



## Item 1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, NOVEMBER 4, 2015 – 10:00 A.M.

#### **Call to Order**

Chair Paul Blatz called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

#### **Roll Call**

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

#### **Staff Present**

Steve Rosenberg, Acting General Manager  
Steve DeBaun, General Counsel  
Robert Lurie, Director of Fleet & Facilities  
Debbie Williams, Director of Human Resources  
Andrew Mikkelson, Director of Transit Operations  
Vanessa Rauschenberger, Director of Planning & Marketing  
Margaret Heath, Paratransit and Special Projects Manager  
Alex Zaretsky, HR and Risk Manager  
Reed Caldwell, Facility Project Manager  
Claire Johnson-Winegar, Planning Manager  
Cynthia Torres-Duque, Communications & Marketing Manager  
Matt Miller, Transit Planner I  
Roxanna Ibarra, HR Assistant  
Priscilla Herrera, Acting Clerk of the Board

#### **Ceremonial Calendar**

- The pledge of allegiance was led by Director Morehouse
- Employee Recognition  
Ms. Debbie Williams, Human Resources Director, introduced and congratulated James Beck, Mechanic, for his five (5) year employment anniversary with Gold Coast Transit District.

Mr. Beck was congratulated by the Board of Directors and his supervisor Robert Lurie, Director of Fleet and Facilities. Mr. Beck was presented a gift card and a five (5) year pin.

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### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

There were none.

### **General Manager Reports**

Acting General Manager, Steve Rosenberg, reported that:

- CHP's annual inspection was held October 27 through October 29. The CHP inspection reviews bus operator, drug and alcohol and bus maintenance records for compliance. GCTD received a rating of satisfactory, which is the highest rating possible. The Maintenance, Operations Management and HR Departments were thanked for having their records in order.
- Last week the recipients of the 2015 TIGER grants were announced and unfortunately GCTD was not one of the agencies selected. Mr. Rosenberg thanked staff for preparing an excellent grant proposal and the cities/county for their letters of support, and said the agency will continue to look for funding opportunities. Director Zaragoza asked if a reason was given for not receiving the grant. Mr. Rosenberg stated that no reason was given at this time.
- Three new trainees are in the first class to be trained under the recently revised DMV process in which trainees with instructional permits may drive only with a licensed trainer and other students rather than with a licensed trainer and passengers.
- Currently GCTD uses Fleet-Net as its management software. Mr. Rosenberg stated that next week the Fleet-Net system will be implementing a new Human Resources module to improve and streamline HR's access to data.
- Construction has begun on the remodeling of the Customer Service Center. Noted that Reed Caldwell, Project Manager, will give additional information on this project.
- For the 4<sup>th</sup> year, GCTD will be participating in Food Share's Can-Tree drive at The Collection. Canned food will be collected by the GCTD employees and built into a can-tree to be displayed at The Collection, December 4<sup>th</sup> through December 6<sup>th</sup>.
- This year the GCTD employees enjoyed a festive Halloween potluck and costume contest. The winners were: Claire Johnson-Winegar, Most Original; Gerry Sta. Ana, Funniest; Linda Marie Soshea, Best Costume and Natalie Blume for Best Painted Face.

### **Agenda Review**

Acting General Manager, Steve Rosenberg requested that Item No. 7 be removed from the Agenda to be considered at a later time.

### **Consent Agenda**

1. Consider Approval of Minutes of October 14, 2015 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of September 2015
3. Consider Approval of Treasurer's Report for September 2015
4. Consider Approval of Budget Income Statement for the Month Ending September 2015
5. Consider Approval of Financial Statements and Schedule of Money Transfers for September 2015.

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Director Zaragoza moved to approve Consent Agenda 1 thru 5. Director Breeze seconded the motion.

**The motion passed unanimously.**

**Public Comments on Agenda Items**

There were none.

**Formal Items**

- 6. Consider Report and Presentation on GCTD Comprehensive Annual Financial Report (CAFR) for FY 2014-15 and Acceptance of FY 2014-15 CAFR as Prepared by The Pun Group**  
– Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg introduced Mr. Paul J. Kaymark from The Pun Group. Mr. Kaymark made an oral presentation to the Board of Directors and discussed the GCTD Comprehensive Annual Financial Report (CAFR) for FY 2014-15 and the GASB 68 and 71 and their impact on GCTD's financial statements.

