



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, MAY 6, 2020 – 10:00 A.M.  
THIS MEETING WAS HELD VIA-TELECONFERENCE**

**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. Due to COVID-19 this meeting was also made Via-teleconference for the public.

**Roll Call**

Chair – Will Berg – City of Port Hueneme – present  
Vice Chair – Randy Haney – City of Ojai – via teleconference  
Director - Bryan MacDonald – City of Oxnard – via teleconference  
Director – John C. Zaragoza – County of Ventura – via teleconference  
Director – Cheryl Heitmann – City of Ventura – via teleconference

**Staff Present**

Steven Brown, General Manager  
Steven DeBaun, General Counsel – via teleconference  
Vanessa Rauschenberger, Director of Planning & Marketing  
Debbie Williams, Human Resources Director  
Matthew Miller, Planning Manager  
James Beck, Acting Director of Operations and Maintenance Fleet Manager  
John Kelley, Operations Manager  
Juan De La Rosa, Fleet Manager  
Margaret Heath-Schoep, Paratransit & Special Projects Manager  
Robert Keys, IT Manager  
Sonia Rosales, Payroll Specialist  
Veronica Navarro, Administrative Specialist  
Angelica Delgado, Clerk of the Board

**Ceremonial Calendar**

The pledge of allegiance was led by Chair Will Berg

**Employee Recognition**

There were no employee recognitions.

**General Public Comment Period**

Jeremy Adams spoke during the general public comments.

**Board of Directors Reports**

Director John Zaragoza and Director Bryan MacDonald thanked the Operators and essential workers for their continued work and support.

**GOLD COAST TRANSIT DISTRICT**

### **General Manager Reports**

Mr. Brown announced Michelle Pierret has been named as Acting Director of Finance and James Beck named permanent Director of Operations and Maintenance, along with Juan De La Rosa as permanent Fleet Manager. Mr. Brown stated GCTD is effectively cleaning and disinfecting its fleet and facilities, including in-route cleaning at layover locations. Community outreach leading into the next service change is mainly online due to COVID-19.

### **Agenda Review**

There were no changes to the agenda.

### **Consent Agenda**

1. Consider Approval of Minutes of May 6, 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of February 2020
3. Consider Approval of Treasurer's Report for February 2020
4. Consider Approval of Budget Income Statement for Month Ending February 2020
5. Consider Approval of Financial Statements & Schedule of Money Transfers for February 2020
6. Consider Approval of GCTD Quarterly Investment Report for Quarter ending December 31, 2020

Director John Zaragoza moved to approve Consent Agenda Items 1 through 6. Director Cheryl Heitmann seconded the motion.

**The motion passed unanimously.**

### **Formal Items**

7. **Consider Award of Sole Source Procurement to Safety Vision for Bus Security Camera System – Marlena Kohler, Purchasing Manager/DBE Officer**

Ms. Kohler requested approval for Bus Security Camera System. Ms. Kohler stated all busses currently have security camera systems but have come across technical issues and failures. Ms. Kohler stated 5 new Safety Vision Cameras were installed, and video recordings were crystal clear with no technical issues and made easily removable from one bus to another.

Director John Zaragoza moved to approve Consider Award of Sole Source Procurement to Safety Vision for Bus Security Camera System. Vice Chair Randy Haney seconded the motion.

**The motion passed unanimously.**

8. **Consider Approval Position Description of Accounting Analyst – Debbie Williams, Director of Human Resources and Steve Brown, General Manager**

Ms. Williams stated GCTD recently lost three key management employees in a very short period because of employee attrition.

Three months ago, GCTD hired a Finance Manager, Michelle Pierret, who is also the Acting Director of Finance. Ms. Pierret brings her strengths in finance to the team. Ms. Williams would like to present a new permanent position to help provide the needed support to the accounting department.

The position for Accounting Analyst replaces the previous job description of the Administrative Analyst. The new job description, of Accounting Analyst, provides strong support to the Accounting Manager. Some of the duties include audit preparation in support of the Accounting Manager and to assist with the monthly financial board reports, and account the intake of bus fares and to help with the collections of bad debt, and also to help complete the accounting reconciliations to the industry standard.

The Accounting Analyst position will stay within its current salary range, \$56,048 to \$78,492; this is the same range as GCTD's Payroll Specialist and Administrative Specialist.

Director John Zaragoza moved to Approve Position Description of Accounting Analyst. Vice Chair Randy Haney seconded the motion.

**The motion passed unanimously.**

### **INFORMATIONAL ITEMS**

#### **9. Receive and File FY 19-20 3rd Quarter Ridership & Performance Report – Matt Miller, Planning Manager, and Margaret Heath- Schoep, Paratransit & Special Projects Manager**

Mr. Miller provided a 3<sup>rd</sup> Quarter report that covers January 1<sup>st</sup> through March 31<sup>st</sup> of Fiscal Year 2019-20. The report includes summary of performance and operating statistics for both fixed-route and GO ACCESS services.

Ms. Heath-Schoep stated ridership has decreased a large amount due to the pandemic and Stay Well at Home order. However, GCTD continues to recognize the important role transit continues to play in transporting essential workers to the places that keep our communities going.

GO ACCESS is the federally mandated ADA complementary paratransit program of GCTD. GO ACCESS also provides services to seniors, 65 years of age and older. The program helps passengers preserve their independence through this advance demand transportation to services essential to protecting their quality of life.

GO ACCESS boarding's decreased 17.40% during the 3rd Quarter this year when compared to the 3rd Quarter of last year. The majority of this decline is directly related to the COVID-19 outbreak and the local response to the pandemic. Recognizing the importance of keeping drivers healthy to transport vulnerable populations to critical services including dialysis and groceries, staff at MV was very aggressive in implementing early social distancing, additional cleaning/disinfecting and personal protective wear protocols.

Passenger ridership is down over 65% since the initial directives from the local public health officials. All GO ACCESS staff continue to work in other capacities to assist where possible. Since March 26, GO ACCESS has been collaborating to deliver groceries to home bound seniors in the service area. Through April 22, GO ACCESS drivers have successfully delivered over 53,700 meals to 1,920 residents in the community.

Director Cheryl Heitmann expressed appreciation on the services provided to seniors it made a big difference in the community.

**The report was received and filed.**

**10. Receive and File Update on Preliminary Budget Assumptions – Vanessa Rauschenberger, Director of Planning and Marketing**

Ms. Rauschenberger stated Gold Coast Transit District staff typically bring a draft Annual Budget for review by the Board in April/May with a final budget for adoption in June of each year. This year, due to a number of factors, including staffing changes, and impacts of COVID-19, the preparation of the Budget is delayed. This year's budget is currently under development, and a draft budget will be presented at the June meeting, with proposed adoption at the July 1st meeting.

Ms. Rauschenberger provided a summary report of the Budget projections for the next two years including estimated impacts of COVID-19, which are expected to last beyond next year. Also included in the report are the assumptions staff will use to develop the budget. It is recommended that the Board receive and file this report and provide input to staff.

**The report was received and filed.**

**CLOSED SESSION**

**11. Employee Performance Evaluation. Title: General Manager**

There being no further business, Chair Will Berg adjourned the meeting at 10:55 AM.

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

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Steven P. Brown  
Secretary of the Board of Directors

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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 **June 3, 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](http://www.gctd.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.