



## Item #1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JANUARY 4, 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 – City of Ventura - ABSENT  
Director Jim Hensley – City of Port Hueneme

#### **Staff Present**

Steven P. Brown, General Manager  
Haviva Shane, 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  
Daniel Amaro, Finance Analyst  
Claire Johnson-Winegar, Planning Manager  
Tanya Hawk, Buyer  
Matt Miller, Transit Planner I  
Beatris Megerdichian, Transit Planner I

#### **Ceremonial Calendar**

The pledge of allegiance was led by Director Hensley.

#### **Employee Recognition**

Ms. Williams, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Cindy Robinson, Operations Supervisor, for her 25 years of service with GCTD.

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Ms. Williams, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Steve Rosenberg, Director of Finance and Administration, for his 10 years of service with GCTD.

Ms. Williams, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Louis Annino, Bus Operator, for his 5 years of service with GCTD.

Ms. Williams, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated James White, Bus Operator, for his 5 years of service with GCTD.

Ms. Williams, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Johnny Zaragosa, Bus Operator, for his 5 years of service with GCTD.

Additionally, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Mr. Robert Lurie, Director of Fleet and Facilities on his retirement from GCTD after nearly 35 years of service. The Board of Directors on behalf of Gold Coast Transit District thanked Robert Lurie on his excellent work and dedication to GCTD. The Board of Directors also recognized Mr. Lurie's wife, Deborah and thanked her for attending the meeting and presenter her with a bouquet of flowers.

Mr. Brown extended an invite to all Board Members and others at the meeting to attend Mr. Robert Lurie's retirement celebration right after the meeting.

### **General Public Comment Period**

- Ms. Catherine Ingram stated that she had several concerns regarding ACCESS. Ms. Ingram stated that she has had problems with on-time performance; being picked up late with no notice; being delivered late to destination; re-routing of destinations; and customer service with MV staff members. Ms. Ingram provided a complaint letter and recommendations on auditing these concerns.
- Ms. Edna Ingram, on behalf of her daughter Ms. Catherine Ingram, reiterated similar concerns in regards to ACCESS transportation.

Chair MacDonald informed the audience that Gold Coast Transit is not able to discuss the concerns at this moment, but stated that staff will be in contact with Ms. Catherine Ingram and Ms. Edna Ingram regarding these concerns.

### **Board of Directors Reports**

There were none.

### **General Manager Reports**

Mr. Brown added more information about the retirement on December 29<sup>th</sup> of our Director of Fleet and Facilities, Robert Lurie. Mr. Lurie has been with SCAT/GCTD for nearly 35 years, and made a considerable positive impact to the organization. In addition, on January 3<sup>rd</sup> we bid farewell to Administrative Specialist, Gerry Sta. Ana. Mr. Sta. Ana joined GCTD in 2015 and left to take an Accounting position with housing non-profit Many Mansions in Thousand Oaks.

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Mr. Brown reported that GCTD is proud to share the news that in 2016 GCTD's operators had the fewest numbers of preventable accidents (in the last 10-years) since we increased our emphasis on accident tracking and safety training. This can be attributed to improvements implemented by Andrew Mikkelson, Director of Operations, in operating procedures, training and ongoing safety programs designed to raise operator awareness. We want to thank all staff for their continued efforts at safe driving.

Mr. Brown announced that Reed Caldwell, Director of Engineering and Construction will officially assume full responsibility for all duties under the Department of Fleet and Facilities. Additionally, the new position of Fleet Manager, approved by the Board in July, will be recruited for in the next couple months. In the interim, the current Maintenance Supervisors will assume that role on a rotation basis starting on Sunday, January 8.

Mr. Brown informed the Board of Directors that staff had a successful participation in this year's holiday events. From our "Holiday Squad" and #ElfontheGo "Elves" it was great to see staff participating in holiday events, party and potluck. The #ElfontheGo bus carried approximately 600 cans to Food Share's Can Tree Collection, and was also greeted by thousands in the Oxnard Holiday Parade which was a highlight of the month. The bus also made appearances in every city we serve and carried over 700 passengers last month.

