



## **AGENDA**

### **SPECIAL BOARD OF DIRECTORS MEETING – Via ZOOM**

GCTD ADMINISTRATIVE FACILITY

1901 AUTO CENTER DRIVE

OXNARD, CA 93036-7966

[www.GoldCoastTransit.org](http://www.GoldCoastTransit.org)

**The meeting will be via ZOOM Webinar**

<https://us02web.zoom.us/j/88530270059?pwd=WlFxZlJdGRS9yd0t3TTZKRE9ReWhwUT09>

**WEDNESDAY, AUGUST 18, 2021**

**10:00 AM**

DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF NOVEL CORONAVIRUS (COVID-19), GOVERNOR NEWSOM HAS ISSUED EXECUTIVE ORDER N-29-20 IN WHICH SECTION 3 SUPERSEDES PARAGRAPH 11 OF EXECUTIVE ORDER N-25-20 (ISSUED ON MARCH 12, 2020). THIS NEW ORDER ALLOWS THE DISTRICT TO HOLD BOARD MEETINGS VIA TELECONFERENCING AND ALLOWS FOR MEMBERS OF THE PUBLIC TO OBSERVE AND ADDRESS THE MEETING TELEPHONICALLY OR ELECTRONICALLY.

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE BOARD MEETING BY EMAILING THEIR PUBLIC COMMENTS TO THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON AUGUST 18, 2021. ANY MEMBER OF THE PUBLIC REQUESTING ACCOMMODATION TO PARTICIPATE IN THIS MEETING VIA PHONE, MAY CONTACT THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON AUGUST 18, 2021, AT 805-483-3959 X 160 OR ADELGADO@GCTD.ORG.

### **CALL TO ORDER**

### **ROLL CALL**

Chair – Randy Haney – City of Ojai  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Sofia Rubalcava – (Alternate) City of Ventura  
Director – Matt LaVere – County of Ventura  
Director – Richard Rollins – City of Port Hueneme

### **CEREMONIAL CALENDAR**

- **Pledge of Allegiance**
- **Employee Recognition**

### **GOLD COAST TRANSIT DISTRICT**

## **GENERAL PUBLIC COMMENT PERIOD**

At this time, the Gold Coast Transit District Board of Directors will consider public comment for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation but may be referred to the general manager/secretary for administrative action or public report at a later meeting or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, or question or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form, available from the Clerk of the Board, and file it with the Clerk before speaking.

## **BOARD OF DIRECTORS' REPORTS**

## **GENERAL MANAGER'S REPORT**

**AGENDA REVIEW** - Any changes to the agenda may be made at this time.

1. [Consider Approval of Minutes of July 7, 2021, Board of Directors Meeting](#)

## **FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS**

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes comment total on all agenda items. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker's podium, and file it with the Clerk before speaking.

2. [Consider Approval of Discussion of Payroll Failures and New Payroll System – Dawn Perkins, Director of Finance](#)
3. [Receive Presentation on Paycom Payroll LLC – First Payroll Cycle – Dawn Perkins, Director of Finance](#)

## **CLOSED SESSION**

**NONE**

**Gold Coast Transit District**  
Board of Directors Meeting  
August 18, 2021  
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The next regular meeting of the GCTD Board of Directors will be held on **September 1, 2021, at 10:00 A.M. held via ZOOM.** Copies of administrative reports relating to the Board agenda are available on-line at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE CLERK OF THE BOARD AT (805) 483-3959, Ext. 160, OR E-MAIL [adelgado@gctd.org](mailto:adelgado@gctd.org) OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCTD TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 7, 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 – Present in person  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Mike Johnson – City of Ventura  
Director – Richard Rollins, City of Port Hueneme  
Director – Carmen Ramirez, County of Ventura (Alternate)

**Staff Present – via Zoom**

Steven Brown, General Manager  
Steven DeBaun, General Counsel  
Vanessa Rauschenberger, Director of Planning & Marketing  
Alex Zaretsky, Acting Director of Human Resources  
Dawn Perkins, Director of Finance  
Matt Miller, Planning Manager  
James Beck, Director of Operations and Maintenance  
John Kelley, Operations Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Angie Delgado, Clerk of the Board

**Ceremonial Calendar**

The pledge of allegiance was led by Director Mr. Johnson

**Employee Recognition**

- Robert Estrada, Bus Operator – 5 Years
- Rosa Meza Garcia, Bus Operator – 5 Years
- Jacob Galindo, Bus Operator – 5 Years
- Arnold Cobb, Bus Operator – 20 Years
- Alex Zaretsky, Acting Director of Human Resources – 15 Years

Director Ms. Ramirez thanked and congratulated everyone for their recognition and service to the public.

