



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 1, 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 10:08 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California. 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
Debbie Williams, Human Resources Director
James Beck, Director of Operations and Maintenance
Matt Miller, Planning Manager
Marlena Kohler, Purchasing Manager
Angelica Delgado, Clerk of the Board

Employee Recognition

There were no employee recognitions.

Board of Directors Reports

Director John Zaragoza stated he wanted to wish everyone a Happy 4th of July.

General Manager Reports

Mr. Brown stated Closed Session Item #14 Employee Performance Evaluation was conducted prior to Board Meeting. General Counsel Steve DeBaun stated there were no reportable actions. Mr. Brown provided update on COVID-19 and stated Operations Director, James Beck has a protocol to enforce wearing face coverings on all vehicles and outdoors. Cleaning effort continues and further information will be provided in Item #13 by Mr. Beck.

Mr. Brown announced scheduled service update on July 26, 2020 and bus books will be delivered a week ahead of time and will be available to the public.

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
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Mr. Brown stated Mr. John Kelley provided a Safety Awards Luncheon on July 16, 2020 to recognize our Operators with safe social distancing.

Consent Agenda

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

Director John Zaragoza moved to approve Consent Agenda Items 1 through 5. Director Bryan MacDonald seconded the motion.

The motion passed unanimously.

Formal Items

6. Receive and File Report on 2020 Population Estimate and Updated Weighted Vote Formula - Vanessa Rauschenberger, Director of Planning & Marketing

Ms. Rauschenberger stated that Gold Coast Transit District's enabling legislation provides that "all actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars (\$5,000,000) or more." For those exceptions "a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to 1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes."

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimate as of January 1, 2020, released May 1, 2020, and updated weighted vote formula was presented to the Board.

The report was received and filed.

7. Conduct Public Hearing and Consider Adoption of FY 2020-2021 Operating Budget and Capital Plan – Steven Brown, General Manager & Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger and Mr. Brown presented GCTD Fiscal Year 2020-21 Budget and Capital Plan for public hearing before the GCTD Board of Directors. After public hearing, it is recommended the Board consider adoption of the Budget.

The proposed budget is divided into three main sections: I) The Operating Budget, II) Capital Plan and III) Detailed Tables. The "Operating Budget" contains overviews of the organization structure, budget assumptions, anticipated revenue sources and operating expenses and is intended to provide a general understanding of GCTD's priorities for the coming fiscal year. The "Capital Plan" contains details of the planned capital expenses that have a funding source identified as well as planned unfunded capital projects over the next ten years. Lastly, the "Budget Tables" section provides fiscal transparency, and include a breakdown of expenses by department and functional category. The complete budget document is attached to this report.

GCTD's total budget for FY 2020-21 is \$31,043,891. This consists of a \$28,201,603 million operating budget, \$1.3 million debt service budget and \$1.5 million for members' transit requirements. At \$28.2million, the FY 20-21 operating budget is a 4.2% increase over FY 19-20. The agency will make use of a \$13.8 million allocation of federal CARES Act funding to balance the budget and expects to carry over approximately \$4 million of CARES funds to FY 2021-22.

The FY 2020-21 budget was jointly prepared by Finance and Planning department staff in consultation with the GCTD General Manager and Management Team. A preliminary budget report was presented to the Board of Directors on June 3, 2020 and a budget review was held with the GCTD Technical Advisory Committee (TAC) in May and June of 2020. Public and member agency input was solicited during the annual budget development process.

Due to the number of unknowns about the length of the pandemic and its effects on the economy, the budget and the underlying assumptions may change mid-year. GCTD staff plans to bring back regular updates on the budget as the year progresses.

Vice Chair Randy Haney moved to approve Conduct Public Hearing and Consider Adoption of FY 2020-2021 Operating Budget and Capital Plan. Director Bryan MacDonald seconded the motion.

The motion passed unanimously.

