



Item #1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, MAY 3, 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
Alternate Director Randy Haney – City of Ojai
Director Jim Hensley – City of Port Hueneme
Director Cheryl Heitmann – City of Ventura

Staff Present

Steven P. Brown, General Manager
Steven C. 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
Matt Miller, Transit Planner I
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawk, Buyer
Beatris Megerdichian, Transit Planner I
Margaret Heath, Paratransit & Special Projects Manager
Cynthia Torres Duque, Communications & Marketing Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair MacDonald.

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Employee Recognition

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

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

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

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

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

General Public Comment Period

There were none.

Board of Directors Reports

Director Zaragoza thanked Mr. Caldwell for making a presentation of the construction of the new GCTD Administration and Operating Facility.

General Manager Reports

Mr. Brown announced to the Board of Directors that Ms. Veronica Navarro has joined the GCTD family as our new Administrative Specialist in the Finance Department. In addition, we welcome the following new class of bus operators: Miguel Andrade, Jose Rodriguez, Pablo Barron, Yovany Gutierrez and Jotham Nicolas.

Mr. Brown congratulated all of GCTD staff on their participation in the Corporate Games. Winning bronze in MB2 (Cindy Robinson and Jose Murillo), and bronze in coed horseshoes (Manny Barajas and Claudia Thorp). We have the closing ceremonies on May 6th.

Mr. Brown informed the Board that we received a thank you note from a McKinna School teacher thanking us for making the kids day by having Mr. Ferdinand Ortiz, Bus Operator read a book and singing Wheels on the Bus!. Additionally, GCTD staff took a bus to Rio Lindo School in Oxnard reading "The Bus is For Us" and giving the kids a peek into our buses and how they help move people around town.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of March 1, 2017 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of February 2017
3. Consider Approval of Treasurer's Report for February 2017

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4. Consider Approval of Budget Income Statement for the Month Ending February 2017
5. Consider Approval of Financial Statements and Schedule of Money Transfers for February 2017
6. Consider Approval of Expenditures for the Month of March 2017
7. Consider Approval of Treasurer's Report for March 2017
8. Consider Approval of Budget Income Statement for the Month Ending March 2017
9. Consider Approval of Financial Statements and Schedule of Money Transfers for March 2017
10. Consider Approval of General Manager's Expense Report for the month of March and April, 2017
11. Consider Approval of Resolution 2017-04 Authorizing the Execution of All Documents for the California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF) Program with the California Governor's Office of Emergency Services for Funds for the New Administration and Operations Facility
12. Consider Approval of Resolution 2017-05 for Authorization of the Certifications and Assurances for the Low Carbon Transit Operations Program

Director Hensley moved to approve Consent Agenda 1 thru 12. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

13. Consider Approval of a Contract to Parkhouse Tires Inc. for the Tires and Tire Maintenance – Tanya Hawk, Buyer

Ms. Hawk stated that an invitation for bid was issued on January 23, 2017 through the use of the Public Purchase website to provide Gold Coast Transit District with Tires and Tire Maintenance for a two-year base period and (1) one-year option period. It is an indefinite quantity contract that will provide new and recap tires and tire maintenance services for GCTD's fleet of buses on an as-needed basis throughout the term of the contract on a firm fixed price basis, with a price escalation provision for the option year.

The lowest new tire price was submitted by Parkhouse. However, they proposed an "or equal" brand, the Continental HA 3 tire. As stated in the IFB, it is at the discretion of GCTD to accept substitutions. After GCTD's Maintenance Department tested the proposed tire, it was found to be acceptable for use on GCTD's buses.

Parkhouse Tire's price for recap tires was also the lowest. GCTD's Maintenance Department reviewed the (2) types of recap treads and they found to be acceptable. Based on adequate competition, and GCTD's acceptance of the Continental HA 3 tire, the submitted bid prices from Parkhouse Tires for both the new and recap tires, are considered fair and reasonable. In addition, a responsibility determination was conducted, which resulted in determining that Parkhouse Tires is a responsive and responsible contractor capable of meeting GCTD's requirements.

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It is recommended that the Board of Directors authorize a contract award to Parkhouse Tires Inc. for Tires and Tire Maintenance Services (Recap and New) for a two-year base period with a one year option for an estimated amount of \$548,472.55 plus authorize an additional 10% to cover any additional product or service that may be needed during the transition into the new facility during the course of the contract.

Director Heitmann moved Approval of a Contract to Parkhouse Tires Inc. for the Tires and Tire Maintenance. Director Haney seconded the motion.

Roll Call

Yes: No: None

Chair MacDonald

Vice-Chair Zaragoza

Alternate Director Haney

Director Hensley

Director Heitmann

The motion passed unanimously.

14. Consider Adoption of Resolution 2017-07 Approving the New Gold Coast Transit District Investment Policy – Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that the proposed investment management 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.

GCTD staff reviewed numerous investments policies from California public agencies and modeled the District's after one found to be most suitable. Staff obtained reviews of this policy from Board General Counsel Best, Best and Krieger, investment bankers PFM and GCTD's audit firm The Pun Group, and have incorporated comments into the final policy. The Board's Fiscal Policy Committee reviewed the policy on April 19, 2017 and their recommendations have been incorporated. The policy includes a provision by which staff will bring the policy back to the board on an annual basis to modify or reaffirm.

