/24	5511	24049554221900013800027	COOK FORD 409-9482541 TX	$207.21
08/09/24	08/12/24	5300	24226384224370163179214	SAMSCLUB.COM 888-746-7726 AR	$501.38
08/12/24	08/13/24	5817	24492164226000002964309	OPTISIGNS DIGITAL SIGN WWW.OPTISIGNS TX	$63.96
08/14/24	08/14/24	0000	74874524227001163541479	ACH PMT THANK YOU	$2,516.65 -
08/14/24	08/15/24	7538	24453884228005862264870	G & J Transmotive Texas city TX	$1,760.00
08/26/24	08/27/24	5511	24049554239900015300034	COOK FORD 409-9482541 TX	$178.99
08/26/24	08/27/24	5511	24049554239900015300042	COOK FORD 409-9482541 TX	$169.95
08/27/24	08/29/24	4225	24071054241939162247976	SMARTSTOP SELF STORAGE 409-5022273 TX	$261.00

Additional Information About Your Account

ScoreCard Bonus Points Information as of 08/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	11,517	2,287	0	0	13,804

CONGRATULATIONS! YOU ARE WITHIN 250 POINTS OF THE NEXT AWARD LEVEL. KEEP USING YOUR CARD TO REACH MORE VALUABLE REWARDS.

YOU COULD WIN 1,000,000 BONUS POINTS! OR A TRIP FOR TWO TO HAWAII OR ORLANDO/DISNEY, OR ONE OF 30 OTHER PRIZES. YOU'RE AUTOMATICALLY ENTERED IN THE SCOREBIG SWEEPSTAKES. FOR EACH QUALIFYING PURCHASE MADE BETWEEN AUG 1 AND OCT 31, YOU'LL RECEIVE AN ADDITIONAL ENTRY! VISIT WWW.SCORECARDREWARDS.COM FOR DETAILS!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM[1]	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR)[2]	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	$ 0.00	0.8250%	9.90%	$ 0.00	
CASH	A	$ 0.00	0.8250%	9.90%	$ 0.00	
FEES/INTEREST CHARGE					$ 0.00	
TOTAL				0.00%	$ 0.00	$ 4,628.49

[1] ICM Interest Charge Method. See reverse side of Page 1 for explanation.
[2] Your Annual Percentage Rate (APR) is the annual interest rate on your account.
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

PO Number: 9716

SPR Rec'd by: ___/___/___ Process: ___ Catalog Phone RFP Prior Vendor Other
Vendor: PO #:
Vendor Contact: ___/___/___ by ___ Email Phone Other Date Ordered: 05 01/2023
Conf #: Scheduled Delivery Date: Visa
Order Rec'd by: ___/___/___ Other:

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	7/31/24				
Date Needed:	7/31/24				
Requesting Staff:	Jason C.				
Requesting Facility:	Lake ~~[illegible]~~ Jackson	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Catalytic Converter, Nuts				
Quantity:	5 items	Color:		Size:	
Other Product Information:					
Vendor:	O & M Exhaust	Amount:	$1461.11		

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	Catalytic Converter - part # 608265 - x 2 Nuts - part # N/A - x 3 unit 9716

Accounting Code	Total	Accounting Code	Total
1-6020 38-2	1461.11		

SPR Completed and Submitted By:

[signature]	7-31-24
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

Signature	Date

Reviewed and Approved by Executive Management Team:

[signature]	7-31-24
Signature	Date

D&M
#28 Hwy. 146 TX City
409-945-7521

NAME	PHONE
Gulf Coast	
ADDRESS	
2ND AUTHORIZED NAME	PHONE
MAKE: Express	TYPE OR MODEL: Chev 4500 / YEAR: 2019	RECEIVED (DATE & TIME) A.M. P.M.
SERIAL #/VIN	ENGINE NO. 6.0	PROMISED (DATE & TIME) A.M. P.M.
ODOMETER	LICENSE NO.	TERMS	PHONE WHEN READY ☐ YES ☐ NO
MVI#	ORDER WRITTEN BY Chris	CUSTOMER'S ORDER NO.

DSS	ISJ	LABOR CHARGE
LUBRICATION	☐	
CHANGE OIL	☐	
CHANGE OIL FILTER CART.	☐	
CHANGE TRANS.	☐	
CHANGE DIFF.	☐	
PACK FRONT WHEEL BRGS	☐	
ADJUST BRAKES	☐	
ROTATE TIRES	☐	
WASH POLISH	☐	
STATE INSPECTION	☐	

MATERIAL USED

ALL PARTS NEW UNLESS SPECIFIED; U-USED, R-REBUILT, RC-RECONDITIONED

QTY.	PART NO.	DESCRIPTION	PRICE	WARRANTY Y/N
2	BB 608265		11.50	
	M			
3	Nuts		1.3	
		OUTSIDE REPAIRS		
		BROUGHT FORWARD		
PARTS SAVED		TOTAL PARTS		
RETURNED				

QTY.	ACCESSORY NO.	ACCESSORIES	PRICE
		TOTAL ACCESSORIES	

A-GT3810/GT3811 / T-3869
03-11

OPER. NO.	INSTRUCTIONS
	CHARGE FOR HAZARDOUS OR OTHER WASTE REMOVAL*
	Codes Present On Codes Both Banks
	P0300 Misfire
	Lean Codes Both Banks
	For Warranty These Codes need to go Away
	Chris

Estimated cost $ Chris Estimate Charge

Basis for Charge

PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN:
I UNDERSTAND THAT, UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE, INCLUDING A COMPLETION DATE, IF MY FINAL BILL WILL EXCEED $100. ($50 in Maryland)

___ I REQUEST A WRITTEN ESTIMATE. THE FINAL BILL MAY NOT EXCEED THIS ESTIMATE WITHOUT MY WRITTEN APPROVAL.

___ I DO NOT REQUEST A WRITTEN ESTIMATE, AS LONG AS THE REPAIR COSTS DO NOT EXCEED $_____. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL.

___ I DO NOT REQUEST A WRITTEN ESTIMATE.

*Checked lines apply (Preparer must check at least one).

___ This charge represents costs and profits to the motor vehicle repair facility for miscellaneous shop supplies or waste disposal.

___ This amount includes a charge of $ ____, which is required under _____ law.

You are entitled by law to the return of all parts replaced, except those for which there is a core charge, unless you agree otherwise by initialing the following: _____ I do not desire the return of any of the parts that are replaced during the authorized repairs.

Estimate good for 30 days. Not responsible for damage caused by theft, fire or acts of nature. I authorize the above repairs, along with any necessary materials. I authorize you and your employees to operate my vehicle for the purpose of testing, inspection, and delivery at my risk. An express mechanic's lien is hereby acknowledged on the above vehicle to secure the amount of the repairs thereto. If I cancel repairs prior to their completion for any reason, a tear-down and reassembly fee of $_____ will be applied.

SIGNED

DATE 1 30 24

METHOD OF PAYMENT: ☐ CASH ☐ CHECK ☐ CHARGE	GAS, OIL, & GREASE	PRICE
LABOR ☐ FLAT RATE ☐ HOURLY ☐ BOTH	GALS. GAS @	
	QTS. OIL @	
	LBS. GREASE @	
☐ RETAIN PARTS ☐ DESTROY PARTS	TOTAL GAS, OIL, & GREASE	

Daily storage fee after repair work has been completed and customer has been notified. No charges shall accrue or be due and payable for a period of 3 working days from date of notification. $ _____

GUARANTEED ITEM(S) _____

GUARANTEE EFFECTIVE UNTIL:

TIME _____

MILEAGE _____

TOTAL LABOR	200.00
TOTAL PARTS	11.65
ACCESSORIES	
GAS, OIL, & GREASE	
OUTSIDE REPAIRS	
STORAGE FEE (if applies)	
TAX	96 11
TOTAL AMOUNT	312 61

Phone Order

VISA Entry Method: Manual

Total: $ 1,461.11

1/24 17:23:06

: 000001 Appr Code: 006541

d: Online Batch#: 213001

AVS Code: ZIP MATCH Z

MATCH M

5.

unit 9716

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

PO Number: 23-539

SPR Rec'd by: 06/26/2024 Process: ___ Catalog ___ Phone ___ RFP X Prior Vendor ___Other
Vendor: GB Tech - LexisNexis PO #: _____
Vendor Contact: _____ by ___ Email ___Phone ___Other Date Ordered: 06/26/2024
Conf #: _____ Scheduled Delivery Date: 06/26/2024
Order Rec'd by: 06/26/2024 Other: _____

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	6/26/2024				
Date Needed:	6/26/2024				
Requesting Staff:	Michael Franklin				
Requesting Facility:	Various Locations	Special Grant Request?	Yes (identify in Justification)	No	
Facility to Deliver to:	Various Locations				
Description of Item:	Accident report for company vehicle - LexisNexus BuyCrash.				
Quantity: 1	Color: N/A	Size: N/A			
Other Product Information:	Paid with CC 8873				
Vendor:	GB Tech - LexisNexis	Amount:	$14.92		

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	Accident report for compnay vehicle.

Accounting Code	Total	Accounting Code	Total
1-6500-15-1	$14.92		
	$14.92		

SPR Completed and Submitted By:

Michael Franklin	6/26/2024
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

	6/26/2024
Signature	Date

Reviewed and Approved by Executive Management Team:

	8/15/2024
Signature	Date

[EXTERNAL] LexisNexis BuyCrash - Receipt for Order

LexisNexis <noreply@risk.lexisnexis.com>
Wed 7/31/2024 9:50 AM
To:Michael Franklin <mfranklin@gctdtx.gov>

Caution: External (noreply@risk.lexisnexis.com)
First-Time Sender Details

GB TECH Information Technology

Report This Email FAQ Protection by INKY

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

LexisNexis®

BuyCrash

Thank you for your order.

Michael Franklin

Receipt for Order

Last Name(s):	SOLIS,PALMER,JACKSON
Date of Incident:	06/26/2024
Location:	null / GULF at PARK PLACE
Jurisdiction:	HOUSTON PD, TX
Report Number:	0091660324X
Report Type:	Accident Report
Price for Report:	$14.00
Reference Number:	

Purchasing Information

Order Number:	833211-983389
Name:	Michael Franklin

$14.92

Total Quantity:	1
Subtotal:	$14.00
Tax:	$0.92
Total:	$14.92
Payment Method	Visa
Credit Card Number	xxxxxxxxxxxx8873
Expire Date	6/2028

Your access and use of this report and these services is subject to the Terms and Conditions.

To view your report, Sign In to LexisNexis®BuyCrash and select 'Downloaded Reports' link. Please note that you will only be able to download the purchased report until 2024-08-30.

The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

PO Number: 23-539

SPR Rec'd by: 08/15/2024 Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor X Other
Vendor: Uber PO #:
Vendor Contact: _____ by ___ Email ___ Phone ___ Other Date Ordered: 08/15/2024
Conf #: Scheduled Delivery Date: 08/15/2024
Order Rec'd by: 08/15/2024 Other:

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/15/2024				
Date Needed:	8/15/2024				
Requesting Staff:	Cathy Scott				
Requesting Facility:	Various Locations	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Various Locations				
Description of Item:	Uber ride from Lake Jackson, TX to Freeport, TX				
Quantity:	1	Color:	N/A	Size:	N/A
Other Product Information:	Paid with CC 8873				
Vendor:	Uber	Amount:	$9.97		

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	GCTD provides uber service Spare Labs (dispatch) cannot accommodate.

Accounting Code	Total	Accounting Code	Total
1-6091-10-1	$9.97		
	$9.97		

SPR Completed and Submitted By:

Cathy Scott	6/26/2024
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

N/A	6/26/2024
Signature	Date

Reviewed and Approved by Executive Management Team:

[signature]	6/26/2024
Signature	Date

Cathy Claunch-Scott

From: Uber Receipts <noreply@uber.com>
Sent: Thursday, August 15, 2024 9:17 AM
To: Cathy Claunch-Scott
Subject: [EXTERNAL] [Gulf Coast Transit District] Your Wednesday evening trip with Uber

Report This Email

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Total $9.97
August 7, 2024

Thanks for riding, Guest

We hope you enjoyed your ride this evening.

Total	**$9.97**
Trip fare	$6.37
Subtotal	$6.37
Booking Fee	$3.52
Texas Regulatory Recovery Fee	$0.08

Payments

Gulf Coast Transit District $9.97
8/7/24 5:52 PM

Switch Payment Method

Download PDF

You rode with WHITNEY

4.99  Rating

 Has passed a multi-step safety screen

Drivers are critical to communities right now. Say thanks with a tip.

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

Learn more ›

UberX 5.55 miles | 11 min

5:40 PM
321 Garland Dr, Lake Jackson, TX 77566-6238, US

5:52 PM

1623 N Avenue Q, Freeport,
TX 77541-3707, US

Report lost item › Contact support› My trips ›

Forgot password

Privacy

Terms

Uber Technologies
1725 3rd Street
San Francisco
California
94158

Trip details

	$9.97
Houston	00:11:24
37fc84b	5.547 Miles
UberX	

Request More Information

Route

321 Garland Dr, Lake Jackson, TX 77566-6238, US	5:40:46 PM
1623 N Avenue Q, Freeport, TX 77541-3707, US	5:52:10 PM

Expense Memo

No memo added by employee

Expense Code

-

Central program

Email Receipt

Trip details

	$9.97
Houston	00:11:24
37fc84b	5.547 Miles
UberX	

Route

321 Garland Dr, Lake Jackson, TX 77566-6238, US	5:40:46 PM
1623 N Avenue Q, Freeport, TX 77541-3707, US	5:52:10 PM

Expense Memo

No memo added by employee

Expense Code

-

Central program

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit

COMPLETED

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by __Email __Phone __Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/7/24				
Date Needed:	8/7/24				
Requesting Staff:	Sulion				
Requesting Facility:	Shop	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Brake Master Cylinder				
Quantity:	1	Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Cook Ford	Dollar Limit?:	$201.47		

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	1- Master Cylinder - LCZZ-2140-A - $201.17 Unit 7300

SPR Completed and Submitted by:

Signature	Date 8/7/24

Reviewed and Approved by Requesting Program Supervisor

Authorizing Signature	Date

Reviewed and Approved by Director

Signature:	Date

Cook Ford

2600 Palmer Hwy
Texas City, TX 77590
Phone 409-948-2541
www.cookfordtexas.com

RETURN/REFUND POLICY: ALL RETURNS MUST BE ACCOMPANIED BY THIS INVOICE AND ARE SUBJECT TO A 20% RESTOCKING CHARGE. RETURNED ITEMS MUST BE IN THE ORIGINAL UNOPENED BOX OR CONTAINER. PLEASE NOTE THAT THE DEALERSHIP WILL NOT ACCEPT RETURNS OR MAKE REFUNDS AFTER 30 DAYS. NO REFUNDS OR RETURNS ON SPECIAL ORDER PARTS OR ELECTRICAL PARTS.

DISCLAIMER OF WARRANTY: ALL PARTS AND ACCESSORIES ARE SOLD BY THE DEALERSHIP AS-IS. ANY WARRANTIES ON THE PARTS OR PRODUCTS DESCRIBED BELOW ARE THOSE OF THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS OR PRODUCTS. THE DEALERSHIP HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SAME. THE DEALERSHIP NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PARTS OR PRODUCTS. CUSTOMER SHALL NOT BE ENTITLED TO RECOVER FROM THE DEALERSHIP ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES. THIS DISCLAIMER IN NO WAY AFFECTS THE PROVISIONS OF ANY MANUFACTURER OR DISTRIBUTOR WARRANTIES.

DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
07 AUG 24	7300	08 AUG 24		19359 09:05

SOLD TO
ACCOUNT NO. 7897881
GULF COAST TRANSIT DISTRICT
1415 33RD ST N
TEXAS CITY, TX 77590

SHIP TO

PAGE 1 OF 1

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B. POINT
NDC17300	545	(409)789-7881	CASH	TEXAS CITY TX

QUANTITY ORD	SHIP	BO	PART NO.	DESCRIPTION	LIST	NET	AMOUNT	COST	COMP.
1	1	0	LC27*2140*A	CYLINDER SP	236.67	201.17	201.17		

PAID
AUG 08 2024
By

*** THANK YOU FOR YOUR BUSINESS!! ***

CUSTOMER'S SIGNATURE
X

		TOTALS
PARTS	201.17	
SUBLET		
FREIGHT	0.00	
SALES TAX	0.00	
TOTAL	$201.17	

DealerCAT 2014 CDK Global LLC 10111 PARTS INVOICE 1UP 2/1/CT AS IS GENERIC 09/15/10

CUSTOMER COPY

Cook Ford

2600 Palmer Hwy
Texas City, TX 77590
Phone 409 948-2541
www.cookfordtexas.com

RETURN/REFUND POLICY: ALL RETURNS MUST BE ACCOMPANIED BY THIS INVOICE AND ARE SUBJECT TO A 20% RESTOCKING CHARGE. RETURNED ITEMS MUST BE IN THE ORIGINAL UNOPENED BOX OR CONTAINER. PLEASE NOTE THAT THE DEALERSHIP WILL NOT ACCEPT RETURNS OR MAKE REFUNDS AFTER 30 DAYS. NO REFUNDS OR RETURNS ON SPECIAL ORDER PARTS OR ELECTRICAL PARTS.

DISCLAIMER OF WARRANTY: ALL PARTS AND ACCESSORIES ARE SOLD BY THE DEALERSHIP AS IS. ANY WARRANTIES ON THE PARTS OR PRODUCTS DESCRIBED BELOW ARE THOSE OF THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS OR PRODUCTS. THE DEALERSHIP HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SAME. THE DEALERSHIP NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PARTS OR PRODUCTS. CUSTOMER SHALL NOT BE ENTITLED TO RECOVER FROM THE DEALERSHIP ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES. THIS DISCLAIMER IN NO WAY AFFECTS THE PROVISIONS OF ANY MANUFACTURER OR DISTRIBUTOR WARRANTIES.

DATE ENTERED	YOUR ORDER NO	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER	
07 AUG 24	7300	08 AUG 24		19359	09:05

ACCOUNT NO. 7897881

GULF COAST TRANSIT DISTRICT
1415 33RD ST N
TEXAS CITY, TX 77590

PAGE 1 OF 1

SHIP VIA	SLSM.	ST NO.	TERMS	F.O.B. POINT
NDC17300	545	(409)789-7881	CASH	TEXAS CITY TX

S	ORD	SHP	PART NO.	DESCRIPTION	LIST	NET	AMOUNT	COST	COMP.
1	1	0	LC22*2140*A	CYLINDER SI	236.67	201.17	201.17		

Actual cost is $207.21 per receipt

*** THANK YOU FOR YOUR BUSINESS!! ***

		TOTALS
PARTS	201.17	
SUBLET		
FREIGHT	0.00	
SALES TAX	0.00	
TOTAL	$201.17	

CUSTOMER SIGNATURE

CUSTOMER COPY

Cook Ford
2600 Palmer Highway
Texas City, TX 77590
(409) 948-2541
www.cookfordtexas.com

08/08/2024 9:00

Sale

Trans #: 2 Batch #: 538

CREDIT CARD
VISA CHIP READ
Entry Type: CONTACT
**********8873 **/**
Invoice #: 19359
Employee: 545

AMOUNT: $201.17

Surcharge: $6.04
SUB TOTAL: $207.21
TOTAL AMT: USD $207.21

Resp: APPROVAL 004121
Code: 004121
Ref #: 422114003513
TransID: 584221507921456

App Name: VISA CREDIT
AID: A0000000031010
TVR: 8080008000
TSI: 6800
ATC: 0009
TC: FFD8B30E0499823F
IAD: 06011203A0B000

There is a 3% processing fee on all Credit Cards, which is not greater tha our cost of acceptance. There is no processing fee for Non-Credit Card transactions.

CUSTOMER COPY

GCTD
GULF COAST TRANSIT DISTRICT

Connect Transit.

PO Number:

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: PO #:
Vendor Contact: ___/___/___ by ___ Email ___ Phone ___ Other Date Ordered: ___/___/___
Conf #: Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other:

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	08/07/2024				
Date Needed:					
Requesting Staff:	C. Connor				
Requesting Facility:	TC	Special Grant Request?	Yes (Identify in Justification)		No
Facility to Deliver to:	TC				
Description of Item:	Snacks for new hire bags				
Quantity	2	Color:	Black	Size:	
Other Product Information:					
Vendor:	Sams			Amount:	$38 96

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	Snacks for new hire bags. Starburst Water

Accounting Code:	Total	Total:

Total Cost is $501.38 Per receipt

SPR Complete

Christopher Connor Digitally signed by C
Date: 2024.08.08 10

Signature

Reviewed and Approved by Rec

Signature Date

Reviewed and Approved by Executive Management Team:

Signature Date 8 8 24

GCTD
GULF COAST TRANSIT DISTRICT

Connect Transit.

PO Number:

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: PO #:
Vendor Contact: ___/___/___ by ___ Email ___ Phone ___ Other Date Ordered: ___/___/___
Conf #: Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other:

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	08/07/2024				
Date Needed:					
Requesting Staff:	Chris C.				
Requesting Facility:	TC	Special Grant Request?	Yes (Identify in Justification)		No
Facility to Deliver to:	TC				
Description of Item:	Snacks & Drinks for vending machine				
Quantity		Color:		Size:	
Other Product Information:					
Vendor:	Sams		Amount:	$462.42	

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	Snack and drinks for the vending Machine.