8. Consider Adoption of Resolution No. 2020-05 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds - Vanessa Rauschenberger, Director of Planning & Marketing

Ms. Rauschenberger stated The Gold Coast Transit District (GCTD) FY 2020-21 budget is funded from numerous sources, including local, state, and federal funds, CARES-Act, passenger fares, advertising revenue, interest income and gain on disposed property. The local share of funding is provided through the use of Transportation Development Act (TDA) funds. Within the GCTD budget there are typically two components which are included in the TDA Claim— (1) Local Transportation Funds (LTF) and (2) State Transit Assistance funds (STA). STA now also includes funds generated by SB1, including State of Good Repair (SGR) funds.

As a transit district, GCTD is entitled to claim all LTF funds allocated by VCTC to its member agencies based on population. As part of GCTD's budget process, District members may, in turn, claim from GCTD a portion of the funds for recurring expenses associated with transit services for the operation and maintenance of locally supported transit facilities. LTF funds in the claim are typically used by GCTD to support operations and capital projects. GCTD's Local Transportation Fund (LTF) funding, approved by the Ventura County Transportation Commission (VCTC) on June 5, 2020, to be \$11,407,393. Of that amount, a net amount of \$1.5 million is allocated to member transit requirements and capital projects, and the remainder of \$9.9 million is allocated to GCTD.

At this time, the State Controller's Office has not provided a definitive allocation amount for GCTD's FY 2020-21 State Transit Assistance. The resolution authorizes filing of a claim for 100% of available STA funds, including STA and SGR funds generated by SB1.

IT IS RECOMMENDED that the Board of Directors adopt Resolution No. 2020-05, authorizing the filing of a TDA claim for the appropriate amount.

Director Bryan MacDonald moved to approve Consider Adoption of Resolution No. 2020-05 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds. Director John Zaragoza seconded the motion.

The motion passed unanimously.

9. Consider Approval of New Position Descriptions – Debbie Williams, Director of Human Resources

Ms. Williams stated GCTD continues to evolve as an organization, it has become apparent the need to reorganize and provide support to some of the departments within the District. Three new positions are being recommended to be established at this time to allow for the positions to be budgeted for, recruited, and filled when necessary. Ms. Williams provided the Board of Directors a list of new positions and descriptions.

Director Bryan MacDonald moved to approve the New Position Descriptions. Director John Zaragoza seconded the motion.

<u>VOTES:</u>	<u>YES</u>	<u>NO</u>
Chair Will Berg	X	
Vice Chair Randy Haney		X
Director Brian MacDonald	X	
Director John Zaragoza	X	
Director Cheryl Heitmann	X	

Item was approved 4-1

10. Consider Approval of Lighthouse Reporting Services – Debbie Williams, Director of Human Resources

Ms. Williams stated that Senior Management has engaged Lighthouse Services to provide an anonymous ethics and compliance hotline for all employees of GCTD to report anonymously. The purpose of the service is to ensure that any employee wishing to submit a report anonymously can do so without the fear of retribution and including whistleblower protections. The cost of the Lighthouse Services will be \$249.00 per year. Employees are encouraged to use the hotline service in cases where their anonymity is desired. This is in addition to GCTD's standard practices for all reports or issues not requiring anonymity. Reports may cover but are not limited to the following topics:

Ethical violations, Wrongful Discharge Unsafe Working Conditions, Internal Controls
Quality of Service, Vandalism and Sabotage
Sexual Harassment Theft
Discrimination Conduct Violations
Alcohol and Substance Abuse, Threats
Fraud Bribery and Kickbacks
Conflict of Interest, Improper Conduct
Theft and Embezzlement, Violation of Company Policy
Violation of the Law, Misuse of Company Property
Falsification of Contract, Reports or Records

The information provided may be the basis of an internal and/or external investigation into the issue that was reported, and the anonymity will be protected to the extent possible by law. Reports are submitted by Lighthouse to GCTD's designee for investigation according to policy. Public Speaker: Chair Will Berg read written comment.

