



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, SEPTEMBER 4, 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 10:04 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
Bryan MacDonald – City of Oxnard
Director John C. Zaragoza – County of Ventura
Director Randy Haney – City of Ojai – (Absent)

Staff Present

Steve P. Brown, General Manager
Reed Caldwell, Assistant General Manager
Steve DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Debbie Williams, Human Resources Director
Daniel Amaro, Acting Director of Finance and Administration
Alex Zaretsky, Risk & Human Resources Manager
Matt Miller, Planning Manager
Austin Novstrup, Transit Planner I
Beatris Megerdichian, Transit Planner I
James Beck, Fleet Manager
John Kelley, Operations Manager
Margaret Schoep, Paratransit & Special Projects Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Roxanna Ibarra, Human Resources Coordinator
Ana Perez, Human Resources Generalist
Bob Keys, Information Technology Manager
Angelica Delgado, Clerk of the Board
Priscilla Herrera, Interim Clerk of the Board
Steve Rosenberg, Director of Finance and Administration (In Attendance)

At this time, Steve Brown, General Manager, introduced John Kelley as the new Operations Manager and Angelica Delgado as the new Office Coordinator/Clerk of the Board.

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Ceremonial Calendar

The pledge of allegiance was led by Chair Cheryl Heitmann.

Employee Recognition

Ms. Colleen Pickering, Bus Operator, was unable to attend to receive her service award.

Mr. Steve Rosenberg, Director of Finance and Administration, congratulated Lili Tomen, Accounting Manager, on her 20-year of service with SCAT/GCTD. Ms. Tomen thanked Mr. Rosenberg, the Board of Directors and Mr. Brown and stated that she enjoys working at GCTD.

General Public Comment Period

There were no public comments.

Board of Directors Reports

Director Zaragoza stated that he attended the facility open house/ribbon cutting and what a great milestone for the agency and congratulated staff for a job well done.

Vice-Chair Berg stated that the facility matches the quality of service and also congratulated the staff on a great job.

Chair Heitmann thanked staff and stated that she was happy to be here. Chair Heitmann stated that it is great to finally have so much room.

General Manager Reports

Mr. Steve Brown stated that GCTD has received five (5) new "Near-Zero" 40' Gillig buses which are equipped with ISL G Near Zero engines. They will meet the Clean Air Act standards (CAA) and the Americans with Disability Act (ADA) requirements.

Mr. Brown also stated that staff will provide an update on planning for January 2020 service changes.

Agenda Review

There were no changes to the agenda.

Consent Agenda

1. Consider Approval of Minutes of July 3, 2019 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of June 2019
3. Consider Approval of Treasurer's Report for June 2019
4. Consider Approval of Budget Income Statement for Month Ending June 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for June, 2019
6. Consider Approval of GCTD Quarterly Investment Report for Quarter Ending June 30, 2019
7. Consider Approval of the General Manager's Expense Reports for July - August 2019

Vice-Chair Berg moved to approve Consent Agenda Items 1 through 7. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Formal Items

8. **Recognize the Pangasinan Association of Ventura County and Filipino Nurses Association of Ventura County for Contributing to Bus Shelter Improvements in the City of Oxnard** – Director Bryan MacDonald and Assistant General Manager Reed Caldwell

Director Bryan MacDonald introduced the Pangasinan Association of Ventura County and the Filipino Nurses Association of Ventura County.

On behalf of the Board of Directors and Gold Coast Transit District, Mr. Reed Caldwell recognized and thanked the Pangasinan Association of Ventura County and the Filipino Nurses Association of Ventura County for their monetary contribution for solar lights at several bus shelters in the City of Oxnard. Mr. Caldwell stated that the Pangasinan Association had contributed a total of \$12,000 and the Filipino Nurses Association had contributed \$3,000.

Mr. Caldwell presented each of the Associations with a certificate to recognize and thank them for their contributions and community involvement.

