Gold Coast Transit District
Title VI - Civil Rights Program

Approved June 5, 2019

Gold Coast Transit District (GCTD)
Steven P. Brown, General Manager
Contact: Vanessa Rauschenberger, Director of Planning & Marketing
1901 Auto Center Drive Oxnard, CA 93036-7966
805-483-3959 ext. 141; FAX 805-487-0925
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1.0 INTRODUCTION TO TITLE VI PROGRAM

This update to the Gold Coast Transit District (GCTD) Title VI program was developed pursuant to the revised procedures described in Federal Transit Administration (FTA) Circular 4702.1B, dated October 1, 2012. The previous program was submitted to FTA on May 4, 2016. The purpose of the update is to provide information to enable FTA to determine GCTD is in compliance with the U.S. Department of Transportation (DOT) Title VI regulations (49 CFR Part 21). The update also includes information about GCTD’s language assistance measures to assure equal access for Limited English Proficient persons in the GCTD service area.

2.0 ACTIVE LAWSUITS OR COMPLAINTS

Since the last report submittal in May 4, 2016, there has been no public transportation-related Title VI or civil rights investigations, complaints, or lawsuits filed against GCTD on the basis of race, color, and/or national origin in transit-related activities and programs.

3.0 PENDING APPLICATIONS FOR FINANCIAL ASSISTANCE

GCTD is a recipient of federal funding under Section 5307 of the FTA Act of 1964, as amended. Currently, GCTD has two FTA grant applications pending and one in process of being submitted.

The FY 2018-19 grant application for capital and operating funds is in the process of being approved and has been assigned FTA project number CA-2019-046-00. GCTD’s revised 5307 CMAQ application for additional engine replacements is also in the approval process and has been given the project number CA-2018-132-01. Lastly, GCTD’s FY 2018-19 grant application for debt service for a new operations and maintenance facility is in the process of being submitted has been assigned an FTA project number 1678-2019-4.

4.0 MINORITY REPRESENTATION IN DECISION-MAKING BODIES

Gold Coast Transit District is governed by a Board of Directors. Each of GCTD’s five member jurisdictions (Oxnard, Ventura, Ojai, Port Hueneme and the County of Ventura) appoints an elected official from its governing body to serve on the Board of Directors and a second to serve as an alternate member. This enables representation of the individual geographical areas on the GCTD Board. Appointments are generally based on the council/board member with the greatest interest in transit and not based on minority status. Currently, the Board consists of two minorities and three non-minorities.

Additionally, GCTD’s bylaws provide each board member with one (1) vote, except that a board member appointed within a jurisdiction whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes on only the following: annual budget, midyear budget changes and amendments; and capital expenditures of five million dollars ($5,000,000) or more.

The GCTD Board of Directors directed the formation of a Technical Advisory Committee (TAC) in 1982 to serve in an advisory capacity to the Board. The Committee’s mission is to provide advisory assistance and recommendations to the GCTD Board and staff on technical and policy issues affecting the interests of member jurisdictions, and to serve as a communication liaison among jurisdictions and GCTD. The TAC is comprised of staff members from each of GCTD’s five member jurisdictions who are appointed by the City Managers and the County of Ventura Public Works Director. The Ventura County Transportation Commission (VCTC) Executive Director
designates staff to serve in an ex-officio capacity for the purpose of providing information on state and federal funding requirements and options, transportation and transit planning and other issues. GCTD Planning staff provides staff assistance to the TAC. One of GCTD's TAC members currently serving is a minority; three are female.

GCTD Minority Representation on Decision Making Bodies

<table>
<thead>
<tr>
<th>Non-Elected Committees</th>
<th>Number of Members</th>
<th>Minority</th>
<th>Non-Minority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Technical Advisory Committee (TAC)</td>
<td>6*</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

*One TAC member declined to state.
5.0 **FTA CIVIL RIGHTS & DOT TITLE VI ASSURANCES**

In accordance with 49 CFR Section 21.7(a), every GCTD FTA grant application for financial assistance shall be accompanied by an assurance that GCTD will operate in compliance with DOT’s Title VI regulations. This requirement shall be fulfilled when GCTD submits its annual certifications and assurances to FTA.

### 6.0 **TITLE VI NOTICE TO THE PUBLIC ASSURANCE**

GCTD is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended.

GCTD’s Title VI notice to the public is posted in English and Spanish at the following locations:

- Public lobby of the GCTD Administration offices located at 1901 Auto Center Drive
  Oxnard, CA 93036-7966

- Public window display at the GCTD Customer Service offices located at the Oxnard
  Transit Center, 201 E Fourth Street, Oxnard, CA 93030

- Public notices board at the Ventura Transit Center, 3400 Telegraph Road, Ventura, CA
  93003


- Bus Book

- All fixed-route and paratransit (ACCESS) vehicles
Gold Coast Transit District (GCTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Gold Coast Transit District.

- **No person or group of persons will be discriminated against with regard to fares, routing, scheduling, or quality of transportation service that GCTD furnishes, on the basis of race, color, or national origin.**
- **Frequency of service, age and quality of vehicles assigned to routes, quality of bus stops and location of routes will not be determined on the basis of race, color or national origin.**

In addition, GCTD recognizes both California and federal laws which protect your civil rights. The California Legislature has adopted statues to address discrimination in the private as well as the public sector. California and federal law should be examined together. People who believe that they have experienced discrimination or have been denied other rights may file a complaint with California’s Department of Fair Employment and Housing (DFEH).

For a detailed analysis of the legal rights of disabled individuals, please refer to California’s Office of the Attorney General.

More information on the Gold Coast Transit District civil rights program, and the procedures to file a complaint, can be obtained by calling 805-483-3959, online at www.gctd.org, or in person at our administrative office located at 1901 Auto Center Drive Oxnard, CA 93036.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the FTA Region 9 Office of Civil Rights San Francisco Federal Building 90, 7th Street, Suite 15-300 San Francisco, CA 94103. Telephone: (202) 731-9652, or (202) 713-0097

If information is needed in another language, contact 805-483-3959.

*Si necesita información en otro idioma, comuníquese al 805-483-3959.*
Title VI – Civil Rights Complaint Procedures

HOW TO FILE A COMPLAINT
Any person who believes that he or she has, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin by GCTD may file a Title VI complaint with GCTD. The complaint should be submitted by the complainant and/or his/her designee as soon as possible but must be filed within 180 days of the date of the alleged discrimination. For information on how to file a complaint, including obtaining a copy of GCTD’s “Title VI Complaint Form” contact GCTD by calling 805-483-3959, visiting the Title VI page on the website at www.gctd.org, or in person at GCTD’s Administrative Office located at 1901 Auto Center Drive Oxnard, CA 93036-7966.

The “Title VI Complaint Form” is not mandatory to file a complaint. GCTD will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

In addition to the Title VI complaint process at GCTD, a complainant may file a Title VI complaint with the Federal Transit Administration (FTA), Office of Civil Rights, at the following address: FTA Region 9 Office of Civil Rights San Francisco Federal Building 90, 7th Street, Suite 15-300 San Francisco, CA 94103. Telephone: (202) 731-9652, or (202) 713-0097. The FTA's complaint procedure is contained in the FTA Circular C4702.1B.

HOW FEDERAL TITLE VI COMPLAINTS ARE PROCESSED BY GCTD
All complaints alleging discrimination based on race, color, national origin in a transit service or benefit provided by GCTD will be investigated promptly. GCTD will acknowledge in writing the receipt of the complaint within ten (10) working days. Based upon the receipt of all information required, the investigation will normally be completed with ninety (90) days of receipt. In some cases, GCTD may submit a written request to the complainant to provide additional information. Receipt of additional relevant information may expand the timing of the complaint resolution.

The GCTD General Manager will determine if the complaint may be administratively closed or if a final written response is needed. If a final written response is needed, GCTD will send the response to the complainant. The written response will notify the complainant that there were violations and that effort is underway to correct them or that the file will be closed because the investigation did not uncover any violations.

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. The individual’s right to a prompt and equitable resolution of a complaint will not be impaired by his/her pursuit of other remedies. The use of this grievance process is not a prerequisite to the pursuit of other remedies.
Aviso de Derechos Civiles del Título VI al Público

Gold Coast Transit District (GCTD) está comprometido a garantizar que ninguna persona sea excluida de la participación, ni negar a ninguna persona las ventajas de sus servicios a base de raza, color o de su origen nacional según lo protegido por Título VI del acto de las derechos civiles de 1964 de la enmienda prevista:

- No se discriminará a ninguna persona o grupo de personas con respecto a precios, las rutas, la previsión, o la calidad del servicio del transporte que GCTD suministra, en base de raza, color, o de su origen nacional.

- La frecuencia del servicio, edad y calidad de los vehículos asignados a las rutas, la calidad de las paradas de autobús y de la localización de rutas no será determinada en base de raza, color o de origen nacional.

Además, GCTD reconoce las leyes de California y las leyes federales que protegen sus derechos civiles. La legislatura de California ha adoptado estatutos para abordar la discriminación en el sector privado y público. Las leyes federales y de California deben examinarse juntas. Cualquier persona que crea haber sido sujeto a la discriminación o se les ha negado otros derechos pueden presentar una queja con California's Department of Fair Employment and Housing (DFEH).

Para un análisis detallado de los derechos legales de las personas discapacitadas, consulte la Oficina del Procurador General de California.

Puede obtener más información sobre el programa de derechos civiles de Gold Coast Transit District y los procedimientos para presentar una queja llamando al 805-483-3959, en línea en www.gctd.org, o en persona en nuestra oficina administrativa ubicada en 1901 Auto Center Drive Oxnard, CA 93036.

Un demandante puede presentar una queja directamente ante la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles de la Región 9, San Francisco Federal Building 90, 7th Street, Suite 15-300 San Francisco, CA 94103. Teléfono: (202) 731-9652 o (202) 713-0097

Si necesita información en otro idioma, comuníquese al 805-483-3959.
Título VI – Procedimientos De Quejas De Derechos Civiles

COMO PRESENTAR UNA QUEJA FEDERAL DEL TÍTULO VI

Cualquier persona que crea que él o ella tiene, individualmente, o como miembro de cualquier clase de personas, ha sido sujeto a la discriminación en base de raza, color, o origen nacional por parte de GCTD puede presentar una queja del Título VI. La queja debe ser presentada por el denunciante o su designado cuanto antes, pero se debe presentar en el plazo de 180 días de la fecha del acto de la discriminación alegada. Para más información sobre como presentar una queja, incluyendo como obtener el “Formulario de Reclamación del Título VI” hable al 805-483-3959, visite el sitio web de GCTD en www.gctd.org en la página del Título VI o visite la Oficina Administrativa de GCTD en 1901 Auto Center Drive Oxnard, CA 93036-7966.

El "Formulario de Reclamación del Título VI" se puede usar para detallar el reclamo, pero no es obligatorio. GCTD proporcionará asistencia adecuada a los reclamantes que tienen una capacidad limitada para comunicarse en inglés.

