



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JULY 3, 2019 – 10:00 A.M.

Call to Order

Chair Cheryl Heitmann called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:01 AM at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

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

Staff Present

Steve P. Brown, General Manager
Reed Caldwell, Assistant General Manager
Steve DeBaun, General Counsel
Vanessa Rauschenberger, Director of Planning & Marketing
Debbie Williams, Director of Human Resources
Daniel Amaro, Acting Director of Finance & Administration
Matt Miller, Planning Manager
Marlena Kohler, Purchasing Manager & DBE Officer
Tanya Hawk, Buyer
James Beck, Fleet Manager
Margaret Schoep, Paratransit & Special Projects Manager/Interim Operations Manager
Roxanna Ibarra, HR Coordinator
Cynthia Lopez, Customer Service Supervisor
Priscilla Herrera, Clerk of the Board

Ceremonial Calendar

The pledge of allegiance was led by Director Randy Haney.

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Employee Recognition

Mr. Brown, Chair Heitmann, Ms. Rauschenberger and the GCTD Board of Directors congratulated Cynthia Lopez, Customer Service Supervisor, on her 15-year service with GCTD. Ms. Lopez thanked the Board of Directors, her supervisors and co-workers.

Mr. Brown, Chair Heitmann and the GCTD Board of Directors congratulated Debbie Williams on her 5-year service with GCTD. Ms. Williams thanked the Board of Directors and Mr. Brown and stated that she enjoys working at GCTD.

General Public Comment Period

There were no public comments.

Board of Directors Reports

Director MacDonald stated that at the Oxnard City Council meeting of July 2nd, the Pangasinan Association of Ventura County contributed \$3,000 to the City of Oxnard for solar lighting to be installed at the bus shelter at St. John's Hospital. Director MacDonald stated that the Association has in the past contributed to have solar lights installed at the bus shelter near Oxnard College. Director MacDonald suggested that GCTD acknowledge the group at the next board meeting.

Director Zaragoza stated that he had been given a tour of the new GCTD facility and was greatly impressed. Director Zaragoza wished everyone a happy Fourth of July. Director Berg stated that he also had been given a tour and was equally impressed.

Chair Heitmann stated that she had attended the National League of Cities in Indianapolis. Chair Heitmann stated that some ideas from the sessions were:

- Some agencies will be leasing electric buses to find out their capabilities
- One area had a 1/4 cent tax just for that county; goes to council and county supervisors for approval
- Where there are four (4) roadway lanes – they have taken out 2 lanes to be used only by buses and installed platforms.

General Manager Reports

Mr. Brown:

- Reminded everyone that the Ribbon Cutting for the new facility will take place on Saturday, July 13th, 2019 commencing at 11 am. The event will include a ceremony, followed by an "open house" for employees and members of the community to view the facility.
- Stated that prior to the start of service, all employees will be required to attend a 2-hr. orientation safety meeting the week of July 15-19th.
- Stated that effective Sunday, July 28th, service adjustments will be made on GCTD fixed-route service. Staff will conduct additional outreach to riders informing them of the changes and new bus books a week before and a week after the changes take effect.

Agenda Review

There were no changes to the agenda.

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Consent Agenda

1. Consider Approval of Minutes of June 5, 2019 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of May 2019
3. Consider Approval of Treasurer's Report for May 2019
4. Consider Approval of Budget Income Statement for Month Ending May 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for May 2019
6. Consider Approval of the General Manager's Expense Reports for June 2019

Director Zaragoza moved to approve Consent Agenda Items 1 through 6. Vice-Chair Berg seconded the motion. **The motion passed unanimously.**

Formal Items

7. **Consider Approval of SB1 STA State of Good Repair Priority Projects List and Consider Adoption of Resolution 2019-07 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program – Daniel Amaro, Acting Director of Finance and Administration**

Mr. Amaro stated that the Road Repair and Accountability ACT (Senate Bill 1) provides more than \$760 million annually in new funding for transit projects statewide. Senate Bill 1 funds support the Transit and Intercity Rail Capital Program (TIRCP), the State Transit Assistance (STA) Program (including the State of Good Repair (SGR) program), and the Commuter Rail and Intercity Rail Programs.

Mr. Amaro stated that for FY 2019-20 the January 2019 estimate for GCTD's allocation of SGR funds is \$43,029, and VCTC's estimated allocation of SGR funds for Ventura County is \$1,347,528. For the STA program, the January 2019 estimate for GCTD's allocation is \$308,862 and VCTC's estimated allocation for Ventura County is \$8,335,522. Staff has prepared a list of FY 19-20 priorities totaling \$8,426,930. While the priority projects list far exceeds the available funding, this provides GCTD and VCTC with a list of approved projects should additional funding become available. According to State of Good Repair (SGR) program guidelines, transit operators must provide a draft list of FY 19/20 projects by September 1, 2019.

