



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 11, 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
Debbie Williams, Director of Human Resources
Vanessa Rauschenberger, Director of Planning & Marketing
Ana Perez, Clerk of the Board
Daniel Amaro, Finance Manager
Matt Miller, Planning Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Beatris Megerdichian, Transit Planner
Roxanna Ibarra, HR Coordinator
Tanya Hawk, Buyer
Cynthia Duque, Communications & Marketing Manager
Margaret Schoep, Paratransit & Special Projects Manager
Alex Zaretsky, Human Resources & Risk Manager
Rigo Nava, Operations Safety & Training Officer
James Beck, Fleet Manager
Austin Novstrup, Transit Planner
Robert Keys, IT Manager

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Ceremonial Calendar

The pledge of allegiance was led by Chair Zaragoza.

Employee Recognition

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Ezequiel Alvarado, Bus Operator, for his 10 years of service with GCTD.

General Public Comment Period

Mr. Larry Martinez of Ventura stated that he had several concerns regarding situations that he has observed on the buses. Mr. Martinez stated that he identified the disabled designation parking spaces at the GCTD Administrative Office; students who are not disabled need to give up their seats in the disabled area to those who clearly are disabled; observed passengers with dogs who are not properly certified as a service animal; passengers who use wheelchairs as a mobility device who then move to a regular seat and the wheelchairs takes up three seats; and on February 28th Mr. Martinez attending a public outreach event regarding the changes to Route 6, he has yet to receive the minutes from that outreach event. Mr. Martinez provided his cell phone with photos of the situations he is concern about. Mr. Andrew Mikkelson, Director of Operations, stated that he has met with Mr. Martinez in the past about similar issues and will be in contact with him regarding these current concerns.

Director Heitmann suggested having at the next Board Meeting a presentation on Disability and Mobility regulations.

Board of Directors Reports

There were none.

General Manager's Report

Mr. Brown welcomed Austin Novstrup, Transit Planner, who re-joined the GCTD team in May. Austin brings with him his experience and passion for operations and planning, which will be a great addition to the GCTD Planning team.

Mr. Brown announced that effective Sunday, July 29th, minor service adjustments will be made on GCTD fixed-route. Routes 5 and 15 will have slightly reduced early AM service on weekends, and Route 19 will not run on Saturday or Sunday, however passengers will be able to reach all destinations by taking Route 20. Staff conducted outreach in Oxnard on June 21st and will conduct additional outreach to riders informing them of the changes and new bus books a week before changes take effect.

Mr. Brown stated that on July 9th GCTD had a pizza party recognizing our fixed-route bus operators for 30 consecutive days without a preventable accident.

Mr. Brown wanted to commend our Fleet Department on their top-notch work in rebuilding engines in-house. Not only are they bringing new life to engines but learning great skills that will ensure our fleet is running continually smoothly.

Mr. Brown announced to the Board that this month GCTD will be issuing our 1st Annual "Report to the Community". This postcard sized report will share with the community some of

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our FY 17-18 highlights and plans for the coming year. The report will be available in hardcopy and as well as available online this month.

Agenda Review

There were no changes.

Consent Agenda

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

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

Public Comments on Formal Items

There were none.

Formal Items

- 7. Consider Adoption of Disadvantage Business Enterprise (DBE) Goal for Federal Fiscal Years 2019-21 – Marlena Kohler, Purchasing Manager/DBE Officer**

Ms. Kohler informed that in 1983 the Board of Directors adopted a Disadvantage Business Enterprise (DBE) Program. Federal changes in program requirements over the years have been implemented by the Board to maintain compliance. In 1999, the U.S. Department of Transportation (DOT) issue major changes to 49 CFR 26 pertaining to the DBE Program. That regulation expanded the level of attention agencies must provide to meet requirements related to their DBE Programs to continue to be an eligible recipient of FTA funds. In 2010, DOT changed the submission of the overall goal from annual to a three-year goal. Then in 2012, DOT required that all DBE Programs must include "Fostering Small Business Participation", which is an element in our program to structure contracting requirement to facilitate competition be small business concerns, taking all reasonable steps to eliminate obstacles to their participation. GCTD's DBE Program has been updated whenever DOT implements changes. There have been no changes to the DOT DBE Program since FY 15-18.

The Overall Goal for Disadvantage Business Enterprise Participation in Federal Transit Administration Assisted Program FYs 2019-21 explains the process by which the proposed DBE goal of 0.5% for Federal FY's 2019-21 was developed. As part of the required 30-day

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comment period, the proposed goal was published on June 28, 2018 in the local newspaper, Ventura County Star. The notice invited the public to review the goal and methodology and provide comments within 30 days. Upon Board adoption of this goal, staff will review any comments and send them, if any, with the final submission of our overall goal to FTA. Although the FTA has an overall national goal of 10%, there is no minimum goal that must be established or achieved by an agency. GCTD's previous goal for FY 15-18 was 1.4%.