**GOLD COAST TRANSIT DISTRICT**

### **General Public Comment**

Lupe Montano read statement from Danny Carrillo, Doug Overton, Lisandro Rivera, Wilson Munoz, Julieta Flores, Esmeralda Velasquez (Tim Velasquez's spouse), Carlos Orozco, and Roi Maddox (spouse of Mr. Maddox) spoke during the public comments.

Board Members expressed their concerns and requested a special meeting to address issues with payroll. Update status on new payroll system, Paycom will be discussed during our Special Board Meeting in August 2021.

### **Board of Directors Reports**

None

### **General Manager Reports**

Mr. Brown announced item #16 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case was removed from Closed Session. Mr. Brown provided Board Members the updated General Managers Report for July 2021.

### **Consent Agenda**

1. [Consider Approval of Minutes of June 3, 2021, Board of Directors Meeting](#)
2. [Report of Contracts Awarded – Marlena Kohler, Purchasing and DBE Officer](#)
3. [Authorize the General Manager to Sign Amended Reimbursement Agreement with VCTC for College Ride Program – Vanessa Rauschenberger, Director of Planning and Marketing](#)

Vice-Chair Bryan MacDonald moved to approve Consent Agenda Items 1 through 3. Director Mike Johnson seconded the motion.

**The motion passed unanimously.**

### **FORMAL ITEMS**

4. [Receive Presentation on Final COVID-19 Recovery Plan – Vanessa Rauschenberger, Director of Planning and Marketing](#)

Ms. Rauschenberger provided a presentation and thanked the Board and staff for their input and involvement in developing a plan along with GCTD's new website going live for easier planning trips. Ms. Rauschenberger provided board members with planned activities that have taken progress.

•**May 2021** -GCTD launched its Late-Night Safe Rides, providing passengers an affordable and safe option during late night hours.

•**June 2** -As the County & State lifted COVID-19 restrictions and eliminated the tier system, GCTD has returned to boarding full capacity.

•**June** –Provided all Supervisors with Training on Overdose Education and education on resources in community. Ad campaign on buses as well.

•**July 2021** -GCTD is planning to implement service changes on Sunday, July 25th (as part of bi-annual service changes) to restore and increase frequency.

•**July 2021** –Rider Experience improvements -New Improved Website will come online this month, with easier trip planning tools.

Director Ms. Ramirez thanked Ms. Rauschenberger and staff for all their hard work and for taking safety measures. Director Mr. Rollins thanked Ms. Rauschenberger and staff for their astounded creativity of thinking outside the box and doing amazing things for the community in the area. Director Mr. Johnson thanked staff for their hard work and appreciate staff for not only restoring service but improving service to the public. Chair Mr. Haney stated incredible services provided to the public from the thoughtfulness of staff.

The report was received and filed.

5. [Receive Presentation on Planning & Outreach for July 2021 Service Changes - Matt Miller, Planning Manager](#)

**The report was received and filed.**

6. [Receive and File Report on 2021 CA Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions – Dawn Perkins, Director of Finance](#)

**The report was received and filed.**

7. [Conduct Public Hearing and Consider Adoption of FY 2021-2022 Operating Budget and Capital Plan – Dawn Perkins, Director of Finance](#)

Chair Haney Opened the Public Hearing on the FY 2021-2022 Operating and Capital Budget

Ms. Perkins provided a presentation that presented GCTD Fiscal Year 2021-22 Budget and Capital Plan for public hearing before the GCTD Board of Directors. After the public hearing, it is recommended the Board consider adoption of the Budget. The proposed budget is divided into three main sections: I) Operating Budget, II) Capital Plan and III) Detailed Tables.

