

Item No. 1



**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 1, 2013 10:00 A.M.**

Call to Order

Chair John C. Zaragoza 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 John C. Zaragoza – County of Ventura
Vice-Chair Carl Morehouse – City of Ventura
Director Bryan MacDonald – City of Oxnard
Director Douglas Breeze – City of Port Hueneme
Director Paul Blatz – City of Ojai

Staff Present

Steven P. Brown, General Manager
Marc Charney, 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
Marlena Kohler, Buyer/DBE Officer

Ceremonial Calendar

The pledge of allegiance was led by Chair John C. Zaragoza. Chair John C. Zaragoza and General Manager Steve Brown congratulated and recognized employees Maria Orona and Francisco Navarro, Bus Operators for their fifteen years of service to GCT. Chair Zaragoza and Mr. Brown thanked both employees for their many years of dedicated service to GCT.

General Public Comment Period

There were none.

Board of Directors' Reports

Director MacDonald suggested to staff creating electronic files for Board of Director Reports instead of binders that can be wasteful. Mr. Brown stated he would gather information from each Director about their preferred method of receiving the packet each month and begin the distribution next month.

General Manager's Report

Mr. Brown reported to the Board of Directors on the farebox installation plan. He discussed phase I and phase II and stated transfers will be valid for 2 hours from the time issued with this new system. Mr. Brown stated GCT will also be changing the current fare categories but will not affect the fares. Mr. Brown reported GCT hired consultants to help with the farebox transition which will begin May 17th thru May 19. Mr. Brown also updated and discussed assembly bill SB 203. In the Maintenance Department he informed the Board the Directors, Rob Lurie, Director of Fleet & Facilities has hired and filled the vacant positions of Maintenance Supervisor and Maintenance Administration Supervisor. Mr. Brown asked Chair MacDonald to adjourn meeting in memory of bus operator Grace F. Goodrow and informed the Board of Directors of the letter that was received from the bus riders union about how pleased they were with service on route 21.

Agenda Review

There were none

Consent Agenda

1. Consider Approval of Minutes of April 3, 2013 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of March 2013
3. Consider Approval of Budget Income Statement for Month Ending March 2013
4. Consider Approval of Treasurer's Report for March 2013
5. Consider Approval of Financial Statements and Schedule of Money Transfers for March 2013
6. Consider Approval of General Manager's Expense Report for April, 2013

Director Breeze moved to approve consent agenda 1 thru 6. Director MacDonald seconded the motion.

Roll Call

Yes:

Director MacDonald
Director Breeze
Vice-Chair Morehouse
Director Blatz
Chair Zaragoza

No: None

The motion passed unanimously.

Public Comments on Agenda Items

There were none.

Formal Items

- 7. Consider Update to Status of AB 664 and Adoption of Resolution 2013-05 Confirming That No Reimbursement will be Sought for State Mandated Costs Associated with the Creation of the Gold Coast Transit District-** Steve Brown, General Manager and Helene Buchman, Director of Planning and Marketing

Helene Buchman updated the Board of Directors on AB 664 and recommended adoption of Resolution 2013-05 confirming that no reimbursement will be sought for state mandated costs associated with the creation of the Gold Coast Transit District.

Vice-Chair Morehouse asked if the City of Thousand Oaks had received all of the most current and updated information on AB 664. Ms. Buchman informed Vice-Chair Morehouse that yes, Thousand Oaks has been provided with all of the most updated information and drafts have been provided to all East County cities. Ms. Buchman also discussed the details of the supermajority language discussion with Assemblymember Das William's office and now stated it is up to Assemblymember Das Williams to make amendments. Director MacDonald cited reading an article about the City of Santa Paula interested in joining. Director MacDonald also stated the bill must move forward and noted that at some point we can't continue to make amendments to bill. General Manager, Steve Brown stated "once the bill is in the senate we don't want to amend the bill".

Director MacDonald moved approval of the staff recommendation to consider update to status of AB 664 and Adopt Resolution 2013-05. Vice-Chair Morehouse seconded the motion.

Roll Call

Yes:

Director MacDonald
Director Breeze
Vice-Chair Morehouse
Director Blatz
Chair Zaragoza

No: None

The motion passed unanimously.

8. Consider Options and Provide Direction to General Manager for Legal Services and General Counsel Contracts – Steve Brown, General Manager

Mr. Brown reported to the Board of Directors that General Counsel Nancy Kierstyn Schreiner has left the law firm of Nordman Cormany Hair & Compton as of April 30, 2013 and has accepted a position with Anderson Kill, California LLP, a national law firm with offices in Ventura. Mr. Brown discussed GCT's history of the hiring process for General Counsel, contract and renewals. Mr. Brown discussed with the Board of Directors the number of options that are available in order to provide continued legal services to GCT.

Chair Zaragoza stated he has worked with General Counsel Nancy Kierstyn Schreiner and Norman Cormany Hair and Compton (NCHC) for many years. Chair Zaragoza stated Nancy Kierstyn Schreiner has worked with the Board of Directors on the district legislation, SEIU negotiations and numerous other legal items. He stated Ms. Schreiner has the GCT historical knowledge and would like to retain her. Vice-Chair Morehouse concurred with Chair Zaragoza and added GCT is in so deep with the district legislation and would hate to lose her due to continuity. Vice-Chair stated it would be beneficial to continue with her as General Counsel and keep LightGabler for employee issues. Director MacDonald added GCT is in the middle of large projects in which Ms. Schreiner is legal advisor and would be nervous about a transition at this point. Director MacDonald stated he would support Ms. Schreiner staying on board and continuing to be GCT's General Counsel for sake of continuity. Director Blatz asked about the termination period process. Director MacDonald spoke very highly of the service that NCHC has provided to the Board and the community and thanked Mr. Charney for his work and that of his firm. The comments were echoed by all of the other directors.

Director MacDonald moved to Provide Direction to General Manager to negotiate with Nancy Kierstyn Schreiner for Legal Services and General Counsel Contracts, to retain the firm of LightGabler for employment legal services, and to take steps to terminate the contract with NCHC under the provisions of the existing contract. Vice-Chair Morehouse seconded the motion.

Roll Call

Yes:

No:None

Director MacDonald

Director Breeze

Vice-Chair Morehouse

Director Blatz

Chair Zaragoza

The motion passed unanimously.

9. Consider Authorization of a Pilot Program to Provide ACCESS Service To Non-ADA Passengers with Temporary Disability Condition- Margaret Heath, Paratransit & Special Projects Manager

Ms. Heath gave an overview presentation on how the pilot program to provide ACCESS service to non-ADA passengers with temporary disability conditions would function. Ms. Heath stated TAC reviewed staff's proposal of the pilot program at meetings in March and April and signaled their support.

Chair Zaragoza asked if identification would be required when using the service. Ms. Heath stated no ID would be required but they would need proof of temporary disability. Director Breeze asked how GCT ACCESS would regulate the program to avoid people who would abuse the system. Mr. Brown stated customers would have to call in and make reservations 24 hours beforehand and would spend as much as \$12.00 to travel from Port Hueneme to Oxnard. It was also noted that the trips would only be provided on a "space available" basis and would not be guaranteed.

Director MacDonald moved Authorization of a Pilot Program to Provide ACCESS Service to Non-ADA Passengers with Temporary Disability Conditions. Vice-Chair Morehouse seconded the motion.

Roll Call

Yes:

No: None

Director MacDonald

Director Breeze

Vice-Chair Morehouse

Director Blatz

Chair Zaragoza

The motion passed unanimously.

10. Consider Approval of a Revised Title and Position Description for the Buyer Position- Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler reported to the Board of Directors GCT's Assistant Buyer recently accepted an internal offer to take the position of Maintenance Administration Supervisor. Ms. Kohler said that as staff prepares to recruit for a replacement, staff is recommending a

revision to the title and position description of the Assistant Buyer position, changing the title to Buyer. Ms. Kohler stated the title of Buyer is more reflective of the job requirements and the knowledge and skill level GCT expects from the position in moving forward. Director MacDonald asked if there would be any fiscal impact in which Ms. Kohler stated there would be no impact as there would be no change to the salary structure.

Vice-Chair Morehouse moved to Approve a Revised Title and Position Description for the Buyer Position. Director MacDonald seconded the motion.

Roll Call

Yes:

No: None

Director MacDonald

Director Breeze

Vice-Chair Morehouse

Director Blatz

Chair Zaragoza

The motion passed unanimously.

11. Consider Approving a Change to the GCT FY 12-13 Operating Budget Reducing Revenue and Expenses by \$1,400,000 and increasing the FY 12-13 Capital Reserve Contribution by \$1,000,000.

Mr. Rosenberg stated GCT's operating budget for fiscal FY 12-13 projects to be substantially under budget at year end as the result of a number of updates to our original budget premises that have occurred this year in the core cost areas of fuel, operations and maintenance. Mr. Rosenberg stated that typically the budget is in excess of what GCT thinks it will actually incur. Mr. Rosenberg stated that in the past because GCT members would be challenged to fund any mid-year budget shortfall and because GCT does not maintain an operating reserve, it has been GCT's practice to budget to an annual carryover in the \$1 million to \$1.5 million range. However this year Mr. Rosenberg stated that several unexpected actions occurred. This year the fuel excise tax rebate was reinstated in January 2013 retroactive to 2012, providing over \$600,000 in additional revenues and natural gas prices are at an all time low. Secondly he said improved operations scheduling efficiency, addition of revenue service, year to year paid operator work hours decreased 10%. The third major factor affecting the budget has been the maintenance department operating three to five people under budgeted staffing level for most of FY12-13. These factors have contributed to the possibility of GCT finishing FY12-13 in the range of \$3 million under budget.

The staff recommendations were to defer \$400,000 of the FTA grant funds to pre-program for future years. Also a budget change to reallocate \$1,000,000 in TDA funds to a Capital Reserve contribution. Mr. Rosenberg stated this action would still leave GCT with a carryover amount in the range of our normal expected range, provide a substantial funding increment to the Capital Reserve account which has not received an annual contribution since FY08-09, and allow GCT to continue to build toward increased use of prior-year Federal grant revenues. Director MacDonald said he was in favor of an increased capital reserve and defer spending of carryover. Director Breeze asked if the use of a capital reserve money would help match federal grants? Mr. Brown said yes it would. Mr. Rosenberg stated the staff recommendations would be to approve a change to the FY12-13 GCT operating budget by reducing expenses by \$1,400,000, reducing TDA revenues by \$1,000,000, reducing federal grant revenues by \$620,000, reducing State Transit Assistance (STA) grant revenues by \$20,000, increasing other federal revenues by \$240,000, and redeploying \$1,000,000 in TDA revenues as a contribution to Capital Reserve.

Vice-Chair Morehouse moved to Approve a Change to the GCT FY 12-13 Operating Budget Reducing Revenue and Expenses by \$1,400,000 and increasing the FY 12-13 Capital Reserve Contribution by \$1,000,000. Director Blatz seconded the motion.

Roll Call

Yes:

Director MacDonald
Director Breeze
Vice-Chair Morehouse
Director Blatz
Chair Zaragoza

No: None

The motion passed unanimously.

12. Receive and Discuss Staff Presentation on GCT's Proposed Budget for FY 2013-14-Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg stated the fiscal year (FY) 2013-14 promises to be a year of change and preparation for growth for GCT as the agency anticipates evolving from its current form as a JPA into the Gold Coast Transit District, potentially as soon as July 2014. Mr. Rosenberg reported the Ventura County's Local Transportation Fund (LTF), GCT's primary funding source, is 11.9% higher than the final estimate for FY2013-14, allocations to GCT members are 10.6% higher. He reported Federal transit funding for GCT is slightly higher than in FY2013-14. Mr. Rosenberg stated the TAC members met in April to review GCT's service provisions and budget proposals. TAC members

concurred with GCT's budget proposals. Mr. Rosenberg gave a presentation on the GCT's draft budget proposal for FY2013-14.

The Board had a few questions about the draft budget which Mr. Rosenberg addressed. No recommended changes were provided to Mr. Rosenberg. Mr. Rosenberg told the board that any new information and updates to the budget assumptions will be incorporated during the next month and the final budget will be reviewed with the TAC at their May meeting in advance of the public hearing and consideration of the budget at the June Board of Directors meeting.

Information Items to Receive and File

A. Receive and File Fixed Route Update for the 3rd Quarter of FY 12-13 –
Vanessa Rauschenberger, Transit Planner

B. Receive and File ACCESS Paratransit Update for the 3rd Quarter of FY 12-13 –
Margaret Heath, Paratransit and Special Projects Manager

Vice-Chair Morehouse moved to receive and file the information items. Director MacDonald seconded the motion and it was unanimously approved.

There being no further business Chair John C. Zaragoza adjourned the Board of Directors Meeting in honor of GCT's Bus Operator, Grace F. Goodrow at 11:30 A.M.

Minutes recorded by: Cynthia Torres, Alternate Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board

Chair John C. 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 June 5, 2013 at 10:00 A.M. at the Gold Coast Transit Board Room, 301 E. Third St, 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