



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, FEBRUARY 7, 2018 – 10:00 AM**

**Call to Order**

Chair Zaragoza 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 John C. Zaragoza – County of Ventura  
Vice-Chair Cheryl Heitmann – City of Ventura  
Director Paul Blatz – City of Ojai  
Director Bryan MacDonald – City of Oxnard  
Director Will Berg – City of Port Hueneme

**Staff Present**

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

**Ceremonial Calendar**

The pledge of allegiance was led by Steven DeBaun, General Counsel.

**Employee Recognition**

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Ramon Cadiz, Bus Operator, for his 5 years of service with GCTD.

**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

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Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Jeremy Adams, Bus Operator, for his 5 years of service with GCTD.

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Chair Zaragoza welcomed Director Berg to the Board. Director Berg reviewed his experience and background to the Board and the audience and indicated he looked forward to working with the Board and the GCTD staff.

### **General Manager's Report**

Mr. Brown informed the Board of Directors that GCTD has been selected as the 2018 Corporate Leader of the Year by the National Association of Women Business Owners of Ventura County (NAWBO-VC). This award reflects not only our work providing critically needed public transit but is an acknowledgement of our staff's efforts at community involvement.

Mr. Brown reported that GCTD will be participating in this year's Corporate Games, which will begin March 28<sup>th</sup> at the Opening Ceremonies and go through May 5<sup>th</sup> for the Closing Ceremonies.

Mr. Brown announced that GCTD will host a meeting at EP Foster Library in downtown Ventura on February 28<sup>th</sup> to provide information about bus stop spacing along Main Street. Planning staff will be on hand to educate the public about stop spacing and discuss plans for better bus stop spacing on Route 6.

Mr. Brown reported that for a limited time, passengers will get 50% off their 1<sup>st</sup> pass when purchasing via our Token Transit app.

Ms. Rauschenberger announced a promotion to the Board of Directors. Matt Miller, Transit Planner II had been promoted as the new Planning Manager.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of January 3, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of December, 2017
3. Consider Approval of Treasurer's Report for December, 2017
4. Consider Approval of Budget Income Statement for the Month Ending December, 2017
5. Consider Approval of Financial Statements and Schedule of Money Transfers for December, 2017
6. Consider Approval of GCTD Quarterly Investment Report for the Q/E December 31, 2017

Director MacDonald moved to approve Consent Agenda 1 thru 6. Director Heitmann seconded the motion. **The motion passed unanimously.**

**Public Comments on Formal Items**

There were none.

**Formal Items**

**7. Consider Approval of Extension (Not to Exceed Six Months) to MV Transportation Inc., Contract for Operation, Maintenance and Management of Coordinated Paratransit Services (GO ACCESS) –** Marlena Kohler, Purchasing Manager/DBE Officer & Margaret Heath-Schoep, Paratransit & Special Projects Manager

Ms. Kohler stated that MV Transportation Inc. has been providing Paratransit Services (GO ACCESS) to GCTD for the past ten (10) years. Their current contract is due to expire June 2018. GCTD staff had anticipated issuance of a new Request for Proposal (RFP), in the early part of 2018, which would result in the issuance of a new contract to a responsive and responsible firm capable of meeting GCTD's requirements. However, in order to optimally complete the RFP, key information is needed from the recently awarded Scheduling and Dispatching System, which may take up to six months to compile. MV Transportation Inc. has agreed to extend its current contract, for a period not-to-exceed six (6) months, for a maximum estimated amount of \$1,851,220.

In September 2017, the Board authorized award of a contract to Ecolane for a new Scheduling and Dispatching System for Paratransit Services (GO ACCESS). The Scheduling and Dispatching System is considered a key tool in determining key performance metrics and operational efficiencies such as but not limited to the amount of labor required to provide the services requested by GO ACCESS customers. Currently GO ACCESS is transitioning its scheduling software from Trapeze PASS to Ecolane. The new system is scheduled to "Go Live" on or about March 1, 2018.

GCTD intends to provide at least six weeks of data to ensure all bidders can competitively respond to the RFP, utilizing the most current metrics available from the new installed scheduling and dispatching software. To allow the time to generate that data, the current contract must be extended beyond its current expiration date.

