



## Item #1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, OCTOBER 12, 2016 – 10:00 A.M.

#### **Call to Order**

Director John Zaragoza 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 – ABSENT  
Director 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  
Alternate Director Carmen Ramirez – City of Oxnard

#### **Staff Present**

Steven P. Brown, General Manager  
Haviva Shane, 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  
Beatris Megerdichian, Transit Planner I  
Robert Keys, Information Technology Manager  
Robert Lurie, Director of Fleet & Facilities  
Margaret Heath, Paratransit & Special Projects Manager

#### **Ceremonial Calendar**

The pledge of allegiance was led by Vice Chair Zaragoza.

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### **Employee Recognition**

There were none.

### **Formal Items**

#### **6. Election of Vice Chair for Remainder of Calendar Year 2016 – Steven Brown, General Manager**

Director Morehouse nominated Director Zaragoza to GCTD's Vice-Chair for the remainder of calendar year 2016, seconded by Director Blatz.

**The motion passed unanimously**

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Director Morehouse informed the Board of Directors that the Southern California Association of Governments (SCAG) held a Housing Summit. In which it discussed the chronic shortage of housing and a lack of housing affordability throughout California. The impact of housing affordability is a critical challenge to local, regional, and Statewide economies, particular as people from all income groups are increasingly frustrated with the lack of affordable options to rent or buy and instead opt to develop their careers in more affordable areas.

### **General Manager Reports**

Mr. Brown informed the Board of Directors that GCTD welcomed its newest class of bus operators Carlos Camberos, Ruben Herrera, Richelle Martinez, Harvey Gand, Maria Covarrubias, Julio Avila and Julieta Flores. We also welcome Robert Kessler, who has joined the Maintenance Department as our newest Mechanic. Additionally, we congratulate Ms. Roxanna Ibarra, Human Resources Assistant and former Clerk of the Board on the birth of her baby girl, born on September 29<sup>th</sup>.

Mr. Brown reported that last week GCTD celebrated its Annual Safety Awards Day and National Customer Service week. Over the past ten years, Gold Coast Transit District has reduced preventable accidents through expanded training and focus on safety. As a result, preventable accidents per mile driven are at the lowest rate in GCTD's 43-year history.

Mr. Brown announced that this month, GCTD's Certified DMV Trainers will be providing training to the Oxnard Police Department's staff in air brake and pre-trip testing to help them complete their Class B licenses used to operate their Mobile Command Post.

Mr. Brown informed that last week our Director of Fleet and Facilities, Rob Lurie visited the Gillig Factory to inspect the first of the next 5 buses as they are being built. These new 40'

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CNG buses will feature the new paint scheme and will be rolling down to Ventura County in the next few weeks.

Mr. Brown reminded that all seniors 75+ ride the bus FREE anytime. To help educate our passengers we will be mailing postcards and updating our bilingual bus posters.

Mr. Brown announced to the Board that the best way to get the latest info on GCTD news, events, detours, service updates and transit tips, is to “like” us or “follow” us on Facebook and Twitter.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of September 7, 2016 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of July 2016
3. Consider Approval of Treasurer’s Report for July 2016
4. Consider Approval of Budget Income Statement for the Month Ending July 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for July 2016

Director Morehouse moved to approve Consent Agenda 1 thru 5. Director Blatz seconded the motion. **Director Sylvia Munoz-Schnopp abstained from the motion. The motion passed unanimously with the one abstention.**

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

There were none.

### **Formal Items**

7. **Consider Approval of Right-of-Way Dedication to the City of Oxnard for a Bus Stop Pull-Out on Auto Center Drive** – Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell discussed the design of the new GCTD Administration & Operations Facility is nearly complete and the final design documents have been drafted and include a bus stop pull-out along Auto Center Drive for a future bus route. In accordance with the City of Oxnard policy a right-of-way dedication is required for the bus stop pull-out. A bus pull-out was necessitated to accommodate the bus stop that is within 75-feet of the existing traffic signal at Paseo Mercado. The bus bay allows the bus to pull out of the through traffic lane at the bus

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stop, allowing traffic to flow smoothly along Auto Center Drive during passenger boarding and exiting. The traffic impact of the added new bus stop will be minimized by the new bus pull-out.

Director Blatz moved to Approve the City of Oxnard the right-of-way for public streets and public utility purposes over, under, and across the GCTD owned real property to provide a bus pull-out on Auto Center Drive adjacent to the 1901 Auto Center Drive. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **8. Consider Approval of an Easement to the City of Oxnard for a Traffic Signal Loop on the GCTD Private Access Drive – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell stated the design of the new GCTD Administration & Operations Facility is nearly complete and the final design documents have been drafted and include traffic signal work at the intersection of Auto Center Drive and Paseo Mercado. In accordance with the City of Oxnard policy an easement dedication is required for on-site traffic signal loop equipment. The project includes a private access drive at the north side of the street intersection of Auto Center Drive and Paseo Mercado. This private access drive will be used by buses and employees to both enter and exit the new facility. The traffic signal loop will activate the traffic signals as vehicles exit the facility and approach the traffic intersection. The signal activation will allow vehicles from the private drive to turn left onto Auto Center Drive for traveling eastward; continue south through the intersection to Paseo Mercado; or turn right onto Auto Center Drive to travel westward.

