



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, OCTOBER 2, 2019 – 10:00 A.M.**

**Call to Order**

Chair Cheryl Heitmann 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.

**Roll Call**

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

**Staff Present**

Steven P. Brown, General Manager  
Haviva Shane, General Counsel  
Vanessa Rauschenberger, Director of Planning & Marketing  
Matthew Miller, Planning Manager  
Debbie Williams, Human Resources Director  
Austin Novstrup, Transit Planner I  
Beatris Megerdichian, Planner I  
James Beck, Fleet Manager  
Alex Zaretsky, Risk & Human Resources Manager  
Margaret Schoep, Paratransit & Special Projects Manager  
Cynthia Torres-Duque, Communications & Marketing Manager  
Bob Keys, Information Technology Manager  
Tanya Hawk, Buyer  
Marlena Kohler, Purchasing Manager  
Veronica Navarro, Administrative Specialist  
Sonia Rosales, Payroll Specialist  
Priscilla Herrera, Human Resources Support  
Ana Perez, Human Resources Generalist  
Angelica Delgado, Clerk of the Board

**Ceremonial Calendar**

- The pledge of allegiance was led by Chair Cheryl Heitmann.

**Employee Recognition**

There were no employee recognitions.

**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

### **General Public Comment Period**

Victor Kamhi, Thousand Oaks resident suggested PowerPoint presentations be available online.

Cam Spencer, The Port of Hueneme, stated he wanted to thank GCTD for supporting Clean Air Day.

### **Board of Directors Reports**

There were no reports from the Board of Directors.

### **General Manager Reports**

At this time, Steven Brown, General Manager, provided information on upcoming Board Meeting for the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) at GCTD facility and expressed what a great opportunity to share the facility. Mr. Brown noted that Vanessa Rauschenberger is taking an acting role as Finance Director and congratulated Matthew Miller and his wife on expecting their first child. Matt will be on leave starting in November.

### **Agenda Review**

There were no changes to the agenda.

### **Consent Agenda**

1. Consider Approval of Minutes of September 4, 2019 Board of Directors Meeting

Director Zaragoza moved to approve Consent Agenda Item 1. Director MacDonald seconded the motion. **The motion passed unanimously.**

### **Formal Items**

2. **Consider Approval of Coastal Medical Group Contract Extension – Marlina Kohler, Purchasing Manager and DBE Officer**

Ms. Tanya Hawk, Buyer, stated that Coastal Occupational Medical Group has been providing Employee Drug and Alcohol Analysis Services under contract to GCTD for the past five (5) years and six (6) months. Their contract is due to expire on October 31, 2019. Staff is requesting approval for up to an eight (8) month extension with Coastal Occupational Medical Group, for an estimated amount not-to-exceed \$35,000. This extension will allow for additional time needed to complete the procurement process that is currently underway.

GCTD staff is currently in the process of procuring a responsive and responsible company capable of meeting GCTD's requirements for Employee Drug and Alcohol Analysis Services. A Request for Proposal (RFP) will be issued within the next month and is expected to conclude no later than June 2020.

Ms. Hawk recommended Board of Directors authorize an extension to the current contract, not to exceed eight (8) months, with Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services for an estimated amount not-to-exceed \$35,000, increasing the overall contract amount to \$244,000.

Director Zaragoza moved to Approval of Coastal Medical Group Contract Extension. Director Berg seconded the motion.

**The motion passed unanimously.**

**3. Consider Approval of Adoption of Resolution 2019-11 Establishing GCTD's Support for and Declaration of "Clean Air Day" on October 2, 2019 – Cynthia Torres-Duque, Communications and Marketing Manager**

Ms. Torres-Duque provided information on California Clean Air Day which is a statewide campaign encouraging individuals, businesses, organizations, schools, etc., to take a pledge committing to do their part to clear the air, through various actions, small and large.

Ms. Torres-Duque stated that this year GCTD has taken the pledge to participate by way of adopting this resolution by;

- Educating employees on steps they can take
- Customer Service issuing free 2-Ride tickets
- Providing informational materials at our call center

Ms. Torres-Duque recommended that the Board of Directors adopt Resolution 2019-11, Establishing GCTD's Support for and Declaration of "Clean Air Day" on October 2, 2019.

Director Zaragoza moved to adopt Resolution 2019-11, establishing GCTD's Support for and Declaration of "Clean Air Day" on October 2, 2019. Director MacDonald seconded the motion.

**The motion passed unanimously.**

**Informational Items**

**4. Receive Update on Human Resources Health Benefits – Ana Perez, Human Resources Generalist**

Ms. Perez stated open enrollment session is from September through December.

Ms. Perez provided an update on the Human Resources benefits for 2019/2020. The event was a success, with representatives from Medical, Dental and Vision insurance providers, healthy snacks, as well as fun giveaways for staff.

**The report was received and filed.**

**5. Receive Update on Planning & Public Outreach Plans for 2020 Service Changes – Matt Miller, Planning Manager**

Mr. Miller stated that the changes for January 2020 are a result of implementing recommended service changes identified in the 2015-2019 Short Range Transit Plan. One of the changes being planned is the new Route 23 (Oxnard College-Ventura Road-Esplanade), which will enable a redesign of routes, primarily in south Oxnard.

