



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, APRIL 3, 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
Alternate Carmen Ramirez – City of Oxnard
Director John C. Zaragoza – County of Ventura - Absent
Director Randy Haney – City of Ojai

Staff Present

Reed Caldwell, Assistant General Manager
Steve DeBaun, General Counsel
Priscilla Herrera, Clerk of the Board
Vanessa Rauschenberger, Director of Planning & Marketing
Steven L. Rosenberg, Director of Finance
Debbie Williams, Director of Human Resources
James Beck, Fleet Manager
Roxanna Ibarra, HR Coordinator
Matt Miller, Planning Manager
Margaret Schoep, Paratransit & Special Projects Manager/Interim Operations Manager
Cynthia Torres-Duque, Communications & Marketing Manager

Ceremonial Calendar

- The pledge of allegiance was led by Chair Cheryl Heitmann

General Public Comment Period

There were no public comments.

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Board of Directors Reports

There were no reports from the Board of Directors

Assistant General Manager Reports

- Mr. Caldwell informed the Board that Gold Coast Transit District is in receipt of three (3) new ACCESS vans and invited all to view them after the meeting.
- Announced the appointment of Margaret Heath-Schoep as Interim Operations Manager.

Agenda Review

There were no changes to the agenda.

Consent Agenda

1. Consider Approval of Minutes of March 6, 2019 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of February, 2019
3. Consider Approval of Treasurer's Report for February, 2019
4. Consider Approval of Budget Income Statement for Month Ending February, 2019
5. Consider Approval of Financial Statements & Schedule of Money Transfers for February, 2019
6. Consider Approval of Resolution 2019-03 for FY 18-19 Annual LCTOP Funding Allocation

Director Haney moved to approve Consent Agenda Items 1 through 6. Director Rollins seconded the motion. Director Ramirez inquired if she could vote on the Minutes of March 6, 2019 because she had not attended the meeting. Steven DeBaun stated that she could vote on the minutes even though she was not present at the meeting. **The motion passed unanimously.**

Public Comments on Formal Items

There were no public comments.

Formal Items

7. **Consider Approval of Resolution No. 2019-02, to Amend GCTD's Conflict of Interest Code – Debbie Williams, Director of Human Resources**

Ms. Williams informed the Board that all local agencies and special districts are required by Government Code §87300 to adopt a Conflict of Interest Code (COIC). A local agency's conflict of interest code (COIC) tells public officials, governmental employees, and consultants what financial interests they must disclose. It must disclose the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700s).

Ms. Williams stated that this item was presented to the Board of Directors at the October 2018 Board Meeting. However, for 2019, GCTD's General Counsel, Best, Best and Krieger (BB&K) recommended a review of the District's COIC. BB&K reviewed position descriptions of new positions in the organization that were approved by the Board of Directors in the District's December 5, 2018 board meeting and recommended the additional positions be added. Specifically, the following positions: Assistant General Manager, Director of Operations & Maintenance, and Operations Manager.

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Ms. Williams stated that attached to this report are 1) a markup version showing all proposed changes to GCTD's COIC, and 2) a clean version of the proposed new COIC.

Ms. Williams recommended that the Board Approve Resolution No. 2019-02 to Amend Gold Coast Transit District's Conflict of Interest Code.

Director Rollins moved to Approve Resolution 2019-02 to Amend Gold Coast Transit District's Conflict of Interest Code. Director Haney seconded the motion. **The motion passed unanimously.**

8. Consider Adoption of Resolution Number 2019-04, Approving the Memorandum of Understanding (MOU) Between Gold Coast Transit District and the GCTD Supervisors of International Brotherhood of Teamsters Local 186 – Reed Caldwell, Assistant General Manager

Mr. Caldwell stated that the Gold Coast Transit District Supervisors established a bargaining unit in early 2018 and are represented by the International Brotherhood of Teamsters Local 186 (Teamsters). The Supervisor group was non-represented prior to establishing the bargaining unit. From February 2018 through March 2019, the Teamsters Local 186 and GCTD met and conferred and freely exchanged information and proposals.

