



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 2, 2020 – 10:00 A.M.
THIS MEETING WAS HELD VIA-ZOOM**

Call to Order

Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:08 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California and via Zoom. Due to COVID-19 this meeting was also made Via-Zoom for the public.

Roll Call Present– via Zoom

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

Staff Present – via Zoom

Steven Brown, General Manager
Steven DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Michelle Pierret, Finance Manager
Margaret Heath-Schoep, Paratransit & Special Projects Manager
James Beck, Director of Operations and Maintenance
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawk, Buyer
Ana Perez, Human Resource Generalist

Employee Recognition

- **Employee Service Award for Month of July**
 - Guadalupe Juarez, 40 years of service
 - Rene Lozano, 10 years of service
 - Adrian Rico- Gutierrez, 10 years of service
 - Jose E. Rodriguez, 10 years of service

- **Employee Service Award for Month of August**
 - Marco A. Lopez, 15 years of service

GOLD COAST TRANSIT DISTRICT

General Manager Reports

Mr. Brown stated General Manager written report was provided with updates. Mr. Brown shared some of the updates on items including press release for Guadalupe Juarez for her 40 years of service, installation of safety shield on busses, and collecting resident feedback on Downtown Ventura detour route for Director Cheryl Heitmann.

Consent Agenda

1. Consider Approval of Minutes of July 1, 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of May 2020
3. Consider Approval of Treasurer's Report for May 2020
4. Consider Approval of Budget Income Statement for Month Ending May 2020
5. Consider Approval of Financial Statements & Schedule of Money Transfers for May 2020
6. Consider Approval of Expenditures for the Month of June 2020
7. Consider Approval of Treasurer's Report for June 2020
8. Consider Approval of Budget Income Statement for Month Ending June 2020
9. Consider Approval of Financial Statements & Schedule of Money Transfers for June 2020
10. Consider Approval of Quarterly Investment Report for Quarter ending March 31, 2020
11. Consider Approval of Quarterly Investment Report for Quarter ending June 30, 2020

Director Bryan MacDonald moved to approve Consent Agenda Items 1 through 11. Director John Zaragoza seconded the motion.

The motion passed unanimously.

FORMAL ITEMS

12. **Consider Adoption of Resolution 2020-06 for STA/State of Good Repair FY 2020-21 Allocation – Vanessa Rauschenberger, Director of Planning and Marketing**

Ms. Pierret provided a brief description report regarding The Road Repair and Accountability Act (Senate Bill 1) provides funding annually for a variety of transit projects statewide, including the Transit and Intercity Rail Capital (TIRCP) Program, the State Transit Assistance (STA) Program, and the State of Good Repair (SGR) Program.

For FY 2020-21, GCTD's allocation under the SGR program is \$44,130, and the allocation under the STA program is \$155,140. Prior to receiving the apportionment of STA/SGR program funds in a fiscal year, an agency must submit a list of proposed projects to the California Department of Transportation (DOT). Once approved by this Board action, GCTD will submit a list of projects to VCTC, who will then submit project lists for the whole county to the State. The list does not need to be constrained to the apportionment but must show costs at least as much as the apportionment.

Staff is requesting that the Board consider approval of the annual STA/SGR State of Good Repair Priority Projects List and consider adoption of Resolution 2020-06 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

Vice Chair Randy Haney moved to Adopt Resolution 2020-06 for STA/State of Good Repair FY 2020-21 Allocation. Director John Zaragoza seconded the motion. **The motion passed unanimously.**

13. Consider Adoption of Resolution 2020-07 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) and Authorizing Certain Staff to Order the Deposit or Withdrawal of Such Funds – Steven Brown, General Manager

Mr. Brown stated Gold Coast Transit District Invests Funds in the State Treasury through the Local Agency Investment Fund (LAIF) that provides a higher rate of return than the District can obtain in the market. The Treasury also provides greater security of these funds, while allowing the District access to the funds when needed. A requirement to deposit and withdraw funds from the LAIF account is for the District to have on file with the Treasurer a resolution naming the District Officials authorized to deposit and withdraw funds. The previous resolution (2007-02) named the General Manager at that time, Deborah C. Linehan, and the Director of Administrative Services, Steve L. Rosenberg, or their successors in office as the authorized officer. Currently that includes Steven P. Brown as the General Manager. The Director of Administrative Services job title and responsibilities has changed to Director of Finance, which is currently vacant.