Mr. Miller provided a report that contained details and information about each change that is planned, including information about service schedule and headway information, the specific changes of Routes 3, 4A/B, 8, 9, 15, 17 and bus stop consolidation for Route 1.

The route redesigns will support the goals of faster travel by offering more frequent and direct routes and reducing duplicative service on small neighborhood streets, which was a top priority in GCTD's Short Range Transit Plan.

Mr. Miller recommended that the Board of Directors receive and file this report and provide input to staff on outreach plans to reach communities to educate and inform the public about planned changes for January 2020.

Director Zaragoza asked how effective social media was regarding informing passengers of new changes.

Mr. Miller responded that GCTD will send out postcards to businesses and residents within the ¼ mile from the new routes and social media is able to detect how many viewers view Facebook/Twitter post. Mr. Miller also stated printed material would be available on busses and at community meetings.

**The report was received and filed.**

6. **Receive Update on NBVC First-mile Last-mile Connectivity Study – Austin Novstrup, Transit Planner**

Mr. Novstrup provided the following information regarding the NBVC First Mile Last Mile Connectivity Study Update.

**Project Scope**

- Evaluate existing condition of transit access to the base
- Identify market groups and market group needs
- Assess feasibility of potential solutions to identified transportation needs

**On-base Outreach**

- Online Survey
- Intercept Survey
- Workshops
- Stakeholder meeting

**Preliminary Findings**

- 61 % DoD Civilian or Contract Civilian
- 84 % of base users live off base
- 88% commute in single-occupant vehicle
- A majority respondent would consider using any alternate mode offered. A shuttle traveling within the base was most popular.

**On base improvements:**

- Improving bicycle conditions and amenities.
- Possible bike and scooter share.
- On base shuttle(s)
- Transportation to Base
- Improve carpool/vanpool options
- Base to Base Shuttle
- GCTD/VCTC Service to base.

Mr. Novstrup also discussed the next steps

- March – Study Kick-off
- March – July – Existing Conditions Assessment
- July – On-base Outreach
- November – Present Mobility Concepts to Public
- November – December – Present Mobility Concepts to Advisory Committees
- January – Draft Presented to GCTD Board
- March – Finalized Study GCTD Board Adoption

**The report was received and filed.**

**7. Receive and File Report on Preliminary Findings from FTA Triennial Review – Vanessa Rauschenberger, Director of Planning and Marketing**

Ms. Rauschenberger provided the following information regarding the recent 2019 Triennial Review Findings.

- The Federal Transit Administration (FTA) conducted a Triennial Review of GCTD Transit on Sept 19-20
- The Review is required every three years, (by Congress) and is FTA's assessment of a grantee's compliance with federal requirements.
- Examination of 21 areas of GCTD's operations.
- Our Lead Reviewer: Bobby Killebrew, Qi Tech, LLC

**Key Dates**

- Sept 19-20 – On site Review
- Sept 27 – Reviewers (Qi Tech) sent draft Report to FTA.
- CURRENT – FTA Region IX San Francisco Office, FTA HQ, and FTA Subject Matter Experts (SME) reviewing.
- October 22 – Draft Report due to Gold Coast Transit within 21 days.
- November 11 – GCTD must submit comments on Draft Report to FTA and the Lead Reviewer within 10 business days.
- November 26 – Final Report to Gold Coast Transit within 45 business days after exit conference, will be addressed to GCTD Board Chair.
- February 24, 2020 – Corrective Action Due Date (preliminary)

**Preliminary Findings**

- Financial Management
- Award Management
- Satisfactory Continuing Control
- Procurement

**No Findings**

- Legal
- Technical Capacity – Program Management
- Transit Asset Management
- Satisfactory Continuing Control

- Maintenance
- Title VI – Civil Rights
- ADA – General
- ADA – Paratransit
- Equal Employment Opportunity
- School Bus
- Charter Bus
- Disadvantage Business Enterprise
- Drug-Free Workplace Act
- Drug and Alcohol Program
- 5307, 5310 & 5311 Program

### **Triennial Review**

Ms. Rauschenberger Provided the following information for the Triennial Review

- Preparing for the Triennial Review was an intensive team effort on part of all Departments. While GCTD received four findings, the reviewers were highly complementary of staff.
- Draft Report to GCTD October 22
- Final Report to GCTD Board Chair November 26.
- GCTD's staff are fully prepared to implement any corrective action to the findings and feel confident that the corrective action is achievable to resolve by the due date of February 24, 2020.

**The report was received and filed.**

### **CLOSED SESSION**

- 8. Conference with Legal Counsel-Existing Litigation pursuant to Section §54956.9 (d)(1)  
Case Number: 56-2019-00532144-CU-PA-VTA**
- 9. Conference with Legal Counsel-Anticipated Litigation pursuant to Section §54956.9  
(d)(2) Number of cases: 2**

There being no further business, Chair Cheryl Heitmann adjourned the meeting at 10:47 AM. There are no expected announcements after Closed Session.

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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Cheryl Heitmann, 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 **November 6, 2019 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.