Mr. Caldwell stated that on March 27, 2019 the parties reached a new agreement with the Supervisors that would extend from January 3, 2018 through June 30, 2023. The new agreement includes (highlights):

- A five-step wage scale and each salary step separation is 5%;
- Members will progress through the five step wage scale on the employee's anniversary date each year of service, contingent on a successful annual individual performance evaluation;
- No general wage increases during the term of the agreement;
- Establishment of three salary ranges, a) \$68,835.00 to \$83,669.37; b) \$65,012.06 to \$79,022.57; c) \$44,990.00 to \$54,685.63;
- Increase of vacation accrual for holidays worked from 1X to 1.5X the standard 8-hour accrual;
- Position title changes to reflect supervisor in all titles;
- GCTD's medical contribution for calendar years 2018, 2019, 2020, and 2021 will either remain the same as the previous year or increase to the same as the GCTD medical contribution for the SEIU Local 721 bargaining units, whichever is greater; and
- Attendance bonus for no unscheduled absences.
- The Teamsters and GCTD have agreed to numerous administrative and operational inclusions.

Mr. Caldwell thanked the GCTD negotiating team for their professionalism and cooperation.

Director Rollins inquired before the establishment of the current five-step wage scale, how did employees receive wage increases. Mr. Caldwell stated non-represented employees received increases within the range – there were no formal step increases.

Director Haney inquired how affected employees receive increases. Mr. Caldwell stated that it is with the approval of the General Manager upon a Director's recommendation.

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Director Haney moved to adopt Resolution 2019-04, approving the Memorandum of Understanding Between Gold Coast Transit District and GCTD Supervisors of International Brotherhood of Teamsters Local 18 for the period January 3, 2018 through June 30, 2023. Director Rollins seconded the motion. **The motion passed unanimously.**

9. Consider Approval of Job Description for Office Coordinator/Executive Assistant – Debbie Williams, Director of Human Resources

Ms. Williams stated that staff is recommending the Board of Directors consider approval of a job description for an Office Coordinator/Executive Assistant which would replace the existing Office Manager job description. The Office Coordinator/Executive Assistant will report to the General Manager, with day to day oversight provided by the Marketing and Communications Manager. This position will ensure the smooth running of Administration offices, oversee meeting coordination, assist members of the Management Team, greet and direct visitors and special guests, and serve as a key primary point of contact for all staff as well as serve as Clerk of the Board.

Ms. Williams stated that the proposed salary range for the Office Coordinator/Executive Assistant is \$54,548 to \$76,391 and would replace the Office Manager job description on the GCTD organizational chart.

Director Haney inquired as to who this position would report to? Ms. Williams stated that direct report would be to the General Manager with oversight by the Marketing and Communications Manager.

Director Haney inquired if there is an existing Executive Secretary position and who do they report to? Ms. Williams stated that the position is currently known as Office Manager and report directly to the General Manager.

Director Ramirez moved to approve the Job Description for Office Coordinator/Executive Assistant. The motion was seconded by Director Haney. **The motion passed unanimously.**

10. Receive and File FY 2017-18 TDA Compliance Audit Reports for GCTD's Five (5) Member Jurisdictions – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that the Board of Directors has contracted with Brown Armstrong Accountancy Corporation to audit GCTD's financial operations and prepare GCTD's FY 2017-18 financial statements, as well as to audit Transportation Development Act (TDA) compliance by GCTD's five member jurisdictions that accept TDA funds from GCTD for public transportation related activities. Mr. Rosenberg stated that the Board received and accepted GCTD's financial audit and FY 2017-18 Comprehensive Annual Financial Report on November 7, 2018.

Mr. Rosenberg stated that presented today for the Board's review and information are TDA Compliance Audits for each of GCTD's five member jurisdictions (Oxnard, San Buenaventura, Ojai, Port Hueneme and the County of Ventura) that receive TDA Article 4 Local Transportation Funds (LTF) from GCTD.

