



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, MARCH 6, 2019 – 10:00 A.M.

Call to Order

Chair Heitmann called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 AM at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Chair Cheryl Heitmann – City of Ventura
Alternate Richard Rollins – City of Port Hueneme
Director Bryan MacDonald – City of Oxnard
Director John C. Zaragoza – County of Ventura
Director Randy Haney – City of Ojai

Staff Present

Steven P. Brown, General Manager
Steve DeBaun, General Counsel
Reed Caldwell, Assistant General Manager
Steven L. Rosenberg, Director of Finance
Debbie Williams, Director of Human Resources
Andrew Mikkelson, Operations Manager
Matt Miller, Planning Manager
Austin Novstrup, Transit Planner
Margaret Schoep, Paratransit & Special Projects Manager
Cynthia Torres-Duque, Communications & Marketing Manager
Roxanna Ibarra, HR Coordinator
Priscilla Herrera, Clerk of the Board

Ceremonial Calendar

- The pledge of allegiance was led by Chair Cheryl Heitmann

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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Employee Recognition

Keith Moen, Bus Operator, was congratulated by Steve Brown, Cheryl Heitmann and Andy Mikkelson on his 10yr. service anniversary. Mr. Moen thanked the Board of Directors, Andy Mikkelson, Rigo Nava and Roxanna Ibarra for their fairness, training and welcoming. Mr. Moen also stated that *“I’ve had a lot of jobs in my lifetime, a Bus Operator for GCTD is the best job I’ve had, I only wish, I would have started with GCTD earlier in my life”*.

General Public Comment Period

There were no public comments.

Board of Directors Reports

Chair Heitmann stated that she had been given a tour of the new GCTD facility by Mr. Caldwell and it looked great.

Director Zaragoza inquired when would be the move-in date. Mr. Caldwell stated that in July.

General Manager Reports

Mr. Brown stated that GCTD staff had participated in the annual Dr. Seuss Read Across America reading on the bus at McKinna School in Oxnard.

Mr. Brown announced that GO ACCESS Operator, Armando Juarez recently traveled to Clovis, CA to compete in the van division of the 2019 CALACT Roadeo. Mr. Juarez, who has driven approximately 95,000 miles for GO ACCESS, placed second in the van division. Congratulations to Mr. Juarez.

Mr. Brown informed the Board that he had met with community clean energy advocates who shared important information about electrifying our light duty vehicles. Mr. Brown stated that he took a test drive with the Fleet Manager Jim Beck in a “Leaf” that is being considered as a replacement to our sedans over the next two years.

Mr. Brown announced that the GCTD planning staff is now working on schedules for the next service change that will take place when we move to the new facility.

Agenda Review

Chair Heitmann announced that Closed Session Item No. 11 will be pulled from this month’s Agenda.

Consent Agenda

1. Consider Approval of Minutes of February 6, 2019 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of January 2019
3. Consider Approval of Treasurer’s Report for January 2019
4. Consider Approval of Budget Income Statement for Month Ending January 2019
5. Consider approval of Financial Statements & Schedule of Money Transfers for January 2019
6. Consider Approval of the General Manager’s Expense Report for January – February 2019
7. Consider Approval of Resolution 2019-01 for FY 18-19 Annual LCTOP Funding Allocation

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Director MacDonald moved to approve Consent Agenda Items 1 through 7. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Public Comments on Formal Items

There were no public comments.

Formal Items

8. **Receive Presentation on Results from 2019 Passenger Survey** – Matthew Miller, Planning Manager

Mr. Miller stated that as part of GCTD's effort of continual improvement, staff conducted a passenger survey to better provide an understanding of the needs of passengers, satisfaction with GCTD, as well as measure thoughts related to safety, accessibility, reliability and cleanliness of buses and bus stops. A strong understanding of passenger needs is critical for GCTD to continue to deliver a responsible transit service that is efficient, attractive and convenient. Mr. Miller stated that the goal was to collect 603 surveys while actually receiving 607.

Mr. Miller selected analysis in three (3) areas:

- Travel Time
68% of passengers spend 30 minutes to over 1 hour to travel on average 4.2 miles. Add walking and waiting and transit takes 3x – 5x longer than using a personal car. **Possible Improvements: Add frequency; operate on main roads.**

72% of passengers take at least one transfer; multiple transfers increase travel time. **Possible Improvements: Re-design routes to be more direct (less transfers); add frequency.**
- Improvements
38% of passengers want more frequent service or reduced travel time which could result in tradeoffs of how to allocate limited operational budget.
- Satisfaction
Passengers overall are very satisfied with GCTD and view the service positively. The highest satisfaction levels are in safety, rider information and customer service. Improving in the categories that were marked lower (on-time performance, service frequency and bus stop cleanliness would only serve to improve satisfaction levels.

Director Zaragoza inquired if bus stop improvements such as canopies and cleaner areas would help. Mr. Miller stated that clean bus stops are important to transit riders and only could enhance the experience. Director Zaragoza stated that along Victoria Ave. (in Ventura) the bus stop near WalMart is very close to the curb – requested a review at that location.

