



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 1, 2020 – 10:00 A.M.  
THIS MEETING WAS HELD VIA-TELECONFERENCE**

**Call to Order**

Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California. Due to COVID-19 this meeting was also made Via-teleconference for the public.

**Roll Call**

Chair – Will Berg – City of Port Hueneme – via teleconference  
Vice Chair – Randy Haney – City of Ojai – via teleconference  
Director - Bryan MacDonald – City of Oxnard – via teleconference  
Director – John C. Zaragoza – County of Ventura – via teleconference  
Director – Cheryl Heitmann – City of Ventura – via teleconference

**Staff Present**

Steven Brown, General Manager  
Haviva Shane, General Counsel  
Steven DeBaun, General Counsel – via teleconference  
Vanessa Rauschenberger, Director of Planning & Marketing  
Debbie Williams, Human Resources Director  
Alex Zaretsky, Human Resources & Risk Manager  
James Beck, Acting Director of Operations and Maintenance Fleet Manager  
John Kelley, Operations Manager  
Marlena Kohler, Purchasing Manager  
Ana Perez, Human Resources Generalist  
Angelica Delgado, Clerk of the Board

**Employee Recognition**

There were no employee recognitions.

**General Public Comment Period**

Andy Mikkelson and Lupe Montano spoke during the general public comments.

**Board of Directors Reports**

There were no reports from the Board of Directors.

**General Manager Reports**

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

### **Consent Agenda**

1. Consider Approval of Minutes of March 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of December 2019
3. Consider Approval of Treasurer's Report for December 2019
4. Consider Approval of Budget Income Statement for Month Ending December 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for December 2019
6. Consider Approval of Expenditures for the Month of January 2020
7. Consider Approval of Treasurer's Report for January 2020
8. Consider Approval of Budget Income Statement for Month Ending January 2020
9. Consider Approval of Financial Statements & Schedule of Money Transfers for January 2020

Director John Zaragoza moved to approve Consent Agenda Items 1 through 9. Director Bryan MacDonald seconded the motion.

**The motion passed unanimously.**

### **Formal Items**

#### **10. Consider Authorization for General Manager to Purchase Three (3) 40- Ft Low Floor CNG Replacement Buses from Gillig LLC – Marlena Kohler, Purchasing Manager/DBE Officer**

Ms. Kohler recommended that GCTD award a contract to Gillig, LLC for the purchase of three (3) 40 ft Floor CNG Replacement Buses. GCTD fixed route fleet currently has three (3) 2007 New Flyer buses close to their respective Federal Transit Administration (FTA) mandated life expectancy, which is 12 years. The average mileage of the three buses is 533,005.

In June 2017, the Commonwealth of Virginia awarded a twelve (12) year contract to Gillig LLC for the provision of transit buses/coaches including all related integral and/or peripheral equipment, products, component parts, materials, and supplies (collectively termed Equipment or Products), together with related warranty, maintenance and repair, or other services (collectively termed Services) necessary to provide and maintain production accordance with the Original Equipment Manufacturer (OEM) technical specification and operational performance standards, pursuant to the Commonwealth's Request For Proposal #E194-193, dated May 31, 2016 (the RFP) and the Contractor's proposal, dated August 11, 2016, in response. GCTD was able to purchase the 3 Gillig's based on available options from the Commonwealth's contract.

GCTD staff then needed to determine if this existing agreement/contract allowed GCTD to purchase these buses in accordance with FTA "piggyback" requirement. Using the FTA Piggyback Worksheet, staff verified that our final file included documentation substantiating our determination. Such documents included a copy of the solicitation, contract, Buy America, pre-award or Post Delivery audits, verifying that the quantities were included in the original solicitation and several other requirements. Staff was able to download all necessary documentation from the Commonwealth's website. It was therefore determined that GCTD was able to participate in the "piggyback" of this existing agreement/contract.

It is recommended the Board of Directors authorize the General Manager to purchase three (3) 40 foot Low Floor CNG Replacement Buses from Gillig, LLC in the amount of \$575,709.39 per

bus for a total cost of \$1,727,128.17 and authorize up to an additional 5% for each bus (\$29,000) to cover minimal specification adjustments.

Director John Zaragoza moved to Consider Authorization for General Manger to Purchase Three (3) 40 – Ft low Floor CNG Replacement Buses from Gillig LLC. Vice Chair Randy Haney seconded the motion.

**The motion passed unanimously.**

**11. Receive Update on Actions Taken in Response to the COVID-19 Public Health Emergency on Fixed-Route and ACCESS Paratransit Services – Vanessa Rauschenberger, Director of Planning and Marketing & Margaret Heath-Schoep, Paratransit and Special Projects Manager**

This item provides an update on GCTD's response to the emerging COVID-19 Public Health emergency and staff's efforts to reduce exposure risk to employees and the public. Public Transit is an essential service and as such, we will continue to operate to the maximum extent possible. Based on the declaration of a State of Emergency in the County of Ventura, including Statewide and Local Order to "Stay Home", GCTD's General Manager, Steve Brown issued a declaration of emergency on March 20th, 2020 to enable staff to take actions needed to carry out our mission during this time.

On Thursday evening, March 19<sup>th</sup>, California Governor Gavin Newsom announced a statewide shelter-in-place order, directing all California residents to stay home to help combat further spread of COVID-19, with the exception of essential service. To further combat the spread of COVID-19 locally, Ventura County Public Health issued a "Stay Well at Home" emergency order on Friday, March 20<sup>th</sup>. Public Health ordered all residents of the County of Ventura to stay inside their residences, and immediately limit all movement outside of their homes beyond what is absolutely necessary to take care of essential needs.

Director John Zaragoza moved to Receive and File the Update on Actions Taken in Response to the COVID-19 Public Health Emergency on Fixed-Route and ACCES Paratransit Services.

**The report was received and filed.**

**CLOSED SESSION**

**12. Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to Section 54956.9(b): unknown number of cases.**

There being no further business, Chair Will Berg adjourned the meeting at 10:52 AM.

Minutes recorded by: Angelica Delgado, Clerk of the Board of Directors

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Steven P. Brown  
Secretary of the Board of Directors

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Will Berg, 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 **May 6, 2020 10:00 AM at the Gold Coast Transit District Board Room, 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available on-line at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.