



## Item 1

### **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JUNE 5, 2019 – 10:00 A.M.**

#### **Call to Order**

Chair Cheryl Heitmann called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:01 AM at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

#### **Roll Call**

Chair Cheryl Heitmann, City of Ventura  
Vice-Chair Will Berg – City of Port Hueneme  
Bryan MacDonald – City of Oxnard  
Director John C. Zaragoza – County of Ventura  
Director Randy Haney – City of Ojai – (Arrived at 10:10AM)

#### **Staff Present**

Steve P. Brown, General Manager  
Reed Caldwell, Assistant General Manager  
Steve DeBaun, General Counsel  
Vanessa Rauschenberger, Director of Planning & Marketing  
Matt Miller, Planning Manager  
Austin Novstrup, Transit Planner I  
Beatris Megerdichian, Transit Planner I  
James Beck, Fleet Manager  
Alex Zaretsky, Risk & Human Resources Manager  
Margaret Schoep, Paratransit & Special Projects Manager/Interim Operations Manager  
Cynthia Torres-Duque, Communications & Marketing Manager  
Bob Keys, Information Technology Manager  
Priscilla Herrera, Clerk of the Board

#### **Ceremonial Calendar**

The pledge of allegiance was led by Chair Cheryl Heitmann.

#### **Employee Recognition**

Mr. Brown, Chair Heitmann, Mrs. Schoep and the GCTD Board of Directors congratulated Cynthia Robinson, Transit Supervisor, on her retirement after 27 years of service with SCAT/GCTD. Ms. Robinson was presented a bus stop sign with her name on it.

### **GOLD COAST TRANSIT DISTRICT**

## **GCTD Board of Directors Meeting Minutes**

June 5, 2019

Page 2 of 9

### **General Public Comment Period**

Jeremy Adams, bus operator and SEIU steward, stated that management should consider how the route changes affects passengers on Routes 19 and 20 and those that attend two churches in the area. Mr. Adams stated that management would have known this if they had only reached out to drivers who have a wealth of experience regarding their routes. Mr. Adams urged the Board of Directors to re-evaluate the route changes.

Akemy Bon-Flores, SEIU representative, stated that the union is here to support the drivers regarding the pending route changes. Mr. Bon-Flores stated that the drivers are aware how these changes will affect the passengers and are asking management to come back to the table with the drivers to discuss the route changes.

### **Board of Directors Reports**

Director MacDonald stated that he is on the board of directors of the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) and he has extended an invitation to that agency to hold the next director's meeting at the new GCTD facility.

### **General Manager Reports**

Mr. Brown reported that:

- There is a date change for the ribbon cutting ceremony at the new GCTD facility. More information will be given under Agenda Item No. 20.
- The official start of operations at the new facility will be in conjunction with the bi-annual service changes effective Sunday, July 28, 2019. Prior to the start of service, all employees will be required to attend a 2 hr. orientation safety meeting the week of July 15-19<sup>th</sup>.

### **Agenda Review**

There were no changes to the agenda.

### **Consent Agenda**

1. Consider Approval of Minutes of April 3, 2019 Board of Directors Meeting
2. Consider Approval of Minutes of May 1, 2019 Board of Directors Meeting
3. Consider Approval of Expenditures for the Month of March, 2019
4. Consider Approval of Treasurer's Report for March, 2019
5. Consider Approval of Budget Income Statement for Month Ending March, 2019
6. Consider Approval of Financial Statements & Schedule of Money Transfers for March, 2019
7. Consider Approval of Expenditures for the Month of April 2019
8. Consider Approval of Treasurer's Report for April 2019
9. Consider Approval of Budget Income Statement for Month Ending April, 2019
10. Consider Approval of Financial Statements & Schedule of Money Transfers for April, 2019
11. Consider Approval of the General Manager's Expense Reports for April and May 2019

Director MacDonald moved to approve Consent Agenda Items 1 through 11. Vice-Chair Berg seconded the motion. **The motion passed unanimously.**

## GCTD Board of Directors Meeting Minutes

June 5, 2019

Page 3 of 9

### Formal Items

#### 12. Consider Approval of GCTD's Updated Bus Stop Guidelines – Austin Novstrup, Transit Planner

Mr. Novstrup, Transit Planner, stated that the revisions to the GCTD Bus Stop Guidelines have been developed with the input of member jurisdictions, GCTD's Technical Advisory Committee (TAC) and released to the public for a month-long public comment period.

