



**GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
March 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 Morales, Vice Chair
Director Carol Smith
Director William Fulton
Director Thomas E. Holden

Staff Present

Deborah C. Linehan, General Manager
Steve Brown, Director of Planning and Marketing
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Rob Lurie, Director of Fleet & Facilities
Ken Mills, Buyer/DBE Officer
Nancy Kierstyn Schreiner, General Counsel
Roxanna B. Ibarra, Office Manager/Clerk of the Board

Others Present

Members of the Public

Ceremonial Calendar

- The Pledge of Allegiance was led by Director Smith
- Chair Zaragoza congratulated Ken Mills, Buyer/DBE Officer on ten years of dedicated service to GCT and presented him with a service pin on behalf of the GCT Board and staff.
- Ms. Linehan also congratulated and thanked Mr. Mills.

General Public Comment

There were none.

Board of Directors' Report

Director Fulton noted that he was on Route 6 and the ADA stop announcements were broadcast inside and outside the bus so people were able to hear it. Chair Zaragoza stated that he would like to have an update regarding the bus accident that occurred on Monday March 1, 2010. Ms. Linehan stated that she or Mr. Mikkelson would relay the information about the accident with a call or email. Director Holden introduced councilmember Bryan MacDonald who was in the audience.

General Manager's Report

Ms. Linehan introduced and welcomed GCT's new intern to the Planning & Marketing Department, Vanessa Rauschenberg of Oxnard. Ms. Rauschenberg lived in New York City for seven years and worked for the City's Transportation and Planning Department.

Agenda Review

None

Consent Agenda

1. Consider Approval of Expenditures for the Month of January 2010
2. Consider Approval of Treasurer's Report for January 2010
3. Consider Approval of Budget Income Statement for Seven Months Ending January 2010
4. Consider Approval of Financial Statements and Schedule of Money Transfers for January 2010

Director Holden moved to approve Consent Agenda Items 1 through 4. Vice-Chair Morales seconded the motion.

Roll Call

Yes: No: None

Vice-Chair Morales
Director Holden
Director Fulton
Director Smith
Chair Zaragoza

The motion passed unanimously.

Public Comments on Agenda Items

There were none.

Formal Items

5. Receive and File Report on Delivery and Inspection of Eight (8) New 35-Foot Fixed Route Buses- Robert Lurie, Director of Fleet & Facilities

Mr. Lurie gave a status report on the delivery and inspection of eight new 35-foot fixed route buses. Mr. Lurie reported the construction of the bus bodies began in Budapest, Hungary in the summer of 2009 and the bodies were then shipped to NABI's plant in Anniston, Alabama where they were finished off the first week of February 2009. Mr. Lurie stated that the buses were then driven from Alabama to Oxnard. Mr. Lurie stated the buses are currently in the acceptance phase where the GCT maintenance personnel are inspecting them to ensure there are no manufacturing defects. After the eight buses have gone through and passed the inspections, fare boxes and graphics will be added to each bus. These buses should be in service around April or May of this year.

Vice-Chair Morales moved to Receive and File the Report on Delivery and Inspection of Eight (8) New 35-Foot Fixed Route Buses. Director Holden seconded the motion.

Roll Call:

Yes:

No: None

Director Smith

Director Holden

Director Fulton

Vice-Chair Morales

Chair Zaragoza

The motion passed unanimously.

6. Consider "Fare Share" Options for Modifying GCT Member Funding Calculation and Provide Direction to Staff- Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg stated that due to significant changes in service levels among members and the shifted direct costs and planning costs, staff was asked to research some options and present some alternatives for making some changes to the service cost allocation formula. Mr. Rosenberg presented to the Board of Directors four options:

Option 1: Allocate all costs using a rolling two or three year average of the percentage of revenue miles in each jurisdiction.

Mr. Rosenberg stated that using a rolling average would reduce volatility

resulting from significant year to year changes to each member's contribution percentage; however it would make it more difficult for members to reduce their costs when it was necessary to do so. He reported that in a service reduction environment this formula would benefit members whose service has been substantially reduced and in service growth this would benefit members whose service has not increased as much.

Option 2: Allocate operations and maintenance costs based on that budget year's percentage of revenue miles in each jurisdiction, and allocate administrative, planning and marketing costs based on a rolling two or three – year average of the percentage of revenue miles in each jurisdiction.

Mr. Rosenberg stated that this option could use a three year average to come up with a percentage for each member contribution allocation. Director Holden said that it would be difficult to know what's going to happen in reduction or expansion of service with this option.

Option 3: Allocate operations and maintenance costs based on that budget year's percentage of revenue miles in each jurisdiction, and allocate administrative, planning and marketing costs based on population in each jurisdiction.

Mr. Rosenberg stated that while population is also how TDA funding is allocated among jurisdictions, GCT staff and County staff members agree that there is no reliable data source to accurately represent the population of the unincorporated County locations within GCT's service area. Mr. Rosenberg said that for this reason this option was probably not appropriate.

