



**AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, DECEMBER 1, 2021 – 10:00 A.M.**  
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/webinar/register/WN\\_pFNRmVrVQl6iQ-Wa1bFUew](https://us02web.zoom.us/webinar/register/WN_pFNRmVrVQl6iQ-Wa1bFUew)

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 DECEMBER 1, 2021. IN ADDITION, MEMBERS MAY PARTICIPATE IN THE MEETING BY LOGGING INTO ZOOM [HERE](#) 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 DECEMBER 1, 2021 AT 805-483-3959 X 160 OR [ADELGADO@GCTD.ORG](mailto:ADELGADO@GCTD.ORG).

## **CALL TO ORDER**

## **ROLL CALL**

Chair – Randy Haney – City of Ojai  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Mike Johnson – City of Ventura  
Director – Matt LaVere – County of Ventura  
Director – Richard Rollins – City of Port Hueneme

## **CEREMONIAL CALENDAR**

- **Pledge of Allegiance**
- **Employee Recognition**
  - **Service Award – 30 years** – Rigo Nava
  - **1 Million Mile Club** – Hatim Ghazi

## **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.

## **CONSENT AGENDA**

1. [Consider Approval of Minutes of November 2021 Board of Directors Meeting](#)
2. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager and DBE Officer](#)
3. [Consider Reconfirming Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361](#)

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

The GCTD 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, and file it with the Clerk before speaking.

4. [Election of Board Officers for 2022 – Vanessa Rauschenberger, Acting Assistant General Manager](#)
5. [Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2022 – Vanessa Rauschenberger, Acting Assistant General Manager](#)
6. [Consider Approval of Job Description for Revenue Specialist – Dawn Perkins, Director of Finance](#)

## **INFORMATION ITEMS**

7. [Receive Update on 301 East 3rd Street Property – Vanessa Rauschenberger, Acting Assistant General Manager](#)

8. [Receive Update and Presentation on Operations and Maintenance Departments – James Beck, Director of Operations and Maintenance](#)
9. [Receive Update and Presentation on upcoming January 2022 Service Change – Austin Novstrup, Transit Planner II](#)
10. HOLIDAY BUS UNVEILING - Cynthia Duque, Marketing & Communications Manager

## CLOSED SESSION

11. CONFERENCE WITH LABOR NEGOTIATORS – Agency designated representatives: General Manager or designee – Employee organization: SEIU
12. PUBLIC EMPLOYEE APPOINTMENT  
TITLE: GENERAL MANAGER

The next regular meeting of the GCTD Board of Directors will be held on **January 5, 2022 at 10:00 A.M. via Zoom Webinar**. 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, NOVEMBER 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 – Present in person  
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  
Haviva Shane, General Counsel  
Vanessa Rauschenberger, Acting Assistant General Manager  
James Beck, Director of Operations & Maintenance  
Margaret Schoep, Paratransit & Special Projects Manager  
Angie Delgado, Clerk of the Board

**Ceremonial Calendar**

The pledge of allegiance was led by Mr. Rollins

**Employee Recognition**

○ **Steven Brown**

Ms. Rauschenberger presented Mr. Brown with an award on behalf of California Transit Association. In recognition of Mr. Brown's long distinguished career, outstanding leadership, vision and commitment to providing effective transportation to the public.

Members of the Board congratulated and thanked Mr. Brown.

**General Public Comment**

Hatim Ghazi, Doug Overton, Timothy Star, and Jeremy Adams spoke during the public comment period.

**GOLD COAST TRANSIT DISTRICT**

## **Board of Directors Reports**

None

## **General Manager Reports**

Mr. Brown provided the Board Members with the updated General Managers report and upcoming announcements, Veterans ride free on Veteran's Day the 11<sup>th</sup>, GCTD passed the annual CHP inspection. GCTD has no service on Thanksgiving Day returning to full regular service the following day. Mr. Brown stated he appreciated everyone's work.

## **Consent Agenda**

1. [Consider Approval of Minutes of October 6, 2021 Board of Directors Meeting](#)
2. [Consider Approval of Expenditures for the Months of July & August 2021](#)
3. [Consider Approval of Treasurer's Report for July & August 2021](#)
4. [Consider Approval of Quarterly Investment Report for the Quarter Ending Sept. 30, 2021](#)
5. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager and DBE Officer](#)

Director Rollins moved to approve Consent Agenda Items 1 through 5. Director Johnson seconded the motion.