9. **Consider Adoption of Resolution 2019-09 Authorizing Staff to File a Claim for Reapportionment of Transportation Development Act (TDA) Funds** – Daniel Amaro – Acting Director

Mr. Amaro stated that in FY 2016/2017 and 2017/2018 the City of Simi Valley did not meet the farebox recovery ratio requirements for regular nor specialized services triggering the TDA penalty cycle. Fiscal Year 2019/2020 is considered the “penalty year” for the City of Simi Valley and the apportionment in FY 2019/2020 includes a permanent withholding adjustment of \$691,004. Mr. Amaro stated that TDA regulations allow Simi Valley to claim LTF Article 4 funds where the funds can only be used for Public Transportation. At this time, there is only one other claimant, Gold Coast Transit District (GCTD), in the County who can only claim Article 4. Therefore, Mr. Amaro is recommending that the full amount be reapportioned to GCTD. This reapportionment is a one-time apportionment because of the Fiscal Year 2017/2018 noncompliance.

Mr. Amaro requested that the Board consider adoption of Resolution 2019-09 authorizing staff to file a claim for reapportionment of Transportation Development Act (TDA) Funds.

Director MacDonald moved for adoption of Resolution 2019-09 authorizing staff to file a claim for reapportionment of Transportation Development Act (TDA) Funds. Vice-Chair Berg seconded the motion. **The motion passed unanimously.**

10. **1901 Auto Center Drive Move Update, Operations and Maintenance Update** – Reed Caldwell, Assistant General Manager

Mr. Caldwell expressed his sincere appreciation to the GCTD staff for all their team work to make the ribbon cutting ceremony a success.

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Mr. Reed Caldwell provided photographs:

- Of the ribbon cutting ceremony – showing different areas accessible to the public
- Attendance of Board of Directors, past Board of Directors, and public officials and FTA officials
- Of the front of the administration building, patio area, fueling island, tire storage which is environmentally sensitive with an overhang so tires do not get wet during the rainy season and the walking path which is being used by the employees.
- Moving Day – use of bins and carts – no boxes used to create trash.
- There were many trips by the moving company using semi-trucks
- New Buses – Two new buses are being used to demonstrate a barrier between the passengers and the driver. This was a request brought forth by SEIU and the drivers to provide a safety barrier. Mr. Caldwell stated that the barrier is now being tested.

Director MacDonald congratulated the GCTD staff for an efficient, monumental move.

Vice-Chair Berg inquired regarding the use of the former facility at 301 – option for housing? Mr. Caldwell stated that it has not been decided yet.

Director Zaragoza inquired if this facility can be used by other agencies.

Mr. Caldwell stated that the facility can be used by other agencies and as an emergency location. The Board Room has a generator.

Director MacDonald stated that the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) has moved their meeting to October and will be using this facility for that meeting.

The report was received and filed.

11. Consider Adoption of Resolution 2019-10, Approval of Personnel Rules Annual Update – Debbie Williams – Director of Human Resources

Ms. Williams stated that periodically, GCTD's personnel rules are subject to an update. This update is based on important changes to policies as statutes change and adjustments are necessary within the agency. The last update was in July 2016 with the approval of the same date.

Ms. Williams stated that the update to GCTD's revised personnel rules including the additional standalone policies; (1) GCTD Interactive Policy; (2) GCTD Violence Policy; (3) Harassment Discrimination, Bullying, Retaliation Policy; and (4) Disability Accommodations Policy.

Ms. Williams stated that staff, along with employment counsel, updated the applicable sections in the personnel rules, the policies and additionally updated other relevant sections in the personnel rules to comply with current regulations.

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Ms. Williams summarized the changes to the personnel rules including statutory regulations that apply to the recommended changes. Included in the changes was the addition of the **International Brotherhood of Teamster's Local 186**.

Ms. Williams recommended that the Board adopt Resolution 2019-10 to implement the revised Gold Coast Transit District Personnel Rules, effective September 4, 2019.