Mr. Amaro requested that the Board consider approval of GCTD's SB1 STA/State of Good Repair Priority Projects List and consider adoption of Resolution 2019-07 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

Director MacDonald moved for approval of GCTD's SB1 STA/State of Good Repair Priority Projects List and consider adoption of Resolution 2019-07 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program. Vice-Chair Berg seconded the motion. **The motion passed unanimously.**

8. **Consider Approval of a Four Month Extension to Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services – Tanya Hawk, Buyer**

Ms. Hawk stated that Coastal Occupational Medical Group is the current vendor for employee drug and alcohol analysis services. Coastal Occupational has been under contract to GCTD for the past five (5) years and the contract is due to expire at the end of July 2019.

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Ms. Hawk stated that GCTD staff began the initial procurement process with the issuance of a Request for Proposal (RFP) in the early part of 2019 which would have resulted in the issuance of a new contract prior to the current contract's expiration. However, during the evaluation process of the RFP, staff concluded that it would be in GCTD's best interest to cancel the current RFP, make the necessary revisions to the Scope of Work and rebid these services.

Ms. Hawk stated that in order to allow time to complete the re-bidding process as well as allow time for possible transition, if needed, to a new contractor, staff is recommending that the Board of Directors authorize an extension to the current contract, not to exceed four (4) months, with Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services for an estimated amount not to exceed \$33,000, increasing the overall contract amount to \$209,000.

Director Haney moved to authorize an extension to the current contract, not to exceed four (4) months, with Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services for an estimated amount not to exceed \$33,000, increasing the overall contract amount to \$209,000. Director Zaragoza seconded the motion. **The motion passed unanimously.**

9. Update on Bus Operator Bidding Process – Reed Caldwell, Assistant General Manager

Mr. Caldwell provided an update on the bus operator bidding process. Mr. Caldwell stated that bids are updated every six (6) months and then the bus operator vacation bid schedule is planned.

Mr. Caldwell stated that drivers are given a seven (7) day notice to bid but this time wanted more time. In order to facilitate the system of setting up the bids, Vanessa Rauschenberger and staff met with SEIU representatives and union stewards for three (3) days to revise the bids. This process was supported by the planners.

Mr. Caldwell stated that the new bus runs were accepted by the drivers and the new bid process, assisted by Ms. Rauschenberger and the planners, seemed to be acceptable. Mr. Caldwell commended Ms. Rauschenberger and the planners on their willingness to take on this complicated process.

Director Zaragoza inquired if the bidding is done by seniority. Mr. Caldwell stated that it is done by seniority.

Director Haney stated that the ability of employees to weigh in and their concerns and ideas accepted by management is very good.

Chair Heitmann stated that anytime there is employee involvement it is a win/win situation. Chair Heitmann also inquired as to whether the bidding system is computerized. Ms. Rauschenberger stated that there is a software program for the bidding system.

Director Zaragoza stated that it is a partnership and congratulated staff on a job well done.

The report was received and filed.

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10. Update on the Ribbon Cutting for the GCTD Operations and Maintenance Facility – Steven Brown, General Manager and Reed Caldwell, Assistant General Manager

Mr. Caldwell stated:

- Invitation to Ribbon Cutting is shareable – on GCTD website
- Provided details on expected speakers
- Provided photos of:
 - Board Room
 - Bus Operator's Lounge
 - Courtyard area
 - Training Room
 - Maintenance Bay – bus lifts
 - Lifts for smaller vehicles
 - Parallel lift – used in a wet envelope system
 - View of front of facility
 - View of landscape

Director Zaragoza inquired if other agencies could use the training rooms for training purposes. Mr. Caldwell stated yes.

The report was received and filed.

CLOSED SESSION

11. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation Pursuant to Section 54956.9(d)(1) Case No. DFEH Matter: 201811-04094601 / EEOC Number: 37A-2019-01979-C

The Board of Directors went into Closed Session at 10:45AM.

The Board of Directors re-adjourned into Open Session at 11AM. There was no report from the Closed Session

There being no further business, Chair Heitmann adjourned the meeting at 11:01AM.

Minutes recorded by: Priscilla Herrera, Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board of Directors

Cheryl Heitmann, 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 4, 2019, 10:00 AM at the Gold Coast Transit District Board Room, 1901 Auto Center Drive, Oxnard, CA 93036-7966**. Copies of administrative reports relating to the Board agenda are available on-line at www.gctd.org or from the Office Coordinator, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036-7966.