



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 4, 2020 – 10:00 A.M.**

Call to Order

Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

Roll Call

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

Staff Present

Steven Brown, General Manager
Steven DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Debbie Williams, Human Resources Director
Matt Miller, Planning Manager
Austin Novstrup, Transit Planner I
Beatris Megerdichian, Transit Planner I
Alex Zaretsky, Human Resources & Risk Manager
James Beck, Acting Director of Operations and Maintenance Fleet Manager
John Kelley, Operations Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Marlena Kohler, Purchasing Manager
Tanya Hawk, Buyer
Veronica Navarro, Administrative Specialist
Ana Perez, Human Resources Generalist
Angelica Delgado, Clerk of the Board

Ceremonial Calendar

- The pledge of allegiance was led by Director John Zaragoza.

Employee Recognition

GCTD Board of Directors congratulated Ana Perez, Human Resources Generalist, for her five years with GCTD.

Ms. Williams congratulated and thanked Ms. Perez for being a great addition to the Human Resources team.

GOLD COAST TRANSIT DISTRICT

Ms. Perez thanked the Board members, Mr. Brown and Ms. Williams for allowing her to be part of GCTD as an Office Manager/Clerk of the Board when she started 5 years ago. Ms. Perez expressed her gratitude of the opportunity she was given to learn and grown within the Company and now as a Human Resources Generalist.

General Public Comment Period

Justine Fisher, Partner Specialist for the Federal US Census 2020, stated she wanted to thank GCTD staff and GCTD Board of Directors for their attention to the Census 2020 in informing employees and promoting information to the communities we serve.

Board of Directors Reports

There were no reports from the Board of Directors.

General Manager Reports

Mr. Brown announced the recent employment of Michelle Pierret as the Finance Manager.

Mr. Brown stated 5 electric vehicles arrived and installation of decals are underway. Supervisors are training Bus Drivers and Admin. staff on the best way to drive the electrical vehicles to extend the life.

Consent Agenda

1. Consider Approval of Minutes of January 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of October 2019
3. Consider Approval of Treasurer's Report for October 2019
4. Consider Approval of Budget Income Statement for Month Ending October 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for October 2019
6. Consider Approval of Expenditures for the Month of November 2019
7. Consider Approval of Treasurer's Report for November 2019
8. Consider Approval of Budget Income Statement for Month Ending November 2019
9. Consider Approval of Financial Statements & Schedule of Money Transfers for November 2019

Vice Chair Randy Haney moved to approve Consent Agenda Items 1 through 9. Director John Zaragoza seconded the motion.

The motion passed unanimously.

Formal Items

10. Consider Approval of Equal Employment Opportunity (EEO) Program – Debbie Williams, director of Human Resources

Ms. Williams stated GCTD is required to update its Equal Employment Opportunity Program (EEOP) every four years. The Agency's program has been updated and is ready for review and acceptance by the FTA. In September 2019 during our triennial review there were no findings associated with the program. GCTD has a due date of March 31, 2020 for this current plan. The next plan will be due in 2024. This update indicates that GCTD has retained a diverse workforce. Ms. Williams provided new FTA forms.

Director Cheryl Heitmann moved to approve Equal Employment Opportunity (EEO) Program. Director John Zaragoza seconded the motion.

The motion passed unanimously.

11. Consider Approval/Receive Presentation on GCTD’s Fleet Management Plan – James Beck, Interim Director of Operations & Maintenance

Mr. Beck stated GCTD Fleet Management Plan includes an inventory of fixed route, paratransit, and support vehicles as well as an analysis of anticipated vehicle needs, an explanation of fleet replacement and funding sources along with vehicle acquisition plans for each vehicle category.

GCTD has a fleet of 109 vehicles:

Fixed Route 61
Paratransit 26
Non-Revenue 22

Mr. Beck provided a presentation.

The report was received and filed.

12. Receive Presentation on Potential Impact of AB 1350 and AB 2012 (Free Fare Programs) and Provide Input to Staff on Options to Improve Farebox Recovery Ratio– Vanessa Rauschenberger, Director of Planning & Marketing

Ms. Rauschenberger stated many transit agencies in California provide free or reduced fare transit passes to students and other populations for use on their systems. Recently, Sacramento Regional Transit offered free passes to students resulting in a roughly 40% increase in student ridership in the last year. The Los Angeles County Metropolitan Transportation Authority (LA Metro) has been offering reduced fares for both K-12 and college students since the early 1990s. These transit agencies are subsidizing the free or reduced fare programs from other state, local, or private sources.

AB 1350 was first introduced in February 2019 as a spot bill that originally included intent language to establish a funding program to provide free transit passes for students 18 years and under. As amended in January 2020, AB 1350 would not provide any state funding, but would instead require transit operators provide a free transit pass as a condition of receiving any state funding. In January 2020, AB 2012 was introduced to apply a similar requirement for free transit fares for persons over age 65. As of February 2020, AB 1350 had passed the Assembly with unanimous support, the bill is now in the state senate.

While these two bills currently contain no language regarding an unfunded local mandate, the bills authors are still working out the details, and may add back in a funding source such as Cap and Trade or Education dollars. Currently, the bills simply make all state transit apportionments (STA, TDA, or LCTOP) conditional on compliance with the requirement, and allows operators to count the rides as if it were a full fare for purposes of calculating “farebox recover ratio”. GCTD currently receives over 50% of its funding from State sources.

Without funding, in order to provide free rides for Youth and Seniors, transit agencies may need to increase fares for everyone else or decrease service levels to offset the loss of revenue. Doing this could have the effect of lowering ridership of everyone else who is still paying a fare or making service less frequent for everyone. At GCTD, youth ridership and senior/disabled

rides provide a combined \$685,000 in annual revenue. The tables below show the impacts of the two bills with our current fare structure.

