



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, DECEMBER 2, 2015 – 10:00 AM

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
Director Carl Morehouse – City of Ventura
Director John C. Zaragoza – County of Ventura
Alternate Carmen Ramirez – City of Oxnard
Alternate Sylvia Munoz-Schnopp – City of Port Hueneme

Staff Present

Steven P. Brown, General Manager
Steven DeBaun, General Counsel
Steve Rosenberg, Director of Finance & Administration
Robert Lurie, Director of Fleet & Facilities
Andrew Mikkelson, Director of Transit Operations
Vanessa Rauschenberger, Director of Planning & Marketing
Reed Caldwell, Facility Project Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Austin Novstrup, Transit Planner I
Priscilla Herrera, Acting Clerk of the Board

Chair Blatz, 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 of time.

Ceremonial Calendar

- The pledge of allegiance was led by Chair Blatz
- Employee Recognition – None

General Public Comment Period

Mr. Larry Martinez of Ventura stated that he had several concerns regarding situations that he has observed on the buses. Mr. Martinez stated that students who are not disabled need

GOLD COAST TRANSIT DISTRICT

GCTD Board of Directors Meeting Minutes

December 2, 2015

Page 2 of 5

to give up their seats in the disabled area to those who clearly are disabled; observed passengers with dogs who are not properly certified as a service animal; the Pacific View Mall Transit Center is being used by the homeless who disrupt other passengers and appear to be drinking and loitering in an unsafe manner; and passengers who use wheelchairs as a mobility device who then move to a regular seat and the wheelchair takes up three seats. Mr. Martinez provided photographs of the situations he is concerned about. Mr. Andrew Mikkelson, Director of Operations, stated that he has met with Mr. Martinez in the past about similar issues and will be in contact with him regarding these current concerns.

Director Ramirez suggested having a “secret shopper” type surveillance to observe any of Mr. Martinez’s concerns.

Board of Directors Reports

Director Zaragoza introduced his Chief of Staff, Bill Gallagher.

General Manager Reports

Mr. Brown reported:

- That Luis Villanueva has joined GCTD as a Service Worker, Maintenance Department.
- That VCTC bus passes are now available for sale at the GCTD Customer Service Center.
- That GCTD has received four more MV-1’s. These vehicles will replace four aging cut-a-way vehicles. Passenger response has been positive.
- That the Customer Service Center (CSC) remodel is well underway and Reed Caldwell, Project Engineer, will provide additional information and photos in a later Board presentation.
- That Gold Coast Transit District is hosting an Employee Holiday Dinner at Discovery Ventura on Saturday, December 19, 2015 from 6:30pm to 10:30pm. Employees are hosted and guest tickets are \$40.
- That GCTD staff is involved in the Food Share “Can-Tree Food Drive” at The Collection. The can-tree will be on display from December 4-6 and then donated to Food Share.

Agenda Review

There were no changes but it was noted by Director Munoz-Schnopp that the date for the next Board Meeting should be January 6, 2016.

Consent Agenda

Consider Approval of Items 1-5 on the Consent Calendar.

GCTD Board of Directors Meeting Minutes

December 2, 2015

Page 3 of 5

Director Zaragoza moved to approve the Consent Calendar Items 1-5. The motion was seconded by Director Morehouse. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

6. Consider Acceptance of FY 2014-15 Comprehensive Annual Financial Report (CAFR) as Prepared by The Pun Group – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that at the Board Meeting of November 4, 2015, Paul J. Kaymark of The Pun Group presented a draft of GCTD's FY 2014-15 Comprehensive Annual Financial Report (CAFR) and made an oral presentation to the Board to discuss the FY 2014-15 audit, which contained no negative findings in any area of GCTD's financial controls or reporting.

Mr. Rosenberg stated that this year's financial statements are GCTD's first under the rules of GASB 68 and 71, which were implemented starting this year to address the issue of full disclosure of net pension liability. Bound copies of the GCTD CAFR document are available for Board members, and a digital version of the CAFR is available on the GCTD website.

Mr. Rosenberg stated that the document presented for the Board's approval today is in a final form. There being no further questions or comments, Mr. Rosenberg recommended that the Board accept the FY 2014-15 Comprehensive Annual Financial Report as prepared by The Pun Group.

Director Morehouse moved to accept the FY 2014-15 Comprehensive Annual Financial Report as prepared by The Pun Group. The motion was seconded by Director Zaragoza. **The motion passed unanimously.**

7. Election of Board Officers for Calendar Year 2016 – Steven P. Brown, General Manager

Director Morehouse nominated Director Breeze to be GCTD's Chair for calendar year 2016, seconded by Director Zaragoza. Vice-Chair MacDonald was nominated for Vice-Chair by Director Morehouse. The motion was seconded by Director Zaragoza. **The motion passed unanimously.**

8. Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2016 – Steven P. Brown, General Manager

Director Morehouse moved to approve the Board of Directors Meeting Schedule for Calendar Year 2016. Director Zaragoza seconded the motion. **The motion passed unanimously.**

GCTD Board of Directors Meeting Minutes

December 2, 2015

Page 4 of 5

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 reviewed the progress and showed photographs of the remodeling of the Customer Service Center (CSC) and stated that it is on schedule for completion on January 9, 2016. Director Morehouse inquired regarding what measures will be taken to abate graffiti. Mr. Caldwell stated that he is looking into a type of film that can be put on the windows to repel graffiti. Director Munoz-Schnopp inquired into installation of security lighting for that particular area. Mr. Caldwell stated that lighting and security cameras will be installed near the customer windows and the employee entry door. The Board suggested a ribbon-cutting (grand re-opening) ceremony when the remodeling is complete.

Mr. Caldwell reviewed the timeline for the new administration and operations facility and stated that the Contract Prequalification phase of August-January is on schedule as is the bidding phase to be held February/March 2016 with construction to start April 2016.

Mr. Caldwell also stated that he is working with the City of Oxnard regarding the final traffic impact fee, final design development review comments and resubmittal of the final permit plan. Once the permit approval is received, bidding can begin, then construction. Chair Blatz inquired how many bidders have provided submittals. Mr. Caldwell stated that there are five bidders.

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

Director Zaragoza moved to receive and file the report. The motion was seconded by Director Morehouse.

The report was received and filed.

Informational Items

There were none.

Closed Session

There was no closed session.

There being no further business, Chair Blatz adjourned the Board of Directors meeting at 10:40am.

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

Steven P. Brown
Secretary of the Board of Directors

Paul Blatz, Chair
Board of Directors

GCTD Board of Directors Meeting Minutes

December 2, 2015

Page 5 of 5

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **January 6, 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.