



## Item 1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JULY 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 10:07 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

#### **Roll Call**

Chair Paul Blatz – City of Ojai  
Alternate Director Carmen Ramirez – 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  
Reed Caldwell, Facility Project Manager  
Andrew Mikkelson, Director of Transit Operations  
Claire Johnson-Winegar, Planning Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Chuck McQuary, Facility Project Planner  
Austin Novstrup, Transit Planner I

#### **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**

There were none.

### **Board of Directors Reports**

Director Morehouse informed the Board of Directors that Southern California Association of Governments (SCAG) reinforced to Assemblymember Frazier, Chair of the Assembly Transportation Committee, the importance of passing a Transit Legislature Bill for permanent funding. Chair Blatz welcomed Alternate Director Ramirez to the Board of Directors meeting.

### **General Manager Reports**

Mr. Brown informed the Board of Directors about the newly remodeled Operator's Lounge, and stated that the operators have reacted very positively to the changes and upgrades. Mr. Brown updated the Board of Directors on the increase in ridership. At the September Board meeting a review will be discussed on the final ridership totals for the fiscal year along with a recap of the fixed route and paratransit services. Mr. Brown noted that ridership from February thru May of this year was the highest ever for each of those months and with ridership last December and January being the second highest ever.

Mr. Brown reported that everything went well regarding the planned power outage from 9:20 PM last night to 5:15 AM this morning. Mr. Brown informed the Board of Directors of the passing of long time bus rider and Bus Riders Union member Mr. Robert Rodriguez on June 16. Mr. Rodriguez was very active at community meetings and frequented many of the Board meetings. Mr. Brown announced he will be out on vacation effective July 9<sup>th</sup> – 24<sup>th</sup>, 2015.

### **Agenda Review**

General Counsel Steve DeBaun informed the Board of Directors that agenda item #13 *Receive and Provide Direction to Staff about the Draft Ventura Local Agency Formation Commission's Municipal Service Review of Gold Coast Transit District* will be change to Receive and File Report, due to possible conflict of interest with the Board of Directors.

Alternate Director Ramirez moved to change report to "Receive and File". Director Morehouse seconded the motion. **The motion passed unanimously.**

### **Consent Agenda**

1. Consider Approval of Minutes of June 3, 2015 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of May 2015
3. Consider Approval of Treasurer's Report for May 2015
4. Consider Approval of Budget Income Statement for the Month Ending May 2015
5. Consider Approval of Financial Statements and Schedule of Money Transfers for May 2015
6. Consider Approval of General Manager's Expense Report from June 1 – June 25, 2015

Director Zaragoza 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 Approval of Amended Gold Coast Transit District Conflict of Interest Code** – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg discussed the approval to update the agency's Conflict of Interest Code (COIC) on Board Resolution 2014-107 in September 2014. In May 2015, GCTD received a determination from the Ventura County Clerk of the Board of Supervisors that it is necessary for GCTD to submit an amended COIC. The determination requested that GCTD specifically include the Board of Directors within the designated positions section of Exhibit A, and that the District designate either the Clerk of the Board or the District itself, not the County Clerk, to be listed as the filing officer. Mr. Rosenberg informed the Board of Directors that the appropriate changes to the COIC have been made. GCTD staff recommends that the Board designate the Clerk of the Board of Supervisors as the Filing Officer for GCTD. This will place the filing responsibility with the entity most knowledgeable and will give GCTD filers access to the Clerk of the Board's E-File system.

Director Morehouse moved Approval of Amended Gold Coast Transit District Conflict of Interest Code. Director Breeze seconded the motion. **The motion passed unanimously.**

**8. Consider Approval of Interagency Transit Pass Programs with the Ventura County Transportation Commission** – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger discussed the Approval of Interagency Transit Pass Programs with the Ventura County Transportation Commission. In order to minimize the impacts to the riders because of the discontinuation of the GoVentura Smartcard, it is recommended that the GCTD Board of Directors authorize the General Manager to develop and execute agreements with the Ventura County Transportation Commission to accept and be reimbursed for rides made using the new VCTC fare media.

Director Morehouse moved Approval of Interagency Transit Pass Programs with the Ventura County Transportation Commission. Director Breeze seconded the motion. **The motion passed unanimously.**

**9. Receive and File Report on Public Outreach Activities for the Short Range Transit Plan and Provide Input to Staff** – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger provided an overview of the development of the Short Range Transit Plan (SRTP), GCTD is actively seeking public input on future service changes that would best serve the community over the next five years. It is recommended that the Board of Directors receive and file this Report on Public Outreach Activities for the Short Range Transit Plan and provide input to staff on other outreach opportunities to the completion of the draft Short Range Transit Plan. **The report was received and filed.**

**10. Consider Approval of a Free Fare Promotional Period for new Route 22 – Saticoy/Nyeland Acres** – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger discussed the Approval of a Free Fare Promotional Period for the New Route 22 serving Wells Center/Nyeland Acres. In an effort to promote awareness and ridership on the new route, it is recommended that the Board of Directors approve a Free Fare promotional period for the New Route 22 serving Wells Center/Nyeland Acres for the week of July 26<sup>th</sup> – August 1<sup>st</sup>, 2015.

Director Morehouse moved Approval of a Free Fare Promotional Period for the new Route 22 serving Wells Center/Nyeland Acres. Alternate Director Ramirez seconded the motion. **The motion passed unanimously.**

**11. Consider Authorization for the General Manager to Execute a Contract for Remodeling at the Customer Service Center located at the Oxnard Transportation Center** – Marlena Kohler, Purchasing Manager/DBE Officer

Mrs. Kohler discussed the Authorization for the General Manager to Execute a Contract for the Remodeling of the Customer Service Center located at the Oxnard Transportation Center. Since the Board of Directors does not meet in the month of August, and to prevent further delay in the commencement of this project, it is recommended that the Board of Directors authorize the General Manager to execute a contract to the lowest, responsible and responsive bidder resulting from IFB 15-12 Remodel of Customer Service Center, not to exceed two times the GM's current contract authority or \$200,000.

Director Morehouse moved to Authorize the General Manager to Execute a Contract for Remodeling at the Customer Service Center located at the Oxnard Transportation Center. Director Zaragoza seconded the motion. **The motion passed unanimously.**

**12. Status of the Customer Service Center and GCTD Administration & Operations Facility Projects** – Reed Caldwell, Facility Project Manager

Mr. Caldwell provided an overview of recent activities on the status of the GCTD Administration & Operations Facility. Mr. Caldwell also discussed the project to refurbish

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the GCTD Customer Service Center at the Oxnard Transportation Center. **The report was received and filed.**

- 13. Receive and File the Draft Ventura Local Agency Formation Commission's Municipal Service Review of Gold Coast Transit District – Steven P. Brown, General Manager**

**The Report was received and filed.**

**INFORMATIONAL ITEMS**

- 14. After Adjournment Please Join Us for a Ribbon-Cutting and Display of New Gillig Bus and MV-1 ACCESS Paratransit Vehicles**

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

*None*

There being no further business Chair Blatz adjourned the Board of Directors meeting at 10:53 A.M.

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

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Steve L. Rosenberg  
Acting 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 **September 2, 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