**The motion passed unanimously.**

## **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 three (3) minutes comment total on all agenda items. Members of the public must submit their request by email to the Clerk of the Board prior to 9am on the day of the Board Meeting.

6. [Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361 – Vanessa Rauschenberger, Acting Assistant General Manager](#)

Ms. Rauschenberg stated the Board of Directors has been holding its regular board meetings virtually in accordance with Executive Orders issued by the Governor. The Governor has now rescinded those orders as they relate to the virtual meetings and the legislature has adopted AB 361 reestablishing and amending the requirements to meet virtually. As described in more detail below, in order to continue meeting virtually, the Board of Director is now required to make findings regarding the pandemic. The purpose of this agenda item is to allow the board to consider adopting a resolution making the required findings so that the Board to continue to meet virtually. The findings will need to be confirmed by the Board every 30 days.

Director McDonald moved to approve Consider Adoption of Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361. Director Johnson seconded the motion.

**The motion passed unanimously.**

7. [Receive Presentation on GCTD's Advertising Program and Consider Authorizing General Manger to Modify Advertising Rates Effective January 2022 – Cynthia Duque, Communications and Marketing Manager](#)

Ms. Duque presented the board with the GCTD Advertising Program.

It is recommended that the Board of Directors receive and file this presentation and grant the General Manager that authority to modify the advertising rates effective 2022.

Director LaVere moved to approve Presentation on GCTD's Advertising Program and Consider Authorizing General Manager to Modify Advertising Rates Effective January 2022. Director Rollins seconded the motion.

**The motion passed unanimously.**

8. [Consider Approval of Updated Position Description for General Manager, Steve Brown, General Manager](#)

Mr. Brown stated with his pending retirement effective December 30, 2021, it is prudent to review the General Manager's position description. The proposed description is updated to reflect changes in the operating environment including job duties, responsibilities, transit agency structure, community needs, external policies, and requirements. The proposed revisions incorporate relevant input from staff and peer transit agencies as well as strategic direction from the Gold Coast Transit District (GCTD) Board of Directors. The proposed revisions consider the evolving changes to public transit and the impact to GCTD operations.

Vice Chair MacDonald moved to approve Consider Approval of Updated Position Description for General Manager with the recommended modifications to the job description. Director Johnson seconded the motion.

**The motion passed unanimously.**

### **INFORMATIONAL ITEMS**

9. [Receive Fixed-Route & ACCESS Services Quarterly Update – 1st Quarter FY 2021-22 – Matt Miller, Planning Manager, Margaret Schoep, Paratransit & Special Projects Manager](#)

**The report was received and filed.**

10. [Receive Human Resources 1<sup>st</sup> Quarter FY 2021-2022 Report & Update on Recruitment Activities – Yvett Urteaga, Human Resources Coordinator](#)

**The report was received and filed.**

11. [Receive Update on 301 East 3<sup>rd</sup> Street Property – Vanessa Rauschenberger, Acting Assistant General Manager](#)

**The report was received and filed.**

12. [Future Agenda Items – Vanessa Rauschenberger, Acting Assistant General Manager](#)

**The report was received and filed.**

**CLOSED SESSION**

13. CONFERENCE WITH LABOR NEGOTIATORS – Agency designated representatives:  
General Manager or designee – Employee organization: SEIU
14. PUBLIC EMPLOYEE APPOINTMENT  
TITLE: GENERAL MANAGER

There being no further business, Chair Randy Haney adjourned the Board of Directors meeting at 11:30 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 **December 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.



December 1, 2021

Item #2

**TO** GCTD Board of Directors  
**FROM** Marlena Kohler, Purchasing Manager *MK*  
**SUBJECT** Report of Contracts Awarded.

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**SUMMARY**

As requested by the Board of Directors 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 November 2021 Board meeting.