Director Hensley moved to Adopt Resolution 2017-07 approving the new Gold Coast Transit District Investment Policy dated May 3, 2017. Director Haney seconded the motion.

Roll Call

Yes: No: None

Chair MacDonald

Vice-Chair Zaragoza

Alternate Director Haney

Director Hensley

Director Heitmann

The motion passed unanimously.

15. Review and Discuss Staff Presentation on GCTD Proposed Operating Budget for FY 2017-18 – Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg provided an overview of the GCTD budget for FY 2017-2018. The operating budget being presented for review and discussion is \$24,036,600, a 1.7% increase from FY 16-17. This is a minimum growth budget. For FY 2016-17 GCTD is currently trending 5% under its operating budget; making use of that underrun, eliminating one budgeted but presently unfilled staff position and incorporating modest reductions in discretionary spending allows for a no-growth budget excluding two line items. The budget does reflect a significant increase in insurance and claims expense associated with a spike in liability claims to GCTD's liability indemnity pool, and continued growth in demand for GCTD ACCESS paratransit services.

GCTD's Local Transportation Fund (LFT) funding, the District's primary funding source, is estimated at \$14.98 million, a 0.8% decrease from the FY 16-17 allocation approved in June 2016. The District will no longer have an important revenue stream after Congress failed to extend the Alternate Fuel Excise Tax Credit that expired on December 31, 2016. Mr. Rosenberg provided information on the operating revenues, operating expenses, farebox ratio calculations, GCTD administration/maintenance facility cost estimates and financial status.

In March 2017 GCTD for the first time entered the long-term debt market, issuing 30-year Certificated of Participation (COPs) to raise \$22,000,000 required to complete funding to construct the new GCTD Operations and Administration Facility in North Oxnard. The operating budget does not include a separate debt service budget that requires first-year interest payments totaling \$875,561, with annual principal and interest payments averaging \$1.384 million commencing in FY 2018-19.

Mr. Rosenberg stated that staff would keep the Board apprised of any changes to the budget which will be presented in June for adoption.

The report was received and filed.

16. Receive and File Report and Presentation of the Construction of the GCTD Administration and Operations Facility and Update on the Groundbreaking Activities for May 10th – Reed Caldwell, Director of Engineering and Construction and Cynthia Torres Duque, Communication and Marketing Manager

Mr. Caldwell provided an overview of the GCTD Bus Facility project. Ms. Torres Duque provided an update of the Groundbreaking ceremony scheduled for May 10, 2017 at 11:00 am at the site.

The report was received and filed.

17. Receive and File Report on the Third Quarter FY 2016-17 Fixed Route and ACCESS Paratransit Performance Report – Claire Johnson-Winegar, Planning Manager and Margaret Heath, Paratransit and Special Projects Manager

Ms. Johnson-Winegar provided a presentation on the Fixed-Route and ACCESS 3rd Quarter for FY 2016-17.

The report was received and filed.

18. Consider Approval of Resolution 2017-06 for Approving the Receipt of Grant Funds for Services from the Southern California Association of Government (SCAG) for the Sustainability Planning Grant Project for Building Transit Supportive Communities – Claire Johnson-Winegar, Planning Manager

Ms. Johnson-Winegar stated that GCTD was successful in applying for funding for Building Transit Supportive Communities project through SCAG's Sustainability Planning Grant program. The award is for \$66,116, with a local match of \$9,016. The project will include stakeholder and community engagement, education and data collection to develop a consensus based set of strategies and recommendations for areas where transit supportive land use is recommended. It will include a plan that takes into account planned high quality transit areas, current high ridership bus stops, GCTD's Short Range Transit Plan and goals outlined in SCAG's 2016 RTP/SCS. It will also incorporate innovative community engagement through a half day workshop, lead by an engaging expert facilitator.

Director Zaragoza moved to Adopt Resolution 2017-06, Approving the Receipt of Grant Funds or Services from the Southern California Association of Government (SCAG) for the Sustainability Planning Grant Project for Building Transit Supportive Communities. Director Hensley seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Alternate Director Haney

Director Hensley

Director Heitmann

The motion passed unanimously.

Director Heitmann extended a Thank You to Gold Coast Transit District for donating the cutaway to the Downtown Ventura Trolley.

Chair MacDonald informed the Board Members and attendees that the Board Meeting will adjourn in honor of Mr. Hank Lacayo, a local and national political force who advocated for people from kids to seniors, who passed away on Monday.

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INFORMATIONAL ITEMS

None

FUTURE AGENDA ITEMS

None

CLOSED SESSION

**19. Public Employee Performance Evaluation pursuant to Government Code 54957
Title: General Manager**

**20. Closed Session-Conference with labor negotiator pursuant to Government Code
section 54957.6 – Agency designated representative: General Counsel or
Designee – Unrepresented General Manager**

The Board of Directors went into Closed Session at 11:42 A.M.

The Board of Directors re-adjourned into Open Session at 12:05 A.M. General Counsel DeBaun reported that Mr. Brown's labor contract was extended another 2 years.

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 12:08 A.M.

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

Steven P. Brown
Secretary of the Board of Directors

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 **June 7, 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 or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.