Mr. Kaymark stated that the final presentation for approval by the Board of Directors will be at the December 2, 2015 Board Meeting.

**The report was received and filed.**

- 7. Consider Approval of Customer Service Supervisor Position Description**

This item was removed from the Agenda.

- 8. Consider Approval of the FY 2015-2019 Short Range Transit Plan – Vanessa Rauschenberger, Director of Planning & Marketing, Claire Johnson-Winegar, Planning Manager**

Ms. Rauschenberger stated that there was a lot of support and encouragement from General Manager Steve Brown to the Planning staff to complete the FY 2015-2019 SRTP. Ms. Rauschenberger introduced Clair Johnson-Winegar, Planning Manager.

Ms. Johnson-Winegar stated there was a lot of support from Steve Brown and Ms. Rauschenberger on the completion of the SRTP. Ms. Johnson-Winegar stated that the draft SRTP has been reviewed by GCTD's Board of Directors and the Technical Advisory Committee (TAC) and recommendations were made regarding passenger information and the importance of service to NBVC and the Port of Hueneme. Based on this feedback, sections of the document were revised where appropriate. Additionally, it was suggested that outreach be conducted with the senior population and the SRTP be posted on member agencies' websites as well. TAC members were provided the SRTP link to post on their agencies' website.

Director Morehouse stated that staff should be aware that Uber and other lifts may become popular. Ms. Johnson-Winegar stated that as mentioned on page 25 of the SRTP, staff will be monitoring these trends as they grow in popularity.

Ms. Johnson-Winegar recommended that the Board of Directors approve the Short Range Transit Plan (SRTP): FY 2014-15 to FY 2018-19.

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Director Morehouse moved to approve the Short Range Transit Plan (SRTP): FY 2014-15 to FY 2018-19. Director Breeze seconded the motion.

**The motion passed unanimously.**

**9. Receive and File Report and Presentation of the Status of the GCTD Administration and Operations Facility and the Customer Service Center – Reed Caldwell, Facility Project Manager**

Mr. Caldwell updated the Board on two current projects: 1) New GCTD Administration & Operations Facility to be built near the intersection of Auto Center Drive and Paseo Mercado in Oxnard, Ca and the 2) the Customer Service Center Remodel-2015.

Mr. Caldwell stated that the new facility schedule is on track with August-November contractor prequalification; December-February (2016) Bidding and March/April construction start. Mr. Caldwell stated that traffic impact issues are still being worked out with the City of Oxnard.

The Customer Service Center remodeling of interior office space, the restroom facility and three (3) new ticket windows is underway. The City of Oxnard is replacing the roofing over the passenger medium and this same type of material will be used for the awning over the windows. Director Breeze inquired if there would be signage near the windows along with brochure panels for passenger transportation information. Mr. Reed stated that two brochure kiosks will be situated next to the windows.

There being no further discussion, Mr. Caldwell recommended that the GCTD Board of Directors receive and file this report.

**The report was received and filed.**

**INFORMATIONAL ITEMS**

**10. Fixed-Route & ACCESS Services Quarterly Update – 1<sup>st</sup> Quarter FY 2015-16 – Claire Johnson-Winegar, Planning Manager**

Ms. Johnson-Winegar stated that the 1<sup>st</sup> Quarterly Report (July 1 through September 30) of Fiscal Year 2015-16 includes a summary of performance and operating statistics for both fixed-route and GO ACCESS services.

There being no questions, Ms. Johnson-Winegar recommended that the GCTD Board of Directors receive and file this report.

**The report was received and filed.**

**CLOSED SESSION**

**11. Closed Session Pursuant to Section 54967 Regarding Public Employment: Title: General Manager**

The Board of Directors went into Closed Session at 11:10 A.M.

The Board of Directors re-adjourned into Open Session at 11:20 A.M.

It was announced that the Board of Directors authorized an extension of leave to Steve Brown, General Manager, to January 6, 2016.

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There being no further business, Chair Blatz adjourned the Board of Directors meeting at 11:21 A.M.

Minutes recorded by: Priscilla Herrera, Interim Clerk of the Board of Directors

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Steve L. Rosenberg  
Acting Secretary of the Board of Directors

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Paul Blatz, Chair  
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **December 2, 2015 10:00 A.M. at the Gold Coast Transit District 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](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.