



## Item #1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, DECEMBER 7, 2016 – 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 - ABSENT  
Director Carl Morehouse – City of Ventura  
Director Sylvia Munoz-Schnopp – City of Port Hueneme

#### **Staff Present**

Steven P. Brown, General Manager  
Steven DeBaun, 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  
Claire Johnson-Winegar, Planning Manager  
Robert Lurie, Director of Fleet & Facilities  
Priscilla Herrera, Administrative Support  
Marlena Kohler, Purchasing Manager/DBE Officer  
Tanya Hawk, Buyer

#### **Ceremonial Calendar**

The pledge of allegiance was led by Director Morehouse.

#### **Employee Recognition**

Ms. William, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Rigo Nava, Safety and Training Officer, for his 25 years of service with GCTD. Additionally,

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Ms. William, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Will Cattlidge, Bus Operator for arranging a Veteran's Day display for all employees.

Mr. Brown, Chair MacDonald and the GCTD Board of Directors unanimously passed a Resolution of Appreciation to Director Carl Morehouse for his 5 years of service to GCTD as a Director and Alternate. The Board of Directors on behalf of Gold Coast Transit District thanked Director Morehouse on his excellent work not only with the City of Ventura but with GCTD, representing the Community with respect and integrity.

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Director Carl Morehouse reminded the Board of Directors and attendees of Southern California Association of Governments (SCAG) Seventh Annual Southern California Economic Summit, held on December 1<sup>st</sup> at The L.A. Hotel Downtown in the City of Los Angeles. This conference brought together elected officials, business executives and community leaders from across Southern California to address issues of job recovery, improving economic viability of local communities and attracting new businesses to Southern California. Director Morehouse reiterated the importance of engagement with the Community on affordable housing and transportation.

### **General Manager Reports**

Mr. Brown informed the Board of Directors that GCTD will be hosting its Holiday Party at Discovery Ventura on December 10<sup>th</sup> from 6:30pm-11:30pm.

Mr. Brown reported that this year marks GCTD's 1<sup>st</sup> year that a specially decorated holiday bus will be traveling the streets of Oxnard, Ventura, Port Hueneme and Ojai this holiday season. The 40-foot "ELF on the Go" bus will be decorated inside and out with hundreds of lights, will feature music and will include District staff as "Elves" riding along passing out candy canes to bus riders and posing for "sELFies". The bus will make a special appearance in the Oxnard Christmas Parade. The schedule of where the bus will be is posted on our website and can also be tracked by searching for the #ELFontheGo on Facebook or Twitter.

Mr. Brown announced that GCTD staff is working on a project to begin accepting credit/debit cards to purchase fare media at the Customer Service Center. The goal of the project will be to accept credit cards in person, and then roll out online-ticket sales in the future.

Mr. Brown informed the Board of Directors that staff had a successful participation in the Food Share CAN-Tree drive. GCTD's staff stepped up to the challenge by collecting over 600 cans this year. Our Can Tree was displayed at the Collection on December 2<sup>nd</sup>.

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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.

Mr. Brown reported to the Board of Directors that the Oxnard City Council approved the 10 year lease on the Customer Service Center.

Mr. Brown informed the Board of Directors that Mr. Joe De Vito’s wife, Mary, passed away on the morning of their 64<sup>th</sup> Anniversary. Memorial Services will be held next Thursday, December 14<sup>th</sup>. Mr. De Vito was a past Board Member.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

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

Director Morehouse moved to approve Consent Agenda 1 thru 9. Director Zaragoza seconded the motion. **The motion passed unanimously.**

### **Public Comments on Agenda Items**

There were none.

### **Formal Items**

- 10. Receive and File FY 2015-16 TDA Compliance Audit Reports for GCTD and Each of its Five (5) Members, as Prepared by The Pun Group – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg stated that at the Board Meeting on November 2, 2016, Paul J Kaymark of The Pun Group presented a draft of GCTD’s FY 2015-16 Comprehensive Annual Financial Report (CAFR) and made an oral presentation to the Board to discuss the FY 2015-16 audit, which contained no negative findings in any area of GCTD’s financial controls or reporting.