Accounting Code:	Total:	Accounting Code	Total:

SPR Completed and Submitted By:

Christopher Connor Digitally signed by Christopher Connor Date: 2024.08.07 12:42:31 -05'00'	8/7/24
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

Signature	Date

Reviewed and Approved by Executive Management Team:

	8-8-24
Signature	Date

sam's club

Aug 8, 2024
Order 10198843938

$501.38
27 items

Pickup items (27)

La Marque Sam's Club
6614 Gulf Freeway
La Marque, TX 77568
(409) 986-9100

Curbside (27)

Additional pick up person
Chris Connor
cconnor@gctdtx.gov

Date
Fri, Aug 9
10:00 AM - 11:00 AM

- New hire Items

Frito-Lay Flamin' Hot Variety Pack Snacks, 30 pk Item 980272279	Qty 2	$36.96 $18.48 each
Mars Fundraiser Variety Pack Candy Bars, Full Size, 52 pk Item 990006518	Qty 2	$96.72 $48.36 each
Sprite Lemon Lime Soda 16.9 fl. oz., 24 pk. Item 980012196	Qty 2	$32.96 $16.48 each
Coca-Cola Soda 16.9 fl. oz., 24 pk. Item 980012384	Qty 2	$32.96 $16.48 each
Gold Peak Sweet Tea 16.9 fl oz., 18 pk. Item 990368347	Qty 2	$33.36 $16.68 each
Cheez-It Snap'd, Variety Pack, 0.75 oz., 42 pk. Item 980176062	Qty 1	$14.98
Frito-Lay Doritos & Cheetos Variety Pack Chips, 30 pk. Item 980272282	Qty 2	$36.96 $18.48 each
Jack Link's Original Tender Style Beef Steak, 15 pk Item 990003509 $1.00 off with Instant Savings	Qty 1	$13.98 ~~$14.98~~ Save $1.00
Duchess Jumbo Iced Honey Buns, 4.75 oz., 12 pk Item 980254841	Qty 2	$20.56 $10.28 each
Diet Coke Soda 16.9 fl. oz., 24 pk. Item 980012193	Qty 1	$16.48
Pop-Tarts Variety Pack 48 ct. Item 990292455 $2.00 off with Instant Savings	Qty 1	$7.98 ~~$9.98~~ Save $2.00
Starburst Original Fruity Chewy Candy Full Size, Bulk Pack, 2.07 oz., 36 ct. Item 15018	Qty 1	$33.98
Pure Life Purified Water (16.9 fl. oz., 40 pk.) Item 93128	Qty 1	$4.98
Duchess Chocolate Donuts, 3 oz., 12 pk. Item 980249933	Qty 2	$15.96 $7.98 each
Skittles Sour Fruity Chewy Candy, Full Size, 1.8 oz., 24 pk. Item 627767	Qty 2	$46.96 $23.48 each
Airheads Xtremes Bites Rainbow Berry, 2 oz., 18 pk. Item 990304464	Qty 1	$15.84
Gatorade Frost Thirst Quencher, Variety Pack 20 fl. oz., 24 pk. Item 200399	Qty 2	$35.76 $17.88 each

Subtotal (27 items)	$500.38
Pickup fee	$4.00
Savings	-$3.00
Sales tax	$0.00
Total	**$501.38**
VISA VISA *8873	$501.38

Credit cards aren't charged until your order ships or you pick it up at the club. If you see a pending charge before this, it's an authorization hold to ensure the funds are available.

Purchase amount	$501.38
Statement credit	- $50.00
Cost after credit	$451.38

Cart (27)

Pickup items (27)

La Marque, TX
6614 Gulf Freeway
Select date and time in checkout

Curbside (27)

Park by the curbside delivery signs and we'll load your car.

Cheez-It Snap'd, Variety Pack, 0.75 oz., 42 pk.
Item 980176062

1

$14.98

Jack Link's Original Tender Style Beef Steak, 15 pk.
Item 990003509

1

~~$14.98~~ $13.98
$1.00 off

Airheads Xtremes Bites Rainbow Berry, 2 oz., 18 pk.
Item 990304464

1

$15.84

Duchess Jumbo Iced Honey Buns, 4.75 oz., 12 pk.
Item 980254841

2

$20.56

Duchess Chocolate Donuts, 3 oz., 12 pk.
Item 980249933

2

$15.96

Pop-Tarts Variety Pack 48 ct.
Item 990292485

1

~~$9.98~~ $7.98
$2.00 off

Diet Coke Soda 16.9 fl. oz., 24 pk.
Item 980012393

1

$16.48

Gold Peak Sweet Tea 16.9 fl oz., 18 pk.
Item 980382547

2

$33.36

Coca-Cola Soda 16.9 fl. oz., 24 pk.
Item 980012384

2

$32.96

Sprite Lemon Lime Soda 16.9 fl. oz., 24 pk.
Item 980012395

2

$32.96

Gatorade Frost Thirst Quencher, Variety Pack 20 fl. oz., 24 pk.
Item 200399

2

$35.76

Frito-Lay Flamin' Hot Variety Pack Snacks, 30 pk.
Item 980272279

2

$36.96

Frito-Lay Doritos & Cheetos Variety Pack Chips, 30 pk.
Item 980272282

2

$36.96

Skittles Sour Fruity Chewy Candy, Full Size, 1.8 oz., 24 pk.
Item 627767

2

$46.96

Starburst Original Fruity Chewy Candy Full Size, Bulk Pack, 2.07 oz., 36 ct.
Item 15017

1

$33.98

Pure Life Purified Water (16.9 fl. oz., 40 pk.)
Item 753259

1

$4.98

Mars Fundraiser Variety Pack Candy Bars, Full Size, 52 pk.
Item 990006118

2 $96.72

Total

Subtotal (27 items)	$497.38
Pickup fee	$4.00
Sales tax (calculated in checkout)	–
Est. total	$501.38

Est. savings $3.00

Subject to terms and conditions

Find more savings

Add offer code +

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

PO Number: _____

SPR Rec'd by: ____/____/____ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ____/____/____ by __Email __Phone __Other Date Ordered: ____/____/____
Conf #: _____ Scheduled Delivery Date: ____/____/____
Order Rec'd by: ____/____/____ Other: _____

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	07/12/2024				
Date Needed:					
Requesting Staff:	C.Connor				
Requesting Facility:	TC and LC	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	TC				
Description of Item:	Opti Sign Subscription				
Quantity	4 Screens	Color:	Black	Size:	
Other Product Information:					
Vendor:	Opti Sign		Amount:	$63.96	

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	Monthly Subsription to Opti Sign

Accounting Code:	Total:	Accounting Code	Total:

SPR Completed and Submitted By:

Christopher Connor Digitally signed by Christopher Connor Date: 2024.07.12 16:22:39 -05'00'	7/12/24
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

Signature	Date

Reviewed and Approved by Executive Management Team:

Signature	Date

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

PO Number: _____

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ____/____/____ by __Email __Phone __Other Date Ordered: ____/____/____
Conf #: _____ Scheduled Delivery Date: ____/____/____
Order Rec'd by: ____/____/____ Other: _____

SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	07/12/2024				
Date Needed:					
Requesting Staff:	C. Connor				
Requesting Facility:	TC & LJ	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	TC				
Description of Item:	Opti sign Player				
Quantity	4	Color:	Black	Size:	
Other Product Information:					
Vendor:	Opti Sign		Amount:	$385.12	

Justification for SPR - Provide detail to support SPR request, including reasoning, grant, contract, or other information.	To use Opti Sign subscription for compamy news letter

Accounting Code:	Total:	Accounting Code	Total:

SPR Completed and Submitted By:

Christopher Connor Digitally signed by Christopher Connor Date: 2024.07.12 16:27:11 -05'00'	7/12/24
Signature	Date

Reviewed and Approved by Requesting Program Supervisor/Finance:

Signature	Date

Reviewed and Approved by Executive Management Team:

Joel Rov	
Signature	Date

[EXTERNAL] Your receipt from OptiSigns Inc. #2513-4864

OptiSigns Inc. <invoice+statements@optisigns.com>
Fri 7/12/2024 4:20 PM
To:Christopher Connor <cconnor@gctdtx.gov>

2 attachments (67 KB)
Invoice-392A1FA4-0001.pdf; Receipt-2513-4864.pdf;

Caution: External (invoice+statements@optisigns.com)
Sensitive Content, First-Time Sender Details

Report This Email FAQ Protection by INKY

Receipt from OptiSigns Inc.

$63.96

Paid July 12, 2024

Download invoice **Download receipt**

Receipt number	2513-4864
Invoice number	392A1FA4-0001
Payment method	Visa - 8873

Receipt #2513-4864

JUL 12 – AUG 12, 2024

Pro Plus Monthly Qty 4	**$60.00** $15.00 each
Subtotal	**$60.00**
Total excluding tax	**$60.00**
Sales Tax - Texas	$3.96
Total	**$63.96**
Amount paid	**$63.96**

Questions? Visit our support site at **https://support.optisigns.com/hc/en-us**, contact us at **support@optisigns.com**, or call us at **+1 832-568-3976**.

stripe logo

COMPLETED

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit

23-552

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by ___Email ___Phone ___Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/13/24				
Date Needed:	8/13/24				
Requesting Staff:	Julian				
Requesting Facility:	Shop	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Transmission Rebuild				
Quantity:	1	Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	G&S Transmotive	Dollar Limit?:	$ 1760.00		

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	1- Transmission Rebuild - $1760.00 Unit 7072

SPR Completed and Submitted by:

Signature	Date

Reviewed and Approved by Requesting Program Supervisor

Authorizing Signature	Date 8/13/24

Reviewed and Approved by Director

Signature:	Date SEP 09 2024

G & J Transmotive
3016 Palmer Highway
Texas City, TX 77590
409-949-9443

08/14/2024 5:15

Sale

Trans #: 1 Batch #: 282

CREDIT CARD
VISA CHIP READ
Entry Type: CONTACT
**********8873 **/**

TOTAL AMT: USD $1760.00

Resp: Transaction approved
Code: 005105
Ref #: 586478011

App Name: VISA CREDIT
AID: A0000000031010
AVR: 8080008000
SI: 6800
TC: 060A
C: C0B3FC34EF1CE5C0

No CUM

Thank You!

CUSTOMER COPY

CTD # 7072 8-14-24

	CITY	STATE	ZIP CODE	HOME
S	Texas City	TX	77590	832 680 7869

MODEL	VEHICLE I.D. NUMBER	LIC. PLATE	MILEAGE
Promaster			

COLOR	CUSTOMER REMARKS	P.O.	SERVICE REP
Wh	96 Lapp		Jance

IAL CENTER	DATE	MILEAGE	SERVICE	REPAIR ORDER NO

ANIC	REBUILDER	MECHANIC	FINAL ROAD TEST
Lol			

J TRANSMOTIVE

6 Palmer Highway
exas City, Texas

Phone (409) 949-9443
Fax· (409) 949-9442
gjtransmotive@aol com

NEEDED	SERVICE DESCRIPTION		
	☐ OVERHAUL TRANSMISSION		
	☐ EXCHANGE TRANSMISSION		
	☐ CLUTCH ASSEMBLY		
	☐ CONVERTER EXCHANGE		
	☐ FLUID CHANGE W/ FILTER		
	☐ ENGINE OIL CHANGE		
	NOTES: Bench Repair		
	Transmission & Repair		
	Torque Converter		
	Bench Repair		
	Total Labor		
	Total Parts		
	Tax		
	Total	1760	00

FINAL WORK AUTHORIZATION

$_____ SERVICE_____
X_____ DATE_____
TELEPHONE AUTHORIZATION
FROM_____ DATE_____ SS#_____
BY_____ TIME_____ DL#_____

COMPLETION I RECEIVED A COPY OF THIS REPAIR ORDER AND VEHICLE SPECIFIED ABOVE

X_____ DATE 8/14/24

METHOD OF PAYMENT

CASH_____ FINANCING_____
CHECK_____ CREDIT CARD_____
ACCOUNT#_____
TYPE_____ EXP DATE_____
AUTHORIZATION NUMBER_____

REPOSSESSION NOTICE

Notice: Upon completion of authoirized repairs this motor vehicle may be subject to repossession under Texas Law 70.001-B of the Texas Property Code for non-paymebnt of any kind

CERTIFICATION

This certifies that the transmission (or other automotive component) has been dismantled, reconditioned or rebuilt as necessary; all external and internal parts cleaned, all defective parts restored, cleaned, or relaced as needed with new, rebuilt or sound used parts and such machining or other procedures performed as necessary to place your transmission (or other automotive components) in sound working condition

X_____

3527	GCTD # 7072	8-14-24	

ADDRESS 3416 3RD Ave S	CITY Texas City	STATE Tx	ZIP CODE 77590	HOME 832 580-7869

YEAR 19	MAKE Transit	MODEL Promaster	VEHICLE I.D. NUMBER	LIC. PLATE	MILEAGE

TRANS TYPE	ENGINE 3.6	COLOR ~~Blk~~ Wht	CUSTOMER REMARKS Slipping	P.O.	SERVICE REP James

WARRANTY INFORMATION	ORIGINAL CENTER	DATE	MILEAGE	SERVICE	REPAIR ORDER NO
DIAGNOSTIC CHECK	MECHANIC GWC	REBUILDER	MECHANIC	FINAL ROAD TEST	

G & J TRANSMOTIVE

3016 Palmer Highway
Texas City, Texas

Phone (409) 949-9443
Fax: (409) 949-9442
gjtransmotive@aol com

REPAIRS NEEDED

SERVICE DESCRIPTION

- ☐ OVERHAUL TRANSMISSION
- ☐ EXCHANGE TRANSMISSION
- ☐ CLUTCH ASSEMBLY
- ☐ CONVERTER EXCHANGE
- ☐ FLUID CHANGE W/ FILTER
- ☐ ENGINE OIL CHANGE

NOTES: Bench Repair
Transmission + Replace
Torque Converter

6 Month 6000 Mile Warranty

FINAL WORK AUTHORIZATION

$______ SERVICE ______
X ______ DATE ______
TELEPHONE AUTHORIZATION
FROM ______ DATE ______ SS# ______
BY ______ TIME ______ DL# ______

COMPLETION I RECEIVED A COPY OF THIS REPAIR ORDER AND VEHICLE SPECIFIED ABOVE

X ______ DATE 8-14-24

METHOD OF PAYMENT

CASH ______ FINANCING ______
CHECK ______ CREDIT CARD ______
ACCOUNT# ______
TYPE ______ EXP DATE ______
AUTHORIZATION NUMBER ______

REPOSSESSION NOTICE

Notice: Upon completion of authoirized repairs this motor vehicle may be subject to repossession under Texas Law 70.001-B of the Texas Property Code for non-paymebnt of any kind

CERTIFICATION

This certifies that the transmission (or other automotive component) has been dismantled, reconditioned or rebuilt as necessary, all external and internal parts cleaned, all defective parts restored, cleaned, or relaced as needed with new, rebuilt or sound used parts and such machining or other procedures performed as necessary to place your transmission (or other automotive components) in sound working condition.

X ______

Total Labor		
Total Parts		
Tax		
Total	1760	00

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ____/____/____ by __Email __Phone __Other Date Ordered: ____/____/____
Conf #: _____ Scheduled Delivery Date: ____/____/____
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/26/24				
Date Needed:	8/26/24				
Requesting Staff:	Sean J.				
Requesting Facility:	Shop	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Diagnostic Fee, Spark Plug				
Quantity:	2 items	Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Cook Ford		Dollar Limit?:	$173.78	

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	Diagnostic - $165 Spark Plug - part# CYFS-12Y-T6 x 1 crit 7301

SPR Completed and Submitted by:

Signature	Date 8/26/24

Reviewed and Approved by Requesting Program Supervisor

Authorizing Signature	Date

Reviewed and Approved by Director

Signature:	Date AUG 26 2024

INVOICE

Cook Ford
2600 Palmer Hwy
Texas City, TX 77590
Phone 409-948-2541
www.cookfordtexas.com

GULF COAST TRANSIT DISTRICT
1415 33RD ST N
TEXAS CITY, TX 77590
Home: 409-789-7881 **Bus:** 713-497-7061 **Cell:**
Email:

SERVICE ADVISOR: ***359 CORY AUSTGEN***

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
WHITE	22	FORD E450	1FDFE4FNXNDC17301	1471626	79956 / 79956	T2167

DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
11NOV21			18:00 22AUG24		0.00	CASH	26AUG24

R.O. OPENED	READY	OPTIONS: ENG:7.3_Liter_Prem
16:49 15AUG24	09:06 26AUG24	

```
LINE OPCODE TECH TYPE HOURS                                   LIST      NET      TOTAL
A CUSTOMER STATES CHECK ENGINE LIGHT IS ON
     MTDIAG ACTUAL TIME TO PERFORM ABNORMAL
          DIAGNOSTICS
              653     C                                                165.00    165.00
        1 CYFS*12Y*T6 BSP589 SPARK PLUG                        8.78      8.78      8.78
PARTS:        8.78  LABOR:      165.00  OTHER:        0.00   TOTAL LINE A:       173.78
 VEHICLE APPEARS TO HAVE CAM OR LIFTER FAILURE. UNABLE TO VERIFY,
 CUSTOMER WOULD NOT APPROVE TEARDOWN. ITS POSSIBLE FOR MAY HELP PAY FOR
 REPAIR IF CUSTOMER AGREES TO TEARDOWN. THERE MAY BE MORE DAMAGE OR
 DAMAGE MAY BE UNRELATED TO RECALL - BUT ENGINE TEARDOWN MUST BE
 PERFORMED TO VERIFY DAMAGE.
              ******************************************************
B FORD MULTI-POINT INSPECTION
CAUSE: PERFORM MULTI-INSPECTION
     99P FORD MULTI-POINT INSPECTION
              653   ISP                                                              (N/C)
PARTS:        0.00  LABOR:        0.00  OTHER:        0.00   TOTAL LINE B:         0.00
 NO WORK DONE - CUSTOMER TOOK VEHICLE BEFORE INSPECTION COULD BE
 PERFORMED
              ******************************************************
C** POWERTRAIN CONTROL MODULE PCM SOFTWARE UPDATE
     NWD NO WORK PERFORMED AT THIS TIME
              653   ISP                                                              (N/C)
PARTS:        0.00  LABOR:        0.00  OTHER:        0.00   TOTAL LINE C:         0.00
 RECALL NOT PERFORMED. CUSTOMER TOOK VEHICLE BEFORE WORK WAS
 PERFORMED.
              ******************************************************
```

WARRANTY DISCLAIMER: ALL PARTS AND ACCESSORIES ARE SOLD AND ALL REPAIRS ARE PROVIDED BY THE DEALERSHIP AS-IS. THE DEALERSHIP HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF PARTS OR ACCESSORIES OR REPAIRS PERFORMED TO THE VEHICLE. THE ONLY WARRANTIES ON PARTS AND ACCESSORIES OR REPAIRS ARE THOSE WHICH MAY BE OFFERED BY THE MANUFACTURER OR THE ORIGINAL PARTS DISTRIBUTOR AND ONLY SUCH MANUFACTURER OR DISTRIBUTOR SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. CUSTOMER SHALL NOT BE ENTITLED TO RECOVER FROM THE DEALERSHIP ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.

By signing below, you acknowledge that you were notified of and authorized the Dealership to perform services/repairs itemized in this Invoice and that you received (or had the opportunity to inspect) any replaced parts as requested by you. The vehicle is being returned to you in exchange for your payment of the Amount Due.

DATE CUSTOMER SIGNATURE AUTHORIZED DEALERSHIP REPRESENTATIVE SIGNATURE

*SHOP SUPPLY COSTS: We have added a charge equal to 7% of the total cost of labor, not to exceed $29.95, to the Repair Order for shop supplies used in connection with this repair.

ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED.

DESCRIPTION	TOTALS
LABOR AMOUNT	$ 165.00
PARTS AMOUNT	$ 8.78
GAS, OIL, LUBE	$ 0.00
SUBLET AMOUNT	$ 0.00
MISC. CHARGES *	$ 0.00
TOTAL CHARGES	$ 173.78
LESS INSURANCE	$ 0.00
SALES TAX	$ 0.00
PLEASE PAY THIS AMOUNT	$ 173.78

NOTICE OF WORKER'S LIEN PURSUANT TO TEXAS PROPERTY CODE s. 70.001: The undersigned, being the person who has paid for repairs to the vehicle described in this Repair Invoice, understands that if the Dealersh relinquishes possession of the vehicle in return for payment via a check, money order or credit card transaction that is stopped or dishonored due to insufficient funds, no funds, or because the account does not exist or ha been closed, the worker's lien continues to exist and the Dealership is entitled to possession of the vehicle in accordance with S. 9.609 of the Texas Business & Commerce Code until the amount due is paid.

CUSTOMER COPY

Customer X _____ Date _____

Cook Ford
2600 Palmer Highway
Texas City, TX 77590
(409) 948-2541
www.cookfordtexas.com

08/26/2024 9:03

Sale

Trans #: 3 Batch #: 553

CREDIT CARD
VISA CHIP READ
Entry Type: CONTACTLESS
**********8873 **/**
Invoice #: 185344
Employee: 359

AMOUNT: $173.78

Surcharge: $5.21
SUB TOTAL: $178.99
TOTAL AMT: USD $178.99

Resp: APPROVAL 009363
Code: 009363
Ref #: 423914500889
TransID: 304239509866319

App Name: VISA CREDIT
AID: A0000000031010
TVR: 0000000000
ATC: 000B
TC: 57D6581E2808B673
IAD: 06011203A00000

NO SIGNATURE REQUIRED

There is a 3% processing fee on all Credit Cards, which is not greater tha our cost of acceptance. There is no processing fee for Non-Credit Card transactions.

CUSTOMER COPY

GCTD GULF COAST TRANSIT DISTRICT | Connect Transit.

SPR Rec'd by: ___/___/___ Process: ___ Catalog ___ Phone ___ RFP ___ Prior Vendor ___ Other
Vendor: _____ PO #: _____
Vendor Contact: ___/___/___ by __Email __Phone __Other Date Ordered: ___/___/___
Conf #: _____ Scheduled Delivery Date: ___/___/___
Order Rec'd by: ___/___/___ Other: _____

GULF COAST TRANSIT DISTRICT
SPECIAL PURCHASE REQUEST (SPR)

Date Requested:	8/26/24				
Date Needed:	8/26/24				
Requesting Staff:	Sean J.				
Requesting Facility:	Shop	Special Grant Request?	Yes (Identify in Justification)	No	
Facility to Deliver to:	Shop				
Description of Item:	Diagnostic Fee				
Quantity:	1	Color:	Black	Size:	
Other Product Information:					
Special Vendor?:	Cook Ford	Dollar Limit?:	$165.00		

Justification for SPR Item # 1 (Provide brief detail to support SPR request, including reasoning, grant, contract, or other information)	Diagnostic - $165 unit 7304

SPR Completed and Submitted by:

Signature	Date 8/26/24

Reviewed and Approved by Requesting Program Supervisor

Authorizing Signature	Date

Reviewed and Approved by Director

Signature:	Date AUG 26 2024

GCTD (Rev 09/23)

INVOICE
DUPLICATE 1

Cook Ford
2600 Palmer Hwy
Texas City, TX 77590
Phone 409-948-2541
www.cookfordtexas.com

GULF COAST TRANSIT DISTRICT
1415 33RD ST N
TEXAS CITY, TX 77590
Home: 409-789-7881 **Bus:** 713-497-7061 **Cell:**
Email:

SERVICE ADVISOR: ***359 CORY AUSTGEN***

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
WHITE	22	FORD E450	1FDFE4FN5NDC17304	1471627	99643 / 99643	T2147

DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
01JAN22	01JAN22		18:00 01SEP24		0.00	CASH	26AUG24

R.O. OPENED	READY	OPTIONS:
10:00 14AUG24	09:08 26AUG24	

```
LINE OPCODE TECH TYPE HOURS                                    LIST      NET      TOTAL
A FORD MULTI-POINT INSPECTION
CAUSE: PERFORM MULTI-INSPECTION
     99P FORD MULTI-POINT INSPECTION
            377  ISP                                                                (N/C)
PARTS:      0.00  LABOR:      0.00  OTHER:      0.00   TOTAL LINE A:               0.00
 PERFORMED MULTIPOINT INSPECTION
            ****************************************************
B CUSTOMER STATES VEHICLE HAS A MISFIRE CYLINDER 5 AND 6 APPROX 3,000
       RPM AT PARTIAL THROTTLE
     MTDIAG ACTUAL TIME TO PERFORM ABNORMAL
        DIAGNOSTICS
            377    C                                                   165.00    165.00
PARTS:      0.00  LABOR:    165.00  OTHER:      0.00   TOTAL LINE B:             165.00
 VEHICLE HAS CRANKSHAFT BEARING FAILURE. WILL REQUIRE ENGINE
 REPLACEMENT - NOT RELATED TO TSB / RECALL
            ****************************************************
C CUSTOMER BELIEVES THIS IS A RESULT OF A RECALL THAT WAS PERFORMED.
       PLEASE ADVISE -
     INFO INFO
            999  ISP                                                                (N/C)
PARTS:      0.00  LABOR:      0.00  OTHER:      0.00   TOTAL LINE C:               0.00
 ENGINE DAMAGE IS ON BOTTOM END - NOT RELATED TO RECALL / TSB
            ****************************************************
D** POWERTRAIN CONTROL MODULE PCM SOFTWARE UPDATE
     NWD NO WORK PERFORMED AT THIS TIME
            999  ISP                                                                (N/C)
PARTS:      0.00  LABOR:      0.00  OTHER:      0.00   TOTAL LINE D:               0.00
 CUSTOMER TOOK VEHICLE BEFORE RECALL COULD BE PERFORMED - NO WORK
 DONE
            ****************************************************
```


By signing below, you acknowledge that you were notified of and authorized the Dealership to perform services/repairs itemized in this Invoice and that you received (or had the opportunity to inspect) any replaced parts as requested by you. The vehicle is being returned to you in exchange for your payment of the Amount Due.

