



Item # 1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 3, 2014 10:00 A.M.**

Call to Order

Chair Carl Morehouse called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:01 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Director Carl Morehouse – City of Ventura
Director Paul 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
Steven C. DeBaun, General Counsel
Roxanna Ibarra, Clerk of the Board
Steve Rosenberg, Director of Finance & Administration
Robert Lurie, Director of Fleet & Facilities
Debbie Williams, Director of Human Resources
Reed Caldwell, New Facility Project Manager
Andrew Mikkelson, Director of Transit Operations
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planner
Alexander Zaretsky, Human Resources and Risk Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse.

Employee Recognition

There were none.

General Public Comment Period

There were none.

Board of Directors Reports

There were none.

General Manager Reports

Mr. Brown updated the Board of Directors on the charges that were filed by the D. A office recently towards former GCTD employees. Mr. Brown also presented to the Board of Directors the Small Operator of the Year award plaque GCTD received at the CTA Conference recently.

The Board of Directors congratulated Mr. Brown along with GCTD staff for the recognition and award winning plaque from CTA.

Agenda Review

There were no changes.

Consent Agenda

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

Director Zaragoza moved to approve Consent Agenda 1 thru 6. Vice-Chair Blatz seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

7. **Election of Board Officers for Calendar Year 2015-** Steven P. Brown, General Manager

Chair Morehouse nominated Vice-Chair Blatz to be GCTD's Chair for calendar year 2015, seconded by Director MacDonald. Director Sharkey was nominated as Vice-Chair for GCTD's Board of Directors for calendar year 2015.

Director Zaragoza moved Approval of Election of Board Officers for Calendar Year 2015. Director Blatz seconded the motion. **The motion passed unanimously.**

Chair Morehouse stated it was an honor to be the first Chair for the Gold Coast Transit District. Chair Morehouse stated he is very proud of being part of this organization.

Roll Call

Yes:

Director MacDonald
Vice-Chair Blatz
Director Zaragoza
Director Sharkey
Chair Morehouse

No:

The motion passed unanimously.

8. Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2015

Chair Morehouse stated the meeting schedule date of May 6, 2015 conflicts with SCAG meeting. General Manager Steve Brown made the suggestion to move the meeting date of Wednesday May 6, 2015 to the following Wednesday May 13, 2015.

Director MacDonald moved to Approve the Board of Directors meeting schedule for Calendar Year 2015 with the exception of the one date change in May 2015. Director Sharkey seconded the motion. **The motion passed unanimously.**

9. Consideration and Possible Approval of Amendment No. 3 to General Manager's Employment Contract- Steven DeBaun, General Counsel

General Counsel Steven C. DeBaun presented the Board of Directors with the Amendment No. 3 to the General Manager's Employment Contract for Approval. The Board of Directors discussed the renewal of the amendment to the contract and to extend it for 5 Years with the increase of salary consistent with GCTD employees.

General Manager Steve Brown thanked the Board of Directors for their continued trust.

Director Zaragoza moved Approval of Amendment No. 3 to General Manager's Employment Contract. Director Sharkey seconded the motion. **The motion passed unanimously.**

10. Consider Approval of Modification to the GCTD Travel and Expense Policy – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg went thru the policy changes, revisions and updates that were made to the travel and expense policy. Mr. Rosenberg stated the changes that were made are comparable with similar agencies and organizations such as GCTD.

Director Sharkey moved Approval of Modification to the GCTD Travel and Expense Policy. Director Zaragoza seconded the motion. **The motion passed unanimously.**

11. Consider Approval of Resolution 2014-111 Repealing Resolution 2001-06 and Approving Gold Coast Transit Districts Revised Records Retention Schedule- Steve L. Rosenberg, Director of Finance and Administration and Alex Zaretsky, Human Resources and Risk Manager

Mr. Zaretsky presented to the Board of Directors the Revised Records Retention Policy. Mr. Zaretsky stated the last update was done in 2001. Mr. Zaretsky stated the updated retention policy follows the state guidelines. He also stated he would ensure GCTD staff is provided with training sessions that will help better understand the policy.

Director MacDonald moved Approval of Resolution 2014-111 Repealing Resolution 2001-06 and Approving Gold Coast Transit Districts Revised Records Retention Schedule. Director Sharkey seconded the motion. **The motion passed unanimously.**

Information Items

There were none.

Closed Session

None

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 10:31 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 special meeting of the GCTD Board of Directors will be held on **January 7, 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 or from the Office Manager, Gold Coast Transit, 301 E. Third St., Oxnard, CA 93030