



## Item #1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, FEBRUARY 1, 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  
Director Paul Blatz – City of Ojai  
Director Jim Hensley – City of Port Hueneme  
Director Cheryl Heitmann – City of Ventura (arrived at 10:05am)

#### **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  
Beatris Megerdichian, Transit Planner I  
Cynthia Torres Duque, Communication & Marketing Manager  
Margaret Heath, Paratransit & Special Projects Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Chuck McQuary, Facility Project Planner

#### **Ceremonial Calendar**

The pledge of allegiance was led by Director Blatz.

#### GOLD COAST TRANSIT DISTRICT

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

February 1, 2017

Page 2 of 5

### **Employee Recognition**

There were none.

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Director Bryan MacDonald announced he has been elected to be Vice-Chair for the LOSSAN (Amtrak Pacific Surfliner) Board of Directors. This service connects San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, and San Diego counties.

### **General Manager Reports**

Mr. Brown informed the Board of Directors that this month GCTD has a new class of 4 bus operators; Evelyn Cisneros, Rita Alaniz, Pablo Barron and Francisco Antillon who are completing training and will be soon hitting the road.

Mr. Brown reported that GCTD will be participating in this year's Corporate Games, which will begin March 25<sup>th</sup> at the Opening Ceremonies and go through May 6<sup>th</sup> for the Closing Ceremonies.

Mr. Brown announced that GCTD will be testing a new "ultra super king" size advertising banner on five buses for the month of February. The new ads will cover one side of the bus from wheel well to wheel well. Perforated decal material will be used over the windows to preserve visibility. GCTD's advertising program is a great additional source of revenue that helps to support our service.

Mr. Brown informed that on January 29<sup>th</sup> minor service changes took effect on route 20 and Route 18E. As part of our service change outreach efforts, planning staff took the opportunity to take tablets to transit centers to help show our passengers how to use our Google/ Apple Maps and Trip Planner. Many customers found the app to work great and easier to use than paper schedules. While we will continue to print bus books, using Google / Apple Maps and the Trip Planner makes planning trips much easier and faster for our customers.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of January 4, 2017 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of December 2016
3. Consider Approval of Treasurer's Report for December 2016
4. Consider Approval of Budget Income Statement for the Month Ending December 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for December 2016
6. Consider Approval of General Manager's Expense Report for the month of January, 2017

**GCTD Board of Directors Meeting Minutes**

February 1, 2017

Page 3 of 5

Director Hensley moved to approve Consent Agenda 1 thru 6. Director Blatz seconded the motion. **The motion passed unanimously.**

**Public Comments on Agenda Items**

There were none.

**Formal Items**

**7. Consider Authorizing Award of a Contract to ICON West, Inc. for the Construction of GCTD Administration & Operations Facility – Marlena Kohler, Purchasing Manager/DBE Officer**

Mrs. Kohler stated that GCTD began its bid for a qualified bidder for the construction of our New Administration & Operations Facility with the release of the Pre-Qualified Packet in August 2015. By March 2016, GCTD had received fourteen (14) applications from interested general contractors. GCTD approved eleven (11) of those contractors. In December 2016, one of the firms elected not to continue on in the process, stating conflict in bid scheduling.

The construction bid, IFB 15-05, was issued to the ten (10) pre-qualified bidders in November 2016. GCTD received three (3) bids. The lowest, responsive bid was received from ICON West, Inc. in the amount of \$35,747,000 for the base bid (facility, equipment and furnishings). The project budget includes sufficient contingency to accommodate the additional \$97,000.

ICON West also bid \$294,279 for Alternate #1, expansion of the concrete bus parking area from 75-bus capacity to 125-bus capacity, and \$117,513 for Alternate #2, expanded CNG storage capacity. Staff is not recommending or requesting approval for Alternate #1 or Alternate #2 at this time.

ICON West, Inc. is considered a responsive, responsible contractor and its bid is determined to be fair and reasonable based on adequate competition.

Director Blatz moved to Approve Authorizing Award a contract for the Construction of GCTD's Administration & Operations Facility to ICON West, Inc. in the amount of \$35,747,000 for the base bid and authorize up to an additional .5% (\$178,735) to cover contingencies or change orders which may occur during the contract period. Director Zaragoza seconded the motion.

**Roll Call**

Yes:	No: None
Chair MacDonald	
Vice-Chair Zaragoza	
Director Blatz	
Director Hensley	
Director Heitmann	ABSENT

**The motion passed unanimously.**

**8. Receive and File Report and Presentation of the Next Steps for the Construction 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 with today's approval to award ICON West, Inc., the new facility schedule is on track with February award construction contract; March sign construction contract; March notice to proceed and March/April groundbreaking ceremony.

Director Zaragoza asked Mr. Bernard Ashkar, CEO of ICON, West, Inc. to say a few words. Mr. Ashkar thanked Gold Coast Transit District and the Board of Directors for awarding the contract to ICON, West Inc. Mr. Ashkar will ensure that this project will be successful; working closely with the team and with local union representatives. Mr. Ashkar reinforced that ICON, West Inc. has had over 30 years of success.

Mr. Daniel Chavez Jr. a Oxnard resident and Bus Operator from LA Metro made a few suggestions for the successful construction of the Administration & Operations facility; location of vault; security measures; number of entrances for buses; number of entrances for bus operators; furniture for quiet rooms; break room amenities and green facility concept. Chair MacDonald thanked Mr. Chavez for his suggestions. He recommended for Mr. Chavez to set up a meeting with Mr. Caldwell to discuss the site plans.

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.**

**9. Receive and File Report and Presentation of the Second Quarter FY 2016-17 Fixed Route and ACCESS Paratransit Service Ridership and Operations Report – Claire Johnson-Winegar, Planning Manager and Margaret Heath, Paratransit and Special Projects Manager**

Ms. Johnson-Winegar and Mrs. Heath provided a presentation on the Fixed-Route and ACCESS 2<sup>nd</sup> Quarter and Year-End update for FY 2016-17.

**The report was received and filed.**

**10. Receive and File Report and Presentation of the Transit Asset Management Performance Targets – Reed Caldwell, Director of Engineering & Construction**

Mr. Caldwell presented information for the Federal Transit Administration's (FTA) Transit Asset Management (TAM). In 2012, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) mandated and in 2015 the Fixing America's Surface Transportation Act (FAST) reauthorized FTA to develop a rule to establish a strategic and systematic process for

**GCTD Board of Directors Meeting Minutes**

February 1, 2017

Page 5 of 5

operating, maintaining and improving public transportation capital assets effectively through their entire life cycle.

TAM aims to establish a formal administrative system that monitors and manages an agency's public transportation assets (regardless of funds used to purchase the asset) so that the asset can be operated and maintained in a State of Good Repair (SGR). The TAM Final Rule requires transit providers to set SGR performance targets. Initial target reporting is not required by the rule.

**The report was received and filed.**

**INFORMATIONAL ITEMS**

*None*

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

**11. Conference with Legal Counsel – Initiation of Litigation pursuant to Gov. Code Section 54956.9 (d) (4) (1case)**

The Board of Directors went into Closed Session at 11:15 A.M.

The Board of Directors re-adjourned into Open Session at 11:27 A.M. There were no reports.

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 11:27 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 **March 1, 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.