



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 3, 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 (ABSENT)
Director Paul Blatz – City of Ojai
Director Bryan MacDonald – City of Oxnard
Director Jonathan Sharkey – 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
Alex Zaretsky, Human Resources & Risk Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Margaret Heath-Schoep, Paratransit & Special Projects Manager
James Beck, Fleet Manager
Bob Keys, IT Manager
Matt Miller, Transit Planner II
Beatris Megerdichian, Transit Planner I
Roxanna Ibarra, HR Assistant

Ceremonial Calendar

- The pledge of allegiance was led by Chair Zaragoza.
- Employee Recognition

General Public Comment Period

There were none.

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Board of Directors Reports

There were none.

General Manager's Report

Mr. Brown extended a thanks to Mr. Andy Mikkelson, Operations, and Maintenance staff for all their hard work, in ensuring that services continue during the Thomas Fire. GCTD staff and our community came together to help donate items to families in need to the local Red Cross and helped to "stuff the Holiday Bus" at the ABC 7 Spark of Love event.

Mr. Brown reported that the new Syncromatics Automated Vehicle Location (AVL) system project is now underway and will be visible fleetwide over the next couple of months.

Mr. Brown shared a nice letter that was received from a Port Hueneme teacher who took her 2nd grade class on a field trip on Route 1 to the Carnegie Art Museum. Thank you to the CSC staff and those bus operators who made the field trip memorable.

Mr. Brown extended a special thanks to all of the staff who participated in making sure the Holiday Bus was a success this year. Special thanks again to Montecito Bank & Trust as well as Rubberneck Signs for their support. In addition, a thanks to all the staff who organized the festive and fun holiday party.

Agenda Review

There were no changes.

Consent Agenda

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

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

Public Comments on Formal Items

There were none.

Formal Items

7. **Receive and File FY 2016-17 TDA Compliance Audit Reports for GCTD's Five (5) Member Jurisdictions, as Prepared by The Pun Group – Steve Rosenberg, Director of Finance and Administration**

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Mr. Rosenberg stated that at the Board Meeting on December 6, 2017, Paul J. Kaymark of The Pun Group presented a draft of GCTD's FY 2016-17 Comprehensive Annual Financial Report (CAFR) and made an oral presentation to the Board to discuss the FY 2016-17 audit, which contained no negative findings in any area of GCTD's financial controls or reporting.

Mr. Rosenberg reviewed with the Board the TDA Compliance Audits for each of GCTD's five-member jurisdictions (Oxnard, San Buenaventura, Ojai, Port Hueneme and the County of Ventura) that receive TDA Article 4 Local Transportation Funds (LTF) from GCTD.

All members were found to be in compliance with respect to all expended funds having been spent on TDA-eligible expenses. Two transit services funded in part by GCTD TDA funds, the Ojai Trolley and the Valley Express, failed to meet their required fare box recovery ratio of 20% (Ojai Trolley) and 10% (Valley Express).

For the Ojai Trolley this is the first year of non-compliance, which is considered by the TDA statute to be a "grace" year. Should the Ojai Trolley fail to meet the 20% in FY 2017-18 it would be considered a "non-compliance" year and a statutorily-determined penalty would be applied in a subsequent year.

For the Valley Express this is the third consecutive year of non-compliance, however because the service underwent significant changes in FY 14-15 the TDA statute provides a two-year period for the service to build ridership. The year ending June 30, 2017 marks the end of that two-year period.

Mr. Rosenberg stated that except as noted, the TDA compliance reports expresses The Pun Group's opinion that GCTD and its five members each complied, in all material aspects, with the compliance requirements of TDA.

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

The report was received and filed.

8. Consider Approval of the Federal Transit Administration Audit and Update to GCTD's Drug and Alcohol Testing Program Policy – Alex Zaretsky, Human Resources & Risk Manager and Andrew Mikkelson, Director of Transit Operations

Ms. Zaretsky stated that on November 13, 2017, the U.S. Department of Transportation published a final rule that expands the Department's current drug testing panel to include certain semi-synthetic opioids (i.e. hydrocodone, oxycodone, hydromorphone, oxymorphone). This is effective January 1, 2018. GCTD's management already notified all safety sensitive employees of these changes by providing workplace postings on the changes. The training on the changes will be conducted at the upcoming monthly safety training meetings for all safety sensitive employees. An update to GCTD's Substance Abuse testing policy is needed for compliance to the new rule.

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On December 12, 2017, a planned Federal Transit Administration (FTA) audit was conducted on GCTD's premises by a contractor for the FTA. The auditors reviewed our drug and alcohol testing program including our policy and files, and the clinic GCTD uses to perform the drug and alcohol tests. The auditors have suggested that GCTD streamline the Drug and Alcohol testing program to be inline more closely with FTA guidelines.

