



Item No. 1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING AND
WEDNESDAY, MAY 07, 2014**

Call to Order

Chair Carl Morehouse called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:05 AM 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 Carmen Ramirez – Alternate, City of Oxnard
John C. Zaragoza – County of Ventura
Director Jonathan Sharkey – City of Port Hueneme

Staff Present

Steven P. Brown, General Manager
Nancy Kierstyn Schreiner, General Counsel
Steve Rosenberg, Director of Finance and Administration
Rob Lurie, Director of Fleet & Facilities
Alex Zaretsky, Human Resources Manager
Reed Caldwell, Facility Project Planner
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planner
Chuck McQuary, Transit Planner
Marlene Kohler, Buyer/DBE Officer
Tanya Hawk, Buyer
Rigo Nava, Safety and Training Officer
Priscilla Herrera, Interim Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse. Chair Morehouse and General Manager Steve Brown presented and congratulated Maintenance Material Specialist, Carlos Orozco for 5 years of service.

General Public Comment Period

Rodger Stephens, SEIU 721 Bargaining Team Member and Transit Maintenance Materials Specialist with Gold Coast Transit stated the SEIU bargaining team has been meeting with GCT negotiators for over six months since the contract expired October 31, 2013. Mr. Stephens stated the bargaining team will continue to push for a fair contract that places a premium on safety and shows respect for workers. The safety issue is one of bus operators showing up for work on their own time to go through the full list required for pre-trip inspections. The current time allocated for the pre-trip inspection is not sufficient. Mr. Stephens stated that this issue needs to be addressed in bargaining.

Chair Morehouse thanked Mr. Stephens for his comments.

Board of Directors' Reports

Director Ramirez stated that in observance of "Bike to Work Week", May 12-16, the City of Oxnard will be hosting "Bike to Work Day" on May 13th. Martin Erickson, City of Oxnard, stated that activities will be held at Plaza Park from 7am to 9am to support those biking to work. Chair Morehouse stated the City of Ventura will also have a "Bike to Work Day" on Thursday, May 15th with a bike station at the corner of Main and California from 7am to 9am. Director Zaragoza stated the County of Ventura will also observe "Bike to Work Week 2014" presented by the Ventura County Transportation Commission (VCTC) and Ventura Air Pollution Control District (APCD). Prizes will be given at the County sponsored function.

Chair Morehouse announced he is now President of the Southern California Association of Governments (SCAG). Chair Morehouse was congratulated by the Board.

General Manager's Report

Mr. Brown provided each member of the Board with a written update of recent activities at GCT.

Agenda Review

There were no changes to the agenda.

Consent Agenda

1. Consider Approval of Minutes of April 2, 2014 Board of Directors Meeting and Strategic Planning Session
2. Consider Approval of Expenditures for the Months of March 2014
3. Consider Approval of Treasurer's Report for March 2014
4. Consider Approval of Budget Income Statement for Month Ending March 2014
5. Consider Approval of Financial Statements & Schedule of Money Transfers for March 2014
6. Consider Approval of General Manager's Expense Report for April 2014

Director Sharkey moved to approve Consent Items 1 through 6. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

7. Consider Approval of a Modification to Exercise Option 2 for the Operation, Maintenance and Management of ACCESS Paratransit Services Contract with MV Transportation – Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler stated that in April 2008, the Board of Directors approved award of contract to MV Transportation for operation, maintenance and management of ACCESS Paratransit Services. The Board of Directors approved the five-year base contract with five (5) one-year options.

Ms. Kohler stated that in June 2013, the Board approved the exercising of Option Period 1 to this contract, which is due to expire on June 30, 2014. According to the contract, the Option Period 2's term would be July 1, 2014 through June 30, 2015 with a maximum estimated cost of \$2,625,875.40. This amount was based on an estimated maximum of 36,294 vehicle revenue hours.

Ms. Kohler stated that MV continues to provide excellent service to the GCT ACCESS customers and it is in the best interest of GCT to exercise Option Year 2. Ms. Kohler stated that GCT has reviewed the Passenger Per Hour (PPH) productivity standard and agrees that a modest adjustment is justified at this time. The full amount (100%) of any reduction in liquidated damages realized by MV from this adjustment will be passed on proportionately to the local staff and drivers.

Director Ramirez inquired as to what is the feedback from passengers regarding the paratransit service. Ms. Kohler stated that Margaret Heath, Paratransit Manager, randomly contacts 10-12 passengers per month regarding service. Mr. Sal Knutson of MV stated that passengers can call the office and the complaint/compliment will be taken care of.

Ms. Kohler recommended that the Board of Directors authorize a contract modification to exercise Option Period 2 in the maximum amount of \$2,625,875.40.

Director Sharkey moved to authorize a contract modification to exercise Option Period 2 in the maximum amount of \$2,625,875.40. Director Zaragoza seconded the motion. **The motion passed unanimously.**

8. **Consider Adoption of Resolution No. 2014-02 to Implement Non-Represented Employee Contribution to CalPERS Employer Paid Member Contributions (EPMC) Effective July 6, 2014** – Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that in April 2014 the Board approved implementation of a provision that requires all non-represented employees to pay a portion of the employee contribution to GCT's CalPERS retirement plan. CalPers requires that the Board formalize its approval by adopting a resolution to that effect. Therefore, Mr. Rosenberg recommended that the Board adopt Resolution 2014-02 to implement the revisions to Gold Coast Transit's non-represented employee contribution to CalPERS Employer Paid Member Contributions (EPMC) effective July 6, 2014.

