



**GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 11, 2012– 10:00 A.M.**

Call to Order

Vice-Chair John Zaragoza called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:08 A.M. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Vice-Chair John C. Zaragoza – County of Ventura
Director Carmen Ramirez- City of Oxnard
Director Carl Morehouse – City of Ventura
Director Sylvia Muñoz-Schnopp – City of Port Hueneme
Director Carol Smith – City of Ojai **(Absent)**

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
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
Roxanna B. Ibarra, Office Manager/Clerk of the Board

Others Present

Members of the Public

Ceremonial Calendar

- The pledge of allegiance was led by Vice-Chair Zaragoza.

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 request that window's be allowed to also be open when needed.

Board of Directors' Reports

None

General Manager's Report

Mr. Brown reported GCT's Human Resource and Risk Manager Alexander Zaretsky and Office Manager Roxanna Ibarra attended the "Hiring our Hero's" fair at the Naval Base Ventura County. Mr. Brown reported he got good feedback from staff, overall he said it was good outreach in which staff was able to distribute information.

Agenda Review

None

Consent Agenda

1. Consider Approval of Minutes of June 6, 2012 Board of Directors Meeting
2. Consider Approval of Minutes of June 22, 2012 Board of Directors Strategic Planning Workshop
3. Consider Approval of Expenditures for the Month of May 2012
4. Consider Approval of Treasurer's Report for May 2012
5. Consider Approval of Budget Income Statement for Month Ending May 2012
6. Consider Approval of Financial Statements and Schedule of Money Transfers for May 2012
7. Consider Approval of General Manager's Expense Report for June, 2012

Director Morehouse moved to approve Consent Agenda 1 thru 7. Director Muñoz-Schnopp seconded the motion.

Roll Call

Yes: No:None

- Director Morehouse
- Vice-Chair Zaragoza
- Director Ramirez
- Director Muñoz-Schnopp

The motion passed unanimously.

Public Comments on Agenda Items

There was none

Formal Items

8. Consider Adoption of Disadvantaged Business Enterprise (DBE) Goal for Federal FY 2013-2015 – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler presented to the Board of Directors the DBE overall goal for FY 2013-15. Ms. Kohler reported the DBE goal of 1.61% for Federal FYs 2013-15 must be submitted to FTA by August 1, 2012.

Director Morehouse moved Adoption of Disadvantaged Business Enterprise (DBE) Goal for Federal FY 2013-2015. Director Ramirez seconded the motion.

Roll Call

Yes: No: None

Director Morehouse

Vice-Chair Zaragoza

Director Ramirez

Director Muñoz-Schnopp

The motion passed unanimously.

9. Consider Approval of Revised Job Title, Job Description and Salary Range, Changing Classification of Operations Support Specialist to Dispatch and Revenue Control Specialist – Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg reported to the Board of Directors the position of Operations Support Specialist (OSS) currently reports to the Director of Transit Operations and is primarily responsible for dispatching and tracking the movement of in-service revenue vehicles, reviewing and processing operators' work time for submittal to payroll and processing fare box cash receipts and preparing deposit submittals. Mr. Rosenberg stated that as this position has continued to evolve and become more integrated into operations management, more critical and complex functions have become the responsibility of the Operations Support Specialist. These include primary responsibility for operating and maintaining GCT's new automated dispatch and scheduling system.

Mr. Rosenberg stated this system incorporates more day-to-day operating information into the system than GCT's previous dispatch system, making it more complex to maintain and more critical to GCT's operations. Mr. Rosenberg stated the title of Operations Support Specialist was established when the position was essentially clerical. He stated the proposed new title of Dispatch and Revenue Control Specialist more accurately would reflect the primary job responsibilities of the position.

Director Ramirez moved to approve the Revised Job Title, Job Description and Salary Range, Changing Classification of Operations Support Specialist to Dispatch and Revenue Control Specialist. Director Muñoz-Schnopp seconded the motion.

Roll Call

Yes: No: None
Director Morehouse
Vice-Chair Zaragoza
Director Muñoz-Schnopp
Director Ramirez

The motion passed unanimously.

10. Receive and File a Recap of June 22, 2012 Strategic Planning Workshop and Consider Appointment of an Ad Hoc Committee to Develop Options for a Gold Coast Transit District – Helene Buchman, Director of Planning and Marketing

Ms. Buchman presented to the Board of Directors a recap of the Board Strategic Planning Workshop. She attached a report card of the overall presentation and discussion of the Board Strategic Planning Workshop as well. Ms. Buchman moved forward to discuss and consider Board of Directors appointment of an Ad Hoc Committee to develop options for a Gold Coast Transit District.

Director Ramirez stated she felt Oxnard should be part of the Ad Hoc Committee.

Director Morehouse moved to appoint Chair MacDonald and Director Sharkey to form an Ad Hoc Committee to Develop Options for a Gold Coast Transit District. Director Ramirez seconded the motion.

Roll Call

Yes: No: None
Director Morehouse
Vice-Chair Zaragoza
Director Muñoz-Schnopp
Director Ramirez

The motion passed unanimously.

Closed Session

11. 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-644-M

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

Board of Directors went into closed session at 10:34 a.m.

Formal Items (continued)

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

The Board of Directors reconvened into open session at 10:59 a.m. General Counsel Nancy Kierstyn Schreiner stated there were no announcements to be made at this time.

14. Consider Approval of Settlement Agreement for Public Employment Relations Board – *SEIU Local 721 v. Gold Coast Transit*, Case No. LA-CE-644-M – Nancy Kierstyn Schreiner, General Counsel

Director Ramirez moved to Approve Settlement Agreement for Public Employment Relations Board- *SEIU Local 721 v. Gold Coast Transit*, Case No. LA-CE-644-M. Director Morehouse seconded the motion. The motion was unanimously approved.

Information Items

NONE

There being no further business, Vice-Chair Zaragoza adjourned the Board of Directors meeting at 11:00 a.m.

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

Steven P. Brown
Secretary of the Board

Vice-Chair Zaragoza
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 **September 12, 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 or from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030