Adicionalmente, un demandante puede presentar una queja directamente ante la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles de la Región 9, San Francisco Federal Building 90, 7th Street, Suite 15-300 San Francisco, CA 94103. Teléfono: (202) 731-9652 o (202) 713-0097. El procedimiento de queja está contenido en la Circular C4702.1B

COMO PROCESA GCTD LAS QUEJAS FEDERALES DEL TÍTULO VI

Todas las quejas que alegan la discriminación basada en la raza, el color o el origen nacional en un servicio de tránsito o beneficio provisto por GCTD serán investigadas de inmediato. GCTD acusará recibo de la queja por escrito dentro de diez (10) días hábiles. Al recibir la información requerida, la investigación normalmente se completará con noventa (90) días de recibo. En algunos casos, GCTD puede presentar una solicitud por escrito al denunciante para proporcionar información adicional. El recibo de la información relevante adicional puede ampliar el tiempo de la resolución de la queja.

El Director General de GCTD determinará si la queja puede ser cerrada administrativamente o si se necesita una respuesta final por escrito. Si se necesita una respuesta final por escrito, GCTD enviará la respuesta al denunciante. La respuesta escrita notificará al denunciante que hubo violaciones y esfuerzos están en curso para corregirlos o que el archivo será cerrado porque la investigación no descubrió ninguna violación.

El denunciante también será informado de su derecho a apelar la respuesta a las autoridades federales y estatales, según correspondan. El derecho del individuo a una resolución pronta y equitativa de una queja se verá afectado por su búsqueda de otros remedios. El uso de este proceso de reclamo no es un requisito previo para la búsqueda de otros remedios.
Title VI Civil Rights Complaint Form

Return this completed form to: GCTD Title VI Coordinator, 1901 Auto Center Drive Oxnard, CA 93036

GCTD is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact Gold Coast Transit District at (805) 483-3959.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Phone: Email:

Street Address: Email:

City, State, Zip:

Name of Person(s) discriminated against: (if other than complainant)

Street Address:

City, State, Zip:

Which of the following best describes the reason the alleged discrimination took place? (Check box)

- Race
- Color
- National Origin (Limited English Proficiency)

Date of Incident: _______________

Have you filed a complaint with any other federal, state or local agencies? (Check box)

- No
- Yes  If Yes, list agency, and contact information below.

Agency Name: Address, City, State, Zip:

Phone: Person Contacted:

Please describe the alleged incident(s) of discrimination. Provide the names and titles of all GCTD employees involved if available. Explain what happened and who you believe was responsible. Please use the back of this form if additional space is required.

Additional space on reverse…

I affirm that I have read the above and that it is true to the best of my knowledge, information and belief.

Complainants’ Signature: Date:
Formulario de Reclamación del Título VI

Complete y envíe este formulario a: GCTD Title VI Coordinator, 1901 Auto Center Drive Oxnard, CA 93036

GCTD se compromete a garantizar que ningún individuo sea excluido de la participación en, o sea negado los beneficios de sus servicios por motivos de raza, color, origen nacional con el Título VI de la Ley de Derechos Civiles de 1964, según enmendada. Las quejas del Título VI deben presentarse dentro de 180 días a partir de la fecha de la discriminación alegada.

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Distrito de Tránsito de Gold Coast al (805) 483-3959.

<table>
<thead>
<tr>
<th>Nombre:</th>
<th>Apellido:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teléfono:</td>
<td>Correo Electrónico:</td>
</tr>
<tr>
<td>Dirección:</td>
<td>Ciudad, Estado, Código Postal:</td>
</tr>
</tbody>
</table>

Nombre de la(s) persona(s) discriminada (si no es el reclamante)

| Dirección: | Ciudad, Estado, Código Postal: |
| Fecha del incidente: | |

¿Cuál de las siguientes opciones describe mejor la razón por la que se produjo la presunta discriminación? (Marque la casilla)

- Raza
- Color
- Origen Nacional (Dominio limitado del inglés)

¿Ha presentado una queja ante alguna otra agencia federal, estatal o local? (Marque la casilla)

- No
- Sí

Nombre de la Agencia: Dirección, Ciudad, Estado, Código Postal:
Teléfono: Persona contactada:

Describa el presunto incidente(s) de discriminación. Proporcione los nombres y títulos de todos los empleados de GCTD involucrados, si están disponibles. Explique qué pasó y quién cree que fue responsable. Por favor use la parte de atrás de este formulario si se requiere espacio adicional.

Espacio adicional en reversa ...

Afirmo que he leído lo anterior y doy fe que la información es verdadera y correcta de acuerdo a mi mejor conocimiento y creencia

Firma del Reclamante: Fecha:
7.0 **TITLE VI EQUITY ANALYSIS**

GCTD completed construction of a new Administration, Maintenance and Operations Facility in July 2019. An equity analysis for the facility site was completed in 2011. The analysis used Census data to evaluate potential impacts of the proposed sites for the new facility. Detailed information on these sites is available in the 2011 Analysis of Proposed Sites (Maintenance Design Group, October 25, 2011) and in the Final Equity Analysis (Appendix 5).

Site selection for the new maintenance and operation facility was guided by criteria focused on relocating the current maintenance and operation facility away from its current location that is within a minority and low-income residential neighborhood. GCTD sought a site that minimizes effects on residential communities by only considering light industrial use zoned sites.

The new maintenance and operation facility site was vacant property within an established industrial area with light industrial use with “business park” zoning. No community resources will be affected by the project.

8.0 **SUBRECIPIENTS**

GCTD does not have subrecipients that receive FTA funding through GCTD.

9.0 **MEANINGFUL ACCESS TO LEP PERSONS**

Federal regulations require transit operators to take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English. GCTD provides Spanish language assistance at all public participation activities to assure meaningful access.

GCTD shall ensure meaningful access to benefits, services, information, and other important portions of operations and activities for individuals who are limited-English proficient (LEP). In order to ensure meaningful access to programs and activities, GCTD utilized the Four Factor Analysis described in FTA Circular 4702.1B to determine the specific language services that are appropriate to provide. The analysis was utilized to develop the LEP Plan and is included as Appendix 1. Additionally, since the GCTD service area has such a large concentration of Spanish speakers, all outreach materials GCTD distributes are bilingual.

10.0 **PUBLIC PARTICIPATION PLAN**

GCTD’s Public Participation Plan (PPP) includes a wide range of public participation methods staff uses to provide information, invite participation and/or seek input from the community. The PPP also includes examples of how GCTD has continually demonstrated population-appropriate outreach methods for the various types of changes it makes. GCTD’s PPP can be found attached in Appendix 4.

Below is a summary of specific outreach efforts made since the last Title VI Program submission:

- August 2016 – Service change outreach at transit centers in Oxnard and Ventura
- January 2017 – Service change outreach at transit centers in Oxnard and Ventura
- June 2017 – Service change outreach at transit centers in Oxnard and Ventura
- February 2018 – Community Meeting at Ventura Library
- June 2018 – Pop-up service change outreach at transit centers in Oxnard
• July 2018 – Service change outreach at transit centers in Oxnard and Ventura
• September 2018 – College Ride Outreach in Oxnard and Ventura
• November 2018 – On-Board Passenger Satisfaction Survey
• February 2019 – Service change outreach at transit centers in Oxnard and Ventura
• April 2019 – On-Board Survey for Title VI
• Ongoing – Annual Budget Public Hearings

11.0 APPROVAL OF TITLE VI PLAN BY GOVERNING BODY

In accordance with 49 CFR Section 21.9 (b), GCTD documents their compliance with DOT’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. This documentation must include approval of the Title VI Program by the recipient's Board of Directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.

The meeting minutes documenting the Board’s approval of GCTD’s 2019 Title VI update from the June 5, 2019 board meeting are attached in Appendix 6.

12.0 FIXED ROUTE PROVIDER REQUIREMENTS

GCTD operates fewer than 50 fixed route vehicles during peak service, therefore GCTD’s Title VI program is not required to include a demographic analysis, analysis of travel pattern data, or the results of the monitoring program of service standards and policies. However, GCTD regularly monitors these aspects of its service, and conducts regular surveys of passengers to ensure service equity. GCTD completed its most recent customer satisfaction survey in January 2019 and, as part of this Title VI update, completed an additional survey to collect demographic information such as race/ethnicity, household income and vehicle availability in April 2019. The results and analysis of these two surveys results can be found in Appendix 2.

Additionally, GCTD plans to expand service over time and as it approaches 50 peak vehicles, staff is prepared for expanded outreach and reporting requirements. GCTD is prepared to conduct equity analyses when modifying service by 20% and will continue to follow the PPP and GCTD’s Goals, Objectives and Standards for Fixed-Route Service. Additionally, GCTD has invested in transit planning software that provides information on population, jobs, poverty, minority population, car free households, limited English speakers and senior, youth and disabled populations in GCTD’s service area. This software also includes Title VI analysis tools that will further aid planning staff in ensuring service equity as we expand our service.

12.1.1 Services - GCTD provides fixed-route service and complementary paratransit service as mandated under the Americans with Disabilities Act of 1990.

12.1.2 GCTD Facilities – At the time of drafting this report, the GCTD maintenance yard, operations department and administration offices was located at 301 East Third Street, Oxnard, California. GCTD is new administration, operations and maintenance facility is located at 1901 Auto Center Drive, Oxnard, CA 93036. The Customer Service Center is located at the Oxnard Transit Center (in downtown Oxnard and adjacent to the high minority area of Colonia). The Customer Service Center is located adjacent to a high demand transit area, providing easy access for the application and distribution of Reduced Fare (Senior/Disabled) ID Cards, 75+ Free Fare ID Cards, Fare Media including Multi-Ride (15-ride) tickets, Day and 31-Day passes for each fare category, as well as route and schedule information. Additionally, due to the ubiquity of smart phone technology, confirmed through the 2019 passenger survey results, GCTD offers a mobile ticketing option with the opportunity to buy single ride and multi ride passes for Adult, Youth and Reduced Fare types.
12.1.3 GCTD Fares - Passenger fares for GCTD are as follows:

CASH FARE

Adult (Through age 64) ........................................................................................................ $1.50
Youth (Through age 18 with school I.D. or proof of age) ..................................... $1.50
Reduced Fare Senior (65 to 74 with proof of age) ................................................ 75¢
Reduced Fare Disabled (with disability identification) ............................................ 75¢
Reduced Fare Medicare (with Medicare card) .......................................................... 75¢
Reduced Fare Veteran (with V.A. identification) ..................................................... 75¢
Senior 75+ (with GCTD 75+ ID card) ................................................................. Free
Child (Under 45 inches tall) - when accompanied by paid fare ......................... Free
Transfers (with initial fare) ...................................................................................... Free

TICKETS & PASSES

DAY PASS

Adult/Youth .................................................................................................................. $4.00
Reduced Fare (Senior/Disabled/Medicare) ............................................................... $2.00

15-RIDE TICKET

Adult ............................................................................................................................... $20.00
Youth ........................................................................................................................... $15.00
Reduced Fare (Senior/Disabled/Medicare) ............................................................... $10.00

31-DAY PASS

Adult ............................................................................................................................... $50.00
Youth ........................................................................................................................... $40.00
Reduced Fare (Senior/Disabled/Medicare) ............................................................... $25.00

12.2 Service Standards and Policies - On March 1, 2000 the Gold Coast Transit District Board of Directors adopted agency Goals, Objectives and Standards for Fixed-Route Service, these have been updated in 2009 and 2014 and are presented in Appendix 3. Their purpose is to provide an operationally-oriented set of standards that are easily measured.

There are several transit service standards and policies considered by FTA to be significant to monitor a public transit system’s compliance with Title VI: Vehicle Load, Vehicle Headway, On-time Performance, Service Availability, Transit Amenities Distribution and Vehicle Assignment. Their applicability to GCTD service together with minimum service standards are identified, as follows, for each indicator.

