



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 4, 2018 – 10:00 AM**

**Call to Order**

Chair Zaragoza 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  
Vice-Chair Cheryl Heitmann – City of Ventura  
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  
James Beck, Fleet Manager  
Matt Miller, Planning Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Beatris Megerdichian, Transit Planner  
Alex Zaretsky, HR & Risk Manager  
Roxanna Ibarra, HR Coordinator

**Ceremonial Calendar**

The pledge of allegiance was led by Chair Zaragoza.

**Employee Recognition**

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Frank Navarro, Bus Operator, for his 20 years of service with GCTD.

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Maria Orona, Bus Operator, for her 20 years of service with GCTD.

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### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Director Heitmann provided feedback on her experience with her grandson riding Route 6 in Ventura. Director Heitmann informed the Board that Route 6 was on time and the driver was very friendly and provided good customer service.

### **General Manager's Report**

Mr. Brown informed the Board of Directors that GCTD will be participating in the City of Ventura's Corporate Games which will include organizations from all over the county. GCTD will be competing in a wide variety of games from Basketball to Lazertag. The first games began on April 3<sup>rd</sup> and will last through April 30<sup>th</sup>. The closing ceremonies will be on Saturday, May 5<sup>th</sup> from 10:00am to 2:00pm at Harbor Cove Beach in Ventura.

Mr. Brown announced that GCTD will be working with vendors to produce and install the new and improved bus stop signs. The new signs will incorporate GCTD's new logo and color scheme, be highly reflective, include route number and direction, and GCTD's website and customer service contact phone number. Staff will test four new signs for a period of two weeks at highly utilized bus stops in the service area.

Mr. Brown extended thanks to GCTD staff; Beatris Megerdichian, James Beck and Vanessa Rauschenberger for taking the bus to Rio Lindo School in Oxnard and reading "The Bus is for Us" and giving the kids a peek into our buses and how they help move people around town.

Mr. Brown congratulated all of GCTD's Bus Operators and Maintenance Employees for operating 30-days without a preventable accident. We will be celebrating with a Pizza Party on Wednesday April 18<sup>th</sup>.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of March 7, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of February, 2018
3. Consider Approval of Treasurer's Report for February, 2018
4. Consider Approval of Budget Income Statement for the Month Ending February, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for February, 2018

Director Blatz moved to approve Consent Agenda 1 thru 5. Director MacDonald seconded the motion. **The motion passed unanimously.**

### **Public Comments on Formal Items**

There were none.

## **Formal Items**

### **6. Consider Approval of FY 2017-18 Budget Adjustments – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg informed the Board of Directors as GCTD approaches the end of Fiscal Year 2017-18 there have been several positive occurrences that were not anticipated when the FY2017-18 budget was prepared. Additionally, GCTD has been requested by the County of Ventura to reallocate the LTF funding they received from GCTD as a municipal operator, and the City of Ojai has requested that GCTD consider replacing a portion of the LTF funds they receive to operate the Ojai Trolley with locally-generated funds, to facilitate their compliance with the TDA-mandated 20% farebox recovery ratio.

In response to these issues, GCTD staff is proposing several changes to the FY2017-18 Operating Budget approved by the Board on June 7, 2017.

These changes to GCTD's Operating Revenue Budget net to zero:

- Reduce the Special Transit Fares (FR) – Member Governments revenue line item from \$352,000 to \$0, a decrease of \$352,000
- Reduce the Preventive Maintenance – Federal revenue line item from \$1,719,989 to \$1,534,812, a decrease of \$185,177
- Increase the Alternative Fuel Excise Tax Credit revenue line item from \$0 to \$537,177, an increase of \$537,177

These changes to GCTD's funding allocation to the City of Ojai for operation of the Ojai Trolley net to zero. They are:

- Reduce the Ojai Trolley Operations & Maintenance Local Transportation Fund (LTF) allocation line item from \$182,000 to \$121,336, a reduction of \$60,664. GCTD will retain this additional \$60,664 of LTF for GCTD operations, however a corresponding budget adjustment is not required.
- GCTD will provide Ojai \$60,664 in revenue sharing from GCTD's Energy Credit Revenue line item. No corresponding budget adjustment is required, because GCTD's Energy Credit Revenue was budgeted at \$353,500 for FY2017-18 but is expected to exceed \$600,000