Mr. Brown stated at this time, it is prudent to update the designated officials list with a new resolution to allow access to make deposits and withdraws from this fund to reflect the current structure at GCTD and to provide a backup to the General Manager. This resolution recommends that the General Manager and the Director of Planning and Marketing be the authorized officials for GCTD. When a new Director of Finance is hired, a new resolution will be prepared with the appropriate officials named. As shown earlier in Item #3, the current LAIF account has over \$102,000 available. Over time, it may be prudent to invest additional funds in this account when the financial situation of the District allows.

RECOMMENDATION

It is recommended that the Board of Directors Adopt Resolution 2020-07 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) and Authorizing Certain Staff to Order the Deposit or Withdrawal of Such Funds.

Director Bryan MacDonald moved to approve Adoption of Resolution 2020-07 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) and Authorizing Certain Staff to Order the Deposit or Withdrawal of Such Funds. Director Cheryl Heitmann seconded the motion.

The motion passed unanimously.

14. Consider Award of Contract to Coastal Occupational for Drug and Alcohol Testing Analysis Services – Tanya Hawk, Buyer

Ms. Hawk stated GCTD is requesting the Board to approve the contract for Coastal Occupational Medical Group for Drug and Alcohol Analysis Service. GCTD began with the issuance of Request for Proposal (RFP) 20-01 on April 17, 2020. GCTD utilizes these services to comply with GCTD's FTA Drug and Alcohol Policy, which incorporates mandated federal and state requirements. Additionally, GCTD requested pricing for employee wellness programs to promote physical and mental wellness of our employees. The RFP was publicized Public

Purchase website, two (2) proposals were received. All proposals were evaluated and considered responsive. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, Coastal Occupation Medical Group received the highest score overall. A price analysis was conducted on Coastal's proposal and as a result, was fair and reasonable based on adequate competition.

RECOMMENDATION

It is recommended that the Board of Directors authorize contract award to Coastal Occupational Medical Group (COMG) for Drug and Alcohol Analysis Services for a three-year base period starting September 8, 2020 and with two one-year options for a total price of \$260,250.00 and authorized up to an addition 5% (\$13,013.00) per year to cover possible employee growth throughout the contract years for a total contract amount of \$325,315.00.

Director John Zaragoza moved to approve Award of Contract to Coastal Occupational for Drug and Alcohol Testing Analysis. Vice Chair Randy Haney seconded the motion.

The motion passed unanimously.

INFORMATIONAL ITEMS

15. Receive and File Fixed-Route and Paratransit Services 4th Quarter & FY 2019-2020 Year End Update – Vanessa Rauschenberger, Director of Planning and Marketing & Margaret Heath-Schoep, Paratransit & Special Projects Manager

Ms. Rauschenberger and Ms. Heath-Schoep provided a presentation to the Board.

The report was received and filed.

16. Receive and File Update on GCTD Operations and Maintenance – James Beck, Director of Operations and Maintenance

Mr. Beck provided the Board with an updated presentation on GCTD Operations and Maintenance.

The report was received and filed.

17. Report of Contracts Awarded – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler provided information report to the Board.

The report was received and filed.

CLOSED SESSION

18. Employee Performance Evaluation: Title: General Manager

- 19. CONFERENCE WITH LABOR NEGOTIATORS** – Agency designated representatives:
General Manager or designee – Employee organization: SEIU

There being no further business, Chair Will Berg adjourned the meeting at 10:48 AM.

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

Steven P. Brown
Secretary of the Board of Directors

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 **October 7, 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 or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.