Director Zaragoza moved for adoption of Resolution 2019-10 to implement the revised Gold Coast Transit District Personnel Rules, effective September 4, 2019. The motion was seconded by Vice-Chair Berg. **The motion passed unanimously.**

12. Consider Adoption of Resolution No. 2019-06, Reaffirming GCTD Approval of the Joint Powers Agreement Governing the California Transit Systems Joint Powers Authority (CalTIP) – Daniel Amaro, Acting Director of Finance and Administration

Mr. Amaro stated that the Joint Powers Authority (JPA) Agreement that governs CalTIP was updated in 2019. At its April 18, 2019 meeting, the CalTIP Board approved submitting the amended Joint Powers Authority Agreement to the Parties for approval. The CalTIP Board approved the Bylaws as amended to become effective upon approval of the Agreement.

Mr. Amaro stated that while the CalTip Board has the authority to approve the amendments to the CalTIP Bylaws, because the Agreement refers to that document, it has been included for informational purposes. As a District, CalTIP now requires that the GCTD Board reaffirm the GCTD Board's approval of the CalTIP JPA agreement.

Mr. Amaro stated that GCTD obtains liability coverage, vehicle physical damage coverage and related risk management services through jointly pooling resources with thirty-two (32) other California transit agencies that are members of the California Transit Systems Joint Powers Authority (CalTIP).

Mr. Amaro recommended that the Board of Directors adopt Resolution No. 2019-06, reaffirming GCTD approval of the Joint Powers Agreement governing the California Transit Systems Joint Powers Authority (CalTIP).

Director MacDonald moved to adopt Resolution No. 2019-06, reaffirming GCTD approval of the Joint Powers Agreement governing the California Transit Systems Joint Powers Authority (CalTIP). The motion was seconded by Vice-Chair Berg. **The motion passed unanimously.**

13. Consider Adoption of Resolution 2019-08 Updating Designation of GCTD Staff to Serve on the California Transit Systems Joint Powers Authority (CalTIP) Board of Directors – Daniel Amaro – Acting Director of Finance and Administration

Mr. Amaro stated that every CalTIP member is represented on the CalTIP Board of Directors. Since 2007, GCTD has been represented by Steve L. Rosenberg, Director of Finance and

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Administration. Resolution 2019-08 designates Acting Director of Finance and Administration Daniel Amaro to succeed Steve L. Rosenberg as GCTD's CalTIP representative on the CalTIP Board of Directors. General Manager, Steven P. Brown has served as the Alternate Board member since 2010 and will remain in the same capacity.

Mr. Amaro recommended that the GCTD Board adopt Resolution 2019-08, appointing Acting Director of Finance and Administration Daniel Amaro as GCTD's CalTIP Board Member and General Manager Steven P. Brown as GCTD's CalTip Alternate Board Member.

Vice-Chair Berg moved to adopt Resolution 2019-08, appointing Acting Director of Finance and Administration Daniel Amaro as GCTD's CalTIP Board Member and General Manager Steven P. Brown as GCTD's CalTIP alternate Board Member. Director Zaragoza seconded the motion. **The motion passed unanimously.**

14. Receive and File Fixed-Route and Paratransit Services 4th Quarter & FY 2018-2019 Year End Update – Matt Miller, Planning Manager & Margaret Heath-Schoep, Paratransit & Special Projects Manager

Mr. Miller and Ms. Schoep provided a presentation on the Fixed-Route and ACCESS service for the 4th Quarter of FY 2018-2019.

Mr. Miller provided:

- An annual ridership 15-year history
- Factors affecting positive increase in ridership
- Provided information on fifteen (15) completed projects
- Project highlights: Efficiency plan for 1901 move; passenger satisfaction survey & analysis; NBVC connectivity study kickoff
- Projects in the works: Preparing for 2020 service changes:
 - New Route 23 – Ventura Road
 - Related Route Changes
 - Bus Stop Consolidation
 - Building transit supportive communities plan

Ms. Schoep discussed:

- The GO ACCESS Annual Ridership 15-year history
- Information on completed projects
- Update on fleet mix – continue to explore electric options
- Status of 10 minute advance notification
 - Goals: Improve ability to accommodate another passenger while maintaining customer focus
 - Implement prior FTA recommendation

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Chair Heitmann asked Ms. Schoep to explain window of time. Ms. Schoep stated that the individual is called 10 minutes before actual time of pickup and then wait a few minutes before pickup.