*SHOP SUPPLY COSTS: We have added a charge equal to 7% of the total cost of labor, not to exceed $29.95, to the Repair Order for shop supplies used in connection with this repair.

ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED.

DESCRIPTION	TOTALS
LABOR AMOUNT	$ 165.00
PARTS AMOUNT	$ 0.00
GAS, OIL, LUBE	$ 0.00
SUBLET AMOUNT	$ 0.00
MISC. CHARGES *	$ 0.00
TOTAL CHARGES	$ 165.00
LESS INSURANCE	$ 0.00
SALES TAX	$ 0.00
PLEASE PAY THIS AMOUNT	$ 165.00

DATE CUSTOMER SIGNATURE AUTHORIZED DEALERSHIP REPRESENTATIVE SIGNATURE

NOTICE OF WORKER'S LIEN PURSUANT TO TEXAS PROPERTY CODE s. 70.001: The undersigned being the person who has paid for repairs to the vehicle described in this Repair Invoice, understands that if the Dealership relinquishes possession of the vehicle in return for payment via a check, money order or credit card transaction that is stopped or dishonored due to insufficient funds, no funds, or because the account does not exist or has been closed, the worker's lien continues to exist and the Dealership is entitled to possession of the vehicle in accordance with S. 9.609 of the Texas Business & Commerce Code until the amount due is paid.

 CUSTOMER COPY Customer X _____ Date _____

Cook Ford
2600 Palmer Highway
Texas City, TX 77590
(409) 948-2541
www.cookfordtexas.com

08/26/2024 9:03

Sale

Trans #: 4 Batch #: 553

CREDIT CARD
VISA CHIP READ
Entry Type: CONTACTLESS
**********0873 **/**
Invoice #: 185287
Employee: 359

AMOUNT: $165.00

Surcharge: $4.95
SUB TOTAL: $169.95
TOTAL AMT: USD $169.95

Resp: APPROVAL 008802
Code: 008802
Ref #: 423914666754
TransID: 464239510196425

App Name: VISA CREDIT
AID: A0000000031010
TVR: 0000000000
ATC: 000C
TC: A29FCB19D35A74C9
IAD: 06011203A00000

NO SIGNATURE REQUIRED

There is a 3% processing fee on all Credit Cards, which is not greater tha our cost of acceptance. There is no processing fee for Non-Credit Card transactions.

CUSTOMER COPY

GCTD
GULF COAST TRANSIT DISTRICT

REQUISITION FORM

Requested By:	Cathy Scott	**Location:**	Admin
Date Requested:	8/27/2024	**Date Needed:**	8/27/2024

	SKU / Catalog #	Description	Quantity	Unit of Measure (ea., pkg, case)	Account #
1		10X15 Storage Unit	1		220.00
2		Tenant Property Protection			12.00
3		Admin Fee			29.00
4					
5					
6					
7					261.00

Justification for Purchase:

Moving from 2 smaller units to one unit savings of 179 a month

	8/27/2024		8/27/2024
Signature of Requestor	**Date**	**Executive Approval**	**Date**
Cathy Scott	8/27/2024		
Manager Approval	**Date**		
	8/27/2024		
Purchasing Approval	**Date**		

Purchasing Method:		
Sole Source	☐	
Coop	☐	
Emergency	☐	

Gulf Coast Transit District

	Projected 10/1/2024 - 9/30/2025				Previous Budget Break Down - 10/1/2023 - 9/30/2024			
	TCLM	LJA	Rural	Total	TCLM	LJA	Rural	Total
Operations								
Admin Salary/Wages	$ 205,229.55	$ 94,323.05	$ 61,598.67	**$ 361,151.27**	$ 29,991.38	$ 114,551.30	$ 51,675.86	**$ 196,218.54**
Bonus/OT Fleet Management	$ 5,747.61	$ 5,369.79	$ 5,276.64	**$ 16,394.04**	$ 243.95	$ 659.27	$ 326.09	**$ 1,229.31**
Bonus/OT Scheduler	$ 8,582.37	$ -	$ 5,389.40	**$ 13,971.77**	$ 285.27	$ 2,834.40	$ -	**$ 3,119.67**
Operator Bonus/OT	$ 121,420.85	$ 56,352.79	$ 25,366.78	**$ 203,140.42**	$ 25,434.72	$ 175,283.44	$ 51,891.94	**$ 252,610.10**
Operations Wages/Salaries	$ 826,283.05	$ 465,878.89	$ 257,102.24	**$ 1,549,264.18**	$ 61,320.82	$ 393,435.42	$ 144,648.00	**$ 599,404.24**
Wages/Salaries -Fleet Management	$ 56,604.43	$ 34,429.86	$ 28,023.83	**$ 119,058.11**	$ 12,261.33	$ 33,136.82	$ 16,390.18	**$ 61,788.33**
Wages/Salaries - Schedule	$ 110,285.42	$ -	$ 16,444.45	**$ 126,729.87**	$ 7,274.14	$ 72,273.44	$ -	**$ 79,547.58**
Retirement	$ 47,398.90	$ 20,933.01	$ 17,633.80	**$ 85,965.71**	$ 11,355.19	$ 64,269.71	$ 20,505.56	**$ 96,130.46**
Advertising - Panel Signage	$ 2,891.39	$ 1,604.42	$ 968.80	**$ 5,464.61**	403.45	1,259.78	880.77	**2,544.00**
Air Conditioning	$ 9,390.70	$ -	$ 6,368.56	**$ 15,759.26**	$ 341.26	$ 3,390.70	$ -	**$ 3,731.96**
Alarm/Security	$ 2,058.05	$ 2,031.01	$ 2,023.20	**$ 6,112.26**	$ 24.05	$ 239.00	$ -	**$ 263.05**
Fee (Wix, Square, PayPal, Stripe)	$ 1,978.04	$ 1,056.65	$ 790.47	**$ 3,825.16**	$ 21.05	$ 209.13	$ -	**$ 230.18**
Board Supplies	$ 4,168.99	$ 691.36	$ 633.26	**$ 5,493.61**	$ -	$ -	$ -	**$ -**
Buidling Lease	$ 40,129.15	$ 21,997.54	$ 16,456.13	**$ 78,582.82**	$ 7,993.59	$ 21,603.07	$ 10,685.34	**$ 40,282.00**
Building Maint/Repair	$ 4,337.02	$ 2,588.74	$ 2,342.45	**$ 9,268.21**	$ 317.08	$ 2,337.02	$ 545.13	**$ 3,199.24**
Computer Software	$ 7,265.49	$ 3,881.16	$ 2,903.45	**$ 14,050.10**	$ 2,688.38	$ 7,265.49	$ 3,593.67	**$ 13,547.54**
Drug Testing	$ 10,698.57	$ 5,175.68	$ 3,308.08	**$ 19,182.34**	$ 2,185.61	$ 8,697.12	$ 3,589.88	**$ 14,472.62**
Dry Cleaning	$ 1,099.98	$ 1,053.41	$ 1,039.95	**$ 3,193.34**	$ 36.99	$ 99.98	$ 49.45	**$ 186.42**
Electricity	$ 12,741.80	$ 3,961.50	$ 1,979.94	**$ 18,683.25**	$ 1,521.13	$ 10,910.38	$ 2,816.91	**$ 15,248.42**
Garbage	$ 1,188.12	$ 585.93	$ 217.14	**$ 1,991.20**	$ 149.27	$ 673.65	$ 542.53	**$ 1,365.45**
Gas/Propane	$ 272.31	$ 689.63	$ 133.16	**$ 1,095.11**	$ 107.82	$ 202.44	$ 582.32	**$ 892.58**
Health Ins	$ 266,428.20	$ 127,198.18	$ 71,824.26	**$ 465,450.64**	$ 31,417.59	$ 166,131.09	$ 76,297.89	**$ 273,846.57**
IT Purchases Under $5,000	$ 12,232.26	$ 4,644.94	$ 3,831.24	**$ 20,708.43**	$ 2,715.17	$ 9,983.01	$ 3,188.34	**$ 15,886.52**
Landscaping	$ 1,859.86	$ 1,112.15	$ 1,154.54	**$ 4,126.54**	$ 143.09	$ 859.86	$ 103.84	**$ 1,106.79**
Marketing Other	$ 771.86	$ 412.32	$ 308.46	**$ 1,492.64**	$ 591.95	$ 1,599.77	$ 791.28	**$ 2,983.00**
Office Supplies	$ 645.68	$ 329.19	$ 187.40	**$ 1,162.28**	$ 173.52	$ 645.68	$ 304.81	**$ 1,124.01**
Office Supplies - Furniture	$ 8,909.43	$ -	$ 968.45	**$ 9,877.88**	$ 331.16	$ 3,290.25	$ -	**$ 3,621.41**
Office Supplies - General	$ 12,024.36	$ 574.26	$ 1,608.36	**$ 14,206.98**	$ 1,436.79	$ 11,928.99	$ 614.85	**$ 13,980.63**
Office Supplies - Ink	$ 2,671.47	$ 2,266.48	$ 2,218.12	**$ 7,156.07**	$ 160.21	$ 558.64	$ 190.93	**$ 909.78**
Office Supplies - Paper	$ 12,115.60	$ -	$ 1,316.95	**$ 13,432.55**	$ 1,219.40	$ 12,115.60	$ -	**$ 13,335.00**
Other Office Equipment Over $5,000	$ 2,781.90	$ 1,486.07	$ 1,111.71	**$ 5,379.68**	$ 1,034.32	$ 2,795.31	$ 1,382.62	**$ 5,212.25**
Other Vehicle Maintenance	$ 1,036.12	$ 1,007.16	$ 1,000.83	**$ 3,044.11**	$ 1,167.60	$ 3,155.50	$ 1,560.78	**$ 5,883.88**
Outreach	$ 1,733.72	$ 833.75	$ 761.52	**$ 3,328.99**	$ 56.67	$ 326.22	$ 43.77	**$ 426.66**
Parts - Park & Ride	$ 4,000.25	$ -	$ 434.82	**$ 4,435.07**	$ 322.09	$ 3,200.20		**$ 3,522.29**
Pest Control	$ 910.40	$ 541.41	$ 217.89	**$ 1,669.70**	$ 107.17	$ 411.36	$ 419.87	**$ 938.40**
Postage	$ 1,754.55	$ 2.76	$ 192.22	**$ 1,949.53**	$ 110.15	$ 1,080.60	$ 2.56	**$ 1,193.31**
Postage/Shipping	$ 168.46	$ -	$ 18.31	**$ 186.77**	$ 16.95	$ 168.46	$ -	**$ 185.41**
Printing/Duplication	$ 1,819.12	$ 672.55	$ 515.86	**$ 3,007.53**	$ 477.65	$ 1,819.12	$ 622.73	**$ 2,919.50**
Professional Services	$ 49,924.87	$ 26,669.42	$ 19,951.12	**$ 96,545.41**	$ 16,673.03	$ 45,197.42	$ 22,401.39	**$ 84,271.84**
Professional Services - Legal	$ 1,726.68	$ 1,388.18	$ 1,290.40	**$ 4,405.27**	$ 247.55	$ 669.03	$ 330.92	**$ 1,247.50**
Professional Services-Fsa/Cobra	$ 1,140.03	$ 1,074.80	$ 1,055.95	**$ 3,270.79**	$ 41.50	$ 112.14	$ 55.47	**$ 209.11**
Property Insurance - Flood	$ 5,343.94	$ 5,869.61	$ 1,462.35	**$ 12,675.90**	$ 1,238.65	$ 4,197.53	$ 5,434.82	**$ 10,871.00**
Property Insurance - Windstorm	$ 32,077.66	$ 17,135.60	$ 12,818.97	**$ 62,032.24**	$ 7,935.33	$ 21,445.61	$ 10,607.46	**$ 39,988.40**
Property Tax - Lease	$ 1,713.30	$ 915.24	$ 684.68	**$ 3,313.21**	$ 633.96	$ 1,713.30	$ 847.44	**$ 3,194.70**
Safety Products	$ 3,902.69	$ 790.21	$ 643.45	**$ 5,336.36**	$ 588.43	$ 3,829.53	$ 731.68	**$ 5,149.64**
Shelter Maint/Repair	$ 1,957.00	$ 1,388.18	$ 582.68	**$ 3,927.86**	$ 1,700.38	$ 13,944.92	$ 1,409.55	**$ 17,054.85**
Shipping/Freight	$ 879.01	$ 5.15	$ 98.36	**$ 982.52**	$ 91.07	$ 879.01	$ 4.77	**$ 974.85**
Shop Supplies	$ 5,357.34	$ 989.38	$ 730.92	**$ 7,077.64**	$ 5,008.94	$ 3,708.21	$ 903.73	**$ 9,620.88**
Langage Lines	$ 1,226.22	$ 1,056.28	$ 1,055.24	**$ 3,337.74**	$ 51.15	$ 226.22	$ 52.11	**$ 329.48**
Software/IT - Alert Alarms	$ 1,947.94	$ 1,164.35	$ 386.60	**$ 3,498.88**	$ 324.13	$ 1,793.49	$ 956.38	**$ 3,074.00**
Software/IT - AT&T	$ 71,315.03	$ 28,282.75	$ 18,728.20	**$ 118,325.98**	$ 10,426.08	$ 50,419.36	$ 20,318.23	**$ 81,163.67**
Software/IT - Comcast	$ 8,132.63	$ 12,200.11	$ 2,716.17	**$ 23,048.91**	$ 1,968.58	$ 5,553.94	$ 9,386.29	**$ 16,908.81**
Software/IT - Datis	$ 3,351.85	$ 1,790.53	$ 1,339.48	**$ 6,481.86**	$ 813.61	$ 2,198.01	$ 1,087.58	**$ 4,099.20**
Software/IT - GB Tech	$ 20,986.97	$ 11,211.05	$ 8,386.87	**$ 40,584.89**	$ 6,717.86	$ 18,155.33	$ 8,980.01	**$ 33,853.20**
Software/IT - Xerox	$ 2,446.46	$ 2,625.07	$ 660.15	**$ 5,731.68**	$ 415.40	$ 1,639.93	$ 1,666.99	**$ 3,722.32**
Software/IT - Spare Labs	$ 60,874.04	$ 32,518.37	$ 24,326.65	**$ 117,719.06**	$ 19,434.18	$ 52,521.81	$ 25,978.41	**$ 97,934.40**
Staff Recognition	$ 1,991.77	$ 177.37	$ 248.79	**$ 2,417.93**	$ 234.08	$ 2,028.74	$ 164.23	**$ 2,427.05**
Subscriptions	$ 9,931.67	$ 6,892.91	$ 3,537.40	**$ 20,361.98**	$ 2,672.27	$ 8,031.05	$ 5,073.77	**$ 15,777.09**
Toll Charges	$ 1,057.80	$ -	$ 1,006.29	**$ 2,064.09**	$ 5.82	$ 57.80	$ -	**$ 63.62**
Training	$ 4,196.75	$ 706.19	$ 544.35	**$ 5,447.29**	$ 35.35	$ 95.55	$ 47.26	**$ 178.16**
Travel	$ 4,809.26	$ 2,569.07	$ 1,921.89	**$ 9,300.22**	$ 201.27	$ 543.93	$ 269.04	**$ 1,014.24**
Unemployment Benefits	$ 548.68	$ 3,452.52	$ 693.73	**$ 4,694.93**	$ 642.34	$ 548.68	$ 3,196.78	**$ 4,387.80**
Uniforms	$ 5,865.68	$ 1,531.39	$ 1,471.60	**$ 8,868.66**	$ 1,362.59	$ 5,865.68	$ 1,417.95	**$ 8,646.22**
Vehicle Fuel	$ 403,181.56	$ 246,063.04	$ 198,736.21	**$ 847,980.81**	$ 22,672.40	$ 134,589.47	$ 59,177.48	**$ 216,439.35**
Vehicle Insurance	$ 162,314.53	$ 138,126.63	$ 38,386.66	**$ 338,827.82**	$ 25,653.88	$ 104,985.70	$ 100,464.92	**$ 231,104.50**
Vehicle Lease	$ 77,565.05	$ 17,841.76	$ 18,148.00	**$ 113,554.81**	$ 12,720.67	$ 73,689.73	$ 9,739.13	**$ 96,149.53**
Vehicle Licensing/Registration	$ 2,313.64	$ 2,124.02	$ 2,077.93	**$ 6,515.59**	$ 45.95	$ 373.53	$ 55.64	**$ 475.12**

Vehicle Oil/Lubricant	$ -	$ 1,837.04	$ 275.88	$ 2,112.91	$ 255.44	$ -	$ 1,700.95	$ 1,956.39
Water	$ 5,462.82	$ 789.07	$ 712.30	$ 6,964.19	$ 851.47	$ 7,671.08	$ 528.65	$ 9,051.20
	$ 2,765,177.90	$ 1,432,870.95	$ 908,350.61	$ 5,106,399.45	$ 347,101.34	$ 1,700,086.95	$ 687,236.93	$ 2,734,425.22

	TCLM	LJA	Rural	Total	TCLM	LJA	Rural	Total
Maint								
Bonus/OT Mechanic	$ 10,040.75	$ 11,283.85	$ 6,294.53	$ 27,619.13	$ 270.48	$ 2,086.12	$ 402.99	$ 2,759.59
Bonus/OT Porter	$ 8,226.29	$ -	$ -	$ 8,226.29	$ 763.52	$ 1,580.59	$ 4,024.89	$ 6,369.00
Operator Bonus/OT FT	$ 5,676.29	$ 5,586.05	$ 5,316.42	$ 16,578.76	$ 169.87	$ 459.08	$ 227.07	$ 856.02
Operator Wages/Salaries FT	$ 152,131.51	$ 123,103.02	$ 78,369.00	$ 353,603.53	$ 24,651.25	$ 66,621.19	$ 32,952.27	$ 124,224.71
Wages/Salaries Mechanic FT	$ 181,555.49	$ 121,127.24	$ 35,680.68	$ 338,363.40	$ 14,875.68	$ 63,138.82	$ 56,739.87	$ 134,754.37
Wages/Salaries Porter/Custodian FT	$ 126,476.44	$ 112,840.73	$ 30,049.44	$ 269,366.61	$ 20,223.77	$ 113,104.99	$ 58,864.89	$ 192,193.65
Retirement	$ 47,398.90	$ 20,933.01	$ 17,633.80	$ 85,965.71	$ 2,870.75	$ 12,750.05	$ 8,519.82	$ 24,140.62
Air Conditioning	$ 14,766.40	$ 2,523.94	$ 1,852.02	$ 19,142.36	$ 1,268.49	$ 12,603.28	$ -	$ 13,871.77
Alarm & Security	$ 1,330.68	$ 114.82	$ 124.01	$ 1,569.50	$ 114.82	$ 1,140.84	$ -	$ 1,255.66
Body Work	$ 61,863.32	$ 16,264.57	$ 9,925.88	$ 88,053.78	$ 6,156.28	$ 61,166.79	$ -	$ 67,323.07
Building Maintenance/Repair	$ 1,564.90	$ 165.49	$ 150.13	$ 1,880.52	$ 139.01	$ 1,341.65	$ 26.48	$ 1,507.14
Computer Software	$ 578.74	$ 563.78	$ 217.29	$ 1,359.81	$ 201.19	$ 496.18	$ 362.59	$ 1,059.96
Drug Testing/Physicials	$ 2,300.07	$ 1,467.05	$ 682.91	$ 4,450.03	$ 605.94	$ 1,798.13	$ 818.41	$ 3,222.48
Dry Cleaning	$ -	$ 1,776.77	$ 250.55	$ 2,027.32	$ 231.99	$ -	$ 1,544.78	$ 1,776.77
Electrical Repair/Replacement	$ 2,317.93	$ 2,027.43	$ 2,029.62	$ 6,374.98	$ 27.43	$ 272.57	$ -	$ 300.00
Electricity	$ 5,305.09	$ 457.77	$ 494.39	$ 6,257.25	$ 374.51	$ 3,720.99	$ -	$ 4,095.50
Garbage	$ 382.28	$ 32.99	$ 35.63	$ 450.90	$ 32.99	$ 327.74	$ -	$ 360.73
Health	$ 65,578.47	$ 43,353.93	$ 15,035.23	$ 123,967.63	$ 9,947.79	$ 49,775.01	$ 21,453.07	$ 81,175.87
Landscaping	$ 17,623.98	$ 107.47	$ 49.67	$ 17,781.12	$ 45.99	$ 124.30	$ 61.48	$ 231.77
Lawn Supplies	$ 3,513.24	$ 3,314.65	$ 3,148.38	$ 9,976.27	$ 114.97	$ 379.43	$ 147.29	$ 641.69
Ofice Supplies - General	$ 4,686.96	$ 4,059.28	$ 4,064.02	$ 12,810.26	$ 59.28	$ 588.96	$ -	$ 648.24
Other Vehicle Maintenance	$ 890.46	$ 370.62	$ 184.09	$ 1,445.17	$ 26.85	$ 208.51	$ 39.04	$ 274.40
Parts - Fixed Route	$ 23,301.99	$ 15,675.36	$ 4,098.45	$ 43,075.80	$ 3,786.39	$ 19,776.91	$ 11,958.68	$ 35,521.98
Parts - DR//Veterans	$ 10,774.78	$ 4,624.62	$ 1,525.14	$ 16,924.55	$ 1,412.17	$ 9,237.64	$ 3,212.45	$ 13,862.26
Parts - P&R	$ 114,915.15	$ 51,946.63	$ 47,422.35	$ 214,284.13	$ 4,683.11	$ 46,529.85	$ -	$ 51,212.96
Preventive Maintenance (Oil Change/other	$ 2,779.06	$ 2,282.33	$ 2,154.52	$ 7,215.91	$ 68.92	$ 522.65	$ 108.68	$ 700.25
Professional Services	$ -	$ 1,250.00	$ 1,035.25	$ 2,285.25	$ 32.64	$ -	$ 217.36	$ 250.00
Shipping/Freight Costs	$ 273.14	$ 23.57	$ 25.46	$ 322.16	$ 23.57	$ 234.17	$ -	$ 257.74
Shop Supplies	$ 15,707.49	$ 4,595.78	$ 1,962.82	$ 22,266.09	$ 1,651.78	$ 12,129.61	$ 2,718.30	$ 16,499.69
Software & IT - Alert Alarms	$ 1,572.04	$ 135.65	$ 146.50	$ 1,854.19	$ 129.71	$ 1,288.71	$ -	$ 1,418.42
Software & IT - AT&T	$ 3,038.64	$ 1,166.28	$ 479.81	$ 4,684.73	$ 362.87	$ 2,083.57	$ 571.92	$ 3,018.36
Subscriptions	$ 534.65	$ 361.62	$ 169.96	$ 1,066.23	$ 594.24	$ 1,605.96	$ 794.34	$ 2,994.54
Tire Repair/Replacement	$ 37,870.57	$ 9,962.65	$ 4,473.30	$ 52,306.52	$ 4,141.94	$ 32,467.91	$ 5,820.71	$ 42,430.56
Towing	$ 8,211.85	$ 3,839.67	$ 3,540.69	$ 15,592.21	$ 487.59	$ 4,649.99	$ 130.41	$ 5,267.99
Transmission Repair/Replacement	$ 7,339.99	$ 2,595.13	$ 1,431.05	$ 11,366.18	$ 518.03	$ 5,146.97		$ 5,665.00
Uniforms	$ 2,246.45	$ 2,021.27	$ 2,022.97	$ 6,290.69	$ 21.27	$ 211.29	$ -	$ 232.56
Vehicle Fuel	$ 48,397.92	$ 45,109.03	$ 42,667.61	$ 136,174.56	$ 757.64	$ 3,009.25	$ 1,359.89	$ 5,126.78
Vehicle Lease	$ 9,788.01	$ 5,919.98	$ 2,842.72	$ 18,550.71	$ 2,632.15	$ 8,361.64	$ 3,287.83	$ 14,281.62
Vehicle Licensing and Registration	$ 1,039.33	$ 1,029.16	$ 1,013.48	$ 3,081.97	$ 12.48	$ 33.72	$ 16.68	$ 62.88
Vehicle Oil/Lubricant	$ 11,667.10	$ 2,698.21	$ 1,325.80	$ 15,691.11	$ 1,211.49	$ 10,002.66	$ 1,363.38	$ 12,577.53
Vehicle Parts	$ 22,844.80	$ 12,632.26	$ 6,126.29	$ 41,603.34	$ 2,299.62	$ 16,896.76	$ 3,988.67	$ 23,185.05
Water	$ 1,391.53	$ 1,031.53	$ 476.76	$ 2,899.81	$ 27.44	$ 272.61	$ -	$ 300.05
	$ 1,037,902.67	$ 640,375.19	$ 336,528.59	$ 2,014,806.46	$ 108,027.90	$ 568,147.09	$ 221,734.24	$ 897,909.23

