



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 6, 2018 – 10:00 AM**

**Call to Order**

Chair 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 John C. Zaragoza – County of Ventura  
Vice-Chair Cheryl Heitmann – City of Ventura  
Director Paul Blatz – City of Ojai  
Director Bryan MacDonald – City of Oxnard  
Director Will Berg – City of Port Hueneme

**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  
Vanessa Rauschenberger, Director of Planning & Marketing  
Ana Perez, Clerk of the Board  
Matt Miller, Planning Manager  
Marlena Kohler, Purchasing Manager/DBE Officer  
Beatris Megerdichian, Transit Planner  
Roxanna Ibarra, HR Coordinator  
Tanya Hawk, Buyer  
Cynthia Duque, Communications & Marketing Manager  
Margaret Schoep, Paratransit & Special Projects Manager  
Alex Zaretsky, Human Resources & Risk Manager

**Ceremonial Calendar**

The pledge of allegiance was led by Ms. Tracy Gallaher, Board of Supervisors County of Ventura.

**Employee Recognition**

Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Angelina Baca, Bus Operator, for her 15 years of service with GCTD.

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
301 EAST THIRD STREET, OXNARD, CA 93030 | P 805.483.3959 | F 805.487.0925 | GOLDCOASTTRANSIT.ORG

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Mr. Mikkelson, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors congratulated Richard Dorward, Bus Operator, for his 5 years of service with GCTD.

### **General Public Comment Period**

There were none.

### **Board of Directors Reports**

There were none.

### **General Manager's Report**

Mr. Brown informed the Board of Directors that GCTD will be running a special promotion for free fares on select Saturdays this summer. The promotion will begin once we get final approval from CalTrans, expected to come in the next couple of weeks. The goal is to encourage more riders to use public transit to reach their fun destinations.

Mr. Brown announced that GCTD staff will be hosting a "pop-up" information/public input meeting Thursday, June 21<sup>st</sup> at 4<sup>th</sup> & B St. near the Oxnard Transit Center in preparation for July service changes. The session will allow staff to provide passengers with information about the changes, upcoming events, and get input for the future.

Mr. Brown stated that last week, staff kicked-off our planning and operations efficiency analysis with Dan Boyle, of Dan Boyle and Associates. Dan spent a couple of days on site meeting with GCTD's Planning staff, Supervisors as well as Bus Operators. He also took some time to visit our transit centers and is looking at our overall system for opportunities to be more efficient in our scheduling, run cutting and relief locations as we prepare to move. Dan will return at the end of June to review his findings and recommendations with staff. Vice-Chair Heitmann asked for GCTD staff to bring to next board meeting Mr. Boyle's findings and recommendations.

Mr. Brown informed the Board that in April, FTA announced the availability of \$84.45 million in competitive grant funds for zero-emission buses as well as supporting facilities. Staff is partnering with Center for Transportation and Environment and Proterra to prepare an application to replace up to three of our older CNG buses that are reaching the end of their useful life. If awarded that project would include funding for vehicles, training as well as charging equipment.

### **Agenda Review**

Steve Brown noted that the closed session will be removed from the agenda.

Director MacDonald moved to approve the change to the agenda. Director Berg seconded the motion. **The motion passed unanimously.**

### **Consent Agenda**

1. Consider Approval of Minutes of May 2, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of April, 2018
3. Consider Approval of Treasurer's Report for April 2018

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- 4. Consider Approval of Budget Income Statement for the Month Ending April, 2018
- 5. Consider Approval of Financial Statements and Schedule of Money Transfers for April, 2018

Director MacDonald moved to approve Consent Agenda 1 thru 5. Director Berg seconded the motion. **The motion passed unanimously.**

**Public Comments on Formal Items**

There were none.

**Formal Items**

- 6. **Receive and File Report on 2018 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdiction** – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg informed the Board of Directors that Gold Coast Transit District’s enabling legislation provides that “all actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars (\$5,000,000) or more. For those exceptions “a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to 1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes”.

