



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 10, 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
Michael Maurer, 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, HR Generalist/Clerk of the Board
Alex Zaretsky, Human Resources & Risk Manager
Matt Miller, Planning Manager
Roxanna Ibarra, HR Coordinator
Cynthia Duque, Communications & Marketing Manager
Margaret Schoep, Paratransit & Special Projects Manager
James Beck, Fleet Manager
Austin Novstrup, Transit Planner
Beatris Megerdichian, Transit Planner
Rigo Nava, Operations Safety & Training Officer
Marlena Kohler, Purchasing Manager/DBE Officer

Ceremonial Calendar

The pledge of allegiance was led by Ms. Tracy Gallaher, Board of Supervisors County of Ventura.

GOLD COAST TRANSIT DISTRICT

Employee Recognition

There were none.

General Public Comment Period

- Mr. Jeremy Adams, Bus Operator, on behalf of GCTD SEIU 721 Members, stated that he is here to discuss safety issues and they are not being properly addressed.
 - a. Recently a bus operator was confronted by an intoxicated passenger who was increasingly disruptive towards her. She did what she could to address his behavior and things got to the level to where she called the supervisor because she feared for her safety.
 - b. Almost half an hour later, she received help from that Supervisor. By that time another passenger saw what was happening and removed that unruly passenger from the bus.
 - c. The 30 long minutes response time is unacceptable and put the driver and the passengers in danger. The long response time is a symptom of an operational dysfunction that is going on at GCTD management and it is time to step up and talk about this.
 - d. This is not the first incident. In the past year's drivers have been beaten up, hospitalized, physically injured, and threaten. Supervisor are supposed to spread out across the service area and should be ready to help in these kind of emergencies.
 - e. What we see are Supervisor are being instructed to be more traffic cops for bus drivers, instead of assisting in emergencies.
 - f. This too is part of the organizational dysfunction. We feel that there is a culture of fear and intimidation at Gold Coast Transit District. Safety should be our first priority, always.
 - g. We are here before you, asking the Board to intervene because I don't want to be here in 2 months from now talking about how one more of your drivers was attacked. Because of this dysfunctional management that is not protecting workers or the community we serve.
- Ms. Geraldine Navarrete, Custer Service Assistant, on behalf of GCTD SEIU 721 Members, stated that they are here to ask the Board to stand up for safety of our members and the community we serve.
 - a. There is a culture of intimidation and fear at GCTD that permeates the entire organization. Instead of directional support we have surveillance, instead of cooperation, we have mistrust and intimidation.
 - b. When our stewards try to advocate for safety, we are targeted and retaliated against.
 - c. We see this type of surveillance in the front lines, administration and customer service center.
 - d. When we report it, the complaint is quickly down played by management yet if there is a complaint by a Supervisor or passenger, Management is quickly to role out an investigation. There is no fairness or consistency with the way employees are treated.
 - e. With this broken and disfunction unchecked management that exist at GCTD, we request that safety to be a priority.

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- f. A signed petition, "Safety Now" was provided by Ms. Navarrete and was given to the Board with SEIU 721 member signatures.
- Ms. Lupe Montano, SEIU 721 Employee, read a statement by Mr. Jeffrey P. Taylor, ex-employee of GCTD.
 - a. Mr. Taylor was hired by then SCAT/GCTD as a bus operator on February 7, 2000. I am not longer an employee of GCTD. After 2 years of being a bus operator, I was promoted to Operations Supervisor position.
 - b. After transitioning into the management team, I witnessed a drastic change in our work environment. Instead of support to our bus operators, we were pushed to discipline drivers, especially Stewards and also to initiate a war against the Union.
 - c. What we really needed was someone that would support moral and focus on safety. Safety for our bus operators and the community they serve. Instead we got the opposite. For this and other reasons I decided to leave GCTD in 2010 with early retirement.
 - d. The same issues if not worse it still happening 8 years later. This management style needs to stop and focus on safety for all.
- Mr. Danny Carrillo, SEIU 721 Tri County Regional Director, stated that he is here to echo some of the same concerns that the other speakers have stated.
 - a. This environment of harassment and retaliation against our unions stewards by management staff needs to stop and is illegal and does nothing to provide safe and productive environment.
 - b. Management needs to focus on the safety concerns plaguing the District, instead of the surveillance and intimidation of our employees in the work place.
 - c. As you know, one of the Managers was in violation of using union busting tactics at his previous job. His actions here at GCTD have not been different. This manager has subjected many past stewards of intimidation and retaliation which have forced many of the stewards to resign.
 - d. For months we have tried working with Management to address our concerns regarding the ongoing safety concerns and harassment at GCTD. We have provided documentation of the treatment of Stewards by the Management team.
 - e. We ask the Board the take immediate actions on the concerns we are bring you today. Grave safety concerns, management culture of harassment and surveillance and intimidation towards those that speak out.