**RECOMMENDATION**

**It is recommended that the Board of Directors receive and file this report.**

**GENERAL MANAGER'S CONCURRENCE**

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Steven P. Brown  
General Manager

**GOLD COAST TRANSIT DISTRICT**



Contracts/PO Award Report  
December 2021

Date Ordered	Purchase Order Number	Name	Description	Cost
<b>PROCUREMENT</b>				
03-Nov-21	P0030253	INSIGHT STRATEGIES, INC.	Team Building & Leadership Workshops	\$10,500.00
08-Nov-21	H0000004	TRUE NORTH LEADERSHIP, INC.	Coaching Services	\$4,000.00
10-Nov-21	H0000005	LIGHTGABLER	Personnel and Attorney Resources	\$10,000.00
			<b>Procurement Total</b>	<b>\$24,500.00</b>
<b>PARTS</b>				
27-Oct-21	M0048830	GILLIG LLC	E-10 BRAKE VALVE	\$1,639.70
27-Oct-21	M0048831	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$3,313.76
27-Oct-21	M0048832	MUNCIE RECLAMATION AND SUPPLY COMPANY	BALLAST	\$175.32
27-Oct-21	M0048833	THE AFTERMARKET PARTS COMPANY, LLC	STEERING KNUCKLE REPAIR KIT	\$714.64
27-Oct-21	M0048834	CUMMINS PACIFIC LLC	TENSIONER, BELT	\$2,280.04
28-Oct-21	M0048835	SPX CORPORATION	CABLE, RIBBON	\$34.65
02-Nov-21	M0048836	THE AFTERMARKET PARTS COMPANY, LLC	SWITCH, ENT DOOR SNAP ACTION	\$2,095.31
03-Nov-21	M0048837	GILLIG LLC	DOME LAMP, LED	\$485.58
03-Nov-21	M0048838	CUMMINS PACIFIC LLC	HARNESS, IGNITION COIL	\$370.78
03-Nov-21	M0048839	MUNCIE RECLAMATION AND SUPPLY COMPANY	BRAKE PADS	\$1,721.99
03-Nov-21	M0048840	LOS ANGELES TRUCK CENTERS, LLC	ES COMPLEAT EG PREMIX DRUM - BLUE	\$949.56
03-Nov-21	M0048841	CUMMINS PACIFIC LLC	ECM	\$2,899.59
04-Nov-21	M0048842	SOUTHERN COUNTIES FUELS	TRANSMISSION OIL SYNTHETIC	\$3,672.55
04-Nov-21	M0048843	ANA LABORATORIES, INC.	OIL SAMPLE BOTTLE	\$609.95
04-Nov-21	M0048844	GRAINGER	RED-HAT II SOLENOID VALVE	\$3,725.21
06-Nov-21	M0048845	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,001.16
07-Nov-21	M0048846	TELCOM COMMUNICATIONS	INSTALL RADIOS IN 4063, 4064, 4065	\$595.28
07-Nov-21	M0048847	TELCOM COMMUNICATIONS	RADIO PACKAGE	\$1,545.73
10-Nov-21	M0048848	THE AFTERMARKET PARTS COMPANY, LLC	Lamp, Green Exit Door	\$3,898.24
10-Nov-21	M0048849	GILLIG LLC	HUBODOMETER 525 REV	\$762.18
10-Nov-21	M0048850	MUNCIE RECLAMATION AND SUPPLY COMPANY	BELT, DRIVERS SEAT	\$268.21
10-Nov-21	M0048851	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR	\$493.49
11-Nov-21	M0048852	SPX CORPORATION	SHAFT NO 9	\$405.71
11-Nov-21	M0048853	CUMMINS PACIFIC LLC	DIPSTICK ENG OIL	\$86.88
			<b>Part Total</b>	<b>\$34,745.51</b>
<b>GRAND TOTAL:</b>				<b>\$59,245.51</b>



Item #3

**DATE** December 1, 2021

**TO** GCTD Board of Directors

**FROM** Vanessa Rauschenberger, Acting Assistant General Manager

**SUBJECT** **Consider Reconfirming Resolution 2021-09 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

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### **SUMMARY**

Since the start of the pandemic, the Board of Directors has been holding its regular board meetings virtually in accordance with Executive Orders issued by the Governor. The Governor has now rescinded those orders as they relate to the virtual meetings and the legislature has adopted AB 361 reestablishing and amending the requirements to meet virtually.

On November 3, 2021, the Board adopted resolution 2021-09 which authorized continuation of virtual meetings for 30 days. In order to continue meeting virtually, the Board of Director is required to make findings reconfirming the continuation of virtual meetings every 30 days.

