



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 6, 2019 – 10:00 AM**

Call to Order

Chair Heitmann 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, 301 E. Third St., Oxnard, California.

Roll Call

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

Staff Present

Steven P. Brown, General Manager
Steven S. DeBaun, General Counsel
Reed Caldwell, Assistant General Manager
Steven L. Rosenberg, Director of Finance and Administration
Debbie Williams, Director of Human Resources
Vanessa Rauschenberger, Director of Planning & Marketing
Andrew Mikkelson, Operations Manager
James Beck, Fleet Manager
Ana Perez, HR Generalist/Clerk of the Board
Matt Miller, Planning Manager
Austin Novstrup, Transit Planner
Beatris Megerdichian, Transit Planner
Margaret Schoep, Paratransit & Special Projects Manager
Cynthia Duque, Communications & Marketing Manager
Marlena Kohler, Purchasing Manager & DBE Officer
Tanya Hawk, Buyer
Priscilla Herrera, Admin. Support

GOLD COAST TRANSIT DISTRICT

GCTD Board of Directors Meeting Minutes

February 6, 2019

Page 2 of 8

Ceremonial Calendar

The pledge of allegiance was led by Chair Heitmann.

Employee Recognition

There were no employee recognitions. Chair Heitmann thanked all employees of GCTD for their good work.

General Public Comment Period

Jim White, San Buenaventura Housing Authority, stated that he wanted to thank the GCTD Board of Directors and staff for their attention to transit related amenities for those in the community who are low-income transit dependent. Mr. White introduced Ms. Krystalin Bullicer, Sustainability Project Assistant, Housing Authority from the City of Ventura.

Ms. Bullicer stated that the Ventura Housing Authority has been working toward obtaining grants for improvements to bus shelters and bike ways along Ventura Avenue. Ms. Bullicer thanked the GCTD Board of Directors and staff for their assistance and participation regarding bus shelter improvements along Ventura Avenue.

Board of Directors Reports

There were no reports from the Board Members. Chair Heitmann reminded the Board Members that the personnel evaluation for the General Manager will be due at the end of the month. Chair Heitmann suggested to Director Haney that since he was recently appointed to the GCTD board, he might contact his predecessor for assistance in the evaluation.

General Manager's Report

Mr. Brown announced the recent employment of Aaron Mora to the GCTD Maintenance Department as a Service Worker.

Mr. Brown stated that GCTD participated in Food Share's LA Rams Souperbowl of Caring Food Drive. A total of \$1,366 was raised by the GCTD employees and the amount delivered to Food Share. Mr. Brown thanked Priscilla Herrera, Administrative Support, for organizing the event on behalf of GCTD.

Mr. Brown stated that GCTD will again participate in the Corporate Games which are held in Ventura. Sign-up sheets and a schedule of events have been posted throughout the facility.

Mr. Brown informed the Board of Directors that GCTD is in the process of updating the website in order to make it more user and mobile device friendly.

Agenda Review

Chair Heitmann announced that there would be no Closed Session. Item is continued to the next meeting date.

Consent Agenda

1. Consider Approval of Minutes of January 9, 2019 Board of Directors Meeting

GCTD Board of Directors Meeting Minutes

February 6, 2019

Page 3 of 8

2. Consider Approval of Expenditures for the Month of December 2018
3. Consider Approval of Treasurer's Report for December 2018
4. Consider Approval of Budget Income Statement for Month Ending December 2018
5. Consider Approval of Financial Statements & Schedule of Money Transfers for December 2018
6. Consider Approval of GCTD Quarterly Investment Report for the Q/E December 31, 2018

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

Public Comments on Formal Items

There were no public comments.

Formal Items

7. **Receive and File 2nd Quarter FY 2018-19 Ridership and Service Report for GCTD Fixed Route and GO ACCESS Service** – Matt Miller, Planning Manager and Margaret Schoep, Paratransit & Special Projects Manager

Mr. Miller provided a summary of performance and operating statistics for fixed-route. The report covers the 2nd Quarter (October 1 through December 31).

- Mr. Miller stated that ridership for the 2nd quarter of FY 2018-19 has continued to increase and is up 6.0% over the 2nd quarter of last year. GCTD has also been able to implement programs to encourage more ridership like Free Fare Days as well as participating in VCTC's countywide College Ride Free program.
- Mr. Miller stated that the reason for the increase in ridership in December 2018 over December 2017 is due to the Thomas Fire occurrence which resulted in GCTD only being able to provide limited service.
- Although there is a current increase in ridership attributed to the Ventura County Free College Ride program, it should be understood that this program is a temporary 2-yr pilot program with the student fares funded by the LCTOP program. Additional funding will need to be found to continue the program.
- Mr. Miller also mentioned that GCTD released a bilingual passenger survey onboard buses and online soliciting feedback about the transit service, passengers' satisfaction with our service and ways to improve. Close to 600 survey responses were received and staff is now working on an analysis of the feedback received.

Mr. Miller introduced Ms. Schoep who stated that the GO ACCESS report provides a summary of ridership and performance for the 2nd Quarter of FY 2018-19.

