



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 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 10:02 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 McDonald – 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
Margaret Schoep, Paratransit & Special Projects Manager
Austin Novstrup, Transit Planner I
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
Diana DeCoste, Finance & Administration Consultant
Lili Tomen, Accounting Manager
Sonia Rosales, Payroll Specialist
Veronica Navarro, Administrative Specialist
Roxanna Ibarra, Human Resources Coordinator
Ana Perez, Human Resources Generalist
Priscilla Herrera, Human Resources Support
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

Mr. Brown recognized Steve L. Rosenberg on his Retirement where he served 13 years with the District. Mr. Brown thanked Steve for his years of service and friendship.

The Board of Directors thanked Mr. Rosenberg for his years of service and congratulated him on his retirement.

Mr. Rosenberg expressed his gratitude to the District and his staff for their dedication and hard work.

Board of Directors Reports

There were no reports from the Board of Directors.

General Manager Reports

Mr. Brown announced the ribbon cutting for the Holiday bus would take place after the Board Meeting. Mr. Brown announced new hires as listed in his report and that Mr. Reed Caldwell will manage the Finance Department while the agency is recruiting for a Finance Director.

Consent Agenda

1. Consider Approval of Minutes of November 6, 2019 Board of Directors Meeting
2. Consider Approval of Expenditures for the month of July 2019
3. Consider Approval of Treasurer's Report for July 2019
4. Consider Approval of Budget Income Statement for Month Ending July 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for July 2019

Director John Zaragoza moved to approve Consent Agenda Items 1 through 5. Vice-Chair Will Berg seconded the motion.

The motion passed unanimously.

Formal Items

6. **Consider Acceptance of GCTD FY 2018-19 Comprehensive Annual Financial Report (CAFR) – Prepared by Brown Armstrong – Reed Caldwell, Assistant General Manger**

Mr. Caldwell introduced Ryan Nielsen, CPA of Brown Armstrong Accounting Corp. who made an oral presentation to the Board and discussed the audit findings and the Comprehensive Annual Financial Report (CAFR) for GCTD's FY 2018-19.

Mr. Nielsen provided information about the audit findings and the Comprehensive Annual Financial Report and stated he had one finding related to State compliance which was recognition of local fare revenues that GCTD received in a prior year. Mr. Nielsen stated the recommendation of the timing of when transactions are recorded would be best to recognize those local revenues within that year.

Chair Cheryl Heitmann congratulated the Accounting department for their great work.

The report was received and filed.

7. Consider Approval for Election of Board Officers for 2020 – Steven Brown, General Manager

Director John Zaragoza nominated Vice-Chair Will Berg to be GCTD's Chair for calendar year 2020, and Director Randy Handy for Vice-Chair. The motion was seconded by Director Byran McDonald.

The motion passed unanimously.

8. Consider Approval of Board Directors Meeting Schedule for Calendar Year 2020 - Steven Brown, General Manger

Mr. Brown stated that last year the January scheduled meeting was set for January 8th due to New Year's Day being on the first Wednesday. The Board meeting schedule has been amended in the past to accommodate holidays, the California League of Cities Annual Meeting, the American Public Transportation Association's (APTA) Annual Meeting and the California Transit Association Annual Meeting and Expo. Mr. Brown noted that the schedules for those meetings will not conflict with the proposed schedule.

Proposed Board of Directors Meeting Schedule for 2020

- January 8*
- February 5
- March 4
- April 1
- May 6
- June 3
- July 1
- August – Dark/No Mtg.
- September 2
- October 7
- November 4
- December 2
- January 6, 2021

** Approved in 2019 to accommodate New Year's Day, 2020*

Director Bryan MacDonald moved to approve the Board of Directors Meeting Schedule for Calendar Year 2020. The motion was seconded by Vice-Chair Will Berg.

The motion passed unanimously.

9. Consider Approval of Revised Job Description for Director of Finance – Debbie Williams, Director of Human Resources

Ms. Williams provided an overview for the revised job description for Director of Finance due to the agency's growth over the past few years and the addition of a new modern facility it requires the agency's infrastructure to evolve in order to keep up. The responsibilities of the Director of Finance position discussed in this proposed change is included in the draft Job Description. This position description replaces the existing Director of Finance and Administration position description. The salary range of the position will not change, and this will not increase GCTD's

headcount.

Ms. Williams recommended that the Board of Directors approve the revised position description for Director of Finance.

