



**GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
FEBRUARY 3, 2010**

Call to Order

Chair John C. Zaragoza called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:04 a.m. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

John C. Zaragoza, Chair
Maricela P. Morales, Vice Chair
Director Sue Horgan, Alternate, Ojai
Director Brian Brennan, Alternate, Ventura
Director Thomas E. Holden, Oxnard

Staff Present

Deborah C. Linehan, General Manager
Steve Brown, Director of Planning & Marketing
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Margaret Heath, Paratransit & Special Projects Manager
Helene Buchman, Planner
Nancy Kierstyn Schreiner, General Counsel
Roxanna B. Ibarra, Office Manager/Clerk of the Board

Others Present

Darren Kettle, Executive Director, Ventura County Transportation Commission
Patricia Bluman, Strategic Planning Facilitator for GCT

Ceremonial Calendar

- The Pledge of Allegiance was led by Director Brennan
- Chair Zaragoza congratulated Bus Operator Alex Dinkel on his ten year employment anniversary with GCT/SCAT and presented him with a service pin. Ms. Linehan also recognized Mr. Dinkel for his service in the U.S. Navy Reserve including a tour of duty at Forward Operating Base Camp Bucca in Iraq. She thanked him for his service to GCT and its customers and his military service.

General Public Comment

None

Board of Directors' Report

Chair Zaragoza welcomed alternate Board Members Sue Horgan, City of Ojai and Brian Brennan, City of Ventura, and thanked them for attending.

General Manager's Report

Ms. Linehan also welcomed alternate Board Members Horgan and Brennan, and thanked them for attending.

Agenda Review

There were no changes

Consent Agenda

1. Consider Approval of Minutes of December 2009 Board of Directors Meeting
2. Consider Approval of Minutes of January 2009 Board of Directors Meeting
3. Consider Approval of Expenditures for the Month of December 2009
4. Consider Approval of Treasurer's Report for December 2009
5. Consider Approval of Budget Income Statement for Six Months Ending December 2009
6. Consider Approval of Financial Statements and Schedule of Money Transfers for December 2009

Director Holden moved to approve Consent Agenda items 1-2. Vice-Chair Morales seconded the motion. Director Horgan abstained from Consent Agenda items 1-2, minutes of the December 2009 and January 2010 Board meetings since she was not present.

Roll Call

Yes: No:None

- Director Brennan
- Director Horgan (Abstained)
- Director Holden
- Vice-Chair Morales
- Chair Zaragoza

The motion passed unanimously.

Director Brennan moved to approve Consent Agenda items 3-6. Vice-Chair Morales seconded the motion.

Roll Call

Yes: No:None

Director Brennan
Director Horgan
Director Holden
Vice-Chair Morales
Chair Zaragoza

The motion passed unanimously

Public Comments on Agenda Items

None

Formal Items

7. **Briefing on and Discussion of Projected Reduction in TDA Revenue and Other Financial Considerations-** Darren Kettle, Executive Director, Ventura County Transportation Commission; Steve Rosenberg, Director of Administrative Services; Steve Brown, Director of Planning & Marketing

Ms. Linehan introduced Darren Kettle, Executive Director of the Ventura County Transportation Commission. Ms. Linehan stated that Mr. Kettle would update the board of directors on the revised estimate for Transportation Development Act (TDA) funding for the upcoming and present fiscal years.

Mr. Kettle reported that the Local Transportation Fund (LTF) revenues for fiscal year 2010-11 are now projected to be between \$22.9 and \$23.3 million, compared to the previous projection of \$28.5 million. VCTC anticipates a reduction for every local jurisdiction. Mr. Kettle said that the government's proposal to take away Proposition 42 funding specifically impacts Ventura County's contribution to the Metrolink system. Mr. Kettle also stated that the county's financial obligation to Metrolink is expected to increase.

Mr. Kettle reported that the current Federal budget proposal includes a two percent reduction in transit funds from the prior year. He stated that the Federal Highway Trust Fund is now in dire straits, which also affects transit funding. Mr. Kettle said VCTC is now looking closely at VISTA and all other VCTC services for cost savings.

