



## Item 1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, MAY 4, 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 10:00 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

#### **Roll Call**

Chair Douglas Breeze – City of Port Hueneme  
Director Bryan MacDonald – City of Oxnard - ABSENT  
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  
Steven DeBaun, General Counsel  
Ana Perez, Clerk of the Board  
Steve Rosenberg, Director of Finance & Administration  
Debbie Williams, Director of Human Resources  
Andrew Mikkelson, Director of Transit Operations  
Vanessa Rauschenberger, Director of Planning & Marketing  
Claire Johnson-Winegar, Planning Manager  
Matt Miller, Planner I  
Beatris Megerdichian, Planner I  
Cynthia Torres-Duque, Communications & Marketing Manager  
Reed Caldwell, Facility Project Manager  
Daniel Amaro, Finance Analyst  
Robert Keys, Information Technology Manager  
Chuck McQuary, Facility Project Planner

#### **Ceremonial Calendar**

The pledge of allegiance was led by Chair Douglas Breeze.

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### **Employee Recognition**

Ms. Williams, Mr. Brown, Chair Breeze and the GCTD Board of Directors congratulated Claire Johnson-Winegar, Planning Manager, for her 5 years of service with GCTD.

### **General Public Comment Period**

- Ms. Melina Watts, Director of Hope's Haven stated that she had spoken previously with Mr. Brown on guidance on possible assistance with Pediatric oncology patients and families transit needs. Ms. Watts discuss the concern the Pediatric oncology patients and families have regarding transportation. Patients and their families are unable to have reliable transportation to and from the Children Hospital of Los Angeles.

Ms. Watts would like guidance from Board Members on the best resources that patients and their families can utilize. Director Morehouse guided Ms. Watts to reach out to Mr. Darren Kettle, Executive Director, Ventura County Transportation Commission, who was in attendance. Director Zaragoza guided Ms. Watts to reach out to Road Runner. Ms. Watts thanked the Board of Directors on the resources and provided her contact information.

- Mr. Jim White from The ARC of Ventura would like to thank the Board of Directors and Gold Coast Transit District for their support throughout the years. Mr. White informed the Board of Directors that he will be retiring and expresses gratitude to all attendees for the support he has received. The Board of Directors on behalf of Gold Coast Transit District thanked Mr. White on his excellent work not only with The ARC of Ventura but the different committees he takes part of, representing the Community with respect and integrity.

### **Board of Directors Reports**

Director Carl Morehouse reminded and invited the Board of Directors and attendees to participate in Southern California Association of Governments (SCAG) 2016 Regional Conference & General Assembly to be held May 5-6, at the La Quinta Resort & Club in the City of La Quinta. This conference brings together elected officials, business executives and community leaders from across Southern California to address issues of regional significance, and hear from thought leaders and innovative practitioners who are the driving force behind the region's bright future.

### **General Manager Reports**

Mr. Brown informed the Board of Directors that last month, three Finance & IT staff members attended APTA's Fare Collection and Revenue Management Summit and Transit Tech Conference in San Diego, CA. The conference addresses a wide array of topics targeted at public transportation personnel involved in the collection and protection of transit fares and

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revenue. Staff is now in the process of putting these best practices into action as they develop updated procedures for managing fare revenue.

Mr. Brown reported that GCTD staff also attended the 9<sup>th</sup> Annual UCLA Downtown Los Angeles Forum on Transportation, Land Use and the Environment – The Future of Public Transit. The conference centered on the strong public and political support for transit and the challenges ahead, focusing on transit markets and their competition, and how both might be expected to change in the years ahead.

Mr. Brown informed that GCTD Human Resources Department continues its focus on improving staff engagement by facilitating new training at all staff levels. This month, training included leadership training for the Management Team and in coming months will include professional development for front-line Managers. Additionally, in conjunction with this training, a new bi-annual review process is being rolled out to facilitate improved agency-wide communication and productivity. Frequent performance reviews based on conversation promotes healthy relationships and teams, and in turn allows us to provide better services to our internal and external customers.

