



Item #1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JUNE 7, 2017 – 10:00 A.M.

Call to Order

Chair Bryan MacDonald called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Chair Bryan MacDonald – City of Oxnard
Vice-Chair John C. Zaragoza – County of Ventura
Director Paul Blatz – City of Ojai
Director Jim Hensley – City of Port Hueneme
Director Cheryl Heitmann – City of Ventura (arrived at 10:15am)

Staff Present

Steven P. Brown, General Manager
Steven C. DeBaun, General Counsel
Steve Rosenberg, Director of Finance and Administration
Ana Perez, Clerk of the Board
Debbie Williams, Director of Human Resources
Andrew Mikkelson, Director of Transit Operations
Vanessa Rauschenberger, Director of Planning & Marketing
Reed Caldwell, Director of Engineering & Construction
Claire Johnson-Winegar, Planning Manager
Matt Miller, Transit Planner I
Marlena Kohler, Purchasing Manager/DBE Officer
Chuck McQuary, Facility Project Planner
Margaret Heath, Paratransit & Special Projects Manager
Cynthia Torres Duque, Communications & Marketing Manager
James Beck, Fleet Manager

Ceremonial Calendar

The pledge of allegiance was led by Director Zaragoza.

Employee Recognition

There were none.

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General Public Comment Period

There were none.

Board of Directors Reports

There were none.

General Manager Reports

Mr. Reed Caldwell introduced Mr. James Beck as the new Fleet Manager for the Fleet & Facilities Department. Jim has 30 years of large fleet experience and 11 years experience in management of fleet equipment. Jim joined GCTD in November 2010 as a Mechanic II and brings a wealth of mechanical knowledge to the position. Jim has an Associate of Occupational Studies Degree in Automotive/Diesel Technology from Universal Technical Institute (UTI).

Mr. Brown informed that service changes will take effect July 31st, 2017. Minor changes will focus on improving travel times and eliminating some very low ridership trips late night and on weekends. To get input and provide information to the public GCTD hosted two public input sessions June 1st in Oxnard and June 7th in Ventura. Staff will also be attending the June safety meetings to provide additional information.

Mr. Brown announced that GCTD has completed the Triennial Transportation Development Act (TDA) Audit with no Compliance/Functional Findings or Recommendations. Some positive highlights of the report: GCTD's paratransit service has the highest farebox recovery ratio in the county, in large part due to Medi-Cal reimbursement we receive. Additionally, our fixed-route service has the lowest cost per passenger to operate in the County at \$4.29 per trip. The California Public Utilities Code requires all recipients of Transit Development Act (TDA) Article 4 funding to undergo an independent performance audit on a three-year cycle in order to maintain funding eligibility.

Mr. Brown reported that students from Ventura High School's Art Department created a wonderful mural of our buses as part of the Annual Art Department "Street Art Festival". The Mural is 4'x6' and features our bus and logo.

Mr. Brown announced that the Board and the Public can view plans and follow the latest construction progress on our website at <http://www.goldcoasttransit.org/news/newfacility>.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of May 3, 2017 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of April 2017
3. Consider Approval of Treasurer's Report for April 2017
4. Consider Approval of Budget Income Statement for the Month Ending April 2017
5. Consider Approval of Financial Statements and Schedule of Money Transfers for April 2017
6. Consider Approval of General Manager's Expense Report for the month of May, 2017

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7. Receive and File Report on 2017 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions

Director Zaragoza moved to approve Consent Agenda 1 thru 7. Director Hensley seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

8. **Conduct Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2017-18 Operating, Planning and Capital Budget**
– Steve L. Rosenberg, Director of Finance and Administration

Chair MacDonald opened up the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2017-18 Operating, Planning and Capital Budget

Ms. Perez informed the Board of Directors that the Legal Public Notice was published on May 19, 2017 in the Ventura County Star Newspaper.

Mr. Rosenberg gave a presentation recapping the FY 2017-18 budget being presented for adoption. Mr. Rosenberg discussed the increase revenues and expenditures included in the budget for FY 2017-18 and capital budget.

There were no public comments. Chair MacDonald closed the Public Hearing.