Chair Zaragoza informed the audience that Gold Coast Transit District is not able to discuss the concerns at this moment but stated that staff will be in contact with Mr. Adams, Ms. Navarrete, Ms. Montano and Mr. Carrillo regarding these concerns.

Board of Directors Reports

Director MacDonald stated that last week the City of Oxnard took a stand on opposing proposition 6. VCTC last Friday took a stand to oppose proposition 6.

Director Blatz informed the Board of Directors that the City of Ojai passed a resolution opposing proposition 6.

General Manager's Report

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Mr. Brown announced that this year, two new laws were signed into law which require workers in the transit and hotel industries to participate in Human Trafficking Awareness Training. These laws will help ensure that those who regularly interact with the public have the knowledge to identify and report human trafficking to local law enforcement. In partnership with Interface Children & Family Services and the Ventura County Sheriff, training will be offered for all Operations and Maintenance staff during the week of October 22nd during Safety Meetings, and to all Administration staff on Monday, October 15th.

Mr. Brown stated that GCTD is spending its SB1 funds (from the CA gas tax that increase in 2017) on providing bus service and maintaining our vehicles in a state of good repair.

Mr. Brown announced that the flu vaccine will be offered to all GCTD employees on Monday, October 29th from 12pm to 2pm in the GCTD Board room.

Mr. Brown announced to the Board that over 700+ new bus stop signs are now being installed. The new signs are more reflective and features more information for passengers to know where they can go. Signs are now in place on several streets in Oxnard and will take approximately one month for all signs to be installed.

Mr. Brown announced that this year on Tuesday, October 16th GCTD will recognize our bus operators, maintenance staff and supervisors who've had safe driving records all year, as well as our million-mile club members. This annual event reinforces our commitment to safety in all aspects of our work.

Agenda Review

Michael Maurer, General Counsel, noted that an additional item number 14, Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to Section 54956.9 (d)(2) No. of Cases: 1, will be added to Closed Session, due to the recent incident.

Director MacDonald moved to approve Consent to add item number 14 to Closed Session. Director Berg seconded the motion. **The motion passed unanimously.**

Consent Agenda

1. Consider Approval of Minutes of September 5, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of July, 2018
3. Consider Approval of Treasurer's Report for July, 2018
4. Consider Approval of Budget Income Statement for the Month Ending July, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for July, 2018
6. Consider Approval of the General Manager's Expense Report for the month of September, 2018

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

Public Comments on Formal Items

There were none.

Formal Items

7. Consider Approval of Resolution 2018-09, to Amend Gold Coast Transit District's Conflict of Interest Code – Ana Perez, Human Resources Generalist/Clerk of the Board

Ms. Perez informed the Board that all local agencies and special districts are required by Government Code §87300 to adopt a Conflict of Interest Code (COIC). A local agency's conflict of interest code (COIC) tells public officials, governmental employees, and consultants what financial interests they must disclose. It must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700s). To ensure COIC's remain current and accurate, each local agency is required to review its code at least every even-numbered year. The GCTD Board of Directors last approved an update to the agency's COIC in September 7, 2016.

For 2018, GCTD's General Counsel, Best, Best and Kreiger (BB&K) recommended a full review of the District's COIC. BB&K reviewed position descriptions of current and new positions in the organization and recommended additional positions be added. Specifically, the following positions: Accounting Manager, Finance Manager, Human Resources & Risk Manager, Paratransit & Special Project Manager, and Planning Manager

GCTD is requesting that the Board consider approval of adoption to amend the District's Conflict of Interest Code.

Director Heitmann moved to Approve Resolution 2018-19, to Amend Gold Coast Transit District's Conflict of Interest Code. Director Berg seconded the motion. **The motion passed unanimously.**

8. Receive Status Report on Token Transit Mobile App and Consider Approving Continuation of Digital Sales Outlet Pilot Program – Beatris Megerdichian, Transit Planner

Ms. Megerdichian provided the Board of Directors with a presentation on the Token Transit Mobile App. In September 2017, the Board authorized a digital sales outlet agreement with token Transit to provide mobile ticketing option to passengers on a "pilot basis". This report provides a status update of this sales option following nine months of usage on GCTD buses.

GCTD initially launched the app in November 2017 with a small group of test users. In February 2018, GCTD received approval from California's Cap-and-Trade's Low Carbon Transit Operation Program (LCTOP) to use its FY 16/FY 17 allocations (which totaled \$59,487) to fund

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the project. In March, GCTD launched a marketing campaign to raise awareness and promote Token Transit.

