



Item #1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, SEPTEMBER 6, 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 Jonathan Sharkey – City of Port Hueneme
Director Cheryl Heitmann – City of Ventura (arrived at 10:15am)

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
Alex Zaretsky, Human Resources & Risk Manager
Roxanna Ibarra, Human Resources Assistant
Vanessa Rauschenberger, Director of Planning & Marketing
Claire Johnson-Winegar, Planning Manager
Matt Miller, Transit Planner II
Beatris Megerdichian, Transit Planner I
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawk, Buyer
Margaret Heath, Paratransit & Special Projects Manager
Cynthia Torres Duque, Communications & Marketing Manager
James Beck, Fleet Manager
Sonia Rosales, Payroll Specialist

Ceremonial Calendar

The pledge of allegiance was led by Chair MacDonald.

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Employee Recognition

Mr. Mikkelson, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Crescencio Juarez, Bus Operator and Francisco Leon, Bus Operator, for joining the Million Mile Club. Operator Juarez joined GCTD in December of 1999 and Operator Leon joined in February of 2002. They are the twenty fourth and twenty fifth GCTD operators to reach this prestigious milestone.

Mr. Mikkelson, Mr. Brown, Chair MacDonald and the GCTD Board of Directors congratulated Robyn Walton, Bus Operator, for joining the Two Million Mile Club. Operator Robyn Walton has accomplished 50,000 hours (25 years) of driving without a preventable accident. Operator Walton began her bus driving career in September of 1983. Operator Walton becomes the sixth GCTD operator to earn this honor.

General Public Comment Period

- Robert Magana, Transit Supervisor, on behalf of GCTD Transit Supervisors, stated that a group of employees have filed for Union Representation. The Operations Department Staff, read a statement explaining why they have come to this decision.
 - a. There are a handful of Operators who have made it their mission to attack the Operations Supervisors and single them out. They have not had any support or protection from Management other than from their Director, Andy Mikkelson.
 - b. Management believe the fabrications they are being told by the said few Operators. Regardless of the facts, the Transit Supervisors are still being disciplined.
 - c. Management is trying to create a new culture in the agency; however there has been no structure, plan or direction for this new culture, strictly disciplinary action on Mid-Level Operations Supervisor. The Transit Supervisors have reached out in the form of a letter requesting a clear path for this "New Direction", but have yet to receive a response.
 - d. The Transit Supervisors have been accused of issuing overly officious and unnecessary write-ups.
 - e. The actions from the few Operators and Management have made them feel uneasy about the safety and security of their careers. Therefore, they all feel they need protection from the union for unfair discipline and labor practices.

- Ms. Lupe Juarez, Bus Operator, stated her concerns with the recent activities occurring at GCTD. Ms. Juarez asked the Board of Directors to get informed and ask questions regarding both the concerns of the Bus Operators and Transit Supervisors.

Chair MacDonald informed the audience that Gold Coast Transit District is not able to discuss the concerns at this moment, but stated that staff will be in contact with the Transit Supervisors and Ms. Juarez regarding these concerns.

Board of Directors Reports

Chair MacDonald welcomed Director Sharkey to the Board. Director Sharkey inquired on GCTD's Safety Preparedness for an earthquake. Mr. Brown informed that GCTD has an

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annual earthquake drill and have a 2-day supply of GNG fuel. Mr. Zaretsky stated that GCTD has an Emergency Response Plan, it gets reviewed every year. GCTD has a Safety Committee that meets every 6 months. Mr. Brown stated that Mr. Mikkelson and Mr. Zaretsky can put information together for the Board on GCTD Emergency Response Plan.

General Manager Reports

Mr. Brown informed the Board of Directors that this month GCTD has a new class of 5 bus operators; Janet Alvarado, Allan Lapuz, Alberto Hernandez, Charles Skercevic, and Donna Blackmyn. They will begin training on September 18th.

Mr. Brown announced that GCTD received eight new cutaway buses that join our fleet serving our GO ACCESS customers. Passengers will enjoy the quiet and smooth ride of these new cutaways, which have a coordinating color scheme that matches with our new logo and buses making them bright and more visible to our riders.

Mr. Brown reported that on September 11th, in honor of National Day of Service and Remembrance, GCTD will be flying the flag at half-staff in memory of those lost on 9/11 and we call upon all staff to observe a moment of silence at 8:46am.