	TCLM	LJA	Rural	Total	TCLM	LJA	Rural	Total
Admin								
Admin Salary/Wages	$ 410,086.37	$ 205,364.39	$ 154,890.54	$ 770,341.30	$ 86,597.40	$ 234,033.63	$ 115,758.04	$ 436,389.07
Health	$ 87,412.15	$ 43,235.94	$ 32,343.63	$ 162,991.73	$ 21,037.58	$ 56,855.07	$ 2,812.73	$ 80,705.38
Retirement	$ 52,398.90	$ 25,933.01	$ 22,633.80	$ 100,965.71	$ 5,783.26	$ 19,551.11	$ 7,005.97	$ 32,340.34
Professional Services	$ 60,589.41	$ 29,968.82	$ 22,419.37	$ 112,977.61	$ 20,758.68	$ 56,101.31	$ 27,748.91	$ 104,608.90
Professional Services Audit	$ 17,870.62	$ 8,839.20	$ 6,612.51	$ 33,322.32	$ 6,122.69	$ 16,546.87	$ 8,184.44	$ 30,854.00
Building Maintenance/Repair	$ 10,740.84	$ 3,011.46	$ 3,785.33	$ 17,537.63	$ 727.16	$ 7,167.44	$ 10.61	$ 7,905.21
Building Lease	$ 32,454.54	$ -	$ 4,656.37	$ 37,110.91	$ 1,920.32	$ 19,079.68		$ 21,000.00
Computer Software	$ 3,260.04	$ 2,128.63	$ 2,096.22	$ 7,484.89	$ 89.09	$ 240.78	$ 119.10	$ 448.97
IT Purchases Under $5,000	$ 1,347.81	$ 666.65	$ 498.71	$ 2,513.17	$ 461.77	$ 1,247.97	$ 617.27	$ 2,327.01
Electrical Repair/Replacement	$ 3,539.69	$ -	$ 3,054.31	$ 6,594.00	$ 50.29	$ 499.71		$ 550.00
Electricity	$ 2,754.99	$ -	$ 277.28	$ 3,032.27	$ 178.39	$ 1,772.46		$ 1,950.85
Office Supplies	$ 3,019.57	$ 3,009.68	$ 3,007.25	$ 9,036.50	$ 6.71	$ 18.12	$ 8.96	$ 33.79
Office Supplies - General	$ 649.56	$ 83.27	$ 110.72	$ 843.54	$ 177.87	$ 1,584.22	$ 33.82	$ 1,795.91
Printing/Duplication	$ 1,073.46	$ -	$ 1,074.10	$ 2,147.56	$ 6.86	$ 68.14		$ 75.00
Vehicle Fuel	$ 4,777.62	$ 2,319.91	$ 1,744.30	$ 8,841.83	$ 654.84	$ 1,816.84	$ 866.64	$ 3,338.32
Shop Supplies	$ 4,344.41	$ -	$ 4,034.67	$ 8,379.08	$ 32.10	$ 318.90		$ 351.00
Travel	$ 1,083.78	$ 1,041.44	$ 1,031.00	$ 3,156.22				$ -
Subscriptions	$ 417.11	$ 206.31	$ 154.34	$ 777.76	$ 19.84	$ 53.63	$ 26.53	$ 100.00
Vehicle Lease	$ 23,986.65	$ 10,637.81	$ 8,207.60	$ 42,832.05	$ 5,004.71	$ 15,196.96	$ 6,381.09	$ 26,582.76
Outreach	$ 1,043.44	$ 1,021.48	$ 1,016.07	$ 3,080.99	$ 14.88	$ 40.22	$ 19.89	$ 74.99
Vending Machine Expenses	$ 6,531.32	$ 3,230.53	$ 2,416.73	$ 12,178.58	$ 1,898.04	$ 5,129.56	$ 2,537.19	$ 9,564.79

Software & IT - Comcast	$ 2,935.49	$ -	$ 295.44	$ **3,230.94**	$ 198.07	$ 1,968.00		$ **2,166.07**
Software & IT - Datis	$ 4,749.44	$ 2,349.17	$ 1,757.39	$ **8,856.00**	$ 1,627.21	$ 4,397.63	$ 2,175.16	$ **8,200.00**
Software & IT - GB Tech	$ 3,708.10	$ -	$ 373.22	$ **4,081.32**	$ 345.37	$ 3,433.43		$ **3,778.80**
Software & IT - ADP	$ 15,357.92	$ 7,596.35	$ 5,682.75	$ **28,637.03**	$ 2,778.47	$ 7,508.95	$ 3,714.09	$ **14,001.51**
	$ 756,133.24	**$ 350,644.05**	**$ 284,173.66**	**$ 1,390,950.95**	**$ 156,491.60**	**$ 454,630.63**	**$ 178,020.44**	**$ 789,142.67**

Previous Budget					
10/1/2023 - 9/30/2024	**Rural**	**TCLM**	**LJA**	**Total**	
Operations	$810,590.98	$4,177,597.80	$1,780,637.58	$6,768,826.36	
Maint	$176,304.70	$793,673.20	$488,543.27	$1,458,521.17	
Admin	$266,654.64	$734,828.80	$358,861.62	$1,360,345.06	
	$1,253,550.32	**$5,706,099.80**	**$2,628,042.47**	**$9,587,692.59**	**$ 4,543,247.81**

Proposed Budget					
10/1/2024 - 9/30/2025	**TCLM**	**LJA**	**Rural**	**Total**	
Operations	$ 2,765,177.90	$ 1,432,870.95	$ 908,350.61	**$ 5,106,399.45**	
Maint	$ 1,037,902.67	$ 640,375.19	$ 336,528.59	**$ 2,014,806.46**	
Admin	$ 756,133.24	$ 350,644.05	$ 284,173.66	**$ 1,390,950.95**	
	$ 4,559,213.81	**$ 2,423,890.20**	**$ 1,529,052.86**	**$ 8,512,156.87**	**$ 8,512,156.87**
	Difference				
	$ (1,954,586.92)	$ 2,744,726.85	$872,286.97	$1,662,426.91	
	$ (861,597.97)	$ 153,298.01	$152,014.68	($556,285.29)	
	$ (489,478.60)	$ 384,184.75	$74,687.96	($30,605.89)	
	$ (3,305,663.49)	**$ 3,282,209.60**	**$1,098,989.61**	**$1,075,535.72**	

FY25 ADMIN PAY INCREASE

GCTD GULF COAST TRANSIT DISTRICT

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	11/161/23
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
Scott, Jack E	ADMINI	$75,708.00	$6,056.64	$6,813.72	$7,570.80	2/1/2023
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
Baker, Jennifer Denise	FINANC	$46,800.00	$3,744.00	$4,212.00	$4,680.00	4/3/2023
Hernandez, Lacey	FINANC	$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
			$179,400.20	**$201,825.22**	**$224,250.24**	
		$2,242,502.44	**$2,421,902.64**	**$2,444,327.66**	**$2,466,752.68**	

SmartStop - Texas City - Emmett F Lowry Expy

3730 Emmett F Lowry Expwy

Texas City, TX 77590

(409)943-5800

Payment Receipt

Transaction Date:	08/27/2024
Transaction Number:	240827174739149
Account Name:	Ross, Ted
Account Number:	1006579302

Ross, Ted
1415 33rd St N
Texas City, TX 77590

Unit #	Description	From Date	To Date	Amt	Disc	Tax	Total	Paid	Allowance	Bal.	Payments
458	Rent Charged	08/27/2024	09/26/2024	$220.00	$0.00	$0.00	$220.00	$0.00	$0.00	$220.00	$220.00
458	Tenant Property Protection	08/27/2024	09/26/2024	$12.00	$0.00	$0.00	$12.00	$0.00	$0.00	$12.00	$12.00
458	Admin Fee US Charged	08/27/2024	09/26/2024	$29.00	$0.00	$0.00	$29.00	$0.00	$0.00	$29.00	$29.00
							$261.00	$0.00	$0.00	$261.00	$261.00

Total Due	$261.00
Total Allowance	$0.00
Total Paid by Cash	$0.00
Change Amount	$0.00
Total Paid by Check	$0.00
Total Paid by Credit Card	$261.00
Total Paid by ACH	$0 00
Balance Due	$0 00

Customer Signature	Payment Method	Reference	Amount
	Visa	8873	$$261.00

Holiday Schedule

Fy25-26

Wednesday	January 1, 2025	New Year's Day
Monday	January 20, 2025	Martin Luther King Day
Monday	February 17, 2025	President's Day
Friday	April 18, 2025	Good Friday
Monday	May 26, 2025	Memorial Day
Thursday	June 19, 2025	Juneteenth
Friday	July 4, 2025	Independence Day
Monday	September 1, 2025	Labor Day
Tuesday	November 11, 2025	Veterans' Day
Thursday	November 27, 2025	Thanksgiving Day
Friday	November 28, 2025	Day After Thanksgiving Day
Wednesday	December 24, 2025	Christmas Eve
Thursday	December 25, 2025	Christmas Day
Thursday	January 1, 2026	New Year's Day
Monday	January 19, 2026	Martin Luther King Day
Monday	February 16, 2026	President's Day
Friday	April 3, 2026	Good Friday
Monday	May 25, 2026	Memorial Day
Friday	June 19, 2026	Juneteenth
Friday	July 3, 2026	Independence Day Observed
Monday	September 7,2026	Labor Day
Wednesday	November 11,2024	Veterans Day
Thursday	November 26,2026	Thanksgiving
Friday	November 27,2026	Day After Thanksgiving Day
Thursday	December 24,2026	Christmas Eve
Friday	December 25,2026	Christmas Day

GCTD

GULF COAST TRANSIT DISTRICT

EMERGENCY RESPONSE PLAN

Revised:
October 2018
October 2019
October 2020
October 2021
October 2022
May 2024
July 2024

TABLE OF CONTENTS

PUBLIC TRANSIT ROLES IN EMERGENCY MANAGEMENT

The functions a transit system will be able to perform in an emergency response scenario will vary depending on the resources of the transit system and the needs and resources of the city or county in which it operates. Some possibilities for transit agency involvement in Texas include the following:

1. Evacuation of residents during flooding, fires, hazardous-material spills, bomb threats, or other emergency conditions.

2. Transport of emergency workers and volunteers to and from an emergency staging site:

3. Supplemental transportation for people and supplies within a city or county during recovery from flooding or other area-wide disasters.

4. Use of air-conditioned heated buses as shelter respite facilities for emergency workers and victims; especially valuable during a fire or hazardous-material response effort.

5. Communications support, if buses are radio equipped.

6. Monitoring road and weather conditions: determining safe travel routes.

7. Providing supplemental vehicles for police or another local agency.

This is not an all-inclusive list, nor will all transit agencies be equipped to perform every role on this list. Each transit agency must assess its own resources, capabilities, and the potential needs and hazards that are likely to be faced within its city or county. Working with local governments and emergency response personnel, transit agencies can determine the functions that they are best able to fulfill within the jurisdiction's emergency management plan.

Increased Readiness Actions

For emergency situations in which there are advance warning signs. Increased readiness actions allow emergency teams to position themselves for response and recovery activities, maximizing the effectiveness of these phases of emergency management.

The four commonly used stages of increased readiness are as follows:

- **Condition 4** (Response Level I. Texas EMP) at the state level, Condition 4 indicates that emergency situations (or potential situations) may exist within the state but are contently manageable at the local level (without more than routine levels of state assistance). For local emergency planning, Condition 4 indicates a situation that will trigger a higher degree of emergency readiness than is usually present. Condition 4 scenarios include the onset of hurricane or other stormy seasons, droughts that lead to increased fire hazards, the potential for local civil unrest, or international tensions.

- **Condition 3** (Response Level 2, Texas EMP) at the state level. Condition 3 indicates a higher-than-normal level of readiness within the state agencies for emergency response assistance. In local plans, Condition 3 indicates the presence of situations that could develop into an emergency: tornado, flash flood, hurricane, or winter watches; small-scale civil unrest; or an international situation that could result in an attack on the area.

- **Condition 2** (Response Level 3. Texas EMP) - At the state level, Condition 2 indicates that emergency conditions have escalated to the point where substantial state assistance and resources are required. Condition 2 at the local level signifies hazardous conditions such as tornado, flash flood, winter storm. Or hurricane warnings; violent local civil disorder; or probable enemy attack.

- **Condition 1** (Response Level 4, Texas State EMP) - In the EMP, this condition indicates that a "state of emergency" has been declared. With all available state resources and efforts directed to emergency assistance. For local emergency responders, Condition I mean that hazardous conditions are imminent, in the form of tornado sightings, imminent flooding or hurricane landfall, widespread violence due to civil disorder, or an imminent enemy attack.

OVERVIEW

This manual contains the standard operating procedures for Gulf Coast Transit District's Department of Transportation on how to respond and assist during any emergency. It has been designed to be used as a training aid and reference guide for all Gulf Coast Transit District Transportation employees.

Standards

- A current copy of these procedures is to be posted on the department intranet under 'Emergency Procedures.'
- Electronic copies should be kept in all managerial offices.
- Hard copies should be placed in public spaces in Transportation per the instructions later in this document. These public copies should be accessible in case of an emergency.
- These procedures are to be reviewed and updated annually.
- All employees are to be trained on these procedures and the skills needed to effectively respond to any emergency.

INTRODUCTION

Gulf Coast Transit District is committed to emergency preparedness and planning to ensure the safety of staff and visitors. This plan has been specifically developed for the building(s) listed below. All staff and emergency responders should review this plan a minimum of once a year.

This plan should be reviewed and revised a minimum of once per year to ensure information remains current. The building(s) Chief Emergency Coordinator shall be responsible for all updates, reviews and distribution.

Questions regarding this plan should be directed to the Chief Emergency Coordinator or the Office of Assistance Chief Emergency Coordinator.

Chief Emergency Coordinator
Gulf Coast Transit District
Executive Director
1415 33rd St N.
Texas City, Texas 77590
409-500-2272

Assistance Chief Emergency Coordinator
Gulf Coast Transit District
Operations Manager
1415 33rd St N.
Texas City, Texas 77590
281-500-2279

The Command Center CC-1

The CC-1 serves as the department's command post and is tasked with coordinating the response efforts of their teams in the field. The CC-1 is the central location where the department gathers information, analyzes, prioritizes and coordinates response activities. The CC-1 activates its plan based on pre-established protocols and acts upon the directives of the GCTD (Gulf Coast Transit District).

- The Transportation CC-1 will be set up in the board room of the Transportation Office. In the event the Transportation Office is unsafe to enter the following will serve as back up locations for the CC- 1 :
  - Brazoria County Transportation office

- The CC-1 will be activated by the Executive Director.
  - The Director will contact management team based on flow chart

- Executive Directorwill set up CC-1/CC-2 using CC checklist
  All items on checklist are housed in room #131.

- CC staffing will be assigned by Executive Directorand Executive Director using the Staff Assignment whiteboard.

- Transportation of emergency supplies and coordination of response efforts will be organized by Operations Director, Operations Manager and Safety Coordinator using the Delivery Request whiteboards

Delivery requests will be separated into
three major categories:
Transportation requests
Labor requests
Structure Lot space requests

Executive Directorwill coordinate with the
Executive Director to organize response efforts.

EMERGENCY CONTACT PHONE NUMBERS

In Case of a Emergency

Be prepared to provide the following information:

- Building Name_____
- Floor and Room number_____
- Type of Emergency (fire, medical, chemical spill, suspicious activity. etc.)
- Your name, location and call back phone number

DO NOT HANG UP UNTIL DIRECTED TO DO SO

Other Useful Numbers:

Acting Executive Director, Ted Ross	409-500-2272
Operations Manager, Marcus Alexander	409-500-2279
Human Resources. Lacey Hernandez	409-500-2731
Operations Manager, Marcus Alexander	409-522-2279
Shop Manager BC, Jason Corsentino	409-500-2713
Shop Manager GC, Leonard Gibbs	409-965-6113
Dispatcher, Devin Warner	409-500-2743
Safety Manager, Jack Scott	409-229-5701

General Gulf Coast Transit District Emergency Information

Admin Building Safety Manager, Jack Scott

Lake Jackson Safety Manager, Jack Scott

"TEN CODES"

10-1 Radio transmission received poorly
10-2 Radio transmission received well
10-4 Acknowledgement. Okay, understood, I copy
10-6 Temporarily busy (e.g., handling a call or on a short break)
10-7 Out of service / end of shift
10-8 In service / available to handle calls
10-9 Repeat last information
10-10 Busy, but able to handle calls
10-19 Transportation office
10-20 Present location
10-21 Call on phone (e.g., "Can you 10-21 me on my cell")
10-22 Disregard last transmission / cancel / never mind
10-23 Standby
10-30 Improper radio usage
10-33 Emergency: clear the air / radio traffic
10-36 Correct time
10-41 Parking problem
10-43 Non key entry
10-47 Battery Assist
10-87 Meet me (specific location)
10-97 Arrived at the scene
10-98 Left the scene

Affirmative - Yes, that is correct
Negative - No that is not correct

Other codes communicated outside of the ten-code vocabulary:

Code 1 - Acknowledge transmission of dispatcher
Code 2 - Urgent, handle immediately
Code 4- No further assistance needed
Code 6 - Arrived at the scene
Code 7 - Meal / rest break
Code 88- Unable to handle call
Code 904 - Fire

Other radio terminology used to communicate over radio.

E.O.W - End of Watch

E.T.A. - Estimated Time of Arrival

G.0.A. - Gone on Arrival

Vehicle Accident/Collision

Operators who are involved in accidents/incidents, both vehicular collisions and/or passenger related, are required to notify the dispatcher on duty of the incident no matter how insignificant it may seem.

It is the policy of Gulf Coast Transit District to maintain emergency and reporting procedures in the event of a vehicle accident, which are made available and communicated to all staff and vehicle operators.

PROCEDURE

Evaluating Accident

- STAY CALM you must make rational and informed decisions
- PROTECT YOUR PASSENGERS, YOURSELF, AND YOUR VEHICLE Access the situation:
  Check your location; are you in danger (busy traffic lane, a blind curve, etc.)
  Secure the vehicle - Turn off the engine, place the vehicle in PARK, set the brakes, and start the four-way flashers.
  Check quickly for passenger injuries. Look for other hazards, such as downed power lines, leaking fuel, hazardous materials, etc.
- CONTACT GULF COAST TRANSIT DISTRICT DISPATCH AND PROVIDE INFORMATION Give your exact location, cross street, and direction of travel.
  Give type of emergency (passenger injury, vehicle accident, vehicle breakdown, etc.) Number of passengers, any wheelchairs, any injuries involved.
  What help you need (medical, law enforcement, tow truck, ambulance, etc.) Inform Dispatch whether you are blocking traffic.
- AT THE SCENE OF THE ACCIDENT
  Treat injuries as outlined in your first aid training
  Keep everyone inside the vehicle, unless necessary to evacuate because of imminent danger of further injury or death
  Assign passengers to assist each other if necessary
  Do not discuss the accident with anyone except a law enforcement officer or your supervisor.
- COMPLETE THE REQUIRED REPORTS
  The required Incident Reports must be completed before the end of the shift and given to a supervisor even if there is no report by law enforcement.