Mr. Brown reported to the Board of Directors that staff will be receiving training on accepting credit/debit cards to purchase fare media at the Customer Service Center starting after January 17<sup>th</sup>. Once credit cards are accepted at the CSC, the next project will be to eventually roll out online-ticket sales in the future.

Mr. Brown announced to the Board that the best way to get the latest info on GCTD news, events, detours, service updates and transit tips, is to "like" us or "follow" us on Facebook and Twitter.

### **Agenda Review**

Mr. Brown updated item #9 to reflect an action item: "Consider Authorizing Award of Contract to Sinclair Sanitary Supply for Janitorial Supplies".

### **Consent Agenda**

1. Consider Approval of Minutes of December 7, 2016 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of November 2016
3. Consider Approval of Treasurer's Report for November 2016
4. Consider Approval of Budget Income Statement for the Month Ending November 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for November 2016

Director Zaragoza moved to approve Consent Agenda 1 thru 5. Director Hensley seconded the motion. **Director Blatz abstained from the motion of approving item #1. The motion passed unanimously with the one abstention.**

**Public Comments on Agenda Items**

There were none.

**Formal Items**

**6. Consider Adoption of Resolution 2017-01, Approving a GCTD Debt Management Policy** – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated from its inception GCTD (and its predecessors GCT and SCAT) has been fiscally managed in a very conservative manner. As a result the agency has incurred no long-term debt and minimal short-term debt, including routine accounts payable and a bank line of credit on which the agency has never drawn. For this reason there has never been a reason for this agency to establish a debt management policy.

Mr. Rosenberg reported that in September 2016 this Board authorized the District to finance up to \$22,000,000 to complete the financing of GCTD's new Administration and Operations Facility with a Certificates of Participation issue from the California Transit Finance Corporation. The current project schedule anticipates these bonds will be sold late February of 2017.

Mr. Rosenberg stated that in September 2016 Governor Brown signed legislation SB 1029, expanding the reporting requirements for state and local government debt issuers. SB 1029 requires that the issuer of debt adopt a debt management policy at least 30 days prior to the sale of any debt issue, and that the use of the issued debt is consistent with the adopted policy.

GCTD staff worked with bond finance advisor PFM to submit for the Board's approval a Debt Management Policy modeled after policies obtained by PFM from other transit agencies. GCTD reviewed and edited this policy with Best, Best and Krieger bond attorney John Rottschaefer. BB&K is the Board's General Counsel. Mr. Rottschaefer has approved this policy as appropriate for GCTD and compliant with SB 1029.

Director Zaragoza moved to Adopt Resolution 2017-01, Approving a GCTD Debt Management Policy. Director Blatz seconded the motion.

**Roll Call**

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

**The motion passed unanimously.**

**7. Receive and File Report on GCTD Implementing Acceptance of Credit Cards for Payment of Retail Fare Media Purchases at the Customer Service Center – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg reported that for many years GCTD (as well as its predecessors GCT and SCAT) has maintained a policy of accepting only cash or checks for payment of retail fare media purchases at the Customer Service Center (CSC). As a transit agency with limited revenue resources we chose to accept some inconvenience in order to avoid adding credit card fees as an additional recurring cost of doing business. This has proven increasingly challenging over time not only for GCTD, but for our customers as well.

For the convenience of our customers GCTD will begin accepting credit cards at the CSC commencing early in 2017. GCTD has reached an agreement with Heartland Payment Systems, Inc. to implement its merchant credit card processing services at the CSC, with services expected to commence in late January. Heartland submitted a competitive proposal including all requested services and on-site training. Heartland is the 5<sup>th</sup> largest processor in the United States and has a strong local representation in Ventura County.