12.2.1 Vehicle Load: Vehicle load, or load factor, is a ratio of the number of seats on a vehicle to the number of passengers. Load factor is an indicator of the extent of probable overcrowding or the need for additional vehicles. It is also a means to determine whether the level of service on a particular route at a particular time is adequate to assure a level of service deemed appropriate for the transit system (The load factor is determined by taking the number of seats on a specific route which pass the peak point during the peak hour and dividing that into the number of passengers that are actually carried past that point during that hour).

12.2.1.1 Applicability to GCTD Service: Vehicle loads are closely monitored for all routes to determine if additional vehicles are needed to avoid overcrowding and to identify routes which may have an excessive amount of coach runs assigned to them.
12.2.1.2 Minimum standard: Maximum load factor should not exceed 1:1.5 based on seated capacity. The most recent system-wide load profile using data from the period of August 27, 2018 to February 27, 2019 (Table 1) determined that all routes experience an average daily maximum load factor of 1:75 or less. All routes therefore fall within the acceptable range adopted by the GCTD Board of Directors. The average load factor in the system is .45. Staff utilizes automatic passenger counters to collect ridership data and assess ridership demand throughout the system and throughout the day. GCTD’s automatic passenger counters have been approved by the FTA for NTD reporting and are checked for accuracy weekly and are maintained by GCTD staff.

12.2.2 Vehicle Headway: Vehicle headway is the measurement of the time interval between two vehicles traveling in the same direction on the same route. The frequency of service is a general indication of the level of service provided along a route and a factor in the calculation of the amount of travel time expended by a passenger to reach his/her destination. It is generally expressed for peak and off-peak service as an increment of time.

12.2.2.1 Applicability to GCTD Service: GCTD provides transit service levels relative to the needs of each area. Many LEP and high poverty areas like neighborhoods in Central, South and East Oxnard and neighborhoods in Northwest Ventura rely on public transportation and these high demand areas receive greater service frequency. Weekday headways vary on the routes that serve these areas but are as low as 20 minutes and as high as 45 minutes. The Oxnard/Port Hueneme route and Oxnard/Ventura/Main Street route, the two highest ridership routes, have a frequency at every 20-25 minutes. Areas with less transit demand, predominately suburban, middle-income areas of east Ventura and Ojai receive less frequent service with headways averaging 60 minutes. Weekend headways are less frequent than on weekdays due to lower demand. Please refer to Table 1 for an overview of route headways.

12.2.3.2 Minimum standard: Based on VCTC’s Short Range Transit Plan and GCTD’s Fixed-Route Service Planning Guidelines and Evaluation Policy, routes are classified as intercity, frequent local, local or circulator routes. Minimum frequency targets are 20 minute peak and 30 minute off-peak for frequent local routes, 30 minute peak and 60 minute off-peak for local routes and 30 minute peak and 60 minute off peak for circulator routes. GCTD’s aims to have clockface headways to match morning and evening commute patterns on intercity routes. GCTD has not been able to achieve these desirable levels of service while maintaining its current levels of service on all routes in its service area due to fleet size and funding limitations. Though GCTD does not currently meet these standards for many of its routes, headways have increased over time when resources have increased.

12.2.3 On-Time Performance: On-time performance is a measure of runs completed as scheduled and is generally calculated based on when a bus arrives or departs from each scheduled timepoint along each route.

12.2.3.1 Applicability to GCTD Service: Utilizing the NTD approved automatic passenger counters, GCTD measures on-time performance based on the departure time leaving scheduled timepoints, with departure times of one minute early and five minutes late considered acceptable.

12.2.3.2 Minimum standard: GCTD’s goal is 90% on-time and its current on-time performance is 88%. Though this is below standard, it is a tremendous improvement since GCTD’s last Title VI update. Table 3 below contains on-time performance by month for 2017-18 and year to date 2018-19.

12.2.4 Service Availability: Transit access is a measure of the distance a person must travel to gain
access to transit service. When measured in time intervals, it is a component of the calculation of travel time. Transit access is a general measure of the distribution of routes within a transit district. The standards or policies covering this area apply to existing services as well as proposed changes in levels of service.

12.2.4.1 Applicability to GCTD Service: GCTD generally has a high penetration of the residential and business areas with its few routes. In many of the minority census tracts, the population is low income and does not have other means of transportation available to them. The majority of fixed-route mileage is located in the minority census tracts.

12.2.4.2 Minimum standard: A route shall be located within ¼ mile of any area determined to have transit needs that would provide a minimum productivity of 20 passengers per hour on trunk routes and 15 passengers per hour on local routes. Bus stops should be spaced every ¼ (0.25) miles. In rural areas spacing may be ½ mile apart (0.5 miles). Service should be expanded to areas currently not served only if the service can meet and maintain specific productivity and efficiency standards established prior to implementation.

12.2.5 Distribution of Transit Amenities: Transit amenities refer to items of comfort and convenience available to the general riding public such as bus shelters, benches, trash cans, etc. Policies or standards in this area address how these amenities are distributed within a transit system. The manner in which such amenities/facilities are distributed determines whether transit users have equal access to these.

12.2.5.1 Applicability to GCTD Service: The responsibility for installation and maintenance of street furniture (benches and shelters) has been retained by each individual jurisdiction in the GCTD service area. GCTD neither owns nor controls the placement of these items. However, GCTD does offer recommendations on the placement of benches in locations where they are most needed, specifically through its Bus Stop Guidelines (please see table below from the GCTD Bus Stop Guidelines). The GCTD member agencies have worked toward increased and improved amenities at bus stops in their jurisdictions. Due to the favorable weather in Ventura County, shelters have only been utilized on a limited basis in most jurisdictions, while benches are predominately used to enhance bus stops. GCTD also maintains a database with bus stop locations and amenities and is able to provide this information to jurisdictions upon request.

The Oxnard Transit Center (OTC) located in downtown Oxnard is a multi-modal center and provides an island that accommodates ten GCTD buses. The bus island features a canopy the length of the island, several benches, a real-time arrival sign, a refreshment vending machine and informational window containing GCTD route maps, fare information and telephone numbers for information. The GCTD Customer Service Center is located at the OTC and is open 7:00 a.m. – 7:00 p.m., Monday through Friday. At the Customer Service Center, passengers are able to purchase fare media, obtain Reduced and free identification cards, as well as obtain route and schedule information.

Within the OTC are public restrooms and a snack shop which are available to GCTD passengers. The OTC also serves, VCTC, Greyhound, Metrolink, and Amtrak intercity services. The Ventura Transit Center (VTC), located near the Pacific View Mall in Ventura, consists of a bus island with public restrooms, drinking fountain, telephone, a real-time arrival sign, benches and a shelter. The VTC serves both GCTD and VCTC Intercity service buses.

12.2.5.2 Minimum standard: GCTD provides the local jurisdictions with suggestions on which bus stops warrant which type of amenity. Please see the table below from GCTD’s Bus Stop Guidelines detailing recommendations for amenities at bus stops.
12.2.6 Vehicle Assignment: Vehicle assignment refers to the process by which transit vehicles are assigned to routes throughout the system due to variations among vehicles, types of service offered, timing of vehicle assignments and other factors.

12.3.6.1 Applicability to GCTD Service: Buses are assigned to routes daily, utilizing the newest buses regularly. Buses are rotated among all routes.

GCTD is a relatively small transit agency with a fleet of 56 buses and a peak requirement of 47 buses. A CNG fleet requires a higher spare ratio to provide the service while adhering to the maintenance schedule. In contrast to its small size, it serves a large 91 square mile area with a population of approximately 375,000.

GCTD’s fleet consists of the following:

<table>
<thead>
<tr>
<th>Number of Buses</th>
<th>Year</th>
<th>Model</th>
<th>Fuel Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>2006</td>
<td>New Flyer (40’ low floor)</td>
<td>CNG</td>
</tr>
<tr>
<td>9</td>
<td>2008</td>
<td>NABI (35’ low floor)</td>
<td>CNG</td>
</tr>
<tr>
<td>8</td>
<td>2009</td>
<td>NABI (35’ low floor)</td>
<td>CNG</td>
</tr>
<tr>
<td>8</td>
<td>2015</td>
<td>Gillig (40’ low floor)</td>
<td>CNG</td>
</tr>
<tr>
<td>5</td>
<td>2016</td>
<td>Gillig (40’ low floor)</td>
<td>CNG</td>
</tr>
</tbody>
</table>

