



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 6, 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 10:03 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
Director Bryan MacDonald – City of Oxnard
Director John C. Zaragoza – County of Ventura
Director Randy Haney – City of Ojai

Staff Present

Steve P. Brown, General Manager
Michael Maurer, General Counsel
Reed Caldwell, Assistant General Manager
Vanessa Rauschenberger, Director of Planning & Marketing
Debbie Williams, Human Resources Director
Austin Novstrup, Transit Planner I
Beatris Megerdichian, Planner I
James Beck, Fleet Manager
Alex Zaretsky, Risk & Human Resources Manager
Roxanna Ibarra, Human Resources Generalist
Margaret Schoep, Paratransit & Special Projects Manager
John Kelley, Operations Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Bob Keys, Information Technology Manager
Tanya Hawk, Buyer
Marlena Kohler, Purchasing Manager
Veronica Navarro, Administrative Specialist
Sonia Rosales, Payroll Specialist
Priscilla Herrera, Human Resources Support
Ana Perez, Human Resources Generalist
Angelica Delgado, Clerk of the Board

Ceremonial Calendar

- The pledge of allegiance was led by Chair Cheryl Heitmann.

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

Employee Recognition

There were no employee recognitions.

Board of Directors Reports

There were no reports from the Board of Directors.

General Manager Reports

Mr. Brown announced that there will be a ribbon cutting for the Holiday bus at the December Board Meeting. Bus will remain wrapped for the entire month of December through New Year's Day.

Chair Cheryl Heitmann stated it would be fun and an exciting opportunity for the community who ride the bus.

Agenda Review

Revision to Item #6

Consent Agenda

1. Consider Approval of Minutes of October 2, 2019 Board of Directors Meeting
2. Consider Approval of the General Manger's Expense Report for November-December 2019
3. Report of Contracts Awarded – Tanya Hawk, Buyer
4. Consider Adoption of Resolution 2019-12 and Authorize the General Manager to Sign Amended (CalTIP) JPA Agreement and Bylaws

Vice-Chair Will Berg moved to approve Consent Agenda Items 1 through 4 with the revision to item #6. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Formal Items

5. Consider Approval Award of Contract to Natural Green Landscaping Inc. for Landscaping/Maintenance Services – Tanya Hawk, Buyer

Ms. Hawk requested approval for Natural Green Landscape for Landscaping and Maintenance services. GCTD issued a bid on August 23, 2019 and four bids were received and found to be responsive to Invitation for Bids (IFB). A price analysis, which included the option years, was then conducted on all four (4) bids received. Natural Green Landscaping was the lowest bidder overall. Based on adequate competition, Natural Green Landscape's bid is considered fair and reasonable.

Chair Cheryl Heitmann asked if the Landscapers who initially put in all the landscaping for the facility were one of the bidders and Ms. Hawk stated they were not and they did not bid although they had the option to do so.

IT IS RECOMMENDED the Board of Directors authorize award of a contract for Landscaping/Maintenance Services to Natural Green Landscape, Inc. in the amount of \$154,026.00 for the initial three-year period and \$110,620.00 for two (2) option periods for a total contract amount of up to \$264,646.00 (if option years exercised) and approval for an additional 10% (\$26,464.00) for any supplies or materials that may be needed during term of contract.

Director John Zaragoza abstained from the motion of approving item #5. Vice-Chair Will Berg moved to approve Contract to Natural Green Landscaping Inc. for Landscaping/Maintenance Services. The motion was second by Director Randy Haney. **The motion passed unanimously with one abstention.**

6. Consider Approval for the Purchase of Nine (9) Nissan Leaf Vehicles – Reed Caldwell, Assistant General Manager

Mr. Caldwell provided a presentation on the electrification of GCTD's non-revenue vehicles and request authorization for the Purchase of Nine (9) Nissan Leaf sedans from Team Nissan, Oxnard using the "Drive Green California" Department of General Services (DGS) Statewide Contract. Mr. Caldwell stated GCTD will be replacing nine (9) 2008 and 2009 CNG Honda Civics that have reached the end of their useful life. Reed stated that a policy was issued and brought to the Board June 2018, a policy to establish a Zero & Near Zero Emissions Vehicle Purchase Policy with the priority of Zero Emissions first, Ultra Low Emissions second, Low Emissions third and Transitional Low Emission Vehicles.