Ms. Perkins stated the complete budget will be attached to the report presented to the board members. GCTD's total budget for FY2021-22 is \$37,065,510. This consists of \$28,791,321 Operating Budget, \$1,350,000 Debt Service Budget, \$1,648,289 Member Agencies requirements, and \$5,275,900 Capital Budget. The agency plans to use the ARP Act Funding to help balance the budget. The carryover CARES Act allocation from the previous year will be used for essential Business Systems Upgrades within the District and any leftover will be carried over to FY2022-23.

There were no Public Comments received on the FY 2021-2022 Operating and Capital Budget. Chair Haney closed the Public Hearing.

It was moved and seconded to approve the FY 2021-2022 Capital and Operating Budget. It was noted that the District By-Laws require a weighted vote with the City of Ventura and City of Oxnard having voting weights equal to 2. A roll call was conducted.

**Roll Call**

**Yes:**

**No:** None

Chair Randy Haney  
Vice-Chair Bryan MacDonald  
Director Mike Johnson  
Director Carmen Ramirez  
Director Richard Rollins

**The motion passed unanimously.**

**8. [Consider Adoption of Resolution No. 2021-05 Authorizing Staff to File a Claim for Transportation Development Act \(TDA\) Funds – Dawn Perkins, Director of Finance](#)**

Ms. Perkins stated Gold Coast Transit District (GCTD) FY 2021-22 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 using 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.

**IT IS RECOMMENDED that the Board of Directors adopt Resolution No. 2021-05, authorizing the filing of a TDA claim for the appropriate amount.**

Director Mike Johnson moved to approve the Adoption of Resolution No. 2021-05 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds. Director Carmen Ramirez seconded the motion.

**The motion passed unanimously.**

**9. [Consider Adoption of Disadvantaged Business Enterprise \(DBE\) Goal for Federal FYs 2022-2024 – Marlena Kohler, Purchasing Manager/DBE Officer](#)**

Ms. Kohler as part of the goal setting process, GCTD is required to consult with persons and groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effect of discrimination on opportunities for DBEs and GCTD's efforts to establish a level playing field for the participation of DBEs. The consultation process will be described in this section after the public consultation process has been completed. Staff will review any comments and send them, if any, with the final submission of our overall goal to FTA upon approval.

**IT IS RECOMMENDED that the Board of Directors approve the attached DBE Participation report and adopt the DBE goal of 0.4% for Federal FYs 2022-24, to be submitted to FTA.**

Director Carmen Ramirez moved to approve Adoption of Disadvantaged Business Enterprise (DBE) Goal for Federal FYs 2022-2024. Director Vice-Chair Bryan MacDonald seconded the motion.

**10. [Consider Authorizing the General Manager to Execute a Contract for Zero Emissions Bus \(ZEB\) Analysis – Marlena Kohler, Purchasing Manager/DBE Officer](#)**

Ms. Kohler stated staff is currently in the process of interviewing the top four (4) consultants who responded to our Request for Proposal for Zero Emission Bus (ZEB) Analysis which was issued on January 22, 2021. Once the interviews are concluded, negotiations will begin with the

selected consultant. The procurement process should be fully completed by the middle of July. It is anticipated that the amount of the contract will exceed the General Manager's current contract authority and with no meeting of the Board of Directors in August, staff is requesting that the Board authorize the General Manager to execute the contract that will result from these negotiations.

**IT IS RECOMMENDED that the Board of Directors authorize the General Manager to execute a contract for Zero Emission Bus (ZEB) Analysis with the successful firm at the conclusion of the RFP process in an amount not-to-exceed \$195,000.**

Vice-Chair Bryan MacDonald moved to approve Authorizing the General Manager to Execute a Contract for Zero Emissions Bus (ZEB) Analysis. Director Mike Johnson seconded the motion.

**The motion passed unanimously.**

### **INFORMATIONAL ITEMS**

**11. [Operations and Maintenance Update for July – James Beck, Director of Operations and Maintenance](#)**

**The report was received and filed.**

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

**The report was received and filed.**

### **CLOSED SESSION**

- 13. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Section 54957.6**  
Agency designated representatives: General manager and General Counsel or designees.  
Employee organization: SEIU Local 721
- 14. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION - Pursuant to section 65956.9 (d)(1). Case Number 56-2020-00539849-CU-PO-VTA**
- 15. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION - Pursuant to section 65956.9 (d)(1). SEIU Local 721 v. Gold Coast Transit District (PERB Case No. LA-CE-1493-M)**

There being no further business, Chair Randy Haney adjourned the Board of Directors meeting at 11:57 AM.

