



## Item 1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, June 3, 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 10:03 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

#### **Roll Call**

Chair Paul Blatz – City of Ojai  
Vice-Chair Bryan 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**

Steven P. Brown, General Manager  
Steve DeBaun, General Counsel  
Ana Perez, Clerk of the Board  
Steve Rosenberg, Director of Finance & Administration  
Debbie Williams, Director of Human Resources  
Margaret Heath, Paratransit & Special Projects Manager  
Reed Caldwell, Facility Project Manager  
Andrew Mikkelson, Director of Transit Operations  
Cynthia Torres Duque, Communications & Marketing Manager  
Claire Johnson-Winegar, Planning Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Roxanna Ibarra, Human Resources Assistant

#### **Ceremonial Calendar**

The pledge of allegiance was led by Director John Zaragoza.

#### **Employee Recognition**

There were none.

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### **General Public Comment Period**

Mr. Briglio from Southern California Association of Governments (SCAG) informed the Board of Directors that SCAG will be hosting Open House Sessions throughout Southern California. In Ventura County there will be 3 Open House sessions where the community members can discuss any challenges and/or provide feedback on how to improve transportation in Southern California.

### **Board of Directors Reports**

Vice-Chair MacDonald thanked GCTD for participating and providing transportation services to Channel Island High School. The Oxnard High School District provided great compliments on the services the students were receiving.

### **General Manager Reports**

Mr. Brown thanked the Board of Directors, agencies, elected officials, chambers of commerce, and community interest groups that provided letters of support for the TIGER grant application which will help fund the New Administration and Operations Facility. Mr. Brown extended an invite to all Board Members to attend the retirement celebration for Bus Operator Judy Gonzalez on her 15 years of service with GCTD on June 4<sup>th</sup> at 12:00pm. Mr. Brown stated that on May 18, 2015 GCTD staff toured the Transportation Academy at Channel Islands High School and made presentations to two different classes about future careers at GCTD. GCTD will be serving on their Advisory Board. On June 4, 2015 Mr. Throckmorton and 37 students from his Junior class will be touring GCTD facility and learning more about careers in the Fleet and Facilities area. Mr. Brown will be attending the welcoming reception for Mr. Phillip Washington, New CEO for LA Metro, at LA Union Station on June 4, 2015. Mr. Brown provided notice to the Board of Directors from Ventura County Clerk of the Board concerning the Conflict of Interest Code; a revised code will be on the agenda for the July meeting. Mr. Brown informed the Board that GCTD staff is providing feedback to VCTC in the development of fare media, in regards to the 31-Pass.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of May 13, 2015 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of April 2015
3. Consider Approval of Treasurer's Report for April 2015
4. Consider Approval of Budget Income Statement for the Month Ending April 2015
5. Consider Approval of Financial Statements and Schedule of Money Transfers for April 2015
6. Consider Approval of General Manager's Expense Report from April 23 – May 27, 2015

Director Morehouse moved to approve Consent Agenda 1 thru 6. Director Zaragoza seconded the motion. **The motion passed unanimously.**

### **Public Comments on Agenda Items**

There were none.

### **Formal Items**

#### **7. Consider Approval of Gold Coast Transit District Bus Stop Guidelines – Claire Johnson-Winegar, Planning Manager**

Ms. Johnson-Winegar discussed the approval of the Gold Coast Transit District Bus Stop Guidelines. The Bus Stop Guidelines are intended to provide GCTD's member agencies with physical design specifications that are recommended to be integrated with local comprehensive plan policies, land use ordinances, pedestrian plans, and street design guidelines. The Bus Stop Guidelines have been reviewed by all member agencies and have been sent to local community based transit-rider groups for their review and input as well. The Bus Stop Guidelines are meant to be used as a tool to evaluate bus stop changes on a case by case basis. They are proposed to be used for new stops or stop changes, rather than requiring that all current stops conform to the guidelines.