I. Post-Accident

Once you have responded to the accident by following the procedures described above it will be necessary to obtain information and perform other actions to protect passengers and staff.

The most important of these activities is to document what happened.

a. Obtain names, addresses, and phone numbers of passengers in your vehicle.
b. Get the license plate number first, and then obtain names of driver and passengers in the other vehicle.
c. Take pictures of the driver's license, vehicle plate(s), damages to both vehicles, and all 4 directions of the scene.
d. Get the names of the investigating police officer and his or her agency (county, city, also badge number and a case number if available).
e. If an ambulance was called, write down which hospital it went to.
f. Note the time and specific location of the accident.

2. **Do not talk to anyone about the accident except the appropriate authorities.**

a. Do not blame others or take the blame for the accident.
b. Avoid discussing details with anyone except Gulf Coast Transit District officials, Police, or EMS.
c. **Don't volunteer any information to anyone!!!**
d. Don't make any statements to the press or bystanders; refer their questions to the Gulf Coast Transit District's Executive Director.
e. If contacted by an attorney or any other individual about the accident, refer them to the Gulf Coast Transit District's Executive Director

Security Breaches

POLICY

It is the policy of Gulf Coast Transit District Transportation to maintain the security of the premises vehicles by reporting and responding to breaches in security.

PROCEDURE

1. To establish and maintain a safe and secure environment Gulf Coast Transit District Staff should take the following actions when an unknown individual is seen in the area or on the premises:
   a. Any individual seen in the office area, or the bus parking premises who isnot recognized shall be stopped and questioned.
   b. If the individual has business at Gulf Coast Transit District escorts him or her to the proper person. Or to the facility front desk.
   c. If the individual runs off, notify the Executive Director or Operations Manager immediately and complete an Incident Report.
   d. If the individual becomes belligerent or threatening in any way. Leave the scene, notify the Executive Director or Operations Manager, and call 911.
   e. Follow the instructions given by 911. Provide the following information, to the best of your ability. And then complete an Incident Report.
      1. Height
      2. Weight
      3. Gender
      4. Ethnicity
      5. Clothing description
      6. Any distinguishing marks (physical, language, tattoos, mobility. etc.)

2. Assault - if an individual is found on the Gulf Coast Transit District premises and is assaulting a person served or staff person, retreat to a safer location and secure the safety of the other persons served and staff.
   a. Call 911 and follow the instructions given by 911.
   b. Maintain visual observance of the individual, if possible.
   c. Assist the police upon arrival and provide any first aid necessary.
   d. Complete an Incident Report within 24 hours.

3. Prank or Disturbing Phone Calls Staff receiving prank or disturbing calls shall do the following:
   a. Report the call to the Executive Director and request further instructions.
   b. Call 911 if determined necessary by the Executive Director and provide any distinguishing voice characteristics such as pitch, accent, speech impairments, etc.
   c. Complete an Incident Report within 24 hours.

4. Unlocked doors when opening or after hours. If a door is found unlocked, the following action should be taken:

a. Re-lock door.
b. Contact the Gulf Coast Transit District Transportation Executive Director or Operations Manager.
c. The Executive Director or his designee's will perform an immediate search of the area and contact Alert Alarms for the last person to exit the building, entry alarms and security system.
d. The Executive Director shall complete an Incident Report within 24 hours.

5. Missing Property-If Gulf Coast Transit District property is found missing, the following action should be taken:

a. Look for the item in the immediate area where it is normally kept.
b. Report the item to the Executive Director or person responsible for the item.
c. File an Incident Report within 24 hours

Severe Weather Action Plan (S.W.A.P.)

Gulf Coast Transit District maintains emergency procedures for tornado/inclement weather watches and warnings for the safety of customers and staff.

The Severe Weather Action Plan (SWAP) governs actions of Gulf Coast Transit District during a severe weather emergency.

PURPOSE:

The SWAP will define the roles, responsibilities. Equipment and supply requirements for the two divisions to respond and allocate resources in the most effective manner.

DEFINITIONS:

SWAP - Severe Weather Action Plan REQUIRED SAFETY EQUIPMENT:

Severe weather gear appropriate footwear

PROCEDURES:

TORNADO:

1. A tornado watch is issued when weather conditions are favorable for development of a tornado. A tornado warning is issued when a tornado has been sighted.

2. The Dispatcher on duty shall be responsible for monitoring weather conditions. When threatening weather is imminent the Dispatcher shall

monitor weather reports until normal weather resumes. Weather conditions may be monitored locally on KGBX 1540 AM radio or by calling (409) 765-9474 (NOAA forecast).

3. The Dispatcher shall be responsible for informing the Executive Directorand the facility on the weather status. In the event of a tornado warning, or if the storm is in progress, all persons shall remain inside of the facility. Operators in vehicles in the parking areas shall be contacted by the Gulf Coast Transit District to come into the building with customers. Drivers shall be informed of warning in their driving area by the Gulf Coast Transit District mobile data device (MDD). The office staff will go to the interior hallways of the building. The staff should instruct all persons to kneel under desk or tables, if possible, or kneel with the person's head tucked between the knees, with hands covering the back of the head.

The Executive Director or his /her designee should:

- Close all doors to the facility
- Ensure all activities are restricted during time of immediate danger

4. Vehicles - when vehicles are on route, the driver will seek the nearest shelter, or in case of immediate danger, evacuate passengers and staff from the vehicle, instructing them to go to the nearest ditch and cover their head with their hands (or if necessary, move away from the tornado at a right angle).
5. "All Clear" - After all clear is given, the Executive Director/ Safety Coordinator shall take roll call to be sure everyone is accounted for. Any injuries sustained will be treated immediately.
6. The Executive Director/ Safety Coordinator will be responsible for the cleanup and inspection of the office areas and facilities.
7. The Executive Director/ Safety Coordinator will be responsible for clean-up and repairs of vehicles.
8. All damages will be photographed for documentation.
9. The Operations Manager will submit a written report to the Executive Director detailing the damage, repair estimated cost and time of repairs.
10. The Executive Director shall coordinate clean- up/repair efforts with any insurance adjusters and contractors. The Executive Director shall approve all repairs.
11. All involved staff will forward an Incident Report to the Executive Director within 24 hours.

INCLEMENT WEATHER:

I. High Water - Operators that experience high or running water on or across streets and roads shall not proceed in the area uncertain of the depth of water. Operators must inspect to ensure all water crossings are safe.

2. Hail - Operators shall proceed to the nearest shelter or highway underpass. Operators are not to allow passengers exit the bus during hail or severe weather.

3. Operators are to report inclement weather to the Dispatcher with their Gulf Coast Transit District issued radios. The Dispatcher shall inform involved operators of weather conditions.
4. All Operators involved in incident weather conditions/that caused damage to the bus shall forward an Incident Report to the Executive Director.

Chemical/Biological Hazard Procedure

SUSPECTED CHEMICAL / BIOLOGICAL DEVICE

What to Look For:

1. Strange odors, haze, or "fog" in unexpected areas. Chemicals often have a sweet or "fresh cut grass" smell. Or may have an "almond" smell. Note: not all chemicals are visible or carry an odor.
2. Oily or wet residue on floor or walls.
3. Broken or abandoned containers that indicate two or more chemicals have been mixed.
4. Birds, mice, insects or other animals appearing ill, confused, or dead or dying in a certain area.
5. People falling ill at the same time, with difficulty breathing, or with dizziness or nausea.

What to Do:

1. Turn off car-borne HVAC if in a vehicle. Notify your dispatcher via radio of the possible emergency.
2. Stop short of the area if possible do not enter the suspect area.
3. **If** suspected release is outside the vehicle and vehicle is already in the area of the release, attempt to move out of the area to an upwind location before opening doors.
4. If release is inside the vehicle, stop vehicle as soon as possible in an area where the doors can be safely opened without exposing others outside the vehicle to the suspect release.
5. Evacuate customers to a safe location upwind from the release to a minimum distance of 300 feet. DO NOT CAUSE A PANIC - remain calm and collected.
6. Once outside the suspect release area, do not re-enter the area, or allow anyone else to enter the area. Specially equipped and trained personnel will be en-route to handle the incident.
7. Meet the police as soon as they arrive, they will need to talk to you for important information.

BIOHAZARDS AND CLEAN UP

POLICY

The Gulf Coast Transit District has adopted the following policy statements as several infectious Diseases continue to increase nationally; it will become extremely important for staff members of Gulf Coast Transit District to have accurate information about the illness for the safety of passengers and staff.

PROCEDURE

1. Work Practice Controls: Controls that reduce the likelihood of exposure
   Universal Precautions All human blood and potentially infectious bodily fluids are treated as if known be infectious for HIV, HBV, and other blood borne pathogens.

2. Personal Protection Equipment:
   A. Gloves-Use for all tasks where there is possible contact with potentially infectious body. Disposable gloves are disposable. Do not reuse.

   B. Guidelines for using gloves

   C. Check gloves to make sure there are no visible holes or tears

   D. Change gloves as soon as it is practical if they are contaminated, or they have holes
   or tears, wash hands before re-gloving.

   E. Do not leave the area wearing gloves

   F. Remove and dispose of glove s in a proper manner

   G. Wash hands

3. Bio-Hazard Kit
   a. All Gulf Coast Transit District Transportation vehicles have Bio-Hazard kits on the bus in the red emergency backpack.

4. Spill Kits include:
   A. Disposable gloves
   B. Disposable towels
   C. Plastic trash bags
   D. Bio-Hazard bag
   E. Genocidal cleaning solution and commercially packaged solution, 70% isopropyl
   alcohol, free solution of 10:1 water and bleach.
   F. Absorbent beads
   G. Waterless hand cleaner

5. Waste Disposal
   - All contaminated items, cleaning supplies and personal protective equipment must be security bagged or containerized before discarding, if bag or container is damaged or if the outside contaminated, place it inside another container.
   - Marked bags/containers of Bio-Hazardous material cannot be discarded in public sanitary landfill. The use of Bio-Hazard bags is suggested only when there is a need to process the contaminated items later.

6. Cleaning and Decontaminating a Spill
   - Always wear gloves
   - First wipe up the spill with towel or other absorbent material. Contaminated sharps such as broken glass or needles should not be picked up by hand, even if gloved. A mechanical means should be used to gather it up.
   - Apply germicide to surface until it is glistening wet. Keep genocide in contact for recommend time, usually not less than 3 minutes, and then allow surface to dry.
   - Dispose of all soiled cleaning supplies and personal protective equipment in proper manner.

7. If a spill is too large to be cleaned with the Bio-Hazard kit, remove passengers from the area and contact the Fleet Coordinator and the vehicle will be taken to be Bio-Cleaned.

8. First Response to Employee Exposure
   - Administer First Aid
   - Clean wound-wash with soap and water
   - Bandage if needed

9. Exposure Procedures

   - An exposure is when an employee has a parental (needle stick or cut) or mucous membrane (splashed to the eyes, nose or mouth) exposure to blood or other potentially infectious bodily fluids, (skin) exposure involving large amount of blood or prolonged contact with blood especially when exposed skin is chapped.
   - An exposed employee should notify their supervisor and complete an incident report form as so as it is feasible. Gulf Coast Transit District will provide exposed employee (Within 10 calendar days) but not limited to, the following:

     Identification and documentation of the source individual and their infectious status
     for HI and HIV unless identification and is not feasible or prohibited by law.
     A free and confidential medical evaluation and follow-up which can include:

a. Testing for current HIV and HBV status

b. Repeat HIV testing at eight weeks, sixteen weeks, and thirty-two weeks to determine whether the staff member has recovered.

All test results and findings are confidential and will not be part of the staff's regular employee file, nor will they be given to the employee's administrator, supervisor, or fellow employees. If you have questions or concerns, contact the Transportation Safety Coordinator.

Bomb and Terroristic Threat Procedures

Gulf Coast Transit District
EMERGENCY PREPAREDNESS PROGRAM OR
DISASTER PLAN

BOMB THREAT PROCEDURES

If a District facility receives a suspicious or threatening call, the response shall be as follows:

- Remain calm.
- Inform the nearest District staff person of the situation without letting the caller know.

  Writing a note can do this. Do not yell out or scream. This staff person should then notify appropriate District staff and emergency personnel.

- NOTE THE EXACT TIME. This is important since most bombs are activated by a timer that restricts the bomb to a twelve-hour period or less.

- If the caller specifies a time, ask him/her to repeat the exact time. Note whether the caller used the twenty- four-hour clock.

- Ask the caller whether he has used District services or providers. This could make it possible to obtain immediate access to information on the caller.

- Ask questions that could be helpful in locating the bomb or that would be helpful in case of a hoax.

- Ask for a location of the bomb by saying, "Did you say the bomb was in the lobby?" (Or other specific location).

- If possible, all electricity and gas lines should be turned off at the main power source. Use flashlights or other battery-operated illumination.

- Inform the caller that the building is occupied with personnel and a bomb could result in death or injury to innocent people.
- Prolong the conversation as long as possible while noting background noises.
- As soon as the caller hangs up, immediately report the call to the local authorities and appropriate District personal
- Evacuate and re-entry of the facility should occur in accordance with established procedures.

GULF COAST TRANSIT DISTRICT BOMB THREAT CHECKLIST

Date call received: _____ **Time call received:** _____

[PLEASE ASK THE CALLER THESE QUESTIONS)

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb? _____
7. Have you used District services? _____
8. Did you know that the building is occupied with innocent people who could be hurt? _____
9. What is your name? _____

CALLER'S VOICE: (Circle all that apply)

Accent	Crying	Excited	Normal	Slow
Angry	Deep	Laughter	Ragged	Soft
Calm	Deep Breathing	Lisp	Rapid	Stutter
Clearing Throat	Disguised	Loud	Rasp	Whispered
Cracking Voice	Distinct	Nasal	Slurred	

Familiar (If voice is familiar, who did it sound like?)

_____

*** PROLONG THE CONVERSATION AS LONG AS POSSSIBLE WHILE NOTING BACKGROUND NOISES.**

BACKGROUND SOUNDS: (Circle all that apply}

eet noise	Music	Factory machinery	House noises	PA system
ces	Long distance	Crockery	Local	Booth
mal noises	Motor	Clear	Office machinery	Static

er (Please specify)_____

BOMB THREAT LANGUAGE: (Circle all that apply)

Taped	Message read by threat maker
Incoherent	Irrational

SSOON AS THE CALLER HANGS UP, IMMEDIATELY REPORT THE CALL TO THE LOCAL AUTHORITIES AND PPROPRIATE CENTER PERSONNEL.

POSSIBLE, All ELECTRICITY AND GAS LINES SHOULD BE TURNED OFF AT THE MAIN POWER SOURCE. USE ASHLIGHTS OR OTHER BATTERY-OPERATED ILLUMINATION.

VACUATE AND RE-ENTRY OF THE FACILITY SHOULD OCCUR IN ACCORDANCE WITH ESTABLISHED ROCEDURES.

_____

ne of person completing form:

_____

ır job title:

E-mail Threats

Do not open any attachments

Contact CC-1 / CC-2

immediately

- If your IT Department has a person that monitors the security of your computer systems, notify that person as well.

Regular Mail/ Suspicious Objects

If you receive a written threat, contact CC-1 CC-2 immediately if you

receive a letter or package with suspicious characteristics such as:

Excessive Postage Oily Residue	No Return Address Unusual Markings	Misspellings Excessive tape

Or...

If someone discovers a suspicious object or unattended package: Do not touch the item. Leave the item where it is and avoid getting others to touch it. Evacuate the immediate work area (all others).

Contact CC-1/CC-2 immediately from a safe location (do not use phone next to item, cell phones or two-way radio).

Meet local Police outside and provide an exact description of the item. Local Police will investigate and determine if a full building evacuation Is necessary.

CRIME

Suspicious Activity:

If anyone observes or is made aware of any suspicious activity. Do not confront the individual(s) involved. Take note of the details:

- Size (Jot down the number of people, gender, ages, height, and physical description)
  Activity (Describe exactly what they are doing and if there is a presence of a weapon)
- Location (Provide exact location)
- Uniform (Describe what they are wearing, including shoes)
  Time (Provide date, time, and duration of activity)
- Equipment (Describe vehicle, make, model. color. license plate, etc.)

Dial 9-1-1 to contact the local Police Department and provide them with the information.

CIVIL UNREST

If a riot or other civil disturbance develops **in** the immediate vicinity of the building or encroaches into the building:

Do not leave your building or try to leave the campus unless otherwise directed by local Police or CC-1/CC-2.

If other emergency response team directs building occupants to remain indoors, follow the "Shelter In-Place" procedures.

Do not attempt to confront or talk with those causing the disturbance. Local Police will handle any interaction with individuals involved.

The CC-I/CC-2 and local Police will work together to determine the extent of the disturbance and provide information and direction to staff and visitors. CC-1/CC-2 will communicate only confirmed information.Therefore, it may take time to ensure accurate information is disseminated. Following shelter in-place procedures will provide a safe environment for building occupants until the situation can befully evaluated.

FIRE SAFETY PROCEDURES

Fire Alarm System

Gulf Coast Transit District facilities are equipped with an automatic Fire Alarm Systems, complete with pull stations, bells or horn, flashing lights for the hearing impaired, smoke detectors, and heat detectors, and heat detectors which are wired into the system. The system is connected to the local fire emergency department and is both live-wire and has battery-back up.

Fire Extinguishers

Gulf Coast Transit District facilities, properties, and vehicles are equipped with appropriate fire extinguishers. The use of any fire extinguisher shall be reported to the Facility Safety Coordinator immediately and properly noted on the incident report form.

Annually all Gulf Coast Transit District staff and volunteers receive training in the proper use of firefighting equipment and other fire containment. As recommended, staff will only attempt to control fires that are small and contained and only after facility or vehicular occupants are evacuated and the local fire department notified.

Fire equipment locations

The Transit District office is equipped with ABC fire extinguishers.

It is the responsibility of the facility safety Coordinator to make a visual inspection of the fire extinguisher(s) each month. Operators are to inspect the extinguishers in their individually assigned vehicles each day. The fire extinguisher is marked as follows:

Green on top: °Charged"
Red on left: "Recharge"
Red on right: "Overcharged"

NOTE: For all frontline employees, if the fire extinguisher needs being "Recharged" or if it is "Over Charged," inform the facility safety coordinator.

Anyone who willfully and maliciously, tampers with, damages, breaks any required smoke detectors shall be guilty of a misdemeanor. Any person, who willfully and maliciously, transmits or sounds a false alarm of fire, is guilty of a misdemeanor.

EVACUATION

Definition:

Evacuation refers to the movement of people to a safe location within, or to the outside of a building during a fire or other emergency.

A complete evacuation requires all occupants to leave the building and go to a safe location assembly area) outside of the building.

Evacuation Procedures:

Building occupants will be made aware of the need to evacuate by either the fire alarm system (sound and strobes), by verbal instructions from building emergency team members or by self-evident hazardous conditions. All occupants must evacuate upon the activation of the fire alarm and/or when fire, smoke or other hazards are present.

Upon notification of the need to evacuate by Supervisor on duty or Control 1/ Control 2:

Close all doors near you and exit the building via the safest exit

If nearest exit is blocked or obstructed by smoke. proceed to an alternate exit

Give assistance to those, who may be slower moving or in need of help

Completely exit the building and do not return to the building until directed to do so by Fire Dept. personnel

Once outdoors proceed to assembly area and report any information you have regarding the emergency to the building emergency team member such as people trapped and where the fire is located.

Operators are to remain on their route where they are until instructed by Control, I Control 2 on, what to do next. If you are driving at the time, DO NOT report to assembly area as it may only cause further conjunction and complications.

Persons with Disabilities

Although the general public, persons who use wheelchairs or other personal assistive devices, or persons who have Visual impairments or medical, physical, or other conditions may have little difficulty using transit service under normal circumstances, passengers may not be able to move with the speed, agility, and sureness needed to evacuate the facilities /vehicles and road structures safely and quickly during emergencies. In addition, emergency response person who may be called to respond in rural areas may be unavailable, limited in numbers, and/or must travel long distances reach the scene.

Moreover, even during an emergency causing no injuries to general passengers, young, elderly, disabled persons may have special needs requiring attention by the vehicle operator or other transit system personnel until emergency response personnel arrive.

During an emergency where evacuation is necessary, some building occupants or vehicle passengers may be physically challenged and may not be able to exit without assistance from others.

- Ask for assistance from other building occupants or vehicle passengers and safely move the person to the safest exit.
- Send someone to advise the building emergency team of the location of the person needing rescue so that it can be passed on to the fire department.
- Once mobile evacuees have moved past your location assist the person to the best of your ability while maintaining your safety and their safety.

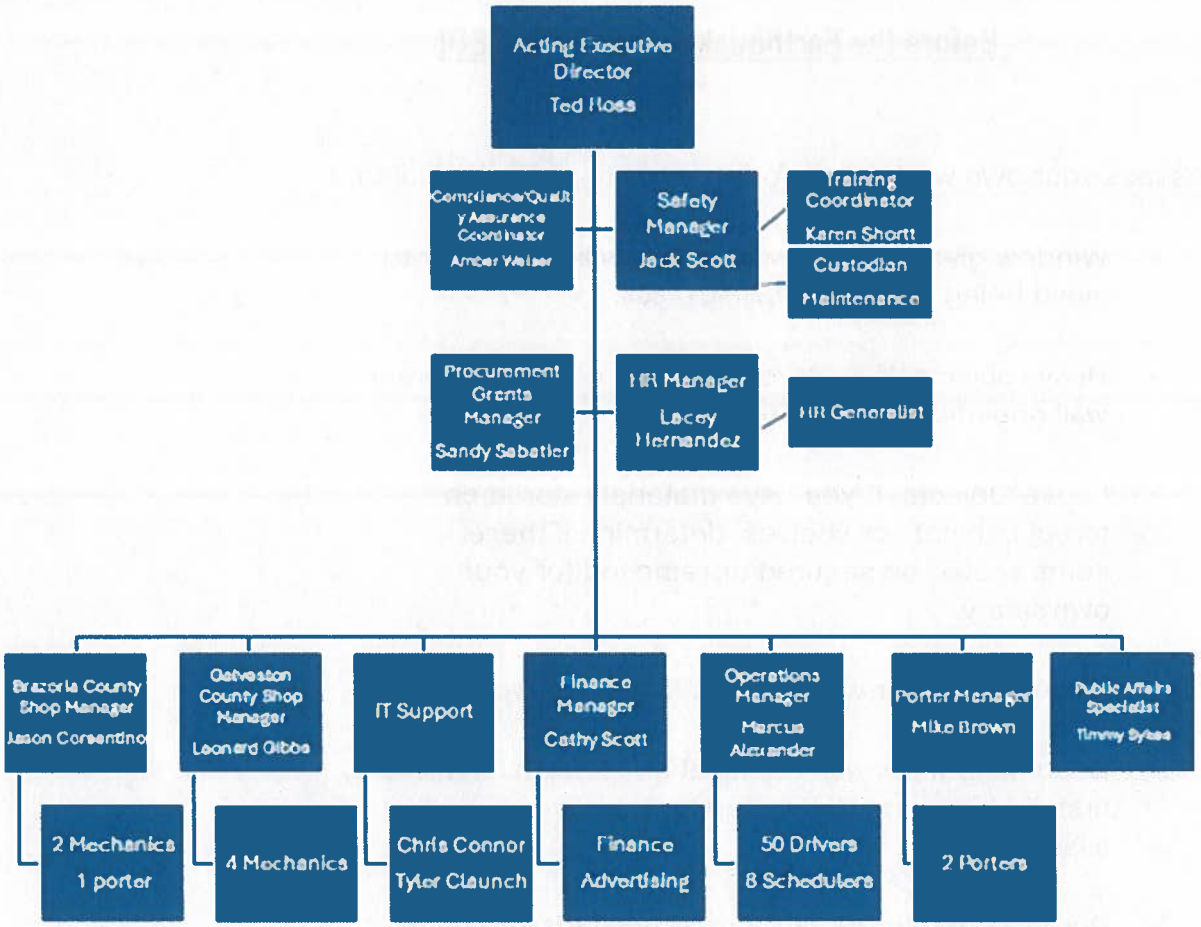
Shelter in Place

Definition

Shelter In-Place or Defend In-Place means to have building occupants seek shelter inside a building and remain inside until the danger passes. This is used when evacuation may cause greater risk than staying where they are. Examples may include chemical releases, dangerous activity outside such as a crime or other hazards.