Mr. Novstrup provided a review of the revised bus stop guidelines.

Director Zaragoza requested a review of the bus stop on Victoria Ave. near Walmart in Ventura. Mr. Brown stated that the bus stop has been visited and is being monitored. The problem is that there is a brick wall and a bike lane on the sidewalk behind the bus bench. Director Zaragoza and Mr. Brown agreed that perhaps re-situating the bus stop to Moon and Victoria Ave. would be better.

Martin Erickson, VCTC, commended GCTD staff working and coordinating with city staffs on the bus stop guidelines.

Director Haney inquired regarding Levels 1, 2 & 3 for bus amenities and is there a standard for bus shelter covers? Mr. Novstrup stated that depending on the level of classification and recommended amenities, cities can request bus shelter covers as long as they are ADA compliant.

Armando Alvarez, passenger, stated that he picks up the bus at Victoria and Fifth St., Oxnard. There is no bus shelter at that location and on windy days, the spray from the fields comes across in the direction of the bus stop. Director MacDonald stated that he would contact the City of Oxnard regarding installing a bus shelter at that location.

There being no further questions, Mr. Novstrup recommended that the GCTD Board consider the Technical Advisory Committee (TAC) and Staff recommendation to approve the revised Gold Coast Transit District Bus Stop Guidelines.

Director Haney moved to approve the revised Gold Coast Transit District Bus Stop Guidelines with the amendment to Section 6.2 Bus Shelters to state that it is strongly recommended that cities develop their own ADA compliant bus shelter program. The motion was seconded by Director MacDonald. **The motion passed unanimously.**

#### 13. Receive and File Report on 2019 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions – Steve Brown, General Manager

Mr. Brown stated that Gold Coast Transit District's enabling legislation provides that "all actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars (\$5,000,000) or more." For those exceptions "a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to

## GCTD Board of Directors Meeting Minutes

June 5, 2019

Page 4 of 9

1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes.”

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimate as of January 1, 2019, released May 1, 2019, and updated weighted vote formula is presented to the Board.

<u>Jurisdiction</u>	<u>Total Population Chg</u>	<u>Chg from LY</u>	<u>Member Weighted Vote</u>
Ojai	7,769	0.4%	1
Oxnard	209,879	0.3%	2
Port Hueneme	23,526	0.7%	1
San Buenaventura	108,170	-1.8%	2
Ventura County, Unincorporated	96,377	-0.8%	1

Mr. Brown recommended that the Board of Directors receive and file this report on the 2019 California DOF population estimate and updated weighted vote formula for GCTD Member Jurisdictions. **The report was received and filed.**

#### 14. Consider Approval of Adjustment to GCTD's FY 2018-2019 Budget – Daniel Amaro, Acting Director of Administration

Mr. Amaro stated that as GCTD approaches the end of FY 2018-19 there have been several occurrences that were not consistent with the premises for the FY 2018-19 budget. The most significant of these was the delay in completion of the new Operations and Maintenance Facility. As a result, GCTD is projected to finish FY 2018-19 under the established operating budget of \$26,357,900 by an amount estimated to be \$1.5 - \$1.8 million (excluding non-cash charges).

Mr. Amaro informed the Board of Directors that GCTD has received a written request from the County of Ventura to reallocate the LTF funding they received from GCTD as a municipal operator, moving \$20,000 from Heritage Valley service to Bus Stop Maintenance. This change does not impact GCTD's Operating Budget.

