



Item #7A

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY JUNE 4, 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 10:02 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 Absent
Director Bryan MacDonald – City of Oxnard
Director Jonathan Sharkey – City of Port Hueneme
Director John C. Zaragoza – County of Ventura

Staff Present

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

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse. Alex Zaretsky, Human Resources and Risk Manager along with Chair Morehouse and General Manager Steve Brown

congratulated bus operators Joe Ayala on his 20 years of service and Mike Ford 15 years of service with GCT.

General Public Comment Period

Mr. Chad Davidson a regular GCT bus rider reported to the board of directors he had safety concerns at the Ventura Transfer Center. Mr. Brown stated he would get together with Director of Operations, Mr. Mikkelson to discuss and look into VTC safety concerns.

Board of Directors' Reports

Director Zaragoza reported the Government Center is now selling GCT passes and thanked Kathy Connell and Dave Fleisch for setting up the outlet at the Government Center. Director MacDonald noted this would be the last board meeting as a JPA.

General Manager's Report

General Manager Steve Brown announced to the Board of Directors GCT has hired a new Director of Human Resources Debbie Williams who will be starting Monday, June 16, 2014. Mr. Brown also reported Google Maps with the transit information for Gold Coast Transit was going live. Mr. Brown announced the APTA conference and Expo will be in October for any member who may be interested in attending. He also announced General Manager Sherri Fisher will be retiring after 40 years with Santa Barbara MTD.

Agenda Review

None

Consent Agenda

1. Consider Approval of Minutes of May 7, 2014 Board of Directors Meeting
2. Consider Approval of Expenditures for the Months of April 2014
3. Consider Approval of Treasurer's Report for April 2014
4. Consider Approval of Budget Income Statement for Month Ending April 2014
5. Consider Approval of Financial Statements and Schedule of Money Transfers for April 2014
6. Consider Approval of General Manager's Expense Report for May 2014

Director MacDonald moved to approve Consent Agenda 1 thru 6. Director Sharkey seconded the motion. **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 with Gillig Inc. for Up to Fourteen (14) 40-Ft Low Floor CNG Replacement Buses-** Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler recommended to the board of directors that GCT award a contract to Gillig, LLC for up to fourteen (14) 40 foot Low Floor CNG Replacement Buses. Ms. Kohler reported GCT currently has eight NABI buses close to their FTA mandated life expectancy, which is 12 years. Ms. Kohler reported to the board GCT plans to purchase eight buses of the option buses immediately and the remaining six option buses would be purchased approximately 18 months from issuance of the purchase order, subject to GCT's fleet replacement schedule and funding availability. Ms. Kohler stated the total cost for (14) 40 foot Low Floor CNG Replacement Buses to Gillig, LLC in the amount of \$7,166,108.32 and since a number of warranty options and different components are still underway an additional 5% for each bus would be added to cover minimal specification adjustments. Ms. Kohler noted that Gillig is a California Corporation based in Hayward, CA.

Ms. Kohler introduced Mr. Norm Reynolds, Regional Sales Manager with Gillig Inc. Mr. Reynolds thanked GCT and its board for the opportunity to conduct business with GCT and support American jobs.

Director Zaragoza moved to Authorize the General Manager to Complete Negotiations and Execute a Contract with Gillig Inc. for up to Fourteen-40-ft Low Floor CNG Replacement Buses. Director MacDonald seconded the motion. **The motion passed unanimously.**

- 8. Receive and File Gold Coast Transit Actuarial Study of Retiree Health Liabilities as of July 1, 2013-** Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg gave an update to the board of the GCT Actuarial Study of Retiree Health and Liabilities as of July 1, 2013.