Chair Heitmann inquired as to how do you get feedback? Ms. Schoep stated that from time to time GCTD ACCESS conducts surveys.

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.

15. Receive Presentation on ACCESS Fare Collection Options for Future Consideration – Margaret Heath-Schoep, Paratransit & Special Projects Manager

Ms. Schoep stated that state law requires 10% of paratransit operating costs be recovered via passenger revenues. Ms. Schoep provided FY 2019 preliminary data and FY 2020 projected data. Ms. Schoep also provided information on:

- Sources of Revenue:
- Fare Pricing:
- Impact of Bulk Purchases:
- Obligated Funding – Estimated cost of service based on bulk ticket sales: Social Service Agencies; Private Health Providers
- Options
- Goal: Preserve ability to provide mandated ADA service as required by FTA
 - Ensure GCTD is able to meet 10% farebox recovery ratio
 - Reduce overall cost impacts of service on the organization

Options/Fare Collection Looking At:

- Changing bulk purchase protocol
- Modernize fare collection methods
- Eligibility (Seniors/Age)
- Separate fare pricing for organizations
- Limit ticket book sales to individuals
- Collection Methods: Eliminate paper passes; utilize mobile app functions

Ms. Schoep stated that recommended options will be brought back at a future meeting.

Vice-Chair Berg suggested including ideas and suggestions that were rejected.

Chair Heitmann stated that she would like to see options and what their value would be.

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Director Zaragoza inquired as to how the public would be notified of the pending fare increase? Ms. Schoep stated that a fare increase is not recommended at this time. Will look at other ideas.

Chair Heitmann inquired if Ms. Schoep works with the Ventura County Area Agency on Aging?. Ms. Schoep stated that they purchase bulk tickets for their clients.

There being no further questions, Ms. Schoep stated that staff will bring back recommended options at a future meeting. Ms. Schoep recommended that GCTD Board of Directors receive and file this report.

The report was received and filed.

16. Consider Approval for Up to a Nine (9) Month Extension to Best, Best & Krieger LLP (BB&K) Contract for General Counsel Services – Marlena Kohler, Purchasing Manager

At this time, Steven DeBaun, General Counsel from BB&K excused himself from the meeting in order for the GCTD Board of Directors to review, discuss, and vote on the extension to the current BB&K contract.

Ms. Kohler stated that Best, Best & Krieger LLP (BBK) has been providing General Counsel Services to GCTD for the past five (5) years. The current contract is set to expire on September 30, 2019 and BBK has agreed to a nine (9) month extension honoring current rates for the duration of the extension. This will allow additional time needed to complete the procurement process that is currently underway.

Ms. Kohler stated that GCTD staff is currently in the process of procuring a responsive and responsible firm capable of meeting GCTD's requirements for General Counsel Services. A Request for Proposal (RFP) will be issued within the next month and is expected to conclude no later than May 2020.

Ms. Kohler recommended that the Board of Directors authorize an extension to the current contract, not to exceed nine (9) months, with Best, Best & Krieger LLC for General Counsel Services for an estimated amount not-to-exceed \$65,000.

Director Zaragoza moved to authorize an extension to the current contract, not to exceed nine (9) months, with Best, Best & Krieger LLC for General Counsel Services for an estimated amount not-to-exceed \$65,000. The motion was seconded by Vice-Chair Berg. **The motion passed unanimously.**

General Counsel Steve Debaun returned to the meeting.