GCTD Board of Directors Meeting Minutes

February 6, 2019

Page 4 of 8

- Total boardings for GO ACCESS increased 8.4% during the 2nd Quarter this year when compared to the 2nd quarter of last year. Year-to-date, boardings are 59,171 through December 31, 2018 which represents a 7.6% increase in YTD boardings when compared to the same period in the last fiscal year. The ridership increases can mainly be attributed to the rebound from last year's Thomas Fire.
- In January, GCTD received reimbursements from the County of Ventura's MediCal Administrative Activities (MAA) in the amount of \$175,440 for trips provided to qualified passengers to qualified locations during the first two quarters of FY 2017. Since the passage of AB2394 in 2016, this will likely be the last year that GCTD will be able to receive the benefit of MAA reimbursement for medical eligible trips
- Ms. Schoep stated that GO ACCESS launched the Interactive Voice Response (IVR) feature in mid-January. The system provides nightly contacts with the customers reminding them of their upcoming trip reservation as well as a call 5 minutes prior to the vehicle arriving. Ms. Schoep stated that early feedback has been positive.

Mr. Miller recommended that the GCTD Board of Directors receive and file this report. This report is for information only.

The report was received and filed.

8. Consider Approval of Contract Change Orders to Icon West, Inc. for Construction of the GCTD Administration & Operations Facility – Reed Caldwell, Assistant General Manager

Mr. Caldwell stated that as the completion of the new GCTD Administration and Operations Facility is near, it is necessary to review the construction claims submitted by the General Contractor, Icon West, Inc. that have occurred over the contract and negotiated over the last several months.

Mr. Caldwell stated that on February 1, 2017, the Board approved award of contract to ICON West in the amount of \$35,747,000 for the construction of the Administration & Operations Facility. On September 6, 2017, the Board approved the award of Bid Alternate #1 Expansion of Bus Parking area in the amount of \$294,279.00. Subsequently an additional five change orders have been approved that total \$9,470.51.

During the construction, Mr. Caldwell stated that the contractor submitted 94 construction claims to GCTD. Mr. Caldwell stated that GCTD was able to resolve 35 of the claims with no added cost. The remaining 59 claims were reviewed to conform to allowable costs and through several negotiation conferences, the original submitted value of all claims totaling \$1,160,780 was reduced to \$573,429.43. This change represents 1.60% of the original construction contract.

GCTD Board of Directors Meeting Minutes

February 6, 2019

Page 5 of 8

Mr. Caldwell stated that the total project budget is \$53.0 million as approved by the GCTD Board of Directors at the June 6, 2018 Board meeting. The project contingency of \$1.3 million is sufficient to fund this proposed change order of \$573,429.43.

Director Zaragoza asked the timeline for the move. Mr. Caldwell stated that it would be late June or early July.

Vice-Chair Berg thanked Mr. Caldwell for his diligence in negotiating a reduction in the cost of the claims.

Director Haney congratulated Mr. Caldwell for bringing the project in at 1.60% - the construction standard is 10% and to be able to bring a project under 10% is incredible.

Chair Heitmann inquired if there would be electric charging stations. Mr. Caldwell stated that not at this time. Director Zaragoza suggested contacting APCD for information on charging stations. Vice-Chair Berg suggested contacting the Port of Hueneme because they have charging stations installed by Tesla.

Mr. Caldwell stated that GCTD will eventually be charging Santa Barbara MTD buses and will be looking to hiring a consultant for that project.

Chair Heitman thanked Mr. Caldwell for his diligent oversight of the project.

Mr. Caldwell recommended that the Board of Directors approve an aggregate change order total of \$573,429.43 to Icon West, Inc.'s construction contract for a revised contract amount of \$36,624,178.94.

Director Zaragoza moved to approve an aggregate change order total of \$573,429.43 to Icon West, Inc.'s construction contract for a revised contract amount of \$36,624,178.94. Director Haney seconded the motion.

The motion passed unanimously.

9. Update on Construction of the New Facility, Operations, and Maintenance Departments – Reed Caldwell, Assistant General Manager

Mr. Caldwell provided an overview of the progress of recent activities at the new GCTD Administration and Operations facility pointing out the walking track located on the perimeter of the facility and installation of the new Gold Coast Transit District sign. Mr. Caldwell stated that the contractor has been very diligent in providing excellent construction oversight.

Vice-Chair Berg inquired if the catch basin would be landscaped later so that it would not be seen from outside of the facility. Mr. Caldwell stated that the berm is high enough so that the catch basin is not readily seen from outside of the facility.

In summarizing the status of the bus operations and maintenance, Mr. Caldwell stated that:

GCTD Board of Directors Meeting Minutes

February 6, 2019

Page 6 of 8

- Mr. Rigo Nava, Safety and Training Officer, recently completed a one-week DMV training certification
- Maintenance is now providing in-house training for the rebuilding of bus engines.

There being no further questions, Mr. Caldwell recommended that the GCTD Board of Directors receive and file the report.

The report was received and filed.

