



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 8, 2020 – 10:00 A.M.**

Call to Order

Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:02 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

Roll Call

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

Reed Caldwell, Assistant General Manager
Haviva Shane, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Debbie Williams, Human Resources Director
Matt Miller, Planning Manager
Alex Zaretsky, Human Resources & Risk Manager
James Beck, Acting Director of Operations and Maintenance Fleet Manager
John Kelley, Operations Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Marlena Kohler, Purchasing Manager
Tanya Hawk, Buyer
Veronica Navarro, Administrative Specialist
Roxanna Ibarra, Human Resources Coordinator
Ana Perez, Human Resources Generalist
Angelica Delgado, Clerk of the Board

Ceremonial Calendar

- The pledge of allegiance was led by Director Bryan MacDonald.

Employee Recognition

Chair Will Berg and the GCTD Board of Directors congratulated Alex Dinkel, Bus Operator, for his twenty years of service with GCTD.

Mr. Kelley congratulated and thanked Mr. Dinkel for his excellent customer service and commitment as a Bus Operator. Mr. Dinkel is a proud member of the community and a twenty-year veteran of the Navy Reserve.

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

Mr. Dinkel expressed his gratitude to the Board of Directors and Gold Coast Transit District. He was honored to serve the community.

Board of Directors Reports

There were no reports from the Board of Directors.

General Manager Reports

Mr. Caldwell (In Mr. Steve Brown absence) stated service changes effective January 26, 2020. Changes will include discontinuation of Route 22, additional extensions on Route 15 and 18G tripper that will be running to Rio Mesa High School. Mr. Caldwell stated effective as of January 2nd GCTD Paratransit Go Access now provides direct service to Camarillo. Mr. Caldwell stated GCTD is very excited and received positive feedback from the public.

Consent Agenda

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

Director John Zaragoza moved to approve Consent Agenda Items 1 through 11. Vice-Chair Randy Handy seconded the motion.

The motion passed unanimously.

Public Comments

Member of the public, Mia Taylor, spoke during the public comment period.

Formal Items

Consider Approval for Contract Increase to Best, Best & Krieger LLP (BBK) for General Counsel Services – Marlena Kohler, Purchasing Manager

Ms. Kohler requested an approval for Best, Best & Krieger (BBK) contract increase for general counsel services. Ms. Kohler stated in September 2019, the Board of Directors approved a nine (9) month extension to Best, Best & Krieger LLP (BBK)'s contract for General Counsel Services. The initial amount of the extension was \$65,000. Due to unanticipated legal matters, an additional \$100,00 is requested. The revised is not-to-exceed contract amount will be \$165,000.

Director Bryan MacDonald moved to approve Contract Increase to Best, Best & Krieger LLP (BBK) for General Counsel Services. Director John Zaragoza seconded the motion.

The motion passed unanimously.

12. Consider Approval of Two New Management Policies applicable to all Non-Union (Non-Represented) Personnel on Electronic Communications Computer Use and a Standards of Conduct Policy – Alex Zaretsky, Human Resources and Risk Manager, Debbie Williams, Director of Human Resources

Mr. Zaretsky provided policies that are applicable only to the Non-Representative Personnel. The policy was drafted to help preserve and maintain email systems, text messaging and voicemail. The purpose of this is to educate employees of what to keep and what not to keep for public records to decrease the high volume of emails. The District staff has developed two new policies applicable to non-union (non-represented) personnel. The first policy introduced is the Electronic Communications Computer Use Policy. This policy applies to all District non-represented employees, contract employees, volunteers or other non-employees who use electronic communications regarding District business. This policy is to ensure compliance with applicable State and federal laws related to the use of e-mail and all other forms of electronic communications. This policy will provide direction for the effective and productive use and the retention of the District's electronic communications systems including electronic mail (e-mail), text messaging and voicemail.

Director John Zaragoza moved to approve Two New Management Policies applicable to all Non-Union (Non-Represented) Personnel on Electronic Communications Computer Use and a Standards of Conduct Policy. Director Cheryl Heitmann seconded the motion.

The motion passed unanimously.

There being no further business, Chair Will Berg adjourned the meeting at 10:25AM.

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 **February 5, 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.