



## Item 1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, APRIL 1, 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  
Steven C. DeBaun, General Counsel  
Ana Perez, Clerk of the Board  
Steve Rosenberg, Director of Finance & Administration  
Robert Lurie, Director of Fleet & Facilities  
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  
Vanessa Rauschenberger, Director of Planning & Marketing  
Claire Johnson-Winegar, Planning Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Tanya Hawk, Buyer  
Roxanna Ibarra, Human Resources Assistant  
Matt Miller, Transit Planner I  
Austin Novstrup, Transit Planner I  
Alex Zaretsky, Human Resources & Risk Manager

#### GOLD COAST TRANSIT DISTRICT

## **GCTD Board of Directors Meeting Minutes**

April 1, 2015

Page 2 of 5

### **Ceremonial Calendar**

The pledge of allegiance was led by Director Douglas A. Breeze.

### **Employee Recognition**

Mr. Zaretsky, Mr. Brown, Mr. Lurie, Chair Blatz and the GCTD Board of Directors congratulated Jenee Chandler, Electronic Mechanic I, for her 5 years of service with GCTD.

### **General Public Comment Period**

Director Douglas Breeze congratulated Mr. Brown and GCTD for participating in Teacher Recognition Awards. Chair Paul Blatz 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 the media event, Stand Up 4 Transportation Day, for Thursday, April 9, 2015 at 10:00AM at the Oxnard Transportation Center. Congresswoman Julia Brownley has confirmed her attendance as keynote speaker. Director John C. Zaragoza stated that the Board of Supervisors will adopt resolution to support the event. Mr. Brown provided an update to the Public Employees' Pension Reform Act of 2012 (PEPRA). Mr. Brown announced promotion and introduced new employees to the Board of Directors. Claire Johnson-Winegar, Transit Planner II had been promoted as the new Planning Manager and introduced new Transit Planners I Matt Miller and Austin Novstrup, Margaret Robles had been promoted to temporary Supervisor. Mr. Brown stated that on March 10, 2015 GCTD had a very successful meeting with Congresswoman Brownley, her Legislative Director Sharon Wagener, Chief of Staff Lenny Young, and District Director Carina Armenta to discuss the need for a long-term national funding bill and the status of GCTD projects.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

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

Vice Chair MacDonald 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 Adoption of Resolution 2015-08 Amending Article 7, Section 7.1 (a) and (b) of the GCTD Bylaws - Steven P. Brown, General Manager**

Director Morehouse moved Approval of Adoption of Resolution 2015-08 authorizing the General Manager to amend Article 7, Section 7.1 (a) and (b) of the GCTD Bylaws. Director Breeze seconded the motion. **Vice Chair MacDonald abstained from the motion. The motion passed unanimously with the one abstention.**

**8. Consider Adoption of a Modification to Exercise Option Period 3 for the Operation, Maintenance and Management of ACCESS Paratransit Services Contract with MV Transportation- Marlena Kohler, Purchasing Manager and DBE Officer**

Mrs. Kohler discussed the Option Period 3's term contract of July 1, 2015 through June 30, 2016 with a maximum estimated cost of \$2,772,025.65. This amount was based on an estimated maximum of 41,355 vehicle revenue hours. Mrs. Kohler stated that MV Transportation has continued to provide good service to the GCTD ACCESS customers and it is in the best interest of GCTD to exercise Option Year 3 to allow for continuous service and prevent interruption to current service.

Vice Chair MacDonald moved Approval for Authorization of a Modification to Exercise Option Period 3 for the Operation, Maintenance and Management of ACCESS Paratransit Services Contract with MV Transportation. Director Morehouse seconded the motion. **The motion passed unanimously.**

**9. Consider Approval of Bidder Prequalification Procedures for the GCTD Administration and Operations Facility Construction- Marlena Kohler, Purchasing Manager and DBE Officer**

Mrs. Kohler discussed the California Public Contract Code section 20101 requiring licensed contractors to prequalify for the right to bid on a specific public works project. GCTD staff has developed the attached Prequalification Procedure (Attachment 1) which includes a Prequalification Application (Attachment 2).

## **GCTD Board of Directors Meeting Minutes**

April 1, 2015

Page 4 of 5

Director Zaragoza moved Approval for Authorizing Staff to Approve Bidder Prequalification Procedures for the GCTD Administration and Operations Facility Construction. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **10. Consider Approval of a Contract with Becnel Uniforms for Uniforms for Bus Operators and Supervisors- Tanya Hawk, Buyer**

Mrs. Hawk discussed the authorization to award Becnel Uniforms for Uniforms for Bus Operators and Supervisors for a five-year period beginning May 1, 2015 ending April 30, 2020 for an estimated amount of \$250,451.75 and authorize up to an additional 10% (approximately \$25,046.00) to cover additional employees, employee turnover, additional items and/or increases needed during the contract period for a contract total of \$275,497.75.

Vice Chair MacDonald moved Approval to Award a Contract with Becnel Uniforms for Uniforms for Bus Operators and Supervisors. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **11. 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 90% submittal submission to the City of Oxnard is expected to occur March 30, 2015. Mr. Caldwell stated the project is on schedule and final plans remain planned for June 2015. **The report was received and filed.**

### **12. Review and Provide Input on Public Art for the New Administration and Operations Facility- Reed Caldwell, Facility Project Manager**

Mr. Caldwell informed the Board of Directors the City of Oxnard design guidelines and standards chapter of the specific plan includes a public art program component that identifies individual commercial or industrial structure containing 100,000 square-feet or more of gross floor area is required to include an art/sculpture element. The City of Oxnard City Council adopted resolution number 14,124 on December 8, 2011 that requires all new development to pay a public art fee of \$0.20 per square foot of building roof area. GCTD's project under this resolution requires payment of a fee of approximately \$10,500 to the City of Oxnard in lieu of the art/sculpture option identified in the specific plan. GCTD may elect either of the two options, 1) pay the Public Art Program fee or 2) construct an art/sculpture per the Rose-Santa Clara Corridor Specific Plan.

The Board of Directors asked Mr. Caldwell and the Staff of GCTD to continue looking into local artist and themes to meet the City of Oxnard City Council resolution number 14,124 requirement. Mr. Caldwell and the Staff of GCTD agreed. **The report was received and filed.**

**GCTD Board of Directors Meeting Minutes**

April 1, 2015

Page 5 of 5

**INFORMATIONAL ITEMS**

**13. Paint color display for new GCTD logo and Graphic Design** – Mr. Brown showed the actual paint color samples received from the Gillig manufacturing plant.

**FUTURE AGENDA ITEMS:**

*None*

There being no further business Chair Blatz adjourned the Board of Directors meeting at 10:57 A.M.

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

---

Steven P. Brown  
Secretary of the Board of Directors

---

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 **May 13, 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, 301 E. Third St., Oxnard, CA 93030