



**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 12, 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 10:02 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
Carlton Strobel – 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
Rob Lurie, Director of Fleet & Facilities
Andrew Mikkelson, Director of Transit Operations
Margaret Heath, Paratransit & Special Projects Specialist
Cynthia Torres, Communications & Marketing Manager
Claire Johnson-Winegar, Transit Planner
Vanessa Rauschenberger, Transit Planner
Chuck McQuary, Transit Planner
Marlena Kohler, Buyer/DBE Officer
Daniel Amaro, Administrative Analyst
Roxanna B. Ibarra, Office Manager/Clerk of the Board

Others Present

Members of the Public

Ceremonial Calendar

- The pledge of allegiance was led by Chair MacDonald.

301 E Third St, Oxnard, CA 93030-6048 • 805.483.3959 • FAX 805.487.0925 • www.goldcoasttransit.org

*A Joint Powers Agency of:
City of Ojai • City of Oxnard • City of Port Hueneme • City of Ventura • County of Ventura*

General Public Comment Period

Don Offerman, a GCT bus rider stated to the Board of Directors his concern with the air conditioning system on the buses, and how he would like to make a second request that windows be allowed to be open when needed. Chair MacDonald stated he would have GCT staff follow up with Mr. Offerman's request.

Board of Directors' Reports

There were none.

General Manager's Report

Mr. Brown reported the Ad Hoc Committee made revisions to the draft legislation and will be meeting again later this month. Mr. Brown informed the Board of Director's that GCT's Communications & Marketing Manager Cynthia Torres and Human Resource and Risk Manager Alexander Zaretsky have been working with SEIU in holding a GCT Health and Wellness Day which has been confirmed to take place on Friday, September 28, 2012. Mr. Brown stated Mr. Lurie, Director of Fleet & Facilities has appointed Jorge Arellano as the new P.M. Maintenance Supervisor. Mr. Brown along with Mr. Rosenberg, Director of Administrative Services also introduced to the Board of Directors Daniel Amaro who is GCT's new Administrative Analyst.

Agenda Review

Items 17 and 19 were removed and rescheduled to next Board of Directors meeting agenda which will be on October 10, 2012.

Consent Agenda

1. Consider Approval of Minutes of July 11, 2012 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of June 2012
3. Consider Approval of Treasurer's Report for June 2012
4. Consider Approval of Budget Income Statement for Month Ending June 2012
5. Consider Approval of Financial Statements and Schedule of Money Transfers for June 2012
6. Consider Approval of Expenditures for the Month of July 2012
7. Consider Approval of Treasurer's Report for July 2012
8. Consider Approval of Budget Income Statement for Month Ending July 2012
9. Consider Approval of Financial Statements and Schedule of Money Transfers for July 2012
10. Consider Approval of General Manager's Expense Report for July-August, 2012

Director Sharkey moved to approve consent agenda 1 thru 10. Director Morehouse seconded the motion.

Director Strobel abstained from consent agenda items 1 thru 10.

Roll Call

Yes: No: None

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

The motion passed unanimously.

Public Comments on Agenda Items

There were none.

Formal Items

11. **Receive and File Actuarial Study and Consider Staff Funding Recommendation Regarding Future GCT Retiree Health Liabilities** – Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg presented to the Board of Directors the GCT analysis of the actuarial retirement survey.

Director Sharkey moved to Receive and File Actuarial Study and Consider Staff Funding Recommendation Regarding Future GCT Retiree Health Liabilities. Director Morehouse seconded the motion.

Roll Call

Yes: No: None

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

The motion passed unanimously.

12. **Pending Implementation of Regional Transit Study Recommendations** – Steven Brown, General Manager

Mr. Brown discussed with the Board of Directors what GCT's concerns are in moving forward and addressing issues regarding implementation of the Regional Transit Study.

- No clear direction in regards to VISTA service
- GO Ventura Card, Next Bus system, and Marketing, Customer Information Center and other activities will also transition to GCT management.

- VISTA service with a new provider. Important that GCT get all the funding that goes along with VISTA service
- Bid to solicit VISTA service without clear direction that VISTA wants GCT to assume all service
- Transition funding for activities required to be completed prior to assuming the VISTA service
- Clear up uncertainty of what GCT needs to do
- Hesitance from Heritage Valley about service being transitioned to GCT management.

Chair MacDonald made a few comments:

- Should look to VCTC to inform the region about the structure
- Potential legislation –splitting up VISTA into different components-responders have VISTA as a single vision.
- City of Camarillo run their service-ball is still up in the air
- Transition funding from VCTC

Director Sharkey comments:

- What is the next step? What does VCTC need to do to make it possible to run service?

Mr. Brown responded that VCTC would need to provide clear direction about the transition and the funding, more clarity and commitment. Mr. Brown stated there are a huge number of funding issues that need to be resolved.

Mr. Vic Kamhi responded to Mr. Brown and stated VCTC doesn't control the funding or the decisions made by the different cities. VCTC can make the recommendation to Heritage Valley but VCTC can't force them to go with GCT. Final decision needs to be made by the entities.

Director Sharkey stated GCT needs to move forward with the technology and marketing aspects.

Brown stated that GCT asked for farebox options to include VISTA buses.