Mr. Brown informed that on Saturday, September 16, 2017, GCTD staff will be participating in United Way's "2017 Day of Caring". Day of Caring will connect hundreds of volunteers to organizations throughout Ventura County and will be a fun filled day all about working together to create a positive change in our community.

Mr. Brown announced that the Board and the Public can view plans and follow the latest construction progress on our website at <http://www.goldcoasttransit.org/news/newfacility>.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of July 5, 2017 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of June 2017
3. Consider Approval of Treasurer's Report for June 2017
4. Consider Approval of Budget Income Statement for the Month Ending June 2017
5. Consider Approval of Financial Statements and Schedule of Money Transfers for June 2017
6. Consider Approval of Quarterly Investment Report for April-June, 2017
7. Consider Approval of General Manager's Expense Report for the month of July, 2017
8. Consider Approval for the General Manager or His Designee to Authorize the Disposal of El Dorado Cutaways

Director Sharkey 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 Performance of Three-Position Bicycle Racks and Approve Submittal of Report to the California State Legislature – Matt Miller, Transit Planner II

Mr. Miller informed the Board of Directors on GCTD's performance on the three position bicycle racks and any traffic incidents where the length of the rack was a factor. This report is required by AB 2488 which was passed in 2012, enabling GCTD to install bike racks that exceeded standard vehicle length limits. It is recommended that the Board of Directors receive and file this report the Three Position Bicycle Racks and Authorize the General Manager to Submit a Report to the California Senate Transportation and Housing Committee and the Assembly Transportation Committee.

Director Sharkey moved to Approve Authorizing the General Manager to Submit a Report on the Performance of Three-Position Bicycle Racks to the California State Legislature. Director Heitmann seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Sharkey

Director Heitmann

The motion passed unanimously.

10. Consider Adoption of Resolution No. 2017-09 Authorizing GCTD to File and Execute Grant Applications with the U.S. Department of Transportation – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg informed that prior to June 2009 the Board of Directors of Gold Coast Transit District (and its predecessor agency South Coast Area Transit) was required to approve a Board Resolution for each fiscal year authorizing the General Manager to execute and file for that year an application for Federal assistance on behalf of Gold Coast Transit District.

On August 1, 2017 FTA Region IX informed GCTD that it now wants its legal authority documents to follow FTA's recommended template and be current within the past five years. To comply with FTA's request staff has prepared Resolution 2017-09, which complies stated preferences.

Director MacDonald moved to Approve the Adoption of Resolution No. 2017-09 Authorizing GCTD to file and execute grant applications with the U.S. Department of Transportation. Director Sharkey seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Sharkey

Director Heitmann

The motion passed unanimously.

11. Consider Authorizing the General Manager to Enter into a Digital Sales Outlet Agreement with Token Transit – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger informed the Board that part of GCTD commitment to improving access to transit services, GCTD seeks the Board's approval for the General Manager to sign a Digital Sales Outlet Agreement with Token Transit to sell passes digitally using smart phone technology.

Over the past several years, GCTD has worked to improve the process of fare collection, the customer/bus operator interface experience, and improve travel speeds and trip times. These efforts include implementation of the GFI magnetic stripe fare media and transfers in 2013, partnering with VCTC, Metrolink and Amtrak to accept valid passes as free transfers, and most recently accepting credit cards at the Customer Service Center. While these efforts have improved reporting, and provided additional payment options for customers, a larger issue remains. Staff have looked at various options; custom integrated mobile ticketing apps, vending machines and "digital sales outlet". GCTD staff is seeking to pilot a "digital sales outlet" app with Token Transit. Staff is recommending that this mobile fare payment application be piloted in order to complement the other fare media options currently available, not replace any existing forms of fare media.

Token Transit provides a mobile application (app) used to pay for public transportation. Using the free Token Transit app, customers can purchase transit passes on their smart-phones and board the bus by showing the driver an activated pass on their phone. Token Transit is a rapidly deployable alternative to smartcards that helps boost ridership, decrease costs, and improve service. Token Transit has recently successfully launched a similar pilot at Regional Transportation Commission (RTC) in Reno, Nevada, Big Blue Bus (BBB) in Santa Monica, Omnitrans (San Bernardino), Santa Clarita, and Kern County Transit. Staff has reached out to several of the above agencies and received positive feedback on Token Transit from customers and staff.

