



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, DECEMBER 6, 2017 – 10:00 AM

Call to Order

Vice-Chair Zaragoza called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:02 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Vice-Chair Zaragoza – County of Ventura
Director Carmen Ramirez – City of Oxnard (Arrived at 10:03am)
Director Paul Blatz – City of Ojai
Director Jonathan Sharkey – City of Post Hueneme
Director Cheryl Heitmann – City of Ventura (Arrived at 10:04am)

Staff Present

Steven P. Brown, General Manager
Steven C. DeBaun, General Counsel
Steve Rosenberg, Director of Finance and Administration
Reed Caldwell, Director of Engineering & Construction
Andrew Mikkelson, Director of Transit Operations
Debbie Williams, Director of Human Resources
Vanessa Rauschenberger, Director of Planning & Marketing
Cynthia Torres-Duque, Communications & Marketing Manager
Margaret Heath-Schoep, Paratransit & Special Projects Manager
Priscilla Herrera, Acting Clerk of the Board

Ceremonial Calendar

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

General Public Comment Period

Justin Link introduced himself as the Transportation Services Manager for the City of Oxnard.

Board of Directors Reports

Vice-Chair Zaragoza asked for a moment of silence for those who have been devastated by the Ventura County fire.

GOLD COAST TRANSIT DISTRICT

GCTD Board of Directors Meeting Minutes

December 6, 2017

Page 2 of 8

Vice-Chair Zaragoza stated that Governor Brown has declared a state of emergency for the affected areas in Ventura County.

Director Heitmann gave an update on the dire situation in the City of Ventura caused by the fire. Hundreds of homes lost, people displaced, schools closed and even quality of water affected. Director Heitmann stated that FEMA and the National Guard are present in the City of Ventura

Director Blatz stated that although the City of Ojai is not affected at the moment, surrounding areas have been affected by the fire. These areas are in the County.

General Manager's Report

Mr. Brown stated that because of the fire, service in many areas has been disrupted. Mr. Brown asked Mr. Andy Mikkelson, Director of Transit Operations, to provide information on the current status of the routes. Mr. Mikkelson stated that because of the fire there is limited service to Ojai and downtown Ventura; service to Pacific View Mall is the end of the line for Routes 6 (Main Street) and 16 (Thompson Boulevard to Ojai) was pulled and he is constantly monitoring the situation by being out in the field. Service is continuing to be provided to the Medical District and limited shuttles to downtown Ventura as possible.

Margaret Heath-Schoep, Paratransit & Special Projects Manager, stated ACCESS service to Ojai has been suspended. ACCESS is on stand by for those passengers that need to go to medical appointments.

Mr. Brown reported that the "Elf on the Go Bus" event was launched with the help of Montecito Bank and Trust and Rubberneck Signs. The bus will be involved in the Food Share Can-Tree event and the Ventura Fire Department's "Stuff the Bus" Toy Drive scheduled to be held at the Pacific View Mall.

Mr. Brown stated that the GCTD Holiday Party will be held on Sunday, December 17th and if any Directors are interested in going to please let us know.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of November 1, 2017 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of October, 2017
3. Consider Approval of Treasurer's Report for October, 2017
4. Consider Approval of Budget Income Statement for the Month Ending October, 2017
5. Consider Approval of Financial Statements and Schedule of Money Transfers for October, 2017
6. Consider Approval of GCTD Quarterly Investment Report for the Quarter ending September 30, 2017.
7. Consider Adoption of Resolution 2017-10 for Authorization of the Certifications and Assurances for the Low Carbon Transit Operations Program

Director Sharkey moved to approve Consent Agenda 1 thru 7. Director Blatz seconded the motion. **The motion passed unanimously.**

Public Comments on Formal Items

There were none.

Formal Items

8. Consider Acceptance of Gold Coast Transit District FY 2016-17 Comprehensive Annual Financial Report (CAFR) – Steve Rosenberg, Director of Finance and Administration and Paul Kaymark, The PUN Group

Mr. Rosenberg stated that the Board of Directors has contracted with The Pun Group to audit GCTD's financial operations and prepare GCTD's FY 2016-17 financial statements and Comprehensive Annual Financial Report (CAFR). The Pun Group has also conducted TDA audits of GCTD's member jurisdictions, reviewing the use of Local Transportation Funds (LTF) that these members receive from GCTD. Mr. Rosenberg reported that GCTD had made the 20% farebox requirement.

Mr. Rosenberg stated that this year the CAFR audit statements contain no negative findings in any area of our financial controls or reporting. Mr. Rosenberg thanked his finance and accounting staff and in particular Lili Tomen whose hard work and meticulous attention to detail continues to be most responsible for GCTD achieving unqualified positive audit results year after year.

