





**GOLD COAST TRANSIT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 4, 2012– 10:00 A.M.**

**Call to Order**

Chair Bryan MacDonald called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:00 A.M. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

**Roll Call**

Chair Bryan MacDonald – City of Oxnard  
Vice-Chair John C. Zaragoza – County of Ventura  
Director Carl Morehouse – City of Ventura  
Jonathan Sharkey – City of Port Hueneme  
Carol Smith – City of Ojai

**Staff Present**

Steven P. Brown, General Manager  
Nancy Kierstyn Schreiner, General Counsel  
Helene Buchman, Director of Planning and Marketing  
Steve Rosenberg, Director of Administrative Services  
Andrew Mikkelson, Director of Transit Operations  
Rob Lurie, Director of Fleet & Facilities  
Margaret Heath, Paratransit & Special Projects Specialist  
Cynthia Torres, Communications & Marketing Manager  
Claire Johnson-Winegar, Transit Planner  
Vanessa Rauschenberger, Transit Planner  
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 Morehouse.

**General Public Comment Period**

None

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**A .bint Powers Agency of:**

City of Ojai • City of Oxnard • City of Port Hueneme • City of Ventura • County of Ventura

### **Board of Directors' Reports**

Director Sharkey informed the Board he has been corresponding with Assembly Member Das Williams in regards to his legislation and Ventura County's handling of TDA money. Director Sharkey stated he invited Assembly Member Das Williams to attend VCTC meeting to discuss his views on this legislation to the VCTC Board.

### **General Manager's Report**

Mr. Brown updated the Board of Directors on the Regional Transit Study. Mr. Brown stated VCTC was scheduled to take action at its April 13, 2012 meeting to finalize the concept that will be incorporated in the legislative package to be sent to Sacramento and approve the final report and plan for restructuring transit in Ventura County. Mr. Brown reported VCTC adopted the transit operator's alternative consisting of a Gold Coast Transit district covering the western portion of the County and an MOU between the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks. Mr. Brown stated that on March 22, 2012 he attended a City Managers' meeting where the details of the operators' proposal were discussed and general agreement was reached on many outstanding issues.

Mr. Brown also stated it has been over a year since the last strategic planning session. Mr. Brown stated that before scheduling this year's strategic planning session staff was waiting on the findings of the Regional Transit Study and the recommendations the Ventura County Transportation Commission would adopt. Mr. Brown said he had a tentative date of Friday April 27, 2012 for this year's planning session if that date worked for all members. A few of the Board of Directors stated the date of April 27, 2012 would not work due to previous engagements for that date.

Mr. Brown stated the new facility project is making good headway and a short list of properties will be presented at next month's Board of Directors meeting.

### **Agenda Review**

None

### **Consent Agenda**

1. Consider Approval of Minutes of March 7, 2012 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of January 2012
3. Consider Approval of Treasurer's Report for January 2012
4. Consider Approval of Budget Income Statement for Month Ending January 2012
5. Consider Approval of Financial Statements and Schedule of Money Transfers for January 2012
6. Consider Approval of Expenditures for the Month of February 2012
7. Consider Approval of Treasurer's Report for February 2012
8. Consider Approval of Budget Income Statement for Month Ending February 2012
9. Consider Approval of Financial Statements and Schedule of Money Transfers for February 2012

Vice-Chair Zaragoza moved to approve Consent Agenda 1 thru 9. Director Morehouse seconded the motion.

Roll Call

Yes: No:None  
Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

The motion passed unanimously.

**Public Comments on Agenda Items**

Danny Carrillo from SEIU 721 Local stated he was pleased to move forward and get majority of membership to agree with the new contract which is the best contract they are going to get at this time. Mr. Carrillo stated SEIU's intentions are to develop and foster better working environments for its members and looks forward to turning the page and moving forward in a positive direction with upcoming negotiations. Mr. Carrillo also commented on item 12 stating SEIU looked at the revised Customer Service Assistant job description and gave verbal and written concurrence on the job description.

**Formal Items**

- 10. Consider Adoption of Resolution Number 2012-05 Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit and the GCT Bus Mechanical Unit of Service Employees International Union Local 721**  
– Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg presented to the Board of Directors the MOU agreement and language content to reflect the change of Last, Best and Final Offer to Memorandum of Understanding agreement. Mr. Rosenberg also thanked Mr. Danny Carrillo SEIU Local #721 lead negotiator for his hard work during the negation process.

Director Sharkey moved to Adopt Resolution Number 2012-05 Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit and the GCT Bus Mechanical Unit. Director Smith seconded the motion.