Mr. Amaro reviewed the proposed changes to the FY 2018-2019 Operating Budget approved by the Board on June 6, 2018.

There being no questions, Mr. Amaro recommended that the Board of Directors approve the adjustments to GCTD's FY 2018-19 Operating Budget and LTF allocations discussed within the report.

Vice-Chair Berg moved to approve the adjustments to GCTD's FY 2018-19 Operating Budget and LTF allocations discussed within the report. Director Zaragoza seconded the motion. Mr. DeBaun stated that according to the Bylaws this is a weighted vote with Oxnard and Ventura's votes counting as 2.0. **The motion passed unanimously.**

## GCTD Board of Directors Meeting Minutes

June 5, 2019

Page 5 of 9

### 15. Conduct Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2019-2020 Operation, Planning and Capital Budget – Daniel Amaro, Acting Director of Administration

Chair Heitmann opened the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2019-2020 Operation, Planning and Capital Budget.

Ms. Herrera, Clerk of the Board, stated that, as required, the legal notice for the Gold Coast Transit District Budget 2019/20 was published May 10, 2019 in the Ventura County Star. The legal notice was also posted on internal and external bulletin boards. No public comments were received.

Mr. Armando Alvarez, passenger, opposed the cancellation of Routes 19 and 20 because they serve the churches along those routes.

Mr. Robert Theis, passenger, opposed the evening hour cutbacks at Ventura College. He stated that now it becomes more difficult to come into downtown Oxnard for movies and other events. This will also affect passengers getting off of work in the evening.

Mr. Amaro outlined the proposed FY19-20 budget stating that the proposed budget is now balanced due to increased revenue (FY 18-19 under budget) and reduced expenses (adjustment in service hours -3%).

Mr. Amaro informed the Board of Directors of the revenue sources and uses stating that the FY 19-20 proposed operating budget is \$27.1M – an increase of 2.6% over last year's adopted FY 2018-19 budget. Main factors causing the budget increase are contractual wage and benefit increase; CalPERS unfunded liability cost, increase in liability insurance, increased cost of operating and maintaining a brand new and much larger facility and one new position.

Mr. Amaro provided a chart showing FY 2019-20 available revenue compared to the FY 2018-19 Revenue Budget.

Chair Heitmann, Director Haney and Director Zaragoza inquired about CalPERS and PEPRAs projections. Mr. Amaro to bring back information to the Board at a future board meeting.

Vanessa Rauschenberger, Director of Planning and Marketing, reviewed the service adjustments and efficiency measures. GCTD's planning guidelines set minimum performance standards to help guide decision making:

- Ridership minimum standard for local routes 15 passengers per hour
- Off-Peak trips (early AM or late PM) to be ½ of the standard
- New Routes must meet standard after 3 years
- Routes 7, 8, 9, 15, 17, 19 – Some early AM or PM discontinued; Route 18C OHS Tripper – 1 AM trip cancelled
- Route 20 – Weekend service discontinued (4A/4B is alternative); Route 22 – Reduced frequency on weekdays to every 80 minutes
- Phasing in efficiency changes to minimize deadhead as recommended by Efficiency Analysis

## GCTD Board of Directors Meeting Minutes

June 5, 2019

Page 6 of 9

Director Haney inquired how these changes were communicated to passengers. Ms. Rauschenberger stated that informational meetings were held; notices on buses and reached out to churches that are along the affected routes.

Director MacDonald inquired if notices could be on the bus enunciator system? Ms. Rauschenberger stated that is a possibility – notices are posted on buses and staff have been at the OTC informing passengers.

Director Haney inquired what is deadheading? Ms. Rauschenberger stated that is the time used to get from one point to another using a company car to take over driving a bus and when a bus is not in revenue service.

Director Zaragoza inquired as to what is the concern of the drivers? Ms. Rauschenberger stated that planning staff has met with the driver's during safety meetings, Coffee with the Planners and continue to meet with them. These are new changes and adjustments to routes.

