



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 2, 2018 – 10:00 AM**

Call to Order

Director 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 John C. Zaragoza – County of Ventura - ABSENT
Vice-Chair Cheryl Heitmann – City of Ventura - ABSENT
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
Andrew Mikkelson, Director of Transit Operations
Vanessa Rauschenberger, Director of Planning & Marketing
Ana Perez, Clerk of the Board
Matt Miller, Planning Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Beatris Megerdichian, Transit Planner
Roxanna Ibarra, HR Coordinator
Tanya Hawk, Buyer
Robert Keys, IT Manager
Sonia Rosales, Payroll Specialist
Cynthia Duque, Communications & Marketing Manager
Margaret Schoep, Paratransit & Special Projects Manager

Ceremonial Calendar

The pledge of allegiance was led by Director MacDonald.

Employee Recognition

There were none.

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
301 EAST THIRD STREET, OXNARD, CA 93030 | P 805.483.3959 | F 805.487.0925 | GOLDCOASTTRANSIT.ORG

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General Public Comment Period

There were none.

Board of Directors Reports

Director MacDonald informed the Board that the City of Oxnard had its Special Election; Recall yesterday, May 1st, 2018. The four Oxnard incumbents survived the recall election on Tuesday.

General Manager's Report

Mr. Brown informed the Board of Directors that GCTD was honored to accept the 2018 Corporate Leader of the Year Award by the National Association of Women Business Owners- Ventura County (NAWBO-VC). This prestigious award recognizes the work that staff in all areas of the organization do to bring our services to the community.

Mr. Brown announced that GCTD staff attended Earth Day events in Oxnard and Ventura. It was a great opportunity for patrons to learn about going green, by using transit.

Mr. Brown congratulated all of GCTD staff on their participation in the Corporate Games. We have the closing ceremonies on Saturday, May 5th, 2018.

Mr. Brown informed the Board that in preparation for the coming July service changes, the Planning and Marketing staff will be conducting outreach in late May to staff as well as the public at the Oxnard Transit Center.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of April 4, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of March, 2018
3. Consider Approval of Treasurer's Report for March 2018
4. Consider Approval of Budget Income Statement for the Month Ending March, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for March, 2018
6. Consider Approval of GCTD Quarterly Investment Report for the Q/E March 31, 2018
7. Consider Approval of the General Manager's Expense Report for April 2018

Director Berg moved to approve Consent Agenda 1 thru 7. Director Blatz seconded the motion. **The motion passed unanimously.**

Public Comments on Formal Items

There were none.

Formal Items

8. Receive Presentation and Discussion of the Municipal Service Reviews for GCTD Members – Steve Brown, General Manager and Andrea Ozdy, Ventura County Local Agency Formation Commission (LAFCo)

Ms. Andrea Ozdy provided the Board of Directors with a presentation on the *Summary of Public Transit Evaluation Included in Municipal Service Reviews Prepared by LAFCo in February 2018 for the Cities of Ventura County*. LAFCo requirement to determine a sphere of influence for each city and special district on or before January 1, 2018, and every five years thereafter. The Sphere of influence is defined by the probable physical boundary and service area of a local agency, as determined by the commission. LAFCo is required to conduct a municipal service review (MSR) prior to, or in conjunction with, sphere of influence updates.

LAFCo defines a Municipal Service Review (MSR) by focusing on 7 key factors:

1. Growth and population projections for the affected area
2. Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence
3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies
4. Financial ability of agencies to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter related to effective and efficient service delivery, as required by commission policy

The Public Transit Existing Services:

1. Direct city service: Cities of Ojai and Simi Valley
2. City service by contract: Cities of Camarillo, Moorpark, and Thousand Oaks
3. County service by contract: Kanan Shuttle in Oak Park
4. Ventura County Transportation Commission (VCTC) (the regional transportation planning agency of Ventura County) service by Contract:
 - a. Cooperative agreement: Cities of Fillmore and Santa Paula (with the County)
 - b. 6 regional routes throughout County
5. Gold Coast Transit District (GCTD) service: Cities of Ojai, Oxnard, Port Hueneme, and Ventura, and unincorporated County area
6. East County Transit Alliance (ECTA): Formed by the cities of Camarillo, Moorpark, Simi Valley, Thousand Oaks, and County to better coordinate services among these agencies

There are current inefficiencies and limitations on regional coordination in the public transit:

1. Ventura County Regional Transit Study (VCTC, April 2012) concluded that public transit in Ventura County was disjointed:
 - a. Making connections is difficult and confusing, and “progress toward truly integrated service has been minimal.”
 - b. Challenges in establishing a coordinated system due to “widely space, diverse communities and center where geographic areas do not share common economic, social, and transportation service values.”
2. Transportation Development Act (TDA) funding:
 - a. TDA funding comes with requirements (e.g. farebox revenue)

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- b. TDA funding is restricted to public transit purposes for some jurisdictions, regardless of the extent of need for public transit in those areas
- c. Limited access to non-TDA funding restricts the ability of transit operators to increase service and still meet farebox recovery requirements
3. ECTA limitations:
 - a. City of Simi Valley operates its transit system using City staff and equipment
 - b. City of Camarillo receives local funding and has a lower qualifying age for senior riders