My name is Victor Kamhi. I wanted to applaud the staff recommendation to engage Lighthouse Reporting Services to provide an anonymous ethics reporting. I would recommend that all complaints and tips will be reported to the Chairman of the Gold Coast Transit District Board of Directors as well as designate staff. Thank you for your consideration during the general public comments.

Director Bryan MacDonald moved to Consider Approval of Lighthouse Reporting Services. Director Cheryl Heitmann seconded the motion.

The motion passed unanimously.

11. Consider Award of Contract to TST Private Security for Uniformed Security Guard Services – Marlena Kohler, Principal Buyer

Ms. Kohler stated a competitive bid process for Uniformed Security Guard Services began with the issuance of Request for Proposal (RFP) 19-04 on November 27, 2019. The purpose of the RFP was to locate a qualified company to continue the use of uniformed security guards at both Gold Coast Transit District's locations. The services are for a three (3) year base period and two (2) one-year option periods. The RFP was publicized on GCTD website and on the Public Purchase website. Seven (7) responsive proposals were received. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, TST Private Security received the highest score overall. Their proposal is considered fair and reasonable based on adequate competition.

Ms. Kohler presented comparison scores on all four (4) companies selected. Resulting with TST demonstrating higher understanding of GCTD's requirements and was determined to be the most qualified company.

It is therefore recommended the Board of Directors authorize award of a contract to TST Private Security for Uniformed Security Guard Services for a three (3) year base period and two (2) one-year option periods for a total not-to-exceed amount of \$1,776,825.60 for all five (5) years.

Vice-Chair Randy Haney moved to Approve Consider Award of Contract to TST Private Security for Uniformed Security Guard Service. Motion was seconded by Director John Zaragoza.

The motion passed unanimously.

INFORMATIONAL ITEMS

12. Receive Presentation on July Service Changes and Results of COVID-19 Passenger Survey- Matt Miller, Planning Manager & Cynthia Torres Duque, Communications & Marketing Manager

Mr. Miller stated GCTD will be implementing service changes on July 26, 2020 which includes new Route 23 serving Ventura Road, a restructure of routes 3, 4, 8, and 9 and a restoration of frequency on Routes 1A/B, 6, 17 and 21 which had been reduced due to the Covid-19 outbreak. These service changes all support the goals of supporting fast travel by offering more frequent and direct routes and reducing duplicative service on small neighborhood streets. The

restoration of frequency on these core essential routes will help reduce large trip loads that are occurring due to the reopening of businesses in Ventura County.

Ms. Duque provided a survey presentation based on community outreach traditionally conducted in advance of a service change, GCTD developed an online, bilingual survey. The objectives of the survey were to better understand rider concerns as they begin to resume their riding activities amid the challenges brought on by COVID. Ms. Duque stated GCTD wanted to know what can be done to help passengers ride confidently, to make them feel safe on board, and what expectations they have of GCTD upon resuming to more regular service. Secondly, GCTD presented the changes in service as stated above and requested feedback.

In addition to the online survey, Customer Service Center (CSC) staff created a customer contact list made up of customers who have provided their contact information from the last three years. The three team members divided the list of 362 customers and conducted phone surveys with those that agreed to participate. As of this report, CSC staff completed 80 phone surveys, or just over 20% of those called – above the national average for telephone survey participation which is 7%, according to the PEW Research Center.

Preliminary survey results were presented during the Board meeting.

Chair Will Berg stated excellent job on presentation.

The report was received and filed.

13. Receive and File Update on GCTD Response to COVID-19 – James Beck, Director of Operations and Maintenance

Mr. Beck presented the Board Members with a presentation on the COVID-19 update.

The report was received and filed.

CLOSED SESSION

14. Employee Performance Evaluation. Title: General Manager

There being no further business, Chair Will Berg adjourned the meeting at 12:33 PM.

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

Steven P. Brown
Secretary of the Board of Directors

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 **September 2, 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 or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.