



Item #2

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 1, 2019 – 10:00 A.M.**

Call to Order

Vice Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:15 AM at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Vice Chair Will Berg – City of Port Hueneme
Bryan MacDonald – City of Oxnard
Director John C. Zaragoza – County of Ventura - Absent
Director Randy Haney – City of Ojai – Absent
Alternate Director Sofia Rubalcava – City of Ventura - Absent

Staff Present

Steve P. Brown, General Manager
Reed Caldwell, Assistant General Manager
Steve DeBaun, General Counsel
Steven L. Rosenberg, Director of Finance
Vanessa Rauschenberger, Director of Planning & Marketing
Austin Novstrup, Transit Planner I
James Beck, Fleet Manager
Alex Zaretsky, Risk & Human Resources Manager
Margaret Schoep, Paratransit & Special Projects Manager/Interim Operations Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Bob Keys, Information Technology Manager
Tanya Hawk, Buyer
Priscilla Herrera, Clerk of the Board

Ceremonial Calendar

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

General Public Comment Period

There were no public comments.

Board of Directors Reports

Vice Chair Berg and the General Manager stated that due to a lack of a quorum, there would be no action taken on any items, however Informational items would be reviewed along with the Action Items that would be considered in June for Action.

GOLD COAST TRANSIT DISTRICT

Vice Chair Berg asked for a moment of silence for the family of Supervisor John Zaragoza, who is a director on the Gold Coast Transit District Board.

Vice Chair Berg also read the life history of past Director of Maintenance, George Jones, who passed away last week. Mr. Jones worked for South Coast Area Transit (SCAT) for 19 years.

General Manager Reports

- Mr. Brown announced the “Save the Date” of Saturday, June 29, 2019 – new facility ribbon cutting from 11am – 3pm. The official start of operations is expected to take effect on July 28, 2019.
- Mr. Brown stated that GCTD staff attended Earth Day events in Oxnard and Ventura. Both events were well attended.
- On April 17th, Mr. Brown stated that GCTD test drove a 35’ battery electric bus. The test allowed staff a chance to see the bus in action, including how it operates on our streets. Mr. Brown stated that in order to meet the goal of transitioning to a zero-emission fleet by 2040, GCTD will be applying for APTA’s Low-No Emissions Grant Program to fund the purchase of some zero emission vehicles.

Agenda Review

There were no changes to the agenda.

Consent Agenda

1. Consider Approval of Minutes of April 3, 2019 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of March, 2019
3. Consider Approval of Treasurer’s Report for March, 2019
4. Consider Approval of Budget Income Statement for Month Ending March, 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for March, 2019
6. Consider Approval of GCTD Quarterly Investment Report for the Quarter ending Dec. 31, 2018
7. Consider Approval of the General Manager’s Expense Report for April, 2019
8. Receive and File the Annual Review of Gold Coast Transit District’s Investment Policy

Consent Agenda Items 1-8 were continued to the June 5, 2019 Board of Directors meeting due to a lack of quorum.

Public Comments on Formal Items

There were no public comments.

Formal Items

9. **Consider Approval of GCTD’s Updated Bus Stop Guidelines –** Austin Novstrup, Transit Planner

Mr. Novstrup, Transit Planner, stated that the revisions to the GCTD Bus Stop Guidelines have been developed with the input of member jurisdictions, GCTD’s Technical Advisory Committee (TAC) and released to the public for a month-long public comment period.

Mr. Novstrup stated that the revised bus stop guidelines:

- Provide guidance on spacing, placement, design of bus stops, ADA specifications and are referenced by planning staff, developers and the public.
- Offer updated recommendations for amenities such as shelters and benches.
- Document member jurisdiction's roles in maintaining bus stops and the process for reviewing land use and roadway plans in order to better incorporate transit into the community.
- Purpose is to provide attractive bus stops and improve quality of design and maintenance
- Provide GCTD guidance for member agencies since they own and maintain the bus stops.
- Provide recommended language for planning documents and to create formal maintenance agreements.

