



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 7, 2020 – 10:00 A.M.
THIS MEETING WAS HELD VIA-ZOOM**

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 and via Zoom. Due to COVID-19 this meeting was also made Via-Zoom for the public.

Roll Call Present– via Zoom

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 – via Zoom

Steven Brown, General Manager
Steven DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Debbie Williams, Director of Human Resources
Michelle Pierret, Finance Manager
James Beck, Director of Operations and Maintenance
Marlena Kohler, Purchasing Manager/DBE Officer
Angelica Delgado, Clerk of the Board

General Manager Reports

Mr. Brown provided an update on the General Manager Report. Mr. Brown stated recruiting firm is in the process of assisting with the hiring a Finance Director, possible start date late November.

Consent Agenda

1. Consider Approval of Minutes of September 2, 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of July 2020
3. Consider Approval of Treasurer’s Report for July 2020
4. Consider Approval of Budget Income Statement for Month Ending July 2020
5. Consider Approval of Financial Statements & Schedule of Money Transfers for July 2020

Director John Zaragoza moved to approve Consent Agenda Items 1 through 5. Vice Chair Randy Haney seconded the motion.

The motion passed unanimously.

GOLD COAST TRANSIT DISTRICT

FORMAL ITEMS

6. Consider Adoption of Resolution 2020-08, Approval of Personnel Rules Annual Update – Debbie Williams, Director of Human Resources

Ms. Williams stated GCTD will periodically provide an update if personnel rules are subject to change. Ms. Williams provided an update to GCTD's revised personnel rules including the standalone policies.

IT IS RECOMMENDED that the Board adopt Resolution 2020-08 to implement the revised Gold Coast Transit District Personnel Rules, effective October 7, 2020

Director Bryan MacDonald moved to Adopt Resolution 2020-08 Approval of Personnel Rules Annual Update. John Zaragoza seconded the motion.

The motion passed unanimously.

7. Consider Approval of Resolution No. 2020-09, to Amend Gold Coast Transit District's Conflict of Interest Code – Angie Delgado, Clerk of the Board

Ms. Delgado requested the approval of Resolution 2020-09 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act 1974.

The Political Reform Act requires all public agencies to adopt and maintain a Conflict of Interest Code.

During the review process, GCTD found that updates and amendments to the District's Conflict of Interest Code are necessary.

A redlined version of the proposed Amended Code was provided.

IT IS RECOMMENDED

It is recommended that the District adopt Resolution 2020-09 Adopting the Amended Conflict of Interest Code Pursuant to the Political Reform Act.

Vice Chair Randy Haney moved to Approve of Resolution 2020-09, to Amend Gold Coast Transit District's Conflict of Interest Code. John Zaragoza seconded the motion.

The motion passed unanimously.

8. Consider Adoption of Resolution 2020-10 Establishing GCTD's Support for and Declaration of "Clean Air Day" – Cynthia Torres Duque, Communications and Marketing Manager

Ms. Torres-Duque provided information on California Clean Air Day which is a statewide campaign encouraging individuals, businesses, and organizations, schools, etc., to take a pledge committing to do their part to clean the air, through various actions, small and large.

Ms. Torres-Duque stated that this year GCTD has taken the pledge to participate by way of adopting this resolution by utilizing the resources available on the event's website (www.cleanairday.org) to promote the event across GCTD's social media network. Additionally, GCTD has asked employees to take an individual pledge by signing up on our own pledge link (cleanairday.org/individual-pledge/GCTD/) and committing to an action that makes sense to them.

Ms. Torres-Duque recommended that the Board of Directors adopt Resolution 2020-10, Establishing GCTD's Support for and Declaration of "Clean Air Day" on October 7, 2020.

Director Cheryl Heitman moved to approve Consider Adoption of Resolution 2020-10 Establishing GCTD's Support for and Declaration of "Clean Air Day". Director John Zaragoza seconded the motion.

The motion passed unanimously.

9. Consider Approval for Purchase Order Increase to Team Nissan for Ninth (9th) Nissan Leaf – Marlena Kohler, Purchasing Manager

Ms. Kohler stated In April 2019, GCTD was working with Team Nissan on the purchase of nine (9) replacement support vehicles. The Board approved the purchase order May 2019, at that time Nissan had 5 vehicles for immediate delivery. Ms. Kohler stated three (3) vehicles were received in March and April 2020. The ninth (9) vehicle would be transported from Japan and to complete the order an additional \$1,126.23 price difference would need to be approved. Ms. Kohler is requesting that the Board of Directors authorize an increase to the purchase order with Team Nissan in the additional amount of \$1,126.23 for a revised contract total not-to-exceed \$237,508.58.

Director John Zaragoza moved to approve Consider Approval for Purchase Order Increase to Team Nissan for Ninth (9th) Nissan Leaf. Director Bryan MacDonald seconded the motion.

The motion passed unanimously.

INFORMATIONAL ITEMS

10. Receive and File Fixed-Route and Paratransit Services 4th Quarter & FY 2019-2020 Year End Update – Vanessa Rauschenberger, Director of Planning and Marketing & Margaret Heath-Schoep, Paratransit & Special Projects Manager

Ms. Rauschenberger and Ms. Heath-Schoep provided a presentation to the Board.

The report was received and filed.

11. Receive and File Update on GCTD Operations and Maintenance – James Beck, Director of Operations and Maintenance

Mr. Beck provided the Board with an updated presentation on GCTD Operations and Maintenance.

The report was received and filed.

12. Report of Contracts Awarded – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler provided information report to the Board.

The report was received and filed.

Legal Counsel DeBaun informed the Board that there will be no report from the Closed Session. Given that there will be no further business, Chair Will Berg adjourned the meeting at 10:48 AM to the Closed Session.

CLOSED SESSION

13. Employee Performance Evaluation: Title: General Manager

14. CONFERENCE WITH LABOR NEGOTIATORS – Agency designated representatives:
General Manager or designee – Employee organization: SEIU

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

Steven P. Brown
Secretary of the Board of Directors

Will Berg, 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 **December 2, 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.