



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, FEBRUARY 3, 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  
Alex Zaretsky, Human Resources & Risk Manager  
Vanessa Rauschenberger, Director of Planning & Marketing  
Cynthia Torres Duque, Communication & Marketing Manager  
Dawn Perkins, Director of Finance  
Matt Miller, Planning Manager  
Margaret Schoep, Paratransit & Special Projects Manager  
James Beck, Director of Operations and Maintenance  
Marlena Kohler, Purchasing Manager/DBE Officer  
Angelica Delgado, Clerk of the Board

**Employee Recognition**

**5 years**

- Rocio Mendez, Customer Service

**Board of Directors Reports**

Vice Chair Bryan MacDonald stated this Board Meetings, February 3<sup>rd</sup> with GCTD, February 4<sup>th</sup> with LOSSAN and Friday, February 5<sup>th</sup> wrapping it up with VCTC to tie everything together. Vice Chair Bryan MacDonald also stated the continued safety of all employees and passengers is of utmost importance.

Director Matt LaVere stated he is excited to join GCTD Board.

**GOLD COAST TRANSIT DISTRICT**

### **General Manager Reports**

Mr. Brown stated a few highlights from his General Manager report. Mr. Brown welcomed new Board Members, Director Matt LaVere, County of Ventura; Director Mike Johnson, City of Ventura; and Director Richard Rollins, City of Port Hueneme. Mr. Brown stated GCTD is reacting to the Federal mask mandate by CDC. GCTD continues to provide mask for passengers boarding without a mask. GCTD is now part of the APTA Health and Safety Committee, signs were installed on busses to reinforce GCTD is participating with 200 other agencies around the country, enforcing GCTD works to the highest standards to keep the fleet clean and sanitized. Mr. Brown stated it is a great program to be involved with.

### **Consent Agenda**

1. Consider Approval of Minutes of January 6, 2021 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of November 2020
3. Consider Approval of Treasurer's Report for November 2020
4. Consider Approval of Budget Income Statement for Month Ending November 2020
5. Consider Approval of Financial Statements & Schedule of Money Transfers for Nov. 2020

Vice Chair Bryan MacDonald moved to approve Consent Agenda Items 1 through 5. Director Matt LaVere seconded the motion.

**The motion passed unanimously.**

### **FORMAL ITEMS**

#### **6. Consider Resumption of Fare Collection – Steven Brown, General Manager**

Mr. Brown stated a new directive by Governor Newsom was issued on January 25 which will begin to loosen restrictions on stay-at-home orders. This may allow some businesses to reopen and ridership levels will continue to increase over the next two months. The report contains information on the status of GCTD's readiness to resume collecting fares and recommends authorizing staff to set a start date for resuming fares on both fixed-route and ACCESS paratransit services, on or shortly after April 1st, 2021.

Vice Chair Bryan MacDonald moved to approve Consider Resumption of Fare Collection. Director Matt LaVere seconded the motion.

**The motion passed unanimously.**

### **INFORMATIONAL ITEMS**

#### **7. Receive Presentation on 2<sup>nd</sup> Quarter FY 20-21 Ridership and Performance Report – Matt Miller, Planning Manager & Margaret Heath-Schoep, Paratransit & Special Projects Manager**

Mr. Miller and Ms. Schoep provided a quarterly report that covers the 2nd Quarter (October 1 through December 31) of Fiscal Year 2020-21. The report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

**The report was received and filed.**

**8. Receive Special Presentation Providing an Overview of GCTD Operations, Maintenance, and Administration Departments – Steve Brown, General Manager and Management Team**

Mr. Brown provided the Board with a Special Presentation that gives the Board an Overview of GCTD as an Organization. The presentation includes a review of the Agency's workforce and core functions of the Operations, Maintenance and Administrative Departments including Planning & Marketing, Human Resources, and Finance.

The report will also include the regular monthly update on GCTD's Operations and Maintenance Department Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

**The report was received and filed.**

**9. Report of Contracts Awarded – Marlena Kohler, Purchasing Manager**

Ms. Kohler provided the Board of Directors the Monthly Contracts/PO Awarded Report per Boards request on December 2, 2020, and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the January Board meeting.

**The report was received and filed.**

**10. Provide Input to Staff on Requests for Future Agenda Items for the Board of Directors – Steven Brown, General Manager**

Mr. Brown stated it is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on a future meeting.

**The report was received and filed.**

**CLOSED SESSION**

**11. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**

Pursuant to section 54956.9 (d)(1) Case Number: 56-2020-00539849-CU-PO-VTA

**12. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 2 case

There being no further business, Chair Randy Haney adjourned the meeting at 11:41 AM. There are no expected announcements after Closed Session.

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