Option 4: Allocate operations and maintenance costs based on that budget year's percentage of revenue miles in each jurisdiction, and allocate administrative, planning and marketing costs based on fixed percentages which could come either from a base year (such as FY08-09) the average of several base years (such as a three year or five year average), or as the result of a negotiated agreement.

Vice-Chair Morales stated that this option was better because it was focusing on the events that GCT and the member agencies face in the present, not the past. She stated that it was more relevant to look at the 3 year average. Director Holden stated that during every budget preparation cycle the average should be looked at and discussed every year to move forward -- we cannot look at a three or five year average to come up with a base line. Ms. Linehan pointed out that the numbers GCT is seeing for next year for total TDA, including transit, streets and roads, are lower than what our member governments are giving GCT alone for transit this year. GCT will have to determine how to bridge the gap for the

that staff has several concerns regarding this request. He said that because FTA grants are typically not available until the final quarter of GCT's fiscal year, GCT has historically depended on two sources for additional cash flow during the first three quarters. These are the TDA capital reserve contribution and the prior year carryover. He stated that reducing the carryover in the current fiscal year would increase the possibility that GCT would at some point be compelled to rely on its credit line to meet expenses, thus incurring additional expenses. Mr. Rosenberg stated that staff's most pressing concern was the potentially negative impact on service for FY10-11, and that because the reduction is specific to one member it may create or deepen a service imbalance.

Director Fulton asked what service cuts could be implemented in this current year to lessen the need to borrow from the carryover? Ms. Linehan asked Director Fulton if he and the City of Ventura would like GCT to look at Routes 6 and 16. Director Fulton concurred, asking GCT to look at mid-day service reductions to Route 6 and having Route 16-Ojai run every 75 minutes instead of every 60 minutes. Ms. Linehan stated that the soonest that these service cuts would be able to take place would be in late April or May.

Steve Brown stated that the Route 6 and 16 cuts described above would result in reductions for two months of this fiscal year of approximately 1,900 service hours which would save approximately \$60,000. Director Fulton stated that the city would prefer to deal with the service cuts now so the problem does not compound further.

Director Fulton made a motion to implement the service reduction. Director Holden seconded the motion.

Roll Call

Yes:	No: None
Director Smith	absent
Director Fulton	
Director Holden	
Vice-Chair Morales	
Chair Zaragoza	

The motion passed unanimously

8. Receive and File Update of GCT Equal Employment Opportunity Policy – Steve Rosenberg, Director of Administrative Services

Vice-Chair Morales stated that although she does not believe GCT is a discriminating agency, there is a difference between discrimination and bias, which is often unintentional. Vice Chair Morales said she had concerns regarding

the number of African American job candidates that applied for positions at GCT versus the actual percentage hired and that we need to look more closely at that. We need to address whether we are being completely equitable in terms of hiring and employment practices in general.

Director Holden moved to Receive and File the Update of the GCT Equal Employment Opportunity Policy. Chair Zaragoza seconded the motion.

Roll Call

Yes: No: None

Director Holden

Director Smith

Director Fulton

Vice-Chair Morales

Chair Zaragoza

The motion passed unanimously

9. **Receive and File Budget Variance Status Report for FY 2009-10 as of Month End January 2010-** Steve Rosenberg, Director of Administrative Services

Director Holden moved to Receive and File Budget Variance Status Report for FY 2009-10 as of Month End January 2010. Chair Zaragoza seconded the motion.

Roll Call

Yes: No: None

Director Holden

Director Smith

Director Fulton

Vice-Chair Morales

Chair Zaragoza

The motion passed unanimously

10. **Consider Adoption of Strategic Plan Goals and Development of Objectives** – Steve Brown, Director of Planning & Marketing and Helene Buchman, Planner

Vice-Chair Morales stated that she wanted to make a change on Goal 2, section 2.4 To be changed to read as follows: "Hire and promote qualified diverse staff at all levels of the organization."

Director Fulton moved to Consider Adoption of the Strategic Plan Goals and

Development of Objectives. Vice-Chair Morales seconded the motion.

Roll Call

Yes: No: None

Director Holden

Director Smith

Director Fulton

Vice-Chair Morales

Chair Zaragoza

The motion passed unanimously.

Information Items

- A. **GCT Fixed Route Service Update for January 2010** – Chuck McQuary, Transit Planner
- B. **ACCESS Paratransit Monthly Management Report for January 2010-** Steve Brown, Director of Planning & Marketing

There being no further business, Chair Zaragoza adjourned the Board of Directors meeting at 11:53 a.m.

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

Deborah C. Linehan
Secretary of the Board

Chair Zaragoza
Board of Directors

Unless otherwise determined by the Board of Directors, the next regular Board meeting will be held on April 7, 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.