



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 2, 2020 – 10:00 A.M.
THIS MEETING WAS HELD VIA-ZOOM**

Call to Order

Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California and via Zoom. Due to COVID-19 this meeting was also made Via-Zoom for the public.

Roll Call Present– via Zoom

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 – via Zoom

Steven Brown, General Manager
Steven DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Dawn Perkins, Finance Director
Matt Miller, Planning Manager
Margaret Schoen, Paratransit & Special Projects Manager
Cynthia Torres Duque, Communications and Marketing Manager
James Beck, Director of Operations and Maintenance
Marlena Kohler, Purchasing Manager/DBE Officer
Angelica Delgado, Clerk of the Board

General Manager Reports

Mr. Brown provided an update on the General Manager Report. Mr. Brown announced Elf on the Go Bus unveiling with more information in item #17 and information on Employee of the quarter in item #16.

Mr. Brown announced Dawn Perkins joining GCTD as Director of Finance.

Mr. Brown recognized and thanked Chair Will Berg and Director Cheryl Heitmann for their service to the board, both have been a great value to the agency and provided great guidance to GCTD. Mr. Brown thanked Director John Zaragoza for his number of years with the County Board of Supervisors.

GOLD COAST TRANSIT DISTRICT

Consent Agenda

1. Consider Approval of Minutes of December 2, 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of July 2020
3. Consider Approval of Treasurer’s Report for July 2020
4. Consider Approval of Budget Income Statement for Month Ending July 2020
5. Consider Approval of Financial Statements & Schedule of Money Transfers for July 2020
6. Consider Approval of Expenditures for the Month of September 2020
7. Consider Approval of Treasurer’s Report for September 2020
8. Consider Approval of Budget Income Statement for Month Ending September 2020
9. Consider Approval of Financial Statements & Schedule of Money Transfers for September 2020
10. Consider Approval of Quarterly Investment Report for the Quarter Ending September 2020

Director John Zaragoza moved to approve Consent Agenda Items 1 through 5. Vice Chair Randy Haney seconded the motion.

The motion passed unanimously.

FORMAL ITEMS

11. Consider Approval Election of Board Officers for 2021 – Steven Brown, General Manager

Mr. Brown stated that annually the Board of Directors elect a Chair and Vice Chair. Mr. Haney was nominated as Chair for 2021 by Will Berg. All voted in favor for Randy Haney. Mr. Zaragoza nominated Bryan MacDonald for Vice-Chair. All voted in favor for Bryan MacDonald.

The motion passed unanimously.

12. Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2021 – Steven Brown, General Manager

It is recommended that the Board of Directors consider, amend if necessary, and approve the proposed monthly Board meeting schedule for calendar year 2021.

| | | |
|-----------------|---------------|-------------|
| January 6 ** | May 5 | September 1 |
| February 3 | June 2 | October 6 |
| March 3 | July 7 | November 3 |
| April 7 | August – Dark | December 1 |
| January 5, 2022 | | |

**** - Approved in 2019**

Director Bryan MacDonald moved to Approve the Board of Directors Meeting Schedule for Calendar Year 2021. Vice-Chair Randy Haney seconded the motion.

The motion passed unanimously.

13. Consider Resuming Fare Collection – Dawn Perkins, Director of Finance

Ms. Perkins stated throughout the COVID-19 pandemic, Gold Coast Transit District (GCTD) has continued to provide reliable transportation for its customers, taking all reasonable measures to ensure the safety of employees as well as the public. As part of these measures, GCTD suspended fare collection system-wide in March in order to minimize direct contact between bus operators and customers. To date, GCTD estimates a financial impact of \$1.5m in farebox revenue loss in the seven months since pandemic began.

Mr. Brown stated GCTD plans to follow what Ventura County Transportation Commission (VCTC) when they plan to resume fare collection end of January 2021. Allowing GCTD to notify passengers and public of change.

RECOMMENDATION

It is recommended that the Board authorize staff to resume fare collection in January 2021. This will allow staff to publicize the resumption of fare collections as well to resume armored car service and other internal processes. Additionally, staff recommends authorizing the General Manager to implement temporary modifications to fare policies in order to continue its effort to improve physical distancing on buses, by promoting contactless fare collection methods that allow fare payment using smart phones.

The Board asked staff to do more research of local Ventura County Operators and return at the next meeting with more information before deciding about resuming fare collection.

Director Bryan MacDonald moved to Approve the revised recommendation concerning the resumption of fare collection. Director John Zaragoza seconded the motion.

The motion passed unanimously.

14. Consider Approval of Resolution 2020-11, to increase GCTD's Purchasing Thresholds – Marlena Kohler, Purchasing Manager/DBE

Ms. Kohler stated staff is requesting to increase Gold Coast Transit District's purchasing threshold for Micro-Purchases to \$10,000, for Simplified Acquisitions (Small Purchase) to \$100,000 and for Large/Formal Purchases to \$100,000 and above and increase General Manager approval level to \$150,000.

RECOMMENDATION

It is recommended that the Board of Directors authorize an increase to Gold Coast Transit's Purchasing Threshold for Micro-Purchases to \$10,000, for Simplified Acquisitions (Small Purchase) to \$100,000 and for Large/Formal Purchases to \$100,000 and above and that the General Manager's Approval Level be increased to \$150,000 and the Board of Director's Approval Level to over \$150,000. In addition, adopt Resolution 2020-11, revising GCTD's Purchasing Procedure to reflect above increases.

Director Bryan MacDonald moved to approve Consider Approval of Resolution 2020-11, to increase GCTD's Purchasing Thresholds. Director John Zaragoza seconded the motion.

The motion passed unanimously.

INFORMATIONAL ITEMS

15. Receive Fixed-Route & Paratransit Services 1st Quarter FY 2020-2021 Report & Update on Planning for Service Changes for 2021 – Matt Miller, Planning Manager, Margaret Schoep, Paratransit & Special Projects Manager

Mr. Miller and Ms. Schoep provided a presentation and quarterly report covering 1st Quarter (July 1 through September 30) of Fiscal Year 2020-21. Report included summary of performance and operating statistics for both fixed-route and GO ACCESS services.

The report was received and filed.

16. Receive Update and Presentation on Operations and Maintenance Departments – James Beck, Director of Operations and Maintenance

Mr. Beck provided the Board with an updated presentation on GCTD Operations and Maintenance. The monthly report included Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

The report was received and filed.

17. Holiday Bus Unveiling – Unveiling the 2020 Elf on the GO Holiday Bus – Cynthia Duque, Marketing & Communications Manager.

Ms. Duque provided a presentation on the Unveiling of the Elf on the GO Holiday Bus that took place on December 1. The bus is currently in service and will be rotated throughout the service area..

The report was received and filed.

CLOSED SESSION

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

General Counsel DeBaun indicated that there would be no announcements after the Closed Session. The meeting was adjourned at this time.

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

Steven P. Brown
Secretary of the Board of Directors

Randy Haney, 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 6, 2021 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.