Mr. Brown announced in support of Bike to Work Week, GCTD will be hosting a call to action asking our social media followers to take a photo of how they are participating in the day and “Tag” us on Facebook. Participants will win a prize! We will also post a photo of the many bikes in our storage and remind folks, “Don’t forget your bike!” Mr. Brown congratulated all of GCTD staff on their participation in the Corporate Games. Winning bronze in the 5K (Priscilla Herrera), and bronze in coed horseshoes (Claudia Thorp and Robert Magana). We have the closing ceremonies on May 7<sup>th</sup>. Mr. Brown informed the Board that he received a “Thank You” card from the three recent retiree Bus Operators, Steve Robinson, David Little, and Charles Gross-LeFlore, who served over 80 combined years at GCTD and had over 5 million cumulative miles of safe driving for their retirement celebration.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of April 6, 2016 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of March 2016
3. Consider Approval of Treasurer’s Report for March 2016
4. Consider Approval of Budget Income Statement for the Month Ending March 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for March 2016
6. Consider Approval of General Manager’s Expense Report for April 2016
7. Consider Approval on the Fixed-Route and Paratransit 3<sup>rd</sup> Quarter FY 15-16 Update
8. Consider Approval of Amendment to the Cooperative Agreement between the VCTC and GCTD for Proposition 1B PTMISEA funds.

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Director Morehouse inquired on agenda item number 7, Fixed-Route and Paratransit 3<sup>rd</sup> Quarter FY 15-16 Update. Director Morehouse asked on the decrease of 6% of ridership from last year (FY 15-16). Mr. Brown informed that the riderships decreased from last year are due to a few factors. State laws changes, allowing undocumented immigrants to receive a driver license. Gas prices have gone down and there have been construction work on different routes affecting ridership. Mr. Brown noted that other Transit Agencies have also seen a decrease in ridership, but GCTD still ahead of them in regards to Ridership.

Director Morehouse moved to approve Consent Agenda 1 thru 8. Director Zaragoza seconded the motion. **The motion passed unanimously.**

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

There were none.

### **Formal Items**

- 9. Receive and File Report on Ventura County Transportation Measure Investment/Expenditure Plan and Consider Authorizing the General Manager to Prepare a Letter of Support for the Expenditure Plan** – Steven P. Brown, General Manager and Darren Kettle, Executive Director, Ventura County Transportation Commission

Mr. Darren Kettle provided the Board of Directors with a presentation on the Plan in general and specifically *the Bus Transit Enhancement & Fare Support* component of the Expenditure Plan. On April 22, 2016 the Ventura County Transportation Commission (VCTC) approved the Ventura County Transportation Measure Investment/Expenditure Plan which details how funds generated by a proposed 30-year ½ cent sales tax would be utilized in Ventura County. If enacted, the Expenditure Plan would allocate 5.8% of generated funds to support bus transit in Ventura County. While GCTDs' long-term funding needs far exceed the amount included in the expenditure plan, staff understands that funding is critically needed for all types of transportation projects in Ventura County.

Based on results from opinion polling and input from the community, VCTC approved moving forward to seek approval to include the measure on the upcoming November 2016 General Election Ballot. In order to be placed on the ballot, the measure must first be approved by a majority of Ventura County's cities, with a majority of the residents, and the Board of Supervisors. If VCTS is successful in getting the measure placed on the ballot, it will require 66.7% approval of voters to be enacted.

GCTD staff recognizes that in VCTC's polling several key focus areas such as keeping fares affordable and transit for seniors and people with disabilities generated a highly favorable response in potential voters. However, because funding for existing operations is limited, it is important that the plan be flexible as possible to support GCTD's and other local transit operator's ability to meet these goals with current services. GCTD staff has submitted suggestions to VCTC for considerations as it refines the plan.

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The Ventura County Transportation Measure Expenditure Plan would support GCTD's efforts to implement programs that keep transit affordable and support continuing transit service that benefits seniors and people with disabilities.