Vice-Chair Zaragoza stated there needs to be a timeline for Thousand Oaks, Camarillo etc. for when all parties need to agree.

Ms. Buchman stated all parties have been meeting regularly.

No action was requested.

13. Consider Adoption of Resolution 2012-10 Authorizing the General Manager or the Director of Administrative Services to Execute all Documents for the California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF) Program with the California Emergency Management Agency – Claire Johnson-Winegar, Transit Planner

Ms. Johnson-Winegar reported to the Board of Directors that the California Emergency Management Agency (CAL-EMA) which is in its fifth consecutive year has awarded funds and solicited applications for Transit Security Grants funded by the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as California Stated Proposition 1B. CAL-EMA asks that every year a resolution from the GCT governing board authorize agency officials to execute all necessary documents and enter into an agreement with CAL-EMA for such funds.

Vice-Chair Zaragoza moved to approve Adoption of Resolution 2012-10 authorizing the General Manager or the Director of Administrative Services to Execute all Documents for the California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF) Program with the California Emergency Management Agency. Director Morehouse seconded the motion.

Roll Call

Yes:

No: None

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

The motion passed unanimously.

14. Consider Approval of Revised Position Description for Transit Supervisor – Steve L. Rosenberg, Director of Administrative Services and Andrew Mikkelson, Director of Transit Operations

Mr. Rosenberg at this time reported to the Board of Directors that as included in the adopted budget, GCT will be adding another Transit Supervisor in January 2012. Mr. Rosenberg stated that as they move forward and plan for that recruitment, staff reviewed the existing position description and prepared a number of revisions for the Board's approval. Mr. Rosenberg stated the changes include a thorough and more detailed Job Summary section, expanded Minimum Qualifications which include certain driving record requirements, and an expanded licensing section which adds a preference for additional specific training classes.

Director Strobel stated she felt there the wording on the section of DMV violations was confusing, Director Strobel suggested it should be clarified. Staff agreed and will make the recommended changes to clarify the wording.

Director MacDonald moved to Approve the Revised Position Description for Transit Supervisor. Director Morehouse seconded the motion.

Roll Call

Yes:

No: None

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

The motion passed unanimously.

15. Consider Approval of Resolution 2012-11 to Revise Gold Coast Transit's Conflict of Interest Code – Steve L. Rosenberg, Director of Administrative Services

Mr. Rosenberg stated GCT is obligated to update the conflict of interest code every two years. Mr. Rosenberg reported there were two issues that required clarification. One issue was that the existing COIC stated that Statements of Economic Interest for persons holding designated positions at GCT" shall be retained within the agency." These documents are retained by the County of Ventura. The second issue Mr. Rosenberg noted was the GCT recently revised job title of GCT's procurement officer from the former title of Buyer/DBE Officer to the revised title of Purchasing Manager/DBE Officer. Mr. Rosenberg stated the changes were revised to reflect and update the Conflict of Interest Code.

Director Morehouse moved to Approve Resolution 2012-11 to Revise Gold Coast Transit's Conflict of Interest Code. Vice-Chair Zaragoza seconded the motion.

Roll Call

Yes:

No: None

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

The motion passed unanimously.

Closed Session

16. **Closed Session Conference with Labor Negotiators pursuant to Government Code 54957.6 Agency designated representatives:** Nancy Kierstyn Schreiner, General Counsel; Steven Brown, General Manager; Steve Rosenberg, Director of Administrative Services; Alex Zaretsky, Human Resources and Risk Manager; Andrew Mikkelson, Director of Operations; Robert Lurie, Director of Fleet and Facilities; Helene Buchman, Director of Planning and Marketing
Employee Organization: SEIU Local 721

Board of Directors went into closed session on item 16 at 11:02 a.m.

17. **Closed Session-Conference with labor negotiator pursuant to Government Code section 54957.6 – Agency designated representative: Nancy Kierstyn Schreiner – Unrepresented General Manager**

Item 17 was removed from the Board of Directors meeting of September 12, 2012 agenda.

Formal Items (continued)

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

The Board of Directors reconvened into open session at 11:35 A.M. Ms. Schreiner stated there were no announcements to be made at this time.

19. **Consideration of General Manager Employment Agreement** – Nancy Kierstyn Schreiner, General Counsel

Item 19 was removed from the Board of Directors meeting of September 12, 2012 agenda.

Information Items

- A. Fixed Route Transit Update for Fiscal Year ending June 30, 2012** – Vanessa Rauschenberger, Transit Planner
B. GCT ACCESS Paratransit Service Update for Fiscal Year ending June 30, 2012 – Margaret Heath, Paratransit and Special Projects Manager

Chair MacDonald announced the October 10, 2012 Board of Directors meeting would be held at 8:30 A.M. instead of 10:00 A.M. in Meeting Room B at the Oxnard Public Library, 251 South A Street, Oxnard, CA, 93030.

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 11:35 A.M.

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

Steven P. Brown
Secretary of the Board

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 **October 10, 2012 at 8:30 A.M. in Meeting Room B at the Oxnard Public Library, 251 South A Street, Oxnard, CA 93030**. Copies of administrative reports relating to the Board agenda are available on-line at www.GoldCoastTransit.org or from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030