Shelter In-Place Procedure:

- Follow directions of the building emergency response team or other emergency response officials.
- Close doors and windows leading to the floor, office or classroom.
- Move toward the center of the room away from windows.
- Remain indoors for your safety and safety of others.
- Understand that it may become necessary to shut down air handling systems to prevent fumes or smoke from entering the building.
- Understand that shelter in-place orders are not given lightly, and a spirit of ready cooperation will make an incident requiring this procedure to go as smoothly as possible.


Acting Executive Director
Ted Hess
Compliance/Quality Assurance Coordinator
Amber Walker
Safety Manager
Jack Scott
Training Coordinator
Karen Shortt
Custodian Maintenance
Procurement Grants Manager
Sandy Sebatier
HR Manager
Lacey Hernandez
HR Generalist
Brazoria County Shop Manager
Jason Corsentino
Galveston County Shop Manager
Leonard Gibbs
IT Support
Finance Manager
Cathy Scott
Operations Manager
Marcus Alexander
Porter Manager
Mike Brown
Public Affairs Specialist
Timmy Sykes
2 Mechanics
1 porter
4 Mechanics
Chris Connor
Tyler Claunch
Finance
Advertising
50 Drivers
8 Schedulers
2 Porters

EARTHQUAKES

Before the Earthquake - BE PREPARED!

Assess your own workspace for possible hazards, including:

- Window glass- Decide where you will take cover to avoid being injured by falling glass.
- Heavy objects- If your workstation is near a temporary wall or partition ensure it is securely anchored.
- Loose Objects- If you have materials stored on top of cabinets or shelves, determine if these items should be secured or removed for your own safety.
- Become familiar with all exits from your workspace.
- Become familiar with the location of fire extinguishers, first aid kits. emergency supplies and your building assembly area.
- Purchase a "Grab & Go" emergency **kit** for you to keep nearby. This would include emergency food, water, first aid and other needs.

During the Earthquake

If inside a building:

- Remain calm- Do not panic. Do not attempt to go outside. Protect yourself and help others remain calm.
- DROP, COVER & HOLD - under a sturdy table or desk. If no shelter is available seek cover against an interior wall and protect your head and neck with your arms.
- Protect yourself from falling objects such as light

fixtures. Bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows.

- Stay put- Hold your position until the ground and or building stops shaking. Running for an exit is not recommended. As debris falls it may block your path and cause injury.

After The Shaking Stops

Following an earthquake, aftershocks, which are either lighter or heavier earthquakes will occur for days or even months to come. Always be prepared for aftershocks. Actions to take following the earthquake and following all aftershocks include:

- Get up carefully. The environment around you may have been damaged and may be hazardous.

- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid **if** required.

- Check the area for safety hazards such as building damage that may affect the integrity of the structure, fires. Smoke, chemical spills, gas leaks. If building appears unsafe or if any of the hazards are present in the building. Begin evacuation procedures.

- Turn off ignition, heat and gas sources before evacuating. If possible. This includes electrical equipment in offices.

- **If** evacuating, use caution. Report to the designated building assembly area.
  - All Gulf Coast Transit District employees must report to Control-1/ Control-2 immediately to receive instructions.
  - If you are unable to report to Control-1 Control-2 you should contact your immediate Supervisor and provide him / her with the following information:

- Your location and physical health status
- Your vehicle's status (if applicable)
- The status of any structures in your immediate area (if known)

NOTE: If there is no response radio Control 1 Control 2 directly.

- Call the 911 to report life threatening injuries or emergencies requiring immediate attention. Emergency response personnel may not be able to respond to your request for service in a large-scale disaster. Also notify the building emergency response team at the assembly area.
- Only use the phone to report urgent matters. Listen to AM FM portable radio for information. AM 740 KTRH

MEDICAL EMERGENCIES

Calling for Assistance

For all medical emergencies or injuries. Call 911.

Be prepared to provide the following information:

- Nature of the emergency (type of injury or illness)
- Exact location of person needing assistance
- Your name, call back phone number

Remain on the line until the operator hangs up first.

Minor Injury or Illness

- No matter how small or slight the injury may seem, employee is responsible to report it to their supervisor immediately.
- Explain what happened to cause the injury and express your desire to seek medical care. Employee must fill out the Worker`s Compensation Form. The Supervisor will fill out the Report of Injury form. Both forms are located at the HR dept.
- If the employee is unable to fill out the form, the supervisor may fill out the form based on the employee`s verbal information. The employee will sign the completed form

- Once forms are completed, a copy must be given to the Human Resources Department.

Procedures to Follow in the event of a Power Outage

Each facility should be equipped with an emergency lighting system. If there is a power outage all lights will go out except the emergency lighting system. This along with lighting from the windows should provide enough light to exit the building safely if necessary.

- Employees should use their flashlight on their phone in their workspace
- Assess where employees should relocate or whether they should stay put if a blackout occurs.
- Aisles, exits and entrances are to be kept clear and unobstructed to avoid tripping and falling
- Shut off computers and other sensitive electrical devices
- Do not attempt to trouble shoot or fix electrical equipment

The Executive Director will contact the electrical service provider to determine if there is a power outage in the immediate area and, if so, the estimated time of power is restored. If the electrical outage is due to a building issue, then a licensed electrician will be contacted for repair service. The Executive Director will also send an "All Staff" email alerting staff of the power outage at the facility & anticipated time power will be restored and then follow-up with an email of the facility having power restored.

Although loss of electrical service may compromise operations, it is expected that some functions can be continued, and personnel efforts should be directed towards those functions so do not leave the workplace without appropriate authorization from your supervisor.

INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES

This Interlocal agreement for Transportation Services ("Agreement") is entered into by and between Gulf Coast Transit District (hereinafter referred to as "District") and Brazoria County as authorized by the Brazoria County Commissioner's Court (hereinafter referred to as "County").

WHEREAS the governmental entities which are Parties to this Agreement desire to enter into an agreement for Transportation Services; and

WHEREAS, the Texas Government Code, Chapter 791, the "Interlocal Cooperation Act" authorizes governmental entities to enter into interlocal agreements for governmental purposes, including to carry out administrative functions associated with the normal operations of government; and

WHEREAS, the County and the District have recognized a need for transportation services from the County's law enforcement facilities to a City Hall of the rider`s choice within the Microtransit zone, Angleton, Freeport, Clute, or Lake Jackson in Brazoria County, Texas:

NOW, THEREFORE, it is mutually agreed by the Parties hereto to enter into this Agreement upon the following terms:

I.

TERM

The term of this Agreement shall be from _____ ___, 2024, and continuing for one year following that date. Either party may terminate this Agreement, with or without cause, by giving at least thirty (30) days written notice to the other party.

II.

TRANSPORTATION SERVICES

2.1 During the term of this Agreement, District agrees to furnish transportation services from the County's law enforcement facilities at 3602 County Road 45, Angleton Texas, to the City Hall buildings of the cities of Angleton, Freeport, Clute, or Lake Jackson, as needed, within the boundary of the district. The district will provide such services using its equipment, vehicles and personnel in the same manner as its usual operations.

2.2 County agrees that the District will donate twenty (20) rides per month and the County will pay one dollar ($1.00) for each trip in excess of those twenty (20) rides taken by a passenger using the transportation services provided under Section 2.1 of this Agreement: At the end of each month, District will submit an invoice to the County for each trip departing from the 3602 County Road 45, Angleton, Texas location during that month. The invoice shall be paid within 30 days.

2.3 District shall observe and comply with all Federal, State, County and City laws, rules, ordinances and regulations in any manner affecting the conduct of the services herein provided and performance of all obligations undertaken by this Agreement.

2.4 This Agreement is for an amount not to exceed. $_____ per month. It is expressly understood that the County has funds specifically allocated to fully discharge its obligations under this Agreement.

2.5 It is further agreed that in the performance of all obligations undertaken by this Agreement, District has the right to supervise, manage, control, and direct the performance of all transportation services. The County shall have no right at any time to direct or supervise the District or its agents or employees in the performance of such services or as to the manner, means or method in which services are performed.

2.6 Neither Party may assign, lease, sublet, or transfer its interest in or obligations under this Agreement, in whole or in part, without the prior written consent of the other Party.

III.

LIABILITY

3.1 Neither party waives or relinquishes any immunity from liability, limitation of liability, or defense on behalf of itself, its officers, employees, and agents provided by the Constitution and laws of the State of Texas as a result of its execution of this Agreement and the performance of the covenants contained herein.

3.2 Pursuant to Texas Government Code subsections 791.006(a-1) and (b), the Parties agree that any and all responsibility for civil liability that arises from the furnishing of services under this Agreement is assigned to the District.

3.3 The County shall not be liable for any claims, costs, damages, expenses, losses, and/or liability arising out of the negligent, wrongful, or illegal acts or omissions of the District or the District's officials, employees, representatives, or agents in relation to any obligation or service provided under this Agreement.

3.4 To the extent permissible by law, the District shall fully indemnify, hold harmless, and defend the County and its officials, officers, employees, agents, and representatives from and against any and all litigation, claims, costs, damages, expenses, losses and/or liabilities related to any obligation or service provided by the District or the District's officials, employees, representatives, or agents under this Agreement.

IV.

PAYMENTS FROM CURRENT REVENUES

All payments by a party for the performance of governmental functions or services must be made from current revenues available to such party.

V.

FAIR COMPENSATION

All payments made by one party to the other party for the performance of governmental functions or services is in an amount that fairly compensates the performing party for the services or functions performed under this Agreement.

VI.

SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be invalid or contrary to the law by a court of competent jurisdiction or contrary to any rule or regulation in the remaining portions of the Agreement, it will not affect, impair, or invalidate this Agreement as a whole or any provision hereof not declared to be invalid or contrary to law. However, upon the occurrence of such event, either party may terminate this Agreement forthwith upon the delivery of written notice of termination to the other party.

VII.

ENTIRE AGREEMENT; REQUIREMENT OF WRITING

8.1 It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral Agreements and negotiations between the parties relating to the subject matter hereof as well as any previous Agreement presently in effect between the parties relating to the subject matter hereof.

7.2 Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by the parties.

7.3 No party hereto may make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other party hereto.

VIII.

APPLICABLE LAW

It is understood that the terms and conditions of this Agreement are governed by the laws of the State of Texas. Exclusive jurisdiction and venue for all legal actions related to this Agreement shall be in Brazoria County, Texas. The Parties waive any objection to the adjudication of all court actions related to this Agreement in Brazoria County, Texas.

X.

COMPLIANCE WITH LAWS AND REGULATIONS

Both parties will abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the respective obligations of each party herein, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules or regulations constitutes a material breach of this contract and entitles either party to terminate this contract immediately upon delivery of written notice to the other party.

X.

NOTICES

10.1 All notices required or permitted hereunder must be in writing and will be deemed delivered on the third day following deposit in a United States Postal Service post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the respective other party at the address below or at such other address as the other party may have theretofore prescribed by notice to the sending party.

10 2 Either party may change its respective addresses by providing at least fifteen (15) days written notice to the other party.

ATTEST: **BRAZORIA COUNTY, TEXAS**

_____ _____

ATTEST: **GULF COAST TRANSIT DISTRICT**

_____ _____

Board Secretary Executive Director

SeedPod CYBER

Very Low Limits: Significant Risks and Potential Financial Gaps

- **Extortion Payment:** A $75K limit for extortion payments is critically low. Imagine a scenario where hackers infiltrate your system and demand $200K to prevent the release of sensitive stolen data. In such a situation, the policy would only cover $75K, leaving your company to bear the remaining $125K out-of-pocket. This gap could significantly impact your financial stability and operational continuity.
- **Business Income Loss:** The aftermath of a ransomware attack typically results in about a month of downtime. For a firm generating $500K in monthly revenue, a $75K limit on business income loss would barely make a dent in the financial impact. The remaining $425K in losses would come directly out of your company's funds, severely disrupting cash flow and potentially affecting payroll, vendor payments, and other critical financial obligations.
- **Invoice Manipulation:** Consider the scenario where a cybercriminal gains access to an employee's email and sends out fraudulent invoices to your clients. If the total amount of these fraudulent invoices reaches $300K, but your policy only covers $50K, your firm would face a staggering $250K shortfall. This substantial financial burden could harm your client relationships and damage your company's reputation. Our terms offer $500K for invoice manipulation, but we recommend having at least $250K to ensure adequate protection against such threats.

These examples illustrate the significant financial risks posed by inadequate sublimits. Without proper coverage, your company could face considerable out-of-pocket expenses that could jeopardize its financial health and operational stability. Our comprehensive coverage options are designed to mitigate these risks, providing robust protection against the potentially devastating costs associated with cyber incidents.

SeedPod CYBER

	Carrier	Core +	Express Quote
	AGGREGATED LIMIT	$1M	$1M
1st PARTY	RETENTION	$5K	$7,500
	BREACH RESPONSE COSTS	$150K	$1M
	BUSINESS INTERRUPTION	$50K	$1M
	BUSINESS INTERRUPTION WAITING PERIOD	NA	12 HOURS
	CONTINGENT BUSINESS INTERRUPTION	$0	$100K
	DATA RECOVERY	$50K	$1M
	EXTORTION PAYMENT	$50K	$1M
	HARDWARE REPLACEMENT	$0	$50K
	PUBLIC RELATIONS	$0	$500K
	REPUTATIONAL HARM	$10K	$500K
3rd PARTY	NETWORK SEC AND PRIVACY LIAB	$1M	$1M
	REGULATORY	$75K	$1M
	MEDIA	$1M	$1M
Crime Coverage	COMPUTER FRAUD	$50K	$500K
	TELEPHONE FRAUD	$50K	$50K
	FUNDS TRANSFER	$50K	$500K
	SOCIAL ENGINEERING	$50K	$50K
	INVOICE MANIPULATION	$50K	$500K
	SYSTEM RESOURCE FRAUD	$50K	$50K
	Premium	**$1,875.00**	**$1,775.00**

Gaps in Coverage

There are no current terms for the following:

- **Contingent Business Interruption:** Reimburses the insured for profit loss and extra expenses due to a vendor being down from a breach.
- **Hardware Replacement Costs:** Covers the replacement of damaged hardware corrupted during a breach.

SeedPod CYBER

Coverage Comparison: Core and Core+ Policies

This document reviews the coverage provided through the attached quote for products listed as Core and Core+.

Current Policy Structure

The intent of this policy is to offer full limits for cyber liability-related claims, covering severe claims associated with third-party lawsuits against the insured organization due to damages from an attack. An example scenario includes:

- Sensitive client data being released/exfiltrated due to a breach on the insured network, with clients suing the insured for the release of that data.

However, other sections of the cyber insurance coverage are significantly reduced:

- **Business Income Loss:** $20K / $50K limit
- **Extortion Payment:** $25K / $50K limit
- **Data Recovery:** $20K / $50K limit

Considering the firm's revenue, the premiums of $1,500 and $1,875 for the two options seem high given the level of coverage offered.

Below is a side-by-side comparison of how these terms compare to our express quote, which is $1,775 for firms making below $25M in revenue and $2,040 for firms making between $25M and $50M.

CRITICAL ALERT:
Cyber Liability and Data Breach Response Coverage

DATE: June 7, 2024
TO: All Members with Core (Band 2) Cyber Coverage
RE: 2024-2025 *Cyber Liability and Data Breach Response Coverage* Updates

---

Dear Valued Member:

Since 2016, when the TML Risk Pool first began offering ***Cyber Liability and Data Breach Response Coverage ("Cyber Coverage")***, cyber claims have exponentially increased in both frequency and severity.

Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently created a new Cyber Fund and approved changes to the Pool's Coverage structure, effective on October 1, 2024. ***Members must elect to continue coverage or "opt-in" by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund.***

MEMBERS THAT DON'T FOLLOW THE OPT-IN PROCEDURES WILL LOSE THEIR EXISTING CYBER COVERAGE EFFECTIVE AT MIDNIGHT ON SEPTEMBER 30, 2024.

Included in this packet are:

1. A two-page flyer **explaining the updated Cyber Coverage and why the Pool made certain adjustments to ensure the viability of the program**.
2. A **Limits Page** for the updated Cyber Coverage and a link to the updated Cyber Coverage Document, which shows the contribution increases and available limits.
3. A **new, separate Interlocal Agreement (contract)** to join the Pool's new Cyber Fund.

Please review the above information.

If your entity wishes to continue Cyber Coverage, simply review, complete and sign, and return the completed Cyber Fund Interlocal Agreement as soon as possible but no later than September 30, 2024. (Each Member **must follow their own statutory and local policies related to contract approval prior to signing**.) You can either scan and return the completed and signed agreement by email to underwriting@tmlirp.org or mail or ship it to Cyber Coverage, c/o TML Intergovernmental Risk Pool, P.O. Box 149194, Austin, Texas 78714. To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement. An executed copy of the agreement will be returned to you.

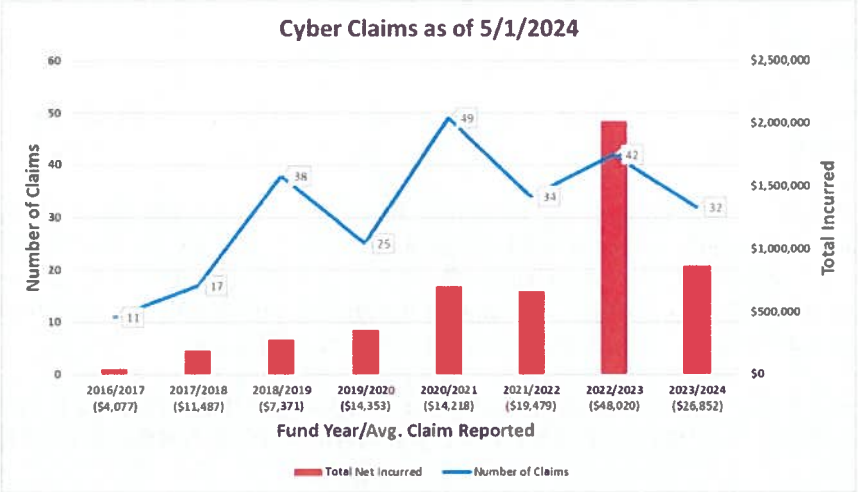
REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

TML RISK POOL

CRITICAL ALERT: The Pool's NEW Cybersecurity Fund

Introduction

In 2016, the Pool recognized its Members' growing cyber liability exposure. Starting that year, complimentary coverage was provided to all Members with either General Liability or Real & Personal Property Coverage. Later, as the exposure increased, the Pool began charging a minimal amount for the coverage. As shown by the chart below, cyber claims have exponentially increased in both frequency and severity since that time.



Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently approved the Pool's formation of a new Cyber Fund and updated *Cyber Liability and Data Breach Response Coverage ("Cyber Coverage")*, effective October 1, 2024, **for those Members who opt-in and sign the Cyber Liability Interlocal Agreement**. Read on for details.

Of course, nothing can cover every possible scenario. That's why each Member *must* take steps to protect themselves, and we can help you do so (regardless of whether you choose our cyber coverage). **Most cyberattacks are preventable, and local officials *should implement basic policies, train on them, and follow them*.** (See the final section below on loss prevention to learn more.)

The New Cyber Fund – Ensuring the Viability of the Pool's Cyber Coverage

Cyberattacks are becoming more common, more sophisticated, and more expensive. In fact, the Pool's cyber claims have increased exponentially since 2016. Right now, if every Member of the Pool was hit by a coordinated attack, the Pool's *total exposure is in the billions of dollars*. Thankfully, that hasn't happened. But the Pool is updating its Cyber Coverage to ensure that it never does.

The following is a brief overview of the changes:

- The Pool is creating a **separate Cyber Fund** – each Member that wants to continue coverage **must sign a new, separate interlocal agreement (contract) to join the Fund**.
- The Pool's **total annual payout** for cyber claims will be **capped at $25 million** – should criminals execute a widespread attack, the Pool's Board of Trustees would decide how to allocate those funds.
- The limit for third party liability has been reduced to **$500,000 or $1,000,000,** depending on whether Core or Core+ option is selected.
- **Cyber coverage contributions (premiums) will increase** based on a Member's elected limits. The new contribution ranges from $1,000 to $1,850 depending on Member type and coverage level (unless a Member chooses a different coverage level, the current level will roll over). Suggestion: Coverage will be renewed at the current elected limit.

The Coverage: What You Get
Some of the worst news a local official can receive is that they have fallen victim to a cyberattack. Whether criminals lock up your data and ask you for a ransom to restore it, they trick you into sending money to a fraudulent account and steal it, or whatever the form of an attack, the Pool's coverage provides, among other things:

- **Breach response**, which includes access to computer experts, public relations specialists, attorneys, negotiators, and others with experience responding to cyberattacks – these experts help you lessen the damage from an attack.
- **Network business interruption**, which can help cover the loss of income and extra expenses (for a limited period) caused by an attack.
- **Cyber extortion**, which can help with ransom payments to recover data.
- **Data recovery costs**, which can help with costs to restore data that was damaged, corrupted, and/or deleted.
- **Fraud protection**, which can help (if certain conditions are met) with costs related to – for example – when an employee is tricked into sending money to a cybercriminal.