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimates as of January 1, 2018, released May 1, 2018, and updated weighted vote formula is presented to the Board.

2017 DOF Population Estimate (as of January 1, 2018)

| <b><u>Jurisdiction</u></b>        | <b><u>Population</u></b> | <b><u>Member Weighted Vote</u></b> |
|-----------------------------------|--------------------------|------------------------------------|
| Ojai                              | 7,679                    | 1                                  |
| Oxnard                            | 206,499                  | 2                                  |
| Port Hueneme                      | 23,929                   | 1                                  |
| San Buenaventura                  | 111,269                  | 2                                  |
| Ventura County, Unincorporated    | <u>97,865</u>            | <u>1</u>                           |
| GCTD Member Jurisdictions – TOTAL | 447,241                  | 7                                  |
| Ventura County – TOTAL            | 859,073                  |                                    |

Director MacDonald moved to Receive and File Report on 2018 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdiction. Director Berg seconded the motion. **The motion passed unanimously.**

**7. Consider Approval of Zero & Near-Zero Emissions Vehicle Purchase Policy –**  
Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell stated that Gold Coast Transit District is committed to leading efforts to reduce emissions and air pollution in the Ventura County region. To continue this commitment into the future, staff is recommending that the Board establish a policy to guide future purchases of both revenue and non-revenue vehicles. Establishing a policy will demonstrate GCTD's commitment to advancing toward 100% zero emissions in the future, enabling staff to incorporate zero emissions vehicles into its Fleet Management Plan, Capital Plans, and seek funding and grant opportunities to support this effort.

It shall be the policy of Gold Coast Transit District that the replacement and/or addition of all vehicles for revenue or non-revenue service will be "alternative fueled vehicles". The State of California has established four categories of alternative fuel vehicles:

1. Zero Emissions Vehicles;
2. Ultra Low Emission Vehicles;
3. Low Emission Vehicles; and
4. Transitional Low Emission Vehicles

By establishing this policy, GCTD will, whenever possible, prioritize the purchase of new vehicles in the same order as listed above. Staff recognizes that it may not always be possible to purchase vehicles from these categories as some vehicles types may not be available in these fuel types or too costly.

Director Heitmann moved to Authorize Approval of Zero & Near-Zero Emissions Vehicle Purchase Policy. Director Berg seconded the motion. **The motion passed unanimously.**

**8. Consider Approval of a Revised Budget for the Operations and Maintenance Facility Project –** Steven Brown, General Manager

Mr. Brown informed the Board that as we pass the one-year point in the construction of the new GCTD Administration and Operations Facility it is necessary to update the total project budget estimate to reflect changes that have occurred over the past several years and to allow for possible changes that may occur in the final few months of the construction. This will be especially useful as the Board of Directors will not meet for an eight-week period from July 11<sup>th</sup> through September 4<sup>th</sup>, when the construction teams on the site will be very active.

The current total project budget has been \$52.1 million since the start of the project. This budget has included the property acquisition and associated fees, conceptual design, environmental review and clearance and associated fees, appraisal, design, LEED certification, and permit fees. Some costs in areas such as project management, legal support, engineering expenses, traffic impact fees, and estimates for construction inspection and testing have been on-going and will continue through the end of the project. Some expenses such as utility installation, relocation, commissioning and post construction cost, art installation and furnishings will occur in the next few months. To avoid any delays in these final few months it is prudent to authorize the short-term increase to the General Manager's approval authority for costs for this project.

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It is recommended that the Board of Directors approve an updated Administration and Operations Facility Budget of \$53 million and authorize the General Manager to approve any change orders up to \$250,000 during the time the Board of Directors are not in session, subject to ratification at a future meeting.

Vice-Chair Heitmann stated that Mr. Brown, General Manager will check-in with the Board Chair if any change orders up to \$250,000 occur during the time the Board of Directors are not in session.

Director Blatz moved to Approve Approval of a Revised Budget for the Operations and Maintenance Facility Project. Director Heitmann seconded the motion. **The motion passed unanimously.**

### **9. Conduct Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2018-19 Operating, Planning and Capital Budget – Steve L. Rosenberg, Director of Finance and Administration**

Chair Zaragoza opened up the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2018-19 Operating, Planning and Capital Budget.