Director MacDonald moved to Approve the New FTA Drug and Alcohol Program Policy for Gold Coast Transit District, effective January 1, 2018. Director Sharkey seconded the motion. **The motion passed unanimously.**

9. Consider Adoption of Resolution 2018-01, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and the GCTD Bus Operator Unit of Service Employees International Union Local 721 – Steve L. Rosenberg, Director of Finance and Administration and Debbie Williams, Director of Human Resources

10. Consider Adoption of Resolution 2018-02, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and the GCTD Mechanical Unit of Service Employees International Union Local 721 – Steve L. Rosenberg, Director of Finance and Administration and Debbie Williams, Director of Human Resources

11. Consider Adoption of Resolution 2018-03, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and the GCTD Administrative Support Unit of Service Employees International Union Local 721 – Steve L. Rosenberg, Director of Finance and Administration and Debbie Williams, Director of Human Resources

Mr. Rosenberg stated that Gold Coast Transit District has three established bargaining units, Administrative Support, Bus Operator and Mechanical. The three units are represented by the Service Employees International Union Local #721 (SEIU). The most recent set of MOU's expired on November 1, 2017 and have been extended by mutual agreement of the parties throughout the term of negotiations. From August 2017 through December 2017, the SEIU 721 bargaining team and GCTD management (GCTD) met and conferred and exchanged freely information, opinions and proposals concerning wages, hours and working conditions.

On December 14, 2017 the parties reached an agreement with all three units that would extend through June 30, 2021. It would include general wage increases of 2.75% in July 2018, 2.75% in July 2019 and 3% in July 2020, increase GCTD's medical benefit contributions by 7 % for calendar 2018 and 3% each for calendar years 2019, 2020 and 2021, increase company-paid life insurance coverage for represented employees from 1X the employee's annual salary to \$100,000 and provide one additional accrued vacation day per year for employees with 15 years or more of service.

Mr. Rosenberg noted that GCTD recognized that wages for GCTD's Mechanical Unit were behind those being paid by comparable California transit agencies. This has resulted in GCTD

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losing Mechanics to neighboring transit agencies. This contract addresses the issue by providing the Mechanical Unit with an immediate wage adjustment ranging from 4% to 5.8%. The SEIU 721 bargaining team and GCTD also agreed to numerous administrative and operational changes.

On December 29, 2017 all three units of SEIU 721 voted to ratify GCTD's contract offer. Mr. Rosenberg recommended approving the Memorandum of Understanding for the Administrative Support, Bus Operator and Mechanical Units for the period January 3, 2018 through June 30, 2021.

Chair Zaragoza and Director MacDonald expressed their approval with the negotiations process, they did not receive or heard any negative news regarding the process. Mr. Rosenberg stated that both the SEIU and GCTD team members showed great professionalism during this time. Mr. Rosenberg introduced Mr. Larry Allen, Bus Operator, representative to the SEIU Negotiation team and thanked him for his work during the process.

Chair Zaragoza suggested bundling Resolutions No. 2018-01, Resolutions No. 2018-02 and Resolutions No. 2018-03 for approval. Director Blatz moved for Adoption of Resolution 2018-01, Resolution No. 2018-02 and Resolution No. 2018-03, approving the Memorandum of Understanding for the Bus Operator, Mechanical and Administrative Support Units. Director MacDonald seconded the motion.

Roll Call

Yes: No: None

Chair Zaragoza

Vice-Chair Heitmann ABSENT

Director Blatz

Director MacDonald

Director Sharkey

The motion passed unanimously.

12. Consider Approval of Update to Personnel Rules/Benefit Changes Effective January 1, 2018 – Alex Zaretsky, Human Resources & Risk Manager and Steve L. Rosenberg, Director of Finance & Administration

Mr. Zaretsky stated that on December 14, 2017 GCTD management (GCTD) and SEIU 721 reached MOU agreements with GCTD's three represented units. These agreements have been ratified by bargaining units members and have just been approved by the Board today. Among the proposals included in all three MOU's are modest improvements to two company-paid benefit provisions, Life Insurance and Vacation Accrual. Similar provisions are included not only in the MOU's but in the GCTD Personnel Rules that cover non-represented employees.

Company-paid life insurance coverage for represented employees has been increased from 1X the employee's annual salary to \$100,000 and vacation accrual has been increased by one day per year for employees with 15 years or more of service. Historically at GCTD, benefit

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increases negotiated for represented employees have been extended to non-represented employees as well.