### **BACKGROUND**

When the COVID-19 pandemic began, California Governor Gavin Newsom signed an Executive Order that allowed public agencies to meet virtually. The most recent Executive Order, N-33-20, expired on September 30, 2021. On September 16, Governor Newsom signed Assembly Bill (AB) 361. AB 361 gives the option for public agencies to continue meeting virtually until January 1, 2024. This bill allows local agencies to use teleconferencing in compliance with the Ralph M. Brown Act. Pursuant to AB 361, the GCTD Board of Directors must reconsider the continuing need for virtual meetings every thirty (30) days.

Virtual meetings are permitted presently because Governor Newsom has proclaimed a state of emergency. The State of California and many local officials have recommended measures to promote social distancing. If those conditions change, the local agency can still meet virtually if it has determined that physical presence at meetings would present imminent risks to the health and safety of attendees.

### **RECOMMENDATION**

**It is recommended that the Board consider reconfirming GCTD Resolution 2021-09, declaring the need for continuation of virtual Board meetings, pursuant to AB 361.**

**GOLD COAST TRANSIT DISTRICT**



Item #4

**DATE** December 1, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** Consider Election of Board Officers for 2022

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### 1. Executive Summary

Annually the Board of Directors elects a Chair and Vice Chair as defined in Section 1.1(a) of the District Bylaws. The Bylaws dictate that the election is to be held at the first meeting in December of each calendar year, with the new Chair and Vice Chair taking their positions at the first meeting in January of the following year.

**It is recommended that the Board of Directors elect from its members a Chair and Vice Chair to serve as the officers of the Board for calendar year 2022.**

### 2. Background

Board officers for the past nine (9) years are listed below:

2013 – Chair John Zaragoza, County of Ventura – Vice Chair Carl Morehouse, City of Ventura  
2014 – Chair Carl Morehouse, City of Ventura – Vice Chair Paul Blatz, City of Ojai  
2015 – Chair Paul Blatz, City of Ojai – Vice Chair Bryan MacDonald, City of Oxnard  
2016 – Chair Doug Breeze, City of Port Hueneme – Vice Chair Bryan MacDonald, City of Oxnard  
2017 – Chair Bryan MacDonald, City of Oxnard – Vice Chair John Zaragoza, County of Ventura  
2018 – Chair John Zaragoza, County of Ventura – Vice Chair Cheryl Heitmann, City of Ventura  
2019 – Chair Cheryl Heitmann, City of Ventura – Vice Chair Will Berg, City of Port Hueneme  
2020 – Chair Will Berg, City of Port Hueneme – Vice Chair Randy Haney, City of Ojai  
2021 – Chair Randy Haney, City of Ojai – Vice Chair Bryan MacDonald, City of Oxnard  
**2022 – TBD**

### 3. Recommendation

**It is recommended that the Board of Directors elect from its members a Chair and Vice Chair for calendar year 2022.**

**GOLD COAST TRANSIT DISTRICT**



Item #5

**DATE** December 1, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** Consider Approval of Board of Directors Meeting Schedule for 2022

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### 1. Executive Summary

Regular meetings of the Gold Coast Transit District Board of Directors are held at 10:00 AM on the first Wednesday of each month. For the past year, these meetings have been held remotely due to State and Local health orders. When in-person meetings resume these meetings will take place at GCTD's Administration Office at 1901 Auto Center Drive, in Oxnard, CA.

The Board meeting schedule has been amended in the past to accommodate holidays, and special events such as the California League of Cities Annual Meeting, American Public Transportation Association (APTA) Annual Meeting and the California Transit Association (CTA) Annual Meeting.

- League of CA Cities Conference - September 7-9, 2022 in Long Beach - *conflict Sept 7th*
- APTA TRANSform Conference - October 9-12, 2022 in Seattle - No conflict
- California Transit Association (CTA) Annual Conference - November 16-18, 2022 - No conflict

Please review the dates below and let me know if any adjustments to the proposed Board of Directors Meeting Schedule for 2022 as listed below are needed.