Director Zaragoza moved Approval of Gold Coast Transit District Bus Stop Guidelines. Director Morehouse seconded the motion. **The motion passed unanimously.**

#### **8. Consider Adoption of Resolution Number 2015-09 to Implement Revision to Gold Coast Transit District Personnel Rules effective July 1, 2015 – Alex Zaretsky, Human Resources and Risk Manager**

Mr. Zaretsky discussed the Adoption of Resolution Number 2015-09 to Implement Revisions to Gold Coast Transit District Personnel Rules effective July 1, 2015. Updates to the personnel rules adding the new law on paid sick leave, Assembly Bill 1522 (Paid Sick Leave Law) to the personnel rules. The significant changes to the personnel rules including the statutory regulations that apply to the following recommended changes:

1. Personnel Rules, Section 10: Paid Sick Leave, Changes in accordance to AB 1522
2. Personnel Rules, Section 10: Paid Sick Leave, Subsection G: Changed in accordance to SB 400. Added: Statement on the use for sick leave as victims of stalking, domestic violence and sexual assault.
3. Personnel Rules, Section 11: Paid Industrial Injury Leave: Added in accordance to California Code of Regulations, title 2, section 7294.0 "Interactive Process." Added: Statement on reasonable accommodations for any disability an employee may have in accordance with applicable laws.
4. Personnel Rules, Section 21: General Provisions, Subsection B: Fair Employment Practices: Added term: "Gender Expression." In accordance to the California Government Code Sections 12940, 12945, 12945.2.
5. Anti-Harassment Policy and Complaint Procedure: Added: Statement about filing procedures with the California Department of Fair Employment and Housing.

Also a simple clean-up was completed by adding the word "District to the policy. GCTD's other long standing employment policies are complaint.

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Director Zaragoza moved Approval of Adoption of Resolution Number 2015-09 to Implement Revision to Gold Coast Transit District Personnel Rules effective July 1, 2015. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **9. Receive Results of Salary Survey and Consider Approval of Updated Salary Ranges for Non-Represented Employees – Debbie L. Williams, Director of Human Resources**

Ms. Williams discussed the results of Salary Survey and Consider Approval of Updated Salary Ranges for Non-Represented Employees. A thorough comparative analysis of each of GCTD's 31 non-represented positions/salaries versus the classifications and salary ranges of other agencies was completed in May 2015. Variances exist with every agency reviewed such as location, job description and time in position. Industry standards are achieved through averages. Once benchmarks were established, changes to GCTD's salary ranges were reviewed.

Vice-Chair MacDonald moved to approve the Updated Salary Ranges for Non-Represented Employees resulting from the 2015 Salary Survey. Director Breeze seconded the motion. **The motion passed unanimously.**

### **10. Conduct Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2015-16 Operating, Planning and Capital Budget – Steve L. Rosenberg, Director of Finance and Administration**

Chair Blatz opened up the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2015-16 Operating, Planning and Capital Budget.

Ms. Perez informed the Board of Directors that the Legal Public Notice was published on May 3, 2015 in the Ventura County Star Newspaper.

Mr. Rosenberg gave a presentation recapping the budget being presented for adoption FY 2015-16. Mr. Rosenberg discussed the increased revenues and expenditures included in the budget for FY 2015-16 and the capital budget.

There were no public comments. Chair Blatz closed the Public Hearing.

Director Breeze moved to Approve Adoption of FY 2015-16 Operating, Planning and Capital Budget. Director Morehouse seconded the motion. Mr. Brown noted that according to the Bylaws this is a weighted vote with Oxnard and Ventura's votes counting as 2.0.

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### **Roll Call**

Yes:

No: None

Chair Blatz

Vice-Chair MacDonald

Director Breeze

Director Morehouse

Director Zaragoza

**The motion passed unanimously.**

### **11. Consider Adoption of Resolution No. 2015-10 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg discussed the Adoption of Resolution Number 2015-10 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds.

Director Breeze moved to Approve Adoption of Resolution No. 2015-10 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds. Director MacDonald seconded the motion. **The motion passed unanimously.**

### **INFORMATIONAL ITEMS**

There were none.

### **FUTURE AGENDA ITEMS**

*None*

### **CLOSED SESSION**

#### **12. Closed Session Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to Section 54956.9(d)(2): 4 Potential Cases – Steve Brown, General Manager; Debbie Williams, Director of Human Resources; Steve Rosenberg, Director of Finance and Administration; Alex Zaretsky, Human Resources and Risk Manager; Andrew Mikkelson, Director of Transit Operations; Steve DeBaun, General Counsel**

The Board of Directors went into closed session at 11:06 A.M.

#### **13. Report from Closed Session – Steve DeBaun, General Counsel**

The Board of Directors reconvened into open session at 11:18 A.M. General Counsel Steve DeBaun stated all 4 claims are being rejected.

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There being no further business Chair Blatz adjourned the Board of Directors meeting at 11:19 A.M.

Minutes recorded by: Ana Perez, Clerk of the Board of Directors

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Steven P. Brown  
Secretary of the Board of Directors

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Chair  
Paul Blatz  
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 **July 1, 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