RECOMMENDATION

It is recommended that the Board of Directors authorize the purchase of nine (9) 2019 Nissan Leaf sedans from Team Nissan, Oxnard at an average price of \$29,547.79 for a total cost of \$236,382.35. Additionally, staff is requesting approval to dispose/auction eight (8) CNG Honda Civics that have reached the end of their useful life.

Director Bryan MacDonald moved to approve purchase of nine (9) Nissan Leaf vehicles. The motion was second by Vice-Chair Will Berg. **The motion passed unanimously.**

7. Consider Approval for the General Manager to Sign an Agreement with Transloc to Provide Pre-Pilot Case and Simulation Consulting followed by a One-Year Pilot Period to Provide On-Demand "Microtransit" Scheduling Software and Support – Margaret Schoep, Paratransit & Special Projects Manager

Ms. Schoep stated Gold Coast Transit District (GCTD) provides fixed routes to the general public and demand response paratransit services to qualified individuals needing mobility assistance in the GCTD service area. The proposed microtransit pilot project aims to improve the customer experience and service level for current GCTD riders and perhaps drive new customer acquisition by operating a new service that provides demand-responsive pick-ups and drops-offs, with real-time customer information within South Oxnard. This new service will connect more people and places to our existing system. To properly plan and execute the project, staff proposes to have the General Manager sign an agreement with TransLoc to provide pre-pilot case and simulation consulting followed by 12 months of revenue service scheduling software support. The cost of this contract would be fully funded through existing PTMISEA grant funds in the amount of \$27,000.

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to sign an Agreement with TransLoc to provide pre-pilot case and simulation consulting followed by a One-Year Pilot Period to provide on-demand "microtransit" scheduling software and support.

Director Bryan MacDonald moved to approve the General Manager to sign an agreement with Transloc to provide pre-pilot case and simulation consulting followed by a one-year pilot period

to provide on-demand “Microtransit” scheduling software and support. The motion was second by Director John Zaragoza. **The motion passed unanimously.**

8. Consider Approval of the General Manager to Sign an MOU with the City of Camarillo Describing the Process for Providing Direct Service between GCTD’s Service Area and the City of Camarillo (Pilot Program) – Margaret Schoep, Paratransit & Special Projects Manager

Ms. Schoep stated GCTD successfully applied for grant funding under the FTA 5310 Enhanced mobility of Seniors and Individuals with Disabilities Program to fund a 3-year pilot program to provide direct GO ACCESS service to/from the GCTD service area and the City of Camarillo. Passengers currently seeking transportation to Camarillo work with GO ACCESS staff who in turn coordinate with the City of Camarillo’s Camarillo Area Transit (CAT) staff to schedule vehicles to meet each other at a sheltered bus stop in the Camarillo Town Center shopping center. Passengers transfer vehicles and continue to destinations within Camarillo. To return to his/her home within the GCTD service area, the passenger must return to the aforementioned transfer point via CAT and then transfer to a GO ACCESS vehicle to complete the journey. The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to sign a Memorandum of Understanding with the City of Camarillo that formalizes the process for providing paratransit passengers with direct service from the GCTD service area to destinations within the City of Camarillo (3-year Pilot Period).

Director Randy Haney moved to approve the General Manager to sign an MOU with the City of Camarillo to provide direct service between GCTD area and the City of Camarillo. The motion was second by Vice-Chair Will Berg. **The motion passed unanimously.**

Informational Items

9. Receive Update on Operations and Maintenance Departments– Reed Caldwell, Assistant General Manager

Mr. Reed provided an update of GCTD facility and maintenance departments.

Director John Zaragoza inquired on the status of the 301 location. Mr. Reed will provide an update at an upcoming Board Meeting.

The report was received and filed.

10. Receive Fixed-Route & Paratransit Services 1st Quarter FY 2019-2020 Report & Update on Planning for Service Changes for 2020 – Vanessa Rauschenberger, Director of Planning and Marketing and Margaret Schoep, Paratransit & Special Projects Manager

Ms. Rauschenberger provided a presentation on the Fixed-Route and ACCESS service for the 1st Quarter FY 2019-2020.

The report was received and filed.

There being no further business, Chair Cheryl Heitmann adjourned the meeting at 11:31AM.

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

Steven P. Brown
Secretary of the Board of Directors

Cheryl Heitmann, 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 **December 4, 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.gctd.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.