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Director MacDonald stated that providing bus shelters at some locations may affect handicap accessibility.

Director MacDonald also stated that on March 20th there will be a meeting regarding Naval Base transportation and a study regarding all transportation to the Base. Mr. Miller stated that Planning was aware of this meeting and will be attending.

Director Haney stated that since this is a first survey, will there be a second survey? Mr. Miller stated that under Title VI there will be a secondary survey.

Director Rollins stated that perhaps funding of under-utilized routes could be shifted to areas that need bus service.

Mr. Miller recommended that the GCTD Board of Directors receive and file this report and presentation. This report is for information only.

The report was received and filed.

9. Receive Presentation and Provide Input on DRAFT Bus Stop Guidelines - Austin Novstrup, Transit Planner

Mr. Novstrup stated that the purpose of the report was to provide jurisdictions within the Gold Coast Transit District, local developers, and other local partners a consistent set of guidelines for designing high-quality transit stops.

Mr. Novstrup pointed out that:

- Every trip on our service begins and ends at a bus stop
- Attractive, comfortable bus stops are part of attractive service
- Bus stops are community assets
- Member agencies own and maintain bus stops
- GCTD provides funding for transit improvements and maintenance as outlined in district bylaws.
- GCTD provides guidance for member agencies on spacing, placement and design of bus stops

Mr. Novstrup stated that proposed updates include:

- Recommended language for planning documents
- Formalize maintenance agreements
- Improve stop templates, and
- Alternative designs

Chair Heitmann inquired how are bus stops maintained. Mr. Novstrup stated that funding is provided to the cities for installation and maintenance of the bus stops. While there is not a formalized agreement, an audit of the funding is performed.

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Chair Heitmann inquired as to who sits on the Technical Advisory Committee (TAC). Mr. Novstrup stated each service city/Ventura County served has a staff member who is part of TAC.

There being no further discussion, Mr. Novstrup recommended that the GCTD Board receive a presentation and provide input on the Draft Bus Stop Guidelines and authorize staff to post the guidelines online for a public comment period of 30-days. Staff will bring updated guidelines back to the Board for approval at a future meeting.

Director Zaragoza moved to receive the presentation and provide input on the Draft Bus Stop Guidelines and authorize staff to post the guidelines online for a public comment period of 30 days. Staff to bring updated guidelines back to the Board for approval as a future meeting. The motion was seconded by Director Haney.

The motion passed unanimously.

10. GCTD New Facility, Operations, and Maintenance Update – Reed Caldwell, Assistant General Manager

- Mr. Caldwell reported that because of the rain, concrete has not been poured.
- Mr. Caldwell pointed out on a photograph the three concrete pads for the CNG compressors which will arrive on Monday and installed during the week.
- Landscaping is continuing with two trees planted by the new GCTD sign.
- Mr. Caldwell reviewed the geographic preference of percent of hours worked by Ventura County residents: Actual – 45% Goal – 20%
- Operations – Mr. Caldwell gave an update on GCTD service performance:

	<u>February</u>	<u>2019 Goal</u>
Bus Book Service Times Met (by service miles)	89.4%	≥90%
Late/Missed Service (by service miles)	0.08%	≤ 1%
Accidents During Service	2.36	≤ 1
Bus Availability (by service miles)	5,459	≥10,000
Service Miles	169,235	
Service Hours	15,756	

- Mr. Caldwell also stated that by 2026 75% of buses purchased must be electric. GCTD is looking into that technology and will wait a couple years before going fully to electric. In the meantime, Mr. Caldwell stated that GCTD will follow the advancements and methodology used by bigger transit agencies as to how they deal with electrical issues. Director Rollins inquired as to what are the electric issues. Mr. Caldwell stated that there are charging issues such as how fast a battery can charge and how long the charge will last.

Mr. Caldwell stated that there is a lot of improvement needed regarding going electrical and will provide information to the Board in informational increments.

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

The report was received and filed.

CLOSED SESSION

- 11. CONFERENCE WITH AGENCY LABOR NEGOTIATORS pursuant to Government Code §54957.6 – Agency Designated Representatives: General Manager and designees – Employee Organization: Teamsters Local 186**

Closed Session Item No. 11 was pulled from the Agenda.

- 12. Conference with Real Property Negotiator
Property: 1902 Auto Center Drive
Agency Negotiator: General Manager or designee
Negotiating Party: Rio School District**
- 13. Public Employee Performance Evaluation pursuant to Government Code §Section 54957 Title: General Manager**
- 14. Closed Session-Conference with labor negotiator pursuant to Government Code Section §54957.6 – Agency designated representative: General Counsel or Designee – Unrepresented General Manager**

The Board of Directors went into Closed Session at 10:50 AM.

The Board of Directors re-adjourned into Open Session at 11:32 AM

There were no announcements.

There being no further business, Chair Heitmann adjourned the meeting at 11:33 AM.

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

Steven P. Brown
Secretary of the Board of Directors

Cheryl Heitmann, Chair
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **April 3, 2019 10:00 AM 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.