



## Item #1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, NOVEMBER 2, 2016 – 10:00 A.M.

#### **Call to Order**

Chair Bryan MacDonald 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 Bryan MacDonald – City of Oxnard  
Vice-Chair John C. Zaragoza – County of Ventura  
Director Paul Blatz – City of Ojai  
Director Carl Morehouse – City of Ventura  
Director Sylvia Munoz-Schnopp – City of Port Hueneme

#### **Staff Present**

Steven P. Brown, General Manager  
Steven DeBaun, General Counsel  
Ana Perez, Clerk of the Board  
Debbie Williams, Director of Human Resources  
Andrew Mikkelson, Director of Transit Operations  
Vanessa Rauschenberger, Director of Planning & Marketing  
Reed Caldwell, Director of Engineering & Construction  
Claire Johnson-Winegar, Planning Manager  
Chuck McQuary, Facility Project Planner  
Robert Lurie, Director of Fleet & Facilities  
Margaret Heath, Paratransit & Special Projects Manager  
Daniel Amaro, Finance Analyst  
Matt Miller, Transit Planner I  
Priscilla Herrera, Administrative Support  
Lili M Tomen, Accounting Manager  
Gerry Sta. Ana, Administrative Specialist  
Sonia Rosales, Payroll Specialist

#### **Ceremonial Calendar**

The pledge of allegiance was led by Chair MacDonald.

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### **Employee Recognition**

Ms. William, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Maria DJ Morales, Bus Operator, for her 25 years of service with GCTD. Additionally, Ms. William, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Louis Beltran, Bus Driver, for his 25 years of service with GCTD.

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Vice-Chair Zaragoza informed the Board of Directors of Elections on November 8, 2016, especially on Measure AA, Ventura County Sales Tax Increase for transportation improvements.

### **General Manager Reports**

Mr. Brown informed the Board of Directors that GCTD in appreciation of the contributions of the 40,000+ men and women currently living in Ventura County who have served in our Nation's armed forces, will be participating in the countywide "Veteran's Ride FREE on Veteran's Day" on Friday, November 11<sup>th</sup>. GCTD is also proud to announce that all Veterans will now be eligible to ride at a reduced fare (1/2 price) all year with valid identification. In addition, Will Cattlidge, Bus Operator, who served 21 years in the Marine Corp and earned the rank of Master Drill Sergeant, will be presenting an educational display on the meaning of Veteran's Day to all staff the day before Veterans Day.

Mr. Brown reported that this year marks GCTD's 4<sup>th</sup> year participating in Food Share's annual CAN TREE collection. Our Can Tree will be displayed at the Collection on December 2<sup>nd</sup>.

Mr. Brown announced that GCTD is partnering with the public awareness campaign of the Department of Homeland Security (DHS), "If You See Something, Say Something™". Posters using our official photos will be visible on buses, transit centers and on our website. We will be inviting local organizations who are interested to download and post posters in public places.

Mr. Brown informed the Board of Directors that staff anticipates final permit approval of the project by the City of Oxnard this week. The design team expects to make minor revisions to address the review comments and submit final bidding documents early next week. This timing allows for the project to advertise for bidding Thursday, November 10<sup>th</sup> and the bid opening is tentatively scheduled for Thursday, December 1<sup>st</sup>. The intention is to bring the construction contract to the December Board for approval for authorization to enter into a contract with the low responsive responsible bidder. If this date slips the contract award will be scheduled for the January, 2017 Board meeting. In addition, once the final cost is known from the bid, the certificates of participation will be sold for the remaining portion of the project cost.

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Mr. Brown announced that GCTD's Holiday Party will be held at Discovery Ventura on December 10<sup>th</sup>, 2016, 6:30am-11:30pm.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of October 12, 2016 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of August 2016
3. Consider Approval of Treasurer's Report for August 2016
4. Consider Approval of Budget Income Statement for the Month Ending August 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for August 2016

Director Morehouse moved to approve Consent Agenda 1 thru 5. Director Munoz-Schnopp seconded the motion. **The motion passed unanimously.**

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

There were none.

### **Formal Items**

6. **Consider Acceptance of FY 2015-2016 Comprehensive Annual Financial Report (CAFR) as Presented by the Pun Group** – Daniel Amaro, Finance Analyst and Paul Kaymark, PUN Group

Mr. Amaro introduced Mr. Paul Kaymark from the PUN Group. Mr. Kaymark made an oral presentation to the Board of Directors and discussed the GCTD Comprehensive Annual Financial Report (CAFR) for FY 2015-2016 and the GASB 68 and 71 and their impact on GCTD's financial statements.

Director Blatz moved to Approve GCTD Comprehensive Annual Financial Report (CAFR) for FY 2015-16 as Prepared by The PUN Group. Director Morehouse seconded the motion.

### **Roll Call**

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Morehouse

Director Munoz-Schnopp

**The motion passed unanimously.**

**7. Receive and File Report and Presentation of the First Quarter FY 2016-2017  
Fixed Route and ACCESS Paratransit Service Ridership and Operations Report**  
– Claire Johnson-Winegar, Planning Manager and Margaret Heath, Paratransit and  
Special Projects Manager

Ms. Johnson-Winegar and Ms. Heath presented and reported on Fixed-Routed and ACCESS Services for GCTD 1<sup>st</sup> Quarter FY 2016-2017.

Director Zaragoza inquired on possible review of Route 17 to include a closer bus stop at the Job Center by the Collection. Ms. Johnson-Winegar will make note for future considerations of route changes. There being no additional questions. Ms. Johnson-Winegar and Ms. Heath recommended that the GCTD Board of Directors receive and file this report.

**The report was received and filed.**

**8. Receive and File Report and Presentation of the Status of the GCTD  
Administration and Operations Facility** – Reed Caldwell, Director of Engineering  
and Construction

Mr. Caldwell provided an overview of recent activities on the GCTD Administration and Operations Facility. Mr. Caldwell stated that the City of Oxnard has made their verbal approval of the plans today. The new facility schedule is on track with November contractor prequalification; November/December Bidding and December 2016/January 2017 construction start.

There being no further discussion, Mr. Caldwell recommended that the GCTD Board of Directors receive and file this report.

**The report was received and filed.**

**INFORMATIONAL ITEMS**

*None*

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

*None*

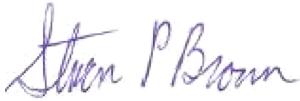
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There being no further business Chair MacDonald adjourned the Board of Directors meeting at 10:55 A.M.

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  
Bryan MacDonald  
Board of Directors

Unless otherwise determined by the Board of Directors, the next regular meeting of the GCTD Board of Directors will be held on **December 7, 2016 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.