



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, OCTOBER 14, 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
Haviva Shane, 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
Tanya Hawk, Buyer
Austin Novstrup, Transit Planner I
Matt Miller, Transit Planner I
Roxanna Ibarra, HR Assistant
Priscilla Herrera, Acting Clerk of the Board
Beatris Megerdichian, Planning Intern

Ceremonial Calendar

- The pledge of allegiance was led by Director John Zaragoza
- Employee Recognition – None

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General Public Comment Period

There were none.

Board of Directors Reports

- Vice-Chair MacDonald stated that he has noticed the new vans and buses around town and commended staff on the very attractive design.
- Chair Blatz stated that the bus stop at Chaparral in Ojai is being taken over by the homeless. This situation has been reported to the Chief of Police and is asking the drivers to notify the police department if they see this activity because mothers and children use this stop.

General Manager Reports

Acting General Manager, Steve Rosenberg, reported that:

- GCTD has extended the time period for contractor prequalification applications from September 22, 2015 by adding a second submission date of October 13, 2015. Eight (8) applications have been received and the evaluation process will be commencing. GCTD continues to work with the City of Oxnard on the final Development Design Review (DDR).
- The Customer Service Center (CSC) relocated to the second floor of the Oxnard Transportation Center (OTC) building on Thursday, October 1st – closing at 4pm. The CSC was up and running the next day at 7am. Construction activities commenced on October 12th.
- The Human Resources and Finance Departments hosted a Wellness Faire as part of the health benefits open enrollment period on October 2nd. Positive feedback was received by the employees as many vendors were present to give on the spot information on health and wellness. Healthy food and snacks were provided.
- GCTD held its annual Safety Awards Day to honor all GCTD operating personnel. This year 114 awards were given out totaling 789 years of accident free preventable driving. To celebrate this achievement, breakfast and lunch was provided to all employees by GCTD.
- Four (4) MV-1 vans were added to the paratransit fleet in June and another four will be delivered in October.
- A letter from GCTD's audit firm, The Pun Group, is provided to the Board in order to explain the delay in issuing the financial audit. The implementation of GASB No. 68 and 71 is taking longer than anticipated.
- Alex Valles has joined the Finance Department as an accounting intern.

Vanessa Rauschenberger, Director of Planning and Marketing, stated that a letter was received from APTA awarding GCTD first place for our marketing campaign and bus book. The ceremony was attended by Vanessa Rauschenberger, Cynthia Torres Duque and Claire Johnson-Winegar.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of September 2, 2015 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of July 2015
3. Consider Approval of Expenditures for the Month of August 2015

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4. Consider Approval of Treasurer's Report for July 2015
5. Consider Approval of Treasurer's Report for August 2015
6. Consider Approval of Budget Income Statement for the Month Ending July 2015
7. Consider Approval of Budget Income Statement for the Month Ending August 2015
8. Consider Approval of Financial Statements and Schedule of Money Transfers for July 2015
9. Consider Approval of Financial Statements and Schedule of Money Transfers for August 2015.

Chair Morehouse moved to approve Consent Agenda 1 thru 9. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

10. Consider Approval for the General Manager or His Designee to Authorize the Disposal of Surplus Buses, Cutaways and Service Vehicle – Tanya Hawk, Buyer

Ms. Hawk stated that GCTD's Purchasing Resolution requires the disposal of property or materials which have an estimated fair market value of over \$3,000. GCTD presently has six (6) 40ft., 40 passenger CNG buses, eight (8) CNG cutaway paratransit vehicles and two (2) CNG Honda Civic service vehicles ready to be sold.

The Federal Transit Administration (FTA) mandated life expectancy is 12 years for fixed route buses and 5 years for cutaway buses. All the subject buses and vehicles have reached their life expectancy.

Ms. Hawk stated that in the past, GCTD has listed on Ken Porter's Auction. The auction is scheduled for November 7, 2015.

Ms. Hawk recommended that the Board of Directors authorize the selling of the NABI buses and the Starcraft cutaways to the highest responsive bidders through Ken Porter Auctions and the Honda Civic Sedans done through Public Surplus.

Chair Blatz moved to approve authorizing the selling of the NABI buses and the Starcraft cutaways to the highest responsive bidders through Ken Porter Auctions and the Honda Civic Sedans done through Public Surplus. Director Morehouse seconded the motion.

The motion passed unanimously.