Mr. Rosenberg stated that all members were found in compliance with respect to all expended funds having been spent on TDA-eligible expenses. Last year two transit services funded in part by GCTD TDA funds, the Ojai Trolley and the Valley Express, failed to meet their required fare box

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recovery ratio of 20% (Ojai Trolley) and 10% (Valley Express). Mr. Rosenberg stated that this year all transit services funded in part by GCTD TDA funds met their required fare box recovery ratios.

Director Ramirez inquired as to what is done with unused funds. Mr. Rosenberg stated that any funds provided for transit services and expended will be considered carryover and will be returned to GCTD as a credit in the fiscal year following completion of the audit. Mr. Rosenberg stated that for recurring operations, the funds could be provided to the entity as a credit in the fiscal year following completion of the audit.

Chair Heitmann inquired if the particular entity that did not use all their funding could apply for the money again. Mr. Rosenberg stated that they could.

Mr. Rosenberg recommended that the Board of Directors receive and file the FY 2017-18 TDA Compliance Audit Reports for Oxnard, San Buenaventura, Ojai, Port Hueneme and the County of Ventura, as prepared by Brown Armstrong.

The Report was Received and Filed.

- 11. Consider Authorizing the General Manager to Sign a Letter of Agreement with the Ventura County Transportation Commission to Receive and Additional \$1,161,246 in Federal 5307 Funding on the FY 2017-18 Program of Projects – Steve R. Rosenberg, Director of Finance and Administration.**

Mr. Rosenberg stated that the Letter of Agreement (LOA) between the Ventura County Transportation Commission (VCTC) and the Gold Coast Transit District (GCTD) memorializes that VCTC will implement a funding increase to GCTD beyond GCTD's federal attributable amount. This increase will be \$1,161,246 in federal 5307 funding from the Oxnard Urbanized area for the FY 2018/19 apportionment year. These funds can be used to make GCTD's bond payments.

Mr. Rosenberg stated that VCTC has stated that while this commitment will be for the FY 2018/19 apportionment only, additional funding for future years may be determined on an annual basis taking into consideration the Metrolink rehabilitation program needs.

To complete the process, VCTC and GCTD shall authorize the VCTC Executive Director and the GCTD General Manager respectively to execute the attached LOA. VCTC will then include these funds in the federal Program of Projects (POP) and request an amendment to the FTIP. These funds are expected to be available to GCTD by the beginning of FY 2019-20 or soon thereafter.

Director Haney inquired if this was standard procedure. Mr. Rosenberg stated that VCTC provides all transportation funding for entities.

Mr. Rosenberg recommended that the Board consider authorizing the General Manager to sign a LOA with the Ventura County Transportation Commission to receive an additional \$1,161,246 in Federal 5307 funding on the FY 2017-18 Program of Projects.

Director Ramirez moved to approve authorizing the General Manager to sign a LOA with the Ventura County Transportation Commission to Receive an additional \$1,161,246 in Federal 5307 Funding on the FY2017-18 Program of Projects. Director Rollins seconded the motion. **The motion passed unanimously.**

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

Mr. Caldwell provided:

- Photographs of the facility pointing out:
 - the completion of the CNG station
 - storage unit for CNG
 - leisure activity section
 - fueling islands
 - walking paths
 - wellness room (work out equipment)
 - progress of landscaping

Director Rollins inquired if there will much maintenance of chips used on the walking path. Mr. Caldwell stated the purpose was to make the walking path look natural and there would be compaction after it rains. The walking path is within the GCTD grounds and there is no public access.

Director Rollins asked if there would be picnic tables in the leisure activity section. Mr. Caldwell stated that there would be picnic tables.

Mr. Caldwell commented that the move is anticipated to start at the end of June – beginning of July.

Director Ramirez inquired if there are discussions regarding the status of the current property. Mr. Caldwell stated there have been discussions.

The report was received and filed.

There being no further business, Chair Heitmann adjourned the meeting at 10:47 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 **May 1, 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.gctd.org or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.