



Item #1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING AND STRATEGIC PLANNING SESSION WEDNESDAY, APRIL 2, 2014 9:30 A.M.

Call to Order

Chair Carl Morehouse called the regular meeting of the Board of Directors of Gold Coast Transit to order at 9:39 A.M. at the Oxnard Transportation Center, 2nd Floor Conference Room, 201 E. Fourth Street, Oxnard, CA 93030-6048.

Roll Call

Chair Carl Morehouse – City of Ventura
Vice-Chair Blatz – City of Ojai
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 Finance and Administration
Andrew Mikkelson, Director of Transit Operations
Robert Lurie, Director of Fleet and Facilities
Reed Caldwell, Facility Project Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Chuck McQuary, Facility Project Planner
Cynthia Torres, Communications & Marketing Manager
Claire Johnson-Winegar, Transit Planner II
Vanessa Rauschenberger, Planning Manager
Roxanna Ibarra, Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse.

General Public Comment Period

There was none.

Closed Session

1. **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

The Board of Directors went into closed session at 9:40 A.M.

2. **Report from Closed Session-General Counsel**

The Board of Directors reconvened into open session at 10:04 A.M. General Counsel Nancy Kierstyn Schreiner stated there were no announcements to report at this time.

Agenda Review

There were none.

Board of Directors' Reports

There was none.

Public Comments on Agenda Items

There were none.

Consent Agenda

3. Consider Approval of Minutes of March 5, 2014 Board of Directors Meeting
4. Consider Approval of Expenditures for the Months of February 2014
5. Consider Approval of Treasurer's Report for February 2014
6. Consider Approval of Budget Income Statement for Month Ending January 2014
7. Consider Approval of Financial Statements and Schedule of Money Transfers for January 2014

Director Sharkey moved to approve Consent Agenda 3 thru 7. Director Zaragoza seconded the motion. ***The motion passed unanimously.***

Formal Items

8. **Consider Approval of Changes to GCT Non-Represented Salary Ranges and Changes to the GCT Personnel Rules Implementing Employees Contributions to the Employee Portion of the CalPERS Pension Plan for all GCT Non-Represented Employees** – Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg reported the past five years have been fiscally challenged and things are

starting to improve somewhat. Mr. Rosenberg stated GCT's employee's hard work and dedication should be acknowledged with a modest wage increase and a one-time bonus. Mr. Rosenberg stated GCT must also look at its pension compensation structure and understand that the days of public entities paying for 100% of both the employer portion and the employee portion are fading into the past. Mr. Rosenberg stated staff recommends that GCT initiate the process of gradually shifting the obligation for the employee portion of the pension contribution from the agency to all of its employees. Mr. Rosenberg stated negotiations with SEIU 721 have been ongoing but GCT at this time is positioned to address these recommendations for its non-represented employees. Mr. Rosenberg stated staff recommends that the Board approve an increase of 3.5% to all non-represented salary ranges, effective immediately. Staff also recommends the Board approve a revision of the GCT Personnel Rules that, phased-in over a three year period, will result in all GCT non-represented employees paying 6% of the 8% employee portion of the CalPERS pension by July 2016.

Director Zaragoza moved to approve Changes to GCT Non-Represented Salary Ranges and Changes to the GCT Personnel Rules Implementing Employee Contribution to the Employee Portion of the CalPERS Pension Plan for all GCT Non-Represented Employees. Director Sharkey seconded the motion. ***The motion passed unanimously.***

9. Consider Approval of a New Position Description for Electronic Mechanic- Alex Zaretsky, Human Resources and Risk Manager

Director Zaragoza moved Approval of a New Position Description for Electronic Mechanic. Director Sharkey seconded the motion. ***The motion passed unanimously.***

10. 2014 Strategic Planning Session – Steve Brown

1) Overview of Organization

Steve Brown welcomed everyone to the 2014 Board Strategic Planning Session. Mr. Brown provided an overview of the GCT organization and structure.

2) Update on Mission, Goals & Objectives

Vanessa Rauschenberger gave a power point presentation to the Board of Directors in which she discussed an overview of GCT's goals and objectives. Ms. Rauschenberger discussed new routes, bus stops, farebox recovery ratio and also gave a status update on all goals that have been met and progress update on the few that have not been met but are in progress.

3) 2013 Accomplishments & 2014 Look Ahead

Cynthia Torres presented and updated the Board of Directors on all of GCT's accomplishments for 2013. Ms. Torres discussed implementation of Route 21 and successful installation of fareboxes. Ms. Torres stated the farebox installation went thru phase I which consisted of passenger education and day passes sold and phase II. Phase II Ms. Torres stated consisted of new category magnetic strip tickets and GCT ticket exchanges at GCT's customer service center along with a training video. There was also the 3 position bike rack installation on buses and GCT's 40th anniversary which was a success Ms. Torres also reported GCT staff was able to participate and do community outreach at many events thru out 2013 such as Earth day, Teacher of the Month thru Ventura and Port Hueneme Chambers of Commerce and thru FOODSHARE Can-Tree Event at the Collection in Riverpark.

Mr. Brown reviewed some of the future projects:

- Short range plans
- Bus stop guidelines
- Bus Stopper Pilot
- Stop Enunciators
- Website update
- Google transit-add to GCT website/APP built into GCT website
- Remodeling of CSC in fall/POS System
- New Facility

4) Discussion on District Formation, Bylaws and Policies & Procedures

a.) Review Draft Bylaws and Consider Recommendation for Approval in July to District Board of Directors

General Counsel Nancy Kierstyn Schreiner presented the Board of Directors with a draft of the District Bylaws. Ms. Schreiner reported any further changes must be brought back to the board before July 2, 2014. Ms. Schreiner reported the board actions that will take place on July 2, 2014 will be to adopt bylaws, elect officers, adopt/ratify the budget and adopt the various policies and procedures.

5) Update on New Administration and Operations Facility

Facility Project Manager Reed Caldwell gave a status update on the new administration and Operations Facility.

Director Zaragoza thanked GCT staff for an excellent presentation and update.

Information Items

There were none.

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 12:43 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 regular meeting of the GCT Board of Directors will be held on **May 7, 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