Mr. Kettle stated that as a result of all these funding reductions, transit in Ventura County is now facing serious service cuts. Mr. Kettle stated that VCTC will not have a budget in place until May or June. Ms. Linehan asked Mr. Kettle to recap the disbursement of TDA funding by mode or purpose. Mr. Kettle recapped that 2% goes for planning, 3% to 4% percent for administration,

approximately \$4 million to Metrolink and all of other money goes to member jurisdictions for transit, bicycle and pedestrian uses and, if any money is left, to streets and roads. Mr. Kettle stated that additional funding for rail will reduce the funding available to member jurisdictions to fund GCT, and this will have a major impact on GCT service.

Vice-Chair Morales asked Mr. Kettle about the county's Metrolink options. Mr. Kettle stated that it was possible to get out of the Metrolink agreement with one year of advance notice, but the county would incur yet-to-be determined costs. Vice-Chair Morales asked about the big picture in terms of transit funding, and Mr. Kettle stated that VCTC has bigger problems than its neighboring counties because there is no local sales tax revenue stream dedicated to transit. Chair Zaragoza asked if there were VCTC dollars that can backfill the funding losses. Ms. Linehan added that the city of Ventura is already \$200,000 short of fulfilling its current year obligation to GCT. Jeff Hereford, a city of Ventura engineer, made note of the fact that the city is already using all of its TDA money for transit. Mr. Hereford stated that the city's reserve TDA funds are already committed towards projects that are in place. Ms. Linehan stated that to her knowledge each member jurisdiction except Ventura will be able to make ends meet this fiscal year. She asked any member that is concerned that they will not be able to meet their funding obligation for the current fiscal year to please confer with GCT.

Mr. Kettle stated VCTC would draft a budget to present to the full Transportation Commission in June. He also said that Metrolink would be discussing service reductions.

Mr. Hereford asked if GCT would be able to save money through service reductions in the current year. Mr. Rosenberg noted that it takes a few months to plan and implement a service change. The Board asked what the time frame for a service reduction would be. Mr. Brown stated that it would take at least three months. Ms. Linehan stated that she felt that this should be the last resort to look at in terms of savings. Director Brennan asked then if GCT can look at the possibility of Ventura using next year's carryover funds and report back to the Board in the near future. Ms. Linehan said that staff will report back on options for short term budget relief including Ventura's possible use of its carryover funding, and allocating fixed and variable costs in a new "fair share" formula for determining service costs.

8. **Receive and File Report on Board of Directors Strategic Planning Workshop; Discuss and Develop Goals Supporting GCT's New Mission Statement-** Helene Buchman, Planner and Patricia Bluman, Strategic Planning Facilitator for GCT

Steve Brown, director of planning & marketing, stated that during the Strategic Planning Workshop on December 18, 2009, the Board reviewed GCT's current mission statement and developed a new one. Mr. Brown also reported that there was significant discussion about the agencies' Strengths, Weaknesses, Opportunities and Issues that provided staff with great direction to begin the development of key goals and objectives.

Patricia Bluman, the workshop facilitator and Helene Buchman, GCT Planner, discussed the draft goals included in this report to the board. Ms. Bluman reviewed the five recommended goals and asked the Board for feedback and input on each.

Vice-Chair Morales stated that she felt GCT was missing some goals. She said that four of the five goals have to do with GCT's service and what GCT offers; she felt that the focus should be on what GCT does and how GCT serves its customers. Vice-Chair Morales stated there was one goal which has to do with governance - which is goal five - but felt that there should be a fiscal goal in place as well. She stated there also needed to be a goal in terms of GCT's internal operations. Vice-Chair Morales felt GCT can only do its work and meet its external goals by having internal policies that are as strong as possible. She emphasized that if we want strong outcomes then we need strong internal capacity with higher standards. She said the objectives would be to have a qualified diverse staff at all levels, driver responsiveness to ADA passengers and effective management-staff relations. Vice-Chair Morales stated GCT already has a lot of internal strengths that were discussed in the workshop, but she stated GCT always needs and wants to continually improve on its external services. In order for GCT to achieve this they also need to continually improve and build on to it's internal operations and communicate to staff. Vice-Chair Morales reported that it's important for staff to really see the link between how critical they are, how they are doing their work individually and collectively internally, in order for GCT to meet their external goals.