Mr. Novstrup provided a timeline indicating the process of discussion, review, public comment period and Technical Advisory Committee (TAC) approval of finalized bus stop guidelines.

Mr. Novstrup also stated that there was a site visit to review the bus stop on Victoria Ave. in front of the Walmart store that had been brought to the attention of the GCTD Board and staff by Director Zaragoza. There is no way to move the bus stop shelter at that location and it was noted that there is a bike lane on the sidewalk.

Director MacDonald stated that the J St. bus shelter will be installed by the City of Oxnard with consideration to not interfere with ADA regulations.

Vice Chair Berg stated that he appreciated the partnership between the City of Port Hueneme and GCTD in providing guidelines for bus stops. Mr. Berg inquired as to the process for maintaining the bus stops. Mr. Novstrup stated each city owns and maintains their respective bus stops according to the guidelines. GCTD provides funding for transit improvements and maintenance as outlined in district bylaws.

There being no further questions, Mr. Novstrup recommended that the GCTD Board consider the Technical Advisory Committee (TAC) and Staff recommendation to approve the revised Gold Coast Transit District Bus Stop Guidelines.

Because of a lack of quorum to approve Item No. 9 the Revised Gold Coast Transit District Bus Stop Guidelines, this item will be considered at the June 5, 2019 Board of Directors meeting.

10. Receive and File 3rd Quarter FY 2018-2019 Fixed-Route and Paratransit Services Update
- Matt Miller, Planning Manager & Margaret Heath-Schoep Interim Operations Manager/Paratransit & Special Projects Manager

Vanessa Rauschenberger, Planning and Marketing Director, provided the 3rd quarter FY 2018-2019 Fixed Route and Paratransit Services update.

Ms. Rauschenberger stated that ridership for the 3rd quarter of FY 2018-19 decreased 2.3% over the last fiscal year. GCTD staff believes the decline is attributed to the heavy rainstorms the area had experienced in the months of January and February.

Ms. Rauschenberger provided a comparison of the 3rd quarter monthly ridership figures between 2017-18 and 2019-19 and stated that during this timeframe, ridership increased on three of the

four routes that serve Ventura and Oxnard Colleges. This is attributed to the free fare offered to students attending those colleges.

Ms. Rauschenberger outlined the work in progress:

- Working on 2019 Title VI Civil Rights Program Update – required every three years
- Planning for internal changes to operations work procedures as part of move to 1901 (2018 Comprehensive Efficiency Analysis)
- FTA Grant application – 3 Zero Emission buses – Ms. Rauschenberger thanked the Technical Advisory Committee (TAC) for their jurisdiction's letters of support
- Working on July 2019/Jan. 2020 service changes,

Mr. Brown stated that GCTD road tested a 35' New Flyer Excelsior electric bus. Ms. Rauschenberger thanked Jim Beck, Fleet Manager, for organizing the test drive. Director MacDonald inquired if the bus ran a full route. Ms. Rauschenberger stated the bus was used on Rte. 6, ran very well up to Ventura and back. Ms. Rauschenberger stated this type of bus would do very well on about one-fourth of the routes.

Director MacDonald inquired how would the electric buses be charged. Ms. Rauschenberger stated that there would be charging stations at the new facility for the battery-electric buses.

Vice Chair Berg inquired if these would be overhead chargers? Ms. Rauschenberger stated that they could be overhead cantilever however installation of those systems is very expensive. Vice Chair Berg inquired if passengers would be inside the bus when the bus is being charged. Mr. Caldwell stated that passengers would not be in the bus during the charging session.

Vice Chair Berg stated that it sounds like technology is not there for a full day of service only used for shorter routes.

Ms. Rauschenberger stated that range, charging, fleet size – there are many opportunities to learn from other agencies who are testing the electric buses.

Ms. Rauschenberger also stated that GCTD staff is:

- Working on new Rte. 23: Ventura Road
- Developing Public Outreach Plan
- Route Changes
- Micro-transit (analysis in progress), on-demand, future meeting discussion; Director MacDonald stated that this type of service could be used at the Naval Base. Ms. Rauschenberger stated that GCTD recently had a meeting with the Naval Base regarding transportation.