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Mr. Rosenberg stated that this year's financial statements are GCTD's second under the rules of GASB 68 and 71, which were implemented starting last year to address the issue of full disclosure of net pension liability. Bound copies of the GCTD CAFR document are available for Board members, and a digital version of the CAFR is available on the GCTD website.

Mr. Rosenberg stated that there is an edit to the CAFR report for the City of Oxnard, on page 13. The auditor noted that the City of Oxnard implemented a new route – Harbor and Beach Dial-A-Ride – for the year ended June 30, 2016, when in fact it should read that the City cancelled this route. Once this factual error is corrected the final CAFR report will be signed by The Pun Group. It was also pointed out that the reference in the report that the City of Ojai was not compliant with the farebox recovery ratio was just the first year of this issue and the City would not face a reduction in funding. It was noted that GCTD staff will work with the City of Ojai to attempt to determine a resolution to this problem.

Director Zaragoza moved to Accept GCTD Comprehensive Annual Financial Report (CAFR) for FY 2015-16 as Prepared by The Pun Group. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **11. Election of Board Officers for Calendar Year 2017 – Steven P. Brown, General Manager**

Director Zaragoza nominated Chair MacDonald to be GCTD's Chair for calendar year 2017, seconded by Director Morehouse. Vice-Chair Zaragoza was nominated for Vice-Chair by Chair MacDonald. The motion was seconded by Director Morehouse. **The motion passed unanimously.**

### **12. Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2017 – Steven P. Brown, General Manager**

Director Morehouse moved to approve the Board of Directors Meeting Schedule for Calendar Year 2017. Director Munoz-Schnopp seconded the motion. **The motion passed unanimously.**

### **13. Consider Approval of City of Oxnard Development Fees Assessed the New GCTD Administration & Operations Facility – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell stated that Gold Coast Transit District has undertaken a project to design and construct a new facility for the district. The new facility will replace the existing three acre facility with a larger facility sized for 125 buses on a 15 acre site in northern Oxnard, CA. The new Gold Coast Transit District Administration & Operations Facility project has been

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assessed development fees by the City of Oxnard. The City of Oxnard has assessed the projects the fees identified:

- Miscellaneous Fees \$6,129.52
- Plan Check Fees \$61,003.26
- Inspection Fees \$124,600.57
- Permit Center Fees \$9,825.24
- TOTAL \$201,558.59

These fees are standard fees in accordance with the City of Oxnard Development Fees effective July 1, 2016. The latest budget of \$52.1 million presented to the Board at the July 2016 GCTD Board meeting includes \$350,000 for permit fees. This development fee of \$201,558.59 from the City of Oxnard is part of the budgeted permit fees.

Director Munoz-Schnopp moved to Approve the City of Oxnard development fees of \$201,558.59 as assessed for the New GCTD Administration & Operations Facility. Director Morehouse seconded the motion.

**Roll Call**

Yes:	No: None
Chair MacDonald	
Vice-Chair Zaragoza	
Director Blatz	ABSENT
Director Morehouse	
Director Munoz-Schnopp	

**The motion passed unanimously.**

**14. Receive and File Report and Presentation of the Status of the GCTD Administration & Operations Facility – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell provided an overview of recent activities on the GCTD Administration and Operations Facility. Mr. Caldwell stated that the City of Oxnard has made their approval of the plans. The new facility schedule is on track with November contractor prequalification; December Bidding and January 2017/February 2017 construction start.

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**

*None*

**FUTURE AGENDA ITEMS**

*None*

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**CLOSED SESSION**

*None*

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 10:48 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

Unless otherwise determined by the Board of Directors, the next regular meeting of the GCTD Board of Directors will be held on **January 4, 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.