



## Item #1

### MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, MARCH 1, 2017 – 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 Jim Hensley – City of Port Hueneme  
Director Cheryl Heitmann – City of Ventura - ABSENT

#### **Staff Present**

Steven P. Brown, General Manager  
Steven C. DeBaun, General Counsel  
Steve Rosenberg, Director of Finance and Administration  
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  
Robert Keys, IT Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Chuck McQuary, Facility Project Planner  
Priscilla Herrera, Administrative Support

#### **Ceremonial Calendar**

The pledge of allegiance was led by Director Zaragoza.

#### **Employee Recognition**

Mr. Brown informed the Board of Directors that Ms. Maria Morales, Bus Operator, retired after 25 years of service with GCTD.

#### GOLD COAST TRANSIT DISTRICT

## **GCTD Board of Directors Meeting Minutes**

March 1, 2017

Page 2 of 7

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

Director Bryan MacDonald announced that the City of Oxnard has appointed him to be Gold Coast Transit District Board Member for the next 2 years. Director Zaragoza announced the passing of Mr. Ray Campos, a retired SCAT Bus Operator of 31 years of service. Director Zaragoza expressed his condolences and thanked Mr. Ray Campos for his dedicated service to SCAT/GCTD.

### **General Manager Reports**

Mr. Brown informed the Board of Directors that on March 17<sup>th</sup> GCTD will be celebrating Transit Driver Appreciation Day, #TDAD. #TDAD was started by TriMet in Portland in order to help us all to remember to thank your driver everyday and especially on March 17<sup>th</sup>.

Mr. Brown reported that the County of Ventura will soon begin working on construction of several new bus stops along the Route 22 serving Wells Center, El Rio, St. Johns and Nyeland Acres. The new bus stops planned to open later this year include stops at Rose/Simon Way, Central/Rose, LA Ave/County Dr and Wells/Telephone. It will take several months to complete all of the road work and pavement marking necessary to open the stops.

Mr. Brown announced that GCTD offers discount passes to school groups wishing to take field trips using our regular scheduled bus service. Teachers can simply call our Customer Service Center at 805-487-4222 to request a "Transit in Education" Pass that will allow the class to ride ½ off. We will also help teachers plan their trip, and notify the Bus Operator so they can be ready for the group.

Mr. Brown informed that as part of the Board approved paratransit fleet replacement cycle, GCTD has placed the order for 8 new "cutaway" wheelchair accessible vehicles to add to our GO ACCESS Paratransit Fleet. Once the new vehicles arrive, GCTD will work on retiring those cutaways that have reached the end of their useful life. One the first vehicles to be retired is planned to get a new life, as it will be used by the Downtown Ventura Trolley as a spare vehicle to use in the rare event that the Trolley is out of service.

### **Agenda Review**

There were no changes.

### **Consent Agenda**

1. Consider Approval of Minutes of February 1, 2017 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of January 2017
3. Consider Approval of Treasurer's Report for January 2017
4. Consider Approval of Budget Income Statement for the Month Ending January 2017
5. Consider Approval of Financial Statements and Schedule of Money Transfers for January 2017
6. Consider Approval of General Manager's Expense Report for the month of February, 2017

**GCTD Board of Directors Meeting Minutes**

March 1, 2017

Page 3 of 7

Director Hensley moved to approve Consent Agenda 1 thru 6. Director Blatz seconded the motion. **The motion passed unanimously.**

**Public Comments on Agenda Items**

There were none.

**Formal Items**

**7. Consider Approval of a Modification to Exercise Option Period 5 for the Operation, Maintenance and Management of ACCESS Paratransit Services Contract with MV Transportation – Marlena Kohler, Purchasing Manager/DBE Officer**

Mrs. Kohler stated that in April 2008 the Gold Coast Transit Board of Directors approved award of a contract to MV Transportation for operation, maintenance and management of ACCESS Paratransit services. The Board approved the five-year base contract with five (5) one-year options.

For the past four (4) years the Board has approved four (4) out of the five (5) option years available to GCTD on this contract. The current option period is due to expire on June 30, 2017.