Director Zaragoza moved to Authorize the General Manager to prepare a Letter of Support to VCTC for the Proposed Expenditure Plan, and provide comments to ensure the Transit Component is flexible to allow GCTD to meet the goals of the plan. Director Blatz seconded the motion. **The motion passed unanimously.**

### **10. Receive and Consider Approval of Policy to Ban All Hover Boards or Similar Devices Powered by Batteries From GCTD Vehicles – Andrew Mikkelson, Director of Operations**

Mr. Mikkelson reviewed the policy to consider approval to ban all hover boards or similar devices powered by batteries from GCTD vehicles. Since their inception in late 2014 hover boards have been in the news several times for incidents involving explosions or fires. One of the main causes of these fires has to do with the quality of the lithium-ion batteries used in hover boards. Between December 1, 2015 and February 17, 2016 the U.S Consumer Product Safety Commission received reports from 24 states of 52 hover boards catching on fire, resulting in two million dollars in property damages as well as the destruction of two homes and an automobile (Minneapolis Star Tribune article by Janet Moore, March 15, 2016).

As these incidents continue several other agencies have banned hover boards from their vehicles, and all US airlines have banned hover boards. A few of the many transit agencies that have already banned hover boards are:

- Metrolink (Los Angeles, CA)
- Metra (Chicago, IL)
- MTA (New York, NY)
- Metro Transit (Minneapolis, MN)
- New Jersey Transit (NJ)
- MBTA (Boston, MA)
- RTS (Gainesville, FL)

Given the safety concerns related to hover boards, especially the heightened fire danger coupled with GCTD's Compressed Natural Gas (CNG) fleet, it is the determination of GCTD staff that allowing hover boards on GCTD vehicles would pose a substantial safety risk.

Director Blatz recommended that GCTD should clearly define what "Similar Devices" are. Mr. Mikkelson will work with Mr. DeBaun to finalize the policy.

Director Blatz moved to Approve the Policy to Ban All Hover Boards or Similar Devices Powered by Batteries from GCTD vehicles. Director Morehouse seconded the motion. **The motion passed unanimously.**

**11. Consider Approval of the GCTD 2016 Title VI – Civil Rights Program Update –**  
Claire Johnson-Winegar, Planning Manager

Ms. Johnson-Winegar informed the Board of Directors that GCTD, as a recipient of Federal Transit Administration (FTA) grant assistance, is required to comply with U.S. Department of Transportation Title VI regulations that prohibit discrimination on the basis of race, color or national origin in the provision of public transportation services. The FTA requires direct recipients to submit a Title VI program every three years.

Title VI also requires that the public transportation provider's governing board approve system-wide service standards and policies. The Board of Directors updated the District's Goals, Objectives and Standards for Fixed-Route Service on April 2, 2014. Additionally, the Board of Directors adopted the Fixed-Route Service Planning Guidelines and Evaluation Policy to help guide evaluation of service performance on February 5, 2014. The updated service standards and planning guidelines have been included in this program update. The highlights of the update include:

- No public transportation-related Title VI or civil rights investigations, complaints, or lawsuits filed against GCTD on the basis of race, color, and/or national origin in transit related activities and programs since the last report submittal on May 10, 2013
- A listings of minority representation on GCTD's decision-making/referring bodies
- A section to reference the LEP analysis and GCTD's efforts to ensure meaningful access to benefits, services, information, and other important portions of GCTD operations and activities for individuals who are limited-English proficient
- A description of GCTD's public participation and outreach efforts
- A Title VI Equity Analysis conducted for new facility
- Information on GCTD's plans to meet the additional requirements of agencies with 50 peak vehicles as it grows
- Updated Service Standards (approved in 2014) & Planning Guidelines (approved in 2015)
- Survey responses collected as part of the Title VI outreach and data collection process

Director Morehouse moved to Approve the Gold Coast Transit District 2016 Title VI – Civil Rights Program for submission to the Federal Transit Administration. Director Zaragoza seconded the motion. **The motion passed unanimously.**

**12. Consider Approval of a New Position Description for Director of Engineering and Construction –** Steven P. Brown, General Manager

Mr. Brown presented the Board of Directors the new position description for Director of Engineering & Construction. This agency's growth from SCAT to GCTD over the past few years requires the agency's infrastructure to evolve in order to keep up. This includes not only personnel, facilities, equipment, and vehicles but the management structure as well. At this moment in GCTD's evolution management is proposing to change the Facility Project Manager position from a limited term full-time employee to a permanent full-time Director of Engineering & Construction position.