Roll Call

Yes: No:None  
Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

**11. Consider Adoption of Resolution Number 2012-06 Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit and the GCT Bus Operator Unit of Service Employees International Union Local 721 – Steve Rosenberg, Director of Administrative Services**

Director Sharkey moved to approve Adoption of Resolution Number 2012-06 the Memorandum of Understanding (MOU) Between Gold Coast Transit and the GCT Bus Operator Unit of Service Employees International Union Local 721. Director Smith seconded the motion.

Roll Call

Yes: No:None  
Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

**12. Consider Approval of Revised Customer Service Assistant Position Description – Steve Rosenberg, Director of Administrative Services and Helene Buchman, Director of Planning and Marketing**

Ms. Buchman stated that due to GCT's customer service activities expanding, the need to expand the role of the CSA's was identified. Ms. Buchman stated last June the Board approved a budget which included a third CSA position. Ms. Buchman reported that in order to make the best use of the CSA position, staff proposed the revision to the CSA job description. Ms. Buchman said these changes broaden the CSA position and provide additional support for accomplishing the many organizational responsibilities of the Planning and Marketing Department.

Vice-Chair Zaragoza moved to Approve the Revised Customer Service Assistant Position Description. Director Sharkey seconded the motion.

Roll Call

Yes: No:None  
Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

**13. Consider Approval of Revised Maintenance Supervisor Position Description – Steve Rosenberg, Director of Administrative Services and Robert Lurie, Director of Fleet and Facilities**

Mr. Rosenberg reported to the Board of Directors GCT currently has two maintenance supervisors that are among the highest seniority employees at the agency and both are retirement-eligible. Mr. Rosenberg stated GCT anticipates it will be recruiting for the Maintenance Supervisor position in the near future. Mr. Rosenberg stated it was an opportunity to review the existing position description and is recommending several updates and revisions.

Vice-Chair Zaragoza moved to Approve the Revised Maintenance Supervisor Position Description. Director Morehouse seconded the motion.

Roll Call

Yes: No:None  
Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

**14. Consider Authorization for General Manager to Schedule and Publicize a June 6, 2012 Public Hearing on the Proposed FY 2012/13 Budget – Helene Buchman, Director of Planning and Marketing**

Ms. Buchman stated every year the GCT Board of Directors conduct a public hearing to gather input on the proposed budget for the fiscal year beginning on July 1<sup>st</sup> of every year.

Vice-Chair Zaragoza moved to Authorize the General Manager to Schedule and Publicize a June 6, 2012 Public Hearing on the Proposed FY 2012/13 Budget. Director Sharkey seconded the motion.

Roll Call

Yes: No:None  
Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

**15. Consider Adopting a Position in Support of Assembly Bill 2488 Allowing Larger Bicycle Racks on GCT Buses and Authorizing the Chair to Sign a Letter of Support to be Sent to the Legislature – Steven Brown, General Manager**

Mr. Brown presented to the Board of Directors a letter on Assembly Bill 2488 by Assembly member Das Williams which is current legislative session that will allow GCT specifically to install bicycle racks that exceed the current specification in California Motor Vehicle Code, which would allow three position bicycle racks. Mr. Brown said that given the interest of GCT

in proceeding with installation of such racks, a letter of support of AB 2488 allowing larger bicycle racks on GCT buses signed by the Chair be sent to Legislature.

Director Morehouse moved to Adopt a Position in Support of Assembly Bill 2488 Allowing Larger Bicycle Racks on GCT Buses and Authorizing the Chair to Sign a Letter of Support to be Sent to the Legislature. Director Sharkey seconded the motion.

Roll Call

Yes: No:None

Director Smith  
Director Morehouse  
Vice-Chair Zaragoza  
Director Sharkey  
Chair MacDonald

**Closed Session**

- 16. Closed Session-Conference with legal counsel pursuant to Government Code section 54956.9 Existing Litigation-Public Employment Relations Board-*SEIU Local 721 v. Gold Coast Transit, Case No. LA-CE-713M***

The Board of Directors entered into closed session at 10:22 a.m.

**Formal Items (continued)**

- 17. Report from Closed Session – Nancy Kierstyn Schreiner, General Counsel**

Board of Directors reconvened at 10:30 a.m. from closed session. General Counsel Nancy Kierstyn Schreiner stated there was nothing to report at this time.

**Information Items**

There were none.

There being no further business, Chair MacDonald adjourned the Board of Directors meeting at 10:31 a.m.

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

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Steven P. Brown  
Secretary of the Board

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Chair Bryan MacDonald  
Board of Directors

Unless otherwise determined by the Board of Directors, the next regular meeting of the GCT Board of Directors will be held on **May 2, 2012** at 10:00 A.M. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California. Copies of administrative reports relating to the Board agenda are available on-line at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030