Such changes for non-represented employees would require a change to the GCTD Personnel Rules. Staff along with employment counsel has started a full review of all the relevant sections of the GCTD Personnel Rules to comply with new California employment laws for 2018. A Board report and resolution will be brought to the Board upon completion of that review, however any changes to GCTD’s Life Insurance program must be implemented in January or held until next year.

Staff proposes the following changes; the accrual change would be effective the first full payroll starting in calendar 2018 and the insurance change would take effect early in 2018 subject to underwriting approval;

Section 9 (B) Vacation Credits For Full-Time Service

<u>Years of Service</u>	<u>Hours/Month</u>	<u>Hours/Biweekly Period</u>			
Less Than 3	6-2/3	3.077	11 But Less Than 12	11-1/3	5.231
3 But Less Than 5	8	3.693	12 But Less Than 13	12	5.539
5 But Less Than 7	8-2/3	4.000	13 But Less Than 14	12-2/3	5.847
7 But Less Than 9	9-1/3	4.308	14 But Less Than 15 Or More	13-1/3	6.154
9 But Less Than 10	10	4.616	15 or More	14	6.462
10 But Less Than 11	10-2/3	4.924			

Section 18 (B) – Executive Insurance: In addition to such other insurance to which GCTD employees are entitled, GCTD shall pay the cost of additional life insurance for non-represented employees in an amount equal to \$100,000 or one (1) times the non-represented employee’s annual salary, whichever is greater. Non-represented employees who work less than thirty-two (32) hours per week will not be eligible for executive insurance.

Director MacDonald moved to approve the above changes to Sections 9(B) & 18(B) of the GCTD Personnel Rules for 2018. Director Sharkey seconded the motion. **The motion passed unanimously.**

13. Consider Authorizing the General Manager to Award a Contract to Gillig, LLC for 40-Ft Low Floor CNG Buses and for the Purchase of five (5) Expansion Buses – Marlena Kohler, Purchasing Manager/DBE Officer

On behalf of Ms. Marlena Kohler, Mr. Rosenberg discussed authorizing the General Manager to award a contract to Gillig for five (5) years for the purchase of 40 ft Low Floor CNG Buses in accordance with Livermore Amador Valley Transit Authority’s (LAVTA) Consortium RFP. Staff is also requesting approval to purchase five (5) 40-ft Low Floor CNG Expansion Buses.

In August of 2015, GCTD agreed to be part of Livermore Amador Valley Transit Authority’s (LAVTA) consortium RFP for Category 1 (Diesel, Hybrid and CNG) and Category 2 (all electric Zero Emission) buses. The consortium RFP will enable all participating agencies to standardize the future selection of buses, realize better pricing through volume discounts and reduce the requirement for an as-needed or annual procurement process when grant funding is available. LAVTA would be the lead agency for the consortium. Other agencies involve include Solano County Transit and the Cities of Los Angeles, Modesto, Norwalk, Santa Clarita, Tulare and Turlock.

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The RFP was released in December 2015. LAVTA received four (4) responses: BYD, Gillig, New Flyer and Proterra. All four proposals were evaluated by a committee consisting of two (2) LAVTA staff members and two (2) members from other participating transit agencies. In August 2017, GCTD staff requested a quote from Gillig for five (5) buses which will be used as expansion buses. The amount quoted was \$580,832.23 per bus. In 2015, GCTD purchased five (5) similar Gilligs for \$520,272.92 per bus, an 11% difference. Based on LAVTA's RFP process, staff has determined that Gillig's quote is fair and reasonable based on adequate competition.

Director Sharkey moved to Authorize the General Manager to execute a five (5) year contract with Gillig, LLC and for the purchase and delivery of five (5) 40 ft Low Floor CNG Expansion Buses, in the amount of \$2,904,161.15 (\$580,832.23 per bus) and authorize up to an additional 5% for each bus (\$29,000) to cover minimal specification adjustments. Director Blatz seconded the motion. **The motion passed unanimously.**

14. Construction Update for the GCTD Operations and 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. Mr. Caldwell also pointed out the final materials being used on the building. The new facility schedule is on track with completion of construction of September 2018 and move in date of October 2018.

Mr. Caldwell explained and showed in the PowerPoint slides the BRB (Buckling Restrained Brace) system, which is designed to allow buildings to withstand earthquakes.

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.

Chair Zaragoza informed the Board Members and attendees that the Board Meeting will adjourn in honor of Mr. Zaretsky's mother, Helen E. Zaretsky, who passed away on November 3, 2017.

CLOSED SESSION

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

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The Board of Directors went into Closed Session at 10:50 A.M.

The Board of Directors re-adjourned into Open Session at 11:03 A.M.

There were no announcements.

There being no further business, Chair Zaragoza adjourned the meeting at 11:04 A.M.

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

Steven P. Brown
Secretary of the Board of Directors

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 **February 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 or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.