



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 5, 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 Absent
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
Debbie Williams, Director of Human Resources
Vanessa Rauschenberger, Director of Planning & Marketing
Ana Perez, HR Generalist/Clerk of the Board
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

Ceremonial Calendar

The pledge of allegiance was led by Director MacDonald.

Employee Recognition

Ms. Duque, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Maribel Lopez, Customer Service Assistant, for her 5 years of service with GCTD.

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
301 EAST THIRD STREET, OXNARD, CA 93030 | P 805.483.3959 | F 805.487.0925 | GOLDCOASTTRANSIT.ORG

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Mr. Beck, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Jorge Arellano, Maintenance Supervisor, for his 10 years of service with GCTD.

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Robyn Walton, Bus Operator, for her 35 years of service with GCTD.

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Juan Jauregui, Bus Operator, for joining the Million Mile Club with GCTD.

General Public Comment Period

There were none.

Board of Directors Reports

Chair Zaragoza congratulated and thanked the GCTD staff on assisting with the Annual Student Clean Up in Camarillo.

Chair Zaragoza informed the Board of Directors, he will not be able to attend the October 3rd Board Meeting due to a scheduling conflict. Asked if any other Directors had a scheduling conflict.

General Manager's Report

Mr. Brown welcomed the newest class of bus operators: Angel Rodriguez, Steven Johnson, Paris Zavala, Thomas Clelland, Raudel Covarrubia, and Douglas Overton. The new class is currently getting on the road and classroom training which will prepare them for safely serving our customers.

Mr. Brown stated that on September 10th GCTD will be hosting its Annual Health & Wellness Fair from 12pm-2pm. We will have healthy snacks, representatives from health insurance providers, as well as fun giveaways for staff.

Mr. Brown announced that starting this month, GCTD will be posting surveys on board all buses. Surveys will ask passengers about their preferences, customer satisfaction, as well as ways we can improve our routes and services.

Mr. Brown announced to the Board that GCTD has partnered with Southern California Association of Governments (SCAG) and the Go Human campaign to remind drivers to slow down and look out for people walking & biking. It's an especially important message during this back-to-school season.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of July 11, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of June, 2018
3. Consider Approval of Treasurer's Report for June, 2018

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4. Consider Approval of Budget Income Statement for the Month Ending June, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for June, 2018
6. Consider Approval of Quarterly Investment Report for April-June, 2018
7. Consider Approval of the General Manager's Expense Report for July-August, 2018

Director Berg moved to approve Consent Agenda 1 thru 7. Director MacDonald seconded the motion. **The motion passed unanimously.**

Public Comments on Formal Items

There were none.

Formal Items

8. **Consider Approval of SB1 STA State of Good Repair Priority Projects List and Consider Adoption of Resolution 2018-08 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg informed the Board that the Road Repair Accountability ACT (Senate Bill 1) provides more than \$760 million annually in new funding for transit projects statewide. Senate Bill 1 funds support the Transit and Intercity Rail Capital Program (TIRCP), the State Transit Assistance (STA) Program (including the State of Good Repair (SGR) program), and the Commuter Rail and Intercity Rail Program.

For FY 2018-19 the January 2018 estimate for GCTD's allocation of SGR funds is \$49,790, and VCTC's estimated allocation of SGR funds for Ventura County is \$1,138,883. For STA program, the January 2018 estimate for GCTD's allocation is \$262,710 and VCTC's estimated allocation for Ventura County is \$6,009,234. Staff has prepared a list of FY 18-19 priorities totaling \$8,426,930. While the priority projects list far exceeds the available funding, this provides GCTD and VCTC with a list of approved projects should additional funding become available. According to State of Good Repair (SGR) program guidelines, transit operators must provide a draft list of FY 18/19 projects by September 1, 2018, which GCTD did, and a final list, with a Board resolution approving the list, by October 15, 2018.