During the period between November 2017 and August 2018, 5,219 mobile passes have been sold and 50,303 trips have been taken using Token Transit mobile passes. As of August 2018, riders using Token Transit mobile tickets make up 3.5% of total boarding's. Since its launch, Operators have provided positive feedback about the mobile app, indicating that it speeds up the boarding process and provides convenience by eliminating the need for passengers to make special trips to purchase passes.

GCTD is requesting that the Token Transit digital sales outlet pilot program be continue, with another evaluation taking place after all LCTOP funds have been exhausted.

Director MacDonald moved to Approve Continuation of Digital Sales Outlet Pilot Program. Director Berg seconded the motion. **The motion passed unanimously.**

9. Consider Approval of Updated Advertising Policy – Cynthia Torres-Duque, Marketing and Communications Manager & Alex Zaretsky, Human Resources and Risk Manager

Ms. Torres-Duque provided a presentation on the revised bus advertising policy. GCTD staff is recommending a revision to its Advertising Policy to include a limited scope of non-commercial speech on the exterior and interior of its buses, including but not limited to, governmental advertising and public service announcements that are view-point neutral and adhere to GCTD's advertising conditions outlined. By allowing limited types of advertising on or within buses, GCTD does not intend to create a public forum for all types of advertisements.

GCTD has maintained an advertising policy that limits the content to commercial speech or commercial transactions. This policy often prohibits view-point neutral, non-commercial public service announcements from either a government or public entity or a nonprofit corporation. For example, such prohibited ads would include promotion of safety or personal well-being, provision of children and family services, art or culture, education and training, prevention or treatment of illnesses, etc. GCTD felt it was time to review and revise its policy to allow for ads that would further enrich and promote community services. Under guidance from Counsel, GCTD has attached the revised policy.

Discussion ensued with further clarification on the revised advertising policy. GCTD is requesting that the Board of Directors approve the revised advertising policy to allow non-commercial speech, so long as it adheres to the GCTD Advertising Conditions set forth in Exhibit A.

Director MacDonald moved to Approve Revised Bus Advertising Policy: Revisions to Allow Non-Commercial Speech Adhering to GCTD's Permitted Advertising Content and Conditions. Director Heitmann seconded the motion. **The motion passed unanimously.**

10. Consider Approval of Extension (Not to Exceed Three Months) to MV Transportation Inc., Contract for Operation, Maintenance and Management of Coordinated Paratransit Services (GO ACCESS) – Marlena Kohler, Purchasing Manager/DBE Officer and Margaret Heath-Schoep, Paratransit & Special Projects Manager

Ms. Kohler informed the Board that MV Transportation Inc. has been providing Paratransit Services (GO ACCESS) to GCTD for the past ten (10) years. Their current contract is due to expire December 2018. In order to allow sufficient time to complete the procurement process currently underway, staff is requesting approval of a three (3) month extension for an estimated amount not-to-exceed \$1,018,171.

GCTD staff is currently in the process of procuring a responsive and responsible firm capable of meeting GCTD's requirements for Paratransit Services. A Request for Proposal (RFP) was issued in August 2018 and proposals are due in mid-October. Contract award is anticipated to be in December 2018, with a new contract to begin no later than March 1, 2019.

There being no further discussion, Ms. Kohler is recommending that the Board authorize an extension to the current contract, not to exceed three (3) month, with MV Transportation Inc. for Operation, Maintenance and Management of Coordinated Paratransit Services (GO ACCESS) for an estimated amount not-to-exceed \$1,018,171.

Director Blatz moved Approval of a Three-Month Extension to MV Transportation Inc. Contract for Operation, Maintenance and Management of Coordinated Paratransit Services. Director Berg seconded the motion. **The motion passed unanimously.**

11. 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. Mr. Caldwell provided an updated facility schedule completion date of mid-January 2019. Mr. Caldwell stated that GCTD is waiting for documents back from the City of Oxnard before the construction of the CNG station is underway.

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.

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CLOSED SESSION

12. CONFERENCE WITH AGENCY LABOR NEGOTIATORS pursuant to Government Code §54957.6 – Agency Designated Representatives: General Manager and designees – Employee Organization: Teamsters Local 186

13. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation Significant exposure to litigation pursuant to Section Government Code §54956.9 (d)(2) No. of Cases: 2

14. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation Significant exposure to litigation pursuant to Section Government Code §54956.9 (d)(2) No. of Cases: 1

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

The Board of Directors re-adjourned into Open Session at 12:07 P.M.

There were no announcements.

There being no further business, Chair Zaragoza adjourned the meeting at 12:07 P.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 **November 7, 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.