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 **September 1, 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.



Item #2

**DATE** August 18, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance  
**SUBJECT** Receive Presentation on Recent Payroll Issues

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### SUMMARY

This report provides an update on recent payroll issues and the actions GCTD's staff have taken to assess and remedy the processes in producing paychecks for our employees. Over the past several months we have seen a variety of problems that have arisen during the processing of payroll. There have been pay periods where there were no issues, times where it has affected a small number of employees and three times when all employees were affected. As we complete the first payroll cycle on Paycom Payroll, LLC, staff will provide the Board a discussion of the problems with the payroll processes, responses to the events and new procedures instituted to avoid the same problems from occurring again.

A review of the payroll processes was done in November/December 2020, and it was discovered that the basic rate of pay was combined with the bi-lingual and longevity pays into one rate. California Code of Regulations (CCR) Section 570.5 requires a publicly available pay schedule with special compensation items defined in an exclusive list. This requires that the special compensation such as Bi-lingual and Longevity pays be reported separately from the base pay rate. The Personnel Rules and the Union Memorandums of Understanding states Bi-lingual Pay was to be paid as a flat monthly rate and Longevity Pay was to be paid on the base rate of pay only. This has led to an overpayment to employees as they were paid this combined rate of pay on overtime and other special compensation such as night differential. With the first payroll in January 2021, all employees saw their rate of pay change to correspond with the salary schedules publicly available. This, combined with the annual change in tax withholdings, health insurance premium changes and union dues calculated on the base rate of pay only, led our employees to believe that they were paid less than before. We had a few bumps in the road getting the previous payroll system to calculate correctly, however, if monies were due to employees, it was handled as soon as possible.

There have been two lingering issues with FleetNet in processing payroll since the split in the combined rate of pay. The first, Longevity Pay is not paid when the percentage rate changes mid-pay period. Corrections are made as soon as they are found, and the employee is reimbursed. The second is the calculation by FleetNet of CalPERS Contributions and the file upload into CalPERS. This has attributed to many hours of manual entry to change each employee entry in the CalPERS system to report the separate base pay from the special compensations, Bi-lingual and Longevity Pays.

Three times there have been delays with the Direct Deposit files. Two of these were due to the incorrect transfer dates being used when the bank file was established to release the pay

### GOLD COAST TRANSIT DISTRICT

checks to employees. The first on February 26, 2021, was corrected and employees received their pay checks by mid-afternoon the same day. The payroll dated May 7, 2021, was corrected timely and should have been received the same day but due to an error by Union Bank, the erroneous bank file should have been cancelled but the correct file was cancelled instead. The last Direct Deposit error on June 18, 2021, was an error on my part. I misread a communication stating the direct deposit file was completed when it was only ready to be approved. This caused a delay of a few hours for most employees, but a few did not receive their direct deposit until the next day due to the timing of their bank processing the file or it may have been due to the new Federal holiday of Juneteenth which some banks had recognized.

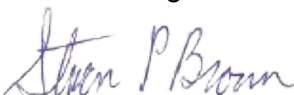
There have been some employees that have had issues throughout the past months that cannot be attributed to one or more specific cause. We had an instance of FleetNet changing a routing number for one employee who had had the same account for years and in reviewing the system audit report, showed no human interaction causing the change. Forms requesting raises, changes in deductions, and conversions of overtime hours have come to payroll after it has been processed and were not included in the period's check run. Each time, the payroll staff has made every effort to resolve the problems in a timely manner by asking the employee's permission to process on the next check or if needed immediately, processed a check as soon as possible.

A new shared Payroll Checklist has been instituted with sign offs, dates completed and boxes to enter required manual entries. Reviews and cross checking is also preformed during the checklist process. Managers and Directors have access to this Checklist and a status report is sent each Wednesday while payroll is processed to share where staff is currently in the checklist. Staff is available both in person or by phone each weekday for questions and concerns. As issues have come up, GCTD staff has been informed both by email as well as by text messages as well as sharing the information with the unions. We have used every resource available to contact employees. The whole Finance staff has stayed late into the night and on weekends to contact employees as well as to print and process manual checks for any employee affected. Zero payroll errors are our goal!

