



Item # 1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 7, 2015 10:00 A.M.**

Call to Order

Chair 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 Sharkey – City of Port Hueneme
Director Bryan MacDonald – City of Oxnard
Director Carl Morehouse – City of Port Hueneme
Director John C. Zaragoza – County of Ventura

Staff Present

Steven P. Brown, General Manager
Steven C. DeBaun, General Counsel
Steve Rosenberg, Director of Finance & Administration
Debbie Williams, Director of Human Resources
Andrew Mikkelson, Director of Transit Operations
Reed Caldwell, Facility Project Manager
Chuck McQuary, Facility Project Planner
Marlena Kohler, Purchasing Manager/DBE Officer
Margaret Heath, Paratransit & Special Projects Manager
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planning
Roxanna Ibarra, Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Vice-Chair Sharkey.

Employee Recognition

Debbie Williams, Director of Human Resources congratulated maintenance material specialist Rodger Stephens for his 20 years of service along with bus operator Alex Dinkel for his 15 years of service with GCTD. Chair Morehouse and General Manager

Steve Brown also congratulated Mr. Stephens and Mr. Dinkel for the many years of dedicated service to GCTD.

General Public Comment Period

Jim White, director of operations and transportation for the Arc of Ventura County thanked GCTD for their collaboration and support to the Arc of Ventura County. Mr. White stated the Arc of Ventura County facility had been robbed and some passes were stolen from the facility. Mr. White stated he reached out to GCTD to notify us of the incident and report the stolen passes. Mr. White stated GCTD replaced the passes for the Arc of Ventura County and worked collaboratively with staff to ensure the stolen passes were blocked.

Chair Blatz stated GCTD is a good citizen and provider of the community. Director MacDonald also thanked GCTD staff for always doing a great job and helping support the community.

Board of Directors Reports

There were none.

General Manager Reports

Mr. Brown announced a few promotions and introduced a new employee to the Board of Directors. Vanessa Rauschenberger, planning manager had been promoted as the new director of planning and marketing, Roxanna Ibarra, office manager as the new human resources assistant and introduced new IT manager Robert Keys to the Board of Directors. Mr. Brown also congratulated service worker Andy Carpio and his daughter Ashley Carpio, who was nominated to the Naval Academy and awarded special congressional certificate recognition from Congresswoman Julia Brownley.

Agenda Review

There were no changes.

Consent Agenda

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

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

Public Comments on Agenda Items

There were none.

Formal Items

7. Consider Formation of a Standing Fiscal Policy Committee- Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated an annually-appointed ad-hoc budget committee consisting of two Board members was part of GCT's budget development process as recently as 2008. Mr. Rosenberger stated recession-related events led to replacing the committee structure with a full board budget workshop in 2009. Mr. Rosenberger stated that in 2014, the Board revived the process with a two-member ad-hoc Budget Committee, anticipating that a standing committee would be considered after the District transition was complete. Mr. Rosenberg stated that the Fiscal Policy committee would provide counsel, oversight and direction to staff in policy issues related to operating and capital budgets, investments, debt, audit and other fiscal activities and make recommendations to the full Board. Mr. Rosenberg stated the Committee would schedule meetings during the annual budget and annual audit cycles, as well as other times as required. Mr. Rosenberg stated the Director of Finance and Administration and the General Manager will be responsible for providing staff support to the Committee. The Board of Directors appointed Director Zaragoza and Director MacDonald to the Fiscal Policy Committee.

Director Macdonald moved to approve the formation of a Standing Fiscal Policy Committee. Director Zaragoza seconded the motion.

The motion passed unanimously.

Roll Call

Yes:

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

No:

8. Consider Approval of a Revised Position Description for Administrative Specialist- Steve L. Rosenberg, Director of Administration and Finance and Debbie Williams, Director of Human Resources

Mr. Rosenberg stated with the Administrative Analyst position now vacant, it is the most appropriate time to restructure the position's description. Mr. Rosenberg stated the position will be re-titled to reflect a more administrative and accounting responsibilities type position and less analytical responsibilities. The position description has been edited to realign its responsibilities to complement the Finance Analyst position and incorporate tasks not previously assigned to the position.

Director Morehouse moved to approve a Revised Position Description for Administrative Specialist. Vice-Chair Sharkey seconded the motion. **The motion passed unanimously.**

**9. Consider Appointment of a GCTD Representative as an Ex-Officio Member of the Coastal Express Policy Advisory Committee (CEPAC)-
Steven P. Brown, General Manager**

Mr. Brown stated the VCTC and the Santa Barbara County Association of Governments have an MOU effective from July 1, 2014-June 30, 2017 for defining agency roles, responsibilities, and commitments in conjunction with the operation of intercity fixed-route public transportation service in the US 101 corridor between Ventura and Santa Barbara Counties. Mr. Brown stated this service is known as the Coastal Express. Mr. Brown stated that as part of the MOU, a Policy Committee is required and membership on that committee is specified. Mr. Brown reported the Policy Committee consists of three members from SBCAG, three members from the VCTC, and ex-officio members from Gold Coast Transit District and Santa Barbara Metropolitan Transit District. Mr. Brown stated that at this time the GCTD Board of Directors designate a representative and an alternate to serve as an ex-officio member of the Coastal Express Policy Committee. The Board of directors made a motion to assign the General Manager Steve Brown as the ex-officio member for CEPAC and Director John Zaragoza as the alternate.