Vice-Chair Morales talked about a fiscal goal and a proposed tax initiative. She reiterated that Ventura County is one of the largest counties that does not generate internal sales tax revenue, and that is why the county is so much more vulnerable to state and federal funding changes than other southern California counties. Vice-Chair Morales asked that GCT not be reactionary to whatever comes from the SB 716 study, but rather be proactive to ensure our priorities are aligned with our mission and included in this critical study. Director Holden agreed that it is of significant importance to develop and act upon such goals. Vice-Chair Morales stated GCT should frame these goals within three to five years and add the fiscal and internal goal so that everything aligns with GCT's mission statement. Ms. Bluman stated the fiscal goal would fall under or could

be combined with goal five which is: to maintain the most appropriate governance structure to facilitate the achievement of the highest standards of transit service delivery.

The structure of the JPA was also discussed among the Board. Director Holden asked about the potential options for an alternative to the current JPA structure. Director Holden asked staff about becoming a transit district and asked Ms. Linehan if this was going to come back to the Board as a recommendation in the future. Ms. Linehan stated she would like to deal with the issues under discussion in two separate pieces. First, a revised formula for distributing service costs among the members is of immediate concern to the Board because this will apply directly to the upcoming budget for FY10-11. Staff will be returning to the board in March or April with formula options and models that Mr. Rosenberg is already working on. Then staff should revisit the white paper on transit districts distributed to the Board at the strategic planning session and prepare a formal report to the Board on the district vs. JPA governance question. Monterey/Salinas also had a transit JPA that has just recently become a district. This provides GCT with a great model/example to look at.

Ms. Bluman indicated that she will work with staff to make changes to the goals as discussed and begin working on the objectives for each goal to be brought back to the Board.

Director Brennan moved to Receive and File the Report on the Board of Directors Strategic Planning Workshop; Discuss and Develop Goals Supporting GCT's New Mission Statement. Vice-Chair Morales seconded the motion.

Roll Call

Yes:	No:None
Director Brennan	
Director Horgan	
Director Holden	
Vice-Chair Morales	
Chair Zaragoza	

The motion passed unanimously

- 9. Receive and File Budget Variance Status Report for FY2009-10 as of Month End December 2009**-Steve Rosenberg, Director of Administrative Services

Director Holden moved to Receive and File the Budget Variance Status Report for FY2009-10 as of Month End December 2009. Vice-Chair Morales seconded the motion.

Roll Call

Yes:

No:None

Director Brennan

Director Horgan

Director Holden

Vice-Chair Morales

Chair Zaragoza

The motion passed unanimously

Closed Session

10. **Closed Session – Conference with Labor Negotiators Regarding Negotiation of Memoranda of Understanding with Service Employees International Union Local 721, Pursuant to Government Code Section 54957.6-** Nancy Kierstyn Schreiner, General Counsel; Deborah Linehan, General Manager; Steve Rosenberg, Director of Administrative Services; Andrew Mikkelson, Director of Transit Operations; Alex Zaretsky, Human Resources and Risk Manager

The Board entered into closed session at 11:37AM.

Formal Items (Continued)

11. **Report at Conclusion of Closed Session, if applicable, Pursuant to Government Code 54957.1 –** Nancy Kierstyn Schreiner, General Counsel

At 11:56AM the Board of Directors re-convened into open session. Chair Zaragoza announced that there was nothing to report at this time.

Information Items

- A. **GCT Fixed Route Service Report for December 2009-** Chuck McQuary, Transit Planner
- B. **ACCESS Paratransit Monthly Management Report for December 2009 -** Steve Brown, Director of Planning & Marketing

There being no further business, Chair Zaragoza adjourned the Board of Directors meeting at 11:57 A.M.

Minutes recorded by: Roxanna Ibarra, Clerk of the Board of Directors

Deborah C. Linehan
Secretary of the Board

John Zaragoza, Chair
Board of Directors

Unless otherwise determined by the Board of Directors, the next regular GCT Board meeting will be held on March 3, 2010 at 10:00AM, at the GCT Administrative Facility, 301 E. Third St., Oxnard. Copies of administrative reports relating to the agenda are available from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030-6048.