



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, DECEMBER 5, 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  
Debbie Williams, Director of Human Resources  
Vanessa Rauschenberger, Director of Planning & Marketing  
Andrew Mikkelson, Director of Transit Operations  
Ana Perez, HR Generalist/Clerk of the Board  
Matt Miller, Planning Manager  
Cynthia Duque, Communications & Marketing Manager  
Margaret Schoep, Paratransit & Special Projects Manager  
Marlena Kohler, Purchasing Manager & DBE Officer  
Austin Novstrup, Transit Planner  
Beatris Megerdichian, Transit Planner  
Sonia Rosales, Payroll Specialist  
Robert Keys, IT Manager  
Tanya Hawk, Buyer  
Priscilla Herrera, Admin Support

**Ceremonial Calendar**

The pledge of allegiance was led by Director Blatz.

**Employee Recognition**

**GOLD COAST TRANSIT DISTRICT**

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Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Elizabeth Escobedo , Bus Operator, for her 5 years of service with GCTD.

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Neli Rivera , Bus Operator, for her 5 years of service with GCTD.

Mr. Brown, Chair Zaragoza and the GCTD Board of Directors recognized Director Paul Blatz for his 5 years of service to GCTD as a Director. The Board of Directors on behalf of Gold Coast Transit District thanked Director Blatz on his excellent work not only with the City of Ojai but with GCTD, representing the Community with respect and integrity.

Mr. Brown extended an invite to all Board Members and others at the meeting to attend the official ribbon cutting of the 2018 Holiday Bus right after the meeting.

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Chair Zaragoza wished all attendees a Merry Christmas and New Year's.

Vice Chair Heitmann informed the Board of Directors that the City of Ventura held an event last week to commemorate the Thomas Fire. Residents shared their stories and expressed gratitude to all the residents and the cities in the County for their support. Director MacDonald and Director Berg echoed the same sentiment.

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

Mr. Brown congratulated Robyn Walton and Maria Orona who will be retiring from GCTD this month. Ms. Walton has been a GCTD Bus Operator for over 35 years and Ms. Orona has been a GCTD Bus Operator for over 20 years. GCTD will be hosting a retirement lunch on December 19<sup>th</sup>.

Mr. Brown informed the Board of Directors that GCTD is excited to announce the third annual appearance of its popular "Elf on the Go" holiday bus. The 40-foot decorated bus will make surprise appearances on randomly selected routes across our service area all month long.

Mr. Brown stated that on November 26<sup>th</sup>, Operator Patty Madrigal had a passenger attempt to board the bus with a suspicious item under his jacket. Operator Madrigal thought it might be a weapon and denied service and reported to dispatch and PD. The suspect was contacted by Ventura PD after leaving the bus stop and turned out to have a machete. Because the report was made quickly, a nearby school was placed on lock down and police were able to safely take the suspect into custody. We want to thank Operator Madrigal for her quick action in reporting the suspicious item, keeping our passengers and community safe.

Mr. Brown announced that GCTD received over 400 survey responses so far.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of November 7, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of September, 2018
3. Consider Approval of Treasurer's Report for September, 2018
4. Consider Approval of Budget Income Statement for the Month Ending September, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for September, 2018
6. Consider Approval of the General Manager's Expense Report for the month of November, 2018

Director Blatz 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 Three (3) New Job Descriptions** – Debbie Williams, Director of Human Resources and Steve Brown, General Manager

Ms. Williams stated that as GCTD continues to evolve as an organization and prepares to move into our new headquarters, it is necessary to reorganize some of the departments and reporting structures with the District. Three new positions are being recommended to be created, two of which will be filled by current staff and one that will remain unfilled for the foreseeable future. This third position is being established at this time to allow for the position to be budgeted for, recruited and filled when necessary.

These three positions are: Assistant General Manager (AGM), Director of Operations and Maintenance, and Operations Manager. The Director of Operations and Maintenance will remain vacant at this time and only budgeted for and filled in the future when Agency needs demand it. The Assistant General Manager and Operations Manager positions will be filled with current District staff with no changes in compensation for either, staying within the current budget. The new job descriptions are attached to this report.

The Assistant General Manager will directly oversee the Operations and Fleet Managers and help these two largest departments of the District to work more closely with each other to ensure the most efficient and effective service is provided to the customers of the District. The AGM will also act as the General Manager in the absence of the General Manager. The General Manager will continue to directly oversee the Administration and Finance, Human Resources, and Planning and Marketing Departments on a day-to-day basis. This

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will help allow the GM and these three departments to become even more involved in the communities we serve, advocate and pursue additional funding and grants, expand our recruiting base and outreach efforts for new employees, and become involved in more community events and organizations.

With the approval of these new positions, the General Manager will appoint Reed Caldwell to the position of Assistant General Manager and Andrew Mikkelson as the Operations Manager. These positions will become effective on December 6, 2018.

It is recommended that the salary range for the Operations Manager will be \$86,214 to \$120,654; the salary range for the Director of Operations and Maintenance will be \$97,541 to \$136,834; and the salary range for the Assistant General Manager will be \$117,464 to \$164,005.

Mr. Danny Carrillo, Regional Director of Tri-Counties Region, SEIU Local 721, introduced 721 members. Mr. Carrillo thanked Director Blatz for his service to GCTD and its members. Mr. Carrillo applauded the Board of Directors for hearing his concerns from the last Board Meeting but stated that there is still work to be done in regards to having this environment of harassment and retaliation against our union stewards by management staff. Management needs to continue to focus on the safety concerns plaguing the District, instead of the surveillance and intimidation of our employees in the work place.

Director Blatz moved to Approve the three new job descriptions of Assistant General Manager, Director of Operations and Maintenance, and Operations Manager. Director Heitmann seconded the motion. **The motion passed unanimously.**

### **8. Election of Board Officers for Calendar Year 2019 – Steve Brown, General Manager**

Chair Zaragoza nominated Vice-Chair Heitmann to be GCTD's Chair for calendar year 2019, seconded by Director MacDonald. Director Berg was nominated for Vice-Chair by Director MacDonald. The motion was seconded by Director Blatz.

**The motion passed unanimously.**

### **9. Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2019 – Steve Brown, General Manager**

Director Heitmann recommended to move January's Board Meeting from January 2<sup>nd</sup> to January 9<sup>th</sup>, 2019. Chair Zaragoza moved to approve the Board of Directors Meeting Schedule for Calendar Year 2019. Director Heitmann seconded the motion.

**The motion passed unanimously.**

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

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Mr. Caldwell provided an overview of the progress of recent activities on the GCTD Administration and Operations Facility. Mr. Caldwell provided an updated facility schedule completion date of June 2019. Mr. Caldwell stated that GCTD is waiting for documents back from the City of Oxnard before the construction of the CNG station is underway.

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**

**12. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation Significant exposure to litigation pursuant to Section Government Code §54956.9 (d)(2) No. of Cases: 3**

The Board of Directors went into Closed Session at 11:00 A.M.

The Board of Directors re-adjourned into Open Session at 11:30 A.M.

There were no announcements.

There being no further business, Chair Zaragoza adjourned the meeting at 11:30 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

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Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **January 9, 2019 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 Clerk of the Board, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.