Director Sharkey moved to Receive and File Gold Coast Transit Actuarial Study of Retiree Health Liabilities as of July 1, 2013. Director Zaragoza seconded the motion. **The motion passed unanimously.**

- 9. Receive and File Triennial TDA Performance Audit-** Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg presented the Board of Directors with the Triennial TDA Performance Audit. Mr. Rosenberg reported the TDA Triennial Performance Audit Report is conducted every three years. Mr. Rosenberg reported GCT was found to be in compliance with all applicable TDA compliance requirements. Mr. Rosenberg stated the TDA consultants under contract to the VCTC made three recommendations. The first recommendation made was for GCT to continue to monitor ACCESS' on-time performance and consider a new arrival-based performance standard as tracking technology allows. Second recommendation was for GCT to formalize the ongoing tracking and reporting of adopted performance measures. The third recommendation that was made by was that GCT should ensure the Finance functional area is appropriately staffed to manage new responsibilities.

Director Sharkey moved to Receive and File Triennial TDA Performance Audit. Director Zaragoza seconded the motion. **The motion passed unanimously.**

10. Consider Approval of Change to the GCT FY 13-14 Operating Budget and Capital Reserve Contribution- Steve L. Rosenberg, Director of Finance and Administration

Director MacDonald moved to Approval of Change to the GCT FY 13-14 Operating Budget and Capital Reserve Contribution. Director Sharkey seconded the motion. **The motion passed unanimously.**

11. Conduct Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2014-15 Operating, Planning and Capital Budget- Steve L. Rosenberg, Director of Finance and Administration

Chair Morehouse opened up the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2014-15 Operating, Planning and Capital Budget.

Mr. Rosenberg gave a presentation recapping the budget being presented for adoption FY 2014-15. Mr. Rosenberg discussed the increased revenues and expenditures included in the budget for FY2014-15 and the capital budget.

Director Zaragoza commented he and Director Sharkey served on the Ad Hoc Budget Committee which reviewed the proposed budget in detail, the TAC reviewed it and felt it was a good budget.

There were no public comments.

Director Sharkey moved to close the public hearing. Director MacDonald seconded the motion. **The motion passed unanimously.**

Director Zaragoza moved to Approve Adoption of FY 2014-15 Operating, Planning and Capital Budget. Director MacDonald seconded the motion. **The motion passed unanimously.**

- 12. Consider Adoption of Resolution No. 2014-04 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds – Steve L. Rosenberg, Director of Finance and Administration**

Director Zaragoza moved Adoption of Resolution No. 2014-04 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds. Director Sharkey seconded the motion. **The motion passed unanimously.**

- 13. Consider Adoption of Resolution No. 2014-05 Supporting Gold Coast Transit Participation in the Annual Dump the Pump Campaign- Cynthia Torres, Communications and Marketing Manager**

Ms. Torres stated APTA invites agencies from across the country to participate on Dump the Pump Day. Ms. Torres stated GCT will be hosting a daily activity/event thru-out the week of June 16th thru the 20th to increase Dump the Pump awareness.

Director Zaragoza moved Adoption of Resolution No. 2014-05 Supporting Gold Coast Transit Participation in the Annual Dump the Pump Campaign. Director Sharkey seconded the motion. **The motion passed unanimously.**

- 14. Receive and File Report on the Status of the GCT Administration and Operations Facility- Reed Caldwell, Facility Project Manager**

Mr. Caldwell updated the board of directors on the status of GCT Administration and Operations Facility. Mr. Caldwell stated the environmental process is continuing with the City of Oxnard for the California Environmental Quality Act and with the Federal Transit Administration for the National Environmental Policy Act processes. Mr. Caldwell also reported GCT is moving forward towards closing the property purchase. Mr. Caldwell also stated project schedule is to have the design complete by June 2015 and begin construction in 2017.

The board of directors received and filed Report on Status of the GCT Administration and Operations Facility presented by Mr. Caldwell.

Closed Session

- 15. Closed Session Conference with Agency Labor Negotiators pursuant to Government Code 54957.6 Agency designated representatives: Nancy**

Kierstyn Schreiner, General Counsel; Steve 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- Nancy Kierstyn Schreiner, General Counsel

The Board of Directors went into closed session at 11:07 A.M.

17. Report From Closed Session-General Counsel

The Board of Directors reconvened into open session at 12:04 P.M. General Counsel Nancy Kierstyn Schreiner stated there were no announcements to report at this time.

Information Items

There were none.

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 12:04 P.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 special meeting of the GCT Board of Directors will be held on **June 13, 2014 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