Public Transit's Progress Toward Regional Coordination:

1. Gold Coast Transit District (GCTD)
 - a. Formed in 2013
 - b. As a District, the GCTD has the ability to make improvements and meet public transit needs systemwide
2. East County Transit Alliance (ECTA)
 - a. Formed in 2013
 - b. The result of greater awareness for the need to improve coordination amongst transit systems in the East County
3. Technological advances, transfer agreements, and fare media
 - a. Help to simplify and improve trip-planning and the public's access to public transit information

Based on the Municipal Service Review (MSR) there are opportunities for further Regional Coordination:

1. Identify a single agency as the regional transportation authority to oversee and implement the majority of public transit within the County
2. Encourage cities not currently member of GCTD to request to join GCTD, or contract with GCTD
3. Establish a new transit district to complement the GCTD's service area

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

The report was received and filed.

9. Review and Discuss Staff Presentation on GCTD Proposed Operating Budget for FY 2018-19 – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg provided an overview of the GCTD budget for FY 2018-19. The operating budget being presented for review and discussion is \$26,295,800, a 9.4% increase from FY 2017-18. While this increase is cause for concern, the only real organizational growth in the budget is directly related to operation and maintenance of GCTD's new and much larger Operations and Administration Facility, scheduled for completion in late 2018.

Budget increase are primarily the result of increased costs in line items over which GCTD has limited short-term control. The largest line item increase is for GCTD's Paratransit services contract. GCTD loses long-time rate stability as its ten-year old service contract expires in FY2018-19, and the District continues to experience double-digit year-to-year ridership increases. This line item represents over 32% of the year-to-year budget growth.

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GCTD negotiated new MOUs with its three (3) units represented by SEIU 721 this year. Wage and health benefit increases were consistent with industry averages; nonetheless wage and health benefits cost increases represent 31% of the year-to-year budget growth.

The new Operations and Administration Facility will require additional resources to operate and maintain. Two additional employees, the only headcount increases in this budget, will be needed to maintain the buildings and systems. In addition, services such as security, preventive maintenance and property insurance will need to be increased and strengthened. In total 25% of the year-to-year budget growth is attributed to operating and maintaining a newer and much larger facility.

Service is also impacted by the relocation. Additional miles and hours will be required to serve core locations such as the Oxnard Transit Center from the new location. To minimize the cost increase, GCTD has initiated two actions; the budget includes a very small service reduction to be implemented in July 2018, and a service efficiency consultant will soon begin to complete analysis of all GCTD service routes and schedules with a goal of making recommendations to both improve service and minimize costs.

The preliminary estimate for GCTD’s Local Transportation Fund (LTF) funding, the District’s primary funding source, is \$15,381,823, a 2.25% increase from the FY 17-18 allocation of \$15,043,768 approved in June 2017. From that allocation, GCTD will allocate \$2,108,076 to its members for their recurring and capital transit requirements.

GCTD will meet its FY 2018-19 operating and debt service expenses using a combination of current year and prior year revenues. It was anticipated in long-term projections that the initial period of long-term debt would require the use of some prior year revenue, however FY 2018-19 cost increases do exceed what was projected.

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.

10. Consideration and Possible Approval of Amendment to General Manager’s Employment Contract – Steven DeBaun, General Counsel

Mr. DeBaun provided to the Board of Directors the Amendment to the General Manager’s Employment Contract.

Director Blatz moved to Approve Amendment to General Manager’s Employment Contract. Director Berg seconded the motion.

Roll Call

Yes:	No: None
Chair Zaragoza	ABSENT
Vice-Chair Heitmann	ABSENT

Director Blatz
Director MacDonald
Director Berg

The motion passed unanimously.

11. Receive and File the Annual Review of Gold Coast Transit District's Investment Policy – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg informed the Board that on May 3, 2017 the Board approved Resolution 2017-07 adoption of GCTD Investment Policy. Prior to that GCTD (and its predecessor GCT and SCAT) had been fiscally managed in a very conservative manner, incurring minimal debt and with minimal investment needs, well within the limitations of California Government Code Section 53600 et seq., which governs investment practices of governmental agencies. 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 investment 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 investment policies from California public agencies and modeled the District's after ones found to be most suitable. The policy was reviewed by Board General Counsel, Best, Best and Krieger, investment banker PFM and GCTD audit firm The Pun Group, and approved by 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 modify or reaffirm. Staff recommends no changes at this time. General Counsel, Best, Best and Krieger have confirmed that no updates are required pursuant to code changes during the last year.

The report was received and filed.

12. Receive and File Report on the Third Quarter FY 2017-18 Fixed Route and ACCESS Paratransit Performance Report – Matt Miller, Planning Manager and Margaret Schoep, Paratransit and Special Projects Manager

Mr. Miller provided a presentation on the Fixed-Route and ACCESS service for the 3rd Quarter of FY 2017-18. Mr. Miller answered questions and provide more details about certain areas of the performance, highlighted the effects the rain had on the ridership in this quarter. Mr. Miller provided information on the comprehensive analysis that will be done on the operations to the new facility.

The report was received and filed.

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13. 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. The new facility schedule is on track with completion of construction of September/October 2018.

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

There were none.

There being no further business, Director MacDonald adjourned the meeting at 11:15 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 **June 6, 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.