GCTD is requesting that the Board consider approval of GCTD's SB1 STA/State of Good Repair Priority Projects List and consider Adoption of Resolution 2018-08 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

Director MacDonald moved to Approve the SB1 STA State of Good Repair Priority Projects List and Approval of Resolution 2018-08 for Authorization for the Execution of the

Certifications and Assurances for the California State of Good Repair Program. Director Berg seconded the motion. **The motion passed unanimously.**

9. Receive and File Presentation on Senior/ADA Boarding & Seating Policies for Fixed-Route – Cynthia Torres-Duque, Marketing & Communications Manager, Andy Mikkelson, Director of Operations

Ms. Torres-Duque and Mr. Mikkelson provided the Board of Directors with a presentation on the existing Senior/ADA boarding and seating policies for fixed-route services.

There being no further discussion, Ms. Torres-Duque and Mr. Mikkelson recommended that the GCTD Board of Directors receive and file this report.

The report was received and filed.

10. Receive and File Report on the Fourth Quarter FY 2017-18 Fixed Route and ACCESS Paratransit Performance Report – Matt Miller, Planning Manager and Margaret Schoep, Paratransit and Special Projects Manager

Mr. Miller and Ms. Schoep provided a presentation on the Fixed-Route and ACCESS service for the 4th Quarter of FY 2017-18. Mr. Miller and Ms. Schoep answered questions and provided more details about certain areas of the performance, highlighting the projects accomplishments during the 4th quarter FY 2017-18.

There being no further discussion, Mr. Miller and Ms. Schoep recommended that the GCTD Board of Directors receive and file this report.

The report was received and filed.

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.

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.

12. Consider Authorizing the General Manager to Enter into an Agreement with Southern California Gas Company for a High Pressure Gas Service at the 1901 Administration & Operations Facility – Reed Caldwell, Director of Engineering and Construction

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Mr. Caldwell informed the Board of Directors that a new high pressure gas service is required for the new GCTD Administration & Operations Facility project located near the intersection of Auto Center Drive and Paseo Mercado in Oxnard, CA. Southern California Gas Company recently informed GCTD the allowance provided in their utility rate structure that is attributed to the amount of gas GCTD will use in the third year of operation is not sufficient to cover all the construction costs to provide a new high pressure gas service to the new facility.

So Cal Gas estimates the cost of the new high pressure gas service at \$1.25 million. Based on an allowance of approximately \$900,000 the share for GCTD is estimated at \$350,000. A final contract is expected to be provided to GCTD by mid-September 2018. It is recommended to authorize a contract value up to \$450,000 to cover any unanticipated increases that may result from the final value calculated by So Cal Gas.

Once the contract is signed by GCTD then construction of the high pressure gas line from Santa Clara Avenue to the site of Paseo Mercado will begin. Gaining Board of Directors authorization for the General Manager to approve the contract will help with completing the project and limit possible schedule delays.

It is recommended that the Board of Directors approve Authorizing the General Manager to Enter into an Agreement with Southern California Gas Company for a High Pressure Gas Service at the 1901 Administration & Operations Facility. The authorized contract value of up to \$450,000 to cover any unanticipated increases that may result from the final value calculated by So Cal Gas.

Director Blatz moved to Approve Authorizing the General Manager to Enter into an Agreement with Southern California Gas Company for a High Pressure Gas Service at the 1901 Administration & Operations Facility. Director Berg seconded the motion. **The motion passed unanimously.**

INFORMATIONAL ITEMS

There were none.

FUTURE AGENCY ITEMS

There were none.

CLOSED SESSION

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

The Board of Directors went into Closed Session at 10:57 A.M.

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The Board of Directors re-adjourned into Open Session at 11:15 A.M.

There were no announcements.

The Board of Directors updated the meeting date for the October Board meeting from October 3rd, 2018 to October 10th, 2018.

There being no further business, Chair Zaragoza adjourned the meeting at 11:15 A.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 **October 10, 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.