Ms. Perez informed the Board of Directors that the Legal Public Notice was published on May 12, 2018 in the Ventura County Star Newspaper.

Mr. Rosenberg gave a presentation recapping the FY 2018-19 budget being presented for adoption. Mr. Rosenberg discussed the increase revenues and expenditures included in the budget for FY 2018-19 and capital budget.

The proposed operating budget for FY 2018-19 is \$26,357,900 , a 9.7% increase from the adopted FY 2017-18 budget. As discussed with the Board in May, there is minimal growth in this budget. The clear majority of the increases fall into a few categories; increased cost for contracted paratransit service; contractual increases in wage, health benefit and pension costs, increased costs associated with operating a new and much larger facility starting in late 2018 and increases in liability and workers' compensation insurance.

There were no public comments. Chair Zaragoza closed the Public Hearing.

Director Blatz moved to Approve Adoption of FY 2018-19 Operating, Planning and Capital Budget. Director MacDonald seconded the motion. Mr. DeBaun noted that according to the Bylaws this is a weighted vote with Oxnard and Ventura's votes counting as 2.0.

### **Roll Call**

Yes:

No: None

Chair Zaragoza

Vice-Chair Heitmann

Director Blatz

Director MacDonald

Director Berg

**The motion passed unanimously.**

**10. Consider Adoption of Resolution No. 2018-06 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds – Steve L. Rosenberg, Director of Finance and Administration**

Mr. Rosenberg discussed the Adoption of Resolution Number 2018-06 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds.

Director MacDonald moved to Approve Adoption of Resolution 2018-06 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds. Director Heitmann seconded the motion. **The motion passed unanimously.**

**11. Consider Approval of Adjustment to GCTD Non-Represented Salary Ranges effective July 1, 2018 – Steve L. Rosenberg, Director of Finance and Administration and Debbie Williams, Director of Human Resources**

Mr. Rosenberg stated that effective July 1, 2018 GCTD's represented employees will receive a 2.75% wage increase as part of the Memoranda of Understanding negotiated between GCTD and its three bargaining units of SEIU Local 721 dated January 3, 2018. In order to maintain equity with the much-larger represented work force, GCTD's non-represented employees have historically received salary range adjustments commensurate with contractual increases. Salary increases in line with these adjustments are incorporated in the budget submitted today for the Board's consideration and approval.

Certain supervisory positions that were non-represented at the time of the last salary range increase are now represented by Teamsters. These positions are not included in this action, and negotiations with Teamsters are currently in process.

Director Blatz moved to Approve Adjustment to GCTD Non-Represented Salary Ranges incorporating a 2.75% increase effective July 1, 2018. Director Berg seconded the motion.

**The motion passed unanimously.**

**12. Consider Authorizing Award of Contract to Brown Armstrong for Auditing Services – Marlena Kohler, Purchasing Manager/DBE Officer**

Ms. Kohler informed the Board that a competitive bid process for Audit Services began with the issuance of Request for Proposal (RFP) 15-01 on March 13, 2018. The purpose of this RFP was to identify and select an independent certified public accounting firm to annually review GCTD's financial records on a fiscal year basis and provide an annual report to the Board. The services are for a three (3) year base period contract with two one-year option years.

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The RFP was publicized on our website and on the Public Purchase website, and those on the Bidder's list for the previous RFP were also notified. Two (2) proposals were received. All proposals were considered responsive. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, Brown Armstrong received the highest score overall. Brown Armstrong is considered a responsive, responsible bidder and their proposal is considered fair and reasonable.