Mr. Rosenberg introduced Mr. Paul Kaymark of The Pun Group who made an oral presentation to the Board & discussed the audit findings and the CAFR document. Mr. Kaymark provided information about the Pension Plan, Net Pension Liability and changes in the Net Pension Liability. Mr. Kaymark also discussed the Local Transportation Funding.

Director Blatz moved to Accept the GCTD Comprehensive Annual Financial Report (CAFR) for FY 2016-17 as prepared by The Pun Group. Director Sharkey seconded the motion. **The motion passed unanimously.**

9. Consider Approval of SB1 STA State of Good Repair Priority Projects List and Consider Adoption of Resolution 2017-11 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger stated that the Road Repair and Accountability Act (Senate Bill 1) will provide more than \$760 million annually in new funding for transit projects statewide. Senate Bill 1 funds will support competitive programs such as the Transit and Intercity Rail Capital Program (TIRCP) and the Commuter Rail and Intercity Rail Program, as well as directly allocated funding programs such as the State Transit Assistance (STA)/State of Good Repair (SGR) programs.

GCTD Board of Directors Meeting Minutes

December 6, 2017

Page 4 of 8

The FY 2017-18 estimated allocation of STA/SGR funds for GCTD and VCTC for transit purposes are as follows:

- GCTD’s estimated allocation of SGR funds is \$49,790.
- VCTC’s estimated allocation of SGR funds for Ventura County is \$1,138,882.
- GCTD’s estimated allocation of STA is \$222,322, (vs. \$144,815 in FY 2016-17).
- VCTC’s estimated allocation of STA funds for Ventura County is \$5,085,372 (vs. \$2,911,396 in FY 2016-17).

Ms. Rauschenberger stated that GCTD’s priority projects totaling \$6,849,864 exceeds the available funding in this cycle of SGR/STA funding and GCTD will continue to identify other sources of funding to complete these projects.

▪ 14 Near-Zero Engine Replacement (14 of 26 buses) (Matching Funds)	\$236,633
▪ 12 Near Zero Engine Replacement (12 of 26 buses)	\$1,816,637
▪ Preventative Maintenance	\$3,629,500
▪ Replacement Service Vehicles (10)	\$300,000
▪ Bond Payment – New Facility COPs (STA)	<u>\$867,094</u>
Total	\$6,849,864

Director Ramirez inquired as to what the term Near-Zero meant. Reed Caldwell, Director of Engineering and Construction stated that it is a CNG engine with emission levels near zero.

Mr. Rauschenberger recommended that the Board of Directors consider approval of SB1 STA State of Good Repair Priority Projects List; and Consider Adoption of Resolution 2017-11 for Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program.

Director Ramirez moved to approve SB1 STA State of Good Repair Priority Projects List and that the Board consider adoption of Resolution 2017-11 for Authorization for the execution of the Certifications and Assurances for the California State of Good Repair Program. Director Heitmann seconded the motion. **The motion passed unanimously.**

10. Authorize the General Manager to Transmit a Letter of Support for Santa Barbara County Association of Governments (SBCAG) application for TIRCP Grant Funds
– Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger stated that the Santa Barbara County Association of Governments (SBCAG) is preparing an application for Transit and Intercity Rail Capital Program (TIRCP) grant funding for fleet and facility improvements to support expanded Coastal Express service between Oxnard (OTC) and Goleta and is seeking letters of support from partner agencies. The project partners currently include SBCAG, SBMTD, GCTD & VCTC.

Ms. Rauschenberger stated that if funding is awarded, SBCAG would purchase five electric over the road coaches (e.g. BYD, MCI as pilot program) that would be used to provide additional daily Coastal Express service in support of retimed Pacific Surfliner rail service that

GCTD Board of Directors Meeting Minutes

December 6, 2017

Page 5 of 8

would serve commuters traveling from Oxnard to Goleta and Santa Barbara. If the funds are awarded, the buses could be stored and charged over night at the new GCTD facility in Oxnard.

Director Sharkey inquired whether there would be service to the Santa Barbara Airport. Ms. Rauschenberger was uncertain but would inquire about that possibility.

Ms. Rauschenberger recommended that the Board of Directors authorize the General Manager to prepare a letter of Support for SCBAG's TICRP grant application.

Director Sharkey moved to authorize the General Manager to prepare a letter of Support for SCBAG's TICRP grant application. Director Blatz seconded the motion. **The motion passed unanimously.**

11. Approve Staff Recommendations Resulting from Strategic Planning Discussion of "Fiscal Challenges and Opportunities" – Vanessa Rauschenberger, Director of Planning and Marketing

Ms. Rauschenberger stated that GCTD had made farebox this fiscal year. She stated that GCTD held a focused Strategic Planning Discussion at the October 2017 Board Meeting to review, discuss and provide direction on mission critical topics and long-term strategies. Based on feedback received at the October meeting, staff is seeking approval from the Board to help in addressing the following long-term funding challenges and opportunities

I. Fare Policy Review/Fare Changes/Elimination of Free Transfers

Staff recommends that GCTD continue over the next year to analyze the impact of the recently implemented mobile ticketing app and work with countywide transit operators to look at improving regional fares in a coordinated effort. Because of the new mobile fare technology being tested, Ms. Rauschenberg recommended no changes to fare or transfer policies at least in the short term, while the Board may choose to revisit this area in the future.