These changes to GCTD's LTF allocation to the County of Ventura net to zero. They are:

- Reduce the Transit Service – Heritage Valley line item from \$250,000 to \$200,000, a reduction of \$50,000
- Increase the Transit Service – T.O. D-A-R/Unincorporated Area line item from \$110,000 to \$150,000, an increase of \$40,000
- Increase the Transit Service – ECTA D-A-R line item from \$22,000 to \$32,000, an increase of \$10,000
- Reduce the funding for capital project Bus Stop Upgrades from \$150,000 to \$125,000, a reduction of \$25,000
- Add a new capital project titled Automatic Voice Annunciator System – Kanan Shuttle fleet funded for \$25,000

It is recommended that the Board of Directors approve the adjustments to GCTD's Operating Budget and LTF allocations discussed.

Director MacDonald moved to Approve the Adjustments to GCTD's Operating Budget and LTF Allocations. Director Berg seconded the motion. **The motion passed unanimously.**

**7. Consider Adoption of Resolution 2018-04 to Extend Authorization of the Bus Facility/Equipment Capital Reserve through June 2021 (TCS) – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg stated that the Transportation Development Act (TDA) provides that Local Transportation Fund (LTF) funds may be reserved for future payment of specific capital projects. Any monies reserved in the fund and not authorized for payment within three years after being reserved will expire and could be returned to the Transportation Planning Agency (VCTC) unless action is taken to extend authorization of the reserve funds.

A Bus Facility/Equipment Capital Reserve fund was authorized by the GCTD Board of Directors on October 8, 2003, and was again re-authorized by the Board of Directors on July 3, 2006, June 3, 2009 and May 2, 2012. Most recently the Board adopted Resolution 2016-04 on July 6, 2016, reauthorizing the Capital Reserve through June 30, 2018.

This resolution provides for the reserve fund to be extended for an additional three years, from July 1, 2018 through June 30, 2021. This action will assure the GCTD can continue to maintain its mission-critical Capital Reserve account while remaining in compliance with TDA regulations.

It is recommended that the Board of Directors adopt Resolution No. 2018-04, reauthorizing the Bus Facility/Equipment Capital Reserve through June 30, 2021.

Director Berg moved to Adopt Resolution No. 2018-04, Extending the Authorization for the Bus Facility/Equipment Capital Reserve from July 1, 2018 through June 30, 2021. Director Heitmann seconded the motion. **The motion passed unanimously.**

**8. Consider Authorizing the General Manager to Enter into an Interagency Agreement Between GCTD and the Ventura County Transportation Commission (VCTC) for the Transfer of \$195,000 in Proposition 1B California Transit Security Grant Program (CTSGP) Funds to GCTD to Support the New Operations and Maintenance Facility Project – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg stated that construction is well underway for GCTD's new Operations and Maintenance Facility. GCTD has identified over \$1.5 million in construction work that would qualify for CTSGP funding. GCTD recently expended the last of the CTSGP funds presently allocated for this project, however just over \$1 million in eligible work remains.

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VCTC has \$195,000, plus earned interest, in unexpected CTSGP funds that need to be reprogrammed and expended before March 31, 2019. VCTC staff is proposing to transfer these funds to GCTD for use on the Operations and Maintenance Facility. These funds must be transferred to GCTD in a timely manner as the construction will be complete by September 2018. An interagency agreement for this transfer will be presented to the Commission for its approval on April 6, 2018.

Execution of this agreement will provide GCTD with an additional \$195,000 toward construction of the new facility and will reduce the amount of capital reserve funding required to complete this project.

It is recommended that the Board of Directors authorize the General Manager to enter into an interagency agreement between GCTD and VCTC for the transfer of \$195,000 in Proposition 1B California Transit Security Grant Program (CTSGP) Funds to GCTD to support the new Operations and Maintenance Facility Project.