January 5 *	May 4	September 7 (or 14)
February 2	June 1	October 5
March 2	July 6	November 2
April 6	August – Dark	December 7
		January 4, 2023

\* Approved in 2020

### 2. Recommendation

**It is recommended that the Board of Directors consider, amend if necessary, and approve the proposed monthly Board meeting schedule for calendar year 2022.**

#### GOLD COAST TRANSIT DISTRICT



Item #6

**DATE** December 1, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance  
**SUBJECT** Consider Approval of New Position Description for Revenue Specialist

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### **SUMMARY**

As GCTD continues to evolve as an organization, it has become apparent the need to reorganize the Finance Department to create more efficiencies and better workflow within the Department. A review was done with Kenneth Pun of The Pun Group accounting firm to determine the needs of the department and the District. It was determined that the basic structure of the Department was good but there was no need at this time for the Accounting Manager position. In the Fiscal Year 2021-2022, this position was budgeted but will not be filled. A new position, Revenue Specialist, was recommended to address this critical function and staff recommends the addition of the Revenue Specialist position.

The Revenue Specialist will be responsible for revenue and grant accounting, budgeting, financial and analytical functions in support of financial and administrative operations. This is a critical activity to improve accountability throughout the process and assure that all appropriate checks and balances are in place. The Revenue Specialist will be assigned to coordinate all GCTD cash and fare revenue management activities going forward.

Additionally, the Revenue Specialist will be responsible for implementing business process improvements, performing complex data analysis and reporting projects, preparing budgets and analyzing expenditures and financial tracking of grant expenditures. The Revenue Specialist will also support the Finance Manager in coordinating GCTD compliance with a variety of federal, state and other regulatory audit and reporting requirements.

The proposed salary range for the Revenue Specialist position is at a level equivalent to that of a number of other GCTD professional positions requiring specialized skill and experience, with an annual range of \$56,048 to \$78,492. This position was not included in the FY2021-22 annual budget; however, the cost for this position through the remainder of FY 20-21 will be covered by savings generated as the result of not filling the budgeted Accounting Manager position with a salary range of \$76,948 to \$107,942, as well having both positions vacant during the first half of the fiscal year.

The complete position description for Revenue Specialist is an attachment to this report.

### **RECOMMENDATION**

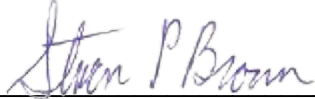
It is recommended that the Board of Directors approve the new position description and salary range for Revenue Specialist.

### **GOLD COAST TRANSIT DISTRICT**

December 1, 2021

Approve Position Description for Revenue Specialist  
Page 2 of 5

General Manager's Concurrence

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style with a horizontal line underneath it.

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Steven P. Brown

**GOLD COAST TRANSIT DISTRICT  
JOB DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	Revenue Specialist
<b>REPRESENTATION:</b>	Non-Represented
<b>OVERTIME STATUS:</b>	Exempt
<b>REPORTING STATUS:</b>	Finance Analyst
<b>SUPERVISES:</b>	None
<b>DATE AUTHORIZED:</b>	December 2021

**JOB SUMMARY**

Under general direction, this class may be assigned some or all of the following accounting, financial and administrative tasks in support of the Finance Department; accounts receivable, general ledger, revenue and inventory reconciliation, audit preparation, budget preparation, reporting and data analysis. This position is responsible to back-up mission-critical functions primarily assigned to the Finance Analyst.

**ESSENTIAL FUNCTIONS**

The Revenue Specialist may have responsibility for some or all of the following functions:

- Prepare billings and related correspondence for accounts receivable, including interface with fare media customers and advertising clients.
- Perform general ledger activities, including but not limited to Brinks Fare box reconciliations, journal entries, and audit preparation in support of the Finance Analyst.
- Fare Media Orders Management.
- ECHO Draws/Closeout Management.
- LTF and ECHO Grants Management in partnership with Planning and Marketing Department.
- Revenue reporting & analysis.
- Support GCTD Planning and Marketing and Customer Service Center as needed; tasks may include reconciling revenue submittals, cash counting activities, administering bad debt collection, activities, revenue reporting and reconciliation.
- Perform data tracking, analysis and reporting tasks, using financial and operational data, in support of all GCTD departments.
- Prepare reports to track progress and financial status of state and federal grants; coordinate with all departments to gather quarterly data required for submittal of reports using on-line reporting systems; assist with the preparation of State and Federal grant applications as needed.
- Perform month-end and year-end closing process, adjusting entries, and accruals.
- Assist with the preparation of monthly financial board reports.
- Assist with the preparation of tax returns and governmental reporting as needed.
- Perform other administrative, accounting, or analytical functions as assigned.

