



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 9, 2019 – 10:00 AM**

Call to Order

Chair Heitmann 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 Cheryl Heitmann – City of Ventura
Vice-Chair Will Berg – 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
Roger Crawford, General Counsel
Reed Caldwell, Assistant General Manager
Debbie Williams, Director of Human Resources
Vanessa Rauschenberger, Director of Planning & Marketing
Andrew Mikkelson, Operations Manager
Ana Perez, HR Generalist/Clerk of the Board
Daniel Amaro, Finance Manager
Matt Miller, Planning Manager
Cynthia Duque, Communications & Marketing Manager
Margaret Schoep, Paratransit & Special Projects Manager
Marlena Kohler, Purchasing Manager & DBE Officer
James Beck, Fleet Manager
Sonia Rosales, Payroll Specialist
Priscilla Herrera, Admin Support

Ceremonial Calendar

The pledge of allegiance was led by Director Zaragoza.

Employee Recognition

Mr. Beck, Mr. Brown, Chair Heitmann and the GCTD Board of Directors congratulated Victor Rubio, Mechanic, for his 5 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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General Public Comment Period

There were none.

Board of Directors Reports

Chair Zaragoza wished all attendees a Happy New Year's.

Chair Heitmann provided feedback on her experience with Steve Brown riding the bus on Route 6 in Ventura. Chair Heitmann informed the Board that Route 6 was on time and the drivers were friendly and provided good customer service. In the future Chair Heitmann would like the opportunity to ride a route in Oxnard and the Go Access.

Director Zaragoza recommended to all attendees if they have an opportunity to ride the bus, to please do so. It would provide great learning opportunity on how transportation on GCTD bus functions.

General Manager's Report

Mr. Brown informed the Board of Directors that on January 27th minor schedule changes will take effect. As part of our service change outreach efforts, planning and marketing staff will be visiting transit centers and other busy stops to get the word out and pass out new bus books.

Mr. Brown stated that GCTD is making progress on the "Near Zero Emissions Engine Replacement" project taking place on 26 of our New Flyer buses.

Mr. Brown announced that GCTD offers discounted passes to school groups wishing to take field trips using our regular scheduled bus service. Chair Heitmann thank Steve Brown and the GCTD staff for providing a free field trip rides to the Teacher of the Month. It is a much-appreciated gift to not only the teachers but the students.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of December 5, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of October, 2018
3. Consider Approval of Treasurer's Report for October, 2018
4. Consider Approval of Budget Income Statement for the Month Ending October, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for October, 2018
6. Consider Approval of Expenditures for the Month of November, 2018
7. Consider Approval of Treasurer's Report for November, 2018
8. Consider Approval of Budget Income Statement for the Month Ending November, 2018

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9. Consider Approval of Financial Statements and Schedule of Money Transfers for November, 2018
10. Consider Approval of the General Manager's Expense Report for the month of December, 2018

Director Berg moved to approve Consent Agenda 1 thru 10. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Public Comments on Formal Items

There were none.

Formal Items

11. **Consider Approval of a Contract with MV Transportation for GO ACCESS Services for a Period of six (6) years and two (3) year option years and Authorize the General Manager to Sign the Contract** – Marlena Kohler, Purchasing Manager/DBE Officer, Margaret Heath-Schoep, Paratransit and Special Projects Manager

Ms. Kohler stated that GCTD issued a Request for Proposal on August 15, 2018 to locate a qualified firm to provide senior demand response as well as ADA complementary paratransit service in accordance with American with Disabilities Act of 1990. The service area encompasses the cities of Ojai, Oxnard, Port Hueneme, Ventura as well as bordering unincorporated areas of Ventura County.

The RFP was posted on our website as well as the Public Purchase website. GCTD received three (3) proposals by the bid due date of October 19, 2018. All three (3) proposals were independently evaluated by an evaluation committee. At the conclusion of the evaluation process, MV Transportation Inc. received the highest overall score. Their proposal is considered fair reasonable based on adequate competition. A responsibility determination was conducted on MV Transportation Inc., which resulted in determining that this firm is responsive and responsible, capable of meeting GCTD's requirements.

Mr. Jim Schultzman, of MV Transportation thanked Gold Coast Transit District and the Board of Directors for the opportunity to continue working with the agency on providing the Operation, Maintenance and Management of Coordinated Paratransit Services (GO ACCESS).

It is recommended that the Board of Directors authorize the General Manager to execute a contract for the Operation, Maintenance and Management of Coordinated Paratransit Services (GO ACCESS) to MV Transportation Inc. in the amount (not to exceed) of \$21,368,540 for an initial six (6) year contract with options for two (3 year) extensions, in the

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amount (not to exceed) of \$34,091,374 for a total (not to exceed) amount of \$55,459,914. Actual Annual pricing is based on actual passenger demand.

Director Berg moved to Approve Authorizing Award a Contract to MV Transportation Inc. for the Operation, Maintenance and Management of Coordinated Paratransit Services (GO ACCESS). Director Zaragoza seconded the motion.

Roll Call

Yes: No: None

Chair Heitmann

Vice-Chair Berg

Director MacDonald

Director Zaragoza

Director Haney

The motion passed unanimously.

12. Construction Update for the New GCTD Operations and Maintenance Facility, the Operations Department and Maintenance Department – Reed Caldwell, Assistant General Manager

Mr. Caldwell provided an overview of the progress of recent activities on the New GCTD Administration and Operations Facility. Additionally, Mr. Caldwell provide an overview of the bus operations and bus maintenance for the district.

Mr. Caldwell will be providing and presenting monthly GCTD's Performance Indicator Tracking. The Key Performance Indicators (KPI's) will include:

- a. On-Time Performance ($\geq 90\%$)
- b. Missed Trips ($\leq 1\%$ using service miles)
- c. Accident Rate (≤ 1 preventable accident per 100,000 miles)
- d. Miles Between Road Calls ($\geq 10,000$ miles)

Director Zaragoza asked to please include Total Miles Traveled Throughout the System.

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.

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FUTURE AGENCY ITEMS

There were none.

CLOSED SESSION

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

14. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation Significant exposure to litigation pursuant to Section Government Code §54956.9 (d)(2) No. of Cases: 1

The Board of Directors went into Closed Session at 10:55 A.M.

The Board of Directors re-adjourned into Open Session at 11:56 A.M.

There were no announcements.

There being no further business, Chair Heitmann adjourned the meeting at 11:56 A.M.

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

Steven P. Brown
Secretary of the Board of Directors

Chair
Cheryl Heitmann
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **February 6, 2019 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 Clerk of the Board, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.