56 Buses Total

12.3.6.2 Minimum standard: Vehicles shall be assigned solely on the load requirements and length of service day for a specific route to maximize fleet utilization. Vehicles should be replaced on a schedule consistent with FTA lifecycle guidelines. Preventive Maintenance Inspections (PMI) shall be conducted on schedule and consistent with the manufacturers’ recommendations. All vehicle interiors are cleaned daily and, to conserve water, exteriors are cleaned once a week or as needed. There shall be no mechanical defects in equipment when placed into revenue service.
<table>
<thead>
<tr>
<th>Route</th>
<th>Number of Buses</th>
<th>Average Daily Passenger</th>
<th>Number of Trips</th>
<th>Load Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 1A / 1B Oxnard - Port Hueneme</td>
<td>4</td>
<td>1,886</td>
<td>46</td>
<td>.45</td>
</tr>
<tr>
<td>Route 2 Downtown Oxnard - Colonia</td>
<td>1- Interline (3)</td>
<td>281</td>
<td>20</td>
<td>.31</td>
</tr>
<tr>
<td>Route 3 J St - Naval Base – Centerpoint Mall</td>
<td>1- Interline (2)</td>
<td>437</td>
<td>19</td>
<td>.34</td>
</tr>
<tr>
<td>Route 4A North Oxnard – Ventura Rd</td>
<td>1</td>
<td>324</td>
<td>17</td>
<td>.23</td>
</tr>
<tr>
<td>Route 4B North Oxnard – St. John’s Hospital</td>
<td>2</td>
<td>690</td>
<td>28</td>
<td>.37</td>
</tr>
<tr>
<td>Route 5 Hemlock - Seabridge</td>
<td>1</td>
<td>300</td>
<td>20</td>
<td>.30</td>
</tr>
<tr>
<td>Route 6 Oxnard – Ventura – Main St</td>
<td>11</td>
<td>3,206</td>
<td>81</td>
<td>.50</td>
</tr>
<tr>
<td>Route 7 Oxnard College – Centerpoint Mall</td>
<td>1</td>
<td>311</td>
<td>19</td>
<td>.24</td>
</tr>
<tr>
<td>Route 8 Oxnard College - OTC</td>
<td>2</td>
<td>724</td>
<td>46</td>
<td>.41</td>
</tr>
<tr>
<td>Route 9 Lemonwood – Centerpoint Mall</td>
<td>1</td>
<td>218</td>
<td>18</td>
<td>.20</td>
</tr>
<tr>
<td>Route 10 Pacific View Mall – Telegraph - Saticoy</td>
<td>1- Interline (16)</td>
<td>383</td>
<td>34</td>
<td>.44</td>
</tr>
<tr>
<td>Route 11 Pacific View Mall – Telegraph – Wells Center</td>
<td>3</td>
<td>989</td>
<td>56</td>
<td>.31</td>
</tr>
<tr>
<td>Route 15 Esplanade – El Rio – St. John’s Hospital</td>
<td>1- Interline (17)</td>
<td>258</td>
<td>36</td>
<td>.20</td>
</tr>
<tr>
<td>Route 16 Downtown Ojai – Pacific View Mall</td>
<td>3- Interline (10)</td>
<td>1034</td>
<td>34</td>
<td>.63</td>
</tr>
<tr>
<td>Route 17 Esplanade – Oxnard College</td>
<td>2- Interline (15)</td>
<td>428</td>
<td>38</td>
<td>.52</td>
</tr>
<tr>
<td>Route 18A, 18C, 18E, 18F School Trippers</td>
<td>4</td>
<td>373</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Route 19 OTC – 5th – Airport – Gonzales Rd</td>
<td>1</td>
<td>241</td>
<td>14</td>
<td>.26</td>
</tr>
<tr>
<td>Route 20 Lombard – Sturgis Shuttle</td>
<td>1</td>
<td>252</td>
<td>14</td>
<td>.30</td>
</tr>
<tr>
<td>Route 21 Centerpoint Mall – VTC – Victoria Ave</td>
<td>4</td>
<td>989</td>
<td>46</td>
<td>.55</td>
</tr>
<tr>
<td>Route 22 Wells Center – St. John’s – Nyeland Acres</td>
<td>2</td>
<td>277</td>
<td>46</td>
<td>.17</td>
</tr>
<tr>
<td>Route</td>
<td>1st trip starts</td>
<td>Last trip ends</td>
<td>Mon-Fri Average Headways (min)</td>
<td>1st trip starts</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Route 1A / 1B</strong>&lt;br&gt;Oxnard - Port Hueneme</td>
<td>4:45 am</td>
<td>10:04 pm</td>
<td>21</td>
<td>6:00 am</td>
</tr>
<tr>
<td><strong>Route 2</strong>&lt;br&gt;Downtown Oxnard - Colonia</td>
<td>5:20 am</td>
<td>8:26 pm</td>
<td>46</td>
<td>5:20 am</td>
</tr>
<tr>
<td><strong>Route 3</strong>&lt;br&gt;J St - Naval Base – Centerpoint Mall</td>
<td>5:46 am</td>
<td>8:39 pm</td>
<td>47</td>
<td>5:46 am</td>
</tr>
<tr>
<td><strong>Route 4A</strong>&lt;br&gt;North Oxnard – Ventura Rd</td>
<td>6:20 am</td>
<td>8:46 pm</td>
<td>51</td>
<td>6:20 am</td>
</tr>
<tr>
<td><strong>Route 4B</strong>&lt;br&gt;North Oxnard – St. John’s Hospital</td>
<td>6:00 am</td>
<td>8:39 pm</td>
<td>30</td>
<td>6:05 am</td>
</tr>
<tr>
<td><strong>Route 5</strong>&lt;br&gt;Hemlock – Seabridge</td>
<td>5:30 am</td>
<td>8:35 pm</td>
<td>45</td>
<td>6:10 am</td>
</tr>
<tr>
<td><strong>Route 6</strong>&lt;br&gt;Oxnard – Ventura – Main St</td>
<td>4:50 am</td>
<td>10:19 pm</td>
<td>22</td>
<td>5:15 am</td>
</tr>
<tr>
<td><strong>Route 7</strong>&lt;br&gt;Oxnard College – Centerpoint Mall</td>
<td>6:29 am</td>
<td>8:24 pm</td>
<td>46</td>
<td>6:50 am</td>
</tr>
<tr>
<td><strong>Route 8</strong>&lt;br&gt;Oxnard College - OTC</td>
<td>5:45 am</td>
<td>9:36 pm</td>
<td>43</td>
<td>6:27 am</td>
</tr>
<tr>
<td><strong>Route 9</strong>&lt;br&gt;Lemonwood – Centerpoint Mall</td>
<td>6:19 am</td>
<td>8:54 pm</td>
<td>50</td>
<td>6:51 am</td>
</tr>
<tr>
<td><strong>Route 10</strong>&lt;br&gt;Pacific View Mall – Telegraph - Saticoy</td>
<td>5:20 am</td>
<td>9:16 pm</td>
<td>60</td>
<td>6:09 am</td>
</tr>
<tr>
<td><strong>Route 11</strong>&lt;br&gt;Pacific View Mall – Telegraph – Wells Center</td>
<td>5:20 am</td>
<td>10:00 pm</td>
<td>34</td>
<td>6:00 am</td>
</tr>
<tr>
<td><strong>Route 15</strong>&lt;br&gt;Esplanade – El Rio – St. John’s Hospital</td>
<td>6:05 am</td>
<td>8:45 pm</td>
<td>50</td>
<td>7:11 am</td>
</tr>
<tr>
<td><strong>Route 16</strong>&lt;br&gt;Downtown Ojai – Pacific View Mall</td>
<td>5:08 am</td>
<td>9:04 pm</td>
<td>60</td>
<td>5:38 am</td>
</tr>
<tr>
<td><strong>Route 17</strong>&lt;br&gt;Esplanade – Oxnard College</td>
<td>6:05 am</td>
<td>9:05 pm</td>
<td>50</td>
<td>6:25 am</td>
</tr>
<tr>
<td><strong>Route 18A, 18C, 18E, 18F</strong>&lt;br&gt;School Trippers</td>
<td>See sched</td>
<td>See sched</td>
<td>N/A</td>
<td>No Weekend</td>
</tr>
<tr>
<td><strong>Route 19</strong>&lt;br&gt;OTC – 5th – Airport – Gonzales Rd</td>
<td>6:00 am</td>
<td>8:35 pm</td>
<td>60</td>
<td>No Weekend</td>
</tr>
<tr>
<td><strong>Route 20</strong>&lt;br&gt;Lombard – Sturgis Shuttle</td>
<td>5:40 am</td>
<td>8:06 pm</td>
<td>60</td>
<td>6:33 am</td>
</tr>
<tr>
<td><strong>Route 21</strong>&lt;br&gt;Centerpoint Mall – VTC – Victoria Ave</td>
<td>5:40 am</td>
<td>8:33 pm</td>
<td>36</td>
<td>6:15 am</td>
</tr>
<tr>
<td><strong>Route 22</strong>&lt;br&gt;Wells Center – St. John’s – Nyeland Acres</td>
<td>6:00 am</td>
<td>8:40 pm</td>
<td>40</td>
<td>6:50 am</td>
</tr>
</tbody>
</table>
## TABLE 3
### ON-TIME PERFORMANCE
On-Time is considered: less than 1 min early to 5 min late

<table>
<thead>
<tr>
<th></th>
<th>2018/19</th>
<th>2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>91%</td>
<td>86%</td>
</tr>
<tr>
<td>Aug</td>
<td>89%</td>
<td>88%</td>
</tr>
<tr>
<td>Sep</td>
<td>88%</td>
<td>87%</td>
</tr>
<tr>
<td>Oct</td>
<td>87%</td>
<td>88%</td>
</tr>
<tr>
<td>Nov</td>
<td>88%</td>
<td>88%</td>
</tr>
<tr>
<td>Dec</td>
<td>88%</td>
<td>89%</td>
</tr>
<tr>
<td>Jan</td>
<td>88%</td>
<td>89%</td>
</tr>
<tr>
<td>Feb</td>
<td>89%</td>
<td>88%</td>
</tr>
<tr>
<td>Mar</td>
<td>88%</td>
<td>89%</td>
</tr>
<tr>
<td>Apr</td>
<td>88%</td>
<td>90%</td>
</tr>
<tr>
<td>May</td>
<td>N/A</td>
<td>89%</td>
</tr>
<tr>
<td>Jun</td>
<td>N/A</td>
<td>90%</td>
</tr>
<tr>
<td>Year End</td>
<td>88%</td>
<td>89%</td>
</tr>
</tbody>
</table>
APPENDIX 1
LEP NEEDS ASSESSMENT FOUR FACTOR ANALYSIS AND PLAN

IDENTIFICATION OF LEP INDIVIDUALS IN GCTD SERVICE AREA WHO NEED LANGUAGE ASSISTANCE

**DOT Guidance:** There should be an assessment of the number or proportion of LEP individuals eligible to be served or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

An assessment of the number or proportion of LEP individuals eligible to be served or encountered by GCTD and the frequency of encounters with GCTD is an important first step, because the Language Assistance Plan should be developed to meet the specific need. The assessment involves four steps:

1. Identify the proportion of LEP Persons in GCTD Service Area
2. Determine the Frequency of Contact by LEP Persons with GCTD services
3. Determine the Nature and Importance of Transit
4. Assess the Current Resources Available and the Costs to Provide Language Assistance Services

**Limited English Proficiency (LEP)**

Individuals, who do not speak English as a primary language AND have a limited ability to read, write, speak, or understand English are Limited English Proficient, or “LEP.” According to the 2013-2017 American Community Survey from the US Census Bureau, 30% of the Ventura County population over the age of 5 speaks Spanish at home, and 61% speak English only. For local jurisdictions within the GCTD service area, the percentage of persons who speak Spanish at home increases to 41% in the City of Port Hueneme and 60% in the City of Oxnard (the most populous City in Ventura County).

In California, Assembly Bill (AB) 680 requires the California Department of Education (CDE) to notify districts of their schools where languages other than English are spoken by 15 percent or more of the student body and for which translations of parental notifications are needed, pursuant to *Education Code (EC)* Section 48985. These statistics are based upon information districts themselves provide to the CDE. The information provided annually to CDE is made available through the California Basic Educational Data System (CBEDS).

GCTD recognizes that students are not the only users of transit. However, the annual CBEDS is the most readily available source of language spoken in the home. Using the California Department of Education year 2018-19 language group data, over 90% of English Learner students in grades Kindergarten through 12th grade within the GCTD service area speak Spanish. English learner students are those students for whom there is a report of a primary language other than English on the state-approved Home Language Survey and who, on the basis of the state approved oral language (grades kindergarten through 12th) assessment procedure and literacy (grades 3 through 12 only), have been determined to lack the clearly defined English language skills of listening comprehension, speaking, reading, and writing necessary to succeed in the school's regular instructional programs.
<table>
<thead>
<tr>
<th>School Districts</th>
<th>Spanish</th>
<th>Mixteco</th>
<th>Other Indo-European</th>
<th>Asian &amp; Pacific Islander</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventura County</td>
<td>27,006</td>
<td>945</td>
<td>855</td>
<td>801</td>
<td>123</td>
<td>29,730</td>
</tr>
<tr>
<td>Hueneme Elementary</td>
<td>3,245</td>
<td>292</td>
<td>16</td>
<td>47</td>
<td>7</td>
<td>3,607</td>
</tr>
<tr>
<td>Rio Elementary</td>
<td>2,165</td>
<td>101</td>
<td>16</td>
<td>52</td>
<td>4</td>
<td>2,338</td>
</tr>
<tr>
<td>Ocean View</td>
<td>1,488</td>
<td>37</td>
<td>4</td>
<td>30</td>
<td>0</td>
<td>1,559</td>
</tr>
<tr>
<td>Oxnard</td>
<td>7,564</td>
<td>346</td>
<td>37</td>
<td>80</td>
<td>9</td>
<td>8,036</td>
</tr>
<tr>
<td>Oxnard Union High</td>
<td>1,832</td>
<td>138</td>
<td>26</td>
<td>63</td>
<td>8</td>
<td>2,067</td>
</tr>
<tr>
<td>Ventura Unified</td>
<td>2,478</td>
<td>3</td>
<td>139</td>
<td>76</td>
<td>17</td>
<td>2,713</td>
</tr>
<tr>
<td>Ojai Unified</td>
<td>330</td>
<td>0</td>
<td>10</td>
<td>3</td>
<td>2</td>
<td>345</td>
</tr>
</tbody>
</table>

**Ventura County**

- Spanish: 91%
- Mixteco: 3%
- Other Indo-European: 3%
- Asian & Pacific Islander: 3%
- Other: 0%

**Ojai Unified**

- Spanish: 96%
- Mixteco: 0%
- Other Indo-European: 3%
- Asian & Pacific Islander: 1%
- Other: 0%
1. **Number and Proportion of LEP Persons in the GCTD Service Area**
The U.S. Census Bureau has a range of 4 classifications of how well people speak English. The classifications are ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ Consistent with federal guidance, this plan considers people who are reported by the Census to speak English ‘not well’ or ‘not at all’ as Limited English Proficient persons. The population of the GCTD service area is approximately 375,000. Of this population, 58% are minority. Analysis of demographic data from the 2013-2017 American Community Survey conducted by the U.S. Census Bureau shows that as much as 43% or more of the population that reside within the GCTD service area may be considered LEP.