The above provides only a very basic overview of the coverage. Every claim is unique, and reading the above isn't a substitute for carefully reviewing the terms of the new interlocal agreement and coverage document. Please refer to the enclosed outline of the coverages, limit, and sublimit.

What You Need to Do to Continue Coverage
To continue coverage, simply review, complete and sign, and return the Cyber Fund Interlocal Agreement. (Each Member **must follow their own statutory and local policies related to contract approval prior to signing**.) To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement.

As part of this process, we encourage you to review the 2024-2025 Cyber Liability and Data Breach Response Coverage Document that is stored on the Pool's Member Portal, which you can access from the Pool's website at www.tmlirp.org.

That's it! You'll be billed later for the costs of all your coverages, including the cyber coverage.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

Risk Management and Loss Prevention
As mentioned above, the best way to deal with a cyberattack is to avoid it altogether. The Pool has a dedicated Cyber Risk Services Manager – Ryan Burns (rburns@tmlirp.org) – who can assist any Member with loss prevention, including individual review of Member exposures and transfer of risk via contracts provisions, loss prevention efforts, appropriate coverage, and more.

Additional Resources
The Pool provides prevention education in various ways. The easiest to access are short podcast episodes and YouTube videos. For example, any local official who wants to know just how painful a cyberattack can be should listen to Episode 9c of the "Local Officials: *Stronger, Together* Podcast."

In the eye-opening episode, Scott interviews City of Tomball Assistant City Manager Jessica Rogers. Cyber-criminals hacked Tomball at the end of 2022, and the city is still — one year later — dealing with the aftermath. In this episode — which should be required listening for every city official in Texas (and beyond) — Jessica explains exactly what it's like to have essentially every computer system go down, including 9-1-1 dispatch, utility metering and billing, permitting, and everything in between. She also describes the long road to getting everything up and running. Don't miss our chance to learn from this chill-inducing story. (To listen, go to www.tmlirp.org, click on the "STP Podcast" link at the top of the page, and scroll down to Episode 9c.)

TML RISK POOL

LIMIT PAGE

Your entity currently has **Core** Cyber Coverage with the Pool. The following is an abbreviated description of the Core and Core+ limit structure beginning October 1, 2024. The Coverage Document can be accessed at https://members.tmlirp.org/downloads (this link will ask you to log into the Member Portal for access).

*A limit of **$25,000,000** is shared by all **Members** for aggregate losses occurring within the Fund Year as defined in the Cyber Liability and Data Breach Response Interlocal Agreement.*

	Core	Core+
Tower 1 - Limit of Liability*	$500,000	$1,000,000
Data & Network and Media Liability Aggregate Limit of Liability	$500,000	$1,000,000
Retention	$0	$0

Tower 2 - Limit of Liability	$100,000	$250,000
First Party Loss		
Business Interruption Aggregate Sublimit	$20,000	$50,000
Cyber Extortion Loss Aggregate Sublimit	$25,000	$50,000
Data Recovery Costs Aggregate Sublimit	$20,000	$50,000
Reputational Loss Aggregate Sublimit	$5,000	$10,000
Retention (other than Business Interruption)	$0	$5,000
Income Loss Retention under Business Interruption	$5,000	$5,000
Third Party Loss		
Regulatory Defense and Penalities Aggregate Sublimit	$25,000	$75,000
Payment Card Liabilities & Costs Aggregate Sublimit	$10,000	$25,000
Retention	$0	$5,000
eCrime		
Fraudulent Instruction Aggregate Sublimit	$25,000	$50,000
Funds Transfer Aggregate Sublimit	$25,000	$50,000
Telephone Fraud Aggregate Sublimit	$25,000	$50,000
Criminal Reward	$2,500	$2,500
Retention (other than Criminal Reward)	$2,500	$5,000
Retention Criminal Reward	$0	$0

Tower 3 - Limit of Liability	$100,000	$150,000
Breach Breach Response Aggregate Limit of Liability Beazley Response Services	$100,000	$150,000
Retention	$0	$0

New 2024-25 Annual Contribution	**$1,500**	**$1,875**
Previous 2023-24 Contribution	*$350*	*$483*

**The Tower 1 Limit of Liability changed from $1 million to $500,000 for Core limits and from $2 million to $1 million for Core+ limits. All other limits remained unchanged.*

Texas Municipal League
Intergovernmental Risk Pool

1821 Rutherford Lane, First Floor • Austin, Texas 78754

CYBER LIABILITY AND DATA BREACH RESPONSE INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between political subdivisions of this state (hereinafter referred to as "Pool Members") to form a joint self-insurance pool to be named the Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (hereinafter referred to as the "Fund") for the purpose of providing coverages against risks which are inherent in operating a political subdivision.

WITNESSETH:

The undersigned Pool Member, in accordance with Chapter 2259, Texas Government Code, the Interlocal Cooperation Act, Tex. Gov't Code § 791.001, et seq., and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing like agreements, does hereby agree to become one of the Pool Members of this self-insured pool. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement.

   a. Board. Refers to the Board of Trustees of the Fund.

   b. Fund Year. 12:01 a.m. October 1 through 12:01 a.m. the following October 1.

   c. Manual Rates. The basic rates applicable to each cyber liability and data breach response classification promulgated by the Insurance Service Office or the Board.

   d. Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The Cyber Liability and Data Breach Response Coverage Document that sets forth in exact detail the coverages provided as part of the overall plan.

   e. Adjustments. Refers to any offsets to manual premium that may result from the Pool Member's election of deductibles, loss experience, or Fund Modifier which reflects the savings to the Pool Member by entering into this Interlocal Agreement.

   f. Premium and Contribution. Used interchangeably in some parts of this Interlocal Agreement. Any reference at any time in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only and is not construed as being contrary to the self-insurance concept except where the context clearly indicates no other possible interpretation such as but not limited to the reference to "reinsurance."

   g. Reimbursable Deductible. The amount that was chosen by this Pool Member to be applicable to the first monies paid by the Fund to effect judgment or settlement of any claim or suit. The Pool Member, upon notification of the action taken, shall promptly reimburse the Fund for all or such part of the deductible amount as has been paid by the Fund. Further, however, the Fund's obligation to pay damages shall be subject to the limits of liability stated in the Declarations of Coverage or Endorsements to this Interlocal Agreement less the stated deductible amount.

   h. Fund Modifier. A percentage figure that is applied to the manual rates by the Fund to reflect the savings to the Pool Member by entering into this Interlocal Agreement.

   i. Agreement Period. The continuous period since the Pool Member first became a member of this Fund excluding, however, any period or periods of time therein that the member did not participate as a member of the Pool.

   j. Declarations of Coverage. The specific indication of the coverages, limits, deductibles, contributions, and special provisions elected by each individual Pool Member. The Declarations of Coverages may be modified by Endorsement.

2. The Board, acting through its agents and Fund staff, is responsible for the administration of all Fund business on behalf of the Pool Members.

3. In consideration of the execution of this Interlocal Agreement by and between the Pool Member and the Fund and of the contributions of the Pool Member, the coverage elected by the Pool Member is afforded according to the terms of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The affirmative declaration of contributions and limits of liability in the Declarations of Coverage and Endorsements determine the applicability of the Self-Insurance Plan.

Each Pool Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions, and limitations as further provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan or as specifically modified by the Pool Member's Declarations of Coverage. This Interlocal Agreement shall be construed to incorporate the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, Declarations of Coverage, and Endorsements and addenda whether or not physically attached hereto.

4. It is understood that by participating in this risk sharing mechanism to cover cyber liability and data breach response exposures, the Pool Member does not intend to waive any of the immunities that its officers or its employees now possess. The Pool Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations and that by executing this Interlocal Agreement does not agree to expand those limitations.

5. The term of this Interlocal Agreement and the self-insurance provided to the Pool Member shall be continuous commencing 12:01 a.m. on the date designated in this Interlocal Agreement until terminated as provided below. Although the self-insurance provided for in this Interlocal Agreement shall be continuous until terminated, the limit of liability of the Fund under the coverages that the Pool Member elects shall be limited during any Fund Year to the amount stated in the Declarations of Coverage for that Fund Year.

This Interlocal Agreement may be terminated by either party giving to the other sixty (60) days' prior written notice of intent to terminate except the Pool Member may terminate this Interlocal Agreement and its coverages thereunder without giving the sixty (60) days' notice if the reason is because of a change by the Fund in the Pool Member's contribution, coverage, or other change in the limits of liability, terms, conditions, exclusions, and limitations provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan provided that no termination by the Member shall be effective prior to the date that written notice of termination is actually received in the offices of the Fund and provided that the Pool Member agrees to and shall pay the applicable premium and contribution for those coverages it is terminating until the date the notice of termination is actually received by the Fund.

The Fund shall provide the Pool Member with Declarations of Coverage and any Endorsements that determine the applicability of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan annually by December 1. Such Declarations of Coverage shall include, but not be limited to, the coverage period which shall be the applicable Fund Year, limits, deductibles, contributions, special provisions, and limitations. Changes made during the Fund Year, whether requested by the Pool Member or required by the Fund, will be handled by Endorsement.

It is the intention of the parties that the Pool Member's coverages under this Interlocal Agreement shall remain in full force and effect from Fund Year to Fund Year, subject to the limits of liability that the Fund can provide each Fund Year and the terms, conditions, and limitations that the Fund may require to protect its solvency and to comply with reinsurance requirements, until notice of termination is given as herein provided. Realizing that the Pool Member needs the earliest possible information concerning the Fund coverages, limits, and exclusions, and the Pool Member's contribution that will be required for any new Fund Year, the Fund will endeavor to provide this information as soon as possible before the beginning of each Fund Year. The parties recognize, however, that conditions in the reinsurance industry are such that the Fund may not be able to provide this information to the Pool Member before the beginning of a Fund Year for various reasons including the failure of the Pool Member to timely submit the appropriate exposure summary or delays on the part of reinsurers in getting information to the Fund, and so, to protect the Pool Member from gaps in its coverage and to protect the solvency of the Fund, the parties agree as follows:

If, for any reason other than the Pool Member's failure to provide the information requested in the exposure summary, the Fund has not been able to provide the Pool Member with information concerning available coverages for a new Fund Year or advise the Pool Member of the amount of its contribution for the new Fund Year by the beginning of the Fund Year, the Fund shall nevertheless continue the Pool Member's coverages at the same limits of liability (if still available and if not, then at the highest limit of liability available for the new Fund Year) so that the Pool Member shall at all times remain covered as herein provided and the Pool Member's initial contributions for the new Fund Year shall be determined by a "tentative contribution" as determined by the Board with the Pool Member's actual annual contribution to be credited by the amount paid in accordance with the tentative contribution and adjusted during the Fund Year. In the event the Pool Member does not wish to have its coverages extended or renewed at the end of any Fund Year, the burden shall be upon the Pool Member to give written notice to the Fund as provided hereinabove and the Pool Member agrees to pay as hereinabove stated all contributions or pro rata contributions until the date such written notice is received in the offices of the Fund or the date of termination of this Interlocal Agreement, whichever is later.

6. Commensurate with the execution of this Interlocal Agreement and annually thereafter, the Pool Member shall complete the appropriate exposure summary and deliver it or cause it to be delivered to the Fund, or, if so instructed, to a designated contractor, no later than September 1 of each year and new annual contributions shall be calculated using manual rates times exposure, less any adjustments. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation. In the event that the Pool Member fails or refuses to submit the appropriate exposure summary, the Fund reserves the right to terminate such Pool Member by giving thirty (30) days' written notice and to collect any and all contributions that are earned pro rata for the period preceding contract termination.

The Pool Member agrees to pay the annual contribution to the Fund in four (4) equal quarterly installments, in advance, commencing at the beginning of this Interlocal Agreement with subsequent installments due the first quarter thereafter. In the event this Interlocal Agreement is terminated as herein provided, the Fund shall promptly repay to the Pool Member any such unearned annual contribution prorated as of the date of termination and the Pool Member agrees during the term of this Interlocal Agreement to promptly pay all reimbursable deductibles upon receipt of statement.

At the end of each and every Fund Year, the Fund may require the Pool Member to submit the actual data requested on the exposure summary as reflected by the books and records of the Pool Member. The Fund reserves the right to audit the records of any Pool Member and adjust contributions accordingly.

In the event that the Pool Member fails or refuses to make the payments, including accrued interest, as herein provided, the Fund reserves the right to terminate such Pool Member by giving them ten (10) days' written notice and to collect any and all amounts that are earned pro rata for the period preceding contract termination. If the amounts owed, including reimbursable deductibles, must be collected by suit, the Pool Member agrees to pay attorneys' fees and costs incurred in such suit.

7. The Fund shall maintain adequate protection from catastrophic losses to protect its financial integrity. Aggregate protection shall also be maintained. The Member's contributions shall be limited to that amount as calculated under this Interlocal Agreement. Notwithstanding anything to the contrary, the total combined aggregate limit of liability of the Fund for all Pool Members in any Fund Year, regardless of the number of occurrences or claims, shall be limited to the amount of money contained in the Fund. As to the Pool annual aggregate limits or the amount of money in the Fund, the Board of Trustees, in its sole discretion, may determine an allocation methodology among affected Pool Members should the Pool annual aggregate limit be reached, or should the money in the Fund be exhausted.

8. Notwithstanding the provisions of the foregoing paragraph, it is agreed the Board shall have the right to adjust the financial protection outlined above and/or amend coverages as it finds available or deems necessary to maintain the fiscal soundness of the Fund at the beginning of or during any Fund Year.

9. The Fund will make available loss control services to the Pool Members to assist them in following a plan of loss control that may result in reduced losses. The Pool Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations. In the event that the recommendations submitted seem unreasonable, the Pool Member has a right to appeal to the Board. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decisions will be final and binding on all parties. Any Pool Member who does not agree to follow the decision of the Board shall be withdrawn from the Fund immediately.

10. The Pool Member agrees that it will appoint a contact of department head rank, and the Fund shall not be required to contact any other individual except this one person. Any notice to or any agreements with the contact shall be binding upon the Pool Member. The Pool Member reserves the right to change the contact from time to time by giving written notice to the Fund.

11. The Fund agrees to handle all cyber liability and data breach response claims, and provide a defense for any and all cyber liability and data breach response claims covered under this Interlocal Agreement after prompt notice has been given. The Pool Member hereby appoints the Fund staff and Contractors as its agents to act in all matters pertaining to processing and handling of claims covered under this Interlocal Agreement and shall cooperate fully in supplying any information needed or helpful in settlement or defense of such claims. As respects cyber liability and data breach response claims, the Fund staff and Contractors shall carry on all negotiations with the claimant and his/her attorney, when applicable, and negotiate within authority previously granted by the Fund. If a personal appearance by the Pool Member or an employee is necessary, the expense of this appearance will not be the responsibility of the Fund. With the advice and consent of the Fund, the Fund staff and the Contractors will retain and supervise legal counsel for the prosecution and defense of any litigation. All decisions on individual cases shall be made by the Fund through the Fund staff and the Contractors, which include, but are not limited to, the decision to appeal or not to appeal, settlement negotiations, the decision of whether to settle, and other litigation tactics. However, any Pool Member shall have the right in any case to consult with the Fund on any decision made by the Fund staff or Contractors. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decision will be final and binding on all parties. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Pool Member and/or its officers or employees. There shall be supplied periodically to each Pool Member a computer printout involving a statement of claims. As respects the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, the Fund shall have priority in enforcing its subrogation claims against the claims of Pool Member.

12. The Pool Member acknowledges that it has received a copy of the Bylaws of the Fund and agrees to abide by the Bylaws and any amendments thereto.

13. The Fund agrees that all Fund transactions will be annually audited by a nationally recognized certified public accounting firm.

14. If legally required, the Fund shall cause to be filed the necessary tax forms with the Internal Revenue Service.

15. As the administrators of the Fund, the Board shall primarily and consistently keep foremost in their deliberations and decisions in operating the Fund that each of the participating Pool Members is a "self-insured." At least annually, the Board shall carefully review, study, and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Pool Members, the pro rata savings to the Fund resulting from overall loss experience attributed to each Pool Member, and the pro rata portion of the cost of all catastrophic loss protection and aggregate stop loss protection allocated to each Pool Member as well as the pro rata allocation, as determined by the Board of the other and necessary administrative expenses of the Pool, in order to reasonably determine the actual pro rata cost, expense, and loss experience of each Pool Member in order to maintain as nearly as possible an equitable and reasonable self-insurance administration of the Fund as applied to each Pool Member.

    The Fund shall maintain case reserves and supplemental reserves computed in accordance with standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due, subject to paragraph 7 above. The Board has complete authority to determine all matters pertaining to the existence and dissolution of the Fund.

16. Venue of any suit or action arising out of or related to this Interlocal Agreement shall be exclusively in the state and federal courts of Travis County, Texas. The parties agree they shall assume their own expenses for attorney's fees in any suit or action arising out of or related to this Interlocal Agreement.

17. The parties agree this Interlocal Agreement may be executed by original written ink signature on paper documents, an exchange of copies showing the original written ink signature on paper documents, or electronic or digital signature technology in such a manner that the signature is unique and verifiable to the person signing. The use of any one or combination of these methods of execution shall constitute a legally binding and valid signing of this Interlocal Agreement, which may be executed in one or more counterparts, each of which, when duly executed, shall be deemed an original.

EMPLOYER MEMBERS' FUND CONTACT (See Section 10):

Member Name _____

Name of Contact _____ Title _____

Mailing Address _____ Email Address _____

Street Address (if different from above) _____

City _____ Zip _____ Phone _____

_____
SIGNATURE OF AUTHORIZED MEMBER OFFICIAL

_____ _____
Title Date

Member's Federal Tax I.D. Number ___ ___ - ___ ___ ___ ___ ___ ___ ___
This Information is MANDATORY

TO BE COMPLETED BY FUND: (OFFICE USE ONLY)

Effective Date of This Agreement _____

Member Name _____

Contract Number _____

_____
SIGNATURE OF AUTHORIZED FUND OFFICIAL

_____ _____
Title Date

1602 Village Market Blvd SE, Suite 320
Leesburg, VA20175 USA

Cage Code: 7QV38
UEI Number Y7D5MXRU2839
DUNS# 080431574
Federal Tax ID: 81-3911287
Business Size: Small Business

Date: 9/12/2024, 9:01 AM

Phone: 571 707-4130
Fax: 571-291-4119
Email: sales@vertosoft.com

Vertosoft Contact: David Ball
Phone: (571) 218-5194
Email: david.ball@vertosoft.com

Spare Labs Quote for Gulf Coast Transit District

Contract: TX-DIR: DIR-CPO-5327

Quote #: Q-07941
Expires On: 9/30/2024

Ship To
Gulf Coast Transit District

Quote For:
Name: Sandra Sabatier
Company: Gulf Coast Transit District
Email: ssabatier@gctdtx.gov
Phone:

PAYMENT TERMS	DELIVERY METHOD	PAYMENT METHOD	VERTOSOFT CUST ID	SUPPLIER REF #
Net 30	Electronic	Check/ACH/Credit Card		

Overall POP Start Date: 10/1/2024
Overall POP End Date: 9/30/2027

Year 1

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
SL_IMP	Essentials Implementation	1.00	$0.00	$0.00
SL_PLTFEE_GCTD	Spare Labs Platform Fee for Gulf Coast Transit District. Includes: Base Platform, Base Vehicle, Essentials Partner Success, Rider Pro, Driver Pro	26.00	$5,332.99	$138,657.74
SL_VEP	Voice Essentials Package	26.00	$899.32	$23,382.32
SL_SMS	Spare Labs SMS	26.00	$606.97	$15,781.22
SL_OPNFLT	Spare Labs Open Fleets Trip Brokering. Price is per booked trip, billed monthly.	0.00	$0.00	$0.00
			Year 1 TOTAL:	$177,821.28

Year 2

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
SL_PLTFEE_GCTD	Spare Labs Platform Fee for Gulf Coast Transit District. Includes: Base Platform, Base Vehicle, Essentials Partner Success, Rider Pro, Driver Pro	26.00	$5,332.99	$138,657.74
SL_VEP	Voice Essentials Package	26.00	$899.32	$23,382.32
SL_SMS	Spare Labs SMS	26.00	$606.97	$15,781.22
SL_OPNFLT	Spare Labs Open Fleets Trip Brokering. Price is per booked trip, billed monthly.	0.00	$0.00	$0.00
			Year 2 TOTAL:	$177,821.28

Year 3

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
SL_PLTFEE_GCTD	Spare Labs Platform Fee for Gulf Coast Transit District. Includes: Base Platform, Base Vehicle, Essentials Partner Success, Rider Pro, Driver Pro	26.00	$5,332.99	$138,657.74
SL_VEP	Voice Essentials Package	26.00	$899.32	$23,382.32
SL_SMS	Spare Labs SMS	26.00	$606.97	$15,781.22
SL_OPNFLT	Spare Labs Open Fleets Trip Brokering. Price is per booked trip, billed monthly.	0.00	$0.00	$0.00
			Year 3 TOTAL:	$177,821.28

TOTAL:	$533,463.84

Quote Terms

By purchasing the products and services described in this order form, the Customer is expressly agreeing to the End User Agreement published at
https://www.vertosoft.com/terms-and-conditions-spare

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.
Credit Card Orders: Additional fees may apply if paying by credit card.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

spare

Spare Platform Terms of Use

Passenger Terms of Use

Last Updated: February 17, 2021

BY USING (THE TERM "USE" WHEN USED HEREIN IN RESPECT OF THE PLATFORM WILL MEAN ACCESS OR USE, AND "USING" WILL HAVE A CORRESPONDING MEANING) THE PLATFORM (AS THAT TERM IS DEFINED BELOW), YOU ACCEPT AND AGREE TO BE BOUND BY AND COMPLY WITH THESE TERMS OF USE, AS UPDATED FROM TIME TO TIME IN ACCORDANCE WITH THE SECTION BELOW TITLED "CHANGES TO THESE TERMS OF USE AND PLATFORM". IF YOU DO NOT ACCEPT AND AGREE TO BE BOUND BY THESE TERMS OF USE, PLEASE DO NOT USE THE PLATFORM. IF YOU ARE USING THE PLATFORM ON BEHALF OF ANOTHER PERSON OR A CORPORATE ENTITY, YOU REPRESENT AND WARRANT THAT YOU HAVE THE AUTHORITY TO BIND SUCH PERSON OR ENTITY TO THESE TERMS OF USE.