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The Director of Engineering & Construction will serve as GCTD's Chief Design Officer. The design and construction responsibilities have expanded with GCTD's growth and have increased in scope and breadth as GCTD entered its new era as a district on July 1, 2014 and begins construction of the largest project in GCTD's history. GCTD's design and construction process will become more complex and interactive with the new facility. Between new building code requirements (CAL Green) and increasing Federal Transportation Administration (FTA) compliance requirements on transit agencies, GCTD's compliance requirements will continue to increase.

All these major growth areas currently fall under the Facility Project Manager. This proposal calls for an increase in level for the position to be responsible for design, construction, and construction management. The current Facility Project Manager will become the Director of Engineering & Construction and serve as GCTD's Chief Design Officer.

Given the specialized knowledge, training, level of responsibilities and requirements for this position, it is recommended that the salary range for the Director of Engineering & Construction will be the same as for the existing Director of Finance & Administration position, \$101,640 to \$142,275. The Director of Engineering & Construction will report directly to the General Manager. The FY 15-16 budget includes the approved position for the Facility Project Manager. This position is budgeted in the new facility capital budget and there is no cost to the FY 15-16, FY 16-17, FY 17-18.

Director Morehouse moved to Approve of New Position Description for Director of Engineering & Construction, with the clause to revisit at 1 year after construction of the new GCTD Administration & Operations Facility. Director Blatz seconded the motion. **The motion passed unanimously with the clause of the item being revisited 1 year after the construction of Administration & Operations Facility.**

### **13. Receive and Consider Approval of Revised Job Description for Payroll Specialist**

– Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg presented the Board of Directors the revised position description for Payroll Specialist. The Payroll and Benefits Specialist position was first approved by the SCAT Board of Directors in 2002. As staff prepares to advertise and fill a critical staff position, this is an appropriate time to review and restructure the position description. The orientation for this position as it has evolved and going forward will be more oriented toward payroll, compliance and data responsibilities. GCTD established a separate Human Resources function in 2014, and the majority of benefits support responsibilities will eventually be transferred to that group. As a result, the title of this position has been changed from Payroll and Benefits Specialist to Payroll Specialist. This position will continue to support the employee benefits function in both the short and long-term.

Other changes to the position description are intended to more fully and accurately describe the myriad responsibilities of this position. The salary range of the position will not change and this will not increase GCTD's headcount.

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Director Blats moved to Approve the revised position description for Payroll Specialist. Director Morehouse seconded the motion. **The motion passed unanimously.**

**14. Review and Discuss Staff Presentation on GCTD Proposed Budget for FY 2016-2017 – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg provided an overview of the GCTD budget for FY 2016-2017. The operating budget being presented for review and discussion is \$23,639,200, a 7% increase from FY 15-16. The operating cost increases are driven by substantial increases in liability and workers' compensation insurances (accounting for 33% of the increase), salary and benefit increases including one additional staff position (42% of the increase), increased paratransit service demand, a very minimal increase in fixed route service (13% of the increase) and a variety of typical operating cost line item increases (12% of the increase). Mr. Rosenberg provided information on the operating revenues, operating expenses, farebox ratio calculations, GCTD administration/maintenance facility cost estimates and financial status.

GCTD anticipates that in FY 16-17 the District will enter the long-term debt market for the first time by issuing Certificate of Participation (COPs) to raise the capital required to complete the construction of the new GCTD Operations and Administration Facility. The District approaches this project in a relatively strong capital position. The operating budget does not include a separate debt service budget of \$1,150,000 estimated for ten months payments on COPs the District anticipates issuing on September 2016.

Mr. Rosenberg stated that staff would keep the Board apprised of any changes to the budget which will be presented in June for adoption. **The report was received and filed.**

**INFORMATIONAL ITEMS**

*None*

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

*None*

There being no further business, Chair Breeze adjourned the Board of Directors meeting at 11:54 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  
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 **June 1, 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.