Director Berg moved to Authorize the General Manager to Enter into an Interagency Agreement Between GCTD and the Ventura County Transportation Commission (VCTC) for the Transfer of \$195,000 in Proposition 1B California Transit Security Grant Program (CTSGP) Funds to GCTD to Support the New Operations and Maintenance Facility Project. Director MacDonald seconded the motion. **The motion passed unanimously.**

### **9. Consider Adoption of Resolution 2018-05 for Authorization of the Certifications and Assurances for the Low Carbon Transit Operations Program – Matt Miller, Planning Manager**

Mr. Miller informed the Board of Directors that the Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The program was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. LCTOP provides formula funds to transit agencies (based on the area's percentage of statewide fare revenue) and to regional transportation planning agencies (based on the area's percentage of statewide population). This year, \$45,987 has been allocated to GCTD. These funds will be applied to implement Summer Free Fare Saturdays on selected Saturdays in the month of June, July and August.

Summer Free Fare Saturdays in the month of June, July and August will coincide with the launch of GCTD's new real time arrival information system, which includes a mobile app, and automatic vehicle annunciators and is completely new for the District. This project will encourage ridership throughout the community while also exposing passengers to the planned service improvements that will take place near the same time. Summer Free Fare Saturdays will be available to anyone who wishes to ride on the GCTD system and will help address transportation barriers that prevent those in our community from attending and enjoying community events held in the summer.

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It is recommended that the Board of Directors Adopt Resolution 2018-05 Authorizing the General Manager to Execute all documents for the Low Carbon Transit Operations Program with the California Department of Transportation.

Director MacDonald moved to Adopt Resolution 2018-05 for Authorization of the Certifications and Assurances for the Low Carbon Transit Operations Program. Director Berg seconded the motion. **The motion passed unanimously.**

### **10. Consider Approval of Establishing a Retiree Bus Pass Program – Debbie Williams, Director of Human Resources**

On behalf of Ms. Williams, Ms. Roxanna Ibarra, HR Coordinator, informed the Board of Directors that District employees nearing retirement have expressed an interest in obtaining a free bus pass for use after they retire based on their desire to use the bus for occasional travel throughout the service area and to take grandchildren on bus trips to familiarize them with the use of public transportation. Establishing a program that allows the issuance of a bus pass to current employees who retire from the District after many years of service with a good record will serve as goodwill to these employees, will benefit employee morale and will help to recruit and retain valuable employees with an almost negligible impact on revenue. Once such employees reach the age of 75 they would qualify for a 75+ bus pass that allows free rides.

Establishment of this program could hopefully lead to other new initiatives such as a volunteer transit trainer program that would work with potential passengers at schools, job training centers, or other community organizations that would like to encourage their clients to use public transportation but lack the resources to devote significant time to doing such training.

It is recommended that the Board Approve the Establishment of a Retiree Bus Pass Program to employees that retire after meeting the following conditions:

1. Must currently be employed with the District
2. Must have served the District for more than 15 years
3. Must be age 55 or higher and qualify for CalPERS Pension benefits
4. Must retire with a positive employment record and not as a means to avoid termination
5. Must apply for the program and be approved by the HR Director, Department Director and General Manager
6. Must renew the Bus Pass on an annual basis

Director Heitmann moved to Approve the Establishment of a Retiree Bus Pass Program to Employees who retire after Meeting the Criteria. Director Berg seconded the motion. **The motion passed unanimously.**

**11. Discuss and Provide Input to staff on Options for the Future of the 301 E. Third Street Property – Reed Caldwell, Director of Engineering & Construction**

Mr. Caldwell provided a presentation on a number of options available for the future on the 301 E Third Street site. As we are now 26 weeks or one-half year away from the substantial completion date of the Operations and Maintenance Facility at 1901 Auto Center Drive in Oxnard, we have been getting inquiries about our current site at 301 E. Third Street.

301 Site Summary

Assessor Parcel Number (APN)	201-0-116-045 201-0-129-060 201-0-129-070 201-0-129-080
Land Area	2.93 acres
Building Area	14,000 sq-ft
Zoning	M1-PD Light Manufacturing
General Plan	Industrial
Flood Hazard	Zone X Moderate risk of flooding (>500-year)

Property Options

Dispose by Selling	1. Similar Use 2. Different Use
GCTD Use	Paratransit (ACCESS)
Redevelop	1. Mixed-Use Residential 2. Other?
Other	Ideas?

Board Members provided feedback on the property options. Director MacDonald suggested that the GCTD partner with an agency, Housing Authority or a 503-C Organization, develop affordable housing, and have a permanent revenue source. Board Members provided great support for affordable housing development. Mr. Caldwell will update the Board of Directors with further information based on their feedback.