## **RECOMMENDATION**

It is recommended that the Board of Directors receive and file this presentation and provide any feedback to staff on future actions to help staff.

General Manager's Concurrence

  
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Steven P. Brown



Item #3

**DATE** August 18, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance  
**SUBJECT** Receive Presentation on Paycom Payroll LLC – First Payroll Cycle

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## **SUMMARY**

This report provides an update on the first payroll cycle completed with Paycom Payroll LLC. As discussed in the last item, we have dealt with several instances of payroll issues of late and have taken appropriate measures to assess and remedy each problem. One of the corrective measures has been to seek out another payroll processor with a long running track record of successful integration with agencies such as ours to address our unique characteristics and provide the support needed to ensure we do not fail to provide paychecks for all of our employees in a timely manner with no errors.

We began the search for a payroll solution in January with recommendations for Paycom made by several staff members who had previously attended demonstrations given by the sales staff at Paycom. Several other payroll companies were contacted for quotes and demonstrations but were reluctant to review our business processes until we were under contract. Paycom held over 20 meetings with us prior to entering the pre-contract phase to delve into all portions of the business cycle of our agency. Each department was invited to meet with Paycom and express the individual needs of their employees. Once every department had the opportunity to express their payroll needs, we moved forward to the contract phase and then to the start of the implementation.

The original date for our first live payroll check was to be July 16, 2021, however, with approximately three weeks to go, we discovered we had several items that had not yet been fully addressed. We requested to have at least three additional pay periods to address these items. We were able to negotiate a new “Go Live” date of August 13, 2021, without any additional costs to be incurred. Meetings for the major stakeholders were held to address the newly discovered items that were holding us back from proceeding with the original planned launch. It was decided to take a phased in approach for the employee launch. Phase 1 called for all employees except for the Bus Operators to be trained and start using electronic timecards with a kiosk, electronic timeclock, mobile application, or desktop computer website program for timekeeping and in the use of the Employee Self Service Portal. Several trainings were held for managers and employees over several days to acquaint them with Paycom and the new features available to each user. Additional computers were made available with help from Matt De La Rosa, IT Technician, to allow each employee to feel comfortable. Employees can now request time off, view/print paystubs and tax documents, update their personal information and attend classes from Paycom. A table was set up in the Operator’s Lounge with examples of old and new paystubs and Payroll staff for the first pay date to show examples, answer questions and gain feedback for further evaluation and modifications, if needed.

## **GOLD COAST TRANSIT DISTRICT**

The Bus Operators currently report their time, and bid on routes and vacations, every six months through PERDIS, a robust Route Scheduling Software. It is also the main source of payroll classification reporting for the National Transit Database annual reports. It seemed the most logical approach would be to wait to train the Operators on the Self-Service Portal while we are in consultation with INIT, the parent company of PERDIS as to whether the two systems can work together for the benefit of our Operators. Our implementation team will be meeting to evaluate the launch of Phase 1 and discuss the timelines for the implementation of Phase 2 in the coming week.

While we have continued to use the new shared Payroll Checklist with sign offs, dates completed and boxes to enter required manual entries, a new Payroll Checklist will be created in the Paycom System with new signoffs, automatic date and time stamps and alerts if a procedure has been missed. Paycom has a strong workflow with a notification dashboard to remind managers of outstanding items to be completed. Managers and Directors will continue to have a status report sent each Payroll week, now on Tuesdays, the day before payroll is submitted, to share where staff is currently in the checklist.

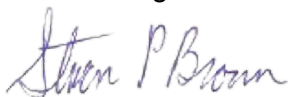
Staff will continue to be available both in person or by phone for questions and concerns. As issues have arisen, GCTD staff has been able to be informed both by notifications on the Employee Self Service Portal, by email, by text message and sharing the information with the unions. We have used every resource available to contact employees.

**Zero payroll errors and employee satisfaction are our goals!**

## **RECOMMENDATION**

It is recommended that the Board of Directors receive and file this presentation and provide any feedback to staff on future actions to help staff provide the best payroll experience for our team members.

General Manager's Concurrence



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Steven P. Brown