WHERE WE PROVIDE SERVICES ON BEHALF OF ONE OF OUR SUBSCRIBERS ("TRANSPORT PROVIDER"), THAT TRANSPORT PROVIDER MAY REQUIRE THAT YOU AGREE TO ADDITIONAL TERMS OF USE AS BETWEEN THAT TRANSPORT PROVIDER AND YOU WHERE YOU USE THAT TRANSPORT PROVIDER'S SERVICES THROUGH OUR PLATFORM. SUCH ADDITIONAL TERMS FORM AN AGREEMENT BETWEEN YOU AND THE TRANSPORT PROVIDER, AND SPARE IS NOT A PARTY TO SUCH AGREEMENT.

The following terms of use (the "Terms of Use") govern your use of: (1) the websites under Spare's control, whether partial or otherwise (collectively, the "Website"), (2) the mobile device software provided by us to you through the Apple App Store, the Windows Phone Store, or Google Play, as applicable, to facilitate the matching of Drivers (as defined below) and other users (each, a "Passenger") interested in retaining a Driver to perform services (the "Application"); and (3) all other services provided by Spare, as described on the Website or the Application (collectively, the "Platform"). These Terms of Use form an agreement between Spare Labs Inc. ("Spare", "us", "we", "our") and you. The term "you" refers to the person or entity visiting, browsing or otherwise using the Platform, or communicating with drivers registered with Spare (each such driver, a "Driver"), in each case for the purpose of finding a Driver to provide transportation services as Driver and Passenger may agree between themselves in each case (each, a

"Ride"). The Platform is provided solely to: (1) assist you in gathering information about the various Ride opportunities and Drivers available on the Platform, including, if applicable and without limitation, profiles and reviews of Drivers (each, a "Driver Profile"); (2) enable you to post information regarding yourself and your Ride requests; (3) post reviews of Drivers; and (4) facilitate communication with Drivers with the objective of entering into a Ride Agreement (as defined below) solely for the purpose of engaging in transportation activities ("Platform Services").

Changes to these Terms of Use and Platform

Except where prohibited by applicable law, Spare reserves the right to change these Terms of Use at any time without notice. Your continued use of the Platform after any changes to these Terms of Use indicates your acceptance of such changes. It is your responsibility to review these Terms of Use regularly for any changes. Spare reserves the right to change any information, material or content (including, but not limited to, details, features and availability of Platform Services, Drivers, Driver Profiles, Rides, and reviews of Rides and Drivers) contained on or provided through the Platform (the "Content") at any time, and from time to time, without notice.

Use of the Platform

As a condition of your use of the Platform, you warrant that: (1) you have reached the age of majority in your jurisdiction of residence; (2) you possess the legal authority to create a binding legal obligation on behalf of yourself; (3) you will use the Platform in accordance with these Terms of Use; (4) all information supplied by you on the Platform is true, accurate, current and complete; and (5) you will use the Platform Services only in accordance with applicable law. Spare retains the right, at its sole discretion, to deny to anyone use of the Platform or the services it offers, at any time and for any reason, including, but not limited to, for violation of these Terms of Use. You will cease and desist from any such use immediately upon request by Spare.

License Grants

Subject to these Terms of Use, Spare grants you a personal, revocable, non-exclusive and non-transferable license during the Term to permit you to access and use the Platform in accordance with these Terms of Use for the Platform Services only.

User Account

You will be required to successfully register for a user account (the "User Account") using the available interfaces at the Platform, including without limitation, by signing into the

Platform using your user account ("User ID") in order to use the Platform and communicate with Drivers through the Platform. Spare may, at its sole discretion, elect not to recognize your User ID or require you to provide additional information. You will keep your User ID secure and will not share your User ID with anyone else, and you will not collect or harvest any personal data of any other user of Spare, including without limitation account names. Spare reserves the right to disable any User Account issued to you at any time in Spare's sole discretion. If Spare disables access to a User Account issued to you, you may be prevented from accessing Spare, your account details or any Rides that are associated with your account.

Term and Termination

These Terms of Use will commence on the day you first use the Platform and will continue into force until terminated by either party (the "Term"). Either party may terminate these Terms of Use as follows: (1) Spare may terminate these Terms of Use at any time and with immediate effect by giving notice to you, at Spare's discretion, by email (at your current email address on file with Spare) or through the Platform; (2) you may terminate these Terms of Use at any time and with immediate effect by requesting (by email or through any then-available interfaces on the Platform) that your User Account be deleted, ceasing use of the Platform, and uninstalling and removing all local software components thereof.

Ride Agreements with Drivers

If you wish to request a Ride on the Platform, you may be required to provide a valid credit or debit card to our third party payment processor. All disputes regarding charges to your credit or debit card are between you, the applicable Driver and such third party payment processor and Spare will in no way be responsible for the resolution of any such disputed charges. If you select a Driver for a Ride through the Platform, you may separately enter into an agreement with that Driver on such terms and conditions as may be agreed to between you and that Driver ("Ride Agreement"). You understand that you are engaging directly with the Driver you select and not Spare, and that Spare is not a party to and will be in no way responsible for the performance of either you or the Driver under any Ride Agreement. Without limiting the foregoing, you understand and agree that the Driver will not be an employee of Spare. Spare does not make any representations or warranties of any kind in respect of a Driver or a Ride Agreement and you acknowledge that Spare is not an agent or representative of you or any Driver. You are responsible for managing, inspecting, accepting and paying for services provided under a Ride Agreement in accordance with the terms and conditions thereof. You also agree to act in good faith when negotiating and performing your obligations under each Ride Agreement.

If you fail to perform your obligations under the Ride Agreement, Spare at its sole discretion may suspend your User Account or prevent you from using the Platform.

YOU ACKNOWLEDGE THAT SPARE DOES NOT PROVIDE TRANSPORTATION OR LOGISTICS SERVICES OR ACT AS A TRANSPORTATION CARRIER AND ALL TRANSPORTATION OR LOGISTICS SERVICES ARE PROVIDED BY INDEPENDENT THIRD PARTY CONTRACTORS.

Payment Fees

You will pay Spare a fee that is calculated dynamically with each Ride (the "Fee"). You may be responsible for paying such amount even if you cancel a Ride after being matched with a Driver.

The Fees and charges set forth above to not include any payment processing fees assessed by our third party payment processors for which you will be solely responsible. By using the Platform Services, you authorize our third party payment processors to deduct and send directly to us and to Drivers any amounts owed to us or Drivers, as applicable, pursuant to these Terms of Use. Third party payment processors are not subcontractors or agents of Spare and any disputes between you and a Passenger regarding any payments or lack thereof are between you, such Passenger and the third party payment processor, as applicable. We and our third party payment processors are not responsible for the transmission or processing of any payments you make or receive pursuant to your use of the Platform Services. Your use of the payment services provided by our third party payment processors may be subject to additional terms and conditions made available to you by such payment processors.

Reviews and Comments

By submitting content to the Platform or Spare, including without limitation any Driver or Ride reviews, questions, comments, suggestions, ideas or similar information (collectively, "Submissions"), you grant Spare and its affiliates, a worldwide, nonexclusive, royalty-free, perpetual, transferable, irrevocable and fully sublicensable right and license to (1) use, reproduce, modify, adapt, translate, distribute, publish, exploit, create adaptations and derivative works from and publicly display and perform such Submissions throughout the world in any media, now known or hereafter devised; and (2) use the name that you submit in connection with such Submission. You acknowledge that Spare may choose to provide attribution of your Submissions (e.g., listing your name and city on a Driver or Ride review that you submit) at our discretion, and that such Submissions may be used by Spare or shared with Drivers and others using our Platform without notice to you. You further grant Spare the right to pursue at law any person or entity that violates your or

Spare's rights in the Submissions by a breach of these Terms of Use. You acknowledge and agree that Submissions are non-confidential to you.

Spare takes no responsibility and assumes no liability for any Submissions posted or submitted by you. Spare has no obligation to post your Submissions and reserves the right, in its absolute discretion to determine which Submissions are published on the Platform. If you do not agree to the terms relating to Submissions in this Section, do not provide us with any Submissions. You are fully responsible for the content of your Submissions, specifically including, but not limited to, reviews posted to the Platform. Spare may take down any Submissions for any reason at any time without notice to you. You will not post or transmit to or from the Platform: (a) any unlawful, threatening, libelous, defamatory, obscene, pornographic, or other material or content that would violate rights of publicity or privacy, or that would violate any applicable law; (b) any commercial material or content (including, but not limited to, solicitation of funds, advertising, or marketing of any good or services); and (c) any material or content that infringes, misappropriates or violates any copyright, trademark, patent right or other intellectual property or proprietary right of any third party. You will be solely liable for any damages resulting from any violation of the foregoing restrictions, or any other harm resulting from your posting of content to the Platform.

Ownership

Spare expressly reserves all rights in the Platform and all materials provided by Spare in connection with these Terms of Use that are not specifically granted to you. You acknowledge that all right, title and interest in the Platform, all materials provided by Spare in connection with these Terms of Use (including the Content), and any update, adaptation, translation, customization or derivative work thereof, and all intellectual property rights therein will remain with Spare (or third party suppliers, if applicable), and that the Platform and all materials provided by Spare hereunder are licensed and not "sold" to you.

Privacy Policy

Please click here to review our current Privacy Policy, which contains important information about our practices in collecting, storing, using and disclosing your personal information, and which is hereby incorporated into and forms a part of these Terms of Use: https://sparelabs.com/en/privacy-policy

No Unlawful or Prohibited Use

You will not, without Spare's prior written permission, use the Platform and the Content for purposes other than the Platform Services. Without limiting the generality of the foregoing, you will not, and will not permit anyone else to: (1) "frame", "mirror" or otherwise incorporate the Platform or the Content or any part thereof on any website; (2) access, monitor or copy any part of the Platform or the Content using any robot, spider, scraper or other automated means or any manual process for any purpose without our express written permission; (3) violate the restrictions in any robot exclusion headers on the Content or the Platform or bypass or circumvent other measures employed to prevent or limit access to the Platform; (4) take any action that imposes, or may impose, in Spare's discretion, an unreasonable or disproportionately large load on the Platform; (5) deep-link to any portion of the Platform for any purpose; (6) remove (or permit anyone else to remove) any watermarks, labels or other legal or proprietary notices included in any Ride, the Platform or the Content; (7) modify or attempt to modify (or permit anyone else to modify or attempt to modify) the Platform or any Rides, including without limitation any modification for the purpose of disguising or changing any indications of the ownership or source of the Platform or a Ride; (8) use the Platform or any Ride or Content as part of any service for sharing, lending or multi-person use, or for the purpose of any other institution, except as specifically permitted by an applicable Ride Agreement and only in the exact manner specified and enabled by therein; (9) attempt to, assist, authorise or encourage others to circumvent, disable or defeat any of the security features or components, such as digital rights management software or encryption, that protect the Platform; (10) copy, reproduce, modify, distribute, transfer, sell, publish, broadcast, perform, transmit, publish, license or circulate in any form any part of the Platform or the Content; (11) create adaptations, translations, or derivative works based on the Platform or the Content, in whole or in part, or decompile, disassemble, reverse engineer or other exploit any part of the Platform or the Content; (12) use of access the Platform in a manner that violates the rights (including, but not limited to intellectual property rights) of any third party; or (13) upload to or transmit through the Platform any information, images, text, data, media or other content that is offensive, hateful, obscene, defamatory or violates any laws, in each case as determined by Spare in its sole discretion.

Third Party Websites

The Platform may provide links to third party websites. Spare does not endorse the information contained on those web sites or guarantee their quality, accuracy, reliability, completeness, currency, timeliness, non-infringement, merchantability or fitness for any purpose. The content in any linked web site is not under Spare's control, and if you choose to access any such web site, you do so entirely at your own risk.

Viruses

The downloading and viewing of Content is done at your own risk. Spare cannot and does not guarantee or warrant that the Platform or the Content are compatible with your computer system or that the Platform or the Content, or any links from the Platform or the Content, will be free of viruses, worms, Trojan horses or disabling devices or other code that manifests contaminating or destructive properties. You are responsible for implementing safeguards to protect the security and integrity of your computer system, and you are responsible for the entire cost of any service, repairs or connections of and to your computer system that may be necessary as a result of your use of the Platform.

Communications Not Confidential

Spare does not guarantee the confidentiality of any communications made by you through the Platform. Although Spare generally adheres to the accepted industry practices in securing the transmission of data to, from and through the Platform, you understand, agree and acknowledge that Spare cannot and does not guarantee the security of data transmitted over the Internet or public networks in connection with your use of the Platform or any Rides.

DISCLAIMER AND LIMITATION OF LIABILITY

THE PLATFORM AND THE CONTENT ARE PROVIDED "AS IS" AND "AS AVAILABLE" WITHOUT REPRESENTATIONS, WARRANTIES, AND CONDITIONS OF ANY KIND. USE OF THE PLATFORM OR THE CONTENT IS AT YOUR OWN RISK. SPARE DOES NOT MAKE ANY REPRESENTATIONS, WARRANTIES OR CONDITIONS ABOUT THE QUALITY, ACCURACY, RELIABILITY, COMPLETENESS, CURRENCY, OR TIMELINESS OF THE PLATFORM OR THE CONTENT. THE PLATFORM AND THE CONTENT MAY INCLUDE ERRORS, OMISSIONS AND INACCURACIES, INCLUDING, WITHOUT LIMITATION, PRICING ERRORS. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, SPARE DOES NOT ASSUME ANY RESPONSIBILITY FOR ANY ERRORS, OMISSIONS OR INACCURACIES IN THE PLATFORM OR THE CONTENT. IN ADDITION, SPARE EXPRESSLY RESERVES THE RIGHT TO CORRECT ANY PRICING ERRORS ON THE PLATFORM. DRIVER AND RIDE REVIEWS DISPLAYED ON THE SITE ARE INTENDED AS ONLY GENERAL GUIDELINES, AND SPARE DOES NOT GUARANTEE THE ACCURACY OF THE REVIEWS. SPARE MAKES NO GUARANTEES ABOUT THE AVAILABILITY OF SPECIFIC DRIVERS OR RIDES. WITHOUT LIMITING THE FOREGOING, SPARE MAKES NO GUARANTEES ABOUT ANY DRIVER'S ABILITY TO FULFILL ITS OBLIGATIONS WITH RESPECT TO A RIDE OR RIDE AGREEMENT, INCLUDING, WITHOUT LIMITATION, THE SUITABILITY OF ANY DRIVER TO PERFORM ANY SERVICES IN A WORKMAN-LIKE OR PROFESSIONAL MANNER.

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your breach of any of your warranties, conditions, representations or obligations under these Terms of Use or any documents referenced herein;

your violation of any applicable law or the rights of a third party (including, without limitation, privacy or intellectual property rights);

your use of the Platform;

breach of or failure to perform under any Ride Agreement by you or by any third party acting on your behalf or with your permission; or

any claim or allegation that a Driver is an employee of Spare in connection with any Ride or Ride Agreement.

Geographic Application of the Platform

Not all of the Drivers, Rides and services described on the Platform are available in all jurisdictions. Furthermore, nothing on the Platform constitutes an offer or solicitation to buy or sell any product or service to anyone in any jurisdiction in which such an offer or solicitation is prohibited by applicable law.

Governing Law and Jurisdiction

These Terms of Use will be governed by the laws of the Province of British Columbia and the federal laws of Canada applicable therein. These laws apply to your use of the

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BYLAWS OF GULF COAST TRANSIT DISTRCT

These Bylaws govern the affairs of the Gulf Coast Transit District (GCTD), a political subdivision of the State of Texas created pursuant to Chapter 458 of the Texas Transportation Code (referred to as the "code")

RECITALS

WHEREAS, the Directors of the GCTD are elected or appointed representatives of Galveston and Brazoria Counties and the incorporated political subdivisions who have affirmed, through Resolutions of their governing bodies, their participation in the GCTD.

WHEREAS, the Directors of the GCTD recognize the need for continued public transportation services for the citizens of Galveston and Brazoria counties, and the development of regional transit and mobility resources to provide residents and visitors transportation alternatives to single occupant automobile travel.

WHEREAS, the Directors of the GCTD recognize the strategic role which the GCTD performs in the pursuit and receipt of federal and state transit funding on behalf of transit providers within Galveston County.

NOW, THEREFORE, the Directors of the GCTD desire to create the following Bylaws which delineate the purpose, membership, and organizational framework for GCTD activities.

ARTICLE I
THE PURPOSE AND FUNCTION OF THE GCTD

1.1 The purpose of the GCTD is to work with constituent members on the delivery, improvement, and funding of public transportation services, including but not limited to fixed route, ADA paratransit, general demand response, and commuter services, and the planning and development of regional transit and mobility solutions to address growing congestion and increased traffic delay time resulting from the significant development and population growth being experienced within Galveston and Brazoria Counties;

1.2 The purpose of the GCTD is to work with other political subdivisions at the local, regional, state, and national level to pursue funding and other resources toward continued operation and improvement of public transportation and related infrastructure.

1.3 The purpose of the GCTD is to enhance the availability of data and information relating to the provision of public transportation services for Galveston and Brazoria Counties.

1.4 The purpose of the GCTD is to facilitate access to federal and state formula transit funds and other discretionary federal and state funding to support public transportation and other mobility related improvements for Galveston and Brazoria.

1.5 The purpose of the GCTD is conduct business in accordance with the laws of the State of Texas including adopting and amending if required, and enforcing the GCTD Ethics Compliance and Code of Conduct Policy approved by the Board of Directors

ARTICLE 2
JURISDICTION OF THE GCTD

2.1 The GCTD is a rural and urban transit district whose jurisdiction includes the Texas City/La Marque/ Dickinson urbanized area within Galveston County; the Lake Jackson/Angleton/Freeport/Clute urbanized area within Brazoria County; and the non-urban incorporated and unincorporated areas of Galveston and Brazoria County. The City of Galveston has chosen not to become a member.

ARTICLE 3
MEMBERS, BOARD OF DIRECTORS, AND OFFICERS

The GCTD encourages all political subdivisions, community and social service agencies, the press, and other interested parties to actively participate in the proceedings of the organization. The GCTD mailing list, which provides access to information regarding the GCTD, and notices of important meetings where the public is invited to attend, will be updated as requested.

3.1 The GCTD Board of Directors will be composed of elected officials or appointed representatives as follows:

From Galveston County: the cities of Texas City, La Marque, and Dickinson; the University of Texas Medical Branch; a member of the Galveston County Court of Commissioner; and, a minimum of two (2) representatives from rural portions of the County invited by the Court ; and

From Brazoria County: the cities of Lake Jackson, Angleton, Clute, and Freeport; a member of the Brazoria County Court of Commissioners; and a minimum of two (2) representatives from rural portions of the County invited by the Court.

The GCTD Board of Directors will also include representation from **Community Services Organizations.**

3.2 The Board of Directors of the GCTD shall appoint a Chairman, Vice Chairman, and Secretary, through nomination and majority vote, to provide the governing leadership for the GCTD. The responsibilities of the Officers are as follows:

(a) The Chairperson shall be the primary representative of the GCTD Board of Directors, and will be responsible for managing Board meetings, setting all agendas, and implementing policy. The Chairman or his designee will execute official documents and correspondence on behalf of the GCTD.

(b) The Vice Chairperson shall assist the Chairman in all matters as set forth above and, in the event the Chairman is unavailable, serve in that capacity.

(c) The Secretary shall maintain the records of the GCTD.

(d) Officers will serve for two (2) year terms.

3.3 Each Board Member representing a voting member shall have one vote.

3.4 A quorum is determined for posted meetings if a minimum 50% or more of voting Board Directors, or their alternates, are present at a called meeting, subject to the provisions of Article 4.

3.5 **Members** - The GCTD Board of Directors may extend invitations for Membership to the largest municipalities within the Houston Urbanized Area, which are located mostly in Galveston and Brazoria Counties and, at its discretion, invite other municipalities and/or organizations, that desire access to GCTD public transportation services, through the provision of their fair share of financial resources to support the addition of new service, to become members.

ARTICLE 4
MEETINGS

4.1 The GCTD BOD will convene a minimum of six (6) meetings within any calendar year, but generally will follow a bi-monthly schedule. The Chairman or Vice Chairman retains the right to call special meetings as necessary to carry out the business and responsibilities of the GCTD. The meetings will be held at a location designated by the Board of Directors. Every effort should be made to rotate the meetings among the member jurisdictions.

4.2 The members of the Board of Directors, who have been duly appointed to serve on the GCTD by their governing bodies, shall serve for an initial two-year term. Thereafter, they may be re-appointed by their respective governing bodies for another two-year term or replaced. Members may serve consecutive terms with no limitations.

4.3 The Chairman or Vice Chairman may call for a meeting to be conducted remotely through teleconference, or virtual platform. In this event, the meeting notice will be posted in Galveston and Brazoria County Courthouses a minimum of 72 hours prior to the date and time set for the meeting. If the proposed meeting is to handle emergency matters, the posting time can be reduced to 24 hours. The posted notice and meeting agenda will be sent electronically to all voting and non-voting board members and other interested parties.

ARTICLE 5
TERM OF THE GCTD

5.1 The Gulf Coast Transit District was created pursuant to Chapter 458 of the Texas Transportation Code, by Galveston and Brazoria Counties. Should, at any time, the GCTD Board of Directors determines that the GCTD has fulfilled its mission, has been legislatively superseded, or no longer serves a useful public purpose, the GCTD Board of Directors may adopt a Resolution requesting Brazoria and Galveston Counties to dissolve and/or restructure the GCTD.

ARTICLE 6
INDEMNIFICATION OF THE GCTD AND INDIVIDUAL BOARD MEMBERS

6.1 The GCTD can receive federal and state grants, loans and other financial assistance required to meet the goals and objectives set forth by the Board of Directors. The Board of Directors must continually assess the role and responsibility of the GCTD and may determine that it is in the best interest of the GCTD and its individual Board Members to secure individual liability insurance to protect the activities of the GCTD and its Board.

ARTICLE 7
AMENDMENT TO BYLAWS

7.1 Amendment to Bylaws. These Bylaws may be amended by the GCTD Board of Directors through a 2/3rds vote of all Directors at a regular or special GCTD meeting where the agenda item has been properly posted.

ARTICLE 8
LEGAL AUTHORITIES AND CONSTRUCTION

8.1 Legal Authorities Governing Bylaws. The Bylaws shall be construed in accordance with the laws of the State of Texas. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

8.2 Legal Construction. If any Bylaw provision is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect other provisions and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws.

8.3 Headings. The headings used in the Bylaws are used for convenience and shall not be considered in construing the terms of the Bylaws.

8.4 Parties Bound. The Bylaws shall be binding upon and inure to the benefit of the members, Directors, Officers, committee members, employees, and agents of the GCTD and their respective heirs, executors, administrators, legal representatives, successors and assigns except as otherwise provided in the Bylaws.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the GCTD and that the foregoing Bylaws were duly adopted at a meeting of the Board of Directors held on the 11th day of August 2020.

DATED:

_____

Chairman of the GCTD