GCTD will accept Visa, Mastercard, American Express and Discover cards for retail fare media purchases, and to minimize fees the District will establish a minimum transaction amount of \$10.00. We will not be accepting P-Card or other credit card payments for bulk orders from government agencies or other entities at this time. It is anticipated that eventually GCTD will use credit card payment processing to sell retail fare media at ticket vending machines (TVMs) as well as on-line retail purchases. The cost of implementing this program in its present form (at CSC only) is estimated to be \$6,000-\$10,000 annually.

Director Blatz moved to Receive and File Report on GCTD Implementing Acceptance of Credit Cards for Payment of Retail Fare Media Purchases at the Customer Service Center. Director Hensley seconded the motion.

**Roll Call**

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

**The motion passed unanimously.**

**8. Consider Adoption of Resolution 2017-02 Authorizing the General Manager or the Director of Finance and Administration to Execute all Documents for the California Transit Security Grant Program – California Transit Assistance Funds (CTSGP-CTAF) Program with the California Governor's Office of Emergency Services for Funds for the New Administration and Operations Facility – Matt Miller, Transit Planner**

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Mr. Miller stated that the California Governor's Office of Emergency Services (Cal OES), formerly California Emergency Management Agency (CAL-EMA), awarded funds and solicited applications for Transit Security Grants funded by the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as California State Proposition 1B. Each year, \$26,893 is apportioned by Cal-OES directly to Gold Coast Transit District. At this time, funds from FY 2015-16 are being allocated to GCTD directly from Cal-OES.

Funds will be spent on perimeter security fencing, a security surveillance system, gates, lighting, monitoring equipment and the design costs for those project elements for the new facility. The FY 2015-16 funds, along with prior years' allocations will help supplement additional State and Federal funds allocated to this project.

Director Hensley moved to Adopt Resolution 2017-02 Authorizing the General Manager or the Director of Finance and Administration to Execute all Documents for the California Transit Assistance Funds (CTSFP-CTAF) Program with the California Governor's Office of Emergency Services for Funds for the New Administration and Operations Facility. Director Blatz seconded the motion.

### **Roll Call**

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

**The motion passed unanimously.**

### **9. Consider Authorizing Award of Contract to Sinclair Sanitary Supply for Janitorial Supplies – Tanya Hawk, Buyer**

Ms. Hawk stated that it is recommended that the GCTD Board of Directors award a contract to Sinclair Sanitary Supply for Janitorial Supplies in the amount of \$103,427 plus authorization for an additional 10% to cover any additional supplies that may need to be added as we transition into the new facility during term of the contract. The resulting contract term will be for a one year period with four (4) one-year options.

An IFB was issued in October 2016 and GCTD received seven (7) bids in response to our IFB. Of the seven submitted, six were determined to be responsive. A price analysis, which included the option years, was then conducted on the remaining six bids received. Sinclair's prices were determined to be fair and reasonable based on adequate competition. A responsibility determination was also conducted on Sinclair Sanitary Supply. The System for Award Management (SAM) was checked for this contractor and no results were found, nor were there any complaints filed with the Better Business Bureau (BBB).

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The references were contacted and provided no negative comments. As a result, Sinclair Sanitary Supply was determined to be a responsive, responsible contractor capable of meeting the requirements. As a result, Sinclair's bid was determined to be the lowest, responsive and responsible bid received.

Director Hensley moved to Authorize Award of Contract to Sinclair Sanitary Supply for Janitorial Supplies. Director Blatz seconded the motion.

**Roll Call**

Yes: No: None

Chair MacDonald  
Vice-Chair Zaragoza  
Director Blatz  
Director Hensley

**The motion passed unanimously.**

**INFORMATIONAL ITEMS**

*None*

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

*None*

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 11:10 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  
Bryan MacDonald  
Board of Directors

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Unless otherwise determined by the Board of Directors, the next regular meeting of the GCTD Board of Directors will be held on **February 1, 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](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.