Director Blatz moved to Approve the Extension to MV Transportation Inc. Contract for Operation, Maintenance and Management of Coordinating Services (GO ACCESS) not to exceed six (6) months, for a maximum estimated amount of \$1,851,220. Director Berg seconded the motion. **The motion passed unanimously.**

**8. Consider Approval of Human Resources Generalist Position and the Restructure of Human Resources Assistant to Human Resources Coordinator Position Description –** Debbie Williams, Director of Human Resources

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Ms. Williams stated that as GCTD evolves as an organization we have been gradually expanding our historically limited list of approved staff position descriptions that other public entities of similar size and complexity consider to be core functional positions. Statistically, according to the Society of Human Resources Management (SHRM) the number of Human Resources professionals needed for a 200+ employee/employer is four. Over the past several years the Board has approved two additional positions for the Human Resources Department, a Director and a Human Resources Assistant. Currently the Human Resources Department has three employees.

To keep aligned with the growth of GCTD to the employee headcount, the Human Resources Department has an invaluable need to reorganize the Department to be more efficient. With the potential growth of the District, by adding an additional position to the Human Resources Department, a Human Resources Generalist and also restructure the existing position of Human Resources Assistant to a Human Resources Coordinator.

The Board can be assured that no additional headcount for the agency is proposed at this time. The Human Resources Generalist is a promotional opportunity as part of reorganization of the Human Resources Department. The Human Resources Generalist position is absorbing the current Office Manager position. The Office Manager position will be reevaluated as a need once the new facility is completed. The Human Resources Generalist position, for now, will currently have a dual role and will also continue the duties of the Office Manager. The Human Resources Coordinator duties are expanded to additional functions.

The Human Resources Generalist will be responsible for benefits administration which was previously performed by the Finance & Administration Department. Additionally, this position will be responsible for projects that are needed for the agency's advancement such as a revised compensation policy, restructuring the new hire orientation and performance reviews. These changes will allow the Human Resources Director to continue her work in culture change and employee relations as the agency receives many benefits from these initiatives.

The new Human Resources Coordinator position will manage recruitment and perform research for the many reports critical to the Human Resources Department. This position may provide information and statistical analysis for meet and confer in Labor Management sessions; participate in labor negotiations as well as interpret Memorandums of Understanding, salary resolutions and personnel rules and regulations.

The proposed salary range for the Human Resources Generalist position is at the level equivalent to that of the Procurement Manager, Finance Analyst and Communications and Marketing Manager with an annual range of \$68,835 to \$96,279. This promotional change was anticipated and planned for in the FY 2018-19 operating budget. The Human Resources Coordinator position will stay within its current salary range equivalent to the Human Resources Assistant.

Director MacDonald moved to Approve the New Position Description of Human Resources Generalist and the Restructure of Human Resources Assistant to Human Resources

Coordinator position description. Director Blatz seconded the motion. **The motion passed unanimously.**

**9. Receive Presentation on 2<sup>nd</sup> Quarter of FY 2017-18 Ridership and Service Report for GCTD Fixed Route and GO ACCESS Service – Matt Miller, Planning Manager and Margaret Heath-Schoep, Paratransit & Special Projects Manager**

Mr. Miller provided a presentation on the Fixed-Route and ACCESS service for the 2<sup>nd</sup> Quarter of FY 2017-18. Mr. Miller answered questions and provided more details about certain areas of the performance, highlighting the effects the road closures and detours that were a result of the Thomas Fire had on the ridership in this quarter.

There being no further discussion, Mr. Miller recommended that the GCTD Board of Directors receive and file this report

**The report was received and filed.**

**10. Construction Update for the GCTD Operations & Maintenance Facility – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell provided an overview of the progress of recent activities on the GCTD Administration and Operations Facility. The new facility schedule is on track with completion of construction of September 2018 and move in date of October 2018.

There being no further discussion, Mr. Caldwell recommended that the GCTD Board of Directors receive and file this report

**The report was received and filed.**

**INFORMATIONAL ITEMS**

There were none.

**FUTURE AGENCY ITEMS**

There were none.

**CLOSED SESSION**

**11. CONFERENCE WITH AGENCY LABOR NEGOTIATORS pursuant to Government Code §54957.6 – Agency Designated Representatives: General Manager and designees – Employee Organization: Teamsters Local 186**

The Board of Directors went into Closed Session at 10:55 A.M.

The Board of Directors re-adjourned into Open Session at 11:10 A.M.

There were no announcements.

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There being no further business, Chair Zaragoza adjourned the meeting at 11:10 A.M.

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

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Steven P. Brown  
Secretary of the Board of Directors

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Chair  
John C. Zaragoza  
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **March 7, 2018 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](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.