GCTD is using this as a low-risk option to bring the concept of mobile ticketing to our customers. Both qualitative and quantitative performance metrics have been established to measure the success of the pilot. Within 9 months of launching this "digital sales outlet" a follow up information item will be published with observations, conclusions and further recommendations.

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Director Sharkey moved to Approve Authorizing the General Manager to sign a Digital Sales Outlet Agreement with Token Transit for a Mobile Ticket “Pilot”. Director Heitmann seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Sharkey

Director Heitmann

The motion passed unanimously.

12. Consider Authorization for the General Manager to Execute a Contract for the Purchase of Scheduling & Dispatching System for GCTD’s GO ACCESS –

Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler stated that a request for proposals (RFP) for the purchase of a Scheduling & Dispatching System for GCTD’s GO ACCESS (Paratransit Services) to replace the current system (Trapeze) was issued on December 22, 2016. This new software would be used to automate the daily operations and management functions while seamlessly integrating GIS, advanced scheduling and routing capabilities to reduce operating expenses, improve customer service and automate the billing and reporting process.

The RFP was posted on our website as well as the Public Purchase website. Seven (7) proposals were received by the bid due date of February 28, 2017. All seven (7) proposals were evaluated and considered to be responsive. An evaluation committee independently evaluated and scored each proposal. At the conclusion of the evaluation process, which included interviewing the top three (3) highest rated firms and a site visit to a transit agency currently using the two top rated systems, Ecolane received the highest overall score. Their proposal is considered fair and reasonable based on adequate competition. A responsibility determination was conducted, which resulted in determining that Ecolane is a responsive and responsible firm capable of meeting GCTD’s requirements.

Director Zaragoza moved to Approve Authorizing the General Manager to execute a contract for a Scheduling & Dispatching System for GCTD’s GO ACCESS (Paratransit Services) to Ecolane in the amount of \$319,930 plus an additional 5% (\$15,996) to cover contingencies that may occur during implementation of this new system. Director Blatz seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Sharkey

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Director Heitmann

The motion passed unanimously.

13. Consider Authorizing Award of Bid Alternate No. 1 Bus Parking Pavements to Icon West Inc. – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler discussed that as part of the competitive bid for the Construction of GCTD's Administration & Operations Facility, pricing was requested for Base Bid Item (Construction) and two (2) Alternate Bid Items. Alternate #1 was for the Expansion of Bus Parking Pavement Area and Alternate #2 was for CNG Storage Increase.

In February 2017 staff elected to award and the Board approved only the Base Bid item in the amount of \$35,747,000 plus and additional 5% to cover change orders which may occur during construction.

With the project underway and within budget, staff is now requesting the award of Alternate #1-Expansion of Bus Parking Pavement Area to Icon West, Inc. in the amount of \$294,279. The work includes a finished grade of concrete pavement including aggregate base course, light pole bases, pavement joint sealants and pavement markings.

Director Zaragoza moved to Approve Authorizing the Award of Alternate #1 Expansion of Bus Parking Pavement Area to Icon West, Inc.'s contract in the amount of \$294,279 for a revised contract amount of \$35,925,735 plus an additional 5% to cover change orders, which may occur during construction. Director Blatz seconded the motion.

Roll Call

Yes:

No: None

Chair MacDonald

Vice-Chair Zaragoza

Director Blatz

Director Sharkey

Director Heitmann

The motion passed unanimously.

INFORMATIONAL ITEMS

14. Receive and File Report on the Fourth Quarter FY 2016-17 Fixed Route and ACCESS Paratransit Performance Report – Claire Johnson-Winegar, Planning Manager and Margaret Heath, Paratransit and Special Projects Manager

The report was received and filed.

FUTURE AGENDA ITEMS

None

CLOSED SESSION

15. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation pursuant to Gov. Code Section - § 54956.9, subdivision (d)2 (2 cases)

The Board of Directors went into Closed Session at 10:58 A.M.

The Board of Directors re-adjoined into Open Session at 11:50 A.M. There were no reports.

There being no further business Chair MacDonald adjourned the Board of Directors meeting at 11:51 A.M.

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

Steven P. Brown
Secretary of the Board of Directors

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 **October 4, 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 or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.