**12. 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.

**13. Request Contract Increase for NV5 West for Construction Inspector Service – Marlena Kohler, Purchasing Manager/DBE Officer**

Ms. Kohler informed the Board of Directors that on June 1, 2016, the Board awarded NV5 West a contract for on-call Construction Inspection Services needed for the New Administration and

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Operations Facility Project. The initial contract amount was \$125,000. Due to extending the initial term and additional inspections needed to validate construction through October 2018, an additional \$60,000 will be needed. The revised not-to-exceed contract amount will be \$185,000. To date, GCTD has had no performance issues with NV5 West. NV5 continues to be a responsive and responsible contractor.

It is recommended that the Board Authorize an increase to the contract for Construction Inspection Services to NV5 West, Inc. in an amount of \$60,000 for a revised contract total not-to-exceed \$185,000 and extend the initial term of the contract for six (6) months.

Director MacDonald moved to Approve Contract Increase to NV5 West, Inc. for Construction Inspector Services. Director Berg seconded the motion. **The motion passed unanimously.**

**14. Receive Presentation and File Report of Contract Awarded – Marlena Kohler, Purchasing Manager/DBE Officer**

Ms. Kohler stated that in compliance with the GCTD Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process which have a value of more than \$50,000, but less than \$100,000. Two applicable contracts have been awarded as follows:

1. Contract: Bus Stop Signs (Manufacture of Signs, Printing and Application of Bus Stop Sign Decals and Removal/Installation of Bus Stop Signs)
  - a. Contractor: Safeway Signs and PCI
  - b. Total Contract Award Amount: Safeway Signs: \$19,294 and PCI: \$89,462.00
  - c. Award Rationale: The RFP was issued on October 5, 2017 and GCTD received five (5) proposals in response to our RFP. The RFP consisted of three (3) line items:
    1. Manufacturing Signs
    2. Decals
    3. Removal/Installation of Signs

After evaluation were completed, the Evaluation Committee determined that to ensure a successful roll out and to simplify the process of printing of decals and sign installation, it would be in the best interest of GCTD to award to two (2) Offerors as follows:

Offeror	Item/s	Amount
Safeway Signs	1	\$19,294.79
PCI	2 &3	\$89,462.00

The proposed pricing from both contractors was determined to be fair and reasonable based on adequate competition. A responsibility determination was also conducted on both contractors. The System for Award Management (SAM) was checked for these contractors and no results were found, nor were there any complaints filed with the Better Business Bureau (BBB). The references were contacted and provided no negative comments. As a result, both Safeway and PCI were determined to be responsive, responsible contractors capable of meeting the requirements.

Ms. Megerdichian, Transit Planner, provided a presentation on the Bus Stop Signs. Ms. Megerdichian stated that in 2015, GCTD unveiled a new logo and bus paint scheme to reflect GCTD's commitment to quality public transportation that evokes the agency's vision of a



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modern, clean and efficient future. Part of this rebranding effort, GCTD developed new bus stop sign with a more user-friendly design. The new bus stop signs will provide better functionality and visual appeal that will make it easier for passengers to locate and identify which bus route travels on their corridor. The new signs will incorporate GCTD's new logo and color scheme, be highly reflective, include route number and direction, and GCTD's website and customer service contact phone number. Beginning early Spring 2018, GCTD's vendor will be replacing over 650 bus stop signs at existing locations throughout GCTD's service area.

There being no further discussion, Ms. Kohler and Ms. Megerdichian 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**

- 15. CONFERENCE WITH AGENCY LABOR NEGOTIATORS pursuant to Government Code §54957.6 – Agency Designated Representatives: General Manager and designees – Employee Organization: Teamsters Local 186**
- 16. Public Employee Performance Evaluation pursuant to Government Code §54957  
Title: General Manager**
- 17. Closed Session-Conference with labor negotiator pursuant to Government Code §54957.6 – Agency designated representative: General Counsel or Designee – Unrepresented General Manager**

The Board of Directors went into Closed Session at 11:20 A.M.

The Board of Directors re-adjoined into Open Session at 11:45 A.M.

There were no announcements.

There being no further business, Chair Zaragoza adjourned the meeting at 11:45 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  
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 **May 2, 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](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.