Data from the California Department of Education (CDE) annual surveys can help ascertain significant growth or changes in the LEP population since the 2010 Census. There are some limitations in using this data. The CDE data does not offer an “apples to apples” comparison to data from the U.S. Census. A different term entirely English Learner (EL) and the data from the CDE was provided by school district as a whole, not the smaller census tract level. Nonetheless, this data is useful as a first step in identifying any differences or trends during the past few years from the 2010 Census. Using this source, GCTD has determined that 92% of the approximately 21,000 student LEPs identified in the California Department of Education year 2018-19 language group data speak Spanish. Mixteco speaking represent 4% and Filipino speaking represent 1% of the total LEPs within the service area. These LEP populations may be growing. GCTD is able to annually review the CDE website to monitor the shift in language needs.

2. **Frequency of Contact with GCTD Services**
All contacts with GCTD are made through its administrative offices, its customer service offices and GCTD ACCESS offices located in Oxnard, CA. GCTD and GCTD ACCESS serve LEP persons daily via our fixed route and paratransit services.

3. **The Nature and Importance of Transit Services Provided by GCTD**
An LEP person’s inability to utilize effectively public transportation may adversely affect his or her ability to obtain health care, education or access to employment.” (DOT LEP Guidance Section V (4)). GCTD’s ridership has a low percentage of choice riders. GCTD public transportation services are very much the “go to” in their access to employment, healthcare and social services.

4. **Current Resources Available and the Costs to Provide Language Assistance**
GCTD has experienced staff, fluent in Spanish that provide language assistance on a regular basis when an LEP person contacts the transit system. All of GCTD’s information is provided in Spanish and English, including Notices of Public Meetings and other events. All customer service staff are fully bilingual and one GCTD customer service staff is tri-lingual speaking English, Spanish and Mixteco. GCTD staff also works with local Mixteco community groups to ensure maximum reach of information.

**Limited English Proficiency (LEP) Plan**
All public information and printed materials are available in both English and Spanish to ensure meaningful access to benefits, services, information, and other important portions of operations and activities for individuals who are limited-English proficient (LEP). GCTD provides Spanish language assistance at all public participation activities and meetings to assure meaningful access. All customer service staff are fully bilingual and one GCTD customer service staff is tri-lingual speaking English, Spanish and Mixteco. GCTD staff also works with local Mixteco community groups to ensure maximum reach of information as needed. In addition, Bus Operators receive training on working with LEP populations.
APPENDIX 2
Survey Results and Analysis

In the past year GCTD has conducted two onboard surveys. The first survey, a customer satisfaction survey, was placed onboard vehicles system wide for a three-month period beginning in October 2018. This survey focused on customer satisfaction and preferences for service improvements.

The second survey focused on collecting demographic information such as race/ethnicity, household income and vehicle availability and was conducted over a one-week period in April 2019. The survey utilized active surveyors on two routes, one in a low-income minority area and one in a higher income non-minority area. A total of 247 surveys were completed.

Based on the results of these two surveys, staff found that over half of GCTD’s ridership have an income of $30,000 or less. Approximately 40% of riders do not have access to a vehicle in their household. 65% of passengers indicated they use GCTD’s service to commute to work and/or school with 40% respondents indicating they rode for retail, social or medical appointments.

CUSTOMER SATISFACTION SURVEY

1. Why do you ride Gold Coast Transit?

- Don’t drive: 42%
- No car: 37%
- Save gas/money: 7%
- Good for the environment: 5%
- Other (personal choice): 9%
2. How often do you ride the bus?

- 1-2 times a week: 49%
- 3-4 times a week: 32%
- 5 or more days a week: 17%
- First time riding: 2%

3. How did you get to the bus stop?

- Walked 2-4 blocks: 42%
- Walked 1 block or less: 42%
- Rode bicycle: 6%
- Transferred from other GCT bus: 5%
- Transferred from VCTC (VISTA): 3%
- Drove car/got dropped off: 2%
4. How did you pay for the trip?

- Cash/coin: 48%
- Ticket/Multi-Ride Pass (1-ride, Day Pass, 15 Ride, 31 Day): 39%
- Mobile Pass: 13%
- Transfer: 1%

5. How much time will you spend on the bus to reach your destination?

- Less than 30 minutes: 33%
- Between 30-60 minutes: 50%
- More than 1 hour: 18%
6. Once you get off the bus, how are you going to get to your destination?

- Walk 2 or more blocks: 44%
- Walk 1 block or less: 36%
- Transfer to other GCT bus: 10%
- Ride bicycle: 6%
- Transfer to VCTC (VISTA): 2%
- Drive car/get picked up: 2%

7. How many transfers do you use before reaching your destination?

- None: 28%
- 1: 28%
- 2: 19%
- 3: 46%
8. Do you have a cell phone?

- Yes, Smart phone: 65%
- Yes, basic phone: 23%
- No, I don’t have a cell phone: 11%

9. How do you get information about Gold Coast Buses? Select all that apply.

- Website (www.gctd.org): 34%
- Bus Book: 74%
- Ask the bus driver: 13%
- Guide Panel at the bus stop: 16%
- Nextbus: 18%
- Call Customer Service: 23%
- Google maps: 24%
- Ask friends or family: 36%
- Other (If other apps are used, please specify): 3%
10. Which routes do you ride? Select all that apply.

- Route 1A
- Route 1B
- Route 2
- Route 3
- Route 4A
- Route 4B
- Route 5
- Route 6
- Route 7
- Route 8
- Route 9
- Route 10
- Route 11
- Route 15
- Route 16
- Route 17
- Route 18
- Route 19
- Route 20
- Route 21
- Route 22
- ACCESS Paratransit Service (ADA/DAR)
- VCTC
- Ojai Trolley
- Amtrak/Metrolink (To Los Angeles or Santa...)
- Other (please specify). If you selected VCTC....
11. In the past year, have you used Uber or Lyft for your transportation needs?

- Yes: 1-5 Times: 22%
- Yes: 6-10 Times: 5%
- Yes: 10 or more times: 8%
- Yes: with public transportation (at the beginning or end of your trip): 2%
- No, I don’t use Uber or Lyft: 62%

12. Which service improvement would make you ride more often? Select one.

- More frequent service: 25%
- Serve more destinations: 21%
- Later evening service: 10%
- Reduced travel times: 9%
- Earlier morning service: 10%
- Other: 6%
13. Thinking about your experience on Gold Coast Transit, how satisfied or dissatisfied are you with the below categories. Please select one number in each column using the rating scale below, with 1 being very dissatisfied and 5 being very satisfied.
14. What is your bus stop spacing preference? Select one.

- Walk shorter distances for slower bus service: 46%
- Walk longer distances for faster bus service: 54%

15. Do you agree/disagree with the following statements?

- I can easily find information on Gold Coast Transit services.
- I would recommend Gold Coast Transit to family and friends.
- I am satisfied with Gold Coast Transit District.
- Public transit is an important public service.

- Agree
- Neutral
- Disagree
Passenger Language Preference

- English: 76%
- Spanish: 20%
- Mixteco: 1%
- Filipino/Tagalog: 2%
- Mandarin: 1%
- American Sign Language: 0%
- Other: 0%

Household Size

- 1: 23%
- 2: 23%
- 3: 14%
- 4: 17%
- 5 or more: 23%
Passenger Retention

- Less than 6 months: 9%
- 6 months – 1 year: 9%
- 1-2 years: 10%
- 2-3 years: 10%
- 3-4 years or more: 62%
Goals, Objectives and Standards for Fixed-Route Service
Adopted by the Gold Coast Transit District Board
on March 1, 2000 (updated in 2009 and 2014)

Goal 1: Increase Mobility Options in the GCTD Service Area
This goal seeks to increase the awareness and attractiveness of GCTD fixed-route service.

Objective:
Maintain and attract new ridership to the GCTD fixed-route service.

Minimum Performance Standards:
- During the next five years ridership should achieve an annual average increase equal to or greater than the percentage increase in population.
- When GCTD introduces express services, the average transit travel time should be no more than 130% of comparable trip time by automobile.
- Routes should be structured so that transfer activity shall be kept to a minimum, not to exceed 30%.
- Routes should serve all major activity centers that can support fixed-route service (such as major employment centers, shopping centers, colleges, other schools, public and private medical facilities, and other major activity centers).
- Develop an aggressive marketing program directed at all market segments, especially the “choice” rider.

Goal 2: Provide Safe and Reliable Transit Service
The purpose of this goal is to enhance the safety and reliability of GCTD transit service so that more of the general public will choose transit for their transportation needs.

Objective:
GCTD shall operate vehicles that are clean, comfortable and dependable. GCTD shall provide reliable service.

Minimum Performance Standards:
- 90% of all fixed-route departures should be no more than five (5) minutes late.
- 100% of scheduled departures should be no more than 1 minutes early.
- Less than one percent (1%) of all scheduled trips should be missed on any day service is provided.
- Vehicles should be replaced on a schedule consistent with FTA lifecycle guidelines.
- Preventive Maintenance Inspections (PMI) shall be conducted on schedule and consistent with the manufacturers’ recommendations.
- Maximum load factor should not exceed 1.50 based on seated capacity.
- Operate a minimum of 50,000 miles between preventable accidents.
- Operate a minimum of 10,000 miles between road calls.
• All coach **interiors** shall be **cleaned daily; exteriors** shall be cleaned **every other day**.
• Verified passenger complaints shall not exceed **10 per 100,000** boardings annually.

**Goal 3: Provide Efficient and Productive Service**
*This goal addresses the need to maintain cost-effective services in the GCTD service area.*

**Objective:**
Minimize operating costs and maximize ridership.

**Minimum Performance Standards:**
• Minimum productivity should be **20 passengers per hour on trunk routes, and 15 passengers per hour on local routes**.
• Recover at least **20% of operating costs** from passenger fares systemwide.
• Annual increases in operating cost per vehicle hour **should not exceed the CPI** for the Ventura County region.