According to the contract, the term for Option Period 5 would be July 1, 2017 through June 30, 2018, with a maximum estimated cost of \$3,071,548.72. This amount was based on an estimated maximum of 43,874 vehicle revenue hours. This would be the final option period on this contract. GCTD staff will begin a new competitive bid process later this year for a contract that would start in July 2018.

Director Blatz moved Approval of a Modification to Exercise Option Period 5 for the Operation, Maintenance and Management of ACCESS Paratransit Services Contract with MV Transportation. Director Hensley seconded the motion.

**Roll Call**

Yes: No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

Director Heitmann ABSENT

**The motion passed unanimously.**

**8. Consider Approval for the General Manager or His Designee to Authorize the Disposal of Surplus Buses – Marlena Kohler, Purchasing Manager/DBE Officer**

## GCTD Board of Directors Meeting Minutes

March 1, 2017

Page 4 of 7

Mrs. Kohler stated in compliance with the Purchasing Resolution, disposal of property of materials with any financial record value over \$3,000 shall be by determination of the Board of Directors at a regular constituted board meeting.

GCTD is preparing to surplus three (3) buses that recently reached their Federal Transit Administration-mandated minimum 12-year life expectancy for fixed route buses; these buses have already been replaced with new Gillig buses.

Gold Coast Transit District has in the past used Ken Porter's Auction to auction vehicles with any perceived market value. Ken Porter conducts off-site auctions for many government agencies as well as private industry and hosts regular "miscellaneous" surplus sales. Vehicles are listed on their website and may be bid upon by registered bidders by accessing the website or by attending the live auction. The highest bidder is notified via e-mail or at the live auction upon close of the auction. A complete and detailed expense breakdown of each vehicle or item sold will accompany a settlement check. The NABI buses will be listed on Ken Porters Auction, as a regular auction, allowing one or more multiple bidders to win one or multiple units. The auction is scheduled for March 18, 2017.

Director Hensley moved to Authorize the Selling of three (3) NABI buses to the highest responsive bidders through Ken Porter's Auctions. Director Zaragoza seconded the motion.

### **Roll Call**

Yes: No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

Director Heitmann ABSENT

**The motion passed unanimously.**

### **9. Receive and File Report on California Transit Liability Trends and GCTD's Insurance Coverage as Part of the California Transit Indemnity Pool (CalTIP) – Steve Rosenberg, Director of Finance and Administration**

Mr. Rosenberg provided an overview on California Transit Liability Trends and GCTD's Insurance Coverage as part of the California Transit Indemnity Pool (CalTIP). GCTD obtains liability coverage, vehicle physical damage coverage and related risk management services through jointly pooling resources with thirty-four other California transit providers that are members of the California Transit Indemnity Pool, known as CalTIP. CalTIP, a joint powers authority (JPA), was formed in 1987 in response to insurance challenges all public transit agencies faced in the late 1980s. By organizing as a JPA, CalTIP allows its members to self-insure through a risk pool and to obtain reinsurance and excess insurance through the commercial market on a group-purchase basis. GCTD's predecessor SCAT joined CalTIP in 1995.

## **GCTD Board of Directors Meeting Minutes**

March 1, 2017

Page 5 of 7

CalTIP provides its member many benefits not always readily available through commercial insurances, such as coverage tailored to the specific needs of public transit, distribution of excess contributions back to members rather than to shareholders, and value-added risk control and training services.

CalTIP is managed by Bickmore Risk Services in Sacramento. Bickmore specializes in managing public insurance risk pools. Each CalTIP member is represented on its Board of Directors. Mr. Rosenberg has served on the CalTIP Board since 2007 and sits on both the Finance & Administration and Oversight (Executive) Committees. CalTIP membership has been and continues to be an excellent investment for GCTD.