Ms. Rauschenberger stated that after the move, planning staff will give the Board of Directors a report as to how the adjusted routes are doing.

Mr. Amaro continued with the 2019-20 budget presentation outlining:

- Member agency transit funding and capital projects
- Ten-year capital plan & costs
- Long-term fiscal outlook – Opportunities & Challenges

Chair Heitmann closed the Public Hearing.

Directors MacDonald and Zaragoza commended Mr. Amaro on his presentation.

Director Zaragoza moved to Approve Adoption of FY 2019-20 Operating, Planning and Capital Budget. Director MacDonald seconded the motion. Mr. DeBaun noted that according to the Bylaws this is a weighted vote with Oxnard and Ventura's votes counting as 2.0. **The motion passed unanimously.**

### **16. Consider Adoption of Resolution No. 2019-05 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds – Daniel Amaro, Acting Director of Finance and Administration**

Mr. Amaro discussed the Adoption of Resolution Number 2017-08 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds.

Mr. Amaro stated that GCTD's Local Transportation Fund (LTF) funding is projected, pending approval by the Ventura County Transportation Commission (VCTC) on June 7, 2019, to be \$16,631,181. Of that amount, a net amount of \$2,337,448 is allocated to member recurring transit requirements, \$44,081 is allocated to member capital projects, and the remainder is allocated to GCTD.

## **GCTD Board of Directors Meeting Minutes**

June 5, 2019

Page 7 of 9

At this time, the State Controller's Office has not provided a definitive allocation amount for GCTD's FY 2019-20 State Transit Assistance. Resolution 2019-05 authorizes filing of a claim for 100% of available STA funds, including STA and SGR funds generated by SB1.

Mr. Amaro recommended that the Board of Directors adopt Resolution No. 2019-05, authorizing the filing of a TDA claim for the appropriate amount.

Director Haney moved to adopt Resolution No. 2019-05 authorizing the filing of a TDA claim for the appropriate amount. The motion was seconded by Vice-Chair Berg. **The motion passed unanimously.**

### **17. Consider Approval of Adjustment to GCTD Non-Represented Salary Ranges Effective July 1, 2019 – Steve Brown, General Manager**

Mr. Brown stated that effective June 30, 2019, GCTD's represented employees will receive a 2.75% wage increase as part of the Memoranda of Understanding negotiated between GCTD and its three bargaining units of SEIU Local 721 dated January 3, 2018.

Mr. Brown said that in order to maintain equity with the much larger represented work force, GCTD's non-represented employees have historically received salary range adjustments commensurate with contractual increases. Salary increases in line with these adjustments are incorporated in the budget submitted today for the Board's consideration and approval.

Mr. Brown recommended that the Board of Directors approve a revision to GCTD's Non-Represented Salary Ranges incorporating a 2.75% increase effective June 30, 2019.

Director MacDonald moved to approve a revision to GCTD's Non-Represented Salary Ranges incorporating a 2.75% increase effective June 30, 2019. The motion was seconded by Vice-Chair Berg. **The motion passed unanimously.**

### **18. Receive and File the Annual Review of Gold Coast Transit District's Investment Policy – Steve Brown, General Manager**

Mr. Brown stated that on May 3, 2017, the Board approved Resolution 2017-07 adopting the GCTD Investment Policy. Prior to that, GCTD and its predecessors GCT and SCAT had been fiscally managed in a very conservative manner. All investment vehicles employed by the District had been approved by the Board of Directors, but no formal policy had been adopted.

GCTD's Investment Policy closely follows government code in relation to which investments GCTD may employ, establishes the objectives of safety, liquidity, and returns on investment in that priority order, establishes formal responsibilities for investment decisions and sets reporting requirements. The policy was reviewed by Board General Counsel, GCTD's investment banker, GCTD's audit firm and the Board's Fiscal Policy Committee prior to adoption.