Director Hensley moved to Approve Adoption of FY 2017-18 Operating, Planning and Capital Budget. Director Blatz 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.

Roll Call

Yes:

No: None

Chair MacDonald
Vice-Chair Zaragoza
Director Blatz
Director Hensley
Director Heitmann

The motion passed unanimously.

9. **Consider Adoption of Resolution 2017-08 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds** – Steve L. Rosenberg, Director of Finance and Administration

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

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Director Zaragoza moved to Approve Adoption of Resolution 2017-08 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds. Director Heitmann seconded the motion.

Roll Call

Yes: No: None

Chair MacDonald
Vice-Chair Zaragoza
Director Blatz
Director Hensley
Director Heitmann

The motion passed unanimously.

10. Consider Approval of Adjustment to GCTD Non-Represented Salary Ranges – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that effective July 2, 2017 GCTD's represented employees will receive a 3% wage increase as part of the Memoranda of Understanding negotiated between GCTD and its three bargaining units of SEIU Local 721 dated July 2, 2014. 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.

Director Zaragoza moved to Approve Adjustment to GCTD Non-Represented Salary Ranges incorporating a 3% increase effective June 2, 2017. Director Heitmann seconded the motion.

Roll Call

Yes: No: None

Chair MacDonald
Vice-Chair Zaragoza
Director Blatz
Director Hensley
Director Heitmann

The motion passed unanimously.

11. Receive and File Monthly Report and Presentation of the Status of the Construction of the GCTD Administration and Operations Facility – Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell provided an overview of the recent activities on the new Administration and Operations Facility. Mr. Caldwell expressed gratitude to GCTD Staff Members for a successful Goundbreaking ceremony that took place on May 10, 2017 at 11:00 am at the site.

The report was received and filed.

12. Consider Approval for the General Manager or His Designee to Authorize the Disposal of Surplus Parts for Model Year 2001-2004 NABI Bus Fleet – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler stated that in compliance with the Board approved Purchasing Resolution, disposal of property or materials with any financial record valued over \$3,000 shall be by determination of the Board of Directors at a regular constituted board meeting.

Between November 2015 and March 2017 GCTD disposed of eleven North American Bus Industries (NABI) 40-foot buses manufactured between 2001 and 2004. The last of these buses was disposed in March 2017. GCTD is left with a substantial inventory of parts purchased for these and other buses over the life of the buses. Since March 2017, GCTD's Fleet and Facilities Department has reviewed each part associated with buses no longer owned by the District to determine the usability on GCTD's current fleets; parts that can be used will remain in the District's inventory.

Fleet and Facilities has determined that a significant number of parts in inventory are not usable on any existing GCTD fleet. The quantity of parts to surplus encompasses 500 part numbers, and over 2,800 units with a total original purchase price of \$116,398. GCTD's Finance and Administration Department prefers to expense these surplus parts in FY 2016-17 rather than hold them in inventory through FY 2017-18.

Fleet and Facilities is reviewing internal procedures and will make procedural adjustments to minimize inventory losses associated with disposal of obsolete vehicles. GCTD has in the past used Ken Porter's Auction to auction buses and related equipment with any perceived market value. Auction items are listed on their website and may be bid upon by registered bidders by accessing the website or by attending the live auction. A complete and detailed expense breakdown of each item or lot of items sold will accompany a settlement check. Any parts not sold at auction will be disposed of in accordance with FTA guidelines.

Director Blatz moved to Authorize the Disposal of Surplus Parts for Model Year 2001-2004 NABI Bus Fleet to the highest responsive bidders through Ken Porter's Auctions. Director Hensley seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

Director Heitmann

The motion passed unanimously.

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INFORMATIONAL ITEMS

None

FUTURE AGENDA ITEMS

None

CLOSED SESSION

None

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 11:02 A.M.

Minutes recorded by: Ana Perez, Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board of Directors

Chair
Bryan MacDonald
Board of Directors

Unless otherwise determined by the Board of Directors, the next regular meeting of the GCTD Board of Directors will be held on **July 5, 2017 10:00 A.M. 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.GoldCoastTransit.org or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.