Director MacDonald moved Appointment of a GCTD Representative as an Ex-Officio Member of the Coastal Express Policy Advisory Committee (CEPAC). Vice-Chair Sharkey seconded the motion. **Director Zaragoza abstained from the motion.**

Roll Call

Yes:	No: None
Director MacDonald	
Vice-Chair Sharkey	
Chair Blatz	
Director Zaragoza	Abstained
Director Morehouse	

10. Consider Authorization for the Sole Source Purchase of up to Eighteen (18) MV-1 Vehicles for ACCESS Paratransit Service From Creative Bus Sales, Inc.-Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler stated the ACCESS paratransit fleet currently consists of twenty-four (24) 23-ft long CNG fueled cutaways that were initially placed into service in October 2008. Ms. Kohler stated the FTA Useful Life of Transit Buses and Vans (FTA VA-26-7229-07.1) dated April 2007 classifies these vehicles as Light-Duty Vehicles with useful life of five years and/or 150,000 miles. Ms. Kohler reported the current ACCESS fleet has served its useful life and should be replaced to maintain reliable service provision to GCT ACCESS customers. Ms. Kohler stated that as of October 31, 2014 all of the ACCESS vehicles have been in service at least 5 years allowing for immediate replacement.

Ms. Kohler stated GCTD staff and ACCESS contractor, MV Transportation, tested and evaluated several vehicles types over a 90 day period in the summer of 2014 from A-Z Bus Sales and Creative Bus Sales, Inc. At that time Ms. Kohler stated MV-1 vehicles were the vehicle which met GCTD's requirements as it is the only OEM CNG powered vehicle which has a wheelbase 122 inches and is able to support simultaneous transportation of two mobility aid devices. Ms. Kohler stated it is staff's recommendation to replace up to eighteen vehicles of the current ACCESS fleet with the MV-1 vehicle from Creative Bus Sales, Inc. over the next three fiscal years. GCTD anticipates purchasing up to eight this fiscal year, four (4) will be purchased immediately for an estimated amount of \$60,752.30 per vehicle. Ms. Kohler stated the remaining units will be purchased during fiscal year 2015-16 and 2016-17.

Director MacDonald moved Authorization for the Sole Source Purchase of up to Eighteen (18) MV-1 for ACCESS Paratransit Service From Creative Bus Sales, Inc. Director Morehouse seconded the motion. **The motion passed unanimously.**

11. Consider Approval of a Prequalification Bidding Plan for the New Administration and Operations Facility- Reed Caldwell, Facility Project Manager

Mr. Caldwell stated GCTD began a design on the New Administration and Operations Facility on January 21, 2014. Mr. Caldwell reported the project design is currently at the 60% level and staff expects to bid the project in the summer of 2015 with a planned construction start in October or November 2015. Mr. Caldwell stated a bidding plan for the New Administration and Operations Facility will be required and a request from the Board to provide authorization to the General Manager to prequalify contractors that wish to bid on the new GCTD Administration and Operations Facility project. This will establish prequalification procedures to use a standardized questionnaire and financial statement form, adopt and apply a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaires and financial statements and to create an appeal procedure, by which a contractor that is denied

prequalification may seek a reversal of that determination. Mr. Caldwell also discussed the timeline for the bidding plan. Mr. Caldwell also stated the General Counsel will assist the district in establishing a prequalification bidder rating system.

Director Morehouse moved Approval of a Prequalification Bidding Plan for the New Administration and Operations Facility.

12. Receive and File Report and Presentation on the Status of the GCTD Administration and Operations Facility- Reed Caldwell, Facility Project Manager

Mr. Caldwell updated the Board of Directors on the new GCTD Administration and Operations Facility. Mr. Caldwell stated the design consultant submitted in December to the District 60% project design documents and are currently under review by staff. Mr. Caldwell stated the project is on schedule and final plans remain planned for June 2015.

13. Review and Consider Approval of Updated Logo and Graphic Designs for GCTD- Cynthia Torres Duque, Communications and Marketing Manager

Ms. Torres gave a presentation and update on the GCTD Logo and Graphic Design. Ms. Torres stated staff has been working closely with Deen Design to develop a new logo which was initially presented to the Board of Directors in October 2014. Ms. Torres stated staff has reviewed several designs, gathered staff and community input and narrowed down the options. Ms. Torres received feedback from GCTD's Board of Directors on the presentation of the GCTD logo and graphic design. Director Morehouse stated the logo has a nice clean, youthful and energetic feel. Chair Blatz also stated the logo was nice and really liked the GO design, Director MacDonald stated the blue gave a perception of accessibility.

Director Morehouse moved Approval of Updated Logo and Graphic Designs for GCTD granting the General Manager the authority to finalize the design and vehicle graphics in order to meet the manufacturers requirements. Vice-Chair Sharkey seconded the motion. The motion passed unanimously.

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 11:27 A.M.

Minutes recorded by: Roxanna Ibarra Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board

Chair Paul Blatz
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **February 4, 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