10. Consider Approval for Advance Withdrawals from Capital Reserve to Pay Construction Costs for New Administration and Operations Facility Project – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that the remaining budget for the new Administration and Operations Facility includes approximately \$3.1 million in Local Transportation Funds (LTF) from GCTD's Capital Reserve account. It is anticipated that these funds will be utilized toward the end of the project. When this occurs, there may be a potential for a cash flow issue for the District. Staff proposes to plan for this occurrence by making one or more withdrawals from the Capital Reserve account in advance of making payment.

Mr. Rosenberg stated that this is not consistent with the standard reimbursement process overseen by VCTC. GCTD and VCTC have agreed to implement an alternate process specific to this situation subject to approval by GCTD's Board of Directors. The proposed alternate process for addressing this issue is that GCTD would request from VCTC an advance from Capital Reserve not to exceed \$2 million. VCTC would approve the request and GCTD would receive funds in 2-3 weeks.

Mr. Rosenberg also stated that additional funding requests would be limited to replenishments, and GCTD will submit documentation of expenditures when requesting replenishment. Once the project is complete, all expenditures will be documented, and any funds received in excess of expenditures will be returned to capital reserve. Mr. Rosenberg stated that the use of this procedure is exclusively for this project and is expected to be limited to no more than three withdrawals.

Director Berg inquired how quickly can GCTD receive the money. Mr. Rosenberg stated that the funds can be transferred from a money market account and be accessed the same day.

Director Haney inquired on the fund balance at this time. Mr. Rosenberg stated that it is GCTD's funds overseen by VCTC. There is just under \$8,000,000 left in the account.

Mr. Rosenberg recommended that the Board of Directors approve GCTD to implement with VCTC this alternate process for making a limited number of advance withdrawals from the Capital Reserve account in support of the construction project costs for the new Administration and Operations facility.

Director Haney moved to approve GCTD to implement with VCTC this alternate process for making a limited number of advance withdrawals from the Capital Reserve account in support of the construction project costs for the new Administration and Operations Facility. The motion was seconded by Director MacDonald.

The motion passed unanimously.

INFORMATIONAL ITEMS

11. Report of Contracts Awarded – Tanya Hawk, Buyer

Ms. Hawk stated that in compliance with the GCTD Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process which have a value of more than \$50,000, but less than \$100,000. Since the last report, there have been two applicable contracts awarded.

1. Contract for Uniformed Guard Services to California Panther Security (CPS) for a total contract amount of \$75,770.88. Based on the anticipated relocation to the new facility, it was decided to award a 1-year base contract with a one (1) year option period. GCTD feels it is in the District's best interest to retain the services of CPS at this time because the time and expense it would take to go through another RFP process for a short period of time would be unreasonable for GCTD and vendors. GCTD fully expects to issue a new RFP for security services at the new facility once the revised scope of work is defined.
2. Contract for CWI 2018 L9N Transit Bus Extended Coverage for (14) engines to Cummins in a contract amount of \$63,000.00. This purchase is to add extended warranties to fourteen (14) new engines being purchased from Cummins. It was in the best interest of GCTD to do a Sole Source Justification because the extended warranty for the Cummins L9N replacement engines with Near-Zero Emission is proprietary to Cummins.

There being no discussion, Ms. Hawk recommended that the Board of Directors receive and file this report.

The report was received and filed.

12. Receive and File Report on GCTD's Economic Impact – Beatris Megerdichian, Transit Planner

Ms. Megerdichian's presentation summarized key highlights of the Economic Impact Report for GCTD. The Economic Impact Report quantifies and describes how local jobs and incomes are generated through the operations, maintenance of buses and capital projects at GCTD using the "*My Economic Impact Tool*" developed by the American Public Transportation Association (APTA).

GCTD Board of Directors Meeting Minutes

February 6, 2019

Page 8 of 8

Ms. Megerdichian stated that the tool is provided to help transit agencies communicate the important role that continued and sustained investment in public transit plays in their local economies. The Economic Impact Report for Gold Coast Transit District uses budget information from the fiscal year 2017-2018 and summarized key highlights of the Economic Impact Report for GCTD included information on the following areas:

- Direct and In-direct jobs supported by both agency operations and capital expenditures
- Direct and subsequent (multiplier) effects to the local economy
- Overview of the diverse occupational mix of jobs supported by transit investments

Director Zaragoza inquired if this was a mandated report. Mr. Brown stated that it was not mandated but could assist VCTC when going out to present a sales tax.

There being no further discussion, it is recommended that the GCTD Board of Directors receive and file this report and presentation. The report is for information only.

The report was received and filed.

CLOSED SESSION

There was no Closed Session.

There being no further business, Chair Heitmann adjourned the meeting at 11:15 AM.

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

Steven P. Brown
Secretary of the Board of Directors

Chair
Cheryl Heitmann
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 6, 2019 10:00 A.M. at the Gold Coast Transit District Board Room, 301 E. Third St., Oxnard, CA 93030**. Copies of Administrative reports relating to the Board agenda are available on-line at www.GoldCoastTransit.org or from the Clerk of the Board, Gold Coast Transit District, 301 E. Third St., Oxnard, CA 93030.