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INFORMATIONAL ITEMS

17. Report of Contracts Awarded – Tanya Hawk, Buyer

Ms. Hawk stated that in compliance with the GCTD Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process which have a value of more than \$50,000 but less than \$100,000. Since the prior report, one applicable contract has been awarded as follows:

1. Contract: Uniformed Guard Services
 - a. Contractor: California Panther Security (CPS)
 - b. Total contract Amount: \$77,281.64 if all four (4) months are exercised.
2. Locations: 1901 Auto Center Drive, 24/7 Security Services \$58,930.32, and 301 East Third Street, 7 days a week Security Services \$18,351.32

Ms. Hawk stated that it was in the best interest of GCTD to process a Sole Source Procurement for this purchase order. As GCTD moves forward with CPS, on a month to month basis, the labor rates will remain the same with no increase. Their current labor rates have been evaluated and have been found to be fair and reasonable. Ms. Hawk recommended at this time, GCTD continue services on a month to month basis up to four (4) months, not to exceed November 18, 2019.

Staff is also looking into the security needs at the old facility, which will also be added to the Scope of Work. GCTD fully expects to issue a new RFP for security services within the next month.

Ms. Hawk recommended that the Board of Directors receive and file this report.

The report was received and filed.

18. Receive Update on Planning for January 2020 Service Changes and Launch of New Route on Ventura Rd. (Route 23) – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger provided information on planned route changes for 2020.

Planned changes for 2020:

- Implement Ventura Road Route to Oxnard College, Port Hueneme & River Park
- Restructure service in South Oxnard to support faster travel times

Planning Efforts:

- FY 16-17 – Submitted CMAQ Grant Application for 5 new buses
- FY 17-18 – Submitted CMAQ Grant application for Rt. 23

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- FY 18-19 – Bus Stop Planning (w/Oxnard & Port Hueneme)
- FY 19-20 – Buses Delivered; Scheduling; Public Outreach; Bus Stop Construction (TBD)
- FY 20-21 – Launch of 3-Yr. Demonstration Period
- FY 21-22 – Evaluate Years 1-3

Route 23:

- Will provide 2-way service 7 days a week
- Will be “interlined” with existing Route 17 to provide a one-seat ride to key locations
- Both routes will operate every 30 minutes during peak times

Bus Stop Planning:

- Mix of new stops and existing bust stops
- Ventura Rd. bus stop challenges – requires “thinking outside the car”
- Stop construction design out to bid (Oxnard) – bids due in September

Ms. Rauschenberger discussed projects in the works/planned changes:

- Rt. 23 – new route. Service every 30 minutes
- Rt. 4A/4B – Remove Lantana Loop to speed up Rt. 4 service. Route 23 will provide service on Ventura Rd.
- Rt. 3/9 – Combine routes

Planned Changes:

- Rt. 17 – Increase frequency to every 30 minutes
- Rt. 8 – Remove duplicate Lemonwood loop to speed up service. Lemonwood will be served by new Rt. 3/9.
- Rt. 7 – discontinue & replace with Rt. 23 on Pleasant Valley. Saviers Rd. is served by Rt. 1 and 8.
- Evaluating adjustments made in July to Rt. 22 & 15 (Saticoy-El Rio). Both routes low performing.
- Scheduling “Rapid” style Rt. 6 to Ventura (July 2020)

Ms. Rauschenberger stated that a full summary of planned changes will be presented to the Board in October for approval.

Ms. Rauschenberger provided information on “Microtransit Pilot”: On-demand plus shared ride. Staff is going to make a site visit to Bakersfield in September and will return with more information in October.

Ms. Rauschenberger also provided information on GCTD’s planning outline and the next steps to include public outreach (Sept-Jan); bus operators bid on work schedules (early December); determine final schedule changes for Jan/July (Mid-October). Ms. Rauschenberger recommended that the Board of Directors receive and file the report.

The report was received and filed.

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CLOSED SESSION

19. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation Pursuant to Section 54956.9(d)(1)

20. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation Pursuant to Section 54966.9(d)(1) – Case No. 19STCV26687

21. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation Pursuant to Section 54956.9(d)(2) – Number of cases: 1

The Board of Directors went into Closed Session at 11:46 AM.

The Board of Directors re-adjourned into Open Session at 12:17 PM. There were no announcements.

There being no further business, Chair Heitmann adjourned the meeting at 12:18 P

Minutes recorded by: Priscilla Herrera, Interim Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board of Directors

Cheryl Heitman, 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 2, 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.goldcoasttransit.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA