

Item No. 1



**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY,
JANUARY 8, 2014 10:00 A.M.**

Call to Order

Chair Carl Morehouse 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 Carl Morehouse – City of Ventura
Vice-Chair Paul Blatz – City of Ojai
Director Bryan MacDonald – City of Oxnard
Director Jonathan Sharkey – City of Port Hueneme (Absent)
Director John C. Zaragoza – City of Ojai

Staff Present

Steven P. Brown, General Manager
Nancy Kierstyn Schreiner, General Counsel
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Robert Lurie, Director of Fleet & Facilities
Marlena Kohler, Purchasing Manager/DBE Officer
Reed Caldwell, Facility Project Manager
Margaret Heath, Paratransit & Special Projects Manager
Cynthia Torres, Communications & Marketing Manager
Claire Johnson-Winegar, Transit Planner
Chuck McQuary, Transit Planner
Vanessa Rauschenberger, Transit Planner
Roxanna Ibarra, Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse.

General Public Comment Period

There was none.

Board of Directors' Reports

Director MacDonald stated he attended the Science Fair at CSUCI in November 2013 in which there was a huge turnout. Director MacDonald stated he spoke to Dr. Rush and about possibly having some type of shuttle services/transportation lined up for the Science Fair that will take place again sometime in November 2014. Director MacDonald stated Dr. Rush said CSUCI has some funding set aside specifically for transportation needs and it would be a good idea to see how they can work together with GCT to utilize the funds for transportation.

General Manager's Report

General Manager Steve Brown reported to the Board of Directors on GCT's FTA Triennial Review and stated two relatively minor yet important deficiencies were noted during GCT's Triennial Review. Mr. Brown stated GCT will have a response to the FTA by April 10, 2014 in regards to both deficiencies. Mr. Brown also introduced Mr. Reed Caldwell; he is GCT's new Facility Project Manager. Mr. Brown stated Mr. Caldwell will be working for GCT on a consultant basis for the next 5 weeks while he finishes his commitments to his prior employer and will then join the GCT team full-time as an employee on February 18, 2014.

Agenda Review

General Manager Steve Brown asked the Board of Directors to remove formal item 8 and bring back at a future meeting.

Consent Agenda

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

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

Roll Call

Yes:	No: None
Director MacDonald	
Director Sharkey	(absent)
Vice-Chair Blatz	
Director Zaragoza	
Chair Morehouse	

The motion passed unanimously.

Public Comments on Agenda Items

There were none.

Formal Items

7. **Consider Authorizing the General Manager to Complete Negotiations and Execute a Contract for Architect and Engineering Services for the New Operations and Maintenance** – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler stated GCT issued a Request for Qualification (RFQ) for A&E design services for Gold Coast Transit's New Operations and Maintenance Facility. Ms. Kohler stated the RFQ was publicly noticed on October 20, 2013 in the Ventura Star, Transit Talent, and Public Purchase, where over 900 registered A&E firms were notified. Ms. Kohler stated 32 firms requested copies of GCT's RFQ. Ms. Kohler stated 11 submissions were received on November 7, 2013 and were evaluated by three staff members and considered responsive. The top three rated firms were invited to make presentations to a panel consisting of internal and external representatives as listed in the report. Ms. Kohler stated Maintenance Design Group (MDG) was determined to be the most highly qualified firm. Ms. Kohler stated that in order to maintain GCT's expedited schedule for the preliminary design phase of this project, it is critical that work begin immediately upon successfully reaching mutually agreed upon contract terms. Ms. Kohler stated that in order to accomplish this goal, staff recommends the Board authorize the General Manager to execute this contract for an amount not to exceed \$4,000,000 plus an additional 10% of the contract value to cover contingencies or change orders.

Director MacDonald moved to Authorize the General Manager to Complete Negotiations and Execute a Contract for Architect and Engineering Services for the New Operations and Maintenance Facility. Vice-Chair Blatz seconded the motion.

Roll Call

Yes:	No: None
Director MacDonald	
Director Sharkey	(absent)
Vice-Chair Blatz	
Director Zaragoza	
Chair Morehouse	

The motion passed unanimously.

8. Consider Approval of Revised Position Description for Planning and Marketing Director-Steve Brown, General Manager

General Manager Steve Brown asked during Agenda Review period to remove this item from the agenda to a future meeting.

9. Consider Adoption of Resolution 2014-01 Authorizing the General Manager or the Director of Finance and Administration to Execute all Documents for the California Transit Security Grant Program- California Transit Assistance Fund (CTSGP-CTAF) Program with the California Governor's Office of Emergency Services- Claire Johnson-Winegar, Transit Planner

Director Zaragoza moved to Adopt Resolution 2014-01 Authorizing the General Manager or the Director of Finance and Administration to Execute all Documents for the California Transit Security Grant Program- California Transit Assistance Fund (CTSGP-CTAF) Program with the California Governor's Office of Emergency Services. Director MacDonald seconded the motion.

Roll Call

Yes:	No: None
Director MacDonald	
Director Sharkey	(absent)
Vice-Chair Blatz	
Director Zaragoza	
Chair Morehouse	

The motion passed unanimously.

10. Consider Approval of Revised GCT Substance Abuse and Employee Assistance Program Policy- Steve Rosenberg, Director of Finance and Administration; Alex Zaretsky, Human Resources and Risk Manager

Mr. Rosenberg stated GCT is an FTA grant recipient and as such GCT is required to have a drug and alcohol testing program in place for all safety-sensitive employees. Mr. Rosenberg stated GCT has had a Substance Abuse and Employee Assistance Program Policy since 1988. Mr. Rosenberg reported this policy has been revised when necessary to comply with the new FTA policies and those of the U.S Department of Transportation. Mr. Rosenberg stated GCT's last substantive revision of this policy was in September 2010. Mr. Rosenberg stated that during GCT's Triennial Review the reviewer noted that several areas in GCT's 2010 policy contains a reference to "greater than .02", referring to the level of alcohol that would trigger a proscribed action under

the policy. The policy should read “.02 or greater”. Mr. Rosenberg stated the reviewer concluded this was a minor issue, and agreed that if GCT made the appropriate changes to the policy this would not be reported as a deficiency. Mr. Rosenberg stated GCT has created a draft of the revisions to GCT’s Substance Abuse and Employee Assistance Program Policy correcting the wording. Mr. Rosenberg stated staff also met with representatives from SEIU Local 721 and informed them of this change, no objections were raised.

Director Zaragoza moved Approval of the Revised GCT Substance Abuse and Employee Assistance Program Policy. Vice-Chair Blatz seconded the motion.

Roll Call

Yes:	No: None
Director MacDonald	
Director Sharkey	(absent)
Vice-Chair Blatz	
Director Zaragoza	
Chair Morehouse	

The motion passed unanimously.

Closed Session

There was none.

Information Items

None

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 10:27 A.M.

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

Steven P. Brown
Secretary of the Board

Chair Carl Morehouse
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 **February 5, 2014 at 10:00 A.M. at the Gold Coast Transit Board Room, 301 E. Third 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