**OTHER JOB FUNCTIONS**

May be assigned other administrative, accounting, or analytical responsibilities.

**MINIMUM QUALIFICATIONS**

Any combination equivalent to an associate degree in a related field and three years of experience in bookkeeping, accounting, or financial analysis, with accounts receivable and general ledger management. Graduation from a four-year college or university with a bachelor's degree in a related field is desirable.

and

Knowledge of:

- Electronic data processing techniques related to accounting procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting database systems.
- Basic math, accounting, and financial reporting principles.
- GAAP (Generally Accepted Accounting Principles).
- GASB (Governmental Accounting Standards Board)
- General cash accounting and reconciliation practices
- Research techniques to prepare routine reports
- Public contact, public information, and employee service
- General office practices

and

Ability to:

- Learn GCTD policies and procedures
- Maintain confidentiality of information
- Operate a Windows-based PC system and utilize spreadsheet and analytical software, as well as a calculator and other common office equipment
- Keep financial and statistical records
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy, and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

**LICENSES AND OTHER REQUIREMENTS:**

None

**WORKING CONDITIONS:**



December 1, 2021

Approve Position Description for Revenue Specialist  
Page 5 of 5

#### Environment

- Office environment
- Driving a vehicle to conduct work

#### Physical Abilities:

- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.



Item #7

**DATE** December 1, 2021  
**TO** GCTD Board of Directors  
**FROM** Vanessa Rauschenberger, Acting Assistant General Manager  
**SUBJECT** Update on 301 East 3rd Street Property

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### **SUMMARY**

This item provides the Board of Directors an update on the status of the 301 East 3rd Street property (GCTD's former bus yard) and activities related to planning for the use of the site.

### **BACKGROUND**

Staff are currently engaged in pre-planning work for the use of the District's property 301 East 3rd Street in accordance with GCTD's Transit Oriented Development (TOD) Policy. The site is located in Downtown Oxnard, directly across the 3rd Street bridge from the Oxnard Transit Center. A presentation summarizing the project status will be presented at the Board meeting.

### **RECOMMENDATION**

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

### **General Manager's Concurrence**

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Steven P. Brown

### **GOLD COAST TRANSIT DISTRICT**



Item #8

**DATE** December 1, 2021  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** GCTD Operations and Maintenance Report

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### **SUMMARY**

This report provides an update on GCTD's Operations and Maintenance Departments.

This report will be given monthly and will include Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

### **RECOMMENDATION**

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

General Manager's Concurrence

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Steven P. Brown

### **GOLD COAST TRANSIT DISTRICT**



Item #9

**DATE** December 1, 2021  
**TO** GCTD Board of Directors  
**FROM** Austin Novstrup, Transit Planner II  
**SUBJECT** **January 2022 Service Change Update**

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### **SUMMARY**

Staff will give a presentation on the progress of service planning efforts for the January 2022 fixed-route service change.

### **BACKGROUND**

Each fiscal year GCTD makes two adjustments to fixed-route service schedules. These adjustments are typically planned for implementation in late July and again in late January.

After conducting operator outreach, reviewing customer feedback, and analyzing on time performance and ridership data planning staff has determined that the adjustments listed below will be incorporated into the schedules for January 2022 Service Change that will occur on Sunday January 23, 2022.

**Minor Schedule Adjustments**  
**Weekday**  
Routes 1, 2, 3, 4, 5, 8, 15, 17, 21, & 23

**Modified Schedule**  
**Weekday**  
Route 6

**Weekend**  
Routes 4, 17, 21, & 23

**Weekend**  
Route 6

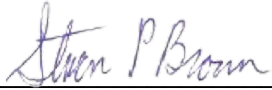
As part of our service change process GCTD conducts outreach in advance of the service change to inform our passengers and the public of upcoming changes. This will include, announcements made onboard GCTD buses, rider alerts posted online and onboard our buses, publishing and distributing new bus books, a Facebook live discussion, and a pop-up information booth the week of the service change.

### **GOLD COAST TRANSIT DISTRICT**

**RECOMMENDATION**

It is recommended that the GCTD Board of Directors receive and file this presentation and provide any feedback to staff on the material presented.

General Manager's Concurrence

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style with a horizontal line underneath it.

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Steven P. Brown