It is recommended that the Board of Directors approve the DBE Participation Report and adopt the DBE Goal of 0.5% for Federal FYs 2019-21, to be submitted to FTA.

Vice-Chair Heitmann moved to Approve Adoption of Disadvantaged Business Enterprise (DBE) Goal for Federal FYs 2019-21. Director Berg seconded the motion. **The motion passed unanimously.**

8. Consider Authorization for the Sole Source Purchase of up to five (5) Ford Transit 350 ACCESS Paratransit Vehicle from A-Z Bus Sales – Marlena Kohler, Purchasing Manager/DBE Officer and Margaret Heath-Schoep, Paratransit and Special Projects Manager

Ms. Kohler informed the Board of Directors that there is a revised report that reflects the correct amount to purchase five (5) Ford Transit 350 vehicles from A-Z Bus Sales, for a total cost not-to-exceed \$319,182.35. The October 2016 update to the Fleet Management Plan noted the FTA recommendations for the minimal useful life of medium-size, light-duty transit buses under FTA Circular 5010.1D is five years, or 150,000 miles. In January 2017, GCTD established the useful life benchmark for paratransit vehicles as eight years. The paratransit fleet currently has five (5) 2008 cut-away vehicles purchased with federal funds that have an average odometer of 246,781 miles. These aging vehicles have served their useful life and should be replaced to maintain reliable service for our customers.

As a member of the California Association for Coordinated Transportation (CALACT), GCTD has access to purchase a variety of transit vehicles from the CALACT/MBTA purchasing cooperative. These contracts are restricted to FTA grantees geographically located within the State of California.

Staff recommends the purchase of five (5) Ford Transit 350 vehicles from A-Z Bus Sales to replace the five (5) 2008 El Dorado cutaways, using Federal and state compliant competitive pricing available from the CALACT contract. The cost per vehicles is \$63,836.47. Natural gas powered vehicles in this smaller class of paratransit vehicles are no longer manufactured. The five (5) vehicles recommended for purchase will be fueled by gasoline. Purchase of these vehicles will be funded using California Proposition 1B – Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) allocations GCTD received.

It is recommended that the Board of Directors authorize the purchase of five (5) Ford Transit 350 vehicles from A-Z Bus Sales, for a total cost not-to-exceed \$319,182.35 and authorize up

to an additional \$10,000 (2.2%) to cover contingencies during the contract period. The total cost include five (5) units at a cost of \$63,836.47 each.

Director MacDonald moved to Authorize the purchase of five (5) Ford Transit 350 vehicles from A-Z Bus Sales, for a total cost not-to-exceed \$319,182.35 and authorize up to an additional \$10,000 (2.2%) to cover contingencies. Director Berg seconded the motion. **The motion passed unanimously.**

9. Consider Authorizing Award of Contract to Complete Coach Works for Installation of Cummins L9N Engine – Tanya Hawk, Buyer

Ms. Hawk stated that a Request for Proposal (RFP) was issued on May 30, 2018 to locate a qualified vendor to contract with GCTD for a one-year contract to install the district-purchased Cummins L9N Engines. The contract will provide the labor and parts to install a new Cummins L9N low emission engine up to twenty-six (26) New Flyers buses. Pricing is firm fixed for the one-year period. GCTD currently has grant funding to begin with the labor and parts for the engine installation for fourteen (14) of the twenty-six (26) New Flyers buses within our fleet. The remaining twelve (12) buses will be installed if and when additional funding becomes available.

GCTD received one (1) proposal and one (1) no bid response to our RFP. The one proposal was submitted by Complete Coach Works (CCW) and was determined to be responsive. Complete Coach Works has proposed a cost of \$74,469.61 (inc. tax) per engine install for a total cost of \$1,042,574.54 for the initial fourteen (14) L9N engines. Complete Coach Works price is considered fair and reasonable based on comparison to the Independent Cost Estimate (ICE) provided by the Fleet and Facilities Department prior to commencement of the procurement process, in addition, market research was conducted. A responsibility determination was also conducted, which determined that Complete Coach Works is a responsive and responsible firm capable of meeting GCTD's requirements.

It is recommended that the Board of Directors authorize award of a contract to Complete Coach Works for installation of fourteen (14) L9N engines in the amount of \$74,469.61 per engine for a total cost of \$1,042,574.54 and up to an additional \$893,635.32 for the additional twelve (12) future engine installations at a same per engine cost for a grant total of \$1,936,209.80 for all twenty-six (26) engine installations. Additionally, staff requests authorization for an additional 10% for each engine installation to cover any unforeseen changes or adjustments which may occur during course of this contract.