There being no further discussion, Ms. Rauschenberger recommended that the Board of Directors receive and file the Fixed-Route & ACCESS Services Quarterly Update – 3rd Quarter FY 2019-20.

The report was received and filed.

11. **Receive Presentation on Draft FY 2019-2020 Budget – Steve Rosenberg, Director of Finance and Administration**

Mr. Rosenberg stated that the 2019-20 operating budget development is in progress. Because of the many changes GCTD is anticipating for FY 2019-20, organizational budget development was delayed from the start and continues to run behind our normal schedule.

However, Mr. Rosenberg stated the current draft version of GCTD's FY 2019-20 operating revenue budget is \$26,625,322 which includes all remaining prior year grant funds - \$1.3M and all remaining Deferred Local Revenue - \$1.3M. Mr. Rosenberg also stated that the current draft expense budget is \$27.5M and management staff will continue to work toward a balanced budget.

Mr. Rosenberg outlined the 2019-20 operating revenue:

- Preliminary Local Transportation Funds (LTF) allocation up 7.1% from June 2018 - \$1.1M; member LTF requirements higher – GCTD Net LTF increase \$877K
- Federal Transit Administration (FTA) funds on FY 2019-20 Program of Projects (POP) slightly higher – VCTC's additional bond payment allocation (\$1.16M) not eligible to be used for Operations.
- The Medicare Administrative Activities (MAA) revenue is ending – GCTD received more than \$1M over six years.
- The Alternative Fuel Tax Credit ended in FY 2018-19; GCTD averaged nearly \$.5M annually.
- Local Transportation Funds (LTF) carryover down from \$3.1M (FY2018-19) to \$1.4M (FY 2019-20)

Mr. Rosenberg provided a chart showing FY 2019-20 available revenue compared to the FY 2018-19 Revenue Budget.

Mr. Rosenberg stated that the operating expense for 2019-20 is \$1.3M higher than FY 2018-19 because of:

- Wage, pension & health benefit increases - \$1.0M
- One approved Office Coordinator position (Board approved); one each to support what are currently single-employee functions - Information Technology and Paratransit and Special Projects (proposed)
- Increased cost of operating and maintaining a brand new and much larger facility – current estimate for the move is \$60,000.
- Service changes – new base location, new route – planned route restructure will reduce cost increases
- Worker's Compensation - \$.17M – FY 2018-19 underbudgeted due to June deadline
- Supplies and IT contract services - \$.19M – IT supplies and services will increase in FY 2019-20 as new systems come on-line and many of GCTD's existing systems may need to be renewed or upgraded.

Mr. Brown stated that the management team has met several times and is actively working to implement reductions to produce a balanced budget.

Mr. Rosenberg recommended that the Board of Directors receive, review and advise staff regarding this discussion of GCTD's proposed budget for FY 2019-20.

The report was received and filed.

12. GCTD New Facility, Operations, and Maintenance Update – Reed Caldwell, Assistant General Manager

Mr. Caldwell provided:

- Photographs of the facility pointing out:
 - The bus wash showing fans to divert the water into catch basins to recycle
 - Fueling islands – three dispensaries for buses and one for paratransit
 - Three compressors plus four storage tanks
 - Showed backside of the compressors
 - Dryer system
 - Progress of landscaping and signage
 - Designation of A, B, C, and D, for buildings as requested by Oxnard Fire Dept.
 - Pointed out front entrance, landscaping & signage
 - Request by Oxnard Fire Department to have “Click to Enter” added to four additional gates.

The report was received and filed.

There being no further business, Vice Chair Berg adjourned the meeting at 11:00 AM.

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

Steven P. Brown
Secretary of the Board of Directors

Will Berg, Vice 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 **June 5, 2019 10:00 AM at the Gold Coast Transit District Board Room, 301 E. Third Street, Oxnard, CA 93030**. Copies of administrative reports relating to the Board agenda are available on-line at www.gctd.org or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.