Director Morehouse moved to Approve the City of Oxnard a perpetual, non-exclusive easement for traffic signal loop purposes upon, across, above, and under the GCTD owned real property located at 1901 Auto Center Drive. Director Blatz seconded the motion. **The motion passed unanimously.**

### **9. Consider Approval of a Water Pipeline Easement to the City of Oxnard for Firelines on GCTD Property at 1901 Auto Center Drive – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell discussed the design of the new GCTD Administration & Operations Facility is nearly complete and the final design documents have been drafted and include domestic water lines within the GCTD Administration & Operations Facility property boundaries that support fire suppression appurtenances. In accordance with the City of Oxnard policy an easement dedication is required for on-site domestic water pipelines that support fire hydrants and fire sprinkler systems. In providing fire suppression related appurtenances within the facility, the project includes a fire pipeline loop through the property. This pipeline will provide domestic water to the building fire sprinklers in an emergency and water to onsite fire hydrants. The total easement area to be dedicated from GCTD to the City of Oxnard for the domestic water pipeline is 42,729 square feet.

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Director Ramirez moved to Approve the granting to the City of Oxnard of a perpetual, non-exclusive easement for domestic water line purposes upon, across, above, and under the GCTD owned real property located at 1901 Auto Center Drive. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **10. Consider Approval of a Sidewalk Easement to the City of Oxnard along Auto Center Drive and Paseo Mercado** – Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell stated the design of the new GCTD Administration & Operations Facility is nearly complete and the final design documents have been drafted and include public sidewalks along both Auto Center Drive and Paseo Mercado. In accordance with the City of Oxnard policy an easement dedication is required for on-site public sidewalks in the Rosa-Santa Clara Corridor. The Auto Center Drive sidewalk aligns with existing sidewalks along Auto Center Drive. The sidewalk along Paseo Mercado is a continuation of the sidewalk system and connects pedestrians and bus passengers to the new facility. All sidewalks will be in compliance with the Americans with Disabilities Act of 1990. The total easement area to be dedicated from GCTD to the City of Oxnard for sidewalks purposes is 14,815 square-feet.

Director Ramirez moved to Approve the granting to the City of Oxnard an easement along Auto Center Drive and Paseo Mercado for sidewalk purposes upon, across, and above the GCTD owned real property located at 1901 Auto Center Drive. Director Morehouse seconded the motion. **The motion passed unanimously.**

### **11. Consider Approval of a New Ten Year Lease with the City of Oxnard for the Customer Service Center at the Oxnard Transit Center** – Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell discussed that GCTD has leased space at the Oxnard Transit Center, 201 East Fourth Street, Oxnard, CA since 2001. GCTD has operated a customer service center (CSC) to support bus patrons for over fifteen years. The CSC is located in the north end of the Oxnard Transit Center. Its purpose is to provide assistance to the public regarding bus routes, service, purchasing bus passes, and the myriad of questions transit user have as they navigate public transit.

To maintain the District's high standard for customer service, within the past year GCTD upgraded the CSC to increase functionality and safety. GCTD's intentions are to maintain a customer outlet at the Oxnard Transit Center for the long-term. The new lease term is 10 years with no option to renew.

Director Blatz moved to Authorize the General Manager to enter into a ten-year tenant lease with the City of Oxnard for the Customer Service Center located at the Oxnard Transit Center, 201 East Fourth Street, Suite 103A, Oxnard, CA subject to legal counsel review. Director Munoz-Schnopp seconded the motion. **The motion passed unanimously.**

**12. Receive and File Update on “Veterans Ride Free on Veterans Day” Promotional Event – Vanessa Rauschenberger, Director of Planning and Marketing**

Ms. Rauschenberger informed the Board of Directors that in appreciation of the contributions of the men and women who have served in our nation’s armed forces, Gold Coast Transit District will be participating in the “Veterans Ride FREE on Veteran’s Day” countywide promotional event on Friday, November 11<sup>th</sup>. In addition, Gold Coast Transit District will also be using this special event to help promote our services by encouraging Veterans to ride ½ price year-round. **The report was received and filed.**

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

Mr. Caldwell provided an overview of recent activities on the GCTD Administration and Operations Facility. **The report was received and filed.**

**14. Receive and File a 2016 Update to the GCTD Fleet Management Plan – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell presented an Update to the GCTD Fleet Management Plan. This plan includes an inventory of vehicles, identifies peak vehicle requirements, maintains and overhaul programs, system and service expansions, rolling stock procurements and related schedules, and spare ratio justification. The Fleet Management Plan presents GCTD’s current and future fleet needs and identifies the issues and opportunities for the District to effectively manage vehicle assets over the next ten years. The plan builds from the fleet requirements projected in GCTD’s Short Range Transit Plan (SRTP) and serves as the basis for fleet development in its ten-year Capital Improvement Program. The plan will be used in preparing the annual budget. **The report was received and filed.**

**INFORMATIONAL ITEMS**

*None*

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

*None*

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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 special meeting of the GCTD Board of Directors will be held on **November 2, 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.