**Goal 4: Provide a Seamless Transit Service in the Region**
*This goal maximizes convenience for passengers who transfer between systems.*

**Objective:**
Coordinate with other regional and local transportation providers.

**Minimum Performance Standards:**
• Coordinate **schedules with VISTA** to minimize wait times between systems.
• Coordinate **fares with VISTA and Metrolink**, including transfer fare agreements.
• Continue to provide guidance to all jurisdictions regarding bus stop amenities, including benches, shelters, and signage that includes schedule information for each system serving the transfer point.

APPENDIX 4
GOLD COAST TRANSIT DISTRICT PUBLIC PARTICIPATION PLAN

The main objectives of GCTD Public Participation Plan are to:

- Comply with the public involvement and environmental justice requirements of the Federal and State regulations
- Provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects or policies of GCTD
- Inform and educate citizens and other interested parties about ongoing GCTD planning activities, and their potential role in those activities
- Work with other local and state organizations that have similar goals and requirements
- Ensure meaningful access to benefits, services, information, and other important portions of operations and activities for individuals who are limited-English proficient (LEP)

A. General Public Relations and Communications Strategy
GCTD maintains a goal to reach out to as many citizens as possible, whether or not these citizens have a specific interest or knowledge regarding transportation planning. This helps to promote GCTD’s presence in the community and establish its role as a community partner. This group of techniques includes the following: community outreach via coalition building; attending various community events, distributing informative announcements in the form of press releases targeted at newspapers; posters or pamphlets displayed in public places; frequent news updates on social networking sites such as Facebook and Twitter. These techniques are great ways to keep the general public aware of the presence of the planning organization and the status of specific projects so that they may develop an interest and choose to become better informed or actively involved.

B. Public Events
There are a broad variety of ways to educate and engage the public. In general, the earlier public involvement is sought, the better. Citizens may feel disenfranchised when they are invited to join late in the process - when the values and goals have already been decided and the details have been hammered out. The following tools are arranged from most participatory to least.

**Special Events** are held to bring attention to a specific activity or issue. Special events may take the form of a community fair or special educational lecture at a business or school. Special events are a great way to expose a large number of people to a project, program or service planning.

**Community Roundtable Meetings** are the next highest level of participation. Roundtables include the elements of a wide representation of attendees, and a discussion-based agenda. Often a speaker may provide information on a given topic or project, and then the group will discuss the topic at length in a large, small or breakout group format. Roundtables have the advantage of providing a forum for extensive interaction between community members and leaders.

**Public Hearings** are usually held when the agency has completed a plan and needs to present it for public review before implementation. If the greater community has been actively involved from the very start, then a public hearing is a formal overview of the proposed changes. As with all of these tools, care must be taken to ensure that the public is made fully aware of the event well in advance, and that the goals and values
Espoused by the plan are clearly stated. In accordance with the Brown Act advance public notice is advertised for all Public Hearings

C. Targeted Marketing and Education
Targeted marketing and education is meant to reach out and provide specific information to specific parties. For example, landowners, city planners, or leaders of an ethnic community may be sought out and personally invited to come to a meeting. Similarly, lower income groups who do not have access to modern forms of technology, such as a computer equipped with internet or a smart phone may be specifically targeted to be educated about the most recent and significant changes in service. Similarly, families and community groups may be targeted to begin a discussion on service improvements within a potentially impacted neighborhood. Targeted marketing and education can take place through direct mail or TV, radio, press advertising, or through classroom education, meetings with specific groups of people such as educators, community stakeholders and other community advocates. It can also be through making direct phone calls or meeting with key people who desire to participate in a given process. This is the most labor intensive and potentially most fruitful way to create a diverse and active public participation process.

D. Communications with Limited-English Proficient (LEP) Persons
Federal and State regulations require us to provide the public with information and to reach out and include traditionally under-served populations. This document has been prepared to serve that purpose. Additionally, GCTD is committed to a transparent decision-making process that actively seeks and incorporates input from a cross section of the community we serve. Together, staff, community stakeholders and members of the public can shape the future of public transit in Ventura County.

All information presented and printed materials are available in both English and Spanish to ensure meaningful access to benefits, services, information, and other important portions of operations and activities for individuals who are limited-English proficient (LEP). GCTD provides Spanish language assistance at all public participation activities and meetings to assure meaningful access. All customer service staff are fully bilingual and one GCTD customer service staff is tri-lingual speaking English, Spanish and Mixteco. GCTD staff also works with local Mixteco community groups to ensure maximum reach of information as needed.

E. Other Qualitative Input
Members of the public and GCTD employees are valuable sources of information in planning quality bus service. In order to incorporate inputs from these sources, proposed service changes will be communicated far enough in advance of implementation so that input can be evaluated effectively. This input process will also be applied to any potential fare policy changes.

GCTD’s public input process includes some or all of the following elements: utilizing Transit Guides stationed at major stops, hosting Public Meetings, attending Community Events and Meetings, Website notices, Radio and Print Ads, and Social Media postings.

GCTD’s employee input process includes some or all of the following elements: input from Monthly Safety Meetings, Employee Newsletters, Ride Checks, and Coffee with the GM sessions.

In addition, planning staff works with the “Planning Advisory Committee” to get feedback on service plans. The committee is comprised of a mix of senior and newer drivers who are invited
to collaborate with planning staff on a regular basis.

Planning Staff works with the Technical Advisory Committee (TAC), VCTC, member cities staff, and other community agencies to gain public input from all communities in the service area. Input from each member city and relevant departments is taken into consideration.

F. How Public Input is Used in the Planning Process
Planning staff evaluates and considers all input received from all sources for possible inclusion in future service changes. Following the input gathering process and completion of service change planning, GCTD attempts to contact the participants where practicable to thank them for their input and impart final results of the plan. Concurrently, GCTD begins implementing the approved marketing and communications plan to promote and educate the public about any planned service changes.

Outlined below are examples of the aforementioned plans in practice:

I) General Public Relations and Communications Strategy (Conducted Annually)

a) Community Outreach
1. Attend community events
   • Earth day festivals (Oxnard and Ventura)
2. Host community meetings
   • Organize community meetings to gauge the public’s opinion on the quality of our service in order to establish how to best serve them
   • Distribute survey and comment forms to be completed by the public
3. Implement transit-related public education campaigns
   • Dump the Pump (APTA)
   • Public Transportation Takes Us There (APTA)
   • Get On Board (APTA)
4. Build coalitions
   • Secure partnerships with environmental organizations such as the Environmental Defense Center- Ventura County and Central Coast Alliance United for a Sustainable Economy (CAUSE)
   • Educate and collaborate with disadvantaged community service organizations such as Community Action of Ventura County
   • Collaborate with charitable organizations on specific causes, such as school supply drives for underprivileged students before the beginning of each school year
5. Expand transit in education program
   • Establish a local network of school administrators and teachers in an effort to promote the discounted rate for field trips, etc.

b) Printed Communications
   • Quarterly Gold Coast Transit newsletter/e-newsletter
   • A quarterly newsletter will cover recent GCTD events,
accomplishments, partnerships, as well as relevant legislative and mass transit news

- If budget constraints persist, only a limited amount will be printed and distributed. Mostly, it will be an E-Newsletter which will be emailed to our listserv, posted on social networking sites, and live permanently on the GCTD website

- Ad placement
  - Publish ads that coincide with a specific event or time of year.
- Bus ads
  - Place ads on the interior and exterior of the bus to continuously promote our services and increase brand awareness
- Rider alerts
  - Place flyers and posters inside all buses and work with Maintenance staff for restocking of materials.
- Rider Surveys
  - Collect Surveys to gauge public awareness about GCTD services

c) Social Networking
   1. Maintain an ongoing, interactive conversation with customers via Facebook, Instagram and Twitter
      - Update posts to reflect any and all GCTD developments as they occur
   2. Continue to update GCTD website and add new interactive tools
      - Add module for surveys and questionnaires
      - Promote NextBus capabilities and phone app more prominently
      - Add a tab for “community updates” in which community meeting feedback is posted, as well as pictures and other information on GCTD involvement in local events

d) Media Outreach
   1. Reach out to local media contacts to increase public exposure
   2. Distribute press releases to promote GCTD involvement in community events and public education campaigns

II. Targeted Marketing and Education Plan (Conducted Bi-Annually)

a) Community Outreach (Starting at 6 months prior to changes- ongoing)
   - Community meetings
     - Hold bi-lingual community meetings at locations throughout the county and/or the impacted areas
     - Reach out to community organizations to help with recruitment and promotion
   - Survey Compilation/Comment Forms
     - If surveys are deemed beneficial, distribute and collect surveys about proposed changes.
• Tabling
  • Create tabling schedule and alternate locations (i.e. OTC, VTC, etc) and have staff available (Transit Guides) to answer questions about proposed changes
  • Distribute educational materials, such as FAQs, to the public

b) Printed Communications (1-3 months prior to changes)
  1. Create and distribute bi-lingual rider alerts, posters, and interior car cards
  2. Create and distribute GAR materials
  3. Ad placement
     • Place ads on the bus advertising new services (i.e. “now serving”)
     • Place ads/posters throughout the OTC and VTC

c) Social Networking (1-2 months prior to changes)
  1. Post updates on Facebook, Instagram and Twitter
     • Post updates before, day of, and after changes occur
     • Answer any questions or replies from the public
  2. Update website
     • Create home page slide advertising new changes and link a page containing more detailing information
  3. Email blasts/Enewsletter
     • Send emails to all members of the listserv before, day of, and after the changes occur

d) Media Outreach (2-3 weeks prior to service changes)
  1. Press Release
     • Distribute to local news outlets
     • Post on all social networking sites and websites
     • Work with member agency PIO’s and ask for their cooperation in releasing the press release to their local networks
  2. TV
     • If funding allows, create short PSA
     • Leverage city contacts to place the ad on local television at a reduced cost
  3. Radio
     • Create short PSA to be read by radio announcers.
     • Negotiate rates with local radio stations

e) Miscellaneous
  1. Phone recording
     • Record short message to be played on GCTD phone system—both administrative offices and the CSC.
  2. Develop informational materials for staff
     • Create and disseminate Q&A’s, FAQ’s, and talking points for all staff to be prepared to answer public inquiries
G. Additional Information for Soliciting Public Comments (As Needed)
Outside of the communication plan which includes GCTD actively seeking input, public comments are accepted all year long though a variety of mediums. Outside of the communication plan which includes GCTD actively seeking input, public comments are accepted all year long though a variety of mediums. Any interested parties are invited to use one of the tools below to provide their feedback:

- GCTD website - Submit Your Comments Page
- Contact the GCTD Customer Service Center Monday- Friday, 7am-7pm, where bilingual staff are available to take comments
- Attend public Board of Directors meetings on the first Wednesday of every month where there is time allocated for public comment
- Attend public GCTD Technical Advisory Committee Meetings held on the third Wednesday of every month
- Complete and submit a printed comment form, available at the customer service center and administration office
- Leave comments on GCTD’s social media sites, including Facebook, Instagram and Twitter
- Email planning staff. Contact information is available on the Planning page of GCTD’s website
- On-board surveys (conducted as needed)
Equity Analysis of Proposed Sites
For New Gold Coast Transit Administration, Operations & Maintenance Facility

Introduction

The purpose of this report is to demonstrate that the potential new sites for the GCT administration, operations and maintenance facility were identified without regard to race, color, or national origin. It is noted that all sites were considered solely for locating GCT’s fixed-route buses and related service.