There was considerable discussion amongst the Board Members regarding the requirement for a CPA certification. Ms. Williams noted that a CPA certification is desired but not a requirement as doing so could limit the field of potential candidates who otherwise would be highly qualified for this job. There was additional discussion about reporting relationships for this position.

General Counsel Michael Maurer clarified motion to add highly desirable on CPA and incorporate the job description to be responsible for providing presentations to the Board.

Bryan MacDonald moved to approve the revised Job Description of Director of Finance with the caveat that the CPA is not required and will incentivize it with a pay bump but will not make it mandatory at this time and can always come back and change that later. Time is of the essence to move forward. The position is to report to the General Manager. The motion was second by Vice-Chair Will Berg.

The motion passed unanimously.

10. Consider Approval of California Panther Security Extension – Tanya Hawk, Buyer

Ms. Hawk stated California Panther Security (CPS) has been providing Uniformed Guard Service to GCTD for over four (4) years. Their purchase order is due to expire on December 5, 2019. Staff is requesting approval for up to a six (6) month extension with California Panther Security, for an estimated amount not-to-exceed \$175,148.64. This extension will allow for additional time needed to complete a revised scope of work that will better identify GCTD's needs for this service at the 1901 facility.

Ms. Hawk recommended that the Board of Directors authorize an extension to the current contract, not to exceed six (6) months, with California Panther Security for Uniform Guard Service for an estimated amount of \$175,148.64, increasing the overall contract amount to \$302,454.74.

Director John Zaragoza moved to approve the California Panther Security Extension. The motion was second by Vice-Chair Will Berg.

The motion passed unanimously.

11. Consider Approval for the Disposal of Surplus Property at 301 East Third Street Facility – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler requested approval of disposal of surplus and/or non-repairable materials with any financial record value over \$3000 shall be by determination of the Board of Directors. Staff is requesting the approval to disposal of all surplus property which was left behind due to the vacancy of GCTD's property located at 301 E. Third Street, Oxnard, CA.

Ms. Kohler recommended that the Board of Directors authorize the disposal of surplus property located at 301 E. Third Street, Oxnard, using Public Surplus auction services.

Director Bryan MacDonald moved to Approve Disposal of Surplus Property at 301 East Third Street Facility. The motion was second by Vice-Chair Will Berg.

The motion passed unanimously.

12. Receive Report on Evaluation of Rt 22 (CMAQ Demonstration Project) and Consider Approval of Recommendation to Discontinue Rt 22 & extend Rt 15 – Austin Novstrup, Transit Planner

Mr. Novstrup provided a summary of Route 22 Congestion Mitigation and Air Quality (CMAQ) Demonstration Route performance and includes staff recommendation to discontinue the route and extend Route 15.

In 2010, GCTD completed the Vineyard Avenue / Wells Road Community Based Transit Plan which identified a future need for transit service in a variety of areas in the north Oxnard and unincorporated areas of Ventura County in El Rio, Strickland Acres, and the Saticoy neighborhoods. The study resulted in one near term and three long-term recommendations all of which detailed ways to serve this area and connect them with other parts of the service area. One long-term recommendation called for the establishment of a fixed route between Wells Center in East Ventura and the Esplanade Shopping Center via Vineyard in Oxnard.

In 2014, GCTD was awarded \$2,051,098 through a VCTC CMAQ call for projects for Route 22 operating funds which was to be a 3-year demonstration project and started to operate in July 2015. As a result of low usage throughout the demonstration period, route performance has operated at unsatisfactory levels and measures at the bottom of every performance metric GCTD uses to evaluate routes. In FY 18-19 GCTD exhausted all remaining CMAQ funds allocated for this project. Due to changes in development patterns in this area, ridership has not materialized enough to sustain and support fixed-route transit service that meets our minimum required farebox ratio.

Director Haney requested a drawn-out map and inquired about air quality study as part of the grant funding. Staff agreed to provide additional information to Director Haney about this project.

Director John Zaragoza moved to approve evaluation of Rt 22 (CMAQ Demonstration Project) and Consider Approval of Recommendation to Discontinue Rt 22 & extend Rt15. The motion was second by Vice-Chair Will Berg.

The report was received and filed.

INFORMATION ITEMS

13. Holiday Bus Unveiling – Mr. Brown invited the Board Members to join staff for the official ribbon cutting of the 2019 Holiday Bus in the GCTD facility yard. The event will take place after closed session.

Chair Cheryl Heitmann adjourned the meeting at 11:13AM

CLOSED SESSION

The Board went into closed session.

There were no announcements.

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 **January 8, 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.