II. Joint Development for 301 East Third Street

Ms. Rauschenberg stated that the Board of Directors raised many questions regarding the future of the 301 E. Third St. property, including: current appraisal value, liability and lease opportunity.

Because GCTD does not have in-house expertise in this area, staff is recommending that GCTD issue an RFI in early 2018 for real-estate services to solicit the highest and best use of the 301 East 3rd Street property following the move to 1901 Auto Center Drive and include funds in the FY 2017-18 budget for services related to this effort.

Director Ramirez suggested that there be meetings with the surrounding community to provide information regarding the property and receive feedback.

III. Transit Initiative

Ms. Rauschenberg stated that the Board had provided feedback to staff related to the possibility of GCTD initiating a districtwide ballot measure for transportation funds at some point in the future. Questions raised by the Board included legal boundaries of the District, competing measures, timing, and feasibility.

Director Sharkey expressed concern about the timing of a transit initiative while Vice-Chair Zaragoza expressed concern about what VCTC is looking at for the future. Director Ramirez stated that people are against tax initiatives and that should be considered.

Ms. Rauschenberg recommended that GCTD issue an RFP in early 2018 for public opinion polling and research services. A limited amount of Planning & Marketing funds from the FY 17-18 budget would be used to initiate these services.

IV. Other Topics: SRTP/Systemwide Restructure/Route Efficiency

Ms. Rauschenberg stated that the Board had raised questions about the overall efficiency of GCTD's current service, and status of changes as outlined in the 2015 Short Range Transit Plan.

GCTD recently received grant funding for new bus service on Ventura Rd. as well as 5 buses as part of the Congestion Mitigation & Air Quality (CMAQ) program. Due to the length of time needed to order buses and the relocation of the new facility, this service is expected to begin in mid-2019.

Ms. Rauschenberg stated that the move to the new facility will also provide an opportunity to look at cost savings of changes to our blocking, run-cuts, relief points for routes. To accomplish this, staff included in the FY 17-18 budget, funds to conduct an Operations/Planning Efficiency Analysis. The RFP will be released in late December/early January with recommendations brought to the Board for future discussion.

Ms. Rauschenberger recommended that the Board consider approval of staff recommendations resulting from the strategic planning discussion of "Fiscal Challenges and Opportunities."

Director Ramirez moved to approve the staff recommendations resulting from the strategic planning discussion of "Fiscal Challenges and Opportunities." Director Sharkey seconded the motion. **The motion passed unanimously.**

12. Election of Board Officers for Calendar Year 2018 – Steve Brown, General Manager

Director Sharkey nominated Vice-Chair Zaragoza to be GCTD's Chair for calendar year 2018, seconded by Director Blatz. Director Heitmann was nominated for Vice-Chair by Director Blatz. The motion was seconded by Director Sharkey. **The motion passed**

unanimously.

13. Consider Approval of Board of Directors Meeting Schedule for Calendar Year 2018 – Steve Brown, General Manager

Director Sharkey moved to approve the Board of Directors Meeting Schedule for Calendar Year 2018. Director Blatz seconded the motion. **The motion passed unanimously.**

INFORMATIONAL ITEMS

14. Receive and File Report and Presentation of the Construction of the GCTD Administration and Operations Facility – Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell provided an overview of the progress of recent activities on the GCTD Administration and Operations Facility. Mr. Caldwell pointed out that the buildings are being wrapped & sealed which will reduce the amount of utility costs. Mr. Caldwell also pointed out the roofing materials being used. Director Sharkey inquired why the installation of solar panels is being considered in the future and not now. Mr. Caldwell stated because of budget constraints.

Mr. Caldwell explained BRB (Buckling Restrained Brace) which is designed to allow buildings to withstand earthquakes.

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

The report was received and filed.

CLOSED SESSION

15. CONFERENCE WITH AGENCY LABOR NEGOTIATORS pursuant to Government Code §54957.6 – Agency Designated Representatives: General Manager – Labor Organization: SEIU Local 721

The Board of Directors went into Closed Session at 11:45 A.M.

The Board of Directors re-adjoined into Open Session at 12:15 P.M.

There were no announcements.

There being no further business, Vice-Chair Zaragoza adjourned the meeting at 12:16 P.M.

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

GCTD Board of Directors Meeting Minutes

December 6, 2017

Page 8 of 8

Secretary of the Board of Directors

John Zaragoza
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **January 3, 2018 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.