Federal law requires that an equity analysis be conducted prior to deciding on the final location for a new transit operations facility. According to Title 49 CFR Section 21.9(b)(3):

“In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulations applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.”

Furthermore, Title 49 CFR part 21, Appendix C, Section (3)(iv) provides:

“The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

Two potential sites for the new GCT Facility were identified as part of several studies conducted for Gold Coast Transit in 2010 and 2011. The two identified locations are:

- United States Post Office (USPS) – Former Mail Handling Facility
  2901 Camino Del Sol, Oxnard, CA;
- Auto Center Drive Vacant Property, Oxnard, CA

Detailed information on these two sites is available in the 2011 Analysis of Proposed Sites (Maintenance Design Group, October 25, 2011).
The Vicinity Map below identifies the location of the existing GCT Facility, the GCT paratransit yard (contract service operations), and the two proposed sites. All locations are within the City of Oxnard where most of the service is provided.

The existing GCT Facility is located in central Oxnard within a residential area as shown on the map on the top of the next page. The existing paratransit facility is located in an industrial area northeast of the main GCT facility. An aerial photo of the paratransit facility is located on the bottom of the next page.
**Equity Impacts**

Site selection was guided by Screening Criteria and Finalist Site Selection and Evaluation Criteria detailed in the 2011 Analysis of Proposed Sites (Maintenance Design Group, October 25, 2011, pages 1 & 2). None of the criteria included race, color, or national origin provisions. The criteria focused on locating a site that would minimize effects on all residential communities by moving the facility from a residential neighborhood to an area zoned for light industrial uses.

Both proposed sites would move the GCT facility away from the current minority and low-income neighborhood to an area zoned for light industrial uses. The Land Use map below demonstrates the proposed locations are located in areas zoned for light industrial purposes and not in residential areas. A close-up view of the preferred Auto Center Drive Site alternative is presented on the next page.
The existing 2.9 acre GCT facility is located within a community that is 96.7% Hispanic with one of the lowest household median incomes in the county at $25,613 (In 2011 inflated dollars, US Census). The following two maps show the distribution of the Hispanic population and Median Household Income within the project vicinity.
Cumulative Impacts

It is not anticipated that negative cumulative impacts that are reasonable to mitigate would occur by moving the facility to either location. GCT’s operations are compatible with light industrial uses pursuant to existing local zoning ordinances.

Surveys

Because the proposed locations are located in light industrial zones that are not within range of residential neighborhoods or populated areas, input from residential communities would be deemed not necessary.

Determination of No Impact

Both locations provide an opportunity to move the existing GCT Facility away from a minority and low-income community to a light industrial non-residential area. It is therefore determined that neither location would create a disparate impact on the basis of race, color, or national origin.
APPENDIX 6
APPROVAL OF TITLE VI UPDATE DOCUMENTATION
APPROVED BOARD MEETING MINUTES
FROM JUNE 5, 2019 MEETING
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 5, 2019 – 10:00 A.M.

Call to Order
Chair Cheryl Heitmann called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:01 AM at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
Chair Cheryl Heitmann, City of Ventura
Vice-Chair Will Berg – City of Port Hueneme
Bryan MacDonald – City of Oxnard
Director John C. Zaragoza – County of Ventura
Director Randy Haney – City of Ojai – (Arrived at 10:10AM)

Staff Present
Steve P. Brown, General Manager
Reed Caldwell, Assistant General Manager
Steve DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Matt Miller, Planning Manager
Austin Novstrup, Transit Planner I
Beatris Megerdichian, Transit Planner I
James Beck, Fleet Manager
Alex Zaretsky, Risk & Human Resources Manager
Margaret Schoep, Paratransit & Special Projects Manager/Interim Operations Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Bob Keys, Information Technology Manager
Priscilla Herrera, Clerk of the Board

Ceremonial Calendar
The pledge of allegiance was led by Chair Cheryl Heitmann

Employee Recognition
Mr. Brown, Chair Heitmann, Mrs. Schoep and the GCTD Board of Directors congratulated Cynthia Robinson, Transit Supervisor, on her retirement after 27 years of service with SCAT/GCTD. Ms. Robinson was presented a bus stop sign with her name on it.

GOLD COAST TRANSIT DISTRICT
CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
301 EAST THIRD STREET, OXNARD, CA 93030 | P 805.483.3959 | F 805.487.0925 | GOLDCOASTTRANSIT.ORG
General Public Comment Period
Jeremy Adams, bus operator and SEIU steward, stated that management should consider how the route changes affect passengers on Routes 19 and 20 and those who attend two churches in the area. Mr. Adams stated that management would have known this if they had only reached out to drivers who have a wealth of experience regarding their routes. Mr. Adams urged the Board of Directors to re-evaluate the route changes.

Akemy Bon-Flores, SEIU representative, stated that the union is here to support the drivers regarding the pending route changes. Mr. Bon-Flores stated that the drivers are aware how these changes will affect the passengers and are asking management to come back to the table with the drivers to discuss the route changes.

Board of Directors Reports
Director MacDonald stated that he is on the board of directors of the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) and he has extended an invitation to that agency to hold the next director's meeting at the new GCTD facility.

General Manager Reports
Mr. Brown reported that:

- There is a date change for the ribbon cutting ceremony at the new GCTD facility. More information will be given under Agenda Item No. 20.
- The official start of operations at the new facility will be in conjunction with the biannual service changes effective Sunday, July 28, 2019. Prior to the start of service, all employees will be required to attend a 2 hr. orientation safety meeting the week of July 15-19th.

Agenda Review
There were no changes to the agenda.

Consent Agenda
1. Consider Approval of Minutes of April 3, 2019 Board of Directors Meeting
2. Consider Approval of Minutes of May 1, 2019 Board of Directors Meeting
3. Consider Approval of Expenditures for the Month of March, 2019
4. Consider Approval of Treasurer's Report for March, 2019
5. Consider Approval of Budget Income Statement for Month Ending March, 2019
6. Consider Approval of Financial Statements & Schedule of Money Transfers for March, 2019
7. Consider Approval of Expenditures for the Month of April 2019
8. Consider Approval of Treasurer's Report for April 2019
9. Consider Approval of Budget Income Statement for Month Ending April, 2019
10. Consider Approval of Financial Statements & Schedule of Money Transfers for April, 2019
11. Consider Approval of the General Manager's Expense Reports for April and May 2019

Director MacDonald moved to approve Consent Agenda Items 1 through 11. Vice-Chair Berg seconded the motion. The motion passed unanimously.
12. **Consider Approval of GCTD's Updated Bus Stop Guidelines** – Austin Novstrup, Transit Planner

Mr. Novstrup, Transit Planner, stated that the revisions to the GCTD Bus Stop Guidelines have been developed with the input of member jurisdictions, GCTD's Technical Advisory Committee (TAC) and released to the public for a month-long public comment period.

Mr. Novstrup provided a review of the revised bus stop guidelines.

Director Zaragoza requested a review of the bus stop on Victoria Ave. near Walmart in Ventura. Mr. Brown stated that the bus stop has been visited and is being monitored. The problem is that there is a brick wall and a bike lane on the sidewalk behind the bus bench. Director Zaragoza and Mr. Brown agreed that perhaps re-situating the bus stop to Moon and Victoria Ave. would be better.

Martin Erickson, VCTC, commended GCTD staff working and coordinating with city staffs on the bus stop guidelines.

Director Haney inquired regarding Levels 1, 2 & 3 for bus amenities and is there a standard for bus shelter covers? Mr. Novstrup stated that depending on the level of classification and recommended amenities, cities can request bus shelter covers as long as they are ADA compliant.

Armando Alvarez, passenger, stated that he picks up the bus at Victoria and Fifth St., Oxnard. There is no bus shelter at that location and on windy days, the spray from the fields comes across in the direction of the bus stop. Director MacDonald stated that he would contact the City of Oxnard regarding installing a bus shelter at that location.

There being no further questions, Mr. Novstrup recommended that the GCTD Board consider the Technical Advisory Committee (TAC) and Staff recommendation to approve the revised Gold Coast Transit District Bus Stop Guidelines.

Director Haney moved to approve the revised Gold Coast Transit District Bus Stop Guidelines with the amendment to Section 6.2 Bus Shelters to state that it is strongly recommended that cities develop their own ADA compliant bus shelter program. The motion was seconded by Director MacDonald. The motion passed unanimously.


Mr. Brown stated that Gold Coast Transit District's enabling legislation provides that “all actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars ($5,000,000) or more.” For those exceptions “a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to
1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes."

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimate as of January 1, 2019, released May 1, 2019, and updated weighted vote formula is presented to the Board.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Total Population Chg</th>
<th>Chg from LY</th>
<th>Member</th>
<th>Weighted Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ojai</td>
<td>7,769</td>
<td>0.4%</td>
<td>1</td>
<td></td>
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<tr>
<td>Oxnard</td>
<td>209,879</td>
<td>0.3%</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Port Hueneme</td>
<td>23,526</td>
<td>0.7%</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>San Buenaventura</td>
<td>108,170</td>
<td>-1.8%</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Ventura County, Unincorporated</td>
<td>98,377</td>
<td>-0.8%</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Mr. Brown recommended that the Board of Directors receive and file this report on the 2019 California DOF population estimate and updated weighted vote formula for GCTD Member Jurisdictions. The report was received and filed.

14. **Consider Approval of Adjustment to GCTD’s FY 2018-2019 Budget** – Daniel Amaro, Acting Director of Administration

Mr. Amaro stated that as GCTD approaches the end of FY 2018-19 there have been several occurrences that were not consistent with the premises for the FY 2018-19 budget. The most significant of these was the delay in completion of the new Operations and Maintenance Facility. As a result, GCTD is projected to finish FY 2018-19 under the established operating budget of $26,357,900 by an amount estimated to be $1.5 - $1.8 million (excluding non-cash charges).

Mr. Amaro informed the Board of Directors that GCTD has received a written request from the County of Ventura to reallocate the LTF funding they received from GCTD as a municipal operator, moving $20,000 from Heritage Valley service to Bus Stop Maintenance. This change does not impact GCTD’s Operating Budget.

Mr. Amaro reviewed the proposed changes to the FY 2018-2019 Operating Budget approved by the Board on June 6, 2018.

There being no questions, Mr. Amaro recommended that the Board of Directors approve the adjustments to GCTD’s FY 2018-19 Operating Budget and LTF allocations discussed within the report.

Vice-Chair Berg moved to approve the adjustments to GCTD’s FY 2018-19 Operating Budget and LTF allocations discussed within the report. Director Zaragoza seconded the motion. Mr. DeBaun stated that according to the Bylaws this is a weighted vote with Oxnard and Ventura’s votes counting as 2.0. The motion passed unanimously.
15. Conduct Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2019-2020 Operation, Planning and Capital Budget – Daniel Amaro, Acting Director of Administration

Chair Heitmann opened the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2019-2020 Operation, Planning and Capital Budget.

Ms. Herrera, Clerk of the Board, stated that, as required, the legal notice for the Gold Coast Transit District Budget 2019/20 was published May 10, 2019 in the Ventura County Star. The legal notice was also posted on internal and external bulletin boards. No public comments were received.

Mr. Armando Alvarez, passenger, opposed the cancellation of Routes 19 and 20 because they serve the churches along those routes.

Mr. Robert Theis, passenger, opposed the evening hour cutbacks at Ventura College. He stated that now it becomes more difficult to come into downtown Oxnard for movies and other events. This will also affect passengers getting off of work in the evening.