Over the past two years GCTD has seen a material increase in its costs for liability and vehicle damage insurance, from \$475,000 in FY 2014-15 to \$519,000 in FY 2015-16 to \$801,000 in FY 2016-17. We anticipate another material increase in the FY2017-18 budget. Part of the reason for the size of the increase was that in prior years GCTD was receiving credits for lower claim costs in earlier years and using those credits to reduce its expense. In FY2017-18 we anticipate using up the last of our credits.

Transit agencies throughout California are experiencing a dramatic increase in liability costs over the past three-to-five years, and that trend is reflected in CalTIP's experience. This trend is not unique to California; it is being exhibited in numerous states where public agencies face both joint and several liability laws and the lack of a liability tort cap for public agencies.

Mr. Rosenberg noted that as of this morning RTA in Riverside has withdrawn from CalTIP. This will require all other members to cover a higher % of the administrative expenses; however it will still to be determined whether RTA's departure would reduce the Loss Fund Deposit rates charged to the remaining members.

CalTIP remains GCTD's most viable option for liability and vehicle physical damage coverage. For now, GCTD's best course of action is to continue to emphasize safe driving and do all we can to keep CalTIP viable.

**The report was received and filed.**

### **10. Receive and File Report and Presentation of the Groundbreaking Plans for GCTD Administration and Operations Facility – Cynthia Torres Duque, Communication and Marketing Manager**

On behalf of Ms. Torres Duque, Mrs. Rauschenberger discussed the planning for the groundbreaking of the new Administration and Operations Facility. Initial dates were presented for consideration and requested feedback from the Board of Directors. The event will take place at the construction site near the intersection of Auto Center Drive and Paseo Mercado in Oxnard.

GCTD staff has reached out to a number of local, state and federal elected officials and is working to confirm a date. Those dates are:

**GCTD Board of Directors Meeting Minutes**

March 1, 2017

Page 6 of 7

- April 17-21 (Congressional recess), specifically April 19<sup>th</sup>
- May 8-12 (Congressional recess)
- May 30-June 2 (Congressional recess)

**The report was received and filed.**

**11. Receive and File Report and Presentation of the GCTD Bus Facility Project – Reed Caldwell, Director of Engineering and Construction**

Mr. Caldwell presented an overview of the recent activities on the new Administration and Operations Facility. Mr. Caldwell stated that GCTD is nearing the construction phase of the new facility. The new facility schedule is on track with the General Manager signing the construction contract and issuing Notice to Proceed (NTP) and March/April construction starts.

**The report was received and filed.**

**12. Consider Adoption of Resolution 2017-03 Authorizing the General Manager to Execute all Documents for the Enhanced Mobility of Seniors and Individuals with Disabilities Program with the California Department of Transportation for Funds for Direct Service to/from Gold Coast Transit District and the City of Camarillo for Seniors and People with Disabilities – Claire Johnson-Winegar, Planning Manager**

Ms. Johnson-Winegar stated that GCTD is applying for funding through the Enhanced Mobility of Seniors and Individuals with Disabilities 5310 grant program. If successful, this grant would fund a 3-year pilot program to provide Direct Service to/from GCTD and City of Camarillo for Seniors and People with Disabilities, helping to eliminate or reduce the need for transfers and improve travel times. Through this pilot program, GCTD's GO ACCESS would provide direct round-trip service for its passengers between the GCTD service area and Camarillo. The City of Camarillo is also applying for this funding to provide its passengers direct round-trip service to the GCTD service area.

Director Zaragoza moved to Adopt Resolution 2017-03, Authorizing the General Manager to Execute all Documents for the Enhanced Mobility of Seniors and Individuals with Disabilities Program with the California Department of Transportation for Funds for Direct Service to/from Gold Coast Transit District and the City of Camarillo for Senior and People with Disabilities. Director Hensley seconded the motion.

**Roll Call**

Yes: No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Hensley

Director Heitmann ABSENT

**GCTD Board of Directors Meeting Minutes**

March 1, 2017

Page 7 of 7

**The motion passed unanimously.**

**INFORMATIONAL ITEMS**

*None*

**FUTURE AGENDA ITEMS**

*None*

**CLOSED SESSION**

*None*

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 11:06 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 **April 5, 2017 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.