11. Review and Provide Feedback on the DRAFT FY 2015-2019 Short-Range Transit Plan (SRTP) – Vanessa Rauschenberger, Director of Planning & Marketing, Claire Johnson-Winegar, Planning Manager

Ms. Johnson-Winegar stated that based on the Board's adopted Mission and Strategic Goals adopted in 2011 and the Fixed-Route Service Planning Guidelines and Evaluation Policy

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adopted in 2014, the Short Range Transit Plan (SRTP) provides a framework for transit service delivery for the next 5 years. The SRTP will be updated on a regular basis in order to provide the public with information about our transit service needs and priorities.

Ms. Johnson-Winegar stated that the service concepts are based on extensive community input, survey data and an analysis of the system performance and demographic data.

Although the SRTP is financially constrained, Ms. Johnson-Winegar stated it also identifies potential service enhancements and capital projects that could be implemented if additional resources are secured.

Ms. Johnson-Winegar provided the following summary of what is included in the SRTP Plan:

- Chapter 1 – Purpose and Background Information
- Chapter 2 – GCTD's Current Transit System
- Chapter 3 – Service Area Characteristics and Demographics
- Chapter 4 – FY 2013-14 Financial Data
- Chapter 5 – Capital Assets
- Chapter 6 – Public Input to the SRTP
- Chapter 7 – Five-Year Service Plan and Financial Forecast (funding constrained)
- Chapter 8 – Five-Year Expansion Priorities (should funding become available)
- Appendix I GCTD Ridership Data
- Appendix II Community Input and Survey Summary
- Appendix III Future Improvements Concept Maps
- Appendix IV Fleet Information

Related Information available online:

- Fixed-Route Service Planning Guidelines & Evaluation Policy – Adopted 2014
- Bus Stop Guidelines – Adopted 2015
- SRTP Survey Analysis

Board Members provided the following suggestions/comments on the SRTP:

- Director Breeze suggested working with the Navy Base at Port Hueneme to see what their transportation needs are for both inside and outside of the Base. Ms. Johnson-Winegar stated that staff has been working with Navy Base personnel to find out their transportation needs.
- Director Breeze suggested service to the Port of Hueneme to accommodate the workforce.
- Director MacDonald inquired whether the Automatic Voice Announcement (AVA) system could be programmed to provide dual language information.
- Director Breeze suggested more bus information on the passenger panels – felt it is vital to have these panels give more information.
- Vice-Chair MacDonald suggested a vending type ticket machine that a passenger could purchase tickets for the different transportation modes in Ventura County.
- Director Zaragoza commended staff for the work on Route 6.
- Chair Blatz stated that he was impressed with the work effort done on the SRTP. He stated that GCTD staff has not lost sight of the transportation needs of its passengers – this is showing social responsibility.
- Director MacDonald suggested that there be a link to the GCTD SRTP on the City of Oxnard and County of Ventura websites.

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Ms. Johnson-Winegar stated that the SRTP was reviewed by GCTD’s Technical Advisory Committee (TAC) and at the September meeting, it was recommended that the Board of Directors review and provide input on the DRAFT SRTP. Following any changes from the review of the Board of Directors, staff will incorporate all comments and allow the public and local jurisdictions working through the TAC an opportunity to review the Revised Draft SRTP. Following that review, staff will bring a Final Draft back to the board for adoption, probably at the November meeting.

Ms. Johnson-Winegar recommended that the Board of Directors Review and Provide Comments on the Draft Short Range Transit Plan: FY 2014-15 to FY 2018-19 (SRTP). **The report was received and filed.**

CLOSED SESSION

12. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION pursuant to Paragraph (1)of subdivision (d) of Section 54956.9:** Name of case(s): Steve Allen v. Gold Coast Transit District, et.al. (Case Number 56-2015-00472622-CU-PA-VTA); Allen et. al. v. Gold Coast Transit District, et. Al. (Case Number 56-2015-00472337-CU-PO-VTA)

The Board of Directors went into Closed Session at 11:08 A.M.

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

There were no announcements.

There being no further business, Chair Blatz adjourned the Board of Directors meeting at 11:21 A.M. in memory of Marlena Kohler’s mother, Margarita Mendez.

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

Steve L. Rosenberg
Acting Secretary of the Board of Directors

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 **November 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 District, 301 E. Third Street, Oxnard, CA 93030.