



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JANUARY 6, 2016 – 10:00 A.M.

Call to Order

Chair Douglas Breeze called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:02 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

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

Staff Present

Steven P. Brown, General Manager
Haviva Shane, 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
Vanessa Rauschenberger, Director of Planning & Marketing
Marlena Kohler, Purchasing Manager/DBE Officer
Chuck McQuary, Facility Project Planner
Matt Miller, Transit Planner I
Robert Keys, Information Technology Manager
Cynthia Torres-Duque, Communications & Marketing Manager

Ceremonial Calendar

The pledge of allegiance was led by Director Paul Blatz.

Employee Recognition

There were none.

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General Public Comment Period

There were none.

Board of Directors Reports

Chair Breeze announced it was his pleasure to serve as the Chair for Gold Coast Transit District. Chair Breeze, on behalf of the Board of Directors, welcomed Steve Brown, General Manager back from his leave and also thanked Steve Rosenberg for his work as Acting General Manager during this period. Director Zaragoza also thanked all the Staff for their outstanding work and support. Vice-Chair MacDonald congratulated the Staff for their outstanding job in coordinating Gold Coast Transit's Holiday Party at Ventura Discovery, he had a wonderful time. Steve Brown, General Manager stated Ms. Debbie Williams, Director of Human Resources and her team did an excellent job. Ms. Williams stated that Brian Delahoyde, bus driver, suggested the location for the holiday party.

General Manager Reports

Mr. Brown noted that Gold Coast Transit District hosted its Holiday Party at Discovery on December 19, 2015, which was a great success. The staff enjoyed great food and activities. Mr. Brown informed the Board of Directors that Austin Novstrup, Transit Planner, will be departing Gold Coast Transit District to join the City of Ojai as the new Supervisor for the Ojai Trolley. Mr. Brown informed the Board of Directors of the four new MV-1's vehicles now in service and the preparations for ordering the next five new 40' Gillig buses. Mr. Brown noted that the Customer Service Center (CSC) remodel is near completion and Mr. Reed Caldwell, Project Manager, will provide additional information in a later Board presentation. Mr. Brown invited the Board of Directors and attendees to the CSC Ribbon Cutting on Wednesday, January 20th at 10:30am. Mr. Brown reported that Members of Congress and the Senate passed the FAST Act, which was signed by President Obama on December 4th. This is a five year bill that funds Federal Transit and Transportation Programs until FY 2020. Mr. Brown also noted that in an effort to improve on-time performance and schedule reliability, Gold Coast Transit District has made some minor schedule adjustments that will take effect January 24th, 2016.

Agenda Review

There were no changes.

Consent Agenda

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

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

Public Comments on Agenda Items

There were none.

Formal Items

6. Receive and File the GCTD TDA Compliance Letter and the GCTD Audit Management Letter, as Prepared by the Pun Group – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that at the Board Meeting of December 2, 2015, the Board of Directors accepted the GCTD FY 2014-15 Comprehensive Annual Financial Report (CAFR) prepared by The Pun Group. The TDA compliance audit letter for GCTD and the management letter issued by the auditor as required by the SAS 114, was presented to the Board as attachments for the Board's review and information. It is recommended that the Board receive and file the GCTD TDA Compliance Letter and the GCTD Audit Management Letter, as prepared by The Pun Group.

Vice-Chair MacDonald moved to Accept and File the GCTD TDA Compliance Letter and the GCTD Audit Management Letter, as prepared by The Pun Group. Chair Breeze seconded the motion. **The motion passed unanimously. The report was received and filed.**

7. Consider Approval to changes to Request for Pre-Qualification 15-05- Contractor's Capacity Requirements – Marlena Kohler, Purchasing Manager/DBE Officer

Mrs. Kohler discussed the recommendation to the Board of Directors to authorized removing the first two requirements within the Contractor's Capacity requirements of the Pre-Qualification package. GCTD has received feedback and re-evaluation of the following requirements stated under the Contractor's Capacity section within Request for Pre-Qualification 15-05 for the New Administration and Operations Facility Project:

1. The Contractor has sufficient and qualified personnel to perform at least 30% of the work.
2. The Contractor has sufficient and appropriate equipment to perform at least 30% of the work.

GCTD staff is recommending removal of these two requirements in order to allow for a larger pool of submissions from otherwise qualified licensed contractors. The third requirement in that section will remain. It states:

3. The Contractor is able to comply with Geographic Preference for which 20% of all construction worker hours performed on this project by California residents shall be performed by residents of Ventura County.

Discussion ensued on the impact and need of removing the following requirements stated under the Contractors Capacity requirements of the Pre-Qualification package.

Director Zaragoza moved Approval to changes to the Request for Pre-Qualification 15-05-Contractor's Capacity Requirements. Director Blatz seconded the motion. **The motion passed unanimously.**

8. Consider Approval of Position Description: Customer Service Supervisor –
Debbie Williams, Director of Human Resources and Vanessa Rauschenberger,
Director of Planning and Marketing

Mrs. Rauschenberger discussed the steady increase in ridership over the last few years, GCTD's Customer Service Center (CSC) staff has experienced a continuous increase in its volume of work flow. To meet this demand, an additional Customer Service Assistant to be added mid-year was included in the GCTD's approved budget for FY 2015-16. Staff is recommending this position to be upgraded to a supervisor and that the Board considers approval of a new position description: Customer Service Supervisor, reflecting the need for a greater supervisory role in this area.

Director Zaragoza moved Approval of the Customer Service Supervisor position description. Director Blatz seconded the motion. **The motion passed unanimously.**

9. Receive and File Report and Presentation of the Status of the GCTD
Administration and Operations Facility and the Customer Service Center – 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 completion timeframe of the Customer Service Center (CSC) at the Oxnard Transportation Center. Mr. Caldwell invited the Board of Directors to the Ribbon Cutting to be held on Wednesday, January 20th at 10:30am.

Director Morehouse moved to Accept and File the Status of the GCTD Administration & Operations Facility and the Customer Service Center Remodel Projects. Director Zaragoza seconded the motion. **The motion passed unanimously. The report was received and filed.**

INFORMATIONAL ITEMS

Director Morehouse announced the Board of Directors that Southern California Association of Governments (SCAG) will be hosting the Sixth Annual Southern California Economic Summit. Director Morehouse also stated that on Friday, January 8th, VCTC will continue to educate the Community on the Sale Tax.

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FUTURE AGENDA ITEMS

None

CLOSED SESSION

None

There being no further business Chair Breeze adjourned the Board of Directors meeting at 10:40 A.M.

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

Steven P. Brown
Secretary of the Board of Directors

Chair
Douglas Breeze
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 **February 3, 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 or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030