The Investment Policy includes a provision by which staff will bring the policy back to the board on an annual basis to review and/or modify. Attached for the Board's 2019 review is the GCTD Investment Policy.

Mr. Brown recommended that the Board receive and file the Gold Coast Transit District Investment Policy dated May 3, 2017 (attached).

## **GCTD Board of Directors Meeting Minutes**

June 5, 2019

Page 8 of 9

A motion was made by Vice-Chair Berg to receive and file the Gold Coast Transit District Investment Policy dated May 3, 2017. The motion was seconded by Director Haney. **The motion passed unanimously.**

### **19. Title VI Civil Rights Program Update – Beatris Megerdichian, Transit Planner**

Ms. Megerdichian informed the Board of Directors that GCTD, as a recipient of Federal Transit Administration (FTA) grant assistance, is required to comply with U.S. Department of Transportation Title VI regulations that prohibit discrimination on the basis of race, color or national origin in the provision of public transportation services. The FTA requires direct recipients to submit a Title VI program every three years. GCTD is required to submit its Title VI report on or before July 31, 2019. In accordance with this, GCTD has updated its Title VI program to reflect any changes made since the last program update in May 2016.

Ms. Megerdichian stated that the purpose of the update is to provide information to enable FTA to determine if GCTD is in compliance with the U.S. DOT Title VI regulations (49 CFR Part 21). The update also includes information about GCTD's language assistance measures to assure equal access for Limited English Proficient (LEP) persons in the GCTD service area, updated service standards, and public participation plan. The highlights of the 2019 Title VI report include:

- No public transportation-related Title VI or civil rights investigations, complaints, or lawsuits filed against GCTD on the basis of race, color, and/or national origin in transit related activities and programs since the last report submittal on May 24, 2016.
- An updated listing of minority representation on GCTD's decision-making/referring bodies.
- An updated section to reference the Limited English Proficient (LEP) analysis and GCTD's efforts to ensure meaningful access to benefits, services, information, and other important portions of GCTD operations and activities for individuals who are limited-English proficient.
- An updated description of GCTD's public participation efforts since the last report.
- A copy of the Title VI Equity Analysis conducted prior to siting the new facility (this was also included in the 2016 report).
- Copy of GCTD's Service Standards (approved in 2014) & Planning Guidelines (approved in 2015)
- Survey responses collected as part of the Title VI outreach and data collection process that took place since the last update.

Director MacDonald moved to Approve the Gold Coast Transit District update of the GCTD Title VI – Civil Rights Program for submission to the Federal Transit Administration (FTA). Vice-Chair Berg seconded the motion. **The motion passed unanimously.**

### **20. Review Ribbon-Cutting Plans for 1901 Auto Center Drive and New Promotional Video – Cynthia Torres Duque, Communications and Marketing Manager**

Ms. Duque stated that there is a conflict with Chair Heitmann's schedule for the proposed ribbon cutting plans for 1901 Auto Center Drive scheduled for June 29, 2019. Ms. Duque suggested

## **GCTD Board of Directors Meeting Minutes**

June 5, 2019

Page 9 of 9

that the board members discuss which date would be best for their schedules: July 13, 2019 or July 20, 2019

After a brief discussion, the board members decided on July 13, 2019 as the agreed upon date for the ribbon cutting ceremony at the 1901 facility.

Director Haney inquired whether there was a budget for food and refreshments. Ms. Duque stated that staff is being mindful that public funds are being used and the budget is modest for food and refreshments.

There being no further discussion, Ms. Duque presented a video of the 1901 facility with commentary from Chair Heitmann, Steve Brown and Reed Caldwell.

### **The report was received and filed.**

There being no further business, Chair Heitmann adjourned the meeting at 11:57 AM.

Minutes recorded by: Priscilla Herrera, Clerk of the Board of Directors

---

Steven P. Brown  
Secretary of the Board of Directors

---

Cheryl Heitmann, 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 **July 3, 2019 10:00 AM 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.gctd.org](http://www.gctd.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.