Director Berg moved to Authorize Award of Contract to Complete Coach Works for Installation of Cummins L9N Engines. Director Blatz seconded the motion. **The motion passed unanimously.**

10. Consider Authorizing the General Manager to Enter into a Cooperative Agreement Between GCTD and the Ventura County Transportation Commission (VCTC) for the College Easy Ride Fare Promotion Pilot Program – Daniel Amaro, Finance Manager

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Mr. Amaro informed the Board that VCTC has proposed the College Easy Ride Fare Promotion Pilot Program to be funded by the California Low Carbon Transit Operations Program (LCTOP) from funds generated by the state's Cap-and-Trade program. The purpose of this Cooperative Agreement is for VCTC to provide reimbursement for the use of GCTD services by students currently enrolled in eligible Ventura County colleges and universities. Eligible Schools include California State University Channel Islands, the Ventura County Community College District schools (Oxnard College, Ventura College and Moorpark College) and California Lutheran University.

The term of this Agreement is effective August 1, 2018 through June 30, 2019. The Agreement can be extended to June 30, 2020 or beyond through written approval between the VCTC Executive Director and GCTD's General Manager. The Agreement may be terminated by either party with a 30-day written notification.

The program will allow passengers to board GCTD buses using the passenger's individual student identification card from the eligible school. GCTD shall record the ridership data by route for each eligible school boarding. The per-route boarding date will be provided to VCTC as backup for GCTD's monthly invoice. VCTC shall reimburse GCTD \$1.10 per each trip submitted.

Director Heitmann moved to Authorize the General Manager to enter into a cooperative agreement between GCTD and VCTC for the College Easy Ride Fare Promotion Pilot Program. Director Berg seconded the motion. **The motion passed unanimously.**

11. Consider Adoption of Resolution No. 2018-07 Authorizing GCTD to Participate in the California Asset Management Program (CAMP) – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg discussed the Adoption of Resolution Number 2018-07 Authorizing GCTD to Participate in the California Asset Management Program (CAMP). GCTD presently keeps the majority of its reserve operating funds in the California Local Agency Investment Fund (LAIF). LAIF is a state-run investment alternative for California local governments and special districts offering safety, liquidity and higher rates than money market interest. After an extended period of very low interest rates, rates are now rising. This creates an opportunity for GCTD to have an additional investment tool that could potentially provide a higher yield for its short-term investment funds.

California Asset Management Program (CAMP) is a California Joint Powers Authority (JPA) established in 1989 to provide California public agencies with professional investment services. Investment in CAMP is permitted under Section 8.14 of GCTD's Investment Policy.

CAMP is directed by a Board of Trustees, which is made up of experienced local government finance directors and treasurers. CAMP offers a range of services to assist

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Investors/Participants with their investment and arbitrage compliance needs. PFM Asset Management LLC (PFM) provides day-to-day-portfolio management and program administrative services for CAMP. PFM specializes in providing investment management services to public agencies, including the California Transit Finance Corporation (CTFC), which handled GCTDs 2017 COP issue.

Staff recommends that GCTD open a CAMP Pool account and transfer a portfolio of its operating funds from LAIF to CAMP, while leaving its LAIF account open and available. Staff would monitor interest rates for both CAMP and LAIF to take advantage of the differences in their investment cycles. CAMP also offers participants separately managed individual portfolios and investment services for proceeds of tax-exempt bonds compliant with arbitrage regulations, services that would also become available to GCTD.

Director Heitmann moved to Approve Adoption of Resolution 2018-07 Authorizing GCTD to join with other public agencies as a participant of the California Asset Management Trust, and to invest in shares of the trust and in individual portfolios. Director MacDonald seconded the motion. **The motion passed unanimously.**

12. Receive Presentation of the Comprehensive Efficiency Analysis of GCTD Operations & Service Planning from Dan Boyle, of Dan Boyle & Associates – Vanessa Rauschenberger, Director of Planning and Marketing and Dan Boyle, of Dan Boyle & Associates, Inc.

Ms. Rauschenberger stated that in May, GCTD awarded Dan Boyle & Associates, Inc. a contract to conduct a Comprehensive Efficiency Analysis of GCTD's operations & service planning practices. This effort is being conducted as part of GCTD's relocation from 301 E Third Street to the new Operations and Maintenance Facility located at 1901 Auto Center Drive in north Oxnard. The relocation is expected to result in changes to long established GCTD transit operations and planning practices. The expected outcomes of this project include identification of agency cost saving opportunities and possible efficiency gain through improved deadhead routing, operator relief procedure, and bus blocking and run cutting.

Mr. Dan Boyle provided the Board of Directors with a presentation on the approach of the study, reviewed potential cost savings strategies, and get feedback that would help in preparation of the final analysis. Mr. Boyle will have the complete analysis of cost saving opportunities and present to the Board in September 2018.

The report was received and filed.

13. 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

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Administration and Operations Facility. Mr. Caldwell will provide an updated facility schedule completion date, contractors have submitted requests for extension due to the delays caused by the recent rains.

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.

CLOSED SESSION

14. 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 11:15 A.M.

The Board of Directors re-adjourned into Open Session at 11:42 A.M.

There were no announcements.

There being no further business, Chair Zaragoza adjourned the meeting at 11:42 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 **September 5, 2018 10:00 A.M. at the Gold Coast Transit District**

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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.