FARE REVENUE IMPACT w/ AB 1350 and AB 2012 (#S ARE ESTIMATES ONLY)

Fare \$1.50 Transfers Free		w/ Free Transfers				
Existing Condition	Average Fare	Fare Category	%	Estimated Riders	Actual Revenue	
	\$ -	Free Transfer	26%	910,000	\$ -	
	\$ -	Youth under 45"	2.5%	87,500	\$ -	
	\$ 0.80	Youth 18 under	8.5%	297,500	\$ 238,000	
	\$ 1.10	College	10%	350,000	\$ 385,000	
	\$ 1.50	Adult	33%	1,155,000	\$ 1,732,500	
	\$ 0.75	Senior / Disabled	17%	595,000	\$ 448,250	
	\$ -	FREE 75	3%	105,000	\$ -	
		Fixed Route	100%	3,500,000	\$ 2,801,750	
	\$ 3.00	Paratransit	100%	105,000	\$ 315,000	
				3,605,000	\$ 3,116,750	

Existing Condition

Fare \$1.50 Transfers Free		w/ Free Transfers				
	Average Fare	Fare Category	%	Estimated Riders	Actual Revenue	
	\$ -	Free Transfer	25%	910,000	\$ -	
	\$ -	Youth under 45"	2%	87,500	\$ -	
AB 1350 PASS	\$ -	Youth 18 under	11%	386,750	\$ -	
	\$ 1.10	College	10%	350,000	\$ 385,000	
	\$ 1.50	Adult	32%	1,155,000	\$ 1,732,500	
AB 2012 FAIL	\$ 0.75	Senior / Disabled	17%	595,000	\$ 448,250	
	\$ -	FREE 75	3%	105,000	\$ -	
		Fixed Route		3,589,250	\$ 2,563,750	
	\$ 3.00	Paratransit	100%	105,000	\$ 315,000	
				3,694,250	\$ 2,878,750	

(238,000)
-7.6%

Fare \$1.50 Transfers Free		w/ Free Transfers				
	Average Fare	Fare Category	%	Estimated Riders	Actual Revenue	
	\$ -	Free Transfer	25%	910,000	\$ -	
	\$ -	Youth under 45"	2%	87,500	\$ -	
AB 1350 PASS	\$ -	Youth 18 under	11%	386,750	\$ -	
	\$ 1.10	College	10%	350,000	\$ 385,000	
	\$ 1.50	Adult	32%	1,155,000	\$ 1,732,500	
AB 2012 PASS	\$ -	Senior / Disabled	22%	773,500	\$ -	
	\$ -	FREE 75	3%	105,000	\$ -	
		Fixed Route		3,767,750	\$ 2,117,500	
	\$ 3.00	Paratransit	100%	105,000	\$ 315,000	
				3,872,750	\$ 2,432,500	

(684,250)
-22.0%

The report was received and file.

13. Consider Approval of Adoption of Resolution 2020-01 for Authorization of the Certifications and Assurances for the Low Carbon Transit Operations Program – Matt Miller, Planning Manager

Mr. Miller stated The Low Carbon Transit Operations Program (LCTOP) is one of several programs established by the California Legislature in 2014 by Senate Bill 862. The program was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. LCTOP provides formula funds to transit agencies based on the area's percentage of statewide fare revenue. Since 2017, GCTD has used LCTOP funds to cover the costs of providing Token

Transit mobile ticketing to customers. Mobile ticketing has continued to grow in popularity and is currently GCTD's largest provider of pass sales. This year, \$76,290 has been allocated to GCTD. Staff recommends that this year's allocation be used to continue the Token Transit mobile ticketing project, which is estimated to cover all fees associated with the app through FY 2023-2024.

This program is administered by Caltrans in coordination with California Air Resource Board (CARB) and is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law. One of the required elements is a resolution from the governing board authorizing an agency official(s) to execute all documents and enter into an agreement with the Caltrans for these funds. This report recommends that the Board of Directors adopt the attached resolution.

Director Bryan MacDonald approved of Adoption of Resolution 2020-01 for Authorization of the Certifications and Assurances for the Low Carbon Transit Operations Program. Director Cheryl Heitmann seconded the motion.

The motion passed unanimously.

INFORMATIONAL ITEMS

14. Receive and File 2nd Quarter Ridership & Performance Report – Matt Miller, Planning Manager and Margaret Heath-Schoep, Paratransit & Special Projects Manager

Mr. Miller provided an update to the 2nd Quarter Ridership for fixed-route.

Ms. Megerdichian provided a presentation on the Building Transit Supportive Communities project.

Ms. Heath-Schoep stated the quarterly report covers the 2nd Quarter (October 1 through December 31) of Fiscal Year 2019-2020. The report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

Total system boarding's for the 2nd Quarter of FY 2019-2020, has decreased -2.3% over the 2nd Quarter of last year. This decrease is not unexpected since GCTD has decreased service levels compared to the same period last year. Additionally, the trend for the late fall and winter months is usually downward before rebounding in the spring.

The report was received and filed.

CLOSED SESSION

15. Conference with Legal Counsel—Existing Litigation pursuant to Section 54956.9(d)(1) Case No. 56-2020-00539849-CU-PO-VTA

There being no further business, Chair Will Berg adjourned the meeting at 11:49 AM.

Minutes recorded by: Angelica Delgado, Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board of Directors

Will Berg, Vice 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 **April 1, 2020 10:00 AM at the Gold Coast Transit District Board Room, 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available on-line at www.gctd.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.