Mr. Amaro outlined the proposed FY19-20 budget stating that the proposed budget is now balanced due to increased revenue (FY 18-19 under budget) and reduced expenses (adjustment in service hours -3%).

Mr. Amaro informed the Board of Directors of the revenue sources and uses stating that the FY 19-20 proposed operating budget is $27.1M – an increase of 2.6% over last year’s adopted FY 2018-19 budget. Main factors causing the budget increase are contractual wage and benefit increase; CalPERS unfunded liability cost, increase in liability insurance, increased cost of operating and maintaining a brand new and much larger facility and one new position.

Mr. Amaro provided a chart showing FY 2019-20 available revenue compared to the FY 2018-19 Revenue Budget.

Chair Heitmann, Director Haney and Director Zaragoza inquired about CalPERS and PEPRA projections. Mr. Amaro to bring back information to the Board at a future board meeting.

Vanessa Rauschenberger, Director of Planning and Marketing, reviewed the service adjustments and efficiency measures. GCTD’s planning guidelines set minimum performance standards to help guide decision making:

- Ridership minimum standard for local routes 15 passengers per hour
- Off-Peak trips (early AM or late PM) to be ½ of the standard
- New Routes must meet standard after 3 years
- Routes 7, 8, 9, 15, 17, 19 – Some early AM or PM discontinued; Route 18C OHS Trippe – 1 AM trip cancelled
- Route 20 – Weekend service discontinued (4A/4B is alternative); Route 22 – Reduced frequency on weekdays to every 80 minutes
- Phasing in efficiency changes to minimize deadhead as recommended by Efficiency Analysis
Director Haney inquired how these changes were communicated to passengers. Ms. Rauschenberger stated that informational meetings were held; notices on buses and reached out to churches that are along the affected routes.

Director MacDonald inquired if notices could be on the bus enunciator system? Ms. Rauschenberger stated that is a possibility – notices are posted on buses and staff have been at the OTC informing passengers.

Director Haney inquired what is deadheading? Ms. Rauschenberger stated that is the time used to get from one point to another using a company car to take over driving a bus and when a bus is not in revenue service.

Director Zaragoza inquired as to what is the concern of the drivers? Ms. Rauschenberger stated that planning staff has met with the driver’s during safety meetings, Coffee with the Planners and continue to meet with them. These are new changes and adjustments to routes.

Ms. Rauschenberger stated that after the move, planning staff will give the Board of Directors a report as to how the adjusted routes are doing.

Mr. Amaro continued with the 2019-20 budget presentation outlining:

- Member agency transit funding and capital projects
- Ten-year capital plan & costs
- Long-term fiscal outlook – Opportunities & Challenges

Chair Heitmann closed the Public Hearing.

Directors MacDonald and Zaragoza commended Mr. Amaro on his presentation.

Director Zaragoza moved to Approve Adoption of FY 2019-20 Operating, Planning and Capital Budget. Director MacDonald seconded the motion. Mr. DeBaun noted that according to the Bylaws this is a weighted vote with Oxnard and Ventura’s votes counting as 2.0. The motion passed unanimously.

16. Consider Adoption of Resolution No. 2019-05 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds – Daniel Amaro, Acting Director of Finance and Administration

Mr. Amaro discussed the Adoption of Resolution Number 2017-08 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds.

Mr. Amaro stated that GCTD’s Local Transportation Fund (LTF) funding is projected, pending approval by the Ventura County Transportation Commission (VCTC) on June 7, 2019, to be $18,631,161. Of that amount, a net amount of $2,337,446 is allocated to member recurring transit requirements, $44,081 is allocated to member capital projects, and the remainder is allocated to GCTD.
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At this time, the State Controller’s Office has not provided a definitive allocation amount for GCTD’s FY 2013-20 State Transit Assistance. Resolution 2019-05 authorizes filing of a claim for 100% of available STA funds, including STA and SGR funds generated by SB1.

Mr. Amaro recommended that the Board of Directors adopt Resolution No. 2019-05, authorizing the filing of a TDA claim for the appropriate amount.

Director Haney moved to adopt Resolution No. 2019-05 authorizing the filing of a TDA claim for the appropriate amount. The motion was seconded by Vice-Chair Berg. The motion passed unanimously.

17. Consider Approval of Adjustment to GCTD Non-Represented Salary Ranges Effective
July 1, 2019 – Steve Brown, General Manager

Mr. Brown stated that effective June 30, 2019, GCTD’s represented employees will receive a 2.75% wage increase as part of the Memoranda of Understanding negotiated between GCTD and its three bargaining units of SEIU Local 721 dated January 3, 2018.

Mr. Brown said that in order to maintain equity with the much larger represented work force, GCTD’s non-represented employees have historically received salary range adjustments commensurate with contractual increases. Salary increases in line with these adjustments are incorporated in the budget submitted today for the Board’s consideration and approval.

Mr. Brown recommended that the Board of Directors approve a revision to GCTD’s Non-Represented Salary Ranges incorporating a 2.75% increase effective June 30, 2019.

Director MacDonald moved to approve a revision to GCTD’s Non-Represented Salary Ranges incorporating a 2.75% increase effective June 30, 2019. The motion was seconded by Vice-Chair Berg. The motion passed unanimously.

18. Receive and File the Annual Review of Gold Coast Transit District’s Investment Policy
– Steve Brown, General Manager

Mr. Brown stated that on May 3, 2017, the Board approved Resolution 2017-07 adopting the GCTD Investment Policy. Prior to that, GCTD and its predecessors GCT and SCAT had been fiscally managed in a very conservative manner. All investment vehicles employed by the District had been approved by the Board of Directors, but no formal policy had been adopted.

GCTD’s Investment Policy closely follows government code in relation to which investments GCTD may employ, establishes the objectives of safety, liquidity, and returns on investment in that order, establishes formal responsibilities for investment decisions and sets reporting requirements. The policy was reviewed by Board General Counsel, GCTD’s investment banker, GCTD’s audit firm and the Board’s Fiscal Policy Committee prior to adoption.

The Investment Policy includes a provision by which staff will bring the policy back to the board on an annual basis to review and/or modify. Attached for the Board’s 2019 review is the GCTD Investment Policy.

Mr. Brown recommended that the Board receive and file the Gold Coast Transit District Investment Policy dated May 3, 2017 (attached).
A motion was made by Vice-Chair Berg to receive and file the Gold Coast Transit District Investment Policy dated May 3, 2017. The motion was seconded by Director Haney. The motion passed unanimously.

19. **Title VI Civil Rights Program Update** – Beatris Meergedichian, Transit Planner

Ms. Meergedichian informed the Board of Directors that GCTD, as a recipient of Federal Transit Administration (FTA) grant assistance, is required to comply with U.S. Department of Transportation Title VI regulations that prohibit discrimination on the basis of race, color or national origin in the provision of public transportation services. The FTA requires direct recipients to submit a Title VI program every three years. GCTD is required to submit its Title VI report on or before July 31, 2019. In accordance with this, GCTD has updated its Title VI program to reflect any changes made since the last program update in May 2016.

Ms. Meergedichian stated that the purpose of the update is to provide information to enable FTA to determine if GCTD is in compliance with the U.S. DOT Title VI regulations (49 CFR Part 21). The update also includes information about GCTD's language assistance measures to assure equal access for Limited English Proficient (LEP) persons in the GCTD service area, updated service standards, and public participation plan. The highlights of the 2019 Title VI report include:

- No public transportation-related Title VI or civil rights investigations, complaints, or lawsuits filed against GCTD on the basis of race, color, and/or national origin in transit related activities and programs since the last report submittal on May 24, 2016.
- An updated listing of minority representation in GCTD's decision-making/referring bodies.
- An updated section to reference the Limited English Proficient (LEP) analysis and GCTD's efforts to ensure meaningful access to benefits, services, information, and other important portions of GCTD operations and activities for individuals who are limited-English proficient.
- An updated description of GCTD's public participation efforts since the last report.
- A copy of the Title VI Equity Analysis conducted prior to siting the new facility (this was also included in the 2016 report).
- Copy of GCTD's Service Standards (approved in 2014) & Planning Guidelines (approved in 2015)
- Survey responses collected as part of the Title VI outreach and data collection process that took place since the last update.

Director MacDonald moved to Approve the Gold Coast Transit District update of the GCTD Title VI – Civil Rights Program for submission to the Federal Transit Administration (FTA). Vice-Chair Berg seconded the motion. The motion passed unanimously.

20. **Review Ribbon-Cutting Plans for 1901 Auto Center Drive and New Promotional Video** – Cynthia Torres Duque, Communications and Marketing Manager

Ms. Duque stated that there is a conflict with Chair Heitmann's schedule for the proposed ribbon cutting plans for 1901 Auto Center Drive scheduled for June 29, 2019. Ms. Duque suggested
that the board members discuss which date would be best for their schedules: July 13, 2019 or
July 20, 2019

After a brief discussion, the board members decided on July 13, 2019 as the agreed upon date for the ribbon cutting ceremony at the 1901 facility.

Director Haney inquired whether there was a budget for food and refreshments. Ms. Duque stated that staff is being mindful that public funds are being used and the budget is modest for food and refreshments.

There being no further discussion, Ms. Duque presented a video of the 1901 facility with commentary from Chair Heitmann, Steve Brown and Reed Caldwell.

The report was received and filed.

There being no further business, Chair Heitmann adjourned the meeting at 11:57 AM.

Minutes recorded by: Priscilla Herrera, Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board of Directors

Cheryl Heitmann, Chair
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on July 3, 2019 10:00 AM at the Gold Coast Transit District Board Room, 301 E. Third Street, Oxnard, CA 93030. Copies of administrative reports relating to the Board agenda are available on-line at www.gctd.org or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.
Appendix 7
Bus Book

The full Bus Book can be found here: http://www.goldcoasttransit.org/schedules/current-schedules.
TITLE VI NOTICE TO THE PUBLIC
Gold Coast Transit District (GCTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964.

Any person who believes that he or she has been subjected to discrimination under Title VI may file a complaint using the contact information below. Complaints must be filed within 180 days of the alleged discriminatory act.

To request additional information on GCTD’s Title VI policy and other anti-discrimination obligations, or if information is needed in languages other than English, please contact GCTD using the contact information below.

ANUNCIO PÚBLICO DEL TÍTULO VI
Gold Coast Transit District (GCTD) se compromete a garantizar que ninguna persona sea excluida de participar en, o negado los beneficios de sus servicios sobre la base de raza, color y origen nacional, en conformidad con el Título VI de la Ley de Derechos Civiles de 1964.

Cualquier persona que cree que él o ella ha sido objeto de discriminación bajo el Título VI puede presentar una queja con GCTD. Las quejas deben presentarse dentro de los 180 días del supuesto acto discriminatorio.

Para solicitar información adicional sobre la poliza del título VI de GCTD y otras obligaciones contra la discriminación, o si se necesita información en idiomas distintos del Inglés, por favor, póngase en contacto con GCTD utilizando la información de contacto a continuación.

TO FILE A COMPLAINT | PARA PRESENTAR UNA QUEJA:
MAIL | CORREO: GCTD General Manager, 1901 Auto Center Drive, Oxnard, CA 93036
PHONE | TELÉFONO: PHONE | 805-483-3959 FAX | 805-487-0925
WEB: www.GCTD.org