Director Heitmann moved to Approve Award of a contract for Audit Services to Brown Armstrong in an amount of \$32,000 each year not-to-exceed \$160,000 for the initial three-year period and for the two additional one-year option periods. Director Berg seconded the motion. **The motion passed unanimously.**

### **13. Consider Authorization for the Sole Source Purchase of up to Twenty-Six (26) Cummins L9N Replacement Engines with Near-Zero Emission from Cummins Pacific – Tanya Hawk, Buyer**

Ms. Hawk stated that GCTD has established a "Low Emission Repower Project" for our fixed route fleet. The repower project consists of replacing existing CNG engines on up to twenty-six (26) New Flyer buses with low emission CNG engines manufactured by Cummins. Repowering these buses are GCTD's first steps to complying with the California Air Resources Board (CARB's) strategies to transition heavy-duty mobile source sector to zero and near-zero emission technologies. The L9N low-emission engine will replace the current conventional CNG engine, which are not compliant with CARB strategies. Replacing the engines will extend the useful life of the New Flyer buses from 12-yr to 18-yr; these buses would otherwise have to be replaced in the near future.

GCTD currently has grant funding to begin with repowering fourteen (14) of the twenty-six (26) engines on the New Flyers. The remaining twelve (12) buses will be repowered if and when additional funding becomes available.

Staff is recommending a sole source purchase of up to twenty-six (26) compressed natural gas (CNG) replacement engines from Cummins Pacific. Cummins is the only manufacturer that produces the L9N low-emission engine and the only manufacturer of CNG engines for transit buses.

Cummins Pacific has quoted a cost of \$66,085.72 (inc. tax) per engine for a total of \$925,200.15 for the purchase of the initial fourteen (14) L9N engines. Cummins' price is considered fair and reasonable based on prices obtained through market research. A responsibility determination was conducted, which resulted in determining that Cummins Pacific is a responsive and responsible firm capable of meeting GCTD's requirements.

Director MacDonald moved to Approve Authorize the Sole Source purchase of fourteen (14) Cummins L9N low-emission engines for a total not-to-exceed cost of \$925,200.15 and up to an additional twelve (12) future units at a current unit pricing for a total of \$1,718,228.70 and authorize up to an additional 10% for each future unit to cover price or other adjustments that may occur. Director Berg seconded the motion. **The motion passed unanimously.**

**14. Consider Authorizing Award of Contract to Valley Business Printer LLC for Bus Book Printing – Tanya Hawk, Buyer**

Ms. Hawk informed the Board that an invitation for bid was issued on April 27, 2018, using Public Purchase website, to provide Gold Coast Transit District (GCTD) with Bus Book Printing services for a one-year period with two (2) one-year option periods. GCTD typically orders two bus book printings each year. Pricing is firm fixed for all orders for the entire term of the contract.

GCTD received five (5) bids in response to our IFB. Bids were submitted by: Casey Printing, Dual Graphics, The P.A. Hutchison Co., Taylor Communications, and Valley Business Printers LLC. The five (5) bids submitted were all determined to be responsive bids. One (1) no bid was also received.

A price analysis, including pricing for the option years, was then conducted on the remaining five (5) bids received. Valley Business Printing was the lowest bidder overall. Based on adequate competition, Valley Business Printer's bid is considered fair and reasonable.

Director Berg move to Approve Award of a contract for Bus Book Printing to Valley Business Printers in the amount of \$35,548.00 for the initial one-year period and \$74,326.00 for two (2) option periods for a total contract amount of \$109,874.00 and approval for an additional 5% (\$5,493) for any changes to the bus book during term of contract. Director Blatz seconded the motion. **The motion passed unanimously.**

**15. Construction Update for the GCTD Operations and Maintenance 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 will provide an updated facility schedule completion date, contractors have submitted requests for extension due to the delays caused by the recent rains.

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.**

**INFORMATIONAL ITEMS**

There were none.

**FUTURE AGENCY ITEMS**

There were none.

**CLOSED SESSION**

There were none.

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Chair Zaragoza informed the Board Members and attendees that the Board Meeting will adjourned in honor of Mr. Alfonso Garcia Castillo, retired Bus Operator, who passed away on January 6, 2018.

There being no further business, Chair Zaragoza adjourned the meeting at 11:27 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  
John C. 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 **July 11, 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](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.