



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, MAY 5, 2021 – 10:00 A.M.  
THIS MEETING WAS HELD VIA-ZOOM**

**Call to Order**

Chair Randy Haney 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 – Randy Haney – City of Ojai  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Mike Johnson – City of Ventura  
Director – Richard Rollins, City of Port Hueneme  
Director – Matt LaVere, County of Ventura

**Staff Present – via Zoom**

Steven Brown, General Manager  
Steven DeBaun, General Counsel  
Vanessa Rauschenberger, Director of Planning & Marketing  
James Beck, Director of Operations and Maintenance  
Margaret Heath-Schoep, Paratransit & Special Projects Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Angie Delgado, Clerk of the Board  
Tanya Hawk, Buyer  
Dawn Perkins, Director of Finance

**Employee Recognition**

**15 Year Service Award** – Timothy Starr, Bus Operator

**25 Year Service Award** – Tenya Howard, Bus Operator

**General Public Comment**

Email comment from a passenger was read by the Clerk of the Board.

**Board of Directors Reports**

Vice Chair Bryan MacDonald stated Board Members received a letter from Supervisor Ramirez which was forwarded to the General Manager, Steven Brown. Mr. Brown stated his staff has looked into the matter and it has been addressed. **General Manager Reports**

**GOLD COAST TRANSIT DISTRICT**

Mr. Brown provided General Managers Report to Board Members and stated Item #10 was revised, Ms. Perkins, Director of Finance, will update the Board Members later in the meeting.

### **Consent Agenda**

1. Consider Approval of Minutes of April 7 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of March 2021
3. Consider Approval of Treasurer's Report for March 2021
4. Consider Approval of Budget Income Statement for Month Ending March 2021
5. Consider Approval of Financial Statements & Schedule of Money Transfers for March 2021

Director Matt LaVere moved to approve Consent Agenda Items 1 through 5. Director Richard Rollins seconded the motion.

**The motion passed unanimously.**

### **FORMAL ITEMS**

6. [Consider Resumption of In-Person Board of Director Meetings – Steven Brown, General Manager](#)

Mr. Brown stated potential reopening of the economy and reduction of the tier system, expected that Ventura County will go to the lowest tier yellow in the next few weeks. Mid-July many restrictions will be lifted. Mr. Browns recommendation is to hold in-person Board Meeting for the September 1<sup>st</sup> meeting. If conditions change, Mr. Brown will consult with the Chair and Vice-Chair and consider moving back to later date.

Director Matt LaVere stated September 1<sup>st</sup> in-person Board Meeting sounds like a responsible target.

Vice Chair Bryan MacDonald moved to approve Consider Resumption of In-Person Board of Director Meetings. Director Matt LaVere seconded the motion.

**The motion passed unanimously.**

7. [Consider Award of Contract to Becnel Uniforms for Uniforms for Bus Operators and Supervisors-Tanya Hawk, Buyer](#)

Ms. Hawk stated to the Board of Directors a request to authorize award of a contract for Bus Operators and Supervisors Uniform Services to Becnel Uniforms in the amount of \$49,195.15 for the initial one-year period and \$220,871.34 for all four (4) option periods for a total contract amount of \$270,066.49 plus an additional 10% (\$26,881.00) to cover additional employees, employee turnover, additional items and/or increases for a total approval amount of \$296,947.49.

Director Matt LaVere moved to approve Consider Award of Contract to Becnel Uniforms for Uniforms for Bus Operators and Supervisor. Director Mike Johnson seconded the motion.

**The motion passed unanimously.**

**8. Consider Authorizing GCTD to Join the TransMAC Agreement– Vanessa Rauschenberger, Director of Planning and Marketing**

Ms. Rauschenberger stated to consider authorizing GCTD to join the California Statewide Transit Mutual Aid Compact, also known as, TransMAC which includes participation by most Southern California transit operators, including VCTC, LA Metro, and LA ACCESS.

Ms. Rauschenberger stated over the last year, Ventura County Transportation Commission (VCTC) and the Santa Barbara County Association of Governments (SBCAG) worked together with their consultant, Claris Strategy, and an advisory committee to develop the Transportation Emergency Preparedness Plan (TEPP). As part of that plan, they reached out to all the Transit Operators in the County and stakeholders in the Emergency Response Community to develop a plan that will improve the coordination and communication between the agencies in the event of an emergency or any unanticipated event that might require the use of our resources, vehicles, or staff.

Joining the agreement sets up a good process for GCTD to be able to respond if needed as being the largest fleet in the County. If vehicles are needed whether it be wheelchair accessible, or larger vehicles, GCTD has the fleet available as a good process to respond as needed.

Vice Chair Bryan MacDonald stated it makes perfect sense for GCTD to join the TransMAC agreement. Mr. MacDonald stated it is a good asset to pull resources in an event of an emergency.

Director Matt LaVere stated mutual aid is very beneficial and a positive step for the District.

Director Mike Johnson stated in an event of an emergency its best to know we have some resources available, which is critical.

Vice Chair Bryan MacDonald moved to approve Consider Authorizing GCTD to Join the TransMAC Agreement. Director Mike Johnson seconded the motion.

**The motion passed unanimously.**

**9. Consider Adoption of Resolution No. 2021-04 Authorizing Staff to File a Revised Claim for Transportation Development Act (TDA) Funds and Approval of Corresponding Budget Change – Michelle Pierret, Finance Manager**

Ms. Pierret provided a presentation to board members with budget revision for FY 2021 local transportation funds and plan for allocating some of the additional funds to the Capital reserves. Board members had questions about what an appropriate reserve amount should be. Staff indicated that more information will be provided at a future meeting about recommended reserve levels.

Director Matt LaVere moved to approve Consider Adoption of Resolution No. 2021-04 Authorizing Staff to File a Revised Claim for Transportation Development Act (TDA) Funds and Approval of Corresponding Budget Change. Director Richard Rollins seconded the motion.

**The motion passed unanimously.**

## **INFORMATIONAL ITEMS**

10. [Receive and File Update on Preliminary Draft FY 21-22 Budget Assumptions – Dawn Perkins, Director of Finance](#)

The report was received and filed.

11. [Receive and File Presentation on Response to Public Comments – Dawn Perkins, Director of Finance](#)

The report was received and filed.

12. [Receive and File FY 20-21 3<sup>rd</sup> Quarter Ridership & Performance Report – Matt Miller, Planning Manager, and Margaret Heath Schoep, Paratransit & Special Projects Manager](#)

The report was received and filed.

13. [Receive Update on Resuming Fare Collection and Changes to Token Transit – Vanessa Rauschenberger, Director of Planning and Marketing](#)

The report was received and filed.

14. [Operations and Maintenance Update for May – James Beck, Director of Operations and Maintenance](#)

The report was received and filed.

15. [Receive and File Report of Contracts Awarded – Marlena Kohler, Purchasing Manager](#)

The report was received and filed.

16. [Provide Input to Staff of Requests for Future Agenda Items – Steven Brown, General Manager](#)

The report was received and filed.

## **CLOSED SESSION**

17. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION - Pursuant to section 65956.9 (d)(1). Case Number 56-2020-00539849-CU-PO-VTA
18. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION - Pursuant to section 65956.9 (d)(1). In the Matter of Jeremy Adams & Gold Coast Transit District (C.S.M.C.S Case # ARB-20-0234)

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

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Steven P. Brown  
Secretary of the Board of Directors

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Chair Randy Haney  
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be on **June 2, 2021 at 10:00 A.M. held via-ZOOM**. 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.