Director Zaragoza moved to adopt Resolution 2014-02 to implement the revisions to Gold Coast Transit's non-represented employee contribution to CalPERS Employer Paid Member Contributions (EPMC) effective July 6, 2014. Director Blatz seconded the motion. **The motion passed unanimously.**

9. **Consider Adoption of Resolution 2014-03 to Implement Revisions to the Gold Coast Transit Personnel Rules Effective May 7, 2014** – Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that GCT personnel rules are periodically updated. Recently, the Board approved implementation of a provision that requires all non-represented employees to pay a portion of the employee contribution to GCT's CalPERS retirement plan. To apply this requirement, Section 8 of the GCT Personnel Rules has been revised to incorporate the change. Mr. Rosenberg also stated that changes to Section 3 adding and updating the list of exempt positions will also be included.

Mr. Rosenberg recommended that the Board adopt Resolution 2014-03 to implement the revised Gold Coast Transit Personnel Rules effective May 7, 2014.

Director Zaragoza moved to adopt Resolution 2014-03 to implement the revised Gold Coast Transit Personnel Rules, effective May 7, 2014. Director Sharkey seconded the motion. **The motion passed unanimously.**

10. **Receive and Discuss Staff Presentation on GCT's Proposed Operating Budget for FY 2014-15** – Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg provided an overview of the changes to the GCT budgeting process for FY 14-15. Because of moving from a joint powers authority to a transit district, the TDA allocation process by GCT members is no longer required. GCT will either allocate funds for FY 14-15 or recommend incorporating them into the capital planning process.

Mr. Rosenberg stated that passenger fare revenues are projected to increase in FY 14-15; fixed route fares are projected to increase 4% from the FY13-14 budget and paratransit fare revenues are projected to increase 34% from the FY13-14 budget.

In regard to service premises, Mr. Rosenberg stated that GCT's FY14-15 operating budget is based on the provision of 198,165 revenue service hours (RSH), an increase of 1.2% from the FY13-14 premise of 195,791 RSH and 2,071,251 revenue service miles (RSM), an increase of .8% from the FY13-14 premise of 2,055,691 RSM.

Mr. Rosenberg stated that other premises for the FY14-15 budget include a higher than recent years' pricing for natural gas due to expiration of the Alternative Fuel Excise Tax Rebate; Worker's Compensation (\$934,000) projected up 8.6% from FY13-14 budget based on advisory from insurer due to higher industry costs; GCT's union contracts expired in November 2013 and anticipated wage increases and pension cost adjustments are included in the budget; personnel increases are minimal and limited to operators and maintenance.

Mr. Rosenberg stated that other expenses that contribute to the increase in GCT's FY14-15 operating budget is the marketing budget at \$64,000 higher due to updating the system guide-a-ride panel; planned redesign of the GCT website; increased public information campaign to coincide with the transition from a JPA to a District and an increase to GCT's repair parts due to some major components going out of warranty and a move to bring more major repair work in-house.

Mr. Rosenberg provided information on the operating revenues, operating expenses, farebox ratio calculations, GCT administration/maintenance facility cost estimates and financial status. Mr. Rosenberg also provided information on the proposed FY14-15 operating budget expenses by department.

Mr. Rosenberg stated that staff would keep the Board apprised of any changes to the budget. Mr. Brown thanked the budget review ad-hoc committee comprised of Directors Zaragoza and Sharkey.

11. **Receive and File Verbal Report and Presentation of the Status of the GCT Administration and Operations Facility** – Reed Caldwell, Facility Project Manager

Mr. Caldwell provided an overview of recent activities on the status of the GCT administration and operations facility. Mr. Caldwell thanked the Board for their letters of support and to Claire for her work on the TIGER grant.

Mr. Caldwell stated that the Draft Initial Study would go to the Oxnard Planning Commission on June 5, 2014, and to the Oxnard City Council July 2014. The Design Contract will be signed this week with Notice to Proceed by end of this week. Design complete June 2015 and construction complete by April 2017.

Information Items

12. **Report of Contracts Awarded** – Marlena Kohler, Purchasing Manager and DBE Officer
13. **Fixed Route Service Evaluations for 3rd Quarter FY 2013/14** – Vanessa Rauschenberger, Planning Manager
14. **Access Paratransit Management Update for 3rd Quarter FY 2013-14** – Margaret Heath, Paratransit and Special Projects Manager

CLOSED SESSION

15. **Closed Session Conference with Agency 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; William Leopardi, Leopardi Labor Solutions - **Employee Organization:** SEIU Local 721
16. **Closed Session Conference with Legal Counsel – Anticipated Litigation whether to initiate litigation pursuant to Government Code Section 54956.9(c) – One Case** – Steven Brown, General Manager; Nancy Kierstyn Schreiner, General Counsel

The Board of Directors went into closed session at 11:03 A.M.

17. Report from Closed Session – General Counsel

The Board of Directors reconvened into open session at 12:15 P.M. General Counsel Nancy Kierstyn Schreiner stated there were no announcements to report at this time.

There being no further business, Chair Carl Morehouse adjourned the Board of Directors meeting at 